



लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE
(दिल्ली विश्वविद्यालय University of Delhi)
अशोक विहार Ashok Vihar–III
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INFORMATION HANDBOOK

Under

Right to Information Act – 2005

LAKSHMIBAI COLLEGE
(UNIVERSITY OF DELHI)

ASHOK VIHAR, PHASE-III, DELHI – 110 052

INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for 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 by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a 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.

This 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 manuals. 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 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 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 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 meeting s 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 is not applicable to Lakshmibai College.

[Section 4(1)(b)(i) : PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Brief History and background for its establishment :

Lakshmibai College (LBC) is a constituent college of the University of Delhi and one of the premier institutions of higher education for women. Founded in 1965 as Women's College, it was later named in the memory of Rani Lakshmibai, the great warrior, patriot and freedom fighter. A majestic and lifelike statue of Rani Lakshmibai adorns the lawns of the college. The college has well- equipped building, sprawling lawns, sports grounds and staff quarters. In the past five decades, the college has carved a niche for itself in the field of education in liberal arts and social sciences for women. LBC offers a range of value added and short term add -on courses for holistic development of students. LBC is proud of the academic commitment of its faculty, which has several achievements to its credit and has made valuable contribution to the creation of a congenial academic ethos. Apart from academics, our college excels in Sports, NCC and NSS as well. The sports wing of the college is vigorous and vibrant, and has won many trophies and medals. Various committees and societies in the college contribute immensely in curriculum enrichment and building moral and ethical character of students. Students' creativity is evident in wide ranging co-curricular and extra-curricular activities with recently added creativity and innovation centre. The college aims at fostering social responsibility and citizenship among youth by providing holistic education with a modest infrastructure and all kinds of learner's support facilities to address their intellectual, emotional and financial needs. It is a matter of great satisfaction and pride for Lakshmibai College that from its humble beginnings at Timarpur to its present sprawling premises, the college has taken a quantum leap. Not just in terms of physical expansion, the college has also undergone a radical change in its student and staff profile. From first generation learners to now computer savvy students, the college has taken big strides in tandem with the changing times.

The institution was set up with a mission to impart such knowledge as may be necessary for the all-round development of the character of girl students thereby making them capable of being better employed and at par with

the highly competitive job market. The college aims at developing skilled human resource to meet contemporary challenges and to develop strong knowledge foundations with a requisite set of skills in the learner; and build a collaborative link between learner-potential and the educational process. The college has introduced some new discipline courses in Physical Education and Computer Application and applied for Honors courses in Psychology, Sociology, Home Science and Geography.

Our college has taken a great leap forward in the technological advancements such as college mobile app, digital display boards, interactive smart boards, information Kiosk. The introduction of Smart Cards for all cashless transactions inside the premises has made our college first in Delhi University and perhaps in India to go cashless prior to de-monetization. The college provides online fee payment facility through mobile app, college website and Smart cards. Eight new class rooms (Porta Cabins) have been constructed. Girl's common room, new admin block and wash rooms are under construction. The college is soon going to start crèche and recreational facility for children of its teaching and non-teaching employees. The library is fully automated with RFID entry. Students and faculty have electronic access to all relevant journals.

Key Objectives of the organization :

To nourish, nurture and promote holistic higher education with focus on liberal education; with a view to achieve symbiosis between intellectual pursuits and societal needs.

To inculcate moral & spiritual values and social sensibilities amongst the students.

Function and Duties of the College

Functions:

- Students are advised to go to various institutions for their growth through the co-curricular activities.
- Teachers and students take part in Seminars/Symposia/Workshops to enhance their knowledge.
- Teachers are allowed to go on study leave in order to promote their career.
- A few teachers have done research work and published their books.
- Encouragement to needy students by providing free-ships by way of giving them scholarships and grants through the vice-chancellor's student's fund of the University.
- Students are encouraged to participate in cultural programs, quiz, debates, poster competitions and sports competitions etc.

Duties:

Ever since the establishment of college in 1965, the college has been playing a significant role in imparting education in Commerce and Arts. In order to achieve its objectives and vision the college has formulated various schemes/activities, which are broadly categorized in the following manner :

- a. Organization of curricular activities and innovations.
- b. Organization of different co-curricular programs.
- c. Encouragement to students to get an exposure at local, zonal and state level events.
- d. Representation of students in different inter college programs
- e. Teachers' participation in various educational seminars, workshops and conferences.
- f. By encouraging the non teaching staff to participate in various intra and inter-college competitions

Vision, Mission & Key Objectives :

VISION:

“Satyam Gyanam Anantam” meaning, true knowledge is endless and can be gained perpetually. Taittireya Upanishad (11.1)

MISSION

- To inculcate the spirit of integrity, self-awareness and self-reliance among youth.
- To impart transversal skills relevant for 21st century life and sustainable development.
- To nurture the eternal quest for truth and inquiry, creativity and love for knowledge.

As enshrined in the motto, the vision inspires the management, teachers and students to make Lakshmibai College, a centre of excellence in academics, sports and other cultural activities. We work with a sense of social responsibility and a mission.

Running Courses in the College

Under Graduate	Post Graduate	Self Financing	Add-on/Part Time Courses
B.A. (Hons) Business Economics	M.A. Philosophy	B.A. (H) Business Economics	Certificate Course in Women and Legal Literacy
B.A. (Hons) Economics	M.A. Political Science		Certificate and Diploma Courses in Foreign Languages (Chinese, Japanese, Spanish, German, French)
B.A. (Hons) English	M.A. Sanskrit		Certificate Courses in MS Office and Advanced Excel
B.A. (Hons) History			Certificate Courses in 2D & 3D and Stop Motion
B.A. (Hons) Hindi			Certificate Course in English Communication and Personality Development
B.A. (Hons) Philosophy			Basic Course in Smartphone Filmmaking
B.Sc. (Hons) Mathematics			
B.A. (Hons) Political Science			
B.A. (Hons) Sanskrit			
B. Com. (Hons)			
B.Com. (Programme)			
B.A.(Programme)			

Three New Courses will be commenced from the beginning of New Academic Session 2020-21

BA (Hons) Sociology

Organizational Chart: Attached at Annex. 1 (below)

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 contribute towards the teaching learning and cultural experience in their relevant fields of specialization.

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.

Location of the College :

The college is located in North Delhi and is connected by Delhi Metro. The nearest Metro Station being Kahniya Nagar Metro Station

Working hours of the College: Office: 9.00 a.m. to 5.30 p.m. (Monday to Friday)
Teaching: 8.50 a.m. to 5.10 p.m. (Monday to Friday in accordance to the time-table)

Section 4(1)(b)(ii) Powers and duties of the officers and employees:

Principal is the Chief Executive and Academic Officer of the college. She is responsible for appropriate administration, organization, instruction and management of affairs of the college.

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.

Section 4(1)(b)(iv) Rules, regulations and instructions used :

- Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
- Ordinance of the University as contemplated under Section 30 of the Delhi University Act, 1922.
- Regulations / instructions for admission and examination regarding all the courses (under-graduate / post-graduate / research) of studies.
- University Non-teaching Employees (Terms and Conditions of Service) Rules, 2013
- Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
- 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 :

- The College prospectus and the annual report are published every year.
- University Calendar - Vol. I dealing with Statutory provisions can be accessed at Delhi University website – www.du.ac.in
- University Calendar - Vol. II dealing with various courses

NB : Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the selection committees 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 15 members. The college receive list of Governing Body from University of Delhi in which five members are nominated by the Govt. of NCT of Delhi and five are from University of Delhi panel. They are eminent personalities of the Society / Representatives of the public. There are two University Representatives on the Governing Body of the College. There are two teacher representatives of the college (one having more than 10 years of service category and the other having less than 10 years of service category). Principal is the Member Secretary of the Governing Body.

Section 4(1)(b)(viii) Councils, Committees, Faculties, Departments, etc. under the College:

- The College Governing Body as per University Calendar Ordinance
- Staff Council as per University Calendar Ordinance.
- Staff Council Committees (details available on college website)
- Admission Committee
- Internal Complaint Committee

Section 4(1)(b)(ix) Directory of officers and employees:

- It is available in print form.

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.

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) Concessions granted by the college:

Reservation policies of Government of India in principle as approved by the University of Delhi are followed. Scholarships are given to needy students.

Section 4(1)(b)(xiv): Information available in electronic form :

All the manuals hereunder, the college prospectus, annual report and other information about the college is available on the college website – lakshmibaicollege.in

Manual 15 Section 4(1)(b)(xv) Means, methods and facilities available to citizens for obtaining information :-

1. Unrestricted Access to Website
2. Citizens may submit a written application for information to the Public Information Officer.
3. Through the Notice Boards, College Prospectus, University Calendars and various other information which are available on college website.
4. Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount
5. Un-priced information for the general public is disseminated occasionally through press releases, advertisements etc. and/or these are available on the college website – lakshmibaicollege.in

Section 4(1)(b)(xvi) List of Information Officers :

Public Information Officer:

Mrs. Monika Kapoor, Administrative Officer, Lakshmibai College

Appellate Authority:

Dr. Pratyush Vatsala, Principal, Lakshmibai College, University of Delhi, Delhi.

Section – 4 (1) (b)(xvii) : Other Information as may be prescribed

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

Schedule of additional fee can be had from the Public Information Officer of the college. For the time being the rates are as under :-

- i) Rs. 2/- per page of A-4 or A-3 size, created or copied.
- ii) Actual cost for sizes bigger than A-4 or A-3.
- iii) In case of printed material, the printed copies could be had from the college counter on payment of the actual price.
- iv) For inspection of records, no fee for the first hour ; and a fee of rupees five for each subsequent hour (or fraction thereof)
- v) If information is needed on a compact disk, subject to availability of information in

soft form, the fee will be Rs. 50/- per CD.

Note : The above fee shall be payable by way of cash against proper receipt or by Demand Draft or Bankers Cheque or Indian Postal Order in the name of the Principal, Lakshmibai College.

This information will be improved further

LAKSHMIBAI COLLEGE (UNIVERSITY OF DELHI)

ORGANISATIONAL CHART

