

**MATA SUNDRI COLLEGE FOR WOMEN**  
**(University of Delhi)**  
MATA SUNDRI LANE,  
NEW DELHI - 110002

## **Hand Book of Information**

**Under**

## **Right to Information Act 2005**

### **BASIC INFORMATION ABOUT RTI ACT**

MATA SUNDRI COLLEGE FOR WOMEN  
UNIVERSITY OF DELHI  
CONTACT NUMBER: 011-23221449

1. **APPELLATE AUTHORITY:** PRINCIPAL  
PROF. HARPREET KAUR
2. **PIO:** MS. AMARJYOTI JOSEN
3. **MODE OF PAYMENT:** RS 10 PER APPLICATION

*(CASH-DRAFT/POSTAL ORDER*

*TO BE MADE IN FAVOUR OF*

*PRINCIPAL, MATA SUNDRI COLLEGE FOR WOMEN)*

**Section 4 Chapter**

	<b><u>Section 4 Chapter</u></b>
1-	Particulars of organization, functions and duties. Name of the college, details of Services rendered.
11-	Powers and duties of officers and employees.
111-	Procedure followed in decision-making process -
IV-	Norms set for the discharge of functions –
V-	Rules, regulations, instructions, manuals and records for discharging functions.
VI-	A statement of the categories of documents that are held by it or under its control.
VII-	Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation.
VIII-	A statement of boards, council committees and other bodies constituted.
IX-	Directory of officers and employees. Directory is available with college office.
X-	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.
XI-	The budget allocated to each agency.
XII-	The manner of execution of subsidy program.
XIII-	Particulars of recipients of concessions, permits or authorizations granted.
XIV-	Information available in an electronic form.
XV-	Particulars of facilities available to citizens for obtaining information.
XVI-	Name designation and other particulars of Public Information Officers.
XVII	Other Information.
-	

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

### **Particulars of Organization, Functions And Duties:**

#### **Vision Statement:**

Mata Sundri College for Women, named after Mata Sundri Ji, the consort of the Tenth Guru, GURU GOBIND SINGH JI, was established to propagate the cherished ideals of service, leadership, social responsibility and academic pursuits among young women with the motto, "Truth is the highest of all virtues but true living is higher still". The college cherishes the aesthetics of the learning spaces by respecting values of respect, co-operation and empathy. The college promotes intellectual sensitivities and respects diverse viewpoints. The students are oriented to the issues of national and global relevance and they are empowered to be perceptive of the world around them and be informative about issues pertaining to life on personal as well as professional fronts. Beside academic excellence they are also encouraged to strive for an appreciation of arts and aesthetics, intellectual excellence and creativity.

#### **Historical relevance and Perspective**

Mata Sundri College for Women, named after Mata Sundri Ji, the consort of the Tenth Guru of Sikhs, Guru Gobind Singh ji, was established to propagate the cherished ideals of service, leadership, social responsibility and academic pursuits among young women with the motto, "Truth is the highest of all virtues but true living is higher still".

Mata Sundri ji guided the Khalsa for 43 years after our great Tenth Guru, Guru Gobind Singh ji left for the heavenly abode. She has stayed for 43 years in Gurdwara Mata Sundri ji adjacent to Mata Sundri College for Women. She had been and will remain forever a source of moral and spiritual guidance for all of us.

The college imparts instruction and training in the following courses of University of Delhi:

**Under Graduate Courses**

- B.A. (Hons.) **English**
- B.A. (Hons.) **Hindi**
- B.A. (Hons.) **History**
- B.A. (Hons.) **Philosophy**
- B.A. (Hons.) **Political Science**
- B.A. (Hons.) **Psychology**
- B.A. (Hons.) **Punjabi**
- B.A. (Hons.) **Sanskrit**
- B.A. Programme
- B.Com. (Hons.)
- B.Com Programme
- **B.El.Ed.**
- B.Sc.(Hons.) **Computer Science**
- B.Sc.(Hons.) **Mathematics**
- B.Sc.(Hons.) **Statistics**

**Post Graduate Courses**

- M.A Hindi
- M.A Political Science
- M.A Punjabi
- M.A Sanskrit

**UGC Approved Vocational Courses**

- Computer Application
- Tour & Travel Management
- Textile Designing
- Foreign Languages

**Expectation of the college from the public for enhancing its effectiveness and efficiency**

The college views citizens and parents as important stakeholders in ensuring effective delivery of education.

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

Public involvement in the affairs of the college is through nomination of people from various walks of public life on its Governing body and other Committees as required by various Ordinances of University of Delhi.

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

Management of the various activities of the college is supervised by the Principal through the Staff Council and designated committees constituted by the Staff Council. Monitoring of the affairs of the college is through its College Governing Body, Academic Council & Executive Council of the University of Delhi.

**Address of the College:**

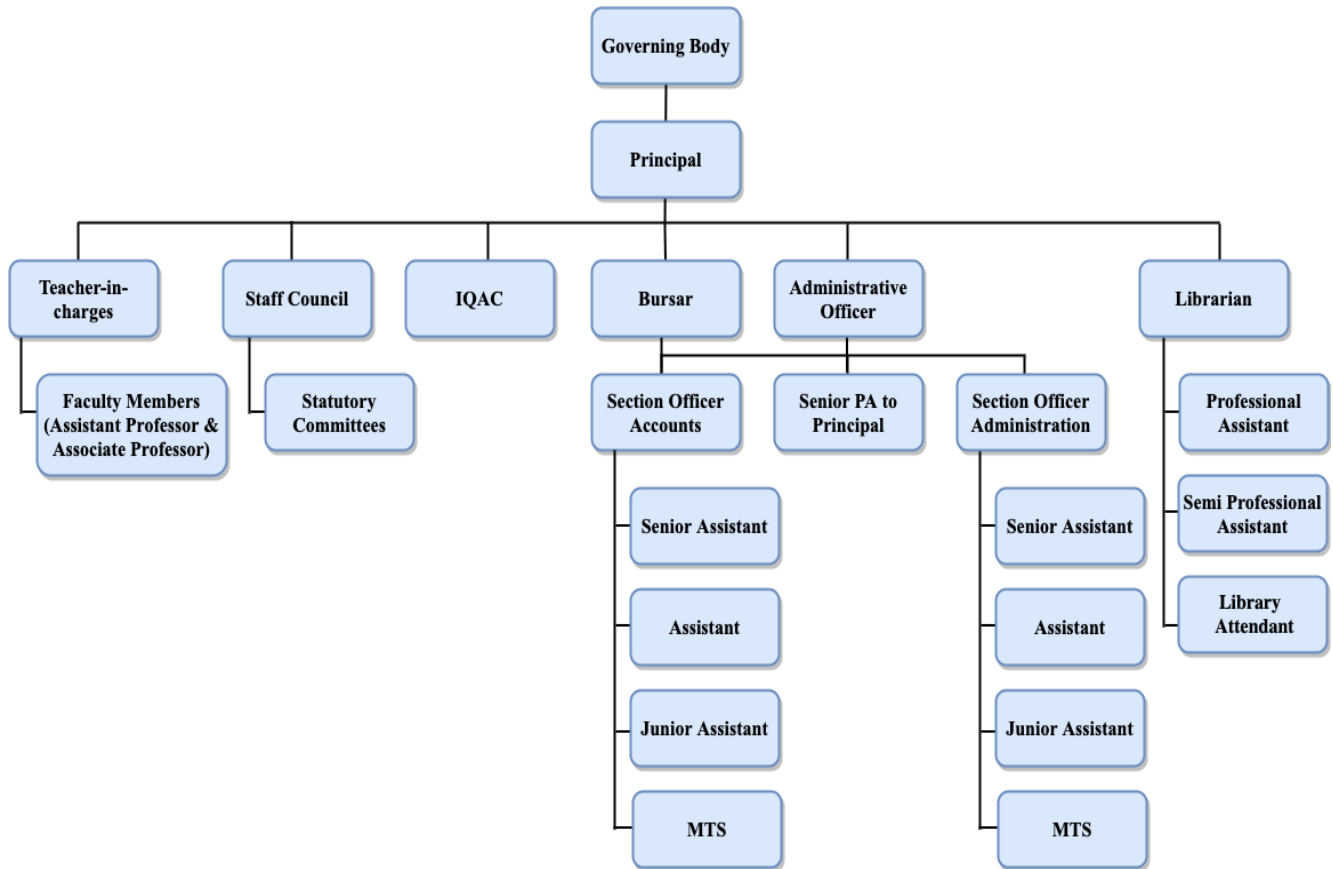
Office of the Principal,  
Mata Sundri College for Women,  
Mata Sundri Lane,  
New Delhi - 110002

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

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

Functionary	Powers	Name	Duties
1. Principal	Principal - Academic and Executive Officer	Prof. Harpreet Kaur	The Principal is the Academic and Executive Officer of the College. The Principal is responsible for the proper administration of the College, imparting instruction and the maintenance of discipline. The Principal has the power to incur expenditure in accordance with the rules/procedure prescribed by the Governing Body/UGC, University of Delhi. The Principal is on the Selection Committee for recommending recruitment/ promotion of teaching and non-teaching staff.
2. Administrative Officer (Admin)	Head Of The Administration Department	S. Manjit Singh (offg.)	Day to day running of the Admin Office. Discipline and functioning of non-teaching and class IV staff, maintenance of administrative records and any other duties assigned by the Principal. Arranges Governing Body Meetings.
3. Bursar	In charge of Accounts Department	Dr. Lokesh Kumar Gupta	Supervise the maintenance of various college financial and property accounts and their audit. Responsible for assigning work and proper functioning of the staff in accounts department and their discipline. Any other duties assigned by the Principal
4. Section Officer (Accounts)	To report to the Bursar on all Accounts matters	S. Manjit Singh	Responsible for supervision of the day to day functioning of the Accounts Section

## Organisational Chart for teaching and non-teaching Staff:



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

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

The Principal is the Chief Executive and Academic Officer of the college. She is responsible for appropriate administration and organization of teaching and extra- curricular activities in the college.

Decisions in matters of organizing admissions, sports, extra-curricular activities, preparation of college time table, allocation of extra-curricular work of teachers not involving payment of remuneration, laying guidelines for purchases including Library books and lab Equipment, Maintenance of Infrastructure and facilities, Discipline, Student advisory and welfare activities and conduct of Examination are taken by the Staff Council/Committees formed by the staff council, subject to the provisions of the Act, Statutes and Ordinances of the University.

The decisions regarding institution, suspension or abolition of teaching and non- teaching posts are taken by the Governing Body. The college functions under the general supervision and control of the Governing Body.

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

#### **Norms set by the college for discharging its functions:**

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



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

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

1. Statutes of the University of Delhi as contemplated in the Delhi University Act, 1922.
2. Ordinance of the University as contemplated under the Delhi University Act, 1922
3. Regulations / instructions for admission and examination regarding all the courses (under-graduate / post-graduate / research) of studies.
4. University Non-teaching Employees (Terms and Conditions of Service) Rules, 1971
5. Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
6. 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 as approved by the university and adopted by governing body.

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

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

1. The College prospectus as published every year.
2. Annual report of the college as published every year.
3. Audited Accounts of the college as published
4. Audit Report for the Annual audited accounts as Published.
5. University Calendar - Vol. I dealing with Statutory provisions can be accessed at Delhi University website- [www.du.ac.in](http://www.du.ac.in)
6. University Calendar — Vol. II dealing with various courses.

*NB. Matter pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceeding of the selection Committees and minutes of the Governing Body and Staff Council are confidential and not available in public domain.*

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

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

- The College Governing Body which directly supervises the affairs of the college has members who are eminent personalities of the society.
- Various Committees are formed As per Ordinances of University of Delhi and public participation is ensured as per Ordinance applicable.
- The college has a parent teacher meet and a regular interaction with parents by organizing Parent Teacher Meet and also engages with alumni.
- Besides, the college holds public interaction programmes and open session at the time of admissions.

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

#### **Staff Council Committees:**

1. Workload Committee
2. Time Table Committee
3. Central Admission Committee
4. Anti Ragging Committee
5. Internal Complaints Committee (ICC)
6. Grievance Redressal Committee
7. SC/ST Cell
8. Minorities Cell
9. Placement and Internship Cell
10. Student Advisors
11. Fee Concession and Scholarship Committee
12. Stock Verification Committee
13. Internal Assessment Committee
14. Short of Attendance Committee
15. Central Alumni Association Committee
16. Annual Day Committee
17. Building Maintenance Committee
18. Purchase Committee
19. Provident Fund Committee

20. Election Committee
21. Garden Committee
22. Library Committee (Departmentwise)
23. Library Progression Committee
24. NSS
25. NCC
26. Magazine Committee
27. Sports Board
28. Cultural Committee
29. Canteen Committee
30. Hygiene Committee
31. Academic Affairs Committee
32. B.A. (prog) Committee
33. Enabling Unit
34. Equal Opportunity Cell
35. Proctorial Board
36. Women Development Cell
37. Quiz Committee
38. Discipline and Orientation
39. College Festival Committee (Saarang Committee)
40. Prize
41. Divinity
42. Decoration
43. Examination

## **Societies:**

<b>Sr.No.</b>	<b>Academic Societies</b>	<b>Sr.No .</b>	<b>Cultural Societies</b>	<b>Sr.No .</b>	<b>Central Societies</b>	<b>Sr.No .</b>	<b>Departmental Societies</b>
1.	Milestone: The Civil Services Society	1.	Virsa	1.	Gandhi Study Circle	1	Meraki, The English Literary Society
2.	Motivation to MBA Cell	2.	Kayra	2.	Enactus	2.	Earthcon, Department of Environmental Science
3.	Motivation to Masters Cell	3.	Quiz Up	3.	Uddham, the Entrepreneurship Cell	3.	Invictus, Department of Commerce
4.	CA/CS Cell	4.	Parindey	4.		4.	Kasak, BA (prog) Society
5.	Online Technical Committee	5.	Pratibimb, The Film Society			5.	Polimates, Department of Political Science
6.	Documentation Cell	6	Verbattle, The Debating Society			7.	Aarsi, (Literary Society) Department of Punjabi
7	Research Board	7	Kala, The Fine Arts Society			8.	Gaatha, The History Society
		8	Dharohar, The Heritage Society			9.	Psychology Association , The Department of Psychology
		9.	Photography and Movie Making Society			10	Astitva , The Department of Philosophy
						11	Asymptote, Department of Mathematics
						12	Hindi Sahitya Parishad, Department of Hindi

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

### **Directory of faculty, officers and employees:**

The directory is available with the college office.

## Section 4(1)(b)(x)

### Monthly remuneration received by each of its employees:

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University. (As per implementation of VI pay commission the pay of various categories of employees is under review and approval)

(All Figures In INR)

S.No.	Pay Level As per 7 CPC	Grade Pay / Academic Grade Pay	Posts
1-	Pay Level 14	10000	Principal (post graduate college)
2-	Pay Level 13A	9000	Associate Professor
3-	Pay level 12	8000	Reader
4-	Pay Level 11	7000	Assistant Professor (senior scale)
5-	Pay Level 10	6000	Assistant Professor
6-	Pay Level 10	6000	Librarian
7-	Pay Level 10	5400	Administrative officer
8-	Pay Level 07	4600	Section Officer, Sr.P.A.
9-	Pay Level 06		Profesional. Assistant
10-	Pay Level 06		Senior Assistant
11-	Pay Level 04		Assistant
12-	Pay Level 02		Jr. Assistant
13-	Pay Level 02		Caretaker (Jr. Assistant Store)
14-	Pay Level 01		Library Attendant
15-	Pay Level 01		Daftri
16-	Pay Level 01		Office Attendant,
17.	Hire/Pay Level 01		Safai Karamchari, Security
18.	Pay Level 01		Guard, Sanitary Officer.
19	Pay Level 01		Laboratory Assistant

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

#### **Budget allocation and Grant Received.:**

The budget and the financial estimates are approved every year by the Governing Body and sanctioned by U. G. C.

The College is in receipt of Plan/Non Plan Grant from UGC.

### **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'- \*\*\*\*\***

*Various concessions that are available to various categories of students in admission to various courses are given in the Bulletin of Information.*

1. 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 subjects, as the case may be given to determine their eligibility to the concerned courses  
(except in courses having entrance tests)
2. 5% seats are reserved for physically challenged candidates for admission to undergraduate courses.
3. The Kashmiri migrants as and when recommended by the University.
4. 5% of the total number of seats (except those courses where there is an admission test or where there are centralized admissions) are offered for admission on the basis of sports and co-curricular distinctions.
5. 50% of the total number of seats are reserved for Sikh Minority Candidates.

**NB**

*The above reservations may vary with any decision taken by the*

- (A) University or directions from the Central Government.  
Details of such concessions are available in the admission brochures for respective courses.
- (B) Concessions availed by the College

The college is not availing any concession of excise or custom duties

The college having been declared a minority educational institution by the national commission for minorities: Government of India. Resultant changes regarding reservations will be notified when applicable.

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

**Information available in electronic form:**

All relevant manuals hereunder and other information about the college is available on the college website www. <https://mscw.ac.in/>

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

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

Through the Notice Boards, College Prospectus, University Calendar and college website. Information for the general public is disseminated occasionally through press releases, advertisements etc.

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

The following members will act as the public information officer and appellate authority of Mata Sundri College For Women, University of Delhi, Delhi under RTI act 2005.

<b>Sr.No</b>	<b>Designated</b>	<b>Name</b>	<b>Designation and Address</b>	<b>Contact/Telephone/ Fax No./Mobile No.</b>	<b>E-Mail Address</b>
1	Public Information officer	Ms. Amarjyoti Josen	Mata Sundri College For Women, Mata Sundri Lane, New Delhi- 110002	9811811626	amarjyotijosen@ms.du.ac.in
2	Appellate Authority	Prof. Harpreet Kaur	Principal Mata Sundri College For Women, Mata Sundri Lane, New Delhi- 110002	011-23221449	principalmisc@ms.du.ac.in

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

#### **Other Information:-**

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication.

The application has to be accompanied with the prescribed fee (at present a fee of Rs. 10/-) The 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 Mata Sundri College for Women. For the time being the rates are as follows:*

1. Rs. 2/- per page of A-4 or A-5 size
2. Actual cost for sizes bigger than A-4 or A-5.

In case of printed material, the printed copies could be had from the College sales counter/authorized sales agents on payment.



3. In case of photo copies, the rate would be Rs. 2/- per page If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs. 50/- per disk/floppy.
4. 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.

A major portion of the information will be available from the University Calendars Volumes I & II, and other rules as applicable to the College from time to time and printed syllabi for various courses. Some of these are available on the website of the University.

-----