

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

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Manual 1	Particulars of organization, functions and duties
Manual 2	Powers and duties of officers and employees
Manual 3	Procedure followed in decision-making process, including channels of supervision and accountability
Manual 4	Norms set for the discharge of functions
Manual 5	Rules, regulations, instructions, manuals and records for discharging functions
Manual 6	A statement of the categories of documents that are held by it or under its control
Manual 7	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.
Manual 8	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.
Manual 9	Directory of officers and employees
Manual 10	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations
Manual 11	Budget allocation & Expenditure
Manual 12	Manner of execution of subsidy programmes
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Manual 16	Name, designation and other particulars of Public Information Officers
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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 2500 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

Citrus 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**

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).

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.

- ☒ 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
- ☒ 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.

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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:

Year 2017-2018

S. No.	Name	Designation
1	Shri Shashank	Chairman
2	Prof. P. D. Sahare	Member
3	Prof. C.S.R. Murthy	Member
4	Dr. N. K. Kakkar	Member
5	Dr. R. K. Sharma	Member
6	Prof. Manoj Kumar Sinha	Member
7	Dr. K. N. Chaturvedi	Member
8	Dr. A. K. Malik	Member
9	Dr. Vijay Kumar Khaira	Member
10	Sh. T. S. Kripanidhi	Member
11	Dr. Nirmalya Samanta	Teacher's Representative
12	Dr. Nagender Pal	Teacher's Representative

Year 2018-2019

S. No.	Name	Designation
1	Shri Shashank	Chairman
2	Prof. P. D. Sahare	Member
3	Prof. C.S.R. Murthy	Member
4	Dr. N. K. Kakkar	Member
5	Dr. R. K. Sharma	Member
6	Prof. Manoj Kumar Sinha	Member
7	Dr. K. N. Chaturvedi	Member
8	Dr. A. K. Malik	Member
9	Dr. Vijay Kumar Khaira	Member
10	Sh. T. S. Kripanidhi	Member
11	Dr. K. Latha	Teacher's Representative
12	Ms. Suchi Patti	Teacher's Representative

Year 2019-2020

S. No.	Name	Designation
1	Prof. Sanjay Kapoor	Chairman
2	Shri P. K. Mishra	University Treasurer, Ex-officio Member.
3	Prof. Sanjay Chaturvedi	Member
4	Adv. Ms. Charu Pragya,	Member
5	Dr. Shimla	Member
6	Ms. Amrita Singh	Teacher Representative
7	Mr. V. Gunasekaran	Teacher Representative
8	Dr. S. P. Aggarwal, Principal	Member-Secretary.

Manual 8

Section 4(1)(b)(viii)

COMMITTEES FOR THE SESSION (2017-2018)

1. Admission Committee

A.Commerce Courses

- a. Ms. Suchi Patti **(Convenor)**
- b. Ms. Rachna Gupta
- c. Dr. Nagender Pal
- d. Dr. Mohinder Paul
- e. Mr. Pankaj Gupta
- f. Ms. Parul Yadav

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

- a. Dr. Ajay Kumar **(Convenor)**
- b. Dr. Nawab Singh
- c. Dr. Umesh Jha
- d. Dr. Moola Ram
- e. Dr. Sudhanshu Mohan Kestwal
- f. Dr. Vinod Kumar Gupta
- g. Dr. Gargi Sen Gupta

C.Mathematical Sciences

- a. Dr. Kamlesh Kumar Raghuvanshi **(Convenor)**
- b. Dr. Sumit Nagpal
- c. Dr. Sachin Tomer
- d. Dr. Ashish Kr. Shukla
- f. Mr. Pappu

All Teacher-in-Charges

2. Union Advisory Committee

- a. Dr. Mohinder Paul **(Convenor)**
- b. Mr.J.N. Choudhary
- c. Dr. Kanwal Jeet Singh
- d. Dr. Megha Agarwal
- f. Mr. Kamlesh Kr. Raghuvanshi
- i. Mr. Harikrishan Sharma
- j. Mr. Pankaj Gupta
- k. Ms. Charu Jain

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

- a. Dr.Minakshi Lahkar (**Convenor**)
- b. Dr. Vinod Kumar Gupta
- c. Dr. Nawab Singh
- d. Mr. Sudhanshu Mohan Kestwal
- e. Ms. Mahima Singh
- f. Ms. Shruti Jain

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

-
- a. Mr. J.N. Choudhury (**Convenor**)
 - b. In-charge Deptt of Commerce
 - c. In-charge Deptt. of English
 - d. In-charge Deptt. of Hindi
 - e. In-charge Deptt. of History
 - f. In-charge Deptt. of Punjabi
 - g. In-charge Deptt. of Computer Science
 - h. In-charge Deptt. of Psychology Science
 - i. Incharge Deptt. of Political Science
 - j. In-charge Deptt. of Statistics
 - k. In-charge Deptt. of Mathematics
 - l. In-charge Deptt. of Economics
 - m. In-charge Deptt of Environmental Studies
 - n. Incharge Deptt of Philosophy
 - o. In-Charge Deptt. of Management Studies

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

-
- a. Dr. Sumit Nagpal (**Convenor**)
 - b. Dr. N. Samanta
 - c. Dr. Umesh Jha
 - d. Dr. Alok Ranjan Pandey
 - e. In-charge Deptt of Commerce
 - f. In-charge Deptt. of English
 - g. In-charge Deptt. of Hindi
 - h. In-charge Deptt. of History
 - i. In-charge Deptt. of Punjabi
 - j. In-charge Deptt. of Computer Science
 - k. In-charge Deptt. of Psychology Science
 - l. Incharge Deptt. of Political Science
 - m. In-charge Deptt. of Statistics
 - n. In-charge Deptt. of Mathematics
 - o. In-charge Deptt. of Economics
 - p. In-charge Deptt of Environmental Studies
 - q. Incharge Deptt of Philosophy
 - r. In-Charge Deptt. of Management Studies

6. **Development Fund, Infrastructure Committee**

- a. Dr. Nagender Pal
- b. Dr. Madhu Batta
- c. Dr. Kanwal Jeet Singh
- d. Dr. Mohinder Paul
- e. Mr. Kamlesh Kr. Raghuvanshi
- f. Ms. Ruchika Bal
- g. Dr. Nikhil Rajput
- h. Dr. Shikha Sharma

7. **Purchase, Stock Disposal & Stock Verification Committee**

-

- a. Dr. Sachin Tomer **(Convenor)**
- b. Ms. Rachna Gupta
- c. Dr. Madhu Batta
- d. Dr. Narinder Singh
- e. Ms. Archana Chauhan
- f. Ms. Aanchal
- g. Mr. Pankaj Gupta

8. **Magazine Committee**

-

- a. Dr. Alok Ranjan Pandey **(Convenor)**
- b. Dr. Narinder Singh
- c. Dr. D.N. Tiwari
- d. Ms. Bhavya Ahuja
- e. Ms. Ravneet Kaur
- f. Mr. Rajesh

9. **Prospectus Committee, Annual Report and Handbook Committee**

-

- a. Ms. Rachna Gupta **(Convenor)**
- b. Dr. N. Samanta
- c. Dr. Shalini Sharma
- d. Mr. Sahil Pathak
- e. Dr. Aparajita Mazumdar
- f. Mr. Arnav Kumar
- g. Ms. Sheetal
- h. Mr. Ikram

10. **Monitoring Committee**

-

- a. Dr. S.P. Aggarwal
- b. Dr. Narinder Singh
- c. Ms. Rachna Gupta
- d. Dr. Madhu Batta
- e. Dr. N. Samanta

Principal
Secretary Staff Council
Bursar

11. Discipline Committee

- a. Dr. Moola Ram **(Convenor)**
- b. Dr. Meena Sharma
- c. Dr. Hemlata
- d. Dr. Ajay Kumar
- e. Dr. Shikha Sharma
- f. Mr. Prakhar Wadhwa
- g. Mr. Dharmendra Yadav
- h. Ms. Anshika Agarwal
- i. Mr. Rahul Singh
- j. Dr. Birjesh Kumar
- k. Dr. Vinod Kr. Gupta

12. Sports Committee

- a. Dr. K. Latha **(Convenor)**
- b. Ms. Suchi Patti
- c. Dr. Mohinder Paul
- d. Dr. Shailini Sharma
- e. Dr. Anupam Kumar
- f. Dr. Shikha Sharma
- g. Mr. Subodh Kumar Sajjan
- h. Ms. Parul Saini
- i. Mr. Prakhar Wadhwa
- j. Mr. Pankaj Gupta
- k. Ms. Ramya Jain

13. Placement Cell Committee

- a. Dr. Kanwal Jeet Singh **(Convenor)**
- b. Ms. Anshika Agarwal
- c. Mr. Prakhar Wadhwa
- d. Ms. Megha Sharma
- e. Mr. Kamlesh Kumar
- f. Representative of each department

14. National Service Scheme

-
- a. Dr. Hemlata **(Convenor)**
 - b. Dr. T.K. Mishra
 - c. Mr. Ajay Kumar
 - d. Dr. Shalini Sharma
 - e. Dr. Moola Ram
 - f. Ms. Suchi Patti

15. National Cadet Corps

-

- A. Ms. Suchi Patti, Incharge, Girls Wing
 - a. Dr. Shikha Sharma
 - b. Dr. Hem Lata
- B. Dr. Sachin Tomer, Incharge, Boys Wing
 - a. Dr. Moola Ram
 - b. Dr. Mohinder Paul
 - c. Dr. Ashsih Kr. Shukla
 - d. Dr. Shikha Sharma

16. Examination Committee

- a. Dr. Ashish Kumar **Convenor**
- b. Dr. Alok Ranjan Pandey **Co-Convenor**

18.Cultural Committee- Convenor- Ms. Rachna Gupta, Co-Convenor- Dr. Madhu Kaushik

-
1.DEBATE (TARK)

-
- a. Dr. Alok Ranjan Pandey, Convenor
 - b. Dr. Moola Ram
 - d. Ms, Ravneet Kaur
 - e. Mr. Harikrishan Sharma

2. IAZBA

- a. Dr. Madhu Kaushik ,Convenor
- b. Dr. Amrita Singh
- c. Ms. Charu Jain
- d. Mr. Ikram

3. Fashion Society (PANACHE)

-
- a. Mr. Aanchal, Convenor
 - B. Ms.Sonia
 - c. Ms. Isha Gupta
 - d. Dr. Anumita Shukla
 - e. Ms. Tenzin
 - f. Ms. Akansha

4. Music (SHIVRANJANI)

- a. Ms. Archana Chauhan, Convenor
- c. Ms. Parul Saini
- d. Dr. Gargi Sen Gupta
- e. Mr. Ajay Kumar

5.Dance (DNA)

- a. Dr. Ruchika Bal, Convenor
- b Ms. Sonia
- C. Ms. Ramya
- c. Ms. Bhavya
- d. Ms. Pankaj

6.First Cut (FILM MAKING SOCIETY)

- a.Dr. Medha Saxena, Convenor
- b. Dr. Amrita Singh
- c. Dr. Hemlata
- d. Ms. Mahima
- e. Ms. Ravneet Kaur
- f. Ms. Prakhar Wadhwa

7.Arts Society (BRUSH STROKES)

- a. Ms. Isha Gangwani (Convenor)
- b. Dr. N. Samanta
- b. Mr. Pappu
- c. Mr. Sandeep
- f. Dr. Nawab Singh
- g. Ms. Ramya Jain
- h. Ms. Anshika Agarwal

8.Ramanujan Bhangra Society

- a.Dr. Kanwal Jeet Singh (Convenor)
- b.Dr. Narinder Singh
- c. Dr. Mohinder Paul
- d.Dr. Shikha Sharma
- e.Ms. Ravneet Kaur
- f.Ms. Aanchal
- g. Ms. Bhavya Ahuja
- h.Mr. Brijesh Kumar

9.JOSH

- a. Mr. Rachna Gupta, Convenor
- b. Dr. Madhu Kaushik, Co-Convenor
- c. Convenors of different societies related to culture

19. Environment and Eco Club

- a. Dr. Sumit Nagpal. Convenor

- b. Mr. Subodh
- c. Ms. Shruti Jain
- d. Ms. Tenzin Thakur
- e. Mr. Shailender
- f. Ms. Parul
- g. Dr. Anumita Shukla
- h. Ms. Anshika Agarwal
- i. Ms. Aanchal
- j. Dr. Aparjita Mazumdar
- k. Ms. Suchi Patti
- l. Ms. Isha Gangwani
- m. Ms. Neha Yadav

20. Students Welfare Society

- a. Dr. Kamlesh Kumar Raghuvanshi **Convenor**
- b. Ms. Suchi Patti
- c. Dr. Anupam Kumar
- d. Mr. Sudhanshu Mohan
- e. Mr. Shailender Pathak

21. Maintenance Supervision of the Building

-

- a. Dr. N. Samanta, Convenor
- b. Secretary Staff Council
- c. Bursar
- d. Ms. Suchi Patti
- e. Ms. Ruchika Bal
- f. Dr. Anumita Shukla
- g. Dr. Alok Ranjan Pandey
- h. Administrative Officer

22. I.T. Infrastructure Committee

- a. Dr. Sahil Pathak **Convenor**
- b. Mr. Kamlesh Kr. Raghuvanshi
- c. Ms. Sheetal Singh
- d. Mr. Rakesh Kr. Singh
- e. Dr. Birjesh Kumar
- f. Dr. Ashish Shukla
- g. Mr. Prakhar Wadhwa
- h. Dr. Vibhash Kumar

23. Outreach Programme Committee

- a. Dr. Madhu Kaushik, Convenor
- b. Mr. Shailendra Pathak

- c. Dr. Shalini Sharma
- d. Ms. Isha Gangwani
- e. Ms. Ruchika Bal
- f. Dr. Shikha Sharma
- g. Dr. Nagender Pal
- h. Ms. Suchi Patti

24. Women Development Centre

-

- a. Dr. Madhu Batta, Convenor
- b. Dr. Hem Lata
- c. Ms. Shruti Jain
- d. Ms. Suchi Patti
- e. Dr. Megha Sharma
- f. Ms. Parul Saini
- g. Dr. Shalini Sharma

25. Internal Assessment (ECA)

- a. Dr. K. Latha, Convenor
- b. Mr. Jagannath Choudhary
- c. Dr. Shikha Sharma
- d. Ms. Ruchika Bal
- e. Dr. Gargi Sen Gupta
- f. Ms. Isha Gangwani
- g. Mr. Prakhar Wadhwa

26. Feedback Committee

- a. Dr. Ashish Shukla, Convenor
- b. Ms. Bhavya Ahuja
- c. Dr. Sumit Nagpal

27. QUIZ SOCIETY

- a. Dr. Vibash Kumar, Convenor
- b. Ms. Ramya Jain
- c. Mr. Rakesh Kumar Singh
- d. Mr. Sandeep
- e. Mr. Amit
- f. Ms. Shruti
- g. Mr. Ashwini Kumar

COMMITTEES FOR THE SESSION (2018-19).

1. Admission Committee

A.Commerce Courses

- a. Ms. Suchi Patti (**Convenor**)
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- c. Dr. Umesh Jha
- d. Dr. Moola Ram
- e. Dr. Sudhanshu Mohan Kestwal

C.Mathematical Sciences

- a. Dr. Kamlesh Kumar Raghuvanshi (**Convenor**)
- b. Dr. Sumit Nagpal
- c. Dr. Sachin Tomer
- d. Dr. Ashish Kr. Shukla
- f. Mr. Pappu

All Teacher-in-Charges

2. Union Advisory Committee

- a. Dr. Hemlata (**Convenor**)
- b. Dr. Megha Agarwal
- c. Mr. Kamlesh Kr. Raghuvanshi
- d. Mr. Subodh Kr. Sajjan
- e. Mr. Rahul Singh
- f. Mr. Abhishek

3. Fee Concession Committee/Scholarship & Awards Committee

- a. Dr.Minakshi Lahkar (**Convenor**)
- b. Dr. Vinod Kumar Gupta
- c. Dr. Nawab Singh
- d. Mr. Sudhanshu Mohan Kestwal
- e. Ms. Mahima Singh
- f. Ms. Shruti Jain

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

- a. Mr. J.N. Choudhury (**Convenor**)
- b. In-charge Deptt of Commerce
- c. In-charge Deptt. of English
- d. In-charge Deptt. of Hindi
- e. In-charge Deptt. of History
- f. In-charge Deptt. of Punjabi
- g. In-charge Deptt. of Computer Science
- h. In-charge Deptt. of Psychology Science
- i. Incharge Deptt. of Political Science
- j. In-charge Deptt. of Statistics
- k. In-charge Deptt. of Mathematics
- l. In-charge Deptt. of Economics
- m. In-charge Deptt of Environmental Studies
- n. Incharge Deptt of Philosophy
- o. In-Charge Deptt. of Management Studies
- p. Dr. Hemlata
- q. Dr. Nawab Singh
- r. Mr. H.L. Neihisial
- s. Mr. Pankaj Gupta
- t. Ms. Shipra Yadav

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

- a. Dr. Sumit Nagpal (**Convenor**)
- b. Dr. N. Samanta
- c. Dr. Umesh Jha
- d. Dr. Alok Ranjan Pandey
- e. In-charge Deptt of Commerce
- f. In-charge Deptt. of English
- g. In-charge Deptt. of Hindi
- h. In-charge Deptt. of History
- i. In-charge Deptt. of Punjabi
- j. In-charge Deptt. of Computer Science
- k. In-charge Deptt. of Psychology Science
- l. Incharge Deptt. of Political Science
- m. In-charge Deptt. of Statistics
- n. In-charge Deptt. of Mathematics
- o. In-charge Deptt. of Economics
- p. In-charge Deptt of Environmental Studies
- q. Incharge Deptt of Philosophy
- r. In-Charge Deptt. of Management Studies

6. **Development Fund, Infrastructure Committee**

- a. Dr. Ashish Kr. Shukla (Convenor)
- b. Dr. Nagender Pal
- c. Dr. Sumit Nagpal
- d. Dr. Sachin Tomer

- e. Mr. Kamlesh Kr. Raghuvanshi
- f. Mr. Vipin Kr. Rathi

7. **Purchase, Stock Disposal & Stock Verification Committee**

- a. Dr. Kanwal Jeet Singh (Convenor)
- b. Dr. Nawab Singh
- c. Mr. V. Gunasekaran
- d. Dr. Sachin Tomer
- e. Ms. Neha Yadav
- f. Ms. Parul Yadav
- g. Mr. Deepak Kumar
- h. Mr. Arun Agarwal
- i. Mr. Ravinder Kr. Meena
- j. Ms. Divya Bhanot

8. **Magazine Committee**

- a. Dr. Alok Ranjan Pandey (Convenor)
- b. Dr. D.N. Tiwari
- c. Ms. Bhavya Ahuja
- d. Ms. Ravneet Kaur
- e. Mr. Rajesh
- f. Mr. Sandeep Kumar

9. **Prospectus Committee, Annual Report and Handbook Committee**

- a. Dr. N. Samanta (Convenor)
- b. Dr. Shalini Sharma
- c. Mr. Sahil Pathak
- d. Dr. Sumit Nagpal
- e. Dr. Aparajita Mazumdar
- f. Ms. Shruti Jain
- g. Ms. Megha Sharma
- h. Ms. Sheetal
- i. Dr. Virendra Kumar

10. **Monitoring Committee**

- a. Dr. S.P. Aggarwal
- b. Mr. J.N. Choudhary
- c. Dr. K. Latha
- d. Dr. Hemlata
- e. Dr. Meenakshi

Principal
Secretary Staff Council
Bursar

11. **Discipline Committee**

- a. Dr. Moola Ram (Convenor)
- b. Dr. Hemlata
- c. Dr. Ajay Kumar
- d. Dr. Shikha Sharma
- e. Dr. Dharmendra Yadav

- f. Dr. Anshika Agarwal
- g. Mr. Rahul Singh
- h. Dr. Birjesh Kumar

12. Sports Committee

- a. Dr. Mohinder Paul (Convenor)
- b. Dr. Sachin Tomer (Co-Convenor)
- c. Dr. K.Latha
- d. Dr. Umesh Jha
- e. Dr. Megha Agarwal
- f. Mr. Sahil Pathak
- g. Dr. Shikha Sharma
- h. Ms. Sheetal
- i. Mr. Ashwini
- j. Ms. Suman
- k. Ms. Archana Jamatia
- l. Ms. Ruchika
- m. Mr. Abhay Pratap Padey

13. (a) Placement Cell Committee (for all other courses)

- a. Dr. K.Latha (Convenor)
- b. Dr. Kanwal Jeet Singh
- c. Ms. Anshika Agarwal
- d. Mr. Prakhar Wadhwa
- e. Ms. Megha Sharma
- f. Ms. Divya Bhanot
- g. Representative of respective department

(b) Placement Cell Committee (Mathematical Sciences)

- a. Mr. Kamlesh Kr. Raghuvanshi (Convenor)
- b. Mr. Arun Agarwal - Computer Science
- c. Mr. Dharmendra/Mr. Birjesh- Statistics
- d. Mr. Deepak/Ms. Deepakshi - Mathematics
- e. Ms. Ashima/Ms. Nidhi - B.Voc
- f. Representative of respective department

14. National Service Scheme

- a. Ms. Suchi Patti (Convenor)
- b. Dr. Hemlata
- c. Ms. Sonia
- d. Mr. Subodh Kr. Sajan
- e. Mr. Vikas

15. National Cadet Corps

- A. Dr. Hemlata Incharge, Girls Wing
 - a. Ms. Suchi Patti

- B. Dr. Mohinder Paul, Incharge, Boys Wing
 - a. Dr. Deepak
 - b. Mr. Rahul

16. Examination Committee

- a. Dr. Ashish Kumar **Convenor**
- b. Dr. Alok Ranjan Pandey **Co-Convenor**

18.Cultural Committee- Convenor- Ms. Rachna Gupta, Co-Convenor- Dr. Madhu Kaushik

1.DEBATE (TARK)

- a. Dr. Alok Ranjan Pandey, Convenor
- b. Dr. Moola Ram
- d. Ms, Ravneet Kaur
- e. Mr. Sudhanshu
- f. Mr. Ajay Kumar
- f. Mr. Sandeep Kumar

2. IAZBA

- a. Mr. Vikas ,Convenor
- b Dr. Madhu Kaushik.
- c. Mr. Abhay Pratap Pandey
- d. Ms. Charu Jain
- e. Mr. Rajesh
- f. Ms. Mahima Singh

3. Fashion Society (PANACHE)

- a. Dr. Deepakshi, Convenor
- b. Ms.Sonia
- c. Ms. Isha Gupta
- d. Dr. Anumita Shukla
- e. Ms. Tenzin Thakur
- f. Ms. Aanchal
- g. Ms. Zarunisha

4. Music (SHIVRANJANI)

- a. Ms. Archana Chauhan, Convenor
- b. Mr. Ajay Kumar
- c. Ms. Parul Saini
- d Ms. Rose Christina Topno

- e. Mr. Ajay Kumar
- f. Mr. Ravinder
- g Ms. Zarunisha

5.Dance (DNA)

- a. Dr. Ruchika Bal, Convenor
- b Ms. Sonia
- d. Ms. Ramya Jain
- c. Ms. Bhavya Ahuja
- d. Ms. Pankaj

6.First Cut (FILM MAKING SOCIETY)

- a.Ms. Ravneet Kaur, Convenor
- b. Dr. Alok Ranjan Pandey
- c. Ms. Divya Bhanot
- d. Mr. Vikas

7.Arts Society (BRUSH STROKES)

- a. Ms. Isha Gangwani (Convenor)
- b. Dr. N. Samanta
- c. Dr. Nawab Singh
- d. Mr. Pappu
- e. Ms. Ramya Jain
- f. Ms. Anshika Agarwal
- g. Ms Zahrunisha

8.Ramanujan (Bhangra Society)

- a.Dr. Kanwal Jeet Singh (Convenor)
- b.Dr. Nagender Pal
- c. Ms. Suman
- d. Dr. Deepakshi
- e. Ms. Aanchal

9.IOSH

- a. Mr. Rachna Gupta, Convenor
- b. Dr. Madhu Kaushik, Co-Convenor
- c. Convenors of different societies related to culture

19. Environment and Eco Club

- a. Dr. Sumit Nagpal. Convenor
- b. Mr. Subodh

- c. Ms. Tenzin Thakur
- d. Ms. Isha Gangwani
- e. Ms. Neha Yadav
- f. Mr. Rajesh
- g. Ms. Archana Jamatica
- h. Dr. Anumita Shukla
- i. Dr. Anshika Agarwal
- j. Ms. Shipra Yadav

20. Students Welfare Society

- a. Dr. Ajay Kumar **Convenor**
- b. Dr. Anupam Kumar
- c. Mr. Sudhanshu Mohan
- d. Dr. Vinod Kr. Gupta
- e. Dr. Ajay Kr.
- f. Dr. Nawab Singh
- g. Dr. Rajiv Nayan

21. Maintenance Supervision of the Building

- a. Dr. V. Gunasekaran, Convenor
- b. Secretary Staff Council
- c. Bursar
- d. Ms. Ruchika Bal
- e. Dr. Anumita Shukla
- f. Mr. Pappu
- g. Mr. Himanshu
- h. Mr. Anupam Kumar
- j. Administrative Officer

22. I.T. Infrastructure Committee

- a. Mr. Kamlesh Kr. Raghuvanshi, **Convenor**
- b. Mr. Sahil Pathak
- c. Ms. Sheetal Singh
- d. Dr. Ashish Shukla
- e. Mr. Vipin Kr. Rath
- f. Dr. Abhishek

23. Outreach Programme Committee

- a. Ms. Bhavya Ahuja, Convenor
- b. Dr. Madhu Kaushik
- c. Ms. Isha Gangwani
- d. Ms. Ruchika Bal
- e. Dr. Anshika Agarwal
- f. Ms. Nirupama Yadav

24. Women Development Centre

- a. Dr. Megha Agarwal (Convenor)
- b. Dr. Madhu Batta
- c. Ms. Parul Yadav
- d. Ms.Parul Saini
- e. Dr. Anshika Agarwal
- f. Ms. Nirupama
- g. Ms. Shipra Yadav

25.Internal Assessment (ECA)

- a. Ms. Rachna, Convenor
- b. Dr. Shikha Sharma
- c. Mr. Prakhar Wadhwa
- d. Mr. Hemant Kumar
- e. Mr. Arun Agarwal
- f. Ms. Isha Ganwani
- g. Mr. Ravinder Kr. Meena
- h. Ms. Ashima Jain
- i. Mr. Vikas

26.Feedback Committee

- a. Mr. Pappu, Convenor
- b. Dr. Ashish Kr. Shukla
- c. Dr. Sachin Tomer
- d. Mr. V.Kumar
- e. Ms. Bhavya Ahuja

27.QUIZ SOCIETY

- a. Dr. Vibash Kumar, Convenor
- b. Ms. Ramya Jain
- c. Mr. Rakesh Kumar Singh
- d. Mr. Sandeep Kumar
- e. Mr. Amit
- f. Ms. Shruti
- g. Mr. Ashwini Kumar

COMMITTEES FOR THE SESSION (2019-20)

1. Admission Committee

A.Commerce Courses

- a. Dr. Nagender Pal (**Convenor**)
- b. Mr. Lun. H. Neihzial
- c. Dr. Anshika Agarwal

- d. Ms. Sonia Mudel
- e. Ms. Parul Saini
- f. Ms. Charu Jain
- g. Mr. Himanshu Sekhar Sahu

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

- a. Dr. Ajay Kumar (**Convenor**)
- b. Dr. Nawab Singh
- c. Dr. Moola Ram
- d. Dr. Madhu Kaushik

C. Mathematical Sciences

- a. Mr. Pappu (Convenor)
- b. Dr. Amit Kr. Singh
- c. Mr. Hemant Kumar
- d. Mr. Rajesh Singh

All Teacher-in-Charges

2. Union Advisory Committee

- a. Dr. Kamlesh Kr. Raghuvanshi (**Convenor**)
- b. Ms. Suchi Patti
- c. Mr. V. Gunasekaran
- d. Dr. Rajiv Nayan
- e. Ms. Sheetal Singh
- f. Mr. Vikas

3. Fee Concession Committee/Scholarship & Awards Committee

- a. Dr. Ajay Kumar (**Convenor**)
- b. Dr. Sudhanshu Mohan Kestwal
- c. Dr. Minakshi Lahkar
- d. Mr. Lun H. Nehsial
- e. Dr. Anupam Kumar
- f. Dr. Sumit Nagpal

4. Library Committee/IT Services/Book Purchase

- a. Dr. Umesh Jha (**Convenor**)
- b. Dr. Alok Ranjan Pandey
- c. In-charge Deptt. of English
- d. In-charge Deptt. of Hindi
- e. In-charge Deptt. of History
- f. In-charge Deptt. of Punjabi
- g. In-charge Deptt. of Computer Science
- h. In-charge Deptt. of Psychology Science

- i. Incharge Deptt. of Political Science
- j. In-charge Deptt. of Statistics
- k. In-charge Deptt. of Mathematics
- l. In-charge Deptt. of Economics
- m. In-charge Deptt of Environmental Studies
- n. Incharge Deptt of Philosophy
- o. In-Charge Deptt. of Management Studies

5. Time Table Committee/Work Load

- a. Dr. Sumit Nagpal (**Convenor**)
- b. Dr. Alok Ranjan Pandey
- c. In-charge Deptt of Commerce
- d. In-charge Deptt. of English
- e. In-charge Deptt. of Hindi
- f. In-charge Deptt. of History
- g. In-charge Deptt. of Punjabi
- h. In-charge Deptt. of Computer Science
- i. In-charge Deptt. of Psychology Science
- j. Incharge Deptt. of Political Science
- k. In-charge Deptt. of Statistics
- l. In-charge Deptt. of Mathematics
- m. In-charge Deptt. of Economics
- n. In-charge Deptt of Environmental Studies
- o. Incharge Deptt of Philosophy
- p. In-Charge Deptt. of Management Studies

6. Development Fund, Infrastructure Committee

- a. Dr. Ashish Kr. Shukla (Convenor)
- b. Dr. Nagender Pal
- c. Dr. Sumit Nagpal
- d. Dr. Sachin Tomer
- e. Dr. Kamlesh Kr. Raghuvanshi
- f. Mr. Vipin Kr. Rathi

7. Purchase, Stock Disposal & Stock Verification Committee

- a. Dr. Kanwal Jeet Singh (Convenor)
- b. Dr. Nawab Singh
- c. Mr. V. Gunasekaran
- d. Dr. Sachin Tomer
- e. Ms. Neha Yadav
- f. Ms. Parul Yadav
- g. Mr. Deepak Kumar
- h. Mr. Arun Agarwal
- i. Mr. Ravinder Kr. Meena

j. Ms. Divya Bhanot

8. Magazine, Prospectus, Annual Report and Handbook Committee

- a. Dr. N. Samanta (Convenor)
- b. Dr. Madhu Kaushik
- c. Dr. Sumit Nagpal
- d. Dr. Aparajita Mazumdar
- e. Dr. Shruti Jain

9. Monitoring Committee

- a. Dr. S.P. Aggarwal
 - b. Mr. J.N. Choudhary
 - c. Dr. K. Latha
 - d. Dr. Hemlata
 - e. Dr. Meenakshi Lahkar
- Principal**
Secretary Staff Council
Bursar

10. Discipline Committee

- a. Dr. Kanwal Jeet Singh (Convenor)
- b. Dr. Moola Ram
- c. Dr. Abhishek
- d. Mr. Rahul Singh
- e. Ms. Isha Ganwani
- f. Ms. Divya Bhanot

11. Sports Committee

- a. Dr. Mohinder Paul (Convenor)
- b. Dr. Sachin Tomer (Co-Convenor)
- c. Dr. K. Latha
- d. Dr. Umesh Jha
- e. Dr. Megha Agarwal
- f. Mr. Sahil Pathak
- g. Dr. Shikha Sharma
- h. Ms. Sheetal
- i. Mr. Ashwini Kumar
- j. Ms. Suman Jaiswal
- k. Ms. Archana Jamatia
- l. Ms. Ruchika Bal
- m. Mr. Abhay Pratap Padey

12. (a) Placement Cell Committee (for all other courses)

- a. Dr. K. Latha (Convenor)
- b. Dr. Kanwal Jeet Singh
- c. Dr. Anshika Agarwal
- d. Mr. Prakhar Wadhwa

- e. Ms. Megha Sharma
- f. Ms. Divya Bhanot
- g. Representative of respective department

(b) Placement Cell Committee (Mathematical Sciences)

- a. Dr. Kamlesh Kr. Raghuvanshi , (Convenor)
- b. Mr. Arun Agarwal - Computer Science
- c. Dr. Birjesh - Statistics
- d. Mr. Deepak/Dr. Deepakshi - Mathematics
- e. Ms. Ashima/Ms. Nidhi - B.Voc
- f. Representative of respective department

13. National Service Scheme

- a. Ms. Suchi Patti **(Convenor)**
- b. Dr. Hemlata
- c. Mr. Subodh Kr. Sajan
- d. Mr. Vikas Kumar

14. National Cadet Corps

- A. Dr. Hemlata Incharge, Girls Wing
 - a. Ms. Suchi Patti
- B. Dr. Mohinder Paul, Incharge, Boys Wing
 - a. Dr. Deepak
 - b. Mr. Rahul Singh

15. Examination Committee

- a. Mr. J. N. Choudhary **Convenor**
- b. Dr. Sachin Tomer **Co-Convenor**

16. Cultural Committee

- a. Dr. K. Latha, Convenor
- b. Dr. Megha Agarwal
- c. Dr. Shruti Jain
- d. Dr. Shikha Sharma
- e. Mr. Rakesh Kr. Singh
- f. Dr. Virender

1. DEBATE (TARK)

- a. Dr. Sudhanshu Mohan Kestwal, Convenor
- b. Dr. Minakshi Lahkar
- c. Dr. Moola Ram
- d. Dr. Alok Ranjan Pandey

2. IAZBA

- a. Mr. Vikas ,Convenor
- b Dr. Madhu Kaushik.
- c. Mr. Abhay Pratap Pandey
- d. Ms. Charu Jain
- e. Mr. Rajesh Singh

3. Fashion Society (PANACHE)

- a. Dr. Deepakshi, Convenor
- b. Ms.Sonia
- d. Dr. Anumita Shukla
- e. Ms. Tenzin Thakur
- f. Ms. Aanchal
- g. Ms. Zarunisha

4. Music (SHIVRANJANI)

- a. Ms. Archana Chauhan, Convenor
- b. Dr. Ajay Kumar
- c. Ms. Parul Saini
- d. Mr. Ravinder Meena

5.Dance (DNA)

- a. Ms. Ruchika Bal, Convenor
- b. Dr. Deepakshi, Incharge-Indian Classical Dance
- c. Ms. Sonia
- d. Ms. Ramya Jain
- c. Ms. Bhavya Ahuja
- d. Mr. Pankaj Gupta

6. First Cut (FILM MAKING SOCIETY)

- a.Ms. Ravneet Kaur, Convenor
- b. Dr. Alok Ranjan Pandey
- c. Ms. Divya Bhanot
- d. Mr. Vikas

7.Arts Society (BRUSH STROKES)

- a. Ms. Isha Gangwani (Convenor)
- b. Dr. N. Samanta
- c. Dr. Nawab Singh
- d. Mr. Pappu
- e. Ms. Ramya Jain
- f. Dr. Anshika Agarwal

g. Ms Zahrnisha

8.Ramanujan (Bhangra Society)

- a. Dr. Nagender Pal (Convenor)
- b. Dr Kanwal Jeet Singh
- c. Ms. Suchi Patti
- d. Ms. Suman Jaiswal

17. Environment and Eco Club

- a. Dr. Mohinder Paul, Convenor
- b. Dr. Madhu Kaushik
- c. Dr. Tenzin Thakur
- d. Ms. Neha Yadav
- e. Mr. Deepak
- f. Ms. Shipra Yadav

18. Students Welfare Society

- a. Dr. Madhu Batta, Convenor
- b. Ms. Archana Jamatia
- c. Ms. Surbhi
- d. Ms. Omisha Sangeet

19. Maintenance Supervision of the Building

- a. Dr. V. Gunasekaran, Convenor
- b. Secretary, Staff Council
- c. Bursar
- d. Dr. Anupam Kumar
- e. Mr. Pappu
- f. Ms. Ruchika Bal
- g. Dr. Anumita Shukla
- h. Mr. Himanshu Sekhar Sahu
- i. Administrative Officer

20.I.T. Infrastructure Committee

- a. Dr. Kamlesh Kr. Raghuvanshi, Convenor
- b. Dr. Sahil Pathak
- c. Dr. Ashish Kr. Shukla
- d. Ms. Sheetal Singh
- e. Mr. Vipin Kr. Rathi
- f. Dr. Abhishek

21.Outreach Programme Committee

- a. Ms. Bhavya Ahuja, Convenor
- b. Dr. Madhu Kaushik
- c. Ms. Ruchika Bal
- d. Dr. Anshika Agarwal
- e. Ms. Nirupama Yadav

22. Women Development Centre

- a. Dr. Megha Agarwal (Convenor)
- b. Dr. Madhu Batta
- c. Ms. Parul Yadav
- d. Ms. Parul Saini
- e. Dr. Anshika Agarwal
- f. Ms. Nirupama
- g. Ms. Shipra Yadav

23. Internal Assessment (ECA)

- a. Ms. Rachna Gupta, Convenor
- b. Dr. Shikha Sharma
- c. Mr. Prakhar Wadhwa
- d. Mr. Arun Agarwal
- e. Mr. Ravinder Kr. Meena
- f. Ms. Ashima Jain
- g. Mr. Vikas Kumar
- h. Mr. Subodh Kr. Sajjan
- i. Mr. Deepak
- j. Ms. Suman Jaiswal
- k. Ms. Archana Jamatia

24. Feedback Committee

- a. Mr. Pappu, Convenor
- b. Dr. Ashish Kr. Shukla
- c. Dr. Sachin Tomer
- d. Dr. Vibhash Kumar
- e. Ms. Bhavya Ahuja

25. QUIZ SOCIETY

- a. Dr. Rajiv Nayan, Convenor
- b. Dr. Vibhash Kumar
- c. Dr. Virendra Kumar
- d. Ms. Omisha Sangeet

26 INTERNAL COMPLAINT COMMITTEE

- (i) Mrs. Rachna Gupta, Presiding Officer
- (ii) Dr. Nagender Pal
- (iii) Dr. Megha Aggarwal
- (iv) Mr. Vishwajeet Ghosal, Member from NGO

- (v) Sh. Veerpal Singh, Non-teaching Staff member
- (vi) Sh. Sanjay Bhandari, Non-Teaching Staff Member
- (vii) Pragati Shukla, Student
- (viii) Ashuli Singh, Student
- (ix) Saching Gurjar, Student.

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 7th CPC (Applicable w.e.f. 01.01.2016) recommendations are as under.

Teaching Staff.

S.No.	Pay Scale	Pay Matrix Level	Post
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 @ 24% on the Basic Pay + Transport Allowance @ Rs. 7200/- p.m. + DA thereon.

Non-Teaching Staff

S.No.	Pay Scale	Pay Matrix Level	Post
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	Mult-Tasking Staff

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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.

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Section 4(1)(b)(xii)

Manner of execution of subsidy programmes :

Not applicable to the college.

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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.

☑ 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 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.

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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

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.

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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**

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Section 4(1)(b)(xvii)

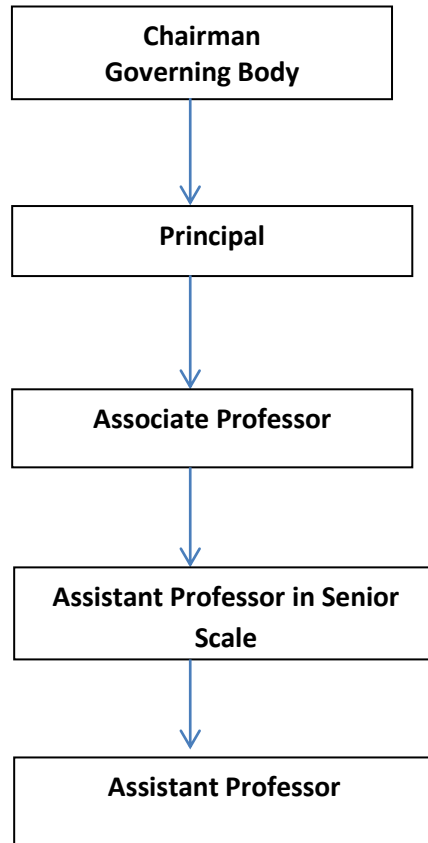
The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee i.e. Rs. 10/-.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

Organisation chart of Teaching Staff.



Organisation chart of Non-Teaching Staff.

