

INFORMATION HANDBOOK

under

THE RIGHT TO INFORMATION ACT, 2005



UNIVERSITY OF DELHI

DELHI - 110007

CONTENTS

1. Introduction	1
	2
2. Manual - 1	5
3. Manual - 2	9
4. Manual - 3	10
5. Manual - 4	14
6. Manual - 5	15
7. Manual - 6	16
8. Manual - 7	17
9. Manual - 8	18
10. Manual - 9	19
11. Manual - 10	20
12. Manual - 11	21
13. Manual - 12	22
14. Manual - 13	23
15. Manual - 14	24
16. Manual - 15	25
17. Manual - 16	26
18. Manual - 17	
19. Annexure I	
20. Annexure II	
21. Annexure III	
22. Annexure IV	
23. Annexure V	
24. Annexure VI	
25. Annexure VII	
26. Annexure VIII	

27. Annexure IX

28. Annexure X

29. Annexure XI

30. Annexure XII

31. Annexure XIII

32. Annexure XIV

33. Annexure XV

INTRODUCTION

The Right to Information Act (RTI 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 as per requirement of Section (4) of the RTI Act, 2005.

MANUAL - 1
Section 4(1)(b)(i)

Particulars of organization, functions and duties

Brief history

The University of Delhi was established in 1922 under the [Delhi University Act, 1922](#), the objective being “to establish and incorporate a teaching and affiliating University at Delhi.” 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.

Powers/Functions of the University

The powers of the University are as stipulated in Section 4 of the Delhi University Act, 1922 which is as under:

The University shall have the following powers, namely:

1. to provide for instruction in such branches of learning as the University may think fit, and to make provision for research and for the advancement and dissemination of knowledge.
2. *to hold examination and to grant to, and confer degrees and other academic distinction on, persons who-*
 - a. *have pursued a course of study in the University or in any College, or*
 - b. *are Non-Collegiate Women students residing within the territorial jurisdiction of the University or*
 - c. *are teachers in educational institutions, under conditions laid down in the Statutes and Ordinances and have passed the examinations of the University under like conditions, or*
 - d. *have pursued a course of study by correspondence, whether residing within the territorial jurisdiction of the University or not, or*
 - e. *have been registered by the University, subject to such conditions as may be laid down in the Statutes and Ordinances. As external candidates, being persons residing within the territorial limits to which the powers of the University extend.*
3. to confer honorary degrees or other distinctions, on approved persons in the manner laid down in the Statutes.
4. to grant such diplomas to, and to provide such lectures and instruction for, persons not being members of the University, as the University may determine,
5. to co-operate with other Universities and Authorities in such manner and for such purposes as the University may determine,
6. to institute Professorships, Readerships, Lectureships and any other teaching posts required by the University,

7. to appoint or recognize persons as Professors, Readers, or Lecturers, or otherwise as teachers of the University .
8. to institute an award Fellowship, Scholarships, Exhibitions and Prizes.
9. *to maintain Colleges and Halls, to admit to its privileges Colleges not maintained by the University and to withdraw all or any of those privileges, and to recognize Halls, not maintained by the University and to withdraw any such recognition,*
 (9-A) *To declare with the consent of the Colleges concerned, in the manner specified by the Academic Council, Colleges conducting courses of study in the Faculties of Medicine, Technology, Music or Fine Arts, as autonomous Colleges:*

Provided that the extent of the autonomy which each such College may have, and matters in relation to which it may exercise such autonomy, shall be such as may be prescribed by the 'Statutes.

- (9-B) *to set up one or more College Administrative Councils for two or more Colleges with such composition, powers and functions as may be laid down in the Statutes,*
10. to demand and receive payment of such fees and other charges as may be authorized by the Ordinances,
11. to supervise and control the residence and discipline of students of the University, and to make arrangements for promoting their health and general welfare,
 (11-A) to make grants from the funds of the University for assistance to forms of extra-mural teaching,
12. *to make special arrangements in respect of the residence, discipline and teaching of women students,*
 (12-A) *to acquire, hold, manage and dispose of property, movable or immovable, including trust or endowed property, for the purposes of the University,*
 (12-B) *with the approval of the Central Government, to borrow, on the security of University property, money for the purposes of the University,*
 (12-C) *to create administrative and ministerial and other necessary posts and to make appointments thereto, and*
13. to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a teaching and examining body, and to cultivate and promote Arts, Science and other branches of learning.

Territorial Exercise of Powers

5.(1) Save as otherwise provided in this Act, the powers of the University conferred by or under this Act [*other than those conferred by Sub-clause (d) of Section 4*] shall not extend *beyond the limits of the State of Delhi* and notwithstanding anything in any other law for the time being in force, no educational institution beyond *those limits* shall be associated with or admitted to any privileges of the University.

Proviso (Omitted).

(I-A) *Notwithstanding anything contained in sub-section (1), the Central Government may, if it is opinion that it is necessary or expedient so to do in the public interest, direct, by order in writing, the University to admit to its privileges any institution situated outside India and the University shall be bound to comply with such direction.*

(2) Notwithstanding anything in any other law for the time being in force, no educational institution within the *afore-mentioned limits* shall be associated in any way with or be admitted to any privileges of any other University incorporated by law in India, and any such privileges granted by any such other University to any educational institution within *those limits* prior to the commencement of this Act shall be deemed to be withdrawn on the commencement of this Act:

Provided that the Central Government may by order in writing, direct that the provisions of this sub-section shall not apply in the case of any institution specified in the order.

“Provided further that provisions of this sub-section shall not apply in the case if any educational institution affiliated to Indraprastha Vishwavidyalaya incorporated under the Indraprastha Vishwavidyalaya Act, 1998”.

Organizational and Administrative chart: As indicated in [Annexure I](#) and [II](#).

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, Dhaula 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:

Vice- Chancellor - The Vice-Chancellor is the principal academic and executive officer of the University. Powers of the Vice-Chancellor are as stipulated in Statute 11-G of the University which is as under:

Powers of Vice-Chancellor (Statute 11-G)

1. The Vice-Chancellor shall be the principal Executive and Academic Officer of the University and shall take rank in the University next to the Pro –Chancellor. He shall be the *ex-officio* Chairman of the Executive Council, the Academic Council and the Finance Committee, and shall, in the absence of the Chancellor and the Pro – Chancellor, preside at the Convocation to confer degrees. In the absence of the Chancellor and the Pro–Chancellor, he shall also preside at the meetings of the Court. He shall be entitled to be present at and to address any meeting of any authority or other body of the University but shall not be entitled to vote thereat unless he is a member of such authority or body.
2. It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all powers necessary for that purposes.
3. He shall have the power of convening meetings of the Court, the Executive Council and the Academic Council and shall perform all such acts, as may be necessary to carry out or further the provisions of the Act, the Statutes and the Ordinances.
4. If, in the opinion of the Vice-Chancellor, any emergency has arisen which requires that immediate action should be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for confirmation at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:
 - Provided further if the action taken by the Vice-Chancellor is not approved by the authority concerned he may refer the matter to the Visitor whose decision thereon shall be final:
 - Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Executive Council.
5. The Vice-Chancellor shall exercise general control over the affairs of the University and shall give effects to the decisions of the Authorities of the University.
6. All powers relating to the proper maintenance of discipline, in the University shall stand vested in the Vice-Chancellor.

Powers of the Pro-Vice-Chancellor (Statute 11-H)

- Subject to the control and supervision of the Vice-Chancellor, the Pro Vice-Chancellor shall perform such duties and exercise such functions and powers as the Vice-Chancellor may specify generally or in individual cases and shall assist the Vice-Chancellor on all matters academic and administrative.
- When the Vice-Chancellor is on leave or is away from town for any other reason the Pro Vice-Chancellor shall perform the functions of the Vice-Chancellor.

Powers of the Treasurer (Statute 11-J)

- The Treasurer shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy.
- The Treasurer shall –
 - (a) subject to the control of the Executive Council, manage the property and investments of the University and be responsible for the preparation of the annual accounts and the financial estimates and for their presentation to the Executive Council and the Court;
 - (b) subject to the powers of the Executive Council, be responsible for seeing that all monies are expended on the purpose for which they are granted or allotted.
 - (c) convene meetings of the Finance Committee; and
 - (d) exercise such other powers as may be prescribed by the Ordinances.

Powers of the Dean of Colleges (Statute 11-M)

- Subject to the control and supervision of the Vice-Chancellor, the Dean of Colleges shall perform such duties and exercise such functions and powers as the Vice-Chancellor may specify generally or in individual cases and shall assist the Vice-Chancellor on all matters academic and administrative.

Powers of the Director, South Delhi Campus (Statute 11-N)

- In all administrative and academic matters concerning those Departments and Colleges that are specified by the Vice-Chancellor, the Director, South Campus, shall exercise all such powers and functions of the Vice-Chancellor as the Vice-Chancellor may specify.

Powers of the Proctor (Statute 12 -B)

The Proctor shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be assigned to him by the Vice-Chancellor.

Powers of the Registrar (Statute 11-K)

- It shall be duty of the Registrar-
 - (a) to be custodian of the records, Common Seal and such other property of the University as the Executive Council shall commit to his charge;
 - (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Finance Committee, the Faculties, the Boards of Studies, and of any Committee appointed by the Authorities of the University;

- (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Finance Committee, the Faculties and any Committee appointed by the Authorities of the University;
- (d) to conduct the official correspondence of the Court, the Executive Council and the Academic Council;
- (e) to supply to the visitor copies of the Agendas of the meetings of the Authorities of the University as soon as they are issued and the Minutes of meetings of Authorities ordinarily within a month of the holding of the meeting;
- (f) in an emergency, when neither the Vice-Chancellor nor the Pro Vice-Chancellor nor the Director, South Delhi Campus nor the Dean of Colleges is able to act, to call a meeting of the Executive Council forthwith and to take its directions for the carrying on of the work of the University;
- (g) to perform such other duties as may, from time to time, be assigned to him by the Executive Council.

Powers of the University Librarian (Statute 12 -A)

- The Librarian shall exercise such powers and perform such duties as may be prescribed by these Statutes or as may, subject to these Statutes, be assigned to him by the Executive Council.

Powers of the Director, Campus of Open Learning (Statute 11-O)

- In all administrative and academic matters concerning the Campus of Open Learning, the Director, Campus of Open Learning, shall exercise all such powers and functions of the Vice-Chancellor as the Vice-Chancellor may specify.

Statute 11-P

When the Vice-Chancellor and the Pro Vice -Chancellor are on leave or away from town for any reason, the Dean of Colleges/Director, South Delhi Campus shall perform the functions of the Vice -Chancellor according to their seniority from the date of appointment. In the event of the date of appointment of the two Officers in their Offices being the same, the seniority will be determined according to their date of birth.

Powers of the Deans of the Faculties (Statute 12)

- The Dean of each Faculty shall be the executive officer of the Faculty, and shall preside at its meetings.
- The Dean shall issue the lecture lists of the University in the Departments comprised in the faculty, and shall be responsible for the conduct of teaching therein.
- The Dean shall have the right to be present and to speak at any meeting of any Committee of the Faculty, but not to vote thereat unless he is a member of the Committee.

Powers of the 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 10 respectively.

Powers and the duties of other Group 'A' officers like Deputy Registrars, Assistant Registrars are supervisory in nature and they assist the 'Officers' of the University as defined under the relevant Statutes of the University calendar in discharge of their duties. Their duties are supervision of specific branch/section of the University under their control.

Duties of the officials in the Group 'B' & Group 'C' are to provide administrative and technical support for management of the affairs of the University at the appropriate level.

Duties of the officials in Group 'D' categories are supporting in nature for smooth day-to-day functioning of various Offices of the University.

NB: - The Acts, Statutes and Ordinances of the University are available on the University website – www.du.ac.in for any information related to colleges 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.

The administration of the University consists of various Sections which are normally headed by a Section Officer who is a Group 'B' Officer. The Section Officer performs the duty of a supervisor and manages the affairs of the Section. He is assisted by the Sr. Assistants, Assistants, JACTs as is posted as per administrative requirement, workload etc. Office Attendants, Daftries help in proper file management and transit of files/papers for day to day purposes. The Sections under the central administration report to the concerned Deputy Registrar/Assistant Registrar who, in turn, report to the Registrar/Pro Vice-Chancellor as per administrative requirement. The Sections in the Faculties/Departments report to the concerned Administrative Officer or the Head of the Department as the case may be.

The set up of the College Branches, Examination Office and Libraries of the University is hierarchically similar to the Central administration of the University as far as channel of submission of the files are concerned, subject to changes as per administrative convenience. College Branches report to the Deputy Registrar /Assistant Registrar (Colleges) who, in turn, report to the Dean of Colleges. Similarly, in the Examination Office, Deputy Controller of Examinations/Assistant Controller of Examinations report to the Dean (Examinations).

The South Campus of the University also follows similar pattern of administration as mentioned above where Deputy Registrar/Assistant Registrar report to the Director (South Campus).

This hierarchical pattern of governance is reflected in the administrative set up of the University as mentioned at annexure II of this manual.

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 Authorities of the University such as University Court, Executive Council (EC)/Academic Council (AC)etc.

The Executive Council (EC) has, inter alia, the power of management of 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.

Finance Committee (Statute 10-A) – Functions of the Finance Committee include the following :

The Annual accounts and the Financial estimates of the University are laid before the Finance Committee for consideration and comments and thereafter to the Executive Council for approval. The finance Committee fixes the limits for the total recurring and non recurring expenditure for the year based on the income and resources of the University.

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.

AUTHORITIES OF THE UNIVERSITY

The following shall be the Authorities of the University.

- i. The Court,
- ii. The Executive Council,
- iii. The Academic Council,
- (iii-a) The Finance Committee,
- iv. The Faculties and
- v. Such other authorities as may be declared by the Statutes to be authorities of the University.

The Court

- *The Court shall be the Supreme authority of the University and shall have the power to review the acts of the Executive Council and the Academic Council (save when these authorities have acted in accordance with the power conferred upon them under this Act, the Statutes, or the Ordinances) and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes.*

The Executive Council

- The Executive Council shall be the executive body of the University, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the Statutes.

Academic Council

- The Academic Council shall be the academic body of the University and shall, subject to the provisions of this Act, the Statutes and the ordinances, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education' and examination within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. It shall have the right to advise the Executive Council on all academic matters. The constitution of the Academic Council and the term of office of its members, other than *ex-officio*, members, shall be prescribed by the Statutes.

Powers and Duties of Authorities of the University

- *Subject to the provisions of this Act, the Constitution, powers and duties of the authorities of the University shall be provided for by the Statutes.*

UNIVERSITY BOARDS

- The University shall include a Residence, Health and Discipline Board and such other Boards as may be prescribed by the Statutes.

Constitutions etc. of boards to prescribed by ordinances

- The constitution powers and duties of the Residence, Health and Discipline Board, and all other Boards of the University shall be prescribed by the Ordinances.

STATUTES, ORDINANCES AND REGULATIONS

Statutes

- *Subject to the provisions of this Act the Statutes may provide for all or any of the following matters namely:*
 - (a) the constitution powers and duties of the Court, the Executive Council, the Academic Council, the Finance Committee and such other bodies as may be deemed necessary to constitute from time to time;*
 - (b) the election and continuance in office of the members of the said bodies, including the continuance in office of the first members, and, the filling of vacancies of members and all other matters relative to those bodies for which it may be necessary or desirable to provide;*
 - (c) the appointment, powers and duties of the Officers of the University;*
 - (d) the constitution of a pension or Provident Fund and the establishment of an Insurance Scheme for the benefit of the officers, teachers and other employees of the University;*

- (e) *the conferment of honorary degrees;*
- (f) *the withdrawal of Degrees, Diplomas Certificates and other Academic distinctions;*
- (g) *the establishment and abolition of Faculties, Departments, Halls Colleges and Institution;*
- (h) *the conditions under which Colleges and other institutions may be admitted to the privileges of the University and the withdrawal of such privileges;*
- (hh) *the extent of the autonomy which a College declared as an autonomous College under Clause 9(a) of Section 4, may have and the matters in relation to which such autonomy may be exercised;*
- (hhh) *the composition, powers and functions of College Administrative Council;*
- (i) *the institution of fellowships, Scholarships, Student-ships, Exhibitions. Medals and Prizes; and*
- (j) *all other matters which by this Act are or may be provided for by the Statutes.*

Ordinances

- *Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:*
 - (a) *the admission of students to the University and their enrolment as such;*
 - (b) *the courses of study to be laid down for all Degrees, Diplomas and Certificates of the University;*
 - (c) *the degrees, diplomas. Certificates and other Academic distinctions to be awarded by the University, the qualifications for the same, and the means to be taken relating to the granting and obtaining of the same;*
 - (d) *the fees to be charged for courses of study in the University and for admission to the Examinations, Degrees and Diplomas of the University;*
 - (e) *the conditions of the award of fellowships, Scholarships, Studentships, Exhibitions, Medals and Prizes;*
 - (f) *the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators;*
 - (g) *the maintenance of discipline among the students of the University;.*
 - (h) *the conditions of residence of students at the University;*
 - (i) *the special arrangements, if any, which may be made for the residence, discipline and teaching of women students, and prescribing for them of special courses of study;*
 - (j) *the giving of religious instruction;*
 - (k) *the emoluments and the terms and conditions of service of teachers of the University;*
 - (l) *the management of Colleges and other Institution founded or maintained by the University;*
 - (m) *the Supervision and inspection of Colleges and other Institution admitted to privileges of the University; and*
 - (n) *all other matters which by this Act or the Statutes are to be or may be provided for by the Ordinances.*

Regulations

The authorities of the University may make Regulations consistent with this Act, the Statutes and the Ordinances:

- i. laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
 - ii. providing for all matters which by this Act, the Statutes or the Ordinances are to be prescribed by Regulations; and
 - iii. providing for all other matters solely concerning such authorities or *committees appointed by them* and not provided for by this Act, the Statutes or the Ordinances.
- Every authority of the University shall make Regulations providing for the giving of notice to the “members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of record of the proceedings of meetings.
 - The Executive Council may direct the amendment, in such manner as it may specify, of any Regulations made under this Section or the annulment of any Regulations made under Sub-section (1):

Provided that any authority or Board of the University which is dissatisfied with any such direction may appeal to the Court, whose decision in the matter shall be final.

MANUAL - 5

Section 4(1)(b)(v)

Rules, regulations and instructions used:

- [Statutes](#) of the University of Delhi as made under Section 29 (1) of the Delhi University Act, 1922
 - [Ordinances](#) of the University as made under Section 30 of the Delhi University Act, 1922
 - [Regulations](#) of the University as made under Section 32 of the Delhi University Act, 1922
 - The Central Educational Institutions (Reservation in Admission) Act, 2006 ([Annexure III](#))
 - Reservation policies of the Govt. of India as applicable to the University of Delhi in recruitment related matters from time to time
 - [University Non-teaching Employees \(Terms & Conditions of Service\) Rules, 1971](#)
 - Recruitment Rules (Non Teaching Employees) 2008 under [Ordinance XXII-D](#).
 - Office Memorandums regarding Pay fixation of both [Teaching](#) and [Non Teaching](#) Employees of the University
 - Guidelines for the Sponsored Research Projects ([Annexure XIV](#))
 - Guidelines for scheme of [Unassigned Grant](#)
 - Guidelines regarding [adhoc appointment of Lecturers](#)
 - Delhi University policy on the [differently abled](#)
 - DUSU related matters: (1) DUSU constitution ([Annexure IV](#)) (2) Code of conduct for the candidates contesting DUSU and College Students Election 2008-09 ([Annexure V](#)).
(3) Copy of Hon'ble Supreme Court judgement dated 22nd September, 2006 reported as University of Kerala Vs. Council, Principals, Colleges, Kerala and others 2006 (8) SCC304 ([Annexure VI](#)).
 - The scheme of Internal Assessment (Ordinance VIII-E) ([Annexure VII](#))
 - Internal Assessment Moderation criteria 2009 ([Annexure VIII](#))
- Syllabi of various [Undergraduate Courses](#) and [Postgraduate courses](#) run by the University
- Ordinance VI-B- [Doctor of Philosophy \(Ph.D\)](#)
 - General Financial Rules (GFR) as applicable to the University.
 - Govt. of India [Manual on policies and procedures of employment of consultants](#).
 - Govt. of India [Manual on policies and procedures for purchase of goods](#).
 - Govt. of India [Manual on policies and procedures for procurement of work](#)
 - Invitation for bid. The three manuals mentioned above alongwith this constitutes the [purchase policy of the University](#).
 - Work performed by various sections of the University [Annexure XV](#)
 - Fundamental Rules and Supplementary Rules of Government of India as applicable to the University.

The list is indicative of major areas of governance. It is, however, is not exhaustive. These documents are available either in the print form or on the website of the University www.du.ac.in or both.

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.
- Brochures and Prospectus prepared by various Departments regarding admissions for various courses in the University are available in print form in the respective Faculties/ Departments. Many of them are also available on the website of the University.
- University Calendar – Vol. I dealing with Statutory provisions #
- University Calendar – Vol. II dealing with various courses
- [Annual Report of the University*#](#)
- [Financial Estimates of the University *#](#)
- Certified Annual Accounts available in print form. *
- Audit reports available in print form*
- Academic Calendar of the University available in print form ([Annexure IX](#))#
- List of holidays observed by the University available in print form ([Annexure X](#))#

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

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

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

Mode of public participation:

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

- (a) The University Court has the following representation from the members of 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 members of 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 members of the public for their special knowledge.
- (d) Finance Committee (Statute 10-A)– two persons who are not employees of the University or of a recognized College or Institution, elected by the Court in accordance with the rules laid down in Apendices ‘D’ and ‘X’ to these Statutes.

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 (Applied Social Sciences & Humanities, Arts, Ayurvedic & Unani Medicine, Commerce & Business Studies, Education, Inter-disciplinary and Applied Sciences, Law, Management Studies, Mathematical Sciences, Medical Sciences, Music & Fine Arts, Science, Social Sciences and Technology) as provided in Ordinance VI-B of the University.
- Various other Committees/Standing Committees are constituted by the University authorities from time to time for administrative convenience and smooth functioning of the University.

MANUAL - 9
Section 4(1)(b)(ix)

Directory of officers and employees:

- Directory of Officers and teaching staff is available in a print form as telephone directory which is updated every year. This directory is available in the website of the University on the Home page under the Head ‘ [phone directory](#)’.
- Directory of the employees other than the Officers and teachers is available at [Annexure XI](#) to this manual.

MANUAL - 10
Section 4(1)(b)(x)

Monthly remuneration received by each of its employee:

- A tabular information with proper break up of posts falling under various pay bands and Grade Pay/Academic Grade Pay is available at [Annexure XII](#) to this manual.

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.
- A statement of finance estimates is available under the [Head Rules, Policies & Ordinances](#) on the Home Page of the University.
- A statement of the abstract of expenditure (Department wise) is available at [Annexure XIII.](#)

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

Manner of execution of subsidy programmes:

The University does not have any subsidy Programme.

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

Concessions granted by the University:

- This manual is not applicable for the University as the University does not issue any concessions/permits/authorization.

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

Information available in electronic form:

- University Calendar containing the Act, Statutes, and Ordinances are available on the University website – www.du.ac.in which is updated from time to time.
- Information about the [admissions](#), [syllabus](#), [examinations](#), [courses](#), [results](#) are available on the website of the University.
- Information regarding various [faculties/department](#), [Library](#), [Amenities](#) and Services are available on the website of the University at relevant places
- [Handbooks](#), [tenders](#) and [quotations](#), [notifications](#) issued from time to time, [latest advertisement](#), [career opportunities](#), [ad hoc appointments](#), various kinds of [forms](#) are also available on the website of the University with the link on the Home Page.
- Information regarding [WUS Health Centre](#), [Delhi University Computer Centre](#) etc. under the head “**Facilities**” on the home page.
- Information regarding [Scholarships](#), [Foreign Students](#) etc. under the head “**Students Welfare**” on the home page.
- Information regarding [Central Placement Cell](#), [Equal Opportunity Cell](#) etc under the head “**Students**” on the home page.
- Information regarding various [Centers/Institutions](#) under the head “**Academics**” on the home page.
- A link of the Colleges has been provided under the Head ‘[Colleges](#)’ on the Home Page of the University
- Some of information available in the electronic form has already been elaborated under manual 5 of this manual.
- A new website of the University has been launched which contains various useful information.

MANUAL - 15
Section 4(1)(b)(xv)

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

Information can be obtained by the citizens through various means which includes

- Website of the University– www.du.ac.in
- Notice boards at the Departments, Faculties, various Offices of the University
- Prospectus/Brochures of various courses run by the respective Departments/Faculties of the University. However Prospectus is generally a priced publication.
- Office of the Dean, Students Welfare in the North Campus of the University and Deputy Dean, Students Welfare in the South Campus of the University.
- Dedicated counters at the Examination Office of the University which deals with examination related matters
- 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:

Ms. Meenakshi Sahay, Deputy Registrar is the Central Public Information Officer (CPIO) of the University of Delhi.

Address : New Administrative Building, University of Delhi, Delhi – 110007. **Phone No.** 011-27666667

First Appellate Authority:

Shri H.H. Baa, Joint Registrar is the First Appellate Authority of the University.

Address : New Administrative Block, University of Delhi, Delhi – 110007. **Phone No.** 011-27667623,
Fax No. 011-27667524

Manual -17 of Information Handbook

**MANUAL - 17
Section 4(1)(b)(xvii)**

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.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, University of Delhi. The applicant may also make online payment by visiting the website of the University, www.du.ac.in under the head 'Useful Links' – 'Miscellaneous online fee payment' – 'New User' – 'For RTI payment'.

For providing the information under sub-section (1) of section 7, the fee shall be charged by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, University of Delhi or through online payment mode at the following rates:-

- (a) rupees two for each page (in A4 or A3 size paper) created or copied;
- (b) actual charges or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof.)

For providing the information under sub-section (5) of section 7, the fee shall be charged by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, University of Delhi or through online payment mode at the following rates:-

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.