

INFORMATION HANDBOOK under Right to Information Act 2005

Public Information Officer Sh. Deepak Kumar, Section Officer, (Admn.)

Appellate Authority Dr. Ramesh Kumar, Principal (Actg.)

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
 - o body owned, controlled or substantially financed;
 - o 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 *Shyam Lal College (Eve) 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 sections deals with units 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 for 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 or 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 advise, 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 *Shyam Lal College (Eve)*.

Section 4(1)(b)(i)

Particulars of organization, functions and duties

Shyam Lal College (Eve) is a constituent college for Boys and Girls, maintained by the Shyamlal Charitable Trust.

Objectives

- *Shyam Lal College (Eve)* offers undergraduate education in Commerce, Humanities and Social Sciences in accordance with University of Delhi's curricula.
- It aims at holistic development of students, and their capacity building through carefully designed academic programmes and extramural activities.

Vision Statement

Shyam Lal College (Eve) is dedicated to excellence in teaching and promoting genuine scholarship among its students and faculty members. The college focuses at overall personality development of its students besides academics. The college is thus dedicated to nurturing talent and providing opportunities for all round development, keeping in mind the contemporary needs of society and the workplace.

The institute hopes to play a lead role in capacity building of its students, preparing them for a pioneering and creative role in the development of the nation.

Shyam Lal College (Eve) envisions itself as continuing to be amongst the best colleges of the country, continually updating its pedagogic strategies and course structures.

Brief history

Late Padamshri Shyam Lal Gupta founded Shyam Lal College in 1964 in the capacity of the Chairman, Shyam Lal Charitable Trust. The foundation stone of the College was laid by Late Dr. Zakir Hussain, the then Hon'ble Vice President of India and Chancellor of University of Delhi on 24th May 1964. The Evening College began functioning from 8th September, 1969. It is one of the full-fledged constituent colleges of University of Delhi imparting instruction in Commerce and Humanities to about 1100 students. The college has always maintained high academic standards. The faculty is renowned for its meritorious profile, versatile talent and dedication to the cause of education. Its alumni are serving varied professions, ranging from civil services, corporates to teaching. Housed in a spacious building of its own on G.T. Road, Shahdara, Delhi - 110 032, it is also accessible by Delhi Metro.

Duties of the College:

- Organizing and implementing teaching and examinations for award of Bachelor of Arts and Bachelor of Commerce in accordance with the University of Delhi curricula.
- Providing opportunities for holistic development of students.

- Providing efficient management for students.

Main activities/functions of the College include:

- Conducting teaching for students enrolled in various degree programmes approved by the University of Delhi.
- Providing co-curricular activities, namely, sports, NCC, Eco Club and NSS.

- Providing opportunities for extra-curricular activities such as 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, canteen, sports and recreational facilities.

Organization and Administrative Machinery:

1. A Governing Body is constituted as per Delhi University statutes and ordinances to administer the affairs of the college.
2. **Principal.** The Governing Body appoints a full time Principal on the recommendations of the Selection Committee and with the approval of the University as per the University statutes.
3. **Bursar.** Appointed by College Governing Body.
4. **Teaching staff and Librarian.** Appointed by a duly constituted Selection Committee as per the University Calender.
5. **Non-teaching staff.** Appointed by a duly constituted Selection Committee as per University Calender.
6. Each department has a teacher in charge, appointed by seniority, for a term of one year.
7. 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 objective and considered 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 share experiences in their relevant fields of specialization with the students and faculty.

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.

Address of the College

Shyam Lal College (Eve). G. T. Road, Shahdara, Delhi - 110 032

Working hours of the College:

- Office: 12.45 p.m. to 9.15 p.m. (Monday to Friday)
- Teaching: 2.45 p.m. to 9.15 p.m. (Monday to Saturday in accordance with the time-table)

Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

- The Principal is the principal academic and executive officer of the college. He is responsible for appropriate administration, organization, instruction and management of affairs of the college, as stipulated in the University Calender.
- Powers and duties of other authorities such as Bursar, HODs, Librarian, Secretary-Staff Council, Administrative Officer, S.O. (Accounts), S.O. (Administration), and employees are also as stated in the University Calendar for the colleges run by a Trust.

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 University, 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 organizes teaching, sports and extra-curricular activities through committees of members formed for the purpose.

Section 4(1)(b)(v)

Rules, regulations and instructions used:

- Regulations/instructions for admission regarding all the courses 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 as stipulated under University Calender ordinances and rules made there under from time to time.
- 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)

Official documents and their availability:

I

Documents / Information available on the College's Website i.e.: www.shyamlale.du.ac.in

- College Prospectus
- Information Handbook under RTI Act 2005
- Principal's Annual Report
- Constitution of the Shyam Lal College (Eve) Students' Union
- Recent Advertisement

Documents / Information available on the College's Notice Board / Office

- College Timetable
- Examination Schedules
- Scholarship Notices
- Administrative Notices
- Students, Attendance Records
- Students, Internal Assessment Records
- Examination results

II

- Minutes of the Governing Body Meeting
- Minutes of the Staff Council Meeting
- Audit Reports
- Certified Annual Accounts

There is time lag between their approved veracious and their printed veracious.

III

- 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.

Mode of public participation:

The College Governing Body comprise of eminent people from society and representatives of public who directly participate in the affairs of the College.

- Two persons nominated by the Vice-Chancellor to the College Governing Body from the various fields of public.

The College Internal Complaint Committee has a representative from the public.

Section 4(1)(b)(viii)

Internal Complaint Committee

Sl.No.	Name & Designation	Position	Contact No. & E-mail
1	Dr. Reenu Gupta Associate Professor	Presiding Officer	8527478230 rgupta@shyamlale.du.ac.in
2	Ms. Surabhi Badhwar Assistant Professor	Member	9891207606 sbadhwar@shyamlale.du.ac.in
3	Anjana Gusain Assistant	Member	9891519204 anjanagusain@ymail.com
4	Anita Assistant	Member	9990263112 nishi9678@gmail.com
5	Ms. Khushboo Bansal Senior Analyst Airo Digital Labs	Member	9805049907 bansalkhushboo17@gmail.com
6	Mr. Naman Sharma Advocate, Delhi	Member	9891810057 advocatesharmanaman@gmail.com
7	Ms. Preeti Roll No.2712 B.A. Programme III Year	Student Member	9311491162 preetirai2712@gmail.com
8	Mr. Krishi Mittal Roll No.242 B.A.(H) Economics III Year	Student Member	8860946709 Krishimittal2000@gmail.com
9	Ms. Garima Roll No.4048 B.Com. I Year	Student Member	9193539468 garimarajput5802@gmail.com

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

- The College Governing Body as per University Calendar Ordinance XX is as follows: -
- Staff Council as per University Calendar Ordinance XX.

Staff Council Committees

COMMITTEES - 2021

S. No	Name of the Committee	Convener
1	Admission Committees: (a) Central Admission Committee	1. Dr. Pramod Kumar, Convener 2. Dr. Anil Kumar Rai 3. Dr. Aditya Prakash Tripathi
	(b) Sub Committees (Admissions)	
I	B.Com. Programme Committee	Dr. Manu Umesh, Convener
II	B.Com. (Hons.) Committee	Dr. Ashok Kumar, Convener
III	B.A. (Hons.) Economics Committee	Sh. Ajay Gupta, Convener
IV	B.A. (Hons.) Hindi Committee	Dr. Amit Singh, Convener
V	B.A. (Hons.) Political Science Committee	Ms. Ila Bhushan Jain, Convener
VI	B.A. Programme Committee	Dr. Bharti, Convener
VII	OBC Verification Committee	Sh. Anil Kumar Singh, Convener
VIII	SC/ST Verification Committee	Dr. Ram Roop Meena, Convener
XI	PWD Verification Committee	
X	EWS Verification Committee	Dr. Aditya Prakash Tripathi, Convener
XI	Sports Admission Committee	Lt. (Dr. Anil Kumar, Convener
XII	ECA Admission Committee	Dr. Deo Narayan Singh, Convener
2	Prospectus Committee	1. Dr. Sandeep Kumar Yadav, Convener-EN 2. Dr. Deepika Verma, Convener-HN 3. Ms. Surbhi Badhwar 4. Sh. Anil Kumar Singh 5. Dr. Ram Roop Meena 6. Dr. Ashok Kumar 7. Dr. Kusum Devi 8. Lt. (Dr.) Anil Kumar 9. Sh. Kamlesh Attri
3	Academic Planning Committee (APC)	1. Dr. Ashok Kumar, Com 2. Sh. Rajiv Ranjan Singh, CS 3. Sh. Ajay Gupta, EC 4. Dr. Preeti Shukla, EN 5. Dr. Amit Singh, HN 6. Dr. Pramod Kumar, HS 7. Dr. Bharti, MT 8. Ms. Ila Bhushan Jain, PS
4	Development Committee	1. Dr. Pramod Kumar Dwivedi, Convener 2. Sh. Kamlesh Attri 3. Dr. Kumar Prashant 4. Ms. Ila Bhushan Jain 5. Lt. (Dr.) Anil Kumar 6. Dr. Amit Singh 7. Dr. Suresh Kumar 8. Sh. Rajender Kumar 9. Dr. Archana Upadhyaya

		10. Dr. Ritesh Bhardwaj 11. Dr. Sandeep Kumar Yadav
5	Purchase Committee	1. Dr. Ram Roop Meena, Convenor 2. Dr. Sandeep Kumar Yadav 3. Dr. Kumar Prashant 4. Dr. Sumitra 5. Dr. Suresh Kumar 6. Sh. Ajay Gupta 7. Sh. Surendra Kumar Sharma
6	Financial Assistance Committee	1. Dr. Ram Roop Meena, Convenor 2. Dr. Anil Kumar Rai 3. Dr. Sumitra 4. Dr. Amit Singh 5. Sh. Pawan Kumar Bhura 6. Sh. Surendra Kumar Sharma 7. Sh. Vikas Kumar
7	Internal Assessment-cum-Examination Committee	1. Dr. Manu Umesh, Convenor 2. Dr. Pramod Kumar Dwivedi 3. Sh. Rajender Kumar 4. Dr. Sarita 5. Dr. Preeti Shukla 6. Dr. Deepika Verma 7. Dr. Megha Jain 8. Ms. Sonia Singh 9. Dr. Anju Bala
8	Art, Drama & Culture Committee	1. Dr. Deo Narayan Singh, Convenor 2. Dr. Ashwani Jassal 3. Dr. Nehkholen Hoakip 4. Dr. Manu Umesh 5. Dr. Amit Singh 6. Sh. Anil Kumar Singh 7. Dr. Preeti Shukla 8. Dr. Sarika Tyagi 9. Dr. Vatsal Singh 10. Dr. Anju Bala 11. Dr. Rekha Kashyap
9	PF Investment Committee	1. Sh. Rajiv Ranjan Singh, Convenor 2. Dr. Archana Upadhyaya 3. Dr. Anil Kumar Rai 4. Dr. Sumitra 5. Dr. Renu Gupta 6. Dr. Sunita Khurana 7. Dr. Pramod Kumar Dwivedi 8. Dr. Sandhya Verma 9. Ms. Surbhi Badhwar
10	Garden Committee	1. Ms. Ila Bhushan Jain, Convenor 2. Dr. Amit Singh 3. Dr. Stuti Gupta 4. Dr. Sandhya Verma 5. Dr. Manu Umesh 6. Sh. Rajender Kumar 7. Sh. Ram Bilash Yadav 8. Dr. Manoj Kumar (PS)
11	Magazine Committee	1. Dr. Kusum Devi, Convenor-EN 2. Dr. Renu Gupta, Convenor-HN

		<ol style="list-style-type: none"> 3. Dr. Preeti Shukla 4. Dr. Ram Roop Meena 5. Dr. Sandeep Kumar Yadav 6. Dr. Rekha Kashyap
12	Library Committee	<ol style="list-style-type: none"> 1. Dr. Sunita Saxena, Convenor 2. Dr. Ashok Kumar, Com 3. Sh. Rajiv Ranjan Singh, CS 4. Sh. Ajay Gupta, EC 5. Dr. Preeti Shukla, EN 6. Dr. Amit Singh, HN 7. Dr. Pramod Kumar, HS 8. Dr. Bharti, MT 9. Ms. Ila Bhushan Jain, PS
13	Sport, Common Room and Yoga Committee	<ol style="list-style-type: none"> 1. Sh. Surendra Kumar Sharma, Convenor 2. Dr. Kumar Prashant 3. Sh. Ajay Gupta 4. Dr. Ram Roop Meena 5. Sh. Anil Kumar Singh 6. Dr. Suresh Kumar 7. Dr. Ritesh Bhardwaj
14	Computer, Software and Website committee	<ol style="list-style-type: none"> 1. Dr. Bharti, Convener 2. Dr. Stuti Gupta 3. Sh. Rajiv Ranjan Singh 4. Ms. Surbhi Badhwar 5. Dr. Aditya Prakash Tripathi 6. Dr. Manish Karmwar 7. Dr. Vatsal Singh 8. Sh. Tek Chand
15	National Pension System (NPS) Committee	<ol style="list-style-type: none"> 1. Sh. Pawan Kumar Bhura, Convenor 2. Dr. Sumitra 3. Dr. Pramod Kumar 4. Dr. Suresh Kumar 5. Dr. Ritesh Bhardwaj 6. Dr. Aditya Prakash Tripathi 7. Dr. Manu Umesh 8. Dr. Stuti Gupta 9. Sh. Rajender Kumar 10. Sh. Ajay Gupta 11. Ms. Anita (Office)
16	National Service Scheme (NSS) Committee	<ol style="list-style-type: none"> 1. Dr. Amit Singh, Convenor 2. Dr. Pramod Kumar Dwivedi 3. Ms. Ila Bhushan Jain 4. Dr. Suresh Kumar 5. Dr. Reenu Gupta 6. Dr. Sarita 7. Dr. Ram Roop Meena 8. Sh. Anil Kumar Singh 9. Ms. Sonia Singh 10. Dr. Sarika Tyagi 11. Dr. Vatsal Singh 12. Sh. Manoj Kumar (EC)
17	Gandhi Study Circle	<ol style="list-style-type: none"> 1. Dr. Pramod Kumar Dwivedi, Convenor 2. Dr. Anil Kumar Rai

		<ol style="list-style-type: none"> 3. Dr. Amit Singh 4. Dr. Stuti Gupta 5. Dr. Reenu Gupta 6. Dr. Ram Roop Meena 7. Dr. Sunita Khurana 8. Sh. Anil Kumar Singh 9. Dr. Sarita 10. Dr. Archana Upadhyaya 11. Dr. Sarika Tyagi 12. Ms. Dharma Rawat
18	Eco-Club Committee	<ol style="list-style-type: none"> 1. Dr. Sunita Saxena, Convenor 2. Dr. Sunita Khurana 3. Dr. Sandhya Verma 4. Dr. Manu Umesh 5. Dr. Sarita 6. Sh. Rajender Kumar 7. Dr. Roli Raghuvanshi 8. Dr. Manish Karamwar 9. Dr. Dharma Rawat 10. Dr. Rekha Kashyap
19	Equal Opportunity Cell	<ol style="list-style-type: none"> 1. Dr. Sumitra, Convener 2. Ms. Surbhi Badhwar 3. Sh. Pawan Kumar Bhura 4. Sh. Rajender Kumar 5. Dr. Ram Roop Meena
20	W.U.S. & Health Awareness Committee	<ol style="list-style-type: none"> 1. Dr. Stuti Gupta, Convenor 2. Dr. Manu Umesh 3. Sh. Kamlesh Attri 4. Sh. Rajender Kumar 5. Ms. Ila Bhushan Jain 6. Dr. Bharti 7. Dr. Reenu Gupta 8. Dr. Vatsal Singh
21	Student Advisory Committee	<ol style="list-style-type: none"> 1. Dr. Anil Kumar Rai, Convenor 2. Dr. Amrendra Kumar Singh 3. Dr. Aditya Prakash Tripathi 4. Sh. Kamlesh Attri 5. Sh. Anil Kumar Singh (EC) 6. Dr. Bharti 7. Sh. Rajender Kumar 8. Dr. Manish Karamwar
22	Skill Development Committee	<ol style="list-style-type: none"> 1. Dr. Ritesh Bhardwaj, Convener 2. Dr. Ashwani Jassal 3. Ms. Ila Bhushan Jain 4. Dr. Aditya Prakash Tripathi 5. Dr. Sandhya Verma 6. Lt. (Dr.) Anil Kumar 7. Sh. Kamlesh Attri 8. Sh. Surendra Kumar Sharma 9. Ms. Era Bhardwaj
23	Photography & Film Making Society	<ol style="list-style-type: none"> 1. Dr. Reenu Gupta, Convenor 2. Dr. Manu Umesh 3. Dr. Ram Roop Meena 4. Dr. Stuti Gupta 5. Dr. Deepika Verma

		6. Dr. Neetu Gupta 7. Dr. Manish Karmwar 8. Dr. Sarika Tyagi
24	Debating Society	1. Dr. Ashwani Jassal, Convenor 2. Dr. Ritesh Bhardwaj 3. Dr. Sandhya Verma 4. Dr. Renu Gupta 5. Dr. Kusum Devi 6. Dr. Ram Bilash Yadav 7. Dr. Manish Karmwar
25	Placement Cell	1. Dr. Aditya Prakash Tripathi, Convenor 2. Dr. Kumar Prashant 3. Dr. Ashok Kumar, Com 4. Sh. Rajiv Ranjan Singh, CS 5. Sh. Ajay Gupta, EC 6. Dr. Preeti Shukla, EN 7. Dr. Amit Singh, HN 8. Dr. Pramod Kumar, HS 9. Dr. Bharti, MT 10. Ms. Ila Bhushan Jain, PS 11. Dr. Sanjeev Kumar Sharma 12. Dr. Rekha Kashyap 13. Ms. Era Bhardwaj
26	Anti-Ragging & Discipline Committee	1. Dr. Manu Umesh, Convener 2. Dr. Reenu Gupta 3. Dr. Suresh Kumar 4. Lt. (Dr.) Anil Kumar 5. Dr. Sunita Khurana 6. Dr. Aditya Prakash Tripathi 7. Dr. Amrendra Kumar Singh 8. Dr. Stuti Gupta 9. Dr. Manish Karamwar 10. Dr. Shailendra Mohan Singh
27	Time Table Committee	1. Dr. Bharti, Convenor 2. Dr. Ashok Kumar, Com 3. Sh. Rajiv Ranjan Singh, CS 4. Sh. Ajay Gupta, EC 5. Dr. Preeti Shukla, EN 6. Dr. Amit Singh, HN 7. Dr. Pramod Kumar, HS 8. Dr. Bharti, MT 9. Ms. Ila Bhushan Jain, PS
28	Fee Rationalisation Committee	1. Dr. Pramod Kumar Dwivedi (Convener) 2. Dr. Ram Roop Meena (Co-Convener)
29	Internal College Complaint Committee	1. Dr. Reenu Gupta, Convener 2. Sh. Surbhi Badhwar 3. Sh. Anjana Gusian 4. Ms. Anita 5. Ms. Khushboo Bansal, Sr Analyst, Airo Digital Labs. 6. Sh. Naman Sharma, Advocate 7. Sh. Preeti, Student Member

		8. Sh. Krishi Mital, Student Member 9. Sh. Garima, Student Member
30	Attendance Monitoring Committee	1. Dr. Ashok Kumar, Convener
31	Alumni Committee	1 Dr. Manu Umesh, Convenor 2 Dr. Stuti Gupta, Member-EC 3 Dr. Mnaoj Kumar, Member-EC 4 Ms. Ila Bhushan Jain, Member-PS 5 Dr. Ritesh Bhardwaj, Member-PS 6 Dr. Bharti, Member-MT 7 Dr. Manish Karmwar, Member-HS 8 Dr. Rajiv Ranjan Singh, Member-CS 9 Dr. Anil Kumar Rai, Member-HN 10 Ms. Dharma Rawat, Member-HN Dr. Aditya Prakash Tripathi, Member- 11 COM 12 Dr. Roli Raghuvanshi, Member-COM 13 Dr. Neetu Gupta, Member-COM 14 Dr. Megha Jain, Member-EN 15 Dr. Vatsal Singh, Member-EN

Sl. No.	Contact & Address	Sl. No.	Contact & Address
1	Mrs. Savita Gupta Vice Chairpersons M/S. S. Chand Group, Ram Nagar New Delhi-110055.	2	Dr. Himanshu Gupta Joint Managing Director M/S. S. Chand Group, Ram Nagar New Delhi-110055.
3	Dr. Uma Tuli S-6, GK-Part-I New Delhi-110048.	4	Mr. Keshav Rai Arora RP-31, Maurya Enclave, Pitampura Delhi-110034.
5	Prof. Shravan Kumar Singh B-2/71-A, DDA Flats Keshavpuram Delhi-110001.	6	Dr. Arindam Banik I.M.I. B10, Qutub Institutional Area Tara Creascent, New Delhi-110001.
7	Mr. S.C. Prustry Registrar, Indian Law Institute (ILI) Bhagwan Das Road New Delhi-110001.	8	Mr. Jagdish Upsane Flat No.106, Patrakar Parisar, Sec.-5 Vasundhara Ghaziabad, UP-201012.
9	Mr. Sudip Thakur 423, Sector-4C, Vartalok, Vasundhara Ghaziabad, UP-201012.	10	Prof. B.K. Panigrahi Engineer Electrical Engineering Department IIT Delhi, Hauz Khas, New Delhi.
11	Mr. U.P. Singh Flat No.13/D, Retreat Apartment, 20 I.P. Extension, Patparganj Delhi-110092.	12	Mr. Sidharth Mishra 1304, Satpura Apartment Kaushambi, Ghaziabad, UP-201012.
13	Dr. Satish Chandra Assistant Professor Department of Commerce Shyam Lal College, Delhi.	14	Dr. Arkaja Goswami Assistant Professor Department of Chemistry Shyam Lal College, Delhi.
15	Prof. Ashok K. Prasad Department of Chemistry University of Delhi, Delhi.	16	Prof. C.K. Jaggi Department of Operational Research University of Delhi, Delhi.
17	Dr. Pramod Kr. Dwivedi Assistant Professor Department of Hindi Shyam Lal College (Eve.), Delhi.	18	Dr. Amrendra Kr. Singh Assistant Professor Department of Economics Shyam Lal College (Eve.), Delhi.
19	Sh. Ashwani Kumar Verma Administrative Officer (Offtg.) Shyam Lal College (Eve.), Delhi.	20	Mr. Bindeshwar Kamti Assistant Shyam Lal College, Delhi.
21	Dr. Ramesh Kumar Principal (Actg.) Shyam Lal College (Eve.), Delhi.	22	Dr. Rabi Narayan Kar Principal / Member Secretary Shyam Lal College, Delhi-110032.

S.NO.

NAME OF THE EMPL	DESIGNATION	SCALE	DEPARTMENT

OYEE				
1	DR. RAMESH KUMAR	PRINCIPAL (ACTG.)	AL-13A (131400-217100)	POLTICAL SCIENCE
2	DR. SUMITRA	ASSOCIATE PROFESSOR	AL-13A (131400-217100)	HINDI
3	DR. RENU GUPTA	ASSOCIATE PROFESSOR	AL-13A (131400-217100)	HINDI
4	DR. ARCHANA UPADHYAYA	ASSOCIATE PROFESSOR	AL-13A (131400-217100)	HINDI
5	DR. ANIL KUMAR RAI	ASSOCIATE PROFESSOR	AL-13A (131400-217100)	HINDI
6	DR. SUNITA KHURANA	ASSISTANT PROFESSOR	AL-11 (68900-205500)	HINDI
7	MS.SURBHI BADHWAR	ASSISTANT PROFESSOR	AL-11 (68900-205500)	ECONOMICS
8	DR. PRAMOD KUMAR DWIVEDI	ASSISTANT PROFESSOR	AL-11 (68900-205500)	HINDI
9	DR. ASHWANI JASSAL	ASSISTANT PROFESSOR	AL-10 (57700-182400)	POLTICAL SCIENCE
10	SH. PAWAN KUMAR BHURA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	COMMERCE
11	DR. BHARTI	ASSISTANT PROFESSOR	AL-10 (57700-182400)	MATHEMATICS
12	MS. GAURI SAXENA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ENGLISH
13	DR. KUSUM DEVI	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ENGLISH
14	DR. SANDEEP KUMAR YADAV	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ENGLISH
15	DR. PREETI SHUKLA	ASSOCIATE PROFESSOR	AL-13A (131400-217100)	ENGLISH
16	DR. AMRENDRA KUMAR SINGH	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ECONOMICS
17	SH. ANIL KUMAR SINGH	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ECONOMICS
18	DR. NEKHOLEN HAOKIP	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ECONOMICS
19	SH. SURENDER KUMAR SHARMA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ECONOMICS
20	SH. AJAY GUPTA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ECONOMICS
21	DR. STUTI GUPTA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	ECONOMICS
22	DR. ASHOK KUMAR	ASSISTANT PROFESSOR	AL-10 (57700-182400)	COMMERCE
23	DR. SURESH KUMAR	ASSISTANT PROFESSOR	AL-10 (57700-182400)	COMMERCE
24	DR. ANIL KUMAR	ASSISTANT PROFESSOR	AL-10 (57700-182400)	COMMERCE
25	DR. ADITYA PRAKASH TRIPATHI	ASSISTANT PROFESSOR	AL-11 (68900-205500)	COMMERCE
26	DR. MANU UMESH	ASSISTANT PROFESSOR	AL-10 (57700-182400)	COMMERCE
27	SH. KAMLESH ATTRI	ASSISTANT PROFESSOR	AL-10 (57700-182400)	COMMERCE
28	SH. RAJENDER KUMAR	ASSISTANT PROFESSOR	AL-10 (57700-182400)	COMMERCE
29	SH. RAJIV RANJAN SINGH	ASSISTANT PROFESSOR	AL-11 (68900-205500)	COMPUTER SCIENCE
30	DR. KUMAR PRASHANT	ASSOCIATE PROFESSOR	AL-13A (131400-217100)	POLTICAL SCIENCE
31	DR. RITESH BHARDWAJ	ASSISTANT PROFESSOR	AL-10 (57700-182400)	POLTICAL SCIENCE
32	DR. SANDHYA VERMA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	POLTICAL SCIENCE
33	MS. ILA BHUSHAN JAIN	ASSISTANT PROFESSOR	AL-11 (68900-205500)	POLTICAL SCIENCE
34	DR. REENU GUPTA	ASSISTANT PROFESSOR	AL-11 (68900-205500)	HINDI
35	DR. DEEPIKA VERMA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	HINDI
36	DR. SARITA	ASSISTANT PROFESSOR	AL-11 (68900-205500)	HINDI
37	DR. SUNITA SAXENA	ASSISTANT PROFESSOR	AL-11 (68900-205500)	HINDI
38	DR. AMIT SINGH	ASSISTANT PROFESSOR	AL-10 (57700-182400)	HINDI
39	DR. PRAMOD KUMAR	ASSOCIATE PROFESSOR	AL-13A (131400-217100)	HISTORY
40	DR. DEO NARAYAN SINGH	ASSISTANT PROFESSOR	AL-10 (57700-182400)	HISTORY
41	DR. RAM ROOP MEENA	ASSISTANT PROFESSOR	AL-10 (57700-182400)	HINDI

S.NO.	NAME OF THE EMPLOYEE	DESIGNATION	SCALE	DEPARTMENT

1	SH. ASHWANI KUMAR	ADMN. OFFICER (OFFG.)	PL-7 (44900-142400)	ACCOUNTS/ADMN.
2	SH. DHIRAJ BAHL	SR. P.A. TO PRINCIPAL	PL-8 (47600-151100)	ADMINISTRATION
3	SH. DEEPAK KUMAR	S.O. ADMN.	PL-7 (44900-142400)	ADMINISTRATION
4	SH. RAMESH KUMAR	SENIOR ASSISTANT	PL-7 (44900-142400)	ACCOUNTS
5	SH. GOVIND SINGH	SENIOR ASSISTANT	PL-6 (35400-112400)	ACCOUNTS
6	SH. SHER SINGH	ASSISTANT	PL-4 (25500-81100)	ADMINISTRATION
7	MS. ANJANA GUSAIN	ASSISTANT	PL-4 (25500-81100)	ADMINISTRATION
8	MS. ANITA	ASSISTANT	PL-4 (25500-81100)	ADMINISTRATION
9	SH. VINOD BABU	CARETAKER	PL-2 (19900-63200)	ADMINISTRATION
10	SH. SHASHI KANT SHAMRA	PROFESSIONAL ASSISTANT	PL-6 (35400-112400)	LIBRARY
11	SH. VINEET KUMAR	JR. LIB. & INFORMATION ASSTT.	PL-3 (21700-69100)	LIBRARY
12	SH. TARA CHAND	LIBRARY ATTENDANT	PL-2 (19900-63200)	LIBRARY
13	SH. PAWAN KUMAR	LIBRARY ATTENDANT	PL-1 (18000-56900)	LIBRARY
14	SH. MOH. PARVEJ	ELECTRICIAN	PL-4 (25500-81100)	OFFICE
15	SH. DESH RAJ	OFFICE ATTENDANT	PL-2 (19900-63200)	OFFICE
16	SH. YOGENDER MEHTO	OFFICE ATTENDANT	PL-2 (19900-63200)	OFFICE
17	SH. BAHADUR SINGH	OFFICE ATTENDANT	PL-2 (19900-63200)	OFFICE
18	SH. AJESH VERMA	OFFICE ATTENDANT	PL-2 (19900-63200)	OFFICE
19	SH. SHRIRAM PRASAD	OFFICE ATTENDANT	PL-2 (19900-63200)	OFFICE
20	SH. SUDESH KUMAR	OFFICE ATTENDANT	PL-2 (19900-63200)	OFFICE
21	SH. NISHIKANT DAS	CHOWKIDAR	PL-2 (19900-63200)	OFFICE
22	SH. ANUJ SHARMA	OFFICE ATTENDANT	PL-1 (18000-56900)	OFFICE

Section 4(1)(b)(ix)

Directory of officers and employees:

- It is available in print form and on the College Website as well.

Section 4(1)(b)(x)

Monthly remuneration received by each of its employee:

- The pay scales of various teaching and non-teaching staff (as prescribed by the University Grants Commission and adopted by the college) are as under:

TEACHING STAFF

S.NO.	NAME OF THE EMPLOYEE	DESIGNATION	SCALE	DEPARTMENT
1	DR. PRAVIN KUMAR	PRINCIPAL	37400-67000 + 10000	HISTORY
2	DR. R.L. GUPTA	ASSOCIATE PROFESSOR	37400-67000 + 9000	COMMERCE
3	SH. J.K. BAREJA	ASSOCIATE PROFESSOR	37400-67000 + 9000	COMMERCE
4	DR. S.P. SHARMA	ASSOCIATE PROFESSOR	37400-67000 + 9000	COMMERCE
5	DR. S.K. TANEJA	ASSOCIATE PROFESSOR	37400-67000 + 9000	PHY. EDUCATION
6	DR. V.K. TYAGI	ASSOCIATE PROFESSOR	37400-67000 + 9000	MATHEMATICS
7	DR. SUMITRA	ASSOCIATE PROFESSOR	37400-67000 + 9000	HINDI
8	DR. RENU GUPTA	ASSOCIATE PROFESSOR	37400-67000 + 9000	HINDI
9	DR. ARCHANA UPADHYAYA	ASSOCIATE PROFESSOR	37400-67000 + 9000	HINDI
10	DR. ANIL KUMAR RAI	ASSOCIATE PROFESSOR	37400-67000 + 9000	HINDI
11	DR. SUNITA KHURANA	ASSISTANT PROFESSOR	15600-39100 + 7000	HINDI

12	MS.SURBHI BADHWAR	ASSISTANT PROFESSOR	15600-39100 + 7000	ECONOMICS
13	DR. PRAMOD KUMAR DWIVEDI	ASSISTANT PROFESSOR	15600-39100 + 7000	HINDI
14	SH. ASHWANI JASSAL	ASSISTANT PROFESSOR	15600-39100 + 6000	POLITICAL SCIENCE
15	SH. PAWAN KUMAR BHURA	ASSISTANT PROFESSOR	15600-39100 + 6000	COMMERCE
16	DR. BHARTI	ASSISTANT PROFESSOR	15600-39100 + 6000	MATHEMATICS
17	MS. GAURI SAXENA	ASSISTANT PROFESSOR	15600-39100 + 6000	ENGLISH
18	DR. KUSUM DEVI	ASSISTANT PROFESSOR	15600-39100 + 6000	ENGLISH
19	DR. SANDEEP KUMAR YADAV	ASSISTANT PROFESSOR	15600-39100 + 6000	ENGLISH
20	DR. PREETI SHUKLA	ASSOCIATE PROFESSOR	37400-67000 + 9000	ENGLISH
21	DR. AMRENDRA KUMAR SINGH	ASSISTANT PROFESSOR	15600-39100 + 6000	ECONOMICS
22	SH. ANIL KUMAR SINGH	ASSISTANT PROFESSOR	15600-39100 + 6000	ECONOMICS
23	SH. NEHKHOLEN HAOKIP	ASSISTANT PROFESSOR	15600-39100 + 6000	ECONOMICS
24	SH. SURENDER KUMAR SHARMA	ASSISTANT PROFESSOR	15600-39100 + 6000	ECONOMICS
25	SH. AJAY GUPTA	ASSISTANT PROFESSOR	15600-39100 + 6000	ECONOMICS
26	DR. STUTI GUPTA	ASSISTANT PROFESSOR	15600-39100 + 6000	ECONOMICS
27	DR. ASHOK KUMAR	ASSISTANT PROFESSOR	15600-39100 + 6000	COMMERCE
28	DR. SURESH KUMAR	ASSISTANT PROFESSOR	15600-39100 + 6000	COMMERCE
29	SH. ANIL KUMAR	ASSISTANT PROFESSOR	15600-39100 + 6000	COMMERCE
30	DR. ADITYA PRAKASH TRIPATHI	ASSISTANT PROFESSOR	15600-39100 + 7000	COMMERCE
31	DR. MANU UMESH	ASSISTANT PROFESSOR	15600-39100 + 6000	COMMERCE
32	SH. KAMLESH ATTRI	ASSISTANT PROFESSOR	15600-39100 + 6000	COMMERCE
33	SH. RAJENDER KUMAR	ASSISTANT PROFESSOR	15600-39100 + 6000	COMMERCE
34	DR. BHARTI KUMAR	ASSISTANT PROFESSOR	15600-39100 + 7000	COMPUTER SCIENCE
35	SH. RAJIV RANJAN SINGH	ASSISTANT PROFESSOR	15600-39100 + 7000	COMPUTER SCIENCE
36	SH. KUMAR PRASHANT	ASSOCIATE PROFESSOR	37400-67000 + 9000	POLITICAL SCIENCE
37	SH. RITESH BHARDWAJ	ASSISTANT PROFESSOR	15600-39100 + 6000	POLITICAL SCIENCE
38	DR. RAMESH KUMAR	ASSOCIATE PROFESSOR	37400-67000 + 9000	POLITICAL SCIENCE
39	DR. SANDHYA VERMA	ASSISTANT PROFESSOR	15600-39100 + 6000	POLITICAL SCIENCE
40	MS. ILA BHUSHAN JAIN	ASSISTANT PROFESSOR	15600-39100 + 7000	POLITICAL SCIENCE
41	DR. REENU GUPTA	ASSISTANT PROFESSOR	15600-39100 + 7000	HINDI
42	DR. DEEPIKA VERMA	ASSISTANT PROFESSOR	15600-39100 + 6000	HINDI
43	DR. SARITA	ASSISTANT PROFESSOR	15600-39100 + 7000	HINDI
44	DR. SUNITA SAXENA	ASSISTANT PROFESSOR	15600-39100 + 7000	HINDI
45	DR. AMIT SINGH	ASSISTANT PROFESSOR	15600-39100 + 6000	HINDI
46	DR. PRAMOD KUMAR	ASSOCIATE PROFESSOR	37400-67000 + 9000	HISTORY
47	DR. DEO NARAYAN SINGH	ASSISTANT PROFESSOR	15600-39100 + 6000	HISTORY
48	DR. RAM ROOP MEENA	ASSISTANT PROFESSOR	15600-39100 + 6000	HINDI

NON-TEACHING STAFF

S.NO.	NAME OF THE EMPLOYEE	DESIGNATION	SCALE	DEPARTMENT
1	SH. ASHWANI KUMAR	ADMN. OFFICER (OFFG.)	9300-34800+4600	ACCOUNTS/ADMN.
2	SH. DHIRAJ BAHL	SR. P.A. TO PRINCIPAL	9300-34800+4600	ADMINISTRATION
3	SH. DEEPAK KUMAR	S.O. ADMN.	9300-34800+4600	ADMINISTRATION
4	SH. RAMESH KUMAR	SENIOR ASSISTANT	9300-34800+4200	ACCOUNTS
5	SH. GOVIND SINGH	SENIOR ASSISTANT	9300-34800+4200	ACCOUNTS
6	SH. SHER SINGH	ASSISTANT	5200-20200+2400	ADMINISTRATION
7	MS. ANJANA GUSAIN	ASSISTANT	5200-20200+2400	ADMINISTRATION
8	MS. ANITA	ASSISTANT	5200-20200+2400	ADMINISTRATION

9	SH. VINOD BABU	CARETAKER	5200-20200+1900	ADMINISTRATION
10	SH. SHASHI KANT SHAMRA	PROFESSIONAL ASSISTANT	9300-34800+4200	LIBRARY
11	SH. VINEET KUMAR	JR. LIB. & INFORMATION ASSTT.	5200-20200+2000	LIBRARY
12	SH. TARA CHAND	LIBRARY ATTENDANT	5200-20200+1800	LIBRARY
13	SH. ARVIND MONGA	LIBRARY ATTENDANT	5200-20200+1800	LIBRARY
14	SH. PAWAN KUMAR	LIBRARY ATTENDANT	5200-20200+1800	LIBRARY
15	SH. MOH. PARVEJ	ELECTRICIAN	5200-20200+2400	OFFICE
16	SH. RAJESH KUMAR	DAFTARY	5200-20200+2400	OFFICE
17	SMT. SONA DEVI	WATERWOMAN	5200-20200+2000	OFFICE
18	SH. DESH RAJ	OFFICE ATTENDANT	5200-20200+1900	OFFICE
19	SH. YOGENDER MEHTO	OFFICE ATTENDANT	5200-20200+1800	OFFICE
20	SH. BAHADUR SINGH	OFFICE ATTENDANT	5200-20200+1800	OFFICE
21	SH. AJESH VERMA	OFFICE ATTENDANT	5200-20200+1800	OFFICE
22	SH. SHRIRAM PRASAD	OFFICE ATTENDANT	5200-20200+1800	OFFICE
23	SH. SUDESH KUMAR	OFFICE ATTENDANT	5200-20200+1800	OFFICE
24	SH. NISHIKANT DAS	CHOWKIDAR	5200-20200+1800	OFFICE
25	SH. ANUJ SHARMA	OFFICE ATTENDANT	5200-20200+1800	OFFICE

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.

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.

- 49.5% of the total number of seats are reserved for candidates belonging to SC/ST (15% for SC, 7.5% for ST and 27% for OBC).
- 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).
- 3% 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.
- Relaxation to Girls students upto 2% of cut-off or as notified by the University from time to time.
- College will also provide reservation in seats to OBC candidates upto 27% (9% in the year 2008, 9%)

All reserved category (SC and ST) 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.

- 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.

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 for respective courses of the college.
3. Category seats are filled by central admission.

(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.

(c) Financial Assistance to students:

The college provides financial assistance to needy students in the form of Fee Concession through a Committee constituted for the purpose by the Staff Council.

Section 4(1)(b)(xiv)

Information available in electronic form:

- The college has adopted wide scale computerization of data management in administration, accounts and library sections of the college. All correspondence is computer generated.
- Information relating to college and in public domain can be accessed at www.slce.in

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 website www.shyamlale.du.ac.in
- The College Prospectus is priced and can be obtained by paying the stipulated amount.
- Free information for the general public is disseminated occasionally through press releases, advertisements and also posted on the college website - www.shyamlale.du.ac.in

Section 4(1)(b)(xvi)

Public Information Officer:

- Shri S. D. Joshi, Administrative Officer, Shyam Lal College (Eve), G.T. Road, Shahdara, Delhi - 110 032

Appellate Authority:

- Dr. G. P. Agarwal, Principal, Shyam Lal College (Eve), G.T. Road, Shahdara, Delhi - 110 032

Other Information

Section 4(1)(b)(xvii)

The college website (www.slce.in), the University of Delhi website (www.du.ac.in) are the repository of information.

The person seeking 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/-). 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 University of Delhi. 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.
3. In case of printed material, the printed copies could be had from the college sales counter.
4. In case of photo copies, the rate would be Rs. 2/- per page.
5. 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.
6. 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.