

## INFORMATION HANDBOOK Under Right to Information Act 2005

### RTI Cell committee

Designation	Name	Contact No.	Postal Address
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### PREAMBLE

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted-

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any  
○ body owned, controlled or substantially financed;  
○ non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

In accordance with the provisions contained in section 2(j) of the Act, “Right to Information” means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to

1. inspection of work, documents, records;
2. taking notes, extracts or certified copies of documents or records;
3. taking certified samples of material;

4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.'

The Lady Irwin College Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college; and related information.

This Information Handbook is divided into 17 sections. Each section deals with unit of information as delineated under section 4 (1) (b). For ease of reference, this is given below.

4. (1) Every public authority shall

(a) Maintain all its records duly catalogued and indexed in a manner and from which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) Publish within one hundred and twenty days from the enactment of this Act,

- (i) The particulars of its organization, functions and duties;
- (ii) The powers and duties of its officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by it or under its control;
- (vii) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees of such meetings are accessible for public;

- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed;

Section 4 b (xii) provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to Lady Irwin College.

## **LADY IRWIN COLLEGE INFORMATION HANDBOOK, May 2025**

### **Section 4(1)(b)(i)**

#### **Particulars of organization, functions and duties**

Lady Irwin College is a constituent college for women, of University of Delhi, under the memorandum of Association of The Lady Irwin College Society vide Regd. Society Registration Act 1860 (Punjab Amdmt.) 1957 Registration No.4163 1969-70) & maintained by the Governing Body & UGC Grants.

#### **Objectives**

- Lady Irwin College offers undergraduate and postgraduate education in Home Science in accordance with University of Delhi curriculum. It also offers B.Sc. (Hons.) Food Technology It supports doctoral programs in five areas of Home

Science. Other programmes are B.Ed. (for students of Home Science), B.Ed. Special Education (MR) (For students from all streams) and Postgraduate Diploma in Dietetics & Public Health Nutrition.

- It aims for holistic development of women students, and their capacity building through carefully designed academic programmes and extramural activities.

## **Vision Statement**

The Lady Irwin College aphorism is VIDYA HI SEWA. The teaching learning transactions true to the motto Endeavour to inculcate a sense of knowledge to serve through carefully designed outreach experiences.

The College has always provided leadership support to other institutions in the nation in teaching, research and extension in Home Science, both at central universities and Home Science colleges with agricultural institutions.

Lady Irwin College has celebrated 93 years in 2025. The education in this college aims towards capacity building for entrepreneurship, improved quality of life and overall development of the students. It is a nodal and template institution for Home Science education in the country.

The disciplines in the college are artistic, creative, culturally rooted and contemporary. The programmes are scientifically planned which include education in textile technology, food processing, metabolism, environment, sustainable technologies, food safety, health and disease and human development. The focus of college is to have holistic education for the all round development of the students.

High standard of education is maintained in pedagogical strategies and course structuring by the faculty members. The curriculum is internationally competitive. The college hopes to improve the talent and nurture creativity among its students for playing positive role in the society.

## **Brief history**

From a modest beginning with 11 students in 1932, Lady Irwin College has provided higher education for generations of women. Well into the ninetieth decade, the college now has over 1500 students on its rolls every year. From the initial teaching of a Certificate Course in Home Science, the courses have multiplied, keeping in tune with the times and the changing trends in higher education.

The college was established under the patronage of Lady Dorothy Irwin, by men and women concerned with national issues and the education of women. Among them were the Maharanis of Baroda and Bhopal, Sarojini Naidu, Rajkumari Amrit Kaur, Annie Besant, Kamala Devi Chattopadhyay, Margaret Cousins and Sir Ganga Ram Kaula to name a few. The college has been a template for over 200 colleges and schools offering the discipline of Home Science in India and neighboring countries, providing guidance in development of curricula, programmes and infrastructure.

The buildings of the college campus have been classified and protected as heritage sites. The College is receiving financial assistance from the University Grants Commission.

Over the years, the college has added bachelor's, master's PG Diploma and doctoral degrees, and facilities for community outreach programmes, inter-college and international exchanges and networking, workshops and seminars, public events, sports and recreation. Since its inception, the staff and students of the college provide research advice and community extension services in food and nutrition, resource management, human development, and fabric and apparel science.

Today, Lady Irwin College, a constituent college of Delhi University, has programmes leading to bachelor's degrees in Home Science, Pass and Honours, B.Sc. (Hons.) Food Technology, Master's degrees in **five areas** - Food and Nutrition, Human Development & Childhood Studies, Fabric and Apparel Science, Development Communication & Extension, and Resource Management & Design Application. A Post Graduate Diploma in Dietetics and Public Health Nutrition and bachelor's degrees in Education and Special Education (ID) are also offered. The college has on its rolls doctoral students in all specializations of Home Science.

The college has two prestigious programs:

- (i) Raj Kumari Amrit Kaur Child Study Center- Houses play school, Crèche, Early intervention center in disabilities and daycare.
- (ii) Computer Resource Center (CRC) acts as a nodal centre to support all digital needs of the college. It offers technical and academic assistance to students, faculty and non-teaching staff

Over the last three years, the physical infrastructure of the college building designed by the famous architect, Sir Walter George, has been refreshed to retain traditional appearance along with modern facilities. The Delhi Government now recognizes the college building among the several heritage sites in Delhi and has supported its repair and restoration. Some of the structures such as Hannah Sen Cottage, UG Hostel, College Library and Director's Bungalow are more than 75 years old.

The College has highly qualified teaching faculty, many of whom have received national and international recognition for their teaching, research and publications. The teachers also serve as consultants and resource persons for important governmental and voluntary agencies, as well as for universities all over the country and abroad. Teachers are also invited to lead research projects in their areas of specialization for institutions like UGC, Government departments, National and International agencies.

On its campus the college has programmes for the care and education of young children as well as children with disability. These programmes also function as laboratory pre-school and childcare centres and are an adjunct of the department of Human Development and Childhood Studies. The college has well equipped

laboratories and classrooms and library with about 55,000 books and periodicals. The college has experimental horticulture fields, play courts and other sports facilities

Perhaps the most accurate marker of the success of an academic institution is its alumnae. Graduates of Lady Irwin College occupy top executive positions in national and in international organizations . Many are eminent teachers and principals of schools.

The College is ideally situated in the cultural hub of Delhi. Art galleries, museums, exhibition grounds, theatre, music and dance facilities are accessible within a radius of a kilometre. It is well connected by Metro.

### **Duties of the College:**

- Organizing and implementing teaching and examinations for award of Bachelor of Home Science, B.Sc. (Hons.) Food Technology. Masters in Five Home Science specializations and their Ph.D., B.Ed. and B.Ed. Special Education (ID) and Postgraduate Diploma in Dietetics & Public Health Nutrition in accordance with the University of Delhi curricula.
- Live laboratory on Care of Children.
- Providing opportunities for holistic development of women students.
- Providing logistic support to government projects and programs.
- Conduct ethical research and human studies.

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the University of Delhi.
- Designing and conducting Add-on Certificate courses for value addition
- Providing co-curricular activities, namely, sports, NCC and NSS.
- Providing opportunities for extra-curricular activities such as fashion show, street play, dramatics, debating, music, dance, quiz, fine arts etc..
- Instituting awards, scholarship, fellowship and financial assistance to students.
- Providing opportunities to faculty for professional development and undertaking research projects.
- Providing and maintaining adequate infrastructure including building, library, laboratories, equipments, computer center, canteen, sports and recreational facilities.
- Providing and maintaining residential facilities for students, faculty and non-teaching staff.

## **Organization and Administrative Machinery:**

1. A Governing Body, is approved by Delhi University to administer the affairs of the college, as follows:
  - 4 Delhi University representatives
  - 2 College teachers' representatives
  - 1 non-teaching nominee (invited)
  - Principal/Director (Member Secretary of Governing Body). According to Lady Irwin College Society the Principal is called Director.
2. Director. The Governing Body appoints a full time principal on the recommendations of the Selection Committee appointed for the purpose, by University of Delhi.
3. Vice-Principal is appointed by College Governing Body.
4. Bursar is appointed by College Governing Body.
5. Teaching staff and librarian is appointed by a duly constituted Selection Committee.
6. Non-teaching staff is appointed by a duly constituted Selection Committee.
7. Each department has a teacher in charge, appointed by seniority, for a term of three years.
8. The college has a staff council that operates in accordance with ordinance XX 6-A.

## **Expectation of the College from the public for enhancing its effectiveness and efficiency:**

The college expects support from citizens of the country as well as persons directly associated with the affairs of the college.

## **Arrangements and methods made for seeking public participation/contribution:**

Public involvement in the administration of the college is through nomination of people from various walks of public life on its Governing Body. People from public life are invited to the college to contribute towards the teaching and cultural experience in their relevant fields of specialization. They also represent in Institutional Ethics Committee.

## **Mechanism available for monitoring the service delivery and public grievance resolution**

Management of the various activities of the college are supervised by the Governing Body and through the designated authorities and procedure. Monitoring of the affairs of the college is through the Governing Body, UGC and University of Delhi, Admission

Grievance Committee (3 members), Nodal Officer for Public Grievance and PIO: Dr. Deepali Rastogi.

### **Address of the College**

Office of the Director, Lady Irwin College, Sikandra Road, Delhi 110001.

### **Working hours of the College:**

- Office: 9:30 a.m. to 6.00 p.m. (Monday to Friday)
- Teaching: 9.00 a.m. to 5.00 p.m. (Monday to Saturday in accordance to the time-table). One hour period (since 2015)

### **Section 4(1)(b)(ii)**

#### **Powers and duties of the officers and employees:**

- The Director is the principal academic and executive officer of the college. She is responsible for appropriate administration, organization, instruction and management of affairs of the college, as stipulated in University Calendar Ordinance XX.
- Powers and duties of other authorities and employees are also as stated in the University Calendar.

### **Section 4(1)(b)(iii)**

#### **Procedure followed to take a decision on various matters:**

- Decisions in various matters are taken by the appropriate authorities of the College as per the procedures laid down under various Ordinances, rules and regulations of the University.

### **Section 4(1)(b)(iv)**

#### **Norms set by the college for the discharge of its functions:**

Norms and standards for various activities of the college are set by the competent authority such as the Governing Body and Staff Council.

The Staff Council is the academic body of the college. Subject to the provisions of the Delhi University Act, 1922, the Statutes and the Ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination of the college and other academic matters. Staff Council Committees have been listed in section 4 (1) (b) (viii).



## **Section 4(1)(b)(v)**

### **Rules, regulations and instructions used:**

- Statutes of the college as contemplated under Ordinance XX University Maintained Colleges.
- Regulations/instructions for admission regarding all the courses (undergraduate/postgraduate) in accordance with University of Delhi notification.
- University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971
- Various rules/instructions concerning personnel management for the teaching and non-teaching staff working in the college.
- Fundamental Rules and Supplementary Rules of Government of India except where the university has its own provisions with regard to teaching and non-teaching staff.

## **Section 4(1)(b)(vi)**

### **I Official documents and their availability:**

- College Prospectus
- Information Handbook under RTI Act 2005
- Hostel- Bulletin of Information
- Annual Report
- Internal Assessment and attendance record of students
- Advertisement

### **II These are available on the website: [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)**

- Faculty profile
- Forthcoming events
- Facilities and services
- Projects of the college

### **III Official documents are maintained for**

- Minutes of the Governing Body
- Audit Reports
- Certified Annual Accounts
- University of Delhi, Calendar-Volume I dealing with statutory provisions.
- University of Delhi, Calendar- Volume II dealing with various courses.

These are available in printed form from the University of Delhi.

Note: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection

committees and minutes of the college until these are printed, will remain confidential and not available in the public domain.

#### **Section 4(1)(b)(vii)**

##### **Mode of public participation:**

Various statutory bodies of the College Governing Body comprise of eminent people from society and representatives of public who directly participate in the affairs of the College. The College Governing Body has following representative from the public.

- The Internal Complaint Committee has representatives from the public.
- Institutional Ethics Committee has representations from public.

#### **Section 4(1)(b)(viii)**

##### **Councils, Committees, Faculties, Departments, etc. under the College:**

- The College Governing Body as per University Calendar Ordinance XX.
- Staff Council as per University Calendar Ordinance XX.
- Staff Council Committees.
- Purchase Committee
- Building and Maintenance Committee
- Internal Complaint Committee
- Grievance Committee
- Housing Committee (Staff Quarters)
- Admission Committee (1) Undergraduate (2) Postgraduate
- Joint Consultative Committee (students)
- Hostel Committee
- Six Postgraduate Departments: Teacher In-charges by seniority (tenure 3 year by rotation).

### **STAFF COUNCIL COMMITTEES (2024-2025)**

#### **Director ex-officio Chairperson of all Committees**

- 1. JOINT CONSULTATIVE COMMITTEE (JCC)**
- 2. EXECUTIVE COMMITTEE**
- 3. TIME-TABLE COMMITTEE & SPACE ALLOCATION COMMITTEE**
- 4. ATTENDANCE COMMITTEE**
- 5. ACADEMIC COMMITTEE**
- 6. IQAC**
- 7. EXAMINATION COMMITTEE**
- 8. INTERNAL ASSESSMENT COMMITTEE**

- 9. INFORMATION AND COMMUNICATIONS TECHNOLOGY COMMITTEE**
- 10. PURCHASE & FURNITURE COMMITTEE**
- 11. LIBRARY ADVISORY COMMITTEE**
- 12. COMPUTER RESOURCE CENTRE (CRC) & WEBSITE COMMITTEE**
- 13. INTERNAL COMPLAINTS COMMITTEE (ICC)**
- 14. CO-CURRICULAR COMMITTEES**
- 15. UG ADMISSION COMMITTEE**
- 16. PG ADMISSION COMMITTEE**
- 17. SECTION LIST COMMITTEE**
- 18. PROSPECTUS COMMITTEE**
- 19. ORIENTATION COMMITTEE**
- 20. BUILDING AND MAINTENANCE COMMITTEE**
- 21. CALENDAR COMMITTEE**
- 22. PRIZE & SCHOLARSHIP COMMITTEE**
- 23. MERIT CERTIFICATE COMMITTEE & RESULT ANALYSIS**
- 24. CANTEEN COMMITTEE**
- 25. HOSTEL COMMITTEE**
- 26. FACULTY HOUSING COMMITTEE**
- 27. GARDEN COMMITTEE**
- 28. PUBLICITY COMMITTEE**
- 29. PLACEMENT CELL**
- 30. PROVIDENT FUND COMMITTEE**
- 31. ROYALTY COMMITTEE**
- 32. WDC (WOMENS' DEVELOPMENT CELL)**
- 33. EQUAL OPPORTUNITY CELL**
- 34. MEDICAL HELP COMMITTEE**
- 35. INSTITUTIONAL ETHICS COMMITTEE**
- 36. ANTI -RAGGING COMMITTEE**
- 37. U. G. ADMISSIONS GRIEVANCE COMMITTEE**
- 38. SC/STCell: (SC/ST Grievance Committee of College)**
- 39. GRIEVANCE COMMITTEE OF COLLEGE**
- 40. LIBRARY AUTOMATION**
- 41. ENTREPRENEURSHIP AND SKILL DEVELOPMENT COMMITTEE**

- 42. COLLEGE RESEARCH COMMITTEE**
- 43. NIRF/ NAAC/AISHE NODAL COMMITTEE**
- 44. MENTORSHIP CO-ORDINATION COMMITTEE**
- 45. CENTRAL TASKFORCE (COVID PROTOCOL)**
- 46. SOCIAL MEDIA COMMITTEE**
- 47. DISASTER MANAGEMENT COMMITTEE**

**The composition of Internal Complaints Committee is as per UGC/Delhi University rules.**

The IC comprises a diverse group of individuals from various segments of the college, bringing in multiple perspectives and ensuring a comprehensive approach to issues of harassment. The current members of the IC at Lady Irwin College are:

- **Chairperson:** Prof. Shraddha Kapoor
- **NGO Representative:** Ms. Chitra Sarkar
- **Secretary:** Dr. Madhuri Nigam
- **Teacher Representative:** Dr. Dolly Florence
- **Non-Teaching Representative:** Ms. Seema
- **Non-Teaching Representative:** Mr. Raj Aryan
- **License Officer:** Dr. Savita Sagar
- **ICC (Postgraduate) Representative:** Ms. Bhupinder Kaur
- **ICC (Undergraduate) Representative:** Ms. Harshita Shrivastava

#### **Section 4(1)(b)(ix)**

**Directory of officers and employees is available, Department wise on the College Website**  
**Section 4(1)(b)(x)**

#### **Monthly remuneration received by each of its employee:**

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the college.
- Certain facilities are outsourced as per UGC and D.U. guidelines.

#### **Monthly remuneration received by each of its employee**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University of Delhi.

<b>S.No</b>	<b>Pay Matrix</b>	<b>Posts</b>
1.	144200-218200	Principal

2.	144200-218200	Professor
3.	131400-217100	Associate Professor
4.	57700-182400	Assistant Professor, Librarian
5.	56100-177500	Administration Officer
6.	44900-142400	Section Officer, Sr. P. A
7.	35400-112400	Prof. Assistant
8.	35400-112400	Sr. Assistant/ Sr. T.A. (Computer)
9.	29200-92300	Semi-Prof. Assistant
10.	25500-81100	Assistant
11.	19900-63200	Jr. Assistant (JACT)
12.	18000-56900	Library Attendant
13.	18000-56900	Office Attendant

#### **Section 4(1)(b)(xi)**

##### **Budget allocated to each agency:**

- The budget and the financial estimates are as approved by the Governing Body and presented before the University/ University Grants Commission.
- Certain facilities are \* as per UGC and DU guidelines.
- 

**Income & expenditure Statement (2023-2024) is uploaded on the College website.**

#### **Section 4(1)(b)(xii)**

##### **Manner of execution of subsidy programmes:**

- Not applicable to the college.

#### **Section 4(1)(b)(xiii)**

##### **(a) Concessions granted by the college:**

Concessions that are available to various categories of students for admission to various courses are given in the Bulletin of Information.

- 22.5% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7.5% for ST).
- Not less than 5% of the total number of seats in each of the courses has been reserved to the children/widows/wives of the officers and men of the armed forces including paramilitary personnel, killed/disabled in action or

- those who died/were disabled on duty. Relaxation to the extent of 5% marks in the aggregate or in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests).
- 5% seats are reserved for physically challenged candidates for admission to undergraduate courses.
- 5% seats in the first year of each course in colleges are reserved for foreign students.
- Relaxation to the extent of 5% in the minimum marks is given to the nominees of Nepal Government/Royal government of Bhutan to determine their eligibility for admission to the course concerned.

The reserved category seats are filled by central admission carried out by the Office of the Dean of Students Welfare and Office of the Advisor, Foreign Students as the case may be and college Admission Committee.

- 5% of the total number of seats separately both in Honours and Pass courses (for first year of the under-graduate courses) are offered for admission on the basis of sports and co-curricular distinctions.
- Fee concession are given on providing necessary documents as per rule.
- DU Ward quota is observed as per EC resolution (DU)

**Note:**

1. The above reservations may vary with any decision taken by the University or directions from the Central Government.
2. Details of such concessions are available in the admission brochures at DU website during admission.
3. The UG & PG admission are through DU portal registration. Fee payment in also at DU portal.

**(b) Concessions availed by the college:**

The college avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories as applicable from time to time.

**(c) Financial Assistance to students (2020-2021):**

The college provides financial assistance to needy students. The Scholarships are given after scrutiny of Scholarship Committee of Staff Council. The prizes are given on merit and distributed on Founders' Day. The list of scholarships, assistance and awards are published in College Annual report and are provided on the College website for the current year.

#### **Section 4(1)(b)(xiv)**

##### **Information available in electronic form:**

- The college has adopted wide scale computerization of data management in administration account section of the college and hostel. All correspondence is computer generated.
- Information made publically available can be accessed at [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in) ; [www.du.ac.in](http://www.du.ac.in)
- All the information about the college is available on the college website – [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)
- The website is edited from time to time.
- Attendance
- Email reply to FAQ

#### **Section 4(1)(b)(xv)**

##### **Means, methods and facilities available to citizens for obtaining information:**

- Through the notice boards, relevant brochures, University Calendars and various other rules which are available in print as well as on the College and Delhi University website [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in); [www.du.ac.in](http://www.du.ac.in) respectively. Some of the publications (College Prospectus) is priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the college website – [www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)

#### **Section 4(1)(b)(xvi)**

##### **RTI Cell**

##### **Public Information Officer and Assistant Public Information Officer :**

- Professor (Dr.)Deepali Rastogi, Lady Irwin College, University of Delhi .
- Professor (Dr.) Manisha Sabharwal, Lady Irwin College ,University of Delhi.

##### **Appellate Authority:**

- Professor (Dr.) Neelima Asthana, Director, Lady Irwin College, University of Delhi, Delhi.

## **Other Information**

### **Section 4(1)(b)(xvii)**

The college website ([www.ladyirwin.edu.in](http://www.ladyirwin.edu.in)), the University of Delhi website ([www.du.ac.in](http://www.du.ac.in)) are the repository of information.

The person seeking of the information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-). SC/ST fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the University of Delhi. For the time being the rates are as follows:-

1. Rs. 2/- per page of A-3 or A-3 size.
2. Actual cost for sizes bigger than A-4 or A-3.
3. In case of printed material, the printed copies could be purchased from the college.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.