

# **INFORMATION HANDBOOK**

**Under**

**Right to Information Act – 2005**

**RAMANUJAN COLLEGE**

A NAAC Accredited Institution-‘A’ Grade

**(UNIVERSITY OF DELHI)  
KALKAJI, NEW DELHI - 110019.**

## 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.

**This Handbook contained information of Ramanujan College in accordance with Section 4 (1) (b) of RTI, 2005** and 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.

**Information of Ramanujan College in accordance with Section 4 (1) (b) of RTI, 2005**

**CONTENTS**

<b>Manual 1</b>	Particulars of organization, functions and duties
<b>Manual 2</b>	Powers and duties of officers and employees
<b>Manual 3</b>	Procedure followed in decision-making process, including channels of supervision and accountability
<b>Manual 4</b>	Norms set for the discharge of functions
<b>Manual 5</b>	Rules, regulations, instructions, manuals and records for discharging functions
<b>Manual 6</b>	A statement of the categories of documents that are held by it or under its control
<b>Manual 7</b>	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 of implementation.
<b>Manual 8</b>	List of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
<b>Manual 9</b>	Directory of officers and employees
<b>Manual 10</b>	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations
<b>Manual 11</b>	Budget allocation & Expenditure
<b>Manual 12</b>	Manner of execution of subsidy programmes
<b>Manual 13</b>	Particulars of recipients of concessions, permits or authorizations granted
<b>Manual 14</b>	Information available in an electronic form
<b>Manual 15</b>	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
<b>Manual 16</b>	Name, designation and other particulars of Public Information Officers
<b>Manual 17</b>	Other information

# **Manual 1**

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

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

#### **Establishment & Background**

Ramanujan College, named after one of the greatest Indian mathematician, is one of the constituent college of University of Delhi. It was previously known as the Deshbandhu (Evening) College. It was established in the year 1958. Presently it has approximately 3000 students studying various under graduate courses in the disciplines of Humanities, Commerce, Management and the Sciences.

For the past decade the college has been on a path of unprecedented growth. With the introduction of many new courses, and a rapidly expanding infrastructure that seeks to provide the latest facilities, the college boldly looks forward to new challenges of the future.

#### **MISSION:**

The mission of the College of Education at Penn State is to deepen and extend knowledge about the formation and utilization of human capabilities.

#### **VISION**

Ramanujan College is driven to provide excellent educational opportunities that are responsive to the needs of our students, and empower them to meet and exceed challenges as active participants in shaping the future of our world.

#### **VALUES**

1. **Student Success and Completion:** Meeting student needs by creating an educational environment in which students can attain a variety of goals.
2. **Excellence:** Maintaining a high standard of integrity and performance leading to the achievement of academic and career goals.
3. **Collaboration:** Seeking input from all sectors of the college and the community.
4. **Diversity:** Fostering a learning community in which the diverse values, goals, and learning styles of all students are recognized and supported.
5. **Life-Long Learning:** Encouraging enthusiastic, independent thinkers and learners striving for personal growth.
6. **Integrity:** Behaving ethically in all interactions at all levels.
7. **Technological Advancement:** Implementing cutting-edge technology that enhances instruction and prepares students for life-long success.

## **GOALS:**

- Help to prepare educational professionals recognized for the quality and significance of their teaching, research, scholarship, service, outreach, and leadership.
- Provide widely recognized leadership in the improvement of teaching, learning, and the assessment of educational outcomes across the life span through research, scholarship, and technology.
- Enhance the commitment of faculty, staff, and students to the centrality of diversity, social justice, and democratic citizenship.
- Provide leadership in the development of collaborative, professional relationships with schools, organizations, and other institutions focused on the improvement of education in schools, communities, and workplace settings.
- Sustain a caring, supportive climate throughout the College.
- Enhance the effective and efficient management of the College.

## **BELIEFS:**

- A literate and educated citizenry is vital to a democratic society.
- All people are entitled to a high-quality education, grounded in sensitivity to individual dignity, professional integrity, and a positive and nurturing environment.
- A dynamic education system fosters an equitable, productive economy in a global environment.
- Teaching and learning should be informed by scholarly research and effective practice.
- School improvement should be based on sound research, the application of theory as it relates to effective practice, policy development, and collaboration with practitioners.
- Technology should be used to improve the quality of teaching and learning, research and scholarship, and outreach to the state, nation, and the world.
- Interdisciplinary programs should be used to enhance human learning, growth, and development across the life span.

## **Course Offered by the college**

The college offers following fifteen courses from across the disciplines of Humanities, Social Sciences, Commerce, Management and Vocational Studies:

1. **B. Com. (H)**
2. **B. Com. (P)**
3. **Bachelor of Management Studies (B.M.S.)**
4. **B. A. (H) Political Science**
5. **B. A. (H) Hindi**
6. **B. A. (H) English**

7. **B. A. Program**
8. **B. Sc. (H) Statistics**
9. **B. Sc. (H) Mathematics**
10. **B. Sc. (H) Computer Science**
11. **B. A. (H) Applied Psychology**
12. **B. A. (H) Philosophy**
13. **B. A. (H) Economics**
14. **B. Voc. Banking Operations**
15. **B. Voc. Software Development**
16. **B Sc (H) – Environmental Science.**

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

The college expects objective and considered support from citizens of Delhi as well as persons directly associated with the affairs of the college and the University of Delhi.

**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 as per provisions of statute 30(1)(c)(i) of Delhi University Act, 1922.

**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 designated committees. Monitoring of the affairs of the college is through its Governing Body, Academic Council & Executive Council of the University of Delhi.

**Organisational Chart for teaching and Administration :** as indicated in Annexure 1 & 2.

**Location of the College :**

The college is located in South Delhi and is connected by Delhi Metro. The nearest Metro Station being Nehru Enclave.

**Address of the College :**

Ramanujan College, Kalkaji, (on main C.R. Park Road) New Delhi-110 019.

**Working hours of the College :**

Office Hours : 9.00 a.m. to 5.30 p.m. (Monday to Friday)

Classes : 9.00 a.m. to 4.30 p.m.

(Lunch time 1.00 p.m. to 1.30 p.m.)

## **MANUAL 2**

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

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

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

The powers and duties of the Governing Body and other authorities as per Statute 30 and Ordinance XVIII of the University of Delhi are specified in Governance of Colleges, University of Delhi. (Details available on University of Delhi website : [www.du.ac.in](http://www.du.ac.in)).

## **MANUAL 3**

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

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

Decisions in matters of organising admissions, examinations sports, extra-curricular activities, preparation of college time table, allocation of extra-curricular work of teachers not involving payment of remuneration and laying guidelines for purchase of Library books and lab. equipment are taken 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 is taken by the Governing Body. The college functions under the general supervision and control of the Governing Body.

## **Manual 4**

### **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.

## **Manual 5**

### **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 & Non-Teaching Recruitment Rules – 2020 of University of Delhi.
- ☒ 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.

## **Manual 6**

### **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](http://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.

## **Manual 7**

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

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

The College Governing Body consists of following members which are nominated by the University of Delhi are directly supervises the affairs of the college. There are two teacher representatives of the college and one representative of staff other than teachers (as special invitee). Principal is the Member Secretary of the Governing Body.



## List of Governing Body Members:

S. No.	Name	Designation
1	Shri Shashank	Chairman
2	Shri Dev Bhardwaj	Treasurer, Governing Body.
3	Dr. R. K. Chadda	Member
4	Prof. Sarbjit Kaur	Member
5	Prof. Ashwini Kumar Mahapatra	Member
6	Dr. Umesh Jha	Teacher Representative
7	Dr. Shalini Sharma	Teacher Representative
8	Dr. S. P. Aggarwal, Principal	Member-Secretary.

## Manual 8 Section 4(1)(b)(viii) COMMITTEES FOR THE SESSION (24.02.2022)

### 1. Admission Committee A. Business Courses

- a. Dr. Nagender Pal (Convenor)
- b. Mr. Prakhar Wadhwa
- c. Dr. Anjali Prashad
- d. Mr. Sonu Kumar
- e. Ms. Ashima Jain
- f. Ms. Parul Saini

### B. Humanities (Hons. Courses) & B.A. Prog

- a. Prof. B.S. Gautam (Convenor)
- b. Dr. Nawab Singh
- c. Dr. Vinod Kumar Gupta

### C. Mathematical Sciences

- a. Mr. Sahil Pathak (Convenor)
- b. Dr. Abhishek
- c. Ms. Sheetal
- d. Mr. Sanyam Gupta
- e. Mr. Subodh Kumar
- f. Dr. Abhay Pratap Pandey

## All Teacher-in-Charges

### 2. Union Advisory Committee

- a. Ms. Suchi Patti (Convenor)

- b. Dr. Kamlesh Kumar Raghuvanshi
- c. Dr. Dharmendra Tiwari
- d. Dr. Rajiv Nayan
- e. Dr. Abhishek
- f. Ms. Aastha Jain
- g. Dr. Abhay Pratap Pandey
- h. Mr. Shishir Kumar Mishra

### **3. Fee Concession Committee/Scholarship & Awards Committee**

- a. Dr. Prabuddh Ananda (**Convenor**)
- b. Dr. Sudhanshu Mohan Kestwal
- c. Ms. Parul Yadav
- d. Dr. Shruti Jain
- e. Dr. Anjali Prashad
- f. Mr. Arnav Kumar
- g. Ms. Megha Sharma

### **4. Library Committee/IT Services/Book Purchase**

- a. Dr. Nirmalya Samanta (**Convenor**)
- b. Prof. B.S. Gautam
- c. Dr. Alok Ranjan Pandey
- d. Dr. Nawab Singh
- e. In-charge Deptt. of English
- f. In-charge Deptt. of Hindi
- g. In-charge Deptt. of History
- h. In-charge Deptt. of Punjabi
- i. In-charge Deptt. of Computer Science
- j. In-charge Deptt. of Psychology Science
- k. Incharge Deptt. of Political Science
- l. In-charge Deptt. of Statistics
- m. In-charge Deptt. of Mathematics
- n. In-charge Deptt. of Economics
- o. In-charge Deptt of Environmental Studies
- p. Incharge Deptt of Philosophy
- q. In-Charge Deptt. of Management Studies

### **5. Time Table Committee/Work Load**

- a. Dr. Sumit Nagpal (**Convenor**)
- b. Ms. Suchi Patti
- c. Dr. Alok Ranjan Pandey

- d. Dr. Aparajita Mazumdar
- e. Dr. Sachin Tomer
- f. In-charge Deptt of Commerce
- g. In-charge Deptt. of English
- h. In-charge Deptt. of Hindi
- i. In-charge Deptt. of History
- j. In-charge Deptt. of Punjabi
- k. In-charge Deptt. of Computer Science
- l. In-charge Deptt. of Psychology Science
- m. Incharge Deptt. of Political Science
- n. In-charge Deptt. of Statistics
- o. In-charge Deptt. of Mathematics
- p. In-charge Deptt. of Economics
- q. In-charge Deptt of Environmental Studies
- r. Incharge Deptt of Philosophy
- s. In-Charge Deptt. of Management Studies

## **6. Development Fund. Infrastructure Committee**

- a. Dr. Madhu Batta (Convenor)
- b. Dr. Mohinder Paul
- c. Dr. V. Gunasekaran
- d. Ms. Archana Chauhan
- e. Dr. Birjesh Kumar
- f. Dr. Sooraj Kumar

## **7. Discipline Committee**

- a. Dr. Ajay Kumar (Convenor)
- b. Dr. Madhu Batta
- c. Dr. Prabuddh Ananda
- d. Dr. Kamlesh Kumar Raghuvanshi
- e. Dr. Shikha Sharma
- f. Dr. Abhishek
- g. Mr. Saurabh
- h. Dr. Brijesh Kumar
- i. Mr. Rahul Singh

## **8. Sports Committee**

- a. Dr. Anupam Kumar (Convenor)
- b. Dr. Hemlata
- c. Dr. Subodh Kumar
- d. Mr. Deepak Kumar
- e. Dr. Kanwal Jeet Singh
- f. Mr. Shishir Kumar Mishra

## **9. Purchase, Stock Disposal & Stock Verification Committee**

- a. Ms. Rachna Gupta (Convenor)
- b. Dr. Ajay Kumar
- c. Dr. Kanwaljeet Singh
- d. Mr. H.L. Neihisial
- e. Mr. Pappu
- f. Mr. Pankaj Gupta
- g. Dr. Abhay Pratap Pandey
- h. Ms. Isha Gupta

## **10. Magazine, Prospectus, Annual Report and Handbook Committee**

- a. Dr. Meenakshi Lahkar (Convenor)
- b. Dr. Hemlata
- c. Dr. Madhu Kaushik
- d. Dr. Virendra Kumar Tripathi

## **11. Monitoring Committee**

- a. Dr. S.P. Aggarwal
- b. Mr. J.N. Choudhary
- c. Dr. K. Latha
- d. Dr. Meena Sharma
- e. Mr. Prakhar Wadhwa

**Principal**  
**Secretary Staff Council**  
**Bursar**

## **12. Examination Committee**

- a. Dr. Sachin Tomer (Convenor)
- b. Dr. Rajiv Nayan (Co-Convenor)
- c. Dr. Ashish Kumar Shukla
- d. Dr. Divya Bhanot

## **13. Cultural Committee**

- a. Dr. Madhu Kaushik (Convenor)
- b. Ms. Ravneet Kaur
- c. Ms. Parul Yadav
- d. Dr. Aparijita Mazumdar
- e. Dr. Chandan Kumar
- f. Dr. Surbhi

## **1. DEBATE (TARK)**

- a. Dr. Alok Ranjan Pandey, Convenor

- b. Dr. Sudhanshu Mohan Kestwal
- c. Dr. Minakshi Lahkar
- d. Ms. Megha Sharma

## **2. JAZZA**

- a. Mr. Vikash Kumar (Convenor)
- b. Ms. Charu Jain,
- c. Dr. Anupam Kumar
- d. Mr. Shishir Kuma Mishra
- e. Mr. Deepak Kumar

## **3. Fashion Society (PANACHE)**

- a. Ms. Omisha Sangeet, Convenor
- b. Mr. Vikas Kuamr
- c. Ms. Sonia Mudel
- d. Ms. Aastha Jain
- e. Dr. Deepakshi

## **4. Music (SHIVRANJANI)**

- a. Ms. Suman Jaiswal, Convenor
- b. Mr. Vikas Kumar
- c. Ms. Parul Saini
- d. Ms. Mahima Singh

## **5. Dance (DNA)**

- a. Dr. Deepakshi, Convenor
- b. Ms. Ruchika Bal
- c. Ms. Ramya Jain
- d. Mr. Abhay

## **6. First Cut (FILM MAKING SOCIETY)**

- a. Ms. Ravneet Kaur, Convenor
- b. Dr. Aparjita Majumdar
- c. Ms. Arzoo Saha

## **7. Arts Society (BRUSH STROKES)**

- a. Ms. Ramya Jain (Convenor)
- b. Ms. Isha Gangwani
- c. Dr. Rajesh Singh
- d. Ms. Rose Christina Topno
- e. Dr. Zairunisha

#### **8. Ramanujan (Bhangra Society)**

- a. Dr. Kanwal Jeet Singh (Convenor)
- b. Mr. Prakhar Wadhwa
- c. Ms. Isha Gangwani
- d. Ms. Rose Christina Topno

#### **14. Environment and Eco Club**

- a. Dr. Umesh Jha, Convenor
- b. Dr. Anumita Shukla
- c. Dr. Subodh
- d. Dr. Virendra Kumar
- e. Ms. Neha Yadav
- f. Dr. Tenzin Thakur
- g. Ms. Shipra Yadav

#### **15. Students Welfare Society**

- a. Dr. Mahender Paul, Convenor
- b. Dr. Amrita Singh
- c. Mr. Pankaj Gupta
- d. Mr. Subodh Kr. Sajjan

#### **16. Maintenance Supervision of the Building**

- a. Dr. Dharmender Nath Tiwari, Convenor
- b. Mr. H.L. Neihisial
- c. Dr. Pappu
- d. Dr. Anjali Prashad

#### **17. I.T. Infrastructure Committee**

- a. Ms. Bhavya Ahuja Grover, Convenor
- b. Ms. Parul Saini
- c. Dr. Nikhil Rajput
- d. Dr. Vipin Kr. Rathi
- e. Ms. Ashima Jain
- f. Dr. Virender
- g. Dr. Sooraj Kumar Maurya

## **18. Outreach Programme Committee**

- a. Dr. Shalini Sharma, Convenor
- b. Ms. Nirupama Yadav
- c. Ms. Surbhi Gautam
- d. Ms. Shipra Yadav
- e. Ms. Pratima
- f. Ms. Ashima Jain
- g. Dr. Chandan Kumar

## **19. Women Development Centre**

- a. Dr. Hemlata (Convenor)
- b. Ms. Suchi Patti
- c. Ms. Parul Saini
- d. Ms. Ashima Jain

## **20. Feedback Committee**

- a. Dr. Ashish Kumar Shukla, Convenor
- b. Dr. Sachin Tomer
- c. Dr. Pappu
- d. Dr. Rajesh
- e. Dr. Virender
- f. Mr. Prakhar Wadhwa

## **21. QUIZ SOCIETY**

- a. Dr. Sudhanshu Mohan Kestwal (Convenor)
- b. Dr. Rajiv Nayan
- c. Dr. Alok Ranjan Pandey
- d. Dr. Himanshu Shekhar
- e. Ms. Mahima

## **22. Anti-Ragging Committee**

- a. Mr. Jagannath Chaudhary, Convenor
- b. Mrs. Rachna Gupta
- c. Dr. Nagender Pal
- d. Dr. Mohinder Paul
- e. Dr. Alok Ranjan Pandey
- f. Mr. Kamelsh Kr. Raghuvanshi
- g. Mr. Arnav Kumar
- h. Mr. Vikas Kumar
- i. Mr. Rajesh Yadav, A.O.

### **23. Internal Complaint Committee**

- a. Dr. Madhu Kaushik, Presiding Officer
- b. Ms. Rachna Gupta
- c. Mr. Pappu,
- d. Mr. Rajesh Yadav, A.O.
- e. Ms. Nidhi Mathur
- f. Students Representative
  
- g. One member from NGO

Mr. Vishwajeet Ghosal

### **24. Grievance Committee**

- a. Dr. Meena Sharma
- b. Ms. Suchi Patti
- c. Dr. Kanwal Jeet Singh
- d. Dr. Sudhanshu Mohan Kestwal
- e. Mr. H. L. Neihisial
- f. Dr. Shikha Sharma
- g. Mr. Arnav Kumar
- h. Mr. Rajesh Yadav, A.O.

## **Manual 9 Section 4(1)(b)(ix)**

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

It is available on website of the college <https://ramanujancollege.ac.in/department/> and <https://ramanujancollege.ac.in/administration-2/>

## **Manual 10 Section 4(1)(b)(x)**

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

The Revised Pay Structures of various existing teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University in accordance with 7<sup>th</sup> CPC (Applicable w.e.f. 01.01.2016) recommendations are as under.



### **Teaching Staff.**

<b>S.No.</b>	<b>Pay Scale</b>	<b>Pay Matrix Level</b>	<b>Post</b>
1	144200 – 218200	14	Principal
2	131400 - 210800	13A	Associate Professor
3	79800 – 127900	12	Assistant Professor (Sr. Scale)
4	57700 – 92500	10	Assistant Professor

Note: Basic Pay + DA (@ applicable from time to time) + HRA @ 27% on the Basic Pay + Transport Allowance @ Rs. 7200/- p.m. + DA thereon.

### **Non-Teaching Staff**

<b>S.No.</b>	<b>Pay Scale</b>	<b>Pay Matrix Level</b>	<b>Post</b>
1	56100 – 177500	10	Administrative Officer
2	44900 – 142400	7	Section Officer
3	35400 – 112400	6	Sr. Assistant Senior Technical Assistant Professional Assistant
4	29200 – 92300	5	Semi Professional Assistant
5	25500 – 81100	4	Assistant/ Laboratory Assistant
6	21700 – 69100	3	Library Assistant
7	19900 – 63200	2	Junior Assistant
8	18000 – 56900	1	Multi-Tasking Staff

## **Manual 11 Section 4(1)(b)(xi)**

### **Budget allocation to the college :**

The budget and the financial estimates for the financial year are :

### **2017-2018**

Recurring : Rs. 23.24 Crore.

Non-Recurring : Rs. 1.10 Crore.

**2018-2019:**

Recurring : Rs. 23.70 Crore.

Non-Recurring : Rs. 90.00 Lacs.

**2019-2020:**

Recurring : Rs. 25.31 Crore.

Non-Recurring : Rs. 90.00 Lacs.

**2020-2021:**

Recurring : Rs. 29.24 Crore.

Non-Recurring : Rs. 0.80 Lacs.

**2021-2022:**

Recurring : Rs. 27.91 Crore.

Non-Recurring : Rs. 76.62 Lacs.

**Manual 12  
Section 4(1)(b)(xii)**

**Manner of execution of subsidy programmes :**

Not applicable to the college.

**Manual 13  
Section 4(1)(b)(xiii)**

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

**i. In admissions :**

Various concessions that are available to various categories of students in admission to various courses are given in the bulletin of information.

☒ 22½ % of the total number of seats are reserved for candidates belonging to SC/ST (15% for SC and 7½ % for ST).

☒ 27% of the total number of seats, course wise, are reserved for OBC candidates subject to the minimum eligibility for them being 10% less than the that for General Category.

○ 10% of the total number of seats are reserved for EWS Candidates.

☒ 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 para-military personnel, killed/disabled in action or those who died/were disabled on duty or Ex-servicemen/serving personnel who are in receipt of Gallantry Awards. 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 persons with disabilities candidates for admission to undergraduate courses.

☒ The college admits foreign students including those from Sikkim and Kashmiri migrants as and when recommended by the University.

☒ Not more than 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.

☒ 2 supernumerary seats reserved for students of Jammu & Kashmir under Prime Minister Special Scholarship Scheme of the Govt. of India on the recommendation of AICTE.

NB : 1. The above reservations may vary with any decision taken by the University of Delhi, University Grants Commission and Ministry of Human Resource Department.

2. Details of such concessions are available in the admission brochures for respective courses.

ii. **in Fee Concession** : Granted to needy students on merit-cum means basis.

## **Manual 14**

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

**Information available in electronic form :**

All the manuals hereunder, the college prospectus, annual report, List of Committees, list of courses and other information about the college is available on the college website – [www.ramanujacollege.ac.in](http://www.ramanujacollege.ac.in)

## **Manual 15**

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

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

Through the Notice Boards, College Prospectus, University Calendars and various other information which are available on college website. Information for general public are disseminated occasionally through press releases, advertisements etc.

## **Manual 16**

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

**List of Information Officers :**

- ☒ **Appellate Authority - Principal (Presently, Dr. S.P. Aggarwal)**
- ☒ **Public Information Officer – Sh. Rajesh Yadav, Administrative Officer**

## **Manual 17**

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

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.

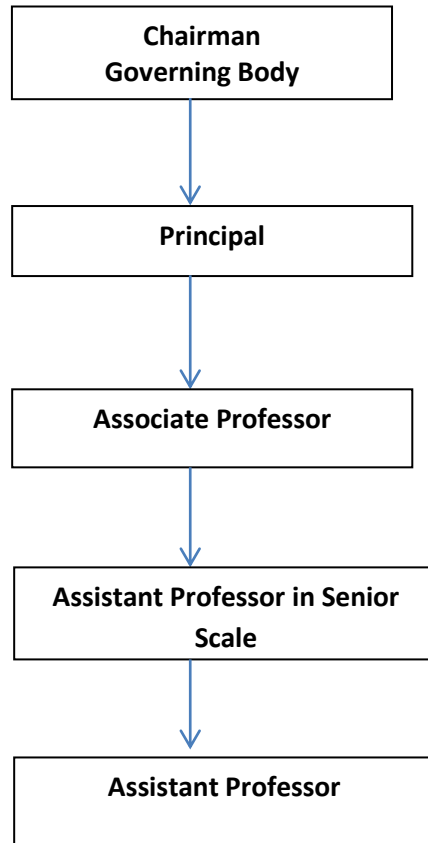
iv) For inspection of records, no fee for the first hour ; and a fee of rupees five for each subsequent hour (or fraction thereof)

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, Ramanujan College.

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**Organisation chart of Teaching Staff.**



**Organisation chart of Non-Teaching Staff.**

