



# INFORMATION HANDBOOK

Under

Right to Information Act – 2005  
(Updated upto January 2026)

दीन दयाल उपाध्याय कॉलेज  
**DEEN DAYAL UPADHYAYA COLLEGE**  
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

दिल्ली रा. रा. क्षेत्र सरकार द्वारा 100% वित्त पोषित, 100% funded by Govt. of NCT of Delhi  
सेक्टर -3, द्वारका, नई दिल्ली Sector-3, Dwarka, New Delhi – 110078  
दूरभाष/Tel. 011- 41805580, 45051037, Website: <https://dducollegedu.ac.in>

# 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 college and related information.

This Information Handbook is divided into 17 manuals.

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

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

**Particulars of organization, functions and duties**

**Establishment & Background**

Deen Dayal Upadhyaya College is a constituent College of the University of Delhi, established in 1990 in the memory of Late Pt. Deen Dayal Upadhyaya, a thinker, philosopher and renowned social worker. It is multi faculty, co-educational college, having at present approximately 3000 students on its roll in various courses.

The college imparts instruction and training in the following courses:

**S. No. Name of the Course**

1. Bachelor of Management Studies (B.M.S.)
2. B. Com. (Hons.)
3. B.Sc. (Hons.) Computer Science
4. B.Sc. (Hons.) Physics
5. B.Sc. (Hons.) Electronics
6. B.Sc. (Hons.) Mathematics
7. B.Sc. (Hons.) Chemistry
8. B.Sc. (Hons.) Botany
9. B.Sc. (Hons.) Zoology
10. B.Sc. (Physical Sciences)
  - i. Physics/Chemistry/Mathematics
  - ii. Physics/Computer/Mathematics
11. B.Sc. (Life Sciences)
12. B.Sc. Mathematical Science
13. B.A. (Hons.) English
14. B.A.

**Vision Statement**

The true knowledge liberates the individual from the shackles of ignorance / envy, hatred and narrow-mindedness. Our vision is to mould young minds through education and shape them into citizens who not only excel in the skills they have acquired but are also aware of their responsibility towards society, our country and the World. We wish to send out from the precincts of this college young individuals who throb to the tune of Vasudev Kutumbakam.

**Mission**

We recognize the challenges of an interdependent and competitive world and the need for our students to adapt and excel in it. To achieve this, we provide space to the students to freely express and develop views that help them respond to changes in the society and thus develop as professionals who are committed to their personal and professional endeavors and who have the vision, courage and dedication to initiate and manage change.

## **Objective**

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.

## **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 West Delhi and is connected by Delhi Metro. The nearest Metro Station being Dwarka Mor.

## **Address of the College :**

Deen Dayal Upadhyaya College, Sector-3, Dwarka, New Delhi-110 078.

Contact Details : Website – <https://dducollegedu.ac.in>  
Email : Principal : principal@ddu.du.ac.in  
Principal Office : principaldducollege@ddu.du.ac.in  
Administration : office@ddu.du.ac.in  
Accounts : accounts@ddu.du.ac.in  
Telephone : Principal : 011- 41805580, Office : 011-45051037

## **Working hours of the College :**

Office Hours : 9.00 a.m. to 5.30 p.m. (Monday to Friday)  
(Lunch time 1.00 p.m. to 1.30 p.m.)  
Classes : 9.00 a.m. to 5.30 p.m.  
Recess time 1.00 p.m. to 1.30 p.m.  
Library Hours : 9.00 a.m. to 5.00 p.m. (Monday to Friday)  
(No Lunch Break)

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

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

Powers and Duties of the Governing Body:

Subject to the Act, Statutes and Ordinances and Regulations of the University of Delhi, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its proceedings which shall be open to inspection by the inspection authority of the University. The Governing Body shall hold, control and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating the finance. The Governing Body shall, in addition to other duties vested in it, have the following powers:-

To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.

- i. To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- ii. To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
- iii. To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject to any limitations laid down by the Delhi University).
- iv. To appoint Principals and other members of teaching and non-teaching staff excluding Class-IV employees of the College in accordance with the procedure laid down under Ordinance XVIII.

Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in contravention of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.

- v. To grant on the recommendation of the principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.
- vi. To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.
- vii. To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.
- viii. To take such insurance in respect of property or employees of the College, as the Governing Body may think fit.
- ix. To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi.
- x. To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.
- xi. To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

**1. Powers of Chairman:**

- (i) The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.

- i. In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

1. **Treasurer:**

- a. The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII(4)(1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.
- b. The Treasurer shall advise the Governing Body in regard to its financial policy.
- c. The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts.
- d. The Chairman and the Treasurer acting jointly shall be authorised to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.
- e. The Treasurer shall be the custodian of the funds and securities of the College.
- f. Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the College and to realise interest, dividend, bonds or profit due thereon.
- g. All suits and proceedings by or against the College affecting property, investment and other financial matters, shall be filed and defended in the name of the Treasurer.
- h. The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

1. **Powers of Principal:**

- a. The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.
- b. The Principal shall realise and receive all grants or other money due to the College from the Central and State Governments, and the University and other persons, bodies and authorities.
- c. The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi.
- d. The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University.
- e. The Principal shall be responsible for the organisation of teaching and co-curricular activities of the College.
- f. The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the Increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.
- g. The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules.
- h. The Principal shall sanction all types of leave, excepting Study Leave and leave without pay to the teaching staff In accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.
- i. The Principal may suspend any non-teaching employee, but not without prior approval of Governing Body, after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by him without the prior approval of the Governing Body.

- j. Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students Fund.
- k. The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII(6).
- l. The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.
- m. The Principal, in order to keep the members of the Governing Body informed of the progress of statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.

**MANUAL 3**  
**Section 4(1)(b)(iii)**

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

Decisions in matters of organising admissions, 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.

**Final Decision making authority - The Principal / Chairman / 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)(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 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](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.

However, the minutes of the Governing Body meetings are available on the college website.

**Manual 7**  
**Section 4(1)(b)(vii)**

**Mode of public participation :**

The College Governing Body which directly supervises the affairs of the college has 15 members, 10 of whom are nominated by the Govt. of NCT of Delhi. They are eminent personalities of the Society / Representatives of the public. Two members are nominated by the University of Delhi. 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.

Besides the college holds public interaction programmes and open sessions at the time of admissions.

**List of Governing Body Members:**

S. No.	Name	Designation
1.	<b>Prof. Anil Kumar</b>	Chairman, University Representative
2.	<b>Prof. Subhash Anand</b>	Treasurer, University Representative
3.	<b>Prof. Ashutosh Trivedi</b>	University Representative
4.	<b>Prof. Niranjan Kumar</b>	University Representative
5.	<b>Dr. Krishna Kumar Jha</b>	Teacher's Representative
6.	<b>Prof. Anju Agrawal</b>	Teacher's Representative
7.	<b>Prof. Hem Chand Jain, Principal</b>	Member Secretary

- **Special Invitee (rep. of staff, other than Teachers)**  
Mr. Rajesh Kumar, Assistant

## Manual 8

### Section 4(1)(b)(viii)

- Post NAAC accreditation the college has Internal Quality Assurance Cell (IQAC)
- The other committees are:
  - Admission Committee
  - Academic Supervisory Committee
  - Gender Sensitizing Committee
  - Alumni Committee
  - Student Activities Board
    - ❖ College Festival Committee
    - ❖ Founder's Day Committee
    - ❖ Debating Society
    - ❖ Dramatics Club
    - ❖ Music Society
    - ❖ Spic-Macay Chapter
    - ❖ Photographic Club
    - ❖ Eco Club
  - Annual/ Semester Examination Committee
  - Proctorial Board
  - Campus Maintenance Committee
  - Canteen Committee
  - Garden Committee
  - Magazine Committee
  - NSS Committee
  - Sports & Adventure Committee
  - Academic Development Committee
  - Library Committee
  - Attendance Committee
  - Time-Table Committee
  - Prospectus Committee
  - Website Maintenance Committee
  - Fee Concession & SAF Committee
  - Career Counseling & Placement Cell
  - Women Development Cell
  - Discipline Resource Committee
  - Swachhatta Abhiyaan Committee
  - Computer Centre Maintenance Committee
  - Archive Committee
  - Cell for North-Indian Students
  - Vivekananda Study Circle
  - Annual Report Compilation Committee
  - Anti-Smoking Cell
  - Finance Club
  - Adventure Club
  - Robotics Club
  - Anti-Ragging Committee
  - Internal Complaints Committee

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

**List of officers and employees :**

It is available as an annexure with the Manual.

**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 recommendations are as under.

<b>S.No.</b>	<b>Pay Matrix Level</b>	<b>Posts</b>
1.	<b>14</b> (Rs. 1,44,200 – Rs. 2,18,200)	Principal
2.	<b>14</b> Rs. 1,44,200 – Rs. 2,18,200)	Professor
3.	<b>13A</b> (Rs. 1,31,400 – Rs. 2,17,100)	Associate Professor
4.	<b>12</b> (Rs. 79,800 – Rs. 2,11,500)	Asstt. Professor (Stage-III)
5.	<b>11</b> (68,900 – Rs. 2,05,500)	Assistant Professor (Stage-II),
6.	10 (57,700 – Rs. 182,400)	Assistant Professor (Stage-I),
7.	10 (57,700 – Rs. 182,400)	Librarian
8.	<b>10</b> (Rs. 56,100 – Rs. 1,32,000)	Administrative Officer
9.	<b>7</b> Rs. 44,900 – Rs. 1,42,400)	Section Officer, Sr. P.A.
10.	<b>6</b> (Rs. 35,400 – Rs. 1,12,400)	Senior Assistant, Senior Technical Assistant (Computer), Professional Assistant
11.	<b>5</b> (Rs. 29,200 – Rs. 92,300)	Technical Assistant, Semi-Professional Assistant
12.	<b>4</b> (Rs. 25,500 – Rs. 81,100)	Assistant, Laboratory Assistant,
13.	<b>2</b> (Rs. 19,900 – 63,200)	Junior Assistant/Caretaker, Driver
14.	<b>1</b> (Rs. 18,000 – 56,900)	Laboratory Attendant, Computer Laboratory Attendant, Library Attendant, Multi-Tasking Staff

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

**Budget allocation to the college :**

The budget and the financial estimates are approved by the Governing Body and sanctioned by the Govt. of NCT of Delhi on recommendation of University of Delhi. The Budget outlay for the financial year 2024 – 25 was :

Recurring	:	Rs. 49,70,00,000/-
Non-Recurring	:	Rs. 3,00,00,000/-

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

**Manner of execution of subsidy programmes :**

**FEE CONCESSION:** The College gives fee concession to needy, deserving and meritorious students. Application on prescribed forms is to be submitted to the Accounts Office of the College. The date for the same shall be notified on the college website. The College also provides exemption of Tuition Fee and Admission Fee to all SC/ST students, whose parents are not liable to pay income tax on their income, on submission of a certificate from employer/competent authority for the same.

**STUDENTS AID FUND (SAF):** The College operates this fund with the objective of rendering financial assistance to needy and deserving students of the College. Assistance is usually given in the form of textbooks etc. Students in need of financial aid can apply when invited through circulars on the notice board or through the college website.

**COLLEGE SCHOLARSHIPS:** Apart from above, the College has instituted a scheme of awarding Scholarships of ₹10,000/- per annum to needy students. Condition: • Attendance should be more than equal to 75%. • The student should not have availed any other scholarship from State Government, Central Government, any other statutory body during the year 2024-25. Eligibility Criteria: A student can apply for a scholarship under one of the following categories-

- (i) **CATEGORY A** (based on family income): Parent/ Family income from all sources should not exceed ₹5 lakhs per annum. • Certificate/ Form-16 from the employer in case of salaried employees. • Certificate issued by MP/ MLA/ Councilor/ SDM etc. for the year 2023-24 issued after 31st March, 2024 in case of self-employed persons (Certificate/ declaration issued by Notary will not be accepted in any manner).
- (ii) **CATEGORY B:** (based on merit): Secured a minimum 80% overall aggregate in class 12th examination. Second-year & third-year students should have secured 8 or more CGPA combined in all the semester-end examinations.
- (iii) **CATEGORY C:** (Sports): The student must have participated in an International Sports Event. Note: College shall notify, whenever applications to the scholarship are open

**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, course-wise, are reserved for candidates belonging to SC/ST (15% for SC and 7½ % 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). Further relaxation is given to the extent in order to fill up all the reserved seats.
- 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% Seats are reserved for persons belonging to the Economically Weaker Sections (EWS) from the Academic Session 2019-20.
- 5% of the total number of seats in each of the course 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).
- 5% seats are reserved for persons with benchmark disabilities for admission to under-graduate courses.
- The college admits foreign students including those from Sikkim and Kashmiri migrants as and when recommended by the University.
- Note more than 5% of the seats in each course (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.

**(b) Concessions availed by the college**

College avails concessions in excise and customs duties on the procurement of the equipments, chemicals etc. for the academic projects / laboratories.

**Manual 14**  
**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 – <https://dducollegedu.ac.in>

College Prospectus:

<https://dducollegedu.ac.in/Datafiles/cms/Admission%202025-26/PROSPECTUS%202025-26%20-%2017072025.pdf>

2. Information to Foreign Language Courses

[https://dducollegedu.ac.in/Viewtopics.aspx?MenuId=c\\_wvXWKW\\_HsfXhmWj0TUIADaemodLa7CIkuroiBDq4Hfpss1Y107bQXG\\_0UEKr4z](https://dducollegedu.ac.in/Viewtopics.aspx?MenuId=c_wvXWKW_HsfXhmWj0TUIADaemodLa7CIkuroiBDq4Hfpss1Y107bQXG_0UEKr4z)

3. Annual Report:

[https://dducollegedu.ac.in/Datafiles/cms/Annual%20Report/13082024\\_ANNUAL%20REPORT%202023-24.pdf](https://dducollegedu.ac.in/Datafiles/cms/Annual%20Report/13082024_ANNUAL%20REPORT%202023-24.pdf)

4. College Magazine (Insight)

<https://dducollegedu.ac.in/Datafiles/cms/College%20Magazine/College%20Magazine%202025.pdf>

5. Introduction to College:

[https://dducollegedu.ac.in/Viewtopics.aspx?MenuId=c2D5EsQZoOpk\\_XfxJ4sBdZH7Wzqtsqwwp](https://dducollegedu.ac.in/Viewtopics.aspx?MenuId=c2D5EsQZoOpk_XfxJ4sBdZH7Wzqtsqwwp)

6. Information to College Hostel:

[https://dducollegedu.ac.in/Viewtopics.aspx?MenuId=2EX4ZVljpSnMA\\_X8Qn32MHw==](https://dducollegedu.ac.in/Viewtopics.aspx?MenuId=2EX4ZVljpSnMA_X8Qn32MHw==)

7. Central Information Commission – Third Party Audit Report

[https://dducollegedu.ac.in/Datafiles/cms/Info%20to%203rd%20Party%20Audit/Deen\\_Dayal\\_Upadhyaya\\_College%20Third%20party%20audit.pdf](https://dducollegedu.ac.in/Datafiles/cms/Info%20to%203rd%20Party%20Audit/Deen_Dayal_Upadhyaya_College%20Third%20party%20audit.pdf)

**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, Prof. Hem Chand Jain)  
Principal  
Telephone No.: 011-41805580
  
- Public Information Officer – Prof. Kulvinder Singh  
Professor in Physics  
Email ID : pioddacollege@ddu.du.ac.in  
Telephone No.: 011-45051037
  
- Asstt. Public Information Officer -  
Section Officer (Admn.)  
(Presently, Sh. Prem Singh Rawat)  
Telephone No.: 011-45051037

**List of Nodal Officer:**

Prof. Kulvinder Singh  
Professor in Physics  
Email ID : pioddacollege@ddu.du.ac.in  
Telephone No.: 011-45051037

**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, Deen Dayal Upadhyaya College.

**DEEN DAYAL UPADHYAYA COLLEGE  
(UNIVERSITY OF DELHI)**

S. NO.	NAME	DESIGNATION	DEPARTMENT/ SECTION
1	PROF. HEM CHAND JAIN	PRINCIPAL	COMMERCE ADMINISTRATION
<b>Teaching Staff</b>			
2.	Dr. Sujata Sinha	Associate Professor	Botany
3.	Dr. Sachchidanand Tripathi	Associate Professor	Botany
4.	Dr. Varnika Bhatia	Assistant Professor	Botany
5.	Dr. Charu Kalra	Associate Professor	Botany
6.	Dr. Reeta Kumari	Associate Professor	Botany
7.	Prof. Rajkumari S. Devi	Professor	Botany
8.	Dr. Shalini Bhatia	Associate Professor	Commerce
9.	Dr. Vandana Gupta	Associate Professor	Commerce
10.	Prof. Deepak Sehgal	Professor	Commerce
11.	Dr. Abha Wadhwa	Associate Professor	Commerce
12.	Prof. Hem Chand Jain	Professor	Commerce
13.	Prof. Nisha Rana	Professor	Commerce
14.	Dr. Anand Saxena	Associate Professor	Commerce
15.	Sh. Pawan Kumar Jain	Associate Professor	Commerce
16.	Dr. Renu Aggarwal	Associate Professor	Commerce
17.	Prof. Sunil Kumar	Professor	Commerce
18.	Dr. Shashi Saxena	Associate Professor	Chemistry
19.	Dr. Ratna	Associate Professor	Chemistry
20.	Dr. Sangeeta Talwar	Associate Professor	Chemistry
21.	Dr. Krishan Kumar Jha	Associate Professor	Chemistry
22.	Prof. Vinod Kumar	Professor	Chemistry
23.	Prof. Sachin Mittal	Professor	Chemistry
24.	Prof. Mahaveer	Professor	Chemistry
25.	Dr. Chetna Angrish	Associate Professor	Chemistry
26.	Dr. Reema Chhabra	Associate Professor	Chemistry
27.	Dr. Nityananda Agasti	Associate Professor	Chemistry
28.	Dr. Sunny Manohar	Associate Professor	Chemistry
29.	Dr. Chayanika Singh	Associate Professor	Chemistry
30.	Dr. Jyoti	Associate Professor	Chemistry
31.	Dr. Kapil Bohra	Assocaite Professor	Chemistry
32.	Prof. Arpita Sharma	Professor	Comp. Science
33.	Prof. Rajni Bala	Professor	Comp. Science
34.	Prof. Rampal Singh	Professor	Comp. Science

35.	Ms. Shweta Wadhera	Associate Professor	Comp. Science
36.	Dr. Sujata Khatri	Associate Professor	Comp. Science
37.	Dr. Anuja Soni	Associate Professor	Comp. Science
38.	Sh. Anil Kumar	Associate Professor	Comp. Science
39.	Mrs. Sangita	Associate Professor	Economics
40.	Prof. Ravinder Kaur	Professor	Electronics
41.	Prof. Poonam Kasturi	Professor	Electronics
42.	Prof. Anurag Mishra	Professor	Electronics
43.	Prof. Neeraj Tyagi	Professor	Electronics
44.	Prof. Manoj Saxena	Professor	Electronics
45.	Dr. Anubha Mukherjee	Associate Professor	English
46.	Dr. Jayini Adhayapak	Associate Professor	English
47.	Dr. Lalit Kumar	Assistant Professor	English
48.	Dr. Savita Gautam	Associate Professor	Hindi
49.	Prof. Radha Madhav Bharadwaj	Professor	History
50.	Prof. Monika Bansal	Professor	Management Studies
51.	Mrs. Deepa Kamra	Associate Professor	Management Studies
52.	Prof. Yogieta S. Mehra	Professor	Management Studies
53.	Prof. Rakesh Kumar	Professor	Management Studies
54.	Dr. Sangeeta Mohan	Associate Professor	Management Studies
55.	Mr. Vipin Kumar Meena	Assistant Professor	Management Studies
56.	Prof. Ratnesh Rajan Saxena	Professor	Mathematics
57.	Mrs. Sunita Nadir	Associate Professor	Mathematics
58.	Mrs. Paramjeet Kaur	Associate Professor	Mathematics
59.	Dr. Sudha Arora	Associate Professor	Mathematics
60.	Prof. Sanjay Kumar	Professor	Mathematics
61.	Dr. Poonam Garg	Associate Professor	Mathematics
62.	Dr. Mamta Amol Wagh	Associate Professor	Mathematics
63.	Dr. Veena Jain	Associate Professor	Opr. Research
64.	Dr. Mukesh Kumar	Associate Professor	Physics
65.	Prof. Kulvinder Singh	Professor	Physics
66.	Dr. Sanjay Tandon	Associate Professor	Physics
67.	Prof. Paramjeet Kaur Bedi	Professor	Physics
68.	Dr. Poonam Suri	Associate Professor	Physics
69.	Prof. Anju Aggarwal	Professor	Physics
70.	Mrs. Pratima	Associate Professor	Physics
71.	Dr. Savita Gahlaut	Associate Professor	Physics

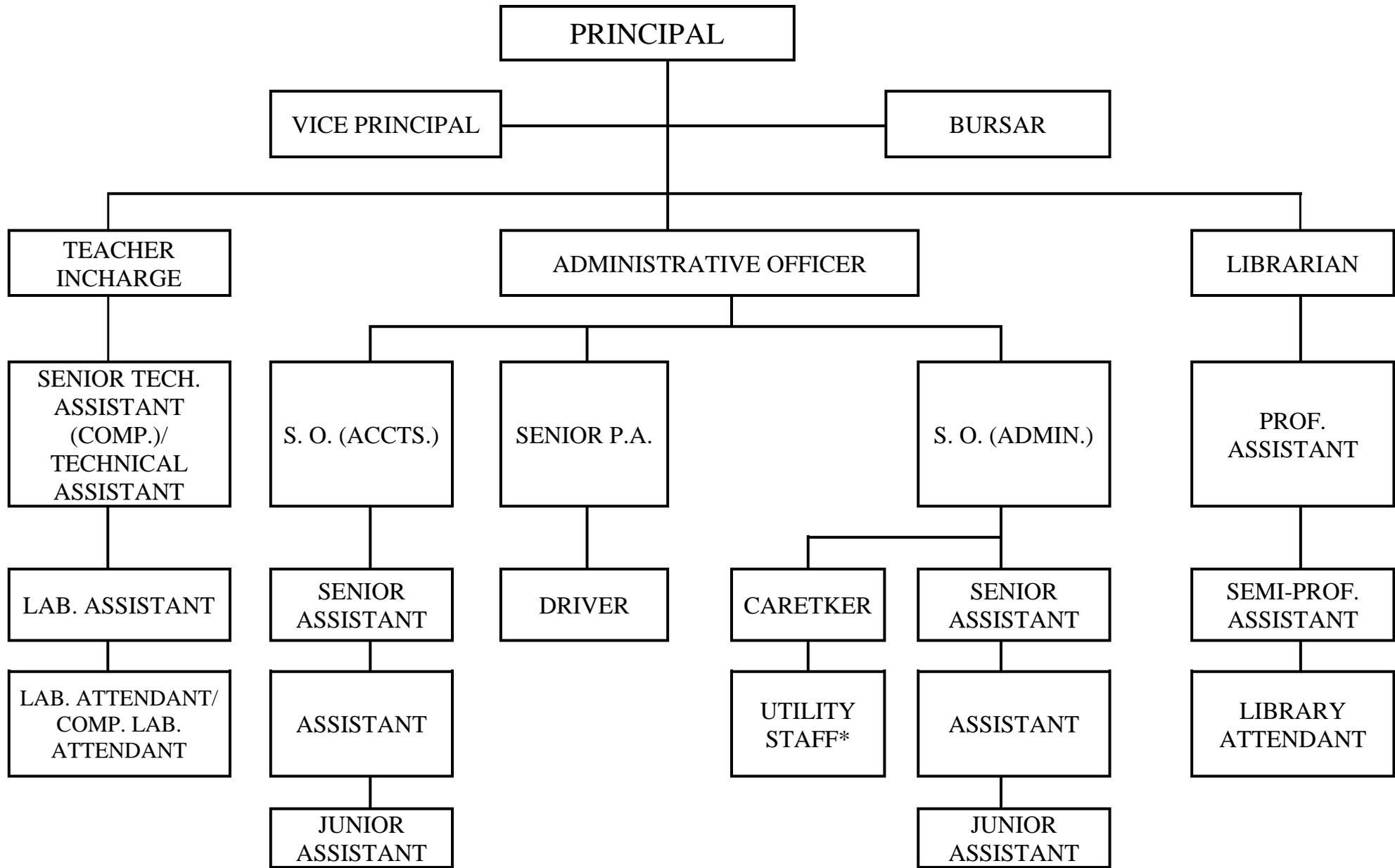
72.	Prof. Pradip Kumar Jha	Professor	Physics
73.	Prof. Deepak Jain	Professor	Physics
74.	Prof. Nupur Verma	Professor	Physics
75.	Prof. Avnindra Kumar Singh	Professor	Physics
76.	Prof. Palvit Rudram	Professor	Physics
77.	Sh. Sandeep	Assistant Professor	Physics
78.	Dr. Anek Goel	Associate Professor	Phy. Education
79.	Dr. Anita Gulati	Associate Professor	Zoology
80.	Dr. Lathika Nair	Associate Professor	Zoology
81.	Dr. Renu Solanki	Associate Professor	Zoology
82.	Dr. Shailly Anand	Associate Professor	Zoology
83.	Dr. Sudhir Verma	Assistant Professor	Zoology
84.	Dr. Priya Goel	Associate Professor	Zoology

### Non-Teaching Staff

<b>Administrative</b>			
85.	Sh. Sikander Aggarwal	Administrative Officer	Administration
86.	Sh. Sandeep Mago	Sr. P.A.	Principal's office
87.	Sh. Prem Singh Rawat	Section Officer	Administration
88.	Sh. Ashwani Thakur	Senior Assistant	Accounts
89.	Sh. Bablu Kumar	Senior Assistant	Administration
90.	Sh. Mukesh Gupta	Assistant	Accounts
91.	Sh. Jitender Solanki	Assistant	Administration
92.	Sh. Rajesh	Assistant	Administration
<b>Library</b>			
93.	Prof. Abhijeet Sinha	Librarian	Library
94.	Sh. Bharat Bhushan	Prof. Assistant	Library
95.	Sh. Srikant Tiwari	Semi-Prof. Assistant	Library
96.	Mrs. Sunita Rana	Lib. Assistant	Library
97.	Mrs. Sunaina Sharma	Lib. Attendant	Library
<b>Technical/Laboratory</b>			
98.	Sh. Narendra Kumar	Lab. Assistant	Botany Lab
99.	Sh. Arun Kumar Singh	Lab. Assistant	Botany Lab
100.	Sh. Vinod Kumar	Lab. Assistant	Chemistry Lab
101.	Sh. Swatantra Kumar Yadav	Lab. Assistant	Chemistry Lab
102.	Dr. Sanjai Sharma	Lab. Assistant	Chemistry Lab
103.	Sh. Surinder Kumar Mishra	Lab. Assistant	Chemistry Lab
104.	Sh. Manoj Kumar Tyagi	Lab. Assistant	Chemistry Lab

105.	Sh. Manmohan Pushkarna	Sr. Tech Asst. (Comp.)	Computer Sc. Lab
106.	Sh. Sudhakar Mishra	Sr. Tech Asst. (Comp.)	Computer Centre
107.	Mrs. Anita Pushkarna	Sr. Tech Asst. (Comp.)	Business Stud. Lab
108.	Sh. Awadh Kishore Prasad Yadav	Comp. Lab. Attendant	Computer Sc. Lab
109.	Sh. Mukesh Kumar	Comp. Lab. Attendant	Computer Sc. Lab
110.	Sh. Harish Chandra Tiwari	Tech. Assistant	Electronics Lab.
111.	Sh. Bhoop Singh	Lab. Assistant	Electronics Lab.
112.	Sh. Hari Ram	Lab. Assistant	Electronics Lab.
113.	Sh. Vijay Kumar	Lab. Assistant	Electronics Lab.
114.	Sh. Sunil Gupta	Tech. Assistant	Physics Lab.
115.	Sh. Puran Chandra	Lab. Assistant	Physics Lab.
116.	Sh. Dinesh Chandra Arya	Lab. Assistant	Physics Lab.
117.	Sh. Kuldeep Rawat	Lab. Assistant	Physics Lab.
118.	Sh. Krishan Veer	Lab. Assistant	Zoology Lab.
119.	Sh. Ravinder Kumar Tiwari	Lab. Assistant	Zoology Lab.
<b>Erstwhile Group D Staff</b>			
120.	Sh. Bhawan Singh Rawat	Multi Tasking staff	Administration
121.	Sh. Omprasad Aryal	Multi Tasking staff	Principal's office
122.	Sh. Sheikh Jallaludin	Multi Tasking staff	Accounts
123.	Sh. Kahan Singh	Multi Tasking staff	Administration
124.	Sh. Kanhiya Singh	Multi Tasking staff	Administration
125.	Sh. Mukesh Kumar	Multi Tasking staff	Administration
126.	Sh. Raj Kumar	MTS (Farash	Botany Lab.
127.	Sh. Parmanand	MTS (Farash)	Library

## ORGANISATIONAL CHART (ADMINISTRATION)



\* Multi-Tasking Staff (Gestetnor Operator/Daftry/Office Attendant/Farash)

## ORGANISATIONAL CHART OF TEACHING STAFF

