

# SHRI RAM COLLEGE OF COMMERCE

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

## MANUAL-1

### PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

#### 1. Vision of SRCC

Shri Ram College of Commerce represents the pursuit of excellence both in academics and in extra-curricular activities. SRCC strengthens the personality and focuses on character, commitment and confidence so that its graduate lead from the front. At the core of its vision is the alignment of theory with practice, academia with industry and fostering the sense of enterprise with motivation and professionalism.

#### 2. Objective and Brief History:

Established as the first specialized college for business education in the University of Delhi, the then Commercial College was founded in 1926 by Sir Shri Ram. Beginning its humble origins from a small bungalow in Darya Ganj it was rechristened in 1951 as Shri Ram College of Commerce and shifted to its sprawling campus in the heart of University area in 1954. Since 1957, the college has been a regular co-educational institution. The expansion of the college has been phenomenal-from only twelve students to twenty eight hundred students in the past nine decades. The faculty strength has risen twenty fold. Infrastructurally, today it is one of the top-most in the University. The college now has air conditioned classroom with LCD projectors and air-conditioned faculty room and seminar room. The campus is disabled-friendly with ramps, dedicated elevator for easy accessibility and special toilet for PWD students. As also the college has a Resource Centre for Visually Challenged Persons with special equipments.

The history of commerce education in the College is older than the same in the University. Graduate and post-graduate course in commerce and economics have been conducted since the forties. Since 1999, the college has launched a two-year full time, post-graduate programme of the University of Delhi, Global Business Operations (GBO) that is exclusively devoted to international management's studies. Admissions to this programme is through entrance examination, group discussion and interview. Information on this is available in the GBO Prospectus issued in October/November every year.

The college has on its faculty highly qualified academicians and attracts the very best of students from all over the country and abroad. SRCC enjoys a prestigious position and after graduating from here many students are readily admitted in renowned foreign universities. Student enjoy a distinct advantage in the matter of employment in reputed organizations and a good number of them are offered positions, through campus recruitment, even before their results are declared.

The alumni of the college are well placed in the fields of banking and finance, general management, civil services and academics. Many are successfully managing their own business establishments or are reputed chartered accountants.

SRCC students have been performing remarkably well in all spheres of life. They have won the prestigious Rhodes Scholarship to Oxford, topped the CA, civil service examinations and have been consistently getting selected in the best British and American Universities.

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

1. Post Graduate Diploma in Global Business Operations.
2. M.Com.
3. M.A. (Economics)
4. B.Com. (H)
5. B.A. (H) Economics

**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 (See Annexure- I)**

**7. Address of the College**

The Principal, Shri Ram College of Commerce, Maurice Nagar  
Delhi-110007.

**8. Working Hours of the college**

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

**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 Statue 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. equipments are taken by the Staff Council, subject to the provisions of the Act, Statues 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**

1. Statues of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.
2. Ordinance of the University as contemplated in Section 30 of the Delhi University Act, 1922.
3. Regulations/ instructions for admission and examination regarding all the courses (under-graduate/post-graduate/research) of studies.
4. University Non-teaching Employees (Terms and Conditions of Service) Rules, 1971.
5. Various rules/ instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Bod.
6. 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:**

1. The college prospectus and the annual report are published every year and one the available on college's website.
2. University Calendar-Vol.1 dealing with statutory provisions can be accessed at Delhi University website-[www.du.ac.in](http://www.du.ac.in)
3. University Calendar- Vol. II deals with various courses.

## **MANUAL-7**

### **Mode of public participation:**

Governing Body of the college directly supervises its affairs and has 15 members who are eminent personalities which represent different spheres of the academia, industry, public/ social service, etc.

# MANUAL-8

## Staff Council and its various committees

- 1 Staff Council
- 2 Admission Committee
  - (a) Commerce
  - (b) Economics
  - (c) Sports
- 3 Time-Table Committee
  - (a) Commerce
  - (b) Economics
- 4 Academic Standards Committee
  - (a) Commerce
  - (b) Economics
- 5 Academic Supervisory Committee
  - (a) Commerce
  - (b) Economics
- 6 Student Faculty Committee
  - (a) Commerce
  - (b) Economics
- 7 Internal Assessment Monitoring Committee
- 8 Internal Assessment Moderation Committee
- 9 Library Committee
- 10 Computer Committee
- 11 Advisor, Student's Union
- 12 Student' Union Tribunal
- 13 College Discipline Committee
- 14 Hostel Committee and Discipline Committee
  - (a) Boys Hostel
  - (b) Girls Hostel
- 15 Business Analyst Committee
- 16 Placement Cell
- 17 P.F. Monitoring Committee
- 18 Fee Concession Committee
- 19 Annual Day Co-ordination Committee
- 20 Annual Day Awards Committee
- 21 Annual Day Prizes Committee
- 22 College Magazine (Yamuna)
- 23 Cafe' Committee
- 24 College Seminar Committee
- 25 Student Faculty Exchange Programme Committee
- 26 Environment and Cleanliness of College Committee

# MANUAL-9

## Directory of Employees

### PRINCIPAL

Dr. R.P. Rustagi (Acting) M.Com., M. Phil (Delhi), F.C.S., Ph. D (Gwalior)

### DEPARTMENT OF COMMERCE

#### Associate Professors

Mr. S.C. Malhotra M.Com., L.L.B. (Delhi)  
Mr. S.K. Aggarwal M.Com. (Delhi)  
Mr. B.K. Goyal M.Com., L.L.B. (Delhi)  
Dr. Ashok Sehgal M.Com., M. Phil (Delhi), Ph. D (Rajasthan), CBA (Canada)  
Dr. C.S. Sharma M.Com., Ph.D (Delhi)  
Dr. Ravi Gupta M.Com., L.L.B, M.B.A., Ph. D (Delhi)  
Ms. Smita Sharma M.Com., (Delhi)  
Dr. Anil Kumar M.Com., Ph.D (Delhi), GLOCOL (Harvard)  
Dr. (Mrs.) Deepashree M.B.E., M.Phil, (Delhi), Ph.D (Delhi)  
Mr. S.K. Bohidar M.A. (Eco.), (J.N.U.)  
Dr. (Mrs.) Suman Bhakri M.B.E., M.Phil, (Delhi), Ph.D (Delhi)  
Ms. Reena Chadha M.Com., M.Phil (Delhi)  
Ms. Renu Aggarwal M.Com., M.Phil (Delhi)  
Dr. (Ms.) Sneh Lata Gupta M.Com., Ph. D (Rajasthan)  
Mr. Amit Sachdeva M.Com., M.Phil (Delhi), M.B.A. (IIT Delhi)  
Dr. (Mrs.) Rachna Jawa M.Com., M.Phil (Delhi), Ph.D FMS (Delhi)- *Teacher-In-charge*  
Dr. Reetesh Kumar Singh M.Com., M.Phil, Ph.D (Delhi)  
Ms. Alka Goyale M.Com., M.Phil (Delhi)  
Ms. Aruna Jha M.Com., M.Phil (Delhi)  
Ms. Santosh Sabharwal M.Com., M.Phil (Delhi)  
Dr. Mallika Kumar M.A. (H.N.B. Garhwal Univ.), Ph.D (JMI, Delhi)

#### Assistant Professors

Dr. Santosh Kumar M.A. (Eco), M.Phil, Ph.D (J.N.U.)  
Dr. Abhay Jain M.Com. (Amritsar), Ph.D. (Amritsar)  
Dr. Pankaj Chauhdary M.Com., Ph.D (Delhi), M.sc (Finance and Investement)  
University of Edinburgh, UK  
Dr. Santosh Kumari M.Com. (Kurukshetra), M.Phil, Ph.D (GB Univ.)  
Mr. Padmeshwar Doley M.A. (Eco.) (J.N.U.)  
Mr. Harendra Nath Tiwari M.Com. (Delhi)  
Mr. Nawang Gialchhen M.Com., M. Phil (H.P.U. Shimla)  
Mr. Tarun Manjhi M.A., M.Phil (J.N.U.)  
Dr. Surya Prakash M.Com.(B.H.U.), Ph.D (B.H.U.)  
Mr. Raj Kumar Shah M.Com. (Kumaon), F.C.A., L.L.B. (Delhi)  
Ms. Monica Bansal M.B.A. (I.P.U. Delhi)  
Dr. Alok Kumar M.Com., Ph. D (Ranchi)  
Ms. Amanpreet Kaur M.B.A. (Pune)  
Ms. Anisha M.Com., M. Phil (Delhi)  
Ms. Karuna M.Com. (Delhi)  
Ms. Kinneri Jain M.Com. M.Phil (Delhi)  
Ms. Neha Matlani M.Com., M.Phil (Delhi)  
Dr. Vandana Jain M.Com., Ph.D (Delhi)  
Dr. Naveen Mittal M.Com., Ph.D (Delhi)  
Ms. Amrita Singh M.Com. M.Phil (Delhi), M.B.A (Hisar)  
Ms. Astha Dewan M.Com. M.Phil (Delhi)

## DEPARTMENT OF ECONOMICS

### Associate Professors

Ms. Anita Mathur	M.A. (Delhi)
Mr. Rajiv Jha	M.A. (Stonybrook, New York), M.Phil (J.N.U.)
Dr. A.J.C. Bose	M.A., M. Phil, Ph. D (Patna)
Dr. Riturajan	M.A., M. Phil, Ph. D (Delhi)
Ms. Priyanka Bhatia	M.A., M. Phil, (Delhi)

### Assistant Professors

Dr. Esther N. Ngaihte	M.A. (J.N.U.), Ph. D (TISS)
Ms. Renu Bansal	M.A., M.Phil (Delhi)
Mr. Avinash Kumar Jha	M.A. (J.N.U.),
Mr. Rajeev Kumar	M.A. (J.N.U.),
Mr. Rakesh Ranjan	M.A., M.Phil (J.N.U.),- Teacher-In-charge

## DEPARTMENT OF ENGLISH

### Associate Professors

Mr. Soumitra Kumar Choudhary	M.A. (J.N.U.), M.Phil (Delhi)
Mr. Shailesh Kumar Chawla	M.A., M.Phil (Delhi)- Teacher-In-charge
Ms. Ruchi Kaushik	M.A., M.Phil (Delhi)-

## DEPARTMENT OF HINDI

### Associate Professor

Dr. Ravi Sharma	M.A., M.Phil (Delhi)-Teacher-In-charge
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## DEPARTMENT OF MATHEMATICS

### Associate Professors

Dr. J.K. Thukral	M.A., M.Phil.,Ph.D (Delhi), Post-Doctorate (USA)
Dr.(Ms.) Misha Govil	M.sc., M.Phil, Ph.D (Delhi)
Dr. (Ms.) Pushp Lata Jain	M.A., M.Phil, Ph.D (Delhi)-Teacher-In-charge

## DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

### Assistant Professor

Mr. V.V. Linesh	M.A. (MGU, Kotayam), M.Phil (J.N.U.)-Teacher-In-charge
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## DEPARTMENT OF COMPUTER SCIENCE

### Assistant Professor

Mr. Vikas Madan	M.C.A. (Gorakhpur)-Teacher-In-charge
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## DEPARTMENT OF PHYSICAL EDUCATION

### Assistant Professor

Dr. Kuljeet Kaur	M.A. (Hindi), M.PED. (Punjabi Univ.), Diploma in Coaching (Hockey), Ph.D (NSNIS, Patiala)-Teacher-In-charge
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## NON-TEACHING STAFF

### ADMINISTRATION

Mr. Jatin Lamba	Administrative Officer (Admn.)
Ms. Juleta Khan	S.O. (Admn.)
Mr. Satyakam Gupta	Sr. Asstt.
Mr. Sandeep Singh	Assistant
Mr. Kavinder Singh Baghel	Junior Assistant
Ms. Seema Singh	Junior Assistant
Mr. Rakesh Saini	Daftri
Mr. Satyapal Sharma	Daftri
Ms. Gayatri	Attendant
Mr. Jagraj Singh	Attendant
Mr. Ashok	Attendant

### ACCOUNTS

Mr. P.K.Jain	Administrative Officer (A/cs.)
Mr. Sanjay Dobhal	S.O. (A/cs.)
Mr. Amit	Assistant
Mr. Deepak Chandra	Assistant
Mr. Ankit Agnihotri	Junior Assistant
Mr. Yash	Junior Assistant
Mr. Goverdhan	Daftri
Mr. Uma Shankar Gond	Attendant
Mr. Rajesh Giri	Attendant

### LIBRARY

Mr. Sandeep Nawani	Librarian (Offtg.)
Mr. Gaurav Raj Gupta	Professional Assistant
Mr. A. Selvaraj	Semi-Professional Assistant
Mr. Vikas	Semi-Professional Assistant
Mr. Naresh Kumar	Junior Library Information Assistant
Ms. Pushpa Mahto	Junior Library Information Assistant
Mr. Nitin	MTS-Library
Mr. Shabnam	MTS-Library
Mr. Jagdish	Library Attendant
Mr. Kartik Bhardwaj	Library Attendant
Mr. Parmanand	Library Attendant
Mr. N.D. Pathak	Library Attendant



### PRINCIPAL OFFICE

Mr. Shiv Nandan	Sr.PA to Principal
Mr. Mahendar Rawat	Junior Assistant
Mr. Mohan Chand	Attendant
Mr. Rajinder Saini	Attendant

### COMPUTER CENTER

Ms. Neha Sharma	Sr. Technical Assistant
Ms. Sonu Gupta	Junior Assistant
Mr. Krushna Patil	MTS-Lab

### BOYS HOSTEL

Mr. Ram Sakal	Bearer
Mr. Brij Mohan	Bearer
Ms. Vimla Devi	S.K.

### GIRLS HOSTEL

Mr. Amarjeet	Chowkidar
Mr. Ashok	S.K.

### SPORTS

Mr. Rajinder	Attendant
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## 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:-

<b>Sr. No</b>	<b>Pay Band + Grade Pay</b>	<b>Post</b>
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	5200-20,200 +1800	Daftri
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 financial year 2014-15 was:

Recurring	Rs 2049.44 Lac
Non recurring	Rs. 260.00 Lac

## MANUAL -12

### **Manner of execution of subsidy programmes:**

Not applicable.; as no subsidy programmes 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 Para-military personnel, killed / disabled in action or those who died/were disabled on duty. Relaxation to the extent of 5% marks in the aggregate or in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests).
3. 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 (www.srcc.edu) in electronic form.

## **MANUAL - 15**

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

College Notice Boards, College Prospectus, and college website 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**

<b>Sr. NO.</b>	<b>Designation of the Officer designated as PIO</b>	<b>Postal Address</b>	<b>Telephone No.</b>
1.	Mr. P.K. Jain A.O. (A/cs)	Shri Ram College of Commerce Maurice Nagar, University of Delhi Delhi - 110007	27667905 Extn. 121
2.	Mr. Jatin Lamba A.O. (Admn.)	-DO-	27667905 Extn. 111

### **First Appellate Authority**

Dr. R.P. Rustagi  
Principal (Acting)

**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:-

- (a) Rupees two for each page (in A4 or A3 size paper) created or copied:
- (b) Actual charge 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).
- (e) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (f) 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.

Figure 6.1: Organizational Chart of SRCC

