

INDRAPRASTHA COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
31, SHAM NATH MARG,
DELHI – 110054

Tel. No. 23954085, 23962009 Fax: 23976392

Email – ipc1924@gmail.com

Website – <http://ipcollege.ac.in> & <http://ipcollege.du.ac.in>

Information Handbook under Right to Information Act, 2005

ANNEXURE-I

Manual 1

Particulars of organization, functions and duties

Section 4 (1) (b) (i)

1. Aims and objectives of the organization

1.1. Aims

To provide quality education to girl students in their pursuit of higher studies beginning after their schooling.

1.2. Objectives

To provide access to information under the control of the Principal, Indraprastha College for Women, Delhi and to promote transparency and accountability in the working of the institution.

To provide maximum information *suo moto* or sources thereof so that the public may take minimum resort to the use of the RTI Act.

1.3 Intended Users

This handbook is useful for the students, their guardians, Voluntary Organizations and individuals working in the field of higher education of girl students.

1.4 Contact persons for getting more information

Dr. M.M. Yogi, Associate Professor in the Department of Philosophy and Shri Dinesh Sundriyal, Administrative Officer of the college may be contacted for getting more information by post, e-mail, telephone or fax at the following address:

Indraprastha College for Women, Delhi,

31, Sham Nath Marg, Delhi – 110 054.
Tel. No. 23954085, 23962009 Fax: 23976392
Email – ipc1924@gmail.com

1.5 Definitions/Abbreviations used

- (a) "RTI Act" means Right to Information Act, 2005.
- (b) "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act.
- (c) "Appellate Authority" means the authority to whom an appeal can be admitted under Section 7 (8)(iii) of the RTI Act.

1.6 Procedure and fee structure for getting information not available in the handbook

Any person who wishes to seek information under the Right to Information Act, 2005 can file an application in Form-A, attached with this Handbook, to the Public Information Officer, Indraprastha College for Women, Delhi. The Form is available free of cost in the college. It can also be downloaded from the college website.

A nominal application fee of Rs.10/- per application will be charged by way of cash or a Postal Order in favor of „The Principal, Indraprastha College for Women“ and payable at Civil Lines, Delhi Post Office, Delhi for supply of information other than the information relating to Tender Documents/Bids/Quotations/Business Documents in addition to the cost of documents or the photo copies of document/information, if any.

For Tender Documents, an application fee of Rs.500/- per application will be charged. A sum of Rs.2/- per page will be charged for supply of photo copy of document(s) under the control of the Principal.

No fee shall be charged from the persons who are below poverty line on submission of photo copy of the BPL card issued by the competent authority.

The Office will Endeavour to provide the information in the shortest possible time subject to a maximum of 30 days.

In case, any person does not get a response from the PIOs within 30 days of the submission of Form-A or is aggrieved by the response received within the prescribed period, he/she may file an appeal to the following Appellate Authority:

Dr. Babli Moitra Saraf,
Principal and Appellate Authority,
Indraprastha College for Women,
31, Sham Nath Marg,
Delhi – 110 054.
(Telephone No. 011-23954085, 23962009 Fax: 23976392)
Email – ipc1924@gmail.com, principalipc@yahoo.co.in

2. Mission/Vision Statement

[Click here for Vision and Mission Statement](#)

3. Brief history and background for its establishment

[Click here for](#)

4. Organizational Charts

The Governing body established as per Delhi University rule governs the management of the College and consists 15 members. The organizational Chart of the Management is as under:

Trust Members (10)	Teacher Representatives (2)
University Representatives (2)	Principal-Member Secretary & CEO

Address of the Members of the Governing Body (2016-17)

4.1 Powers of the Governing Body

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

- (i) To enter into, vary, carry out, confirm and cancel contracts on behalf of the college.
- (ii) To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- (iii) To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
- (iv) To fix admission, tuition and other fees to be charges from students reading and/or residing in the College (subject to any limitations laid down by the University of Delhi).
- (iv) To appoint Principals and other members of teaching and non-teaching staff excluding Class IV employees of the College in accordance with the procedure laid down under Ordinance XVIII. Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in contravention of any Statute, Ordinance or Regulation or rule made by the University in this behalf.
- (v) To grant on the recommendation of the Principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules

and Regulations of the University and the directions of the University Grants Commission from time to time.

(vii) To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.

(viii) To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.

(ix) To take such insurance in respect of property or employee of the College, as the Governing Body may think fit.

(x) To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi.

(xi) To delegate, at its discretion, any of its powers as may be necessary from time to time to the Chairman and/or the Principal.

(xii) To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

4.2 Powers of the Chairman:

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

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

4.3 Powers of the Treasurer:

(a) The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) (1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

(b) The Treasurer shall advise the Governing Body in regard to its financial policy.

(c) The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts.

(d) The Chairman and Treasurer acting jointly shall be authorized to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.

(e) The Treasurer shall be the custodian of the funds and securities of the College.

(f) Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and other-wise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the College and to realize interest, dividend, bonds or profit due thereon.

(g) All suits and proceedings by or against the College affecting property, investment and other financial matters shall be filed and defended in the name of the Treasurer.

(h) The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

4.4 Powers/functions of the Principal:

(a) The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.

(b) The Principal shall realize and receive all grants or other money due to the College from the Central and State Governments, and the University and other persons, bodies and authorities.

(c) The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi.

(d) The Principal shall, in addition to her duties as Principal is also required to undertake teaching work in the College or the University.

(e) The Principal shall be responsible for the organization of teaching and co-curricular activities of the College.

(f) The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.

(g) The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by her in accordance with the Rules.

(h) The Principal shall sanction all types of leave excepting study leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by her with the approval of the Chairman.

(i) The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by her without the prior approval of the Governing Body.

(j) Subject to control by the Governing Body the Principal shall in addition to her other powers and functions (i) operate the Students "fund (ii) have powers to appoint Class IV staff, and suspend and dismiss such staff and report the same to the Governing Body.

(k) The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII(6).

(l) The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the committee of teachers constituted for the purpose.

(m) The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the college shall submit a half yearly statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.

5. Allocation of business

The entire work of imparting higher education to female students is allocated to highly educate teaching faculty who are well supported by non-teaching staff.

6. Duties performed to achieve the mission

For each subject, there is a Teacher-in-charge who is entrusted with the duty of coordinating with other faculty members of the subject concerned. She is duty bound to ensure that studies continue un-interruptedly.

The Administrative Officer heads the non-teaching staff. He ensures full support to the teaching Staff in matters concerning secondary functions of teaching viz. admissions, Examinations and other such matters.

Details of Services rendered

- (i) Academic Programs
- (ii) Facilities and Infrastructure
- (iii) Student Support

* Self financed Course. Admission through Entrance Exam.

Post Graduate Course

- M.A.**
 - o Economics
 - o English
 - o Hindi
 - o History
 - o Music
 - o Philosophy
 - o Political Science
 - o Psychology
 - o Sanskrit

- M.Sc.**
 - o Mathematics
 - o Operational Research

7. Citizens interaction

Interaction of the College authorities takes place mainly through students. Parents, Guardians and the public can interact with the college officials and faculty whenever needed. Lots of extra-curricular activities are also held by the College to ensure this.

These involve lectures, concerts and visits by eminent personalities for the benefit of the students. Faculty members are always accessible for any kind of problems of the students.

8. Postal address of the College
Indraprastha College for Women,
31, Sham Nath Marg,
Delhi – 110 054.

9. Map of office location

Map of the office location is shown below:-

10. Working hours both for office and public

Working hours for Office: 9.00 A.M. to 05.30 P.M.

Working hours for Public: 10.00 A.M. to 04.00 P.M.

11. Public interaction, if any

Public interaction takes place mainly at the time of admission. The college is visited by aspiring students along with their parents /guardians. Guidance in regard to admission is given to them by our expert faculty and office.

12. Grievance redressal mechanism

For any kind of grievance of a student/parent/guardian or public at large, the aggrieved person is required to put the same in writing to the Principal who gets the same redressed through the concerned Teacher-in-charge or Dealing Assistant in the office.

MANUAL 2

Powers and duties of officers and employees

Section 4(1) (b)(ii)

The Principal is the Academic and Executive Officer of the College. She is responsible for appropriate administration, organization, instruction and management of affairs of the College. The powers of the Principal have been given at point number 4.4 of Manual 1.

MANUAL 3

Section 4(1)(b)(iii)

Procedure followed in decision-making process

Flow Process Chart for Admission as a new Student

S.No	Activity	Level of Action	Time Frame
1.	To receive application for admission and put a serial number	Counter Clerk	Same day
2.	To enter all the admission forms in the Key Book	Office Staff	Same day
3.	To scrutinize the admission forms	Office Staff	Same day
4.	To handovers the forms to the concerned teacher	Office Staff	Same day
5.	Teacher-in-charge to complete the admission formalities	Concerned Teacher	As per notification of Delhi University
6.	All the forms of admitted students to be submitted to the office	Concerned Teacher	Same day

7.	Allotment of roll number and issuance of identity cards	Office Staff	Particular date
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MANUAL 4

Section 4(1)(b)(iv)

Norms and standards for various activities of the college are set by the Governing body, Staff Council and University of Delhi. The Governing Body monitors the progress and achievements of the performance.

The Principal has the power of management of revenue, property and all administrative affairs of the College in consultation with the Governing Body.

The Governing Body is the supreme authority of the college and has the power to approve the acts of the Principal.

Rules, Regulations, instructions, manuals and records for discharging functions List of regulations, instructions, manuals and records

The college is governed by the Rules, regulations and instructions as per guidelines given by the University of Delhi.

MANUAL 6

Section 4(1)(b)(vi)

MANUAL 5

Section 4(1)(b)(v)

Official documents and their availability:

- **Minutes of the meetings of the Governing Body and Staff Council are recorded and made available, if desired, from time to time.**
- **Various admission brochures and annual reports.**
- **University Calendar – Vol. I dealing with statutory provisions.**
- **Annual Report of the College.**
- **Audit Reports.**

NB: Confidential matters pertaining to examinations and consequent procedures, composition and proceedings of the selection committees and minutes of the meetings of the Governing Body, until recorded and approved, will remain confidential and not available in the public domain.

MANUAL 7

Section 4(1)(b)(vii)

Mode of public participation:

The Governing Body of the College comprises of eminent personalities from society and representatives of the public who directly participate in the affairs of the College. Their names, addresses and contact numbers have been given in the List of members of the Governing Body.

MANUAL 8

Section 4(1)(b)(viii)

Committees and Departments under the College:

STAFF COUNCIL COMMITTEES 2016-17

Staff Council Secretary Dr. Renu Chaudhary

MANUAL 9

Section 4(1)(b)(ix)

Directory of Officers and Employees:

Principal's Office	:	011-23962009	Fax	:	011-23962009
Main Office	:	011-23954085			
Administrative Officer	:	Ext. 101			
Staff Room	:	Ext. 102			
Section Officer (Admn.)	:	Ext. 103			
Section Officer Accounts	:	Ext. 104			
Library	:	Ext. 105			
Care Taker	:	Ext. 106			
Canteen	:	Ext. 107			
Principal Office	:	Ext. 108			
Kalavati Gupta Hostel (old)	:	011-23954086			
Indraprastha Girls Hostel (new)	:	011-23955788			
Audio Video Production Centre	:	011-23831040			

PRINCIPAL

Dr. Babli Moitra Saraf 011-23917718

**Principal's Bungalow,
Indraprastha College for Women,
31, Sham Nath Marg,
Delhi – 110 054.
E-mail: ipc1924@gmail.com**

VICE PRINCIPAL

Dr. Rekha Sethi
Room No. 17,
Indraprastha College for Women,
31, Sham Nath Marg,
Delhi – 110 054.
E-mail: ipc1924@gmail.com

Bursar

Ms. Shushma Neena Kumar
Department of English
Indraprastha College for Women,
31, Sham Nath Marg,
Delhi – 110 054.
E-mail: ipc1924@gmail.com

DEPARTMENT OF BUSINESS DATA PROCESSING / COMPUTER SCIENCE

1. **Dr. Archana Singhal**
G-4, Staff Flats,
I.P. College Delhi-110054
E-mail : singhal_archana@yahoo.com
2. **Ms. Manisha Bansal**
C-4, Staff Flats, I.P. College, Delhi-110054
E-mail: manishaa74@rediffmail.com
3. **Ms. Ritu Singhal**
WZ-109 A Street-1, Sadh Nagar Palam Colony, New Delhi
E-mail: Toritu7@rediffmail.com
4. **Ms. Vimala Kumari**
22/B, Budh Vihar, Munirka, New Delhi-67
E-mail: vimalaparihar@gmail.com
5. **Ms. Manju Bala**
H. No. 3/99, Parbhu Nagar,
Old Rohtak Road, Sonapat-131001, Haryana
E-mail: manjugpm@gmail.com
6. **Dr. Sarabjeet Kaur**
L-45, 1st Floor, Kirti Ngar,
New Delhi-15
E-mail: sarabjeet_kochhar@rediffmail.com

DEPARTMENT OF COMMERCE

1. **Ms. Sarita Sachdeva**
AC-II/106-B, DDA Flats, Shalimar Bagh, Delhi-110088
E-mail: sarita_commerce@yahoo.co.in

2. **Ms. Renu Gulati**
28, Mall Apartments, Mall Road, Delhi-110054
E-mail: renugulati@gmail.com
3. **Ms. Sushma Neena Kumar**
E-13, Bali Nagar, New Delhi-110015
E-mail: snk.ipc@gmail.com
4. **Ms. Valsala Kuriakose**
101, Saakshara Apartments,
A-3, Paschim Vihar, New Delhi-110063
E-mail: valsala54@yahoo.com
5. **Ms. Archana Gupta**
C-44, Mangal Apartments, Vasundhara Enclave,
Delhi-110096
E-mail: prerna_cheeks@yahoo.co.in
6. **Ms. Renu Chaudhary**
10-A/6, Shakti Nagar, Delhi-110007
E-mail: renu.awg@gmail.com
7. **Ms. Nalini Panda**
88, Kadambari Apartments, Sector-9, Rohini, Delhi-110085
E-mail: nalinipanda@gmail.com
8. **Ms. Anita Banerjee**
A-3, Sector-26, Noida-201301 (U.P.)
E-mail: anbanerji@gmail.com
9. **Dr. Vinita Kaul Dar**
F-1, Staff Flats, I.P. College Delhi-110054
E-mail: vinitadar@yahoo.com
10. **Ms. Anita Agrawal**
Pocket F, 12-B, MIG Flats, Hari Nagar, New Delhi-110064
E-mail: anitaagarwal2211@gmail.com
11. **Ms. Rekha Rani**
G-2309, Netaji Nagar, New Delhi-110023
E-mail: rekha_kashyap16@rediffmail.com
12. **Ms. T. Jeya Chirsty**
50/3A, Sector-II, DIZ Area, Kalibari Marg, New Delhi
E-mail: jeyachristy@hotmail.com
13. **Ms. Shweta Sharda**
O-2, Hans Aptt., East Arjun Nagar, Delhi-32
email: sg_26n@yahoo.com
14. **Ms. Abha Rani**
Women's Hostel, I.P. College, Delhi-54
email: abha_rani2001@yahoo.com

DEPARTMENT OF ECONOMICS

1. **Dr. Anindita Roy Saha**
A-2, Staff Flats, I.P. College Delhi-110054
email: aroysaha@hotmail.com
2. **Ms. Bindu Oberoi**
E-4, Ground Floor, Green Park Main, New Delhi-110016
email: bindu_oberoi@hotmail.com
3. **Dr. Roopali Goyanka**
A-98, Ashok Vihar-I, Delhi-110052
email: rgoyanka@gmail.com
4. **Ms. Baishakhi Mondal**
Indirapuram, Shipra Sun City, STC-601, Gaziabad, U.P.
email: baishakhi@gmail.com
6. **Ms. Vibha Aggarwal**
B-4, Panchwati, Azadpur, Delhi-33
email: vibha.183@gmail.com
7. **Ms. Namita Mathur**
C-54, Mangal Aptt., Vasundhara Enclave, Delhi-96
email: namitamathur@hotmail.com

DEPARTMENT OF ENGLISH

1. **Dr. Vinita Sinha**
A-1, Niti Bagh, Khelgaon Marg New Delhi-110049
email: vinsinha@gmail.com
2. **Ms. Debjani Sengupta**
B-2, Staff Flats, I.P. College Delhi-110054
email: debjanisgupta@yahoo.com
3. **Dr. Nitoo Das**
C-2, Staff Flats, I.P. College Delhi-110054
email: river.slant@gmail.com
4. **Dr. Reeturaj Ekka**
1314, Sector-4, R.K. Puram, New Delhi-110022
e-mail : reeturaj_2j5@yahoo.com
5. **Ms. Divya Mehta**
D-4, Staff Flats, I.P. College Delhi-110054
e-mail: divya_mehta@gmail.com
6. **Ms. Neelima Luthra**
95, Vigyan Lok Delhi-110092
e-mail: neelima.luthra@gmail.com
7. **Ms. Sonali Agarwal**

D-185, Sarita Vihar New Delhi-110076
e-mail: agsonali@hotmail.com

8. **Ms. B.R. Alamelu**
Room No. 216, Godavari Hostel, JNU, New Delhi-110067
e-mail: alamelu.br@gmail.com
9. **Ms. Jayashree Borah**
G-12A, 2nd Floor, Single Storey, Vijay Nagar, Delhi-110009
email : jayashreeborah@gmail.com
13. **Ms. Bithika Gorai**
Katjuridanga Saratpalli, P.O.-Kenduadihi, Bankura, W.B.
e-mail: g.bithika@yahoo.com

DEPARTMENT OF HINDI

1. **Dr. Rekha Upreti**
F-3, Staff Flats, I.P. College Delhi-110054
e-mail: upretirekha@gmail.com
2. **Dr. Rekha Sethi**
A-3, Staff Flats, I.P. College Delhi-110054
email: reksethi@yahoo.co.in
3. **Dr. Harsh Bala Sharma**
D-2, Staff Flats, I.P. College Delhi-110054
e-mail: ip.harshbala@gmail.com
4. **Dr. Rimpi Khillan Singh**
D-7, Mukand, 16 Yamuna Road, Civil Line, Delhi-110054
8. **Dr. Uma Gupta**
A-39, 1st Floor, Kalyan Aptt., DDA Flats, Kalyan Vihar, Delhi.
e-mail: Umagupta.delhi@gmail.com
9. **Ms. Sushma**
H.No.-111, Street No-10, Block-A, Bhajanpura, Delhi-53.
e-mail: sushma.nayasavera@gmail.com

DEPARTMENT OF HISTORY

1. **Ms. Rashmi Pant**
Apartment-203/III, 19 Rajpur Road, Delhi-110054
rashmipant1957@gmail.com
2. **Dr. Meena Bhargava**
AO-8, Kala Kunj, Shalimar Bagh, New Delhi-110088
e-mail: meena.bhargava@gmail.com
3. **Dr. Pragati Mohapatra**
E-3, Staff Flats, I.P. College Delhi-110054
e-mail: pragmohapatra@yahoo.co.in

4. **Dr. Asha Shukla Choubey**
300, Sector-A, Pocket-C, Vasant Kunj, New Delhi-110070
e-mail: ashachoubey@hotmail.com
5. **Dr. Meenakshi Khanna**
D-153, Sector 40, Noida-201303
e-mail: meenakshi_khanna@hotmail.com
7. **Ms. Ruchika Singh**
B-59, Patel Nagar-II, Ghaziabad.
e-mail: ruchikasingh7@gmail.com

DEPARTMENT OF MATHEMATICS

1. **Ms. Sarita Anand**
A-22, Sector-27, Noida-201301 (U.P.)
e-mail: saritavijayanand@gmail.com
2. **Ms. Sunita Marwaha**
77-B, DDA Flats, (MIG), Rajouri Garden, New Delhi-110027
e-mail.com: sunitaipc59@gmail.com
3. **Dr. Vagisha Sharma**
C-3, Staff Flats, I.P. College Shamnath Marg, Delhi-110054
e-mail: vagishaip@yahoo.com
4. **Ms. Dolly Jain**
37/A, Kenpal Park Ext., Azad Pur, Delhi-110033
e-mail: jaindolly76@gmail.com
5. **Ms. Gunjan Khurana**
H.No-1942,1st Floor, Sector-4,
Urban Estate, Gurgaon
e-mail: gunjankhurana84@gmail.com
6. **Ms. Monika Bansal**
A-36, Welcome Aptt.,Sector-9, Rohini, Delhi-85
e-mail: scorpio.monika@gmail.com
7. **Mr. Chander Shekhar**
B-4/7, Part-2, III Floor, Rana Pratap Bagh, Delhi-07.
e-mail: shekhar_hilbert@yahoo.co.in

DEPARTMENT OF PHILOSOPHY

1. **Dr. Manasvini M. Yogi**
D-1, Staff Flats, I.P. College Shamnath Marg, Delhi-110054
e-mail:mmyogi@rediffmail.com
2. **Dr. Neela Manocha**
150, Saini Encalve Delhi – 1100092
e-mail: neelamanocha@hotmail.com
3. **Dr. Udaya M. Yogi**

A-4, Staff Flats, I.P. College Delhi-110054
e-mail: umyogi@gmail.com

4. **Ms. Paulavi Das**
D-3, Staff Flats, I.P. College
Shamnath Marg, Delhi-110054
email : paulavidas@yahoo.co.in
5. **Ms. Mayuri Gogoi**
Flat 22, Harmony Apartment, Pocket-I, Sector 4, Dwarka, Delhi-110045
email : mayuri_ipcollage@yahoo.co.in
6. **Ms. Bindu Das**
B-41/B, III Floor, Vijay Nagar Single Storey, Delhi-110009
email : byndudas@gmail.com
7. **Dr. Supriya Saha**
E-12, Sector-55, Noida.
e-mail: supusaha66@gmail.com

DEPARTMENT OF PHYSICAL EDUCATION

1. **Dr. Seema V. Singh**
G-1, Staff Flats, I.P. College Delhi-110054
e-mail: seema.v.singh@gmail.com
2. **Ms. Himani Malhotra**
B/143, Subhadra Colony,
Near Shastri Nagar Metro Station, Delhi-35
e-mail: malhotra.himani924@gmail.com

DEPARTMENT OF POLITICAL SCIENCE

1. **Dr. Jyoti Trehan Sharma**
J-98, Ashok Vihar, Phase-I, Delhi-110052
e-mail: dr_jyotisharma29@yahoo.co.in
2. **Ms. Monica Madholia Nandi**
E-4, Staff Flats, I.P. College Shamnath Marg, Delhi-110054
e-mail: monicanandi@gmail.com
3. **Ms. Swaha Swetambra Das**
E-2, Staff Flats, I.P. College Delhi-110052
e-mail: swahadas@gmail.com
4. **Ms. Lianboi Vaiphei**
Flat No 3423, Sector-A Pocket-B, Vasant Kunj New Delhi-110067
e-mail : lvaiphei@rediffmail.com
5. **Ms. Swati Pal**
Samachar Apts. Mayur Vihar Phase-I Extn. Noida Road, Delhi-110091
e-mail : tinimini51@rediffmail.com
6. **Ms. Shubhra Seth**
BG-7/107, Paschim Vihar New Delhi-110063

7. **Ms. Jaya Mishra**
Om 123/8 Gali No. 15, Main Market, Sant Nagar, Burari, Delhi-110084
e-mail: jayanarayanmishra@gmail.com
8. **Ms. Papori Konwar**
315, Ganga Hostel, JNU New Delhi-110067
e-mail: papori.kg@gmail.com
9. **Dr. Anshu Srivastava**
3-B, Mansarover Apartments, Sector-61, NOIDA-201307 U.P.
e-mail: anshu19nov@yahoo.com
11. **Ms. Shagufta**
H.No-B-202, Lane No.5, Babu Ngar,
Mustafabad, Delhi-94
e-mail: shaguftaip@gmail.com
12. **Ms. Akansha**
H-4, Delhi Govt. Officer's Flat, Model Town-I, Delhi-09.
e-mail: akanshachandra@gmail.com
13. **Ms. Ankita Pandey**
B-302,III Floor, C.R. Park, Delhi-91
e-mail: ankitapandey1@gmail.com

DEPARTMENT OF PSYCHOLOGY

1. **Dr. Veena Gupta**
78, Vivekanand Puri, Sarai Rohilla, Delhi-110007
email: vguptaipc@yahoo.co.in
2. **Dr. Shrruti Sahrawat**
G-II, Staff Flats, I.P. College Sham Nath Marg, Delhi-110054
email: skaure@rediffmail.com
3. **Ms. Surabhika Maheshwari**
10A Utkarsh Apts., 2 Rajnarain Marg, Delhi-110054
email: surabhika@gmail.com
4. **Ms. Nidhi Malik**
B/B 49F, Janakpuri, New Delhi-110058
email: nidhi_2073@yahoo.com
6. **Ms. Meenakshi Verma**
61-B, Sunlight Colony-II, DDA Flats, Ashram, New Delhi-110014
e-mail: meenakshiv02@yahoo.co.in
7. **Dr. Mitu Rohtagi**
29/2, Alipur Road, Civil Lines Delhi-110054
e-mail: miturohtagi@yahoo.com
8. **Dr. Gayatri Arunkumar**

78, Ground Floor, Navjivan Vihar, New Delhi-17
e-mail: gayatri_ak@rediffmail.com

9. **Ms. Anshu**
H.No.-224, Pitampura Village, Delhi-34
e-mail: anshu.dewdrops@gmail.com

DEPARTMENT OF Human Development and Family Empowerment

1. **Ms. Gunjan Madan (HDFE)**
F-13, Parwana Vihar, Sector-9, Rohini, Delhi.
e-mail: gunjan.madan10@gmail.com

DEPARTMENT OF SANSKRIT

1. **Ms. Maya Verma**
93, Baba Faridpuri, West Patel Nagar, Delhi
e-mail: mayavermai.p@gmail.com
2. **Ms. Anita Swami**
Block-I, Room No. 21, Yamuna Hostel, J.N.U. New Delhi
e-mail: swamiarama@gmail.com

LIBRARIAN

1. **Mr. Vijay Kumar Gautam**
Khasra No.98/1/2 Gali No.12, Hanumaan Mandir Gali, Wazirabad,
Delhi-110084
e-mail : librarian@ip.du.ac.in

Non Teaching Staff

LIBRARY

1. **Mrs. Gouri Kiroula**
Staff Qtrs. No. 47, I.P. College, Sham Nath Marg, Delhi-110054
2. **Mr. Rinku**
H.No. 525/16, Gughri Pahalwan wali Gali, Chota Bazar, Shahdra, Delhi
3. **Ms. Radhika Gupta**
H.No. 1/6354, Street No.4, East Rohtash Nagar, Shahdara
4. **Mr. Kashmir Singh**
Staff Qtrs. No. 32, I.P. College, Sham Nath Marg, Delhi-110054
5. **Mr. Mohan Chand**
Staff Qtrs. No. 4, I.P. College, Sham Nath Marg, Delhi-110054
6. **Mr. Rajender Bhatt**
Staff Qtrs. No. 32, I.P. College, Sham Nath Marg, Delhi-110054

7. **Mr. S.W. Abbas**
13A, Rajpur Road, Civil Line, Delhi-110054
8. **Mr. Ram Het**
3, Shri Ram Road, Civil Line, Delhi-110054
9. **Mr. Dinesh Kumar**
Staff Qtrs. No. 23, I.P. College, Sham Nath Marg, Delhi-110054
10. **Mrs. Sudesh Poswal**
C-25, Reids Line, D.U. Staff Flats, Delhi-110007
11. **Mr. Amit Kanoujia**
Flat No. 97, Priyadarshini Apptt., A-4, Paschim vihar, New Delhi-110063
12. **Mr. Kuldeep Singh Rawat**
H.No. 95, B Block Gali No.7, Kh. No. 236, Pradeep Vihar,
Near Kali Mata Mandir, Ibrahimpur, Thana Swaroop Nagar, Delhi-36
13. **Ms. Archana Meena**
WZ- 429, A/2, Ground Floor, Near Mata Mandir, Nariana Village, New Delhi-28
14. **Madhu Chauhan**
95 – A Pocket A3, Mayur Vihar, Ph-3, New Delhi 110096
15. **Sunil Kumar Rahul**
House No. 128, Dr. Ambedkar Basti, Khazoor Wali Gali, Ghonda, Delhi 110053
16. **Amit Kumar Gautam**
House No. 8852, Gali 14/B, Shidi Pura, karol bagh, New Delhi 11005
17. **Deepak Meena**
PNo 893/A2 TF Ward No. 8, Flat No. 7, Mehrauli, Near Mehta Chowk, New
Delhi 110030

LABORATORY

1. **Mr. Rajan Kumar Sharma**
H-51, Malik Pur, Model Town-I, Delhi-110009
2. **Mohd. Hussian**
RZT 11C/228, Dayal Park, West Sagarpur, New Delhi-46
3. **Mr. Aniket**
RC-197, Vandana Enclave, Tatiya Gate, Khora Colony, Post Sector-62, Noida

ADMINISTRATION

1. **Mr. Dinesh Sundriyal**
A-1/75, Sector-3, Rohini, Delhi-110089

2. **Mr. Rahul Tanwar**
D-8/G-3 Shikhar Apartments Dilshad Colony, Delhi-95
3. **Mr. Varun Sharma**
KA-81, Karpoori Purma, Near Govind Puram, Ghaziabad-201013
4. **Mrs. Babita**
21/18, Shakti Nagar, Delhi-110007
5. **Mrs. Vineeta**
H. 59. Sector-41, Noida-201301
6. **Mr. Manish Kumar Sinha**
C-4/136, Yamuna Vihar, Delhi-110053
7. **Mr. Shailendra Kumar**
H.No.124, Sector-9, R.K. Puram, New Delhi-110022
8. **Mr. Dharendra Prasad**
Staff Qtrs. No. 10, I.P. College, Sham Nath Marg, Delhi-110054
9. **Mr. Ashok Kumar Taneja**
651, Sector-15, Sonipat, Haryana
10. **Mr. Abhishek Sharma**
64-D, DDA Flats Mansarover Park, Shahdara, Delhi-32
11. **Mr. Triveni Prasad**
B-65/2420, Sant Nagar, Burari, Delhi-110084
12. **Mr. Mahavir Prasad**
H.No.25, Gali No. 1, Bhattachari Lane, Bengali Colony, Delhi-110054
13. **Mr. Jai Prakash**
2, Ram Chandra Line, Civil Line, Delhi-110054
14. **Mr. Pan Dev**
854, Mohan Apts., Shalimar Garden Ext.-1, Shahibabad (U.P.)
15. **Mr. Pradeep Kumar**
Village Khadimanjat, Distt. Sonipat, Haryana
16. **Mr. Samer Bhadur**
Staff Qtrs. No. 25, I.P. College, Sham Nath Marg, Delhi-110054

ACCOUNTS DEPARTMENT

1. **Mr. Jagdish C Kandpal**
B-108, Nandini Bhawan, Sant Nagar, Burari, Delhi
2. **Mr. Yashwant Singh**
H.No. 1102, Gali No. 11, B-Block, Baba Colony, Burari, Delhi-110084

3. **Mrs. Alka Sethi**
1894, Outram Lines, Kingsway Camp, Delhi-110009
4. **Mr. Vimal Bhatt**
Flat No.-62D, Millenium Appt., Jhang Group Housing Society, Plot No.40,
Sec.-13, Rohini, Delhi-110089
5. **Mr. Ashish Kumar**
2924, Bazar Sita Ram, Chandni Chowk, Delhi-110006
6. **Mr. Sanjay Kumar**
D-1843, Jahangir Puri, Delhi-110033
7. **Mr. Ranbir Singh**
Staff Qtrs. No. 14, I.P. College, Sham Nath Marg, Delhi-110054
8. **Mr. Sant Gopal**
Staff Qtrs. No. 11, I.P. College, Sham Nath Marg, Delhi-110054

MALI

1. **Mr. Mohan Lal**
Gali No.-5, Sangam Vihar, Near Wazirabad, Delhi-110054
2. **Mr. Sadhu Ram**
H. No. 648, Gali No. 7, Surrender Colony, Jharoda, Delhi-110084
3. **Mr. Rajendra Kumar Maurya**
R-32, South Exts. Part-II, New Delhi
4. **Mr. Manu Khanna**
G-32, 2nd Floor, East of Kailash, New Delhi-110065
5. **Mr. Suresh Kumar Yadav**
H.No. 9-A, Keshav Nagar, Ilbrahim Pur Ext. Muktiasharam, Delhi-110036

HOSTEL

1. **Mr. Narain Singh**
B-79/378, Harijan Basti, Old Chandrawal, Manju Ka Tila, Delhi
2. **Mr. Tika Ram**
Staff Qtrs. No. 38, I.P. College, Sham Nath Marg, Delhi-110054
3. **Mr. Roop Singh**
Staff Qtrs. No. 36, I.P. College, Sham Nath Marg, Delhi-110054
4. **Mrs. Sarla Devi**
31/101, Gali No. 2, Maujpur, Delhi-110053
5. **Mr. Raj Kumar**
Staff Qtrs. No. 22, I.P. College, Sham Nath Marg, Delhi-110054

6. Mr. Suresh Kumar

Staff Qtrs. No. 16, I.P. College, Sham Nath Marg, Delhi-110054

CHOWKIDAR

1. **Mr. Hira Lal**

Staff Qtrs. No. 21, I.P. College, Sham Nath Marg, Delhi-110054

SAFAI KARAMCHARI

1. **Mr. Kamal**

Staff Qtrs. No. 21, I.P. College, Sham Nath Marg, Delhi-110054

2. **Mr. Raju**

4/9, Dhakshin Puri New Delhi-110062

3. **Mr. Haendra Singh**

H.No. 45, B-Block, Kaushik Enclave, Sant Nagar, Burari, Delhi

MANUAL 10

Section 4(1)(b)(x)

Monthly remuneration received by each of its employee:

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University of Delhi.

MANUAL 11

Section 4(1)(b)(xi)

Budget allocated to each agency:

The budget is drawn up by the UGC which is the funding agency. Expenditure is with approval of Governing Body, IP College, duly forwarded by the University of Delhi to the University Grants Commission.

MANUAL 12

Section 4(1)(b)(xii)

Manner of execution of subsidy programmes:

Not applicable to the College.

MANUAL 13

Section 4(1) (b) (xiii)

Concessions granted by the College:

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

□ 22.1/2% of the total number of seats is reserved for candidates belonging to SC/ST (15% for SC and 7.1/2% for ST). Relaxation to the extent of 5% in the minimum marks is given to the candidates belonging to SC/ST to determine their eligibility and merit for admission to the concerned courses (except in courses having entrance tests).

□ 5% of the total number of seats in each of the courses has been reserved to the children/widows/wives of the officers and men of the armed forces including para-military personnel, killed/disabled in action or those who died/were disabled on duty. Relaxation to the extent of 5% marks in the aggregate on in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests.)

□ 3% seats are reserved for physically challenged candidates for admission to undergraduate courses.

□ 5% seats in the first year of each course in the college are reserved for foreign students.

□ Relaxation to the extent of 5% in the minimum marks is given to the nominees of Nepal Government/Royal Government of Bhutan to determine their eligibility for admission to the courses concerned.

□ 5% of the total number of seats separately both in Honours and Pass courses (for 1st year of the under-graduate courses) except in those courses where there is an admission test, are offered for admission on the basis of sports and co-curricular distinctions.

NB: 1. The above reservations may vary with any decision taken by the University of Delhi or directions received from the Central Government.

2. Details of such concessions are available in the admission brochures for respective courses of the college.

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

Information available in electronic form:

Relevant information is available on the College website – <http://www.ipcollege.ac.in/> , www.ipcollege.org

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

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

Through the notice boards, relevant brochures, University Calendars and other rules which are available in print as well as on the website- <http://www.ipcollege.ac.in/> , www.ipcollege.org

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

Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc. These are available on the College website - <http://www.ipcollege.ac.in/> , www.ipcollege.org

MANUAL 16

Section 4(1)(b)(xvi)

Public Information Officer:

- Mr. Dinesh Sundriyal, Administrative Officer.**
- Appellate Authority: Dr. Babli Moitra Saraf, Principal.**

MANUAL 17

Other Information

Section 4(1)(b)(xvii)

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication. Separate applications for seeking information on different subjects are required. The application has to be accompanied with the prescribed fee (at present a fee of Rs.10/-). The fee is payable with each application which is towards the cost of processing the request.

The schedule of fees can be obtained from the Public Information Officer of the College. For the time being the rates are as follows:-

- (i) Rs.2/- per page of A-4 or A-5 size.
- (ii) Actual cost for sizes bigger than A-4 or A-5.
- (iii) In case of printed material, the printed copies can be had from the Administration Branch of the College on payment.
- (iv) In case of photo copies, the rate would be Rs.2/- per page.
- (v) If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs.50/- per disk/floppy.
- (vi) Admissible records may be allowed to be inspected on payment of Rs.150/- per hour or part thereof, before the date and time of inspection of the same.

A major portion of the information will be available from the University

Calendars Volumes I & II, and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the College.