

ATMA RAM SANATAN DHARMA COLLEGE
(University of Delhi)

Mandatory Information As per Section 4(1) (b) of RTI Act 2005

MANUAL-1

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

1. Vision and Mission of ARSD College

Vision

The College is committed to a model of quality education that is equitable and leads to the holistic development of all stakeholders. The motto of the College, “Tejasvi-naavadhitam-astu”, has been taken from Taittiriya Upanishad and means, “May our learning be endowed with radiance.

Mission

Serving a wide cross section of students, Atma Ram Sanatan Dharma College is committed to provide quality education in the fields of Humanities, Science, and Commerce, and enabling the all-round development of the students in its trust. The College impresses upon ensuring a barrier-free, non-discriminatory, and supportive ecosystem for all its members. The College is also dedicated to creating opportunities for its women and differently abled students in a safe and nurturing environment.

The College lays strong focus on undergraduate research, entrepreneurial initiatives, skill development, strong industry-institution linkages, ICT-enabled learning environments and instilling a sense of social responsibility in developing core competencies in addition to valuable life skills amongst the students.

College societies like Women Development Cell, North East Welfare Committee, Equal Opportunity Cell, NSS, Enactus, Placement Cell and societies in the fields of culture like Rangayan, under the guidance of teachers, work tirelessly towards fulfillment of the College’s mission.

2. Objective and Brief History:

Objectives

The College focuses on learner-centric teaching, and dynamic and interactive learning which is fostered by:

- Developing core competencies in addition to valuable life skills;
- A strong focus on research-based activities;
- Innovative teaching practices that include ICT;
- Placing strong emphasis on instilling in students a sense of social responsibility;
- Modernization and upgradation of college infrastructure, laboratories, learning resources, and computational facilities

History

Sanatan Dharma College (rechristened Atma Ram Sanatan Dharma College in May, 1968), a co-educational Constituent College of the University of Delhi, was founded in August 1959 by Shri Sanatan Dharma Sabha (Rawalpindi), registered at Delhi. Originally founded in 1882 at Rawalpindi, Shri Sanatan Dharma Sabha had been the premier organization of the Sanatanist Hindus that for over six decades had catered to the various needs of the community in the Rawalpindi Division of pre-partition Punjab and had successfully run a degree College, a high school, two middle schools and four primary schools there. The Sanatan Dharma Sabha was registered in 1952 at Delhi.

Old patrons like Shri Lala Devi Ditta Shah Talwar, Shri Goswami Ganesh Dutt Ji Maharaj, Shri Mela Ram Jaggi, Shri Ganga Ram Gujral and many other philanthropists joined hands and began to raise funds towards realizing their dream of locally rehabilitating their efficiently run institution. In the event of a massive influx of Bangladeshi refugees in 1971, the students and teachers of this College were in the vanguard of relief operations at places like the Chakrabhata camp in Bilaspur (then Madhya Pradesh) and Bongaon camp in West Bengal, with four students actually having spent time with Muktiwahini fighters in the then East Pakistan and one student having visited Dhaka the year after year.

On 12 July 1959, permission arrived to open a College as a Constituent College of the University of Delhi in a rented building at Anand Parbat area. Shri F.C. Mehra took charge as the Chairman of the Governing Body and Dr. R.N. Rai, a reputed physicist, became the first Principal of the College.

On 3rd August the grand inaugural ceremony of the College was performed under the Chairmanship of the then Speaker of Lok Sabha, Hon'ble M.A. Ayyangar, the Chief Commissioner of Delhi, Shri A.D. Pandit, and the Hon'ble Vice Chancellor, Prof. V.K.R.V. Rao, who declared the College open. A commanding site spanning 12.31 acres of land at Dhaula Kuan was acquired from the government at a cost of Rs. 87,000 and on 6th December the foundation stone of the new building was laid by Pandit Govind Ballabh Pant. To keep up the traditions of Sanatan Dharma culture, earth brought from old institutions at Rawalpindi was poured over the current site.

The College is concerned primarily with creating an institution in tune with contemporary demands and enabling the holistic development of all its stakeholders. College's exponential growth over the past few years, its emphasis on undergraduate research, entrepreneurial initiatives, skill development, strong industry-institution linkages, and ICT-enabled learning environment, are geared towards the facilitation of sustainable and self-sufficient systems as well as institutions. The College takes pride in its past achievements and looks to the future with great hope and determination.

3. **The college imparts instruction and training in the following courses:**

Commerce
B.Com. Course
B.Com. (Honours)
Arts
B.A. (Programme)
B.A. (Hons.) Courses:
English
Hindi
History
Political Science
Economics
Science
B.Sc. (Hons.) Courses:
Physics
Chemistry
Mathematics
Electronics
Computer Science
B.Sc. Physical Science:
Chemistry
Electronics
Computer Science
B.Sc. Applied Physical Science Industrial Chemistry
Post Graduate
M.A. Courses:
English
Hindi
Political Science
M.Com.

4. Arrangements and method 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 statue 30 (1)(c) (i) of Delhi University Act, 1922.

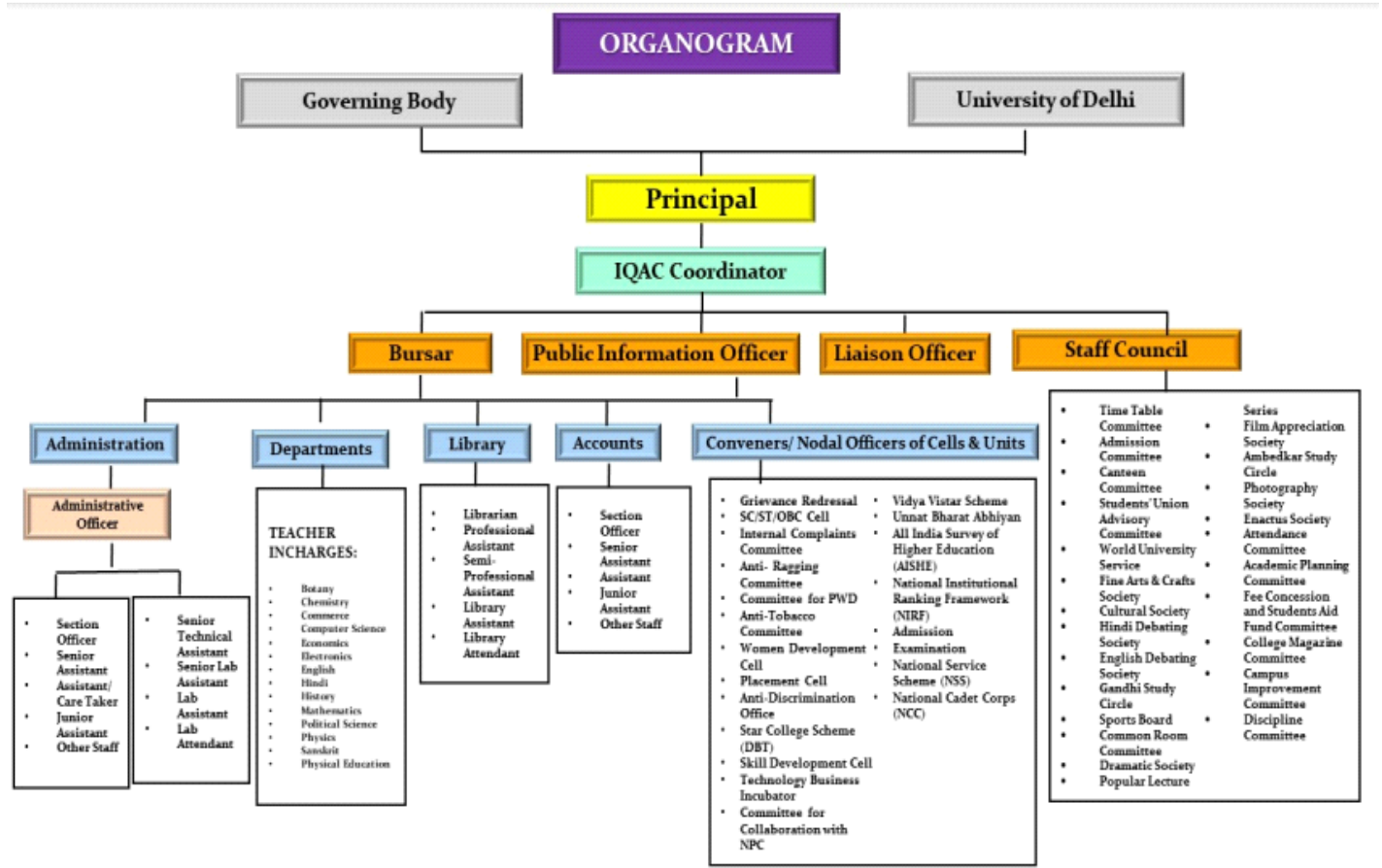
5. Mechanism available for monitoring the service delivery and public grievance resolution:

Managing 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.

Public Grievance Resolution/ Redressal Mechanism

A faculty member has been nominated by the Principal as the Nodal Public Grievance Officer for CPGRAMS, PMOPG, PRESEC etc. as per guidelines of the MHRD, and DU to look after public grievances, if any,

6. Organizational Chart



7. Address of the College

The Principal, Atma Ram Sanatan Dharma College
(University of Delhi)
Address: Dhaulta Kuan, New Delhi - 110021
Phone : +91 11 24113436, 24117508
E-mail : principal.arsdcollege@gmail.com, principal@arsd.du.ac.in

8. Working Hours of the college

From 8.30 a.m. to 5.00 p.m. (Monday to Saturday)

MANUAL -2

Power and Duties of the officers and employees:

Principal is the Chief Executive 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*.

MANUAL-3

Procedure followed to take a decision in various matters:

Decisions in matters of organizing 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 institutions, 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

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 the Staff Council and Governing Body of the college.

MANUAL-5

Rules, Regulations, Instructions, Manual & Record for discharging function

- Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
- Ordinance of the University as contemplated in 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, 1971.
- 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

Official documents and their availability:

The college annual report, prospectus and student handbook are published every year and are available on college's website(<https://www.arsdcollege.ac.in/>). University calendar dealing with statutory provisions and various courses can be accessed at university website-www.du.ac.in.

MANUAL-7

Mode of public participation:

- Governing Body of the college directly supervises its affairs and has 10 members who are eminent personalities which represent different spheres of the academia, industry, public/ social service, etc.
- The College Governing Body, with the Principal as the Secretary has representations from both teaching and non-teaching staff.
- The IQAC of the college is well represented through involvement of teachers, non-teaching staff, students and alumni.
- Participation of the faculty in the decision making of the College at the administration level is ensured through appointment of a Bursar, Liaison Officer, Public Information Officer and a Staff Council secretary.
- The Staff Council forms several committees which are responsible for making routine decisions related to the College. The Committees consist of elected conveners, teaching faculty members and students.
- Each department has a coordinator/ TIC who is appointed for a year on a rotational basis and is responsible for coordinating the regular business of the department.
- Department Associations/Seminars also see an active participation of students, who along with a mentor, in organizing various talks, seminars and other events.
- The Student-Faculty Committee at departmental level meets regularly to discuss scholastic and co-scholastic areas.
- The Student Union also plays an active role in the decision making of the College.
- Alumni Association is also committed towards development of the College through active participation of the alumni, the teaching staff and the office bearers.

MANUAL-8

Staff Council and its various committees

CHAIRMAN - Prof. Gyantosh Kumar Jha

SECRETARY - Dr. Manika Jain

I STAFF COUNCIL AFFAIRS COMMITTEE

- 1 Dr. Anju Bajaj
- 2 Prof. V. M. Jha
- 3 Dr. Kokila Negi

II CANTEEN COMMITTEE

Mr. Ashok (Convener)

Dr. Avanish Pratap Singh (Member)

Dr. Bhavnath Jha (Member)

Bursar, Ex-officio

Dr. K.K. Sharma (DPE Ex-officio)

Dr. Ram Swaroop Maharia (Convener, Students' Advisory Committee, Ex-officio)

Mr. V.K. Mishra (A.O. Ex-officio)

Secretary, Karamchari Union

Secretary, Students Union

III STUDENTS' UNION ADVISORY COMMITTEE

Dr. Ram Swaroop Maharia (Convener)

Dr. O. P. Yadav (Member)

Mr. Ashok (Member)

IV FUND ALLOCATION COMMITTEE

- 1 Bursar (Ex-Officio)

V WORLD UNIVERSITY SERVICE

Dr. Achingliu Kamei

VI FINE ARTS & CRAFTS SOCIETY

- 1 **Prof. Anjali Gupta (Convener)**

- 2 Dr. Charu Mathur (Member)

VII CULTURAL SOCIETY

- 1 **Mr. Deepankar (Convener)**
- 2 Dr. Preeti Jain (Member)
- 3 Dr. R.C. Adarsh (Member)

VIII HINDI DEBATING SOCIETY

- 1 **Dr. Indrajeet Kumar Jha (Convener)**
- 2 Dr. Vijjika Pandey (Member)

IX ENGLISH DEBATING SOCIETY

Dr. Gautam Chaubey (Convener)
Dr. Syed Mubin Zehra (Member)

X GANDHI STUDY CIRCLE

Dr. Prem Chand (Convener)
Dr. Vikas (Member)

XI SPORTS BOARD

Dr. K.K. Sharma, DPE	-	(Convener)
Mr. Agam Dwivedi	-	Volleyball & Basketball
Prof. Sandeep	-	Football
Dr. Avanish Pratap Singh	-	Table Tennis
Dr. Manish	-	Cricket
Dr. Vikas	-	Chess
Dr. O.P. Yadav	-	Badminton
Dr. Ram Swaroop Maharia	-	Hockey
Mr. Ashok	-	Wrestling
Dr. Neeta Azad	-	Mountaineering
Dr. K.K. Sharma	-	Athletics

XII COMMON ROOM COMMITTEE

- 1 **Dr. Rashmi Bahl (Convener)**
- 2 Dr. Purna Sinha (Member)
- 3 Dr. Shilpi Jain (Member)

XIII DRAMATIC SOCIETY

- 1 **Mr. Ajeet (Convener)**
- 2 Mr. Amit Dwivedi (Member)
- 3 Dr. Anil Kumar Kalotra (Member)

XIV POPULAR LECTURE SERIES

- 1 **Dr. Amit Singh (Convener)**
- 2 Dr. Rosy Sinha (Member)
- 3 Dr. Nidhi Dureja (Member)

XV FILM APPRECIATION SOCIETY

- Dr. Anjali Sharma Kaushik (Convener)**
 Dr. Meenakshi Gupta (Member)
 Dr. Jyothsana Phanija Bolla (Member)

XVI AMBEDKAR STUDY CIRCLE

- Dr. Vikas (Convener)**
 Mr. Anil Kumar Rajak (Member)

XVII PHOTOGRAPHY SOCIETY

- Dr. Subhash Mohapatra (Convener)**
 Dr. Raj Kumar Bhagat (Member)
 Dr. D.K. Neeraj (Member)

XVIII ENACTUS SOCIETY

Ms. Swati (Convener)

Dr. Manisha (Member)

Dr. Anjali Verma (Member)

XIX INCHARGE OF VARIOUS DEPARTMENT ASSOCIATIONS

- | | | |
|----|----------------------|-------------------|
| 1 | Prof. Rajeev Singh | Chemistry |
| 2 | Dr. Kokila Negi | Commerce |
| 3 | Dr. Shalini Gupta | Computer Science |
| 4 | Mr. Appala Naidu | Economics |
| 5 | Dr. Achingliu Kamei | English |
| 6 | Ms. Saruchi Tandon | Electronics |
| 7 | Dr. Shri Dharam | Hindi |
| 8 | Mr. Ajeet | History |
| 9 | Mr. Raj Kumar Bhagat | Mathematics |
| 10 | Dr. Raghvendra | Physics |
| 11 | Dr. Surender Singh | Political Science |
| 12 | Dr. Swati Biswas | Botany |

XX SEMINAR

- | | | |
|---|-----------------------|------------------|
| 1 | Dr. Neeta Azad | Chemistry |
| 2 | Dr. Nidhi Bansal | Commerce |
| 3 | Ms. Manisha Bagri | Computer Science |
| 4 | Mr. Rakesh Kumar | Economics |
| 5 | Dr. Prerna Sinha | English |
| 6 | Dr. Nisha Jha | Electronics |
| 7 | Prof. Jaspali Chauhan | Hindi |

8	Mr. Ajeet	History
9	Mr. Anil Kumar Rajak	Mathematics
10	Dr. Anjani Kumar Singh	Physics
11	Dr. Indrajeet Kumar Jha	Political Science
12	Dr. Swati M. Biswas	Zoology

XXI TIME TABLE COMMITTEE

1	Mr. Kapil Kumar	..	(Overall Convener & Science Convener)
2	Dr. Renu Bhauguna	..	(Arts Convener)
3	Prof. Uma S. Singh	..	(Commerce Convener)
4	Dr. Anil Kumar Kalotra		
5	Dr. V. S. Dixit		
6	Ms. Pragya Atri		
7	Ms. Maitreyee Roychoudhry		
8	Ms. Anju Rustagi		
9	Dr. Renu Bala		
10	Dr. Manisha		
11	Dr. Amit Singh		
12	Dr. Swati Biswas		

XXII ATTENDANCE COMMITTEE

Dr. Neeraj Mishra (Convener)

Prof. Uma Singh

Mr. Lokesh Kumar Shrivastav

Ms. Swaran Lata Meena

Ms. Konika Kwatra

Ms. Anju Rustagi

Prof. Asha Pandey

Dr. Vijjika Pandey Singh

Dr. Amit Mittal

Dr. Raghvendra

Mr. D. K. Neeraj

Dr. Swati Biswas

XXIII ACADEMIC PLANNING COMMITTEE

Ms. Richa Suri Rastogi (Convener)

Dr. Nidhi Dureja

Prof. Uma S. Singh

Dr. V. S. Dixit

Ms. Maitreyee Roychoudhry

Ms. Meena Dadu

Dr. Renu Bala

Dr. Renu Bhauguna

Mr. Amit Kumar

Dr. Vinita Tuli

Dr. Amit Singh

Dr. Swati M. Biswas

XXIV FEE CONCESSION AND STUDENTS AID FUND COMMITTEE

Dr. Snehlata (Convener)

Dr. Parminder
Mr. Manvendra
Ms. Kavita Bangarwa
Ms. Manjula Sholapurkar
Mr. Puneet Sehgal
Dr. Anil Kumar Singh
Dr. Syed Mubin Zehra
Mr. Ashutosh Meena
Dr. Devendra Rana
Dr. Sumeet Parashar
Dr. Kanchan Srivastava

XXV COLLEGE MAGAZINE COMMITTEE

Mr. Deepankar (Convener)

Dr. Gautam Choubey
Dr. Jaya Tomar
Dr. Manika Jain
Dr. Parul Jain
Ms. Shweta Nanda
Dr. Nisha Jha
Dr. Arvind Kumar Mishra
Ms. Shilpi Jain
Dr. Anjani Kumar Singh
Dr. Bhavnath Jha
Dr. Swati Biswas

XXVI LIBRARY COMMITTEE

Dr. Suman Dudeja
Prof. Anjali Gupta
Ms. Uma Ojha
Mr. Ranjan Swarankar
Ms. Shibani Phukan
Ms. Ritu Bansal
Dr. Renu Bala
Mr. Mihir Kumar Jha
Dr. Preeti Jain
Mr. Bhupendra Singh
Prof. Anamika Prasad
Dr. Kanchan Srivastava

XXVII CAMPUS IMPROVEMENT COMMITTEE

Dr. O.P. Yadav (Convener)

Dr. Nidhi Bansal
Ms. Archana Gehlaut
Mr. Dipak Prakash
Ms. Mausumi Ray
Prof. Jyotika Jogi
Dr. Rashmi Bahl
Dr. Priyam Barooah

Dr. Priyanka Yadav
Dr. Shankar Subramaniam
Dr. Charu Mathur
Dr. Anita Singh

XXVIII DISCIPLINE COMMITTEE

Dr. Ram Swaroop Maharia
Prof. Sandeep
Mr. Dharmendra Singh
Mr. Ravish
Dr. Gurvandana RM Singh
Mr. Arun Kumar
Dr. Rajesh Chand Adarsh
Mr. Mihir Kumar Jha
Mr. Agam Dwivedi
Dr. Rakesh Malik
Ms. Aggya Pandeya
Dr. Anita Singh

XXIX ADMISSION COMMITTEE (2022-23)

1. B.Sc.(Honours) Chemistry	-	1. Dr. Sangeeta Aggarwal 2. Dr. Vishnu Kumawat
2. B.Sc.(Honours) Computer Science	-	1. Dr. V.S. Dixit
3. B.Sc.(Honours) Electronics	-	1. Ms. Anju Rustagi
4. B.Sc.(Honours) Physics	-	1. Dr. Shankar Subramaniam
5. B.Sc.(Honours) Mathematics	-	1. Mr. Kapil Kumar 2. Mr. Raj Kumar Bhagat
6. B.Sc.(Programme)	-	1. Mr. Chhatra Pal (Convenor) 2. Dr. Meenakshi Gupta 3. Dr. Anjali Verma 4. Dr. Rakesh Malik 5. Dr. V.S. Dixit 6. Dr. Anita Singh 7. Dr. Kanchan Srivastava
7. B.Com. (Honours)	-	1. Prof. Uma S. Singh
8. B.Com. Course	-	1. Prof. Anjali Gupta
9. B.A. (Honours) Economics	-	1. Mr. Ranjan Swarnakar
10. B.A.(Honours) English	-	1. Ms. Maitrayee Roychoudhary 2. Dr. Rosy Sinha
11. B.A. (Honours) Hindi	-	1. Dr. Renu Bala
12. B.A. (Honours) History	-	1. Ms. Ajitha

13. B.A. (Honours) Political Science	-	1. Dr. Amit Singh
14. B.A.(Programme)	-	1. Mr. Agam Dwivedi (Convener) 2. Dr. V.S.Dixit 3. Mr. Ravish 4. Dr. Jyothsana Phanija Bolla 5. Prof. Sanjay Singh Baghel 6. Dr. Renu Bhauguna 7. Dr. Vikas

Committees for Admission (2022-2023)

A Central Admission Committee

Dr. Vinita Tuli (Convener)
Dr. Anju Bajaj
Dr. Manika Jain
Dr. Vikas Kumar
Dr. Ram Swaroop Maharia
Dr. Shankar Subramanian
Dr. Ashutosh Vishwa Bandhu

Grievance

Dr. Anju Bajaj (Convener)
Dr. Kokila Negi
Dr. Vikas Kumar
Dr. Om Prakash Yadav
Dr. Shankar Subramanian
Mr. Anil Kumar Rajak
Dr. Nidhi Dureja
Dr. Anjali Sharma Kaushik
Mr. Rajesh Makkar

Online Grievance

Dr. Shankar Subramanian (Convener)
Mr. Manvendra Yadav
Dr. Anu Priya Arora
Dr. Baljeet Kaur
Mr. Ravinder Pant

Dr. Amit Vishwakarma

Dr. Abid Hussain

Mr. Lokesh Shrivastav

Mr. Basant Nainwal

Helpdesk

Ms. Richa Suri Rustogi (Convener)

Dr. Indrajeet Kumar Jha

Mr. Deepankar

Dr. Anil Kalotra

Mr. Ashok

Dr. Avanish Pratap Singh

Dr. Arvind Mishra

Ms. Kusum Dhyani

SC/ST

Mr. Deepankar(Convener)

Dr. Arvind Kumar

Dr. Anil Kumar

Ms. Swati

Mr. Md Sadiq

PWD

Mr. Bhupender Singh (Convener)

Dr. Om Prakash Yadav

Dr. Rajveer Singh

Dr. Jyothsna Phanija Bholla

Mr. Manhar Kumar

Anti -Ragging Committee

Dr. Ram Swaroop Maharia, Convener

Dr. Om Prakash Yadav

Mr. Ashok

Ms. Gurvandna R.M.Singh

Dr. Rajesh Chand Adarsh

Ms. Aggya Pandeya

Mr. Mihir Kumar Jha

Mr. Ravish

Mr. Arun Kumar

Mr. Dharmendra Singh

Dr. Anita Singh

MANUAL-9

Directory of Employees

PRINCIPAL

Prof. Gyantosh Kumar Jha

Teaching Staff

Department	Name of Teacher	Designation
Botany	Dr. Vibha Narang	Associate Professor
	Dr. Anita Singh	Assistant Professor
Chemistry	Dr. Jaya Tomar	Associate Professor
	Prof. Sunita Bhagat	Professor
	Dr. Suman Dudeja	Associate Professor
	Dr. Naorem Premjit Singh	Associate Professor
	Dr. Anju Bajaj	Associate Professor
	Prof. Prashant Singh	Professor
	Dr. Sunita Bansal	Associate Professor
	Prof. Rajeev Singh	Professor
	Dr. Neeta Azad	Assistant Professor
	Dr. Subash Chandra Mohapatra	Assistant Professor
	Dr. Sangita Aggarwal	Assistant Professor
	Dr. Meenakshi Gupta	Assistant Professor
	Dr. Bhaskara Nand	Assistant Professor
	Mr. Neeraj Mishra	Assistant Professor
	Dr. Nidhi Dureja	Assistant Professor
	Mr. Vishnu Kumawat	Assistant Professor

	Dr. Sneh Lata	Assistant Professor
	Dr. Anjali Verma	Assistant Professor
	Dr. Om Prakash Yadav	Assistant Professor
	Dr. Ram Swaroop Maharia	Assistant Professor
	Dr. Anil Kumar	Assistant Professor
	Mr. Bachan Meena	Assistant Professor
	Dr. Nimalini Moirangthem	Assistant Professor
	Dr. Preeti Chaudhary	Assistant Professor
Commerce	Prof. Sandeep	Professor
	Prof. Uma Sanjay Singh	Professor
	Prof. Anjali Gupta	Professor
	Ms. Nidhi Bansal	Associate Professor
	Dr. Manika Jain	Associate Professor
	Dr. Anamika Kadam	Assistant Professor
	Ms. Kokila Negi	Associate Professor
	Ms. Indu Sigh	Assistant Professor
	Ms. Anu Priya Arora	Assistant Professor
	Dr. Ruchika Kaura	Assistant Professor
	Ms. Baljeet Kaur	Assistant Professor
	Dr. Parminder Kaur	Assistant Professor
	Mr. Mohd. Rehan Alam	Assistant Professor
	Dr. Renu Aggarwal	Assistant Professor
	Mr. Ravinder Pant	Assistant Professor
	Dr. Purushottam Kumar Arya	Assistant Professor
	Ms. Deepika	Assistant Professor
	Ms. Neetu Yadav	Assistant Professor
	Mr. Dilip Kumar Gupta	Assistant Professor
	Mr. Vikram Chand	Assistant Professor
	Mr. Sumit Kumar Bansal	Assistant Professor
	Mr. Barun Kumar Jha	Assistant Professor
	Ms. Meenakshi Ahlawat	Assistant Professor
Mr. Sivachander G	Assistant Professor	
Computer Science	Dr. V. S. Dixit	Associate Professor
	Dr. Shalini Gupta	Assistant Professor

	Ms. Archana Gahlaut	Assistant Professor
	Ms. Uma Ojha	Assistant Professor
	Dr. Parul Jain	Assistant Professor
	Mr. Dharmendra Singh	Assistant Professor
	Mr. Lokesh Kumar Shrivastav	Assistant Professor
	Mr. Manvendra Yadav	Assistant Professor
	Mr. Jag Mohan	Assistant Professor
	Ms. Manisha Bagri	Assistant Professor
Economics	Mr. Ranjan Swarnakar	Assistant Professor
	Ms. Richa Suri	Associate Professor
	Ms. Shweta Nanda	Assistant Professor
	Dr. Jai Parkash	Assistant Professor
	Ms. Pragya Atri	Assistant Professor
	Dr. Bal Krishan	Assistant Professor
	Ms. Swaran Lata Meena	Assistant Professor
	Mr. Ravish	Assistant Professor
	Dr. Saraswati	Assistant Professor
	Mr. Rakesh Kumar	Assistant Professor
	Mr. Dipak Prakash	Assistant Professor
	Dr. Apra Sinha	Assistant Professor
	Ms. Kavita Bangarva	Assistant Professor
	Dr. Appala Naidu	Assistant Professor
Mr. Uttam Kumar	Assistant Professor	
Electronics	Prof. Jyotika Jogi	Professor
	Ms. Anju Rustogi	Associate Professor
	Ms. Saruchi Tandon	Associate Professor
	Dr. Meena Dadu	Associate Professor
	Mr. Puneet Sehgal	Assistant Professor
	Mr. Arun Kumar	Assistant Professor
	Ms. Ritu Bansal	Assistant Professor
	Dr. Nisha Jha	Assistant Professor
English	Ms. Munjula Sholapurkar	Associate Professor
	Ms. Gurvandna R. M. Singh	Associate Professor
	Ms. Shibani Phukan	Associate Professor
	Ms. Mousumi Ray	Associate Professor

	Ms. Konika Kwatra	Associate Professor
	Dr. Achingliu Kamei	Associate Professor
	Dr. Gautam Choubey	Assistant Professor
	Dr. Shubha Dwivedi	Assistant Professor
	Ms. Maitrayee Roychoudhury	Assistant Professor
	Dr. Rosy Sinha	Assistant Professor
	Dr. Prerana Sinha	Assistant Professor
	Dr. Jyothsnaphanija Bolla	Assistant Professor
	Dr. Priyanka Kulhari	Assistant Professor
Hindi	Dr. Rashmi Bahl	Associate Professor
	Prof. Gyantosh Kumar Jha	Principal
	Prof. Asha Pandey	Professor
	Prof. Jaspali Chauhan	Professor
	Dr. Renu Bala	Associate Professor
	Prof. Sanjay Singh Baghel	Professor
	Dr. Rajesh Chand Adarsh	Associate Professor
	Dr. Geeta Devi	Assistant Professor
	Dr. Vijay Narayan Mani	Assistant Professor
	Dr. Anil Kumar Singh	Assistant Professor
	Dr. Santosh Kumar	Assistant Professor
	Dr. Ram Ratan Prasad	Assistant Professor
	Dr. Arvind Kumar Mishra	Assistant Professor
	Dr. Rubi Devi	Assistant Professor
Dr. Shridharam	Assistant Professor	
History	Prof. V. M. Jha	Professor
	Dr. Renu Bahuguna	Associate Professor
	Mrs. Ajitha Kakumanu	Associate Professor
	Mr. Ajeet Kumar	Associate Professor
	Mr. Deepankar	Assistant Professor
	Dr. Priyam Barooah	Assistant Professor
	Mr. Mihir Kumar Jha	Assistant Professor
	Dr. Syed Mubin Zehra	Assistant Professor
	Ms. Vijjika Pandey Singh	Assistant Professor
	Dr. Chhaya	Assistant Professor
Mathematics	Mr. A S Prajapati	Associate Professor

	Dr. Monica Suri	Associate Professor
	Prof. B.K. Tyagi	Professor
	Ms. Jyoti Kaushik	Associate Professor
	Dr. Pratibha Mehrotra	Associate Professor
	Ms. Shilpi Jain	Assistant Professor
	Dr. Preeti Jain	Assistant Professor
	Dr. Amit Mittal	Assistant Professor
	Mr. Agam Dwivedi	Assistant Professor
	Dr.. Kanika Sharma	Assistant Professor
	Mr. Amit Kumar	Assistant Professor
	Mr. Raj Kumar Bhagat	Assistant Professor
	Ms. Priyanka Yadav	Assistant Professor
	Mr. Chhatra Pal	Assistant Professor
	Mr. Kapil Kumar	Assistant Professor
	Mr. Anil Kumar Rajak	Assistant Professor
	Mr. Ashutosh Meena	Assistant Professor
	Mr. Anant Tiwari	Assistant Professor
	Mr. Rajpal Rajbhar	Assistant Professor
	Mr. Vinit Chauhan	Assistant Professor
Physics	Dr. Pinky Dureja	Associate Professor
	Dr. Nutan Mishra	Associate Professor
	Dr. Geeta Sanon	Associate Professor
	Dr. Vinita Tuli	Associate Professor
	Dr. Bajrang Lal Prashant	Associate Professor
	Mr. Pravata Kr. Behera	Assistant Professor
	Dr. Rajveer Singh	Associate Professor
	Dr. Manish Kumar	Assistant Professor
	Mr. S. Shankar Subramanian	Assistant Professor
	Dr. Rakesh Malik	Assistant Professor
	Dr. Manisha	Assistant Professor
	Dr. Devendra Kumar Rana	Assistant Professor
	Dr. Pankaj Narang	Assistant Professor
	Dr. Ashutosh Vishwa Bandhu	Assistant Professor
	Dr. Anjani Kumar Singh	Assistant Professor
	Dr. Anjali Sharma Kaushik	Assistant Professor

	Dr. Raghvendra Pandey	Assistant Professor
	Dr. Avanish Pratap Singh Rajput	Assistant Professor
	Dr. Arvind Kumar	Assistant Professor
	Ms. Swati	Assistant Professor
	Dr. Yogesh Kumar	Assistant Professor
	Mr. Ashok	Assistant Professor
	Mr. Lalit Kumar	Assistant Professor
	Dr. Rita Singh	Assistant Professor
	Mr. Bhupendra Singh	Assistant Professor
	Mr. Mohd Sadiq	Assistant Professor
	Dr. Amit Kr. Vishwakarma	Assistant Professor
	Mr. Abid Hussain	Assistant Professor
Political Science	Prof. I. M . Jha	Professor
	Prof. Anamika Prasad	Professor
	Ms. Aggya Pandeya	Associate Professor
	Dr. Charu Mathur	Associate Professor
	Mr. Shambhu Nath Dubey	Assistant Professor
	Dr. Amit Singh	Assistant Professor
	Dr. Bhav Nath Jha	Assistant Professor
	Dr. Indrajeet Kumar Jha	Assistant Professor
	Dr. Sumit Prasher	Assistant Professor
	Dr Prem Chand	Assistant Professor
	Dr. Renu Keer	Assistant Professor
	Dr. Vikas Kumar	Assistant Professor
	Dr. Surendra Singh	Assistant Professor
	Mr. Dharmendra Kr. Neeraj	Assistant Professor
	Mr. Bhavtosh Bhaskar	Assistant Professor
	Ms. Pinki Roy	Assistant Professor
	Dr. Ashutosh Kumar Jha	Assistant Professor
Sports	Dr. K.K. Sharma	Associate Professor
Zoology	Dr. Swati M. Biswas	Associate Professor
	Dr. Kanchan Srivastava	Assistant Professor

List of Non-Teaching Staff- Administration Department

Sr. No.	Name	Designation
1	Mr. V.K. Mishra	A.O.
2	Mrs. Aruna Kumar	Sr. P.A. to Principal
3	Mr. Rajesh Makkar	Section Officer
4	Mrs. Kusum Dhyani	Senior Assistant
5	Mr Rajesh Kumar	Senior Assistant
6	Mr. Vijender (caretaker)	Assistant
7	Mr. Basakhu Ram	Junior Assistant
8	Mr. Deepak Kumar	Junior Assistant
9	Mr. Om Prakash	Junior Assistant
10	Mr. Sunil Sharma	Office Attendant
11	Mrs. Hira Wati	Office Attendant
12	Mrs. Geeta Devi	Office Attendant
13	Mr. Bhupender Singh	Office Attendant
14	Mr. Dhara Singh Meena	Office Attendant
15	Mr. Shiv Charan	Office Attendant
16	Mr. Manhar Kumar	Office Attendant
17	Mr. Inder Pal	Mali
18	Mr. Sanjay Singh	Mali
19	Mr. Sant Pal	Safai Karamchari
List of Non-Teaching Staff- Accounts Section		
Sr. No.	Name	Designation
20	Ms. Sonia Mange	Section Officer
21	Mr. Ankur Aggarwal	Senior Assistant
22	Mr. Anand Ram	Assistant
23	Mr. Y.P.S. Negi	Junior Assistant
24	Mr. Rajesh	Office Attendant
Biology Department		
Sr. No.	Name	Designation
25	Mr. Ravinder Kumar	Laboratory Attendant
26	Mr. Anil Kumar Thakur	Laboratory Attendant
Chemistry Department		
Sr. No.	Name	Designation
27	Mr. S.K. Aggarwal	Laboratory Assistant
28	Mr. Subhash Chander	Laboratory Assistant
29	Mr. B.P. Bhatt	Laboratory Assistant
30	Mr. Ashok Kumar	Laboratory Assistant
31	Mr. Hemant Kumar	Laboratory Assistant

32	Mr. Mukesh Kumar	Laboratory Assistant
33	Mr. Som Nath Pandey	Laboratory Assistant
34	Mr. Rohit	Laboratory Assistant
35	Mr. Mukesh Kumar Meena	Laboratory Attendant
36	Mr. Amit Bhardwaj	Laboratory Attendant
37	Mr. Rajeev Kumar Pandey	Laboratory Attendant
Computer Science Department		
Sr. No.	Name	Designation
38	Mr. Basant Nainwal	Senior Technical Assistant
39	Mr. Jagdish Kumar	Laboratory Attendant
Electronics Department		
Sr. No.	Name	Designation
40	Mr. S.P. Singh	Laboratory Assistant
41	Mr. Jai Prakash	Laboratory Assistant
42	Mr. Ankit	Laboratory Attendant
43	Mr. Subodh Kumar Dwivedi	Laboratory Attendant
Physics Department		
Sr. No.	Name	Designation
44	Mr. Sharif Khan	Laboratory Assistant
45	Mr. B.P. Tiwari	Laboratory Assistant
46	Mr. P.C. Bhatt	Laboratory Assistant
47	Mr. S.C. Meena	Laboratory Assistant
48	Mr. Nandan Singh Mehta	Laboratory Assistant
49	Mr. Supriya Gautam	Laboratory Assistant
50	Mr. Madan Kumar	Laboratory Assistant
51	Mr. Vinay Kumar	Laboratory Assistant
52	Mr. Manoj Khera	Laboratory Assistant
53	Mr. Rameshwar Pawa	Laboratory Assistant
54	Mr. Satish Kumar	Laboratory Assistant
55	Mr. Raj Kumar Meena	Laboratory Assistant
56	Mr. Vijay Singh	Laboratory Attendant
57	Mr. Anish Kumar Sharma	Laboratory Attendant
58	Ms. Vinamrata Suri	Laboratory Attendant
Library Department		
Sr. No.	Name	Designation
59	Mr. Dilip Kumar Choube	Professional Assistant
60	Mr. Arun Ruhela	Professional Assistant
61	Mr. Mohit Kumar	Semi Professional Assistant
62	Mrs. Indu Wadhwa	Library Assistant
63	Mr. Surinder Kumar	Library Assistant

64	Mrs. Poonam Minhas	Library Attendant
65	Mr. Neeraj Jain	Library Attendant
66	Mr. Raj Kumar Saroha	Library Attendant
67	Ms. Jyoti Rathee	Library Attendant
68	Ms. Hema Kumari Thakuri	Library Attendant
69	Ms. Nisha	Library Attendant
70	Mr. Rajeev Kumar	Library Attendant
71	Mr. Niraj Kumar	Library Attendant

Contractual Staff		
Sr. No.	Name of Person	Designation
1	Kaushal Kaushik	Councillor
2	Nikita	Nurse

Daily Wager Staff/Casual Labour (as on 11.10.2021)		
Sr. No.	Name of Person	Designation
1	Devender Kumar	Daily Wager
2	Devender	Daily Wager
3	Dev Prakash Pandey	Laboratory Attendant
4	Mahendra Prajapati	Laboratory Attendant
5	Sachin	Laboratory Attendant
6	Rachna	Daily Wager
7	Awadesh Kashyap	Casual Labour
8	Ram Avtar	Casual Labour
9	Ramsumer Pal	Casual Labour
10	Rahul Gautam	Casual Labour
11	Kanchan Lal Meena	Casual Labour
12	Kadu Ram	Casual Labour
13	Gaurav Sharma	Office
14	Neeraj Jangid	Accounts
15	Kartik	Casual Labour
16	Shambhu Ram	Casual Labour
17	Gaurav	Casual Labour
18	Niranjan	Casual Labour

Sulabh International Social Service Organization (as on 11.10.2021)		
Sr. No.	Name of Person	Designation
1	Amar Nath Singh	Supervisor
2	Deepak	House Keeping Staff
3	Pankaj	House Keeping Staff
4	Manoj	House Keeping Staff
5	Wakil	House Keeping Staff
6	Bittoo	House Keeping Staff
7	Shashiram	House Keeping Staff
8	Sanjay	House Keeping Staff
9	Vijay Pal	House Keeping Staff
10	Vasudev	House Keeping Staff
11	Rahul	House Keeping Staff

12	Manish Kori	House Keeping Staff
13	Amar Nath	House Keeping Staff
14	Mahender	House Keeping Staff
15	S. Ambica	House Keeping Staff
Security Intelligent Services (SIS) Pvt. Ltd. (as on 11.10.2021)		
Sr. No.	Name of Person	Designation
1	Sunil Kumar	Gunman
2	Yogesh Kumar	Security Guard
3	Pramod Kumar	Security Guard
4	Rajbir Singh	Security Guard
5	Prem Chand	Security Guard
6	Vivek Kumar Mishra	Security Guard
7	Dinesh Kumar	Security Guard
8	Jitendra Kumar Ram	Security Guard
9	Pankaj Kumar Tiwari	Security Guard
10	Ravinder Singh	Security Guard
11	Manoj Kumar	Security Guard
12	Sushil B. Jambulkar	Security Guard
13	Rambrij Singh	Security Guard
14	Durganand Jha	Security Guard
15	Om Pal Singh	Security Guard
16	Gauri Shankar	Security Guard
17	Pawan	Security Guard
18	Babita Mishra	Security Guard

MANUAL - 10

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 of Delhi are as under:-

Sr. No	Pay Band + Grade Pay	Post
1	37400-67000 +10,000	Principal
2	37400-67000 + 9000	Associate Professor
3	15600-39100 + 6000	Assistant Professor, Librarian
4	15600-39100 +5400	Administrative Officer
5	9300-34800 + 4600	Section Officer, Sr. P.A.

6	9300+34800 + 4200	Professional Assistant
7	9300+34800 + 4200	Senior Assistant
8	5200-20,200 +2800	Semi-Professional Assistant
9	5200-20,200 +2400	Assistant
10	5200-20,200 +2000	Junior Library Information Assistant (JLIA)
11	5200-20,200 +1900	Jr. Assistant
12	5200-20,200 +1900	Library Attendant
13	9300-34800+4600	Sr. Technical Assistant (STA)
14	5200-20,200 +1800	Office Attendant/MTS

MANUAL – 11

Budget Allocation to the College

The budget and the financial estimates are approved by the Governing Body and sanctioned by DU and UGC. The Budget outlay for the following financial years was:

2016-2017	Rs. 35,40,93,000/-
2017-2018	Rs. 40,30,40,704/-
2018-2019	Rs. 47,69,33,000/-
2019-2020	Rs. 77,03,71,048/-

MANUAL -12

Manner of execution of subsidy programmes:

Not applicable: as no subsidy programs are run by the college.

MANUAL – 13

(a) Concessions granted by the college

Concessions available to various categories of students in admissions are given in the college prospectus.

1. 22-1/2% of the total numbers of seats are 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).
2. 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. 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. 3% seats are reserved for physically challenged candidates for admission to undergraduate courses.
 4. 27 % of the total numbers of seats are reserved for the candidates of OBC as per the instruction of University of Delhi/ Ministry of HRD in phases starting from the academic year 2008-09.
 5. The college admits foreign students including those from Sikkim, Nepal, Bhutan and the Kashmiri migrants as and when recommended by the University.
 6. Admission are also done under sports quota in B.Com (H) and B.A. (H)

Note:

- 1 The above reservation may vary with any decision taken by the University or directions from the Central Government.
2. Details of such concession are available in the admission brochures for respective courses.

(b) Concessions availed by the college

No

MANUAL – 14

Information available in electronic form:

All relevant information of public interest is available on the college website (<https://www.arsdcollege.ac.in/>) in electronic form.

MANUAL – 15

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

College Notice Boards, College Prospectus, college website and social media handles are relevant means by which general public may obtain information with respect to the college. As also information for general public is occasionally disseminated through press releases, advertisements, etc.

MANUAL – 16

List of Public Information Officers & First Appellate Authority

Public Information Officer (PIO)

Dr. Vinita Tuli
Room No. 3, Administrative Block.
ARSD College
Phone No: 011-24113436, 24117508 Extn. 103

Assistant Public Information Officer (APIO)

Mr. Ashok Kumar
Room No. 3, Administrative Block.
ARSD College
Phone No: 011-24113436, 24117508 Extn. 103

First Appellate Authority

Prof. Gyantosh Kumar Jha
ARSD College
Principal, Appellate Authority
Phone No: 011-24111390, 24117508
Extn. 101

MANUAL – 17

Other Information

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

As per RTI (Regulation of fee and cost) Rules, 2005 following fee are payable for seeking information:-

Rupees two for each page (in A4 or A3 size paper) created or copied:

Actual charge or cost price of a copy in larger size paper:

Actual cost or price for samples or models; and

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

For information provided in diskette or floppy rupees fifty per diskette or floppy; and

For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.