



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग़ (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

INFORMATION HANDBOOK UNDER THE RIGHT TO INFORMATION ACT 2005

Public Information Officer – Prof. Neelam Goyal
Appellate Authority - Principal (Presently, Prof. Sadhna Sharma)

Shyama Prasad Mukherji College for Women
(UNIVERSITY OF DELHI)
Road No 57
Punjabi Bagh (West)
Delhi: 110026



INTRODUCTION

The Right to Information Act intends to set out the practical regime of Right to Information for citizens to secure access to information under the control of public authority and to promote transparency and accountability in the working of public authority authority.

Section 2 (h) of the Act defines “public authority” as any authority or body or institution of self- government established or constituted—

- a. by or under the Constitution;
- b. by any other law made by Parliament;
- c. by any other law made by State Legislature;
- d. by notification issued or order made by the appropriate Government, and includes any—
 - i. body owned, controlled or substantially financed;
 - ii. non-Government organisation substantially financed, directly or indirectly by funds provided by the appropriate 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 and includes

- a. inspection of work, documents, records;
- b. taking notes, extracts or certified copies of documents or records;
- c. taking certified samples of material;
- d. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

This Handbook contained information of SPMC in accordance with Section 4 (1) (b) of RTI, 2005 and will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the college and related information.



This Information Handbook is divided into 17 manuals.

Information of Shyama Prasad Mukherji College for Women in accordance with Section 4(1) (b) of RTI, 2005.

CONTENTS

Manual 1	Particulars of organization, functions and duties
Manual 2	Powers and duties of officers and employees
Manual 3	Procedure followed in decision-making process, including channels of supervision and accountability
Manual 4	Norms set for the discharge of functions
Manual 5	Rules, regulations, instructions, manuals and records for discharging functions
Manual 6	A statement of the categories of documents that are held by it or under its control
Manual 7	Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.
Manual 8	List of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
Manual 9	Directory of officers and employees
Manual 10	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations
Manual 11	Budget allocation & Expenditure
Manual 12	Manner of execution of subsidy programmes
Manual 13	Particulars of recipients of concessions, permits or authorizations granted
Manual 14	Information available in an electronic form
Manual 15	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
Manual 16	Name, designation and other particulars of Public Information Officers
Manual 17	Other information



Manual 1 Section 4(1) (b) (i)
Particulars of Organisation, Functions and Duties

About Shyama Prasad Mukherji College for Women

Shyama Prasad Mukherji College for Women is a premier higher education institution which imparts quality education to women students. The institution was established in August, 1969. The college was then situated at Tagore Garden, New Delhi in an old government school building. Dr. Kamala Sanghi was the founder Principal of the college. Initially, the college had only six courses with a meagre strength of 500 students and a few teachers and administrative staff. Within a short span of four years, the college produced its first topper (Miss. Ila Saxena, a student of Hindi Honours) in the University of Delhi. In the early 1980s, the Delhi Government allotted 10 acres of land at its present location, Punjabi Bagh (West), New Delhi. Today, the college is having 19 vibrant departments offering 20 programmes with 809 courses in various fields of Humanities, Social Sciences, Commerce, Sciences (Computer Science and Mathematics), Performing Arts (Music) and Physical and Sports Science. In the academic year 2018-19, B.A. (Hons.) Geography was introduced. In the academic year 2022-23, ITEP course has started in SPM College. SPM is the only college in the University of Delhi which offers B.Ed, B.El.Ed and ITEP course.

The college enrolls over 1500 girl students every year. With a faculty renowned for their expertise and research focus, our institution prides itself on a thriving alumni network and a wide range of extracurricular activities. The college produces nearly 1500 graduate students who are equipped with the necessary skills to face any challenges. The students of the college consistently shine on national and international platforms in sports, arts, and cultural endeavors. Faculty members have received number of distinguished awards and honors in recognition of their work.

Vision

SPMC envisions education as the primary medium for empowering women to participate in nation-building. Staying true to this belief, SPMC is deeply committed to the goal of creating an environment that fosters the growth of informed, and responsible citizens. Our college motto, ‘Tejasvinaavdhitamastu’, is derived from the Taitthriya Upanishad and translates to mean: let our learning be luminous.

In line with the motto, at SPMC, the students and teachers collectively aim to create a vibrant and inclusive learning atmosphere that encourages ongoing personal and professional development. We envision empowering students to shape their educational paths and future careers with a sense of autonomy.

Towards this end, we strive to instill a profound sense of national pride, consciousness towards human rights, and nurture the intellectual growth of the students. The college curriculum places great stress on inculcating an understanding of sustainable living, global well-being, and the Indian Knowledge System.



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय

SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN

दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

The college aims to develop self-reliance among students by instilling comprehensive skills beyond academics, preparing them for a dynamic professional landscape. Through capacity-building programs, we aspire to cultivate excellence across disciplines, ensuring readiness for evolving challenges.

Encouraging open-minded engagement with the world, our teachers foster a balanced perspective and a sense of duty to nation-building.

Mission

The college is committed to developing a positive and engaging learning environment for young women who aspire to bring about positive change in the fast-changing global scenario.

The college works with a clear mission to inculcate various professional and life skills among students, enabling them to become self-reliant and confident citizens who can face the challenges of life. Towards this mission, we work wholeheartedly to:

- value and foster cultural sensitivity and inclusivity,
- promote unity, diversity, and integrity.
- provide well-rounded education by offering diverse co-curricular and extra-curricular activities.
- instill a sense of responsibility towards the environment, encourage community participation, and inspire sustainable lifestyles through impactful initiatives.
- Recognize the importance of holistic education aligned with national goals set in NEP 2020 for transforming women's education and empowerment.

Course Offered by the college

The college offers following courses from across the disciplines of Social Sciences, Humanities, Commerce, Education and Science:

Sl.No	Program Name	Duration	Year of introduction
1.	B.A. Programme	Three Year	1969
2.	B.com	Three Year	1977
3.	B.A. (Hons.) Applied Psychology	Three Year	2006
4.	B. Commerce (Hons.)	Three Year	1984
5.	B.A. (Hons.) Economics	Three Year	1987
6.	B.A. (Hons.) English	Three Year	1980
7.	B.A. (Hons.) Geography	Three Year	2018
8.	B.A. (Hons.) Hindi	Three Year	1972
9.	B.A. (Hons.) History	Three Year	1976
10.	B.A. (Hons.) Political Science	Three Year	1977
11.	B.A. (Hons.) Philosophy	Three Year	1995
12.	B.A. (Hons.) Sanskrit	Three Year	1974
13.	B.Sc. (Hons.) Computer	Three Year	1996



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

	Science		
14.	B.Sc. (Hons.) Mathematics	Three Year	1993
15.	B.Ed	4 year	1996
16.	B.Ed	2 Year	2009
17.	M.A Hindi	2 Year	1977
18.	M.A. Sanskrit	2 Year	1977
19.	M.A. Political Science	2 Year	1977

Expectation of the college from the public for enhancing its effectiveness and efficiency:

The college expects objective and considered support from citizens of Delhi as well as persons directly associated with the affairs of the college and the University of Delhi.

Arrangements and methods made for seeking public participation / contribution:

Public involvement in the affairs of the college is through nomination of people from various walks of public life on its Governing Body as per provisions of statute 30(1)(c)(i) of the Delhi University Act, 1922.

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

Management of the various activities of the college is supervised by the Principal through designated committees. Monitoring of the affairs of the college is through its Governing Body, Academic Council & Executive Council of the University of Delhi.

Organisational Chart of the college:

The organizational Chart is available on the website:
https://spm.du.ac.in/index.php?option=com_content&view=article&id=117&Itemid=294&lang=en .

Location of the College :

The college is located in Punjabi Bagh (West), Delhi and is connected by Delhi Metro. The nearest Metro Station being Shivaji Park Metro Station.

Address of the College:

Shyama Prasad Mukherji College for Women, Punjabi Bagh (West), Delhi- 110026

Working hours of the College:

Office Hours: 9.00 a.m. to 5.00 p.m. (Monday to Friday)
(Lunch time 1.00 p.m. to 2.30 p.m.)

Classes: 8.30 a.m. to 5.00 p.m.
(Break: 11.30 am to 12 noon)

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

Powers and duties of the officers and employees:

The Principal is the Chief Executive and Academic Officer of the college. She is responsible for appropriate administration and organization of teaching and extra-curricular activities in the college.



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

The powers and duties of the Governing Body and other authorities as per Statute 30 and Ordinance XVIII of the University of Delhi are specified in Governance of Colleges, University of Delhi. (Details available on University of Delhi website : www.du.ac.in).

MANUAL 3

Section 4(1)(b)(iii)

Procedure followed to take a decision in various matters:-

Decisions in matters of organising admissions, examinations sports, extra-curricular activities, preparation of college time table, allocation of extra-curricular work of teachers not involving payment of remuneration and laying guidelines for purchase of Library books and lab. equipment are taken by the Staff Council, subject to the provisions of the Act, Statutes and Ordinances of the University.

The decisions regarding institution, suspension or abolition of teaching and non- teaching posts is taken by the Governing Body. The college functions under the general supervision and control of the Governing Body.

MANUAL 4

Section 4(1)(b)(iv)

Norms set by the college for discharging its functions:

Norms and standards for various academic activities of the college are set by the competent authority such as the Academic Council and Executive Council of the University and by Staff Council and Governing Body of the College.

MANUAL 5

Section 4(1)(b)(v)

Rules, regulations and instructions used :

- Statutes of the University of Delhi as stated in Section 29(1) of the Delhi University Act, 1922.
- Ordinance of the University as stated under Section 30 of the Delhi University Act, 1922.
- Regulations / instructions for admission and examination regarding all the courses (under-graduate / post-graduate / research) of studies.
- University Non-teaching Employees (Terms and Conditions of Service) Rules, 2013 & Non-Teaching Recruitment Rules – 2020 of University of Delhi.
- Various rules / instructions concerning personnel management for the teaching and non-teaching staff as approved by the University and adopted by the Governing Body.
- Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.



MANUAL 6
Section 4(1)(b)(vi)

Official documents and their availability:

- The College prospectus and the annual report are published every year.
- University Calendar - Vol. I dealing with Statutory provisions can be accessed at Delhi University website – www.du.ac.in
- University Calendar - Vol. II dealing with various courses
- Alumni Registration Link
- Students Satisfactory Survey Link
- NAAC-SSR Reports
- AQAR Reports

NB : Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the selection committees are confidential and not available in public domain.

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

Mode of public participation:

The College Governing Body consists of following members which are nominated by the University of Delhi and directly supervises the affairs of the college. There are two teacher representatives of the college and one representative of staff other than teachers (as special invitee). Principal is the Member Secretary of the Governing Body.

List of Governing Body Members:

S. No.	Name	Designation
1	Prof. Om Nath Bimali	Chairman
2	Prof. Thirumal	Treasurer, Governing Body.
3	Ms. Neerja Dhawan	Teacher Representative
4	Dr. Priti Chahal	Teacher Representative
5	Prof. Sadhna Sharma	Member-Secretary.
6.	Ms. Minakshi Mittal	Administrative Officer



Manual 8

Section 4(1) (b) (viii)

COMMITTEES FOR THE SESSION (24.02.2022)

List of College Committees –2022-23

1. Academic Supervisory Committee

- i. Principal
- ii. Council Secretary
- iii. All TICs

2. Admission Committee

i. Dr. Anju Jain	Convener
ii. Ms. Renu Yadav	Co-convener
iii. Ms. Shaheen Parveen	
iv. Ms. Anuradha Singhal	
v. Ms. Pratibha Yadav	

3. Alumni Committee

i. Dr. Rajni Bala	Convener
ii. Dr. Chandrakanta K. Mathur	Co-convener
iii. Sh. Luvkush	
iv. Ms. Akanksha Bansal	

4. Annual and Supplementary Examination

i. Dept of Geography	Convener
ii. Dept. of Applied Psychology	Co-convener
iii. Dept. of Environmental Science	
iv. Dept. of Computer Science	
v. Dept of Sociology	
vi. Mr. Pradeep Kumar	

5. Annual Day

i. Dr. Nisha Arora	Convener
ii. Dr. Neelam Goel	Co-convener
iii. Dr. Gagan Bakolia	
iv. Dr. Gajikrishna Nayak	
v. Dr. Vibha Naik	
vi. Dr. Pooja Bundel	
vii. Mr. Manish Kr. Singh	

6. Anti Ragging Committee And Anti Ragging Squad

i. Ms. Supriya Sinha	Convener
ii. Dr. Namita Kumari	Co-convener
iii. Dr. Rajrani Kumari	
iv. Dr. Shweta Tyagi	
v. Dr. Kirti Anamika	

7. Anti-Smoking Committee

i. Ms Supriya Sinha	Convener
ii. Dr. Nirmala Shah	Co-convener
iii. Mr. Abhishek Jaiswal	
iv. Ms. Sheebani Goswami	
v. Dr. Kirti Anamika	

8. Attendance Register / Prospectus

i. Ms. Manpreet	Convener
ii. Ms. Rachna Bhoria	Co-convener
iii. Ms. Nupur Mittal	
iv. Ms. Anuradha Shankar	



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

9. B.A. Programme Committee

i.	Mr. Amulya Kr. Sahoo	Convener
ii.		Co-convener
iii.	Mr. Shashwat Kumar	
iv.	Dr. Kumari Seema	

10. Canteen and Refreshment Committee

i.	Dr. Anju Jain	Convener
ii.	Ms. Shivani Arora	Co-convener
iii.	Ms. Monika Niwas	
iv.	Ms. Dipti Sharma	

11. CBCS Committee

i.	Ms. Renu Yadav	Convener
ii.	Dr. Jaya Gera	Co-Convener
iii.	Ms. Maansi Malik	
iv.	Mr. Aakash Upadhyay	

12. CCC/Internal Complaint Committee

i.	Staff Council Secretary	
ii.	Prof. Anju Jain	
iii.	Dr. Urmil Vats	
iv.	Dr. Rajkumar	
v.	Ms. Meenakshi Mittal, A.O	
vi.	Sh. Ritesh Kapahi, S.O	
vii.	Ms. Sangeeta, Assistant	
viii.	Students Advisors	

13. Cleanliness Committee

i.	Dr. Krishna Priya Sen	Convener
ii.	Dr. Zeenat Ara	Co-convener
iii.	Dr. Shivesh Berwal	
iv.	Dr. Nazia Talat	
v.	Ms. Charu Sharma	

14. College Activities record Committee

i.	Dr. Anju Jhamb	Convener
ii.	Dr. Shivani George	Co-convener
iii.	Ms. Chetna Gupta	
iv.	Dr. Parveen Kumari	

15. College Magazine

i.	Ms. Renu Mehta	Convener
ii.	Dr. Amit Sharma	Co-convener
iii.	Dr. Shagun Agarwal	
iv.	Dr. Prem Shankar Panday	
v.	Ms. Vandana	
vi.	Dr. Ghanshyam Yadav	
vii.	Ms. Nupur, Dept of English	

16. CRC (College Research Committee)

i.		Convener
ii.	Ms. Shivani George	Co-convener
iii.	Ms. Anamika Rai	
iv.	Sh. Rishi Raj Pathak	
v.	Ms. Chetna Gupta	
vi.	Ms. Pooja Sharma (Philosophy)	
vii.	Mr. Manish Kr. Singh	



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

17. Cultural Committee

i.	Dr. Gita Sharma	Convener
ii.	Dr. Meenu Gera	Co-convener
iii.	Ms. Manisha Arora	
iv.	Ms. Sonika	
v.	Dr. Kirti Anamika	
vi.	Dr. Vijay Kumar, Philosophy	

18. Dance Society

i.	Dr. Chayanika	Convener
ii.	Dr. Rishi Raj Pathak	
iii.	Ms. Shiwani Burnwal	
iv.	Ms. Pushpa Kumari	
v.	Dr. Avinash Kumar	
vi.	Dr. Pooja Arora	
vii.	Mr. Gatikrishna Nayak	
viii.	Dr. Kirti Anamika	

19. Debate Committee

i.	Dr. Chayanika Uniyal	Convener
ii.	Mr. Anurag Singh	
iii.	Ms. Shiwani Burnwal	
iv.	Dr. Charu Goel	
v.	Ms. Pooja Sharma (Philosophy)	
vi.	Dr. Sonu Kr. Gupta	

20. Discipline Committee

i.	Principal	
ii.	Secretary, Staff Council	
iii.	Incharge, IQAC	
iv.	Students' Advisors	
v.	NSS	
vi.	Grievance Committee	
vii.	Anti Ragging Committee	
viii.	Department of Physical Education	
ix.	Admin. Officer	

21. Eco Club

i.	Ms. Tripti Anand	Convener
ii.	Dr. Meenu Aggarwal	Co-convener
iii.	Dr. Sonal Bhatnagar	
iv.	Dr. Shivesh Berwal	
v.	Dr. Nazia Talat	
vi.	Dr. Vijay Kumar, Phiolsophy	

22. EOC Anti Discriminatory Officer

i.	Dr. Amit Kumar (Sanskrit)	Convener
ii.	Dr. Shruti Kalra	Co-convener
iii.	Dr. Pooja Sharma, Sanskrit	
iv.	Sh. Ravi Kant, English	
v.	Ms. Kanika Sharma, English	
vi.	Ms. Nidhi Seth, Education	

23. Family Counselling Center

i.	Dr. Suruchi Bhatia	Convener
ii.	Dr. Anju Jhamb	Co-convener



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

- iii. Dr. Aashima Aggarwal
- iv. Dr. Namita Tayal, (Psychology)
- v. Ms. Mansi Sood

24. Fee Concession and Student Aid Fund and Scholarship

- i. Ms. Kulbir Kaur Convener
- ii. Ms. Anita Gupta Co-convener
- iii. Dr. Poonam Singh
- iv. Dr. Kavita Vats

25. Garden Committee

- i. Dr. Vijay Kumar Convener
- ii. Ms. Neerja Dhawan Co-convener
- iii. Dr. Aashima Aggarwal
- iv. Mr. Vikas Malik
- v. Ms. Vishakha Sharma
- vi. Dr. Sanyogita Singh

26. General Knowledge Committee

- i. Ms. Alpana Rastogi Convener
- ii. Dr. Urmil Vats Co-convener
- iii. Dr. Vandana
- iv. Ms. Alka Goyal

27. Grievance Committee (Admission)

- i. Dr. Rajkumar Convener
- ii. Dr. Prabha Rana Co-convener

28. Infrastructure

- i. Dr. Neelam Goel Convener
- ii. Dr. Mamta Rajput
- iii. Dr. Vijay Kumar
- iv. Dr. Krishna Priya
- v. Dr. Kavita Vats
- vi. Ms. Selene Khosla

29. Internal Assessment Monitoring Committee

- i. Ms. Kamlesh Aggarwal
- ii. Dr. Renu Aggarwal

30. Library Committee

- i. Dr. N. Lalitha Convener
- ii. Dr. Gita Golani Co-convener
- iii. Dr. Vandana Ghai
- iv. Mr. Vikas Malik
- v. Mr. Shashwat Kumar

31. Medical Committee

- i. Ms. Manpreet Kaur Convener
- ii. Dr. Ritu Bhagat Co-convener
- iii. Dr. Kavita Gaur
- iv. Ms. Nupur Mittal

32. Mentorship Committee

- i. Dr. Renu Aggarwal Convener
- ii. Ms. Kulbir Kaur Co-convener
- iii. Ms. Shaheen Parveen
- iv. Ms. Anuradha Singhal
- v. Dr. Neeru Jain



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

33. Navrang Committee

i.	Dr. Amna Mirza	Convener
ii.	Dr. Toolika Wadhva	Co-convener
iii.	Dr. Jagpal Singh	
iv.	Dr. Vibha Nayak Joshi	
v.	Ms. Kanika Sharma	
vi.	Ms. Nisha (Education)	
vii.	Dr. Rishi Raj Pathak	
viii.	Mr. Gatikrishna Nayak	

34. NCC

i.	Dr. Prabha Rana	Convener
ii.	Sh. Shashank (Geography)	Co-convener

35. Nodal Public Grievances Officer

i.	Dr. Rajkumar
----	--------------

36. North East Committee

i.	Dr. Suzane	Convener
ii.	Dr. Subrata Singh	Co-convener
iii.	Dr. Priti Chahal	

37. NSS

i.	Dr. Anita Kumari	Convener
ii.	Dr. Raj Kumar	Co-convener
iii.	Pooja Sharma, Philosophy	

38. Orientation Committee

i.	Ms. Shivani Arora
ii.	Dr. Vandana Ghai
iii.	Dr. Swati Garg
iv.	Ms. Dipti Sharma

39. Placement Committee

i.	Ms. Deepa Idnani	Convener
ii.	Dr. Jaya Gera	
iii.	Ms. Pushpa Kumari	
iv.	Mr. Sanjit Kumar Das	

40. Purchase Committee

i.	Principal	Convener
ii.	Bursar	
iii.	Sr. Teacher of GB	
iv.	HOD of the concerned Dept	
v.	Administrative Officer	
vi.	Section Officer (Admn)	
vii.	Section Officer (A/c)	

41. SC/ST/OBC/EWS/PwBD CELL

i.	Dr. Subarta Singh	Liaison Officer (SC/ST)
ii.	Dr. Virendra P. Yadav	Liaison Officer (OBC)
iii.	Ms. Meenu Gera	Liaison Officer (EWS)
iv.	Dr. Amit Kumar	Liaison Officer (PwBD)

42. Students Advisors

i.	Dr. Anju Jain	Convener
ii.	Dr. Urmil Vats	Co-convener

43. Students Attendance Committee

i.	Dr. Zinat Ara	Convener
----	---------------	----------



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN
दिल्ली विश्वविद्यालय / University of Delhi
पंजाबी बाग (पश्चिम), नई दिल्ली / Punjabi Bagh (West), New Delhi – 110026
दूरभाष / Phone : 25224499, वेबसाइट / Website : <http://spm.du.ac.in>

ii.	Dr. Anita Gupta	Co-convener
iii.	Dr. Swati Garg	
iv.	Dr. Akansha Bansal Chopra	
44.	Time-Table Committee	
i.	Dr. Prabha Rani	Convener
ii.	Ms. Meenu Gera	Co-convener
45.	Vocational Course/Hobby	
i.	Dr. Nirmala Shah	Convener
ii.	Ms. Alpana Buntolia	Co-convener
iii.	Dr. Charu Goel	
iv.	Sh. Mukul Khanna	
46.	Work-Load Committee	
i.	Dr. Virendra P. Yadav	Convener
ii.	Ms. Shubha Sinha	Co-Convener
iii.	Ms. Amrita Singh	
iv.	Dr. Anju Jain	

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

Directory of officers and employees:

It is available on the website of the college

https://spm.du.ac.in/index.php?option=com_content&view=article&id=24&Itemid=139&lang=en and

https://spm.du.ac.in/index.php?option=com_content&view=article&id=39&Itemid=172&lang=en

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

Monthly remuneration received by each of its employee:

The Revised Pay Structures of various existing teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the University of Delhi in accordance with 7th CPC (Applicable w.e.f. 01.01.2016) recommendations are as under.

Teaching Staff.

S.No.	Pay Scale	Pay Matrix Level	Post
1	144200 – 218200	14	Principal
2	131400 - 210800	13A	Associate Professor
3	79800 – 127900	12	Assistant Professor (Sr. Scale)
4	57700 – 92500	10	Assistant Professor

Note: Basic Pay + DA (@ applicable from time to time) + HRA @ 27% on the Basic Pay + Transport Allowance @ Rs. 7200/- p.m. + DA thereon.



Non-Teaching Staff

S.No.	Pay Scale	Pay Matrix Level	Post
1	56100 – 177500	10	Administrative Officer
2	44900 – 142400	7	Section Officer
3	35400 – 112400	6	Sr. Assistant Senior Technical Assistant Professional Assistant
4	29200 – 92300	5	Semi Professional Assistant
5	25500 – 81100	4	Assistant/ Laboratory Assistant
6	21700 – 69100	3	Library Assistant
7	19900 – 63200	2	Junior Assistant
8	18000 – 56900	1	Mult-Tasking Staff

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

Budget allocation to the college:

The budget and the financial estimates are approved by the Governing Body and sanctioned by the Govt. of NCT of Delhi. The Budget outlay for the last five years are:

2018-2019:

Recurring : Rs. 70.2 Crore.

Non-Recurring : Rs. NIL.

2019-2020:

Recurring : Rs. 56.9 Crore.

Non-Recurring : NIL

2020-2021:

Recurring : Rs. 41.4 Crore.

Non-Recurring : NIL

2021-2022:

Recurring : Rs. 54.9 Crore.

Non-Recurring : NIL.

2022-23

Recurring : Rs. 78.2 Crore.

Non-Recurring : NIL



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)

(a) Concessions granted by the college :

i. In admissions :

Various concessions that are available to various categories of students in admission to various programmes are briefly stated here:

- 22½ % of the total number of seats are reserved for candidates belonging to SC/ST (15% for SC and 7½ % for ST).
- 27% of the total number of seats, course wise, are reserved for OBC candidates subject to the minimum eligibility for them being 10% less than that for General Category.
- 10% of the total number of seats are reserved for EWS Candidates.
- 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 or Ex-servicemen/serving personnel who are in receipt of Gallantry Awards.
- Relaxation to the extent of 5% marks in the aggregate or in the subject, as the case may be is given to determine their eligibility to the concerned courses (except in courses having entrance tests).
- 3% seats are reserved for persons with disabilities candidates for admission to under-graduate courses.
- The college admits foreign students including those from Sikkim and Kashmiri migrants as and when recommended by the University.
- Not more than 5% of the total number of seats (except those courses where there is an admission test or where there are centralized admissions) are offered for admission on the basis of sports and co-curricular distinctions.
- 2 supernumerary seats reserved for students of Jammu & Kashmir under Prime Minister Special Scholarship Scheme of the Govt. of India on the recommendation of AICTE.
- Reservation of seats for wards Quota (Supernumerary Seats). Detailed information is given in Bulletin of Information.

NB: 1. The above reservations may vary with any decision taken by the University of Delhi, University Grants Commission and Ministry of Human Resource Department.

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

i. Financial assistance to students:

The college provides financial assistance to needy students in the form of fee concession.



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

Information available in electronic form:

All the manuals hereunder and other information about the college is available on the college website: <https://spm.du.ac.in/index.php?lang=en> .

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

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

- Through the Notice Boards, College Prospectus, University Calendars and various other information which are available on college website.
- Information for general public are disseminated occasionally through press releases, advertisements etc.
- All these information are available on the college website: <https://spm.du.ac.in/index.php?lang=en> .

MANUAL 16
Section 4(1) (b) (xvi)

List of Information Officers :

1. Appellate Authority - Principal (Presently, Prof. Sadhna Sharma)
2. Public Information Officer – Prof. Neelam Goyal

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

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee i.e. Rs. 10/- . The fee is payable with each application which is towards the cost of processing the request. Schedule of additional fee can be had from the Public Information Officer of the college. Presently rates are as under :-

- Rs. 2/- per page of A-4 or A-3 size, created or copied.
- Actual cost for sizes bigger than A-4 or A-3.
- In case of printed material, the printed copies could be had from the college counter on payment of the actual price.
- For inspection of records, no fee for the first hour ; and a fee of rupees five for each subsequent hour (or fraction thereof)
- If information is needed on a compact disk, subject to availability of information in soft form, the fee will be Rs. 50/- per CD.

Note : The above fee shall be payable by way of cash against proper receipt or by Demand Draft or Bankers Cheque or Indian Postal Order in the name of the Principal, Shyama Prasad Mukherji College for Women.