

INFORMATION HANDBOOK

Under

Right to Information Act 2005

UNIVERSITY OF DELHI
DELHI – 110007

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 Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the University of Delhi and related information.

This Information Handbook is divided into 17 manuals .

Manual-12 provides information on the manner of execution of subsidy programmes. This programme per se is not applicable to the University.

MANUAL – 1
Section 4(1)(b)(i)

Particulars of organization, functions and duties

Objectives:-

- To develop and maintain the educational institutions under the University of Delhi dedicated to organisation, conduct and promotion of educational pursuits for under-graduate and post-graduate studies.
- To initiate, sustain and promote research in the various faculties of studies in the University
- To undertake endeavours calculated to subserve the above objects.

Vision Statement

The University of Delhi aims at developing into an institution dedicated to the excellence in teaching and research and to promote among its students as well as faculty members genuine scholarship.

The development of such scholarship shall also be contributory to the development of responsible citizens. The University aims at making learning experience comfortable and interesting in its pursuit and rigorous in its content and curricula. The University also looks forward to expand the facilities to ensure larger reach-out without compromising its standards.

Brief history

The University of Delhi was established in 1922 under the Delhi University Act, enacted by the Parliament. Some of its colleges are even older. Over the period, which spans more than three quarters of a century, it has made an enormous contribution to higher education. From the beginning, a strong commitment to excellence in teaching and research has made it a role-model for universities in India. Its rich academic tradition has always attracted the most talented students who have made many important contributions to society later in life.

Duties of the University:

To conduct academic programmes for the preparation of under-graduate and post-graduate examinations in various faculties available in the University, and to undertake activities that are contributory to this object.

Main activities/functions of the University include :

- To conduct research in various branches of learning available in the University.
- To conduct designated courses and examinations and facilitate students through non-formal education streams viz., School of Open Learning, Non-Collegiate Women's Education Board and External Candidates Cell.
- To facilitate the conduct of add-on courses of duration shorter than the regular ones.
- To undertake various activities so as to supplement the efforts of research and teaching for various degrees and diplomas. This would also include conferring honorary degrees and cooperation with other Universities/other institutions/other bodies.
- To establish specific centres for specialized studies in any branch of learning.
- To take action for institution, maintenance and extension of awards, fellowships, scholarships, prizes etc.
- To maintain colleges and halls of residence.

Services being provided by the University:

The University does not provide service as interpreted for the purpose of service tax. However, it facilitates the following:

- The University offers facilities for pursuing under-graduate courses in arts, science, commerce, engineering, medical, law, education and fine arts through its affiliated and University maintained colleges.
- The University offers facilities for pursuing post-graduate courses and research in arts science, commerce, engineering, medical, law, education and fine arts through its departments, schools, centres, campuses.
- The University may undertake various research/special studies/projects especially financed for this purpose by external agencies/bodies other than the University of Delhi.

Organizational and Administrative chart:

As indicated in Annexure I and II.

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

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

Arrangements and methods made for seeking public participation/contribution:

Public involvement in the affairs of the University is through nomination of people from various walks of public life on its various administrative bodies, viz, 26 in the University Court, 7 in the Executive Council and 2 in the Academic Council under the extant provisions in the Delhi University Act 1922, Statutes and Ordinances of the University. People from public life are invited to the faculties in their relevant fields of specialization.

Mechanism available for monitoring the service delivery and public grievance resolution.

- Management of the various activities of the University are supervised by the Vice-Chancellor and through the designated authorities and procedure. Monitoring of the affairs of the University is through the AC/EC and the Court.

Address of the University.

Office of the Vice-Chancellor, Vice Regal Lodge, University of Delhi, Delhi – 110007

Office of the Pro-Vice-Chancellor, Vice Regal Lodge, University of Delhi, Delhi –110007.

Office of the Dean of Colleges, Vice Regal Lodge, University of Delhi, Delhi –110007.

Office of the Director, South Campus, Vice Regal Lodge, University of Delhi, Delhi –110007.

Office of the Director, South Campus, Benito Juarez Road, Dhaura Kuan, New Delhi-110 021.

Office of the Registrar, Vice Regal Lodge, University of Delhi, Delhi - 110007.

Working hours of the University:

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

MANUAL 2
Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

The Vice-Chancellor is the principal academic and executive officer of the University. He is responsible for appropriate administration, organization, instruction and management of affairs of the University. The powers of the University are as stipulated in Section 4 of the Delhi University Act, 1922. Powers of other authorities like the University Court, the Executive Council, the Academic Council, the Finance Committee and the Faculties are specified in Section 18 of The Delhi University Act, 1922 and Statutes 3 & 4, Statute 6, Statute 8, Statute 10 A and Statute 9 respectively. Provisions regarding officers of the University are available in Statute 11-A to 11-P, Statute 12-A and 12-B, and Statute 13 of the Statutes of the University. These are also available on the University website – www.du.ac.in For any information related to colleges/centres, their respective websites may be accessed.

MANUAL 3
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 University as per the procedures laid down under various Ordinances, rules and regulations of the University.

MANUAL 4
Section 4(1)(b)(iv)

Norms set by the University for the discharge of its functions :

Norms and standards for various activities of the University are set by the competent authority such as EC/AC. The University Court monitors the progress and achievements of the performance.

The Executive Council (EC), subject to the control of the Court, has the power of management of the revenue, property and all administrative affairs of the University.

Academic Council (AC) is the academic body of the University. 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 University and other academic matters.

The University Court being the supreme authority of the University has the power to review the acts of the EC and the AC. A report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet, as audited, and the financial estimates is presented to the Court at its annual meeting.

MANUAL 5
Section 4(1)(b)(v)

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 regarding all the courses (under-graduate/post-graduate/research), courses of studies
- 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 University
- 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:

- Minutes of the University Court, Executive Council and Academic Council printed and published from time to time.
- Various admission brochures and annual reports.
- University Calendar – Vol. I dealing with Statutory provisions #
- University Calendar – Vol. II dealing with various courses
- Annual Report of the University*#
- Certified Annual Accounts*
- Audit reports*

* There is a time lag between the approved versions and their printed versions.

can be accessed on website www.du.ac.in

NB: Confidential matters pertaining to examinations, paper setting, evaluation of scripts and consequent procedures, composition and proceedings of the selection committees and minutes of the University Court/EC/AC until these are printed, will remain confidential and not available in the public domain.

MANUAL 7
Section 4(1)(b)(vii)

Mode of public participation:

Various statutory bodies of the University, namely the University Court, EC and AC comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

(a) The University Court has the following representation from the public:

- ten persons representing certain professions and industry and commerce
- three Members of Parliament (two from Lok Sabha and one from Rajya Sabha)
- two persons of the Delhi Legislative Assembly
- two members representing municipal bodies
- Chairman, CBSE
- five persons nominated by the Visitor (President of India)
- one person nominated by the Chief Rector
- two persons nominated by the Chancellor (Vice-President of India)

(b) The Executive Council has the following representations from the public :

- four persons representing certain professions, industry and commerce
- two persons nominated by the Visitor (President of India)
- one person nominated by the Chancellor (Vice-President of India)

(c) The Academic Council co-opts two persons from the public for their special knowledge.

MANUAL 8
Section 4(1)(b)(viii)

Court, Councils, Committees, Faculties, Departments, Boards etc. under the University:

- University Court as provided in Statute 2 of the University
 - Executive Council as provided in Statutes 4 & 5 of the University
 - Academic Council as provided in Statutes 7 & 8 of the University
 - Finance Committee as provided in Statute 10-A of the University
 - Faculties as provided in Statute 9 of the University
 - Departments as provided in Statute 9(2)
 - Board of Research Studies (Humanities, Sciences, Medical Sciences, Law, Music Technology, Inter-disciplinary and Applied Sciences and Ayurvedic & Unani Medicines) as provided in Ordinance VI-B of the University.
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MANUAL 9
Section 4(1)(b)(ix)

Directory of officers and employees:

It is available in print form. This is a priced publication.

MANUAL 10
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 University.

MANUAL 11
Section 4(1)(b)(xi)

Budget allocated to each agency:

The budget and the financial estimates are as approved by the Executive Council and presented before the University Court.

MANUAL 12
Section 4(1)(b)(xii)

Manner of execution of subsidy programmes:

Not applicable to the University.

MANUAL 13
Section 4(1)(b)(xiii)

(a) Concessions granted by the University:

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

- 22-1/2% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7-1/2% for ST). Relaxation to the extent of 5% in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests).
- 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. 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.
- 5% of the total number of seats separately both in Honours and Pass courses (for 1st year of the under-graduate courses) except in Engineering and those other 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.

NB: 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 faculties/colleges.

(b) Concessions availed by the University:

The University avails concessions on excise and customs duties on the procurement of the equipment, chemicals etc. for academic projects and laboratories.

MANUAL 14
Section 4(1)(b)(xiv)

Information available in electronic form:

All the manuals as well as the University Calendars and relevant rules of the University are available on the University website – www.du.ac.in

MANUAL 15
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.du.ac.in

Some of the publications (University Calendar, syllabus of various courses offered in the university/colleges etc.) are priced and can be obtained by paying the stipulated amount.

Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the University website – www.du.ac.in

MANUAL 16
Section 4(1)(b)(xvi)

Public Information Officer:

- Deputy Registrar (Information), University of Delhi, Delhi (Presently Shri Harminder Singh)
- Appellate Authority – Registrar, University of Delhi, Delhi (Presently Dr. A.K. Dubey)

MANUAL 17
Other information
Section 4(1)(b)(xvii)

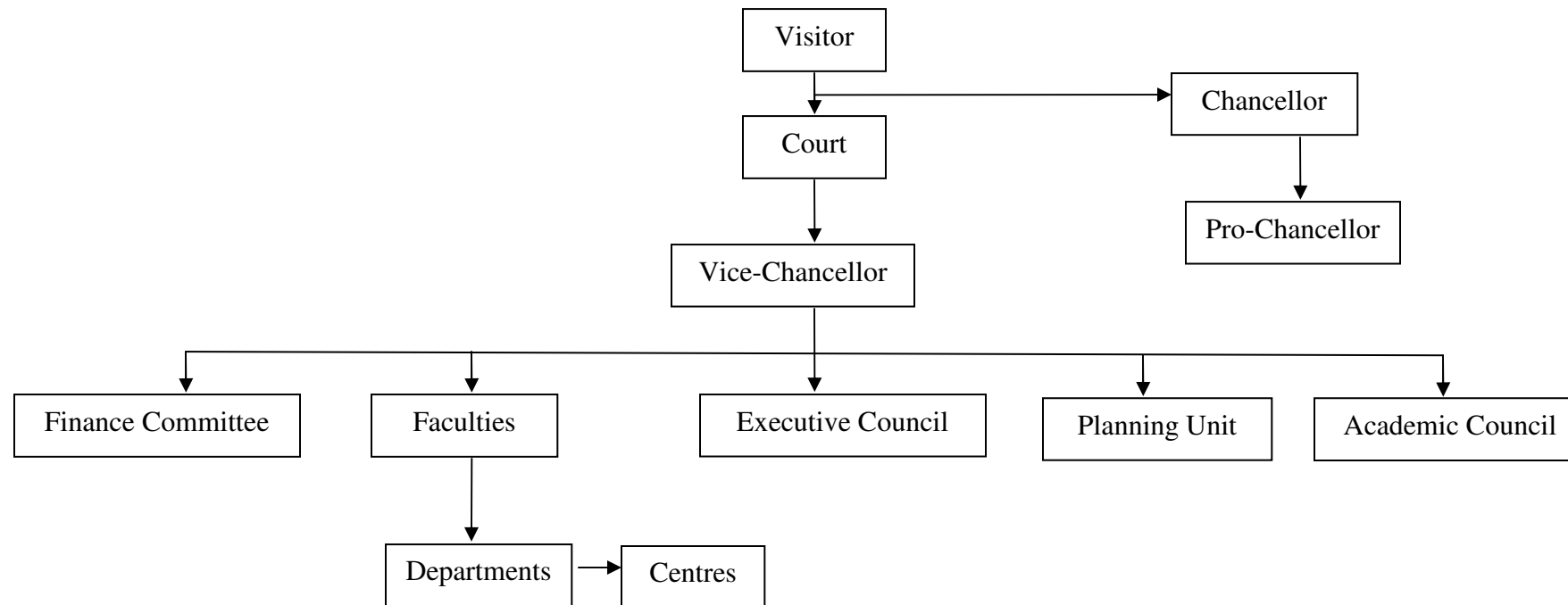
The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present 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:-

- (i) Rs. 2/- per page of A-4 or A-5 size.
- (ii) Actual cost for sizes bigger than A-4 or A-5.
- (iii) In case of printed material, the printed copies could be had from the University sales counter/authorized sales agents on payment.
- (iv) In case of photo copies, the rate would be Rs. 2/- per page.
- (v) 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.
- (vi) 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 University from time to time and printed syllabi for various courses. Some of these are available on the website of the University.

Organisation Structure of University of Delhi



Annexure –II

Administrative Set-up of University of Delhi

