



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

MANUAL - 1

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

1. VISION AND MISSION OF RAMJAS COLLEGE

Vision:

To emerge as institution of excellence offering conducive environment to produce competent professionals rooted with Indian Ethos capable of leading and serving the society globally.

Motto:

‘ज्ञानत् परतर न हि’
(ज्ञान से श्रेष्ठ कुछ भी नहीं है)

“ज्ञानत् परतर न हि” (‘Knowledge has no comparison’), as the motto of Ramjas College, evidently illuminates its vision to cultivate and uphold knowledge.

Mission:

- To maintain an amicable bond among all stakeholders’ students, teachers, parents, and the civil society.
- To preserve a healthy environment for the teaching-learning process at the institution, uphold the spirit of social justice and empowering the youth with qualities; thus, helping them to become learned citizens of the country.
- To adopt measures in the direction of sustainable development for ensuring an environmentally friendly atmosphere in the campus.
- To maintain the balance between curricular and extracurricular activities in the college.

- To develop interdisciplinary approach in learning and to enhance skills among students through several add-on courses, which include certificate and diploma courses in foreign languages (viz. Spanish, French, Japanese, etc.).
- To conduct mentorship sessions and remedial classes to accelerate personal and educational development of students.
- To upgrade the skills of faculties through activities such as faculty development programs, seminars, workshops, etc.
- To encourage the non-teaching staff for participation in various training programmes for efficient maintenance and administration of the institution.

2. OBJECTIVE AND BRIEF HISTORY:

Objectives:

- To resonate the highest levels of professional competence, mutual respect, social empowerment, and team spirit that will continue to be the guiding force for all.
- With a teaching and creative learning environment, we share our ideas, dreams, and vision for making new paradigms in the learning process, and skill development.
- Through Inter-disciplinary Academics, Extra Curricular Societies, National Cadet Corps (NCC), National Social Services (NSS), Sports, Gender Sensitization Committee, Eco-Club, etc. we strive to accomplish the highest global standards, best practices in higher education, and impart holistic education.
- To augment innovation and entrepreneurship skills in students, we engage in new learnings about innovative outlook, determination, and high human ethics in them.

History:

Ramjas College is situated in Delhi's northern ridge in the lap of the Aravalli Mountain range. As one among the oldest institutions of Delhi University, the college has been serving the nation since its foundation on 14 May 1917 by the great educationalist and philanthropist Lala Rai Kedar Nath in the memory of his father Lala Ramjas Mal. The foundation stone of the college was laid by Mahatma Gandhi at a hillock called Kala Pahad which later came to be called as Anand Parbat. After the handing over of Anand Parbat to the British Army for military use during the World War II, Ramjas College was relocated to its present location in the year 1950. This new building was inaugurated in 1951 by Dr. Rajendra Prasad, the first

president of India. The College also takes pride in having been associated with Dr. B.R. Ambedkar, the chief architect of the Indian Constitution, who adorned the Governing Body of this institution. The students of Ramjas College joined the Indian Independence movement and actively participated in the Quit India Movement of 1942. The college also played a key role in several new initiatives at the university level such as the conception of the idea leading to the formation of Staff Council as a statutory body in all affiliated colleges of Delhi University. In the year 2017, a grand celebration was organized to commemorate the journey of 100 years by Ramjas College and subsequently the Department of Posts, Government of India released a postage stamp to mark the centenary of the institution.

3. THE COLLEGE IMPARTS INSTRUCTION AND TRAINING IN THE FOLLOWING COURSES:

UG Courses	
S.No	Name of the course
1	B.Com
2	B.Com(Hons.)
3	B.A Multidisciplinary Cat-A (Sanskrit+ Any one out of these (English/Hindi/History/Pol. 2 Science/Economics/Mathematics/Philosophy))
4	B.A Multidisciplinary Cat-B (Philosophy + Any one out of these (English/Hindi/History/Pol. Science/Economics/Mathematics/Sanskrit))
5	B.A Multidisciplinary Cat-C (Any two discipline, from these (English/Hindi/History/Pol. Science/Economics/Mathematics))
6	B.A(H) English
7	B.A(H) Hindi
8	B.A(H) Sanskrit
9	B.A(H) Economics
10	B.A(H) History
11	B.A(H) Political Science

12	B.A(H) Hindustani Music
13	B.A(H) Karnatak Music
14	B.A(H) Percussion Music
15	B.Sc(H) Physics
16	B.Sc(H) Mathematics
17	B.Sc(H) Chemistry
18	B.Sc(H) Statistics
19	B.Sc(H) Botany
20	B.Sc(H) Zoology
21	B.Sc. (Physical Science with Electronics)
22	B.Sc. (Physical Science with Chemistry)
23	B.Sc. (Life Science)
PG Courses	
S.No	Name of the course
1	M.A English
2	M.A Hindi
3	M.A Sanskrit
4	M.A History
5	M.A Political Science
6	M.Sc Statistics
7	M.Sc. Mathematics
8	M.Sc. Operational Research
9	M.Com
10	M.A Hindustani Music
11	M.A Karnataka Music
12	M.A Percussion Music
13	M.Sc. Physics
14	M.Sc. Chemistry
15	M.Sc. Botany
16	M.Sc. Zoology
17	M.A. Philosophy

4. ARRANGEMENTS AND METHOD MADE FOR SEEKING PUBLIC PARTICIPATION/ CONTRIBUTION:

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

5. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION:

Principal supervises various activities of the college through designated Staff council committees like grievance redressal committee, etc. and college affairs are monitored through its Governing Body.

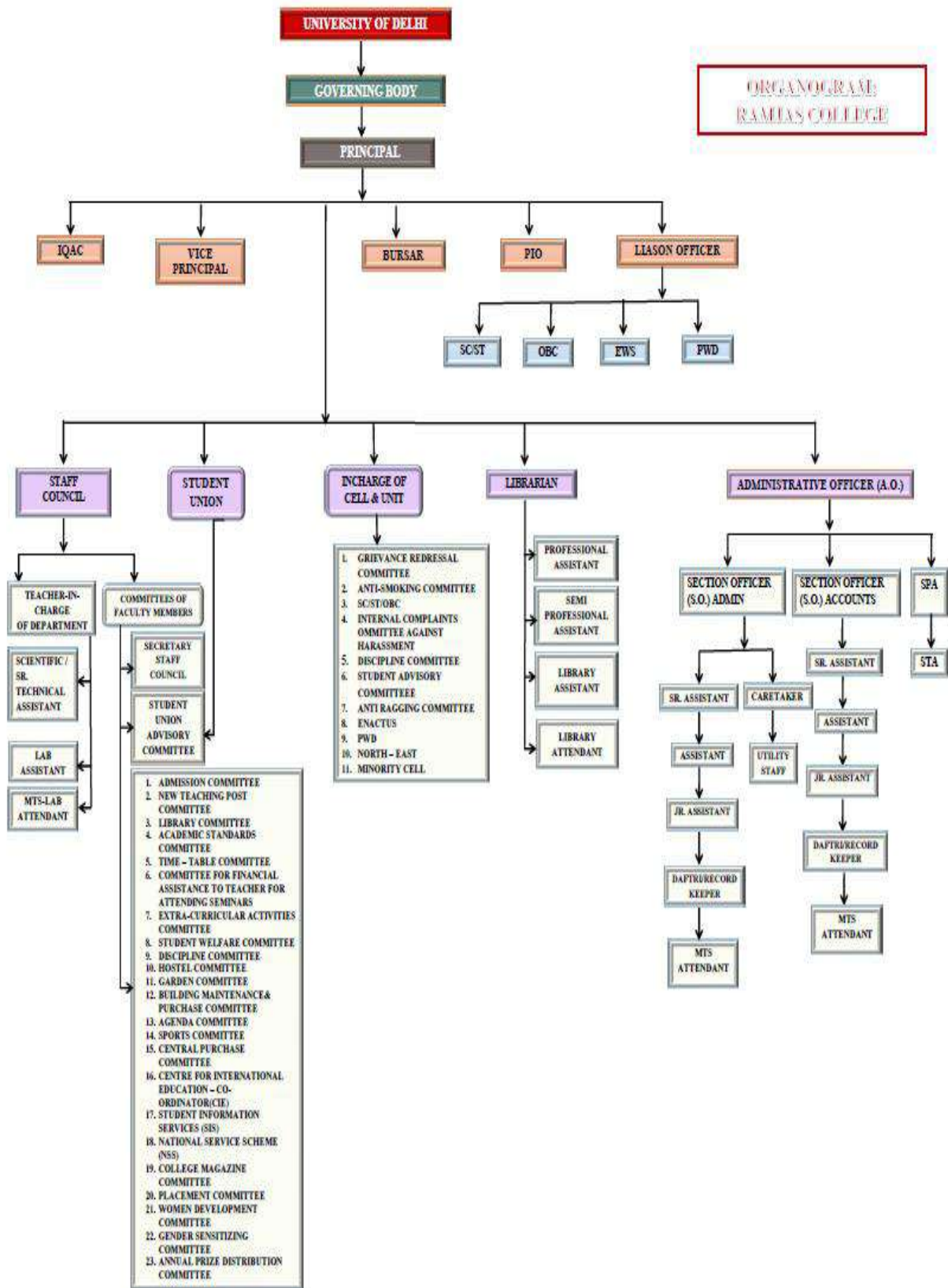
Public Grievance Resolution/ Redressal Mechanism

Committees are constituted in the college to look after grievances of various stake holders.


Co-ordinator
IQAC Ramjas College
University of Delhi


Principal
Ramjas College
University of Delhi
Delhi-110007

6. ORGANIZATIONAL CHART



7. ADDRESS OF THE COLLEGE

The Principal

Ramjas College, University of Delhi

Address: Ramjas College, University Enclave, Delhi-110007

Phone: +91 011-27667706, 011-27667447

E-mail: principal@ramjas.du.ac.in, manojkhanna@ramjas.du.ac.in,

8. Working Hours of the college

Office: 9.00 a.m. to 5.30 p.m. - Monday to Friday (except on public holidays).

Teaching: 8.30 a.m. to 5.30 p.m. - Monday to Saturday (as per University norms).

MANUAL - 2

POWER AND DUTIES OF THE OFFICERS AND EMPLOYEES

Principal is the Chief Executive Officer of the college. He is responsible for the administration and organization of all teaching and extracurricular activities in the college. The powers and duties of the Governing Body and other authorities *are in accordance with the* Statutes and Ordinances of the University of Delhi specified in Governance of Colleges, University of Delhi.

MANUAL - 3

PROCEDURE FOLLOWED TO TAKE A DECISION IN VARIOUS MATTERS

Decisions in matters of admissions, sports, extra-curricular activities, preparation of college timetable, allocation of extra-curricular work of teachers not involving payment or remuneration and laying guidelines for purchase of Library books and lab equipment are taken by the committees of the Staff Council, subject to the provisions of the Act, Statutes and Ordinances of the University. The Governing Body is the supreme body to take decisions regarding appointment, suspension, or abolition of teaching and non-teaching post of the college. The college functions under the general supervision and control of the Governing Body.

MANUAL - 4

NORMS SET BY THE COLLEGE FOR DISCHARGING ITS FUNCTIONS

This comes under the purview of the Staff council and governing body of the college as per the rules of University of Delhi.

MANUAL - 5

RULES, REGULATIONS, INSTRUCTIONS, MANUAL & RECORD FOR DISCHARGING FUNCTION

All these are taken care as per the statues and ordinance of University of Delhi.

MANUAL - 6

OFFICIAL DOCUMENTS AND THEIR AVAILABILITY

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

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.
- The College Governing Body, with the Principal as the Secretary has representations from both teaching and non- teaching staff.
- The IQAC of the college is well represented through involvement of teachers, non-teaching staff, students, and alumni.

- Participation of the faculty in the decision making of the college at the administration level is ensured through appointment of a Bursar, Liaison Officer, Public Information Officer, and a Staff Council Secretary.
- The Staff Council forms several committees which are responsible for making routine decisions related to the College. The Committees consist of faculty members. In addition students are also taken into the committees where ever required.

MANUAL - 8

STAFF COUNCIL COMMITTEES AND CELLS/CLUBS OF THE RAMJAS COLLEGE

Sr. No.	Name of the Committee/Cell	Work/ Duties	Convenor/ Officer Responsible
1	Staff Council	The topmost decision-making body of the college which deals with the entire working and functioning of the college as per the rules of University of Delhi.	Prof. Manoj Kumar Khanna (Chairman) Dr. Pawan Kumar (Secretary)
2	Admission Committee	This committee establishes and implements the criteria for admission and enrolment of the students to the college for all the courses according to the University rules and regulations.	Dr. Jagjeevan Ram (Convenor)
3	New Teaching Post Committee	This committee helps to formulate the workload of teaching post according to the UGC/University norms.	Dr. Praveen Kumar (Convenor)
4	Library Committee	This committee works for library service of the College	Dr. Tanuj Dhawan (Convenor)

		which advice and decides on any matter connected with the library service including funds, books, staff etc., allocation of funds for various subjects or purposes; writing off the unserviceable books or loss of books.	
5	Academic Standards Committee	Representation on the committee includes faculty from each department. They review and recommend on matters related to academic standards, and implementation of academic policy as suggested by University/UGC.	Prof. Sunil Kumar (Convenor: Science) Dr. Dhani Ram (Convenor: Arts & Commerce)
6	Time-Table Committee	This committee ensures that the timetable is disseminated to all faculty members, concerned non-teaching staff and students. It also allocates classes in Lecture halls, Computer Lab, and Labs without any overlapping.	Dr. Radhyshyam (Convenor: Science) Dr. Sonia Goel (Convenor: Arts & Commerce)
7	Committee for Financial Assistance to Teachers for attending Seminars	This committee's goal is achieved by offering financial assistance to teachers and encouraging them to attend seminars, symposia, conferences, workshops, and training programme etc.	Dr. Ganesh Gurjar (Convenor)

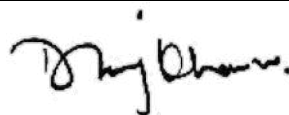
8	Extra-Curricular Activities Committee	This committees work is to plan, organize, coordinate, and supervise the college's educational, recreational, social and cultural activities in the campus.	Dr. Vandana Rawal (Convenor)
9	Students Welfare Committee	It acts as an interface between students and administration. It is responsible for smooth functioning of college canteen such as General hygiene in the campus, Canteen, and food hygiene, and check drinking water etc.	Dr. Tarun Kumar (Convenor)
10	Discipline Committee	This committee helps to make the students aware of the disciplines, rules, and instructions to follow. It also takes necessary disciplinary action against any of the misbehavior or misconduct.	Prof. Suresh Kumar (Convenor)
11	Hostel Committee	It is involved in maintaining discipline and hygiene in the hostel rooms, hostel corridors, mess and mess related places. It also receives student grievances, report to the concerned authorities and get them resolved at the earliest.	Prof. Sunil Kumar (Warden)
12	Garden Committee	The garden committee ensures	Dr. Bharti Chaudhary

		the requirements for development and maintenance of this green belt in and around the college.	(Convenor)
13	Building Maintenance and Purchase Committee	The committee functions to take care of operation and maintenance as well as upkeep of the facilities in the premises of the college.	Dr. Munesh Chakravortty (Convenor)
14	Agenda Committee	It takes care of the academic council agenda and proceedings.	Dr. Pawan Kumar (Convenor)
15	Sports Committee	This committee helps to prepare the sports calendar and an action plan to implement the same. It also aids to upgrade the facilities for sports and games activities for students both indoor and outdoor.	Dr. Munesh Chakraverty (Convenor)
16	Central Purchase Committee	A Central Purchase Committee is established for independent review, evaluation of purchasing documentation and recommend the purchase through GeM portal as per Government of India rules and references.	Dr. Vikas Kumar Verma (Convenor)
17	Students Information Services (SIS)	SIS is basically an online portal that enables Ramjas College to digitize and consequently	Dr. Vinay Kumar (Convenor)

		<p>manage student and teacher information more efficiently.</p> <p>The committee manage to automate related administrative and academic processes, thus making them much more organized.</p>	
18	Centre for International Education (CIE)	It engages in implementation and research activities in international development of institution and its students.	Dr. Sumanjeet Singh (Coordinator)
19	National Service Scheme (NSS)	<p>The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports.</p> <p>It provides an opportunity to the college student to take part in various Government led community service activities & programmes.</p> <p>The primary objective of developing the personality and character of the student youth through voluntary community service.</p> <p>‘Education through Service’ is the purpose of the NSS.</p>	Dr. Pushpa Singh (Coordinator)
20	National Cadet Corps (NCC)	The National Cadet Corps unit is known to be one of the most dignified units. Our NCC unit is	Dr. Himani Dem (Coordinator)

		<p>privileged to train and motivate cadets.</p> <p>The cadets are disciplined, passionate, and determined.</p>	
21	Training and Placement Cell	This cell continuously strives to help students in pursuing their career goals by acquiring employment-seeking skills and eventually to attain desired employment.	<p>Ms. Nidhi Arora Dhingra (Convenor, Training)</p> <p>Dr. Amita Sethi (Convenor, Placement)</p>
22	Student's Union Advisory Committee	<p>This committee serves as a bridge between the faculty members, administrative staff and students.</p> <p>The Student's Union endeavors to inspire thorough collective spirit among the students and create an atmosphere that promotes and practices diversity through a series of cultural, social, and academic activities.</p>	Mr. Lalit Kumar (Convenor)
23	College Magazine Committee	This committee helps to design and draft Ramjas College Magazine, which is a tool for reflection, and togetherness our institution's fabulous legacy, commitment to diversity and inclusivity.	Dr. Prashant Arwey (Convenor)
24	Women Development Committee (WDC)	This committee works towards ensuring a safe and encouraging	Prof. Hardeep Kaur (Convenor)

		environment for women and creating opportunities for their personal and professional development through various activities and sessions.	
25	Gender Sensitizing Committee (GSC)	This committee functions to sensitize students to various gender related issues, to spread awareness about sexual harassment at work place as well as the functioning of the ICC and to deal with the complaints relating to Sexual harassment at work place from students or employees.	Dr. Savita Bargujar (Convenor)
26	Internal Complaints Committee (ICC)	In accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as well as UGC Regulations, 2015 pertaining to higher educational institutions, the Ramjas college has a duly constituted, Internal Complaints Committee (ICC).	Dr. Reetu Sharma (Presiding Officer)
27	Annual Prize Distribution Committee (APDC)	The College organizes annual prize distribution function every year where achievements of students in academics, extra-curricular and sports are recognized and appreciated.	Dr. Samar Pal Singh (Convenor)



		The students are awarded certificates, medals, and/or trophies, in testimony for their outstanding performance in such activities.	
28	Monitoring Committee	This committee is responsible for monitoring of academic operations, activities, procedures, and maintaining all relevant documents and files in association with various committee/coordinators of the department.	Secretary, Staff Council, Convenor (Ex, officie)
29	Financial and Investment Cell	The Finance and Investment Cell works with a vision to promote knowledge sharing among students on matters of finance and economics.	Dr. P.C Tulsian (Convenor)
30	Carrer Development Cell	Career And Development Cell works with a goal of catalyzing careers, aiming to help the students in interacting with like minds, enhance their knowledge and boost their confidence, so as to bring up a holistic development in them.	Mr. Ram Singh (Convenor)
31	SC/ST Cell	Our college have SC/ST Cell as per the provision of University Grants Commission to resolve all affairs and problems related to SC/ST students of the	Dr. Pawan Kumar, Coordinator

		<p>College.</p> <p>The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in college promotes the special interests of students in the reserved category.</p> <p>It is expected to provide special input in areas where the students experience difficulties.</p> <p>The Cell of Ramjas College organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.</p> <p>The Ramjas SC/ST committee also deals with the representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion, and other similar matters in Universities/Colleges.</p>	
32	OBC Cell	<p>Our college has OBC Cell to resolve all affairs and problems related to OBC students of the College.</p> <p>The OBC Cell in college promotes the special interests of students in the reserved</p>	Dr. Sumanjeet Singh (Coordinator)

		<p>category.</p> <p>It is expected to provide special input in areas where the students experience difficulties.</p> <p>The Cell of Ramjas College organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.</p> <p>The Ramjas OBC committee also deals with the representations received from Other backward class candidates regarding their admission, recruitment, promotion, and other similar matters in Universities/Colleges.</p>	
33	Minority Cell	Our college has a Minority Cell to look into the complaints received from Minority students, teaching and non-teaching staff of the college.	Dr. Iffat Jahan (Coordinator)
34	SC/ST/OBC Grievance Committee	Our college have SC/ST/OBC Grievance Committee as per the provision of University Grants Commission for the prevention of caste-based discrimination in Higher Education Institutes to look into the matters of	Dr. Pawan Kumar (Coordinator)

		complaints received from SC/ ST / OBC students, teaching and non-teaching staff of the college.	
35	Eco Club	The main objective of Eco club is to raise the students' awareness over environmental issues and to get the students actively involved in environmental matters.	Dr. Vivek Negi
36	School of Foreign and Indian Languages (SFIL)	<p>The school of foreign & Indian Languages was instituted in Ramjas College in 2004, in response to the perception that knowledge of a foreign language offered increased opportunities for both employment and education.</p> <p>Ramjas College wished to provide a centre for quality learning of foreign languages at affordable rates, primarily to its students and others who may be interested in Languages. In addition, it sought to provide students with exposure to the respective cultures through films, music, dance and cultural events organized by the related Embassies and Cultural Centres.</p>	Prof. Hardeep Kaur (Convenor)

		All One Year Part-Time Diploma and Certificate Courses are conducted in collaboration with the Department of Germanic & Romance Studies and Department of East Asian Studies, University of Delhi.	
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Note: Detailed information can be accessed through the following link

<https://ramjas.du.ac.in/college/web/index.php?r=administration/staff-council>

MANUAL - 9, 10
DIRECTORY OF EMPLOYEES
MONTHLY RENUMERATION RECEIVED BY THE EMPLOYEES

PRINCIPAL

Prof. Manoj Kumar Khanna (Academic Level – 14)

List of Teaching Staff

S. No.	Name of faculty	Designation	Department	Academic/ Pay Level
1	Abha Kathuria	Assistant Professor	Chemistry	10
2	Abhinav Prakash Singh	Assistant Professor	Economics	10
3	Aditya Sharma	Assistant Professor	History	10
4	Ajay Kumar	Assistant Professor	Chemistry	10
5	Alok Dash	Associate Professor	Economics	13A
6	Alok Kumar	Assistant Professor	Botany (Adhoc)	10
7	Alok Kumar Singh	Assistant Professor	Zoology	10
8	Alok Kumar Tripathi	Assistant Professor	Physics	10

9	Amanjeet	Assistant Professor	Physics	10
10	Amish Kumar	Assistant Professor	Botany (Adhoc)	10
11	Amit Bhattacharya	Associate Professor	Zoology	13A
12	Amit Kumar Pradhan	Associate Professor	Philosophy	13A
13	Amit Singhal	Professor	Commerce	14
14	Amita Sethi	Assistant Professor	Mathematics	10
15	Amrita Bakshi	Assistant Professor	Zoology	10
16	Anamika	Assistant Professor	Zoology	10
17	Anil Kumar	Assistant Professor	Economics	10
18	Anil Kumar	Assistant Professor	Commerce (Adhoc)	10
19	Anita Bansal	Professor	Statistics	14
20	Anjali Thakur	Assistant Professor	Physics	10
21	Ankur Jain	Assistant Professor	Economics	10
22	Ankur R. Bhardwaj	Assistant Professor	Botany (Adhoc)	10
23	Annabattula Vijay Kumar	Senior Assistant Professor (Selection Grade)	Economics	12
24	Antara Bhatia	Assistant Professor	English (Adhoc)	10
25	Anupam	Assistant Professor	Hindi	10
26	Anupam Pathak	Assistant Professor	Statistics	10
27	Anupama Razdan Tikku	Assistant Professor	Botany (Adhoc)	10
28	Anuradha Rajkonwar Chetiya	Associate Professor	Statistics	13A
29	Anwar Jahan	Assistant Professor	Chemistry	10
30	Archa Gulati	Assistant Professor	Chemistry	10
31	Archana Sharma	Associate Professor	Hindi	13A

32	Archi Bhatia	Associate Professor	Economics	13A
33	Aribam Siddharth Sharma	Assistant Professor	English (Adhoc)	10
34	Arti Dhankar	Associate Professor	Physical Education	13A
35	Arunima Sahgal	Associate Professor	Zoology	13A
36	Arvind Gupta	Assistant Professor	Commerce (Adhoc)	10
37	Asha Dahiya	Assistant Professor	Physics	10
38	Ashish Kumar Garg	Assistant Professor	Statistics	10
39	Ashok Kumar	Professor	Physics	14
40	Ashutosh Das	Assistant Professor	Economics	10
41	Atul Arya	Assistant Professor	Botany (Adhoc)	10
42	Atul Singh	Assistant Professor	Statistics	10
43	Avnish Kumar Sisodiya	Assistant Professor	Physics	10
44	Babita Goyal	Professor	Statistics	14
45	Bhanu Raj Meena	Assistant Professor	Botany (Adhoc)	10
46	Bharat Lal Meena	Assistant Professor	Economics	10
47	Bharti Chaudhry	Associate Professor	Botany	13A
48	Bijaya Kumar Mohanty	Assistant Professor	Political Science (Adhoc)	10
49	CA Vishal Pandey	Assistant Professor	Commerce (Adhoc)	10
50	Chander Gopal	Assistant Professor	Commerce (Adhoc)	10
51	Chandra Mohan Meena	Assistant Professor	Chemistry	10
52	Charu Dogra Rawat	Associate Professor	Zoology	13A

53	Charu Kapoor	Associate Professor	Physics	13A
54	Debraj Mookerjee	Associate Professor	English	13A
55	Debolina Dey	Assistant Professor	English (Adhoc)	10
56	Devi Lal	Assistant Professor	Zoology	10
57	Devi Puttar	Assistant Professor	Physics	10
58	Devika Rani Hazarika	Assistant Professor	English (Adhoc)	10
59	Devinder	Assistant Professor	Philosophy (Adhoc)	10
60	Dhani Ram	Associate Professor	Commerce	13A
61	Dishu Dawra	Assistant Professor	Physics	10
62	Divya Deep Yadav	Assistant Professor	Physics	10
63	Ganesh Gurjar	Assistant Professor	Physics	10
64	Hament Kumar Rajor	Professor	Chemistry	14
65	Hardeep Kaur	Professor	Zoology	14
66	Helianthous	Assistant Professor	Zoology	10
67	Hemant Kumar	Assistant Professor	Chemistry	10
68	Himani Dem	Assistant Professor	Mathematics	10
69	Iffat Jahan	Professor	Mathematics	14
70	Jagjeevan Ram	Associate Professor	Physics	13A
71	Jaishree Kapur	Assistant Professor	English (Adhoc)	10
72	Jyotsna Anand	Associate Professor	Hindi	13A
73	Kartiki Bhatnagar	Assistant Professor	Botany	13A
74	Keshav Chandra Tiwari	Associate Professor	Political Science	13A
75	Kiran	Assistant Professor	Physics	10
76	Kiran Soni	Assistant Professor	Chemistry	10
77	Krishna Kumar Gupta	Professor	Physics	14
78	Krispa Ningombam	Assistant Professor	English (Adhoc)	10

79	Kuldeep Kumar	Assistant Professor	Physics	10
80	Kumar Rahul	Associate Professor	Political Science	13A
81	Lalit Kumar	Assistant Professor	Statistics	10
82	Lokendra Sharan Kumawat	Associate Professor	Economics	13A
83	M. Ojit Kumar Singh	Associate Professor	Zoology	13A
84	Madhu Bala Raigar	Assistant Professor	Chemistry	10
85	Mahak Singh	Associate Professor	Chemistry	13A
86	Maneesh Kumar Upadhyay	Assistant Professor	Physics	10
87	Manish Rana	Assistant Professor	Chemistry	10
88	Manisha Chakravorty	Associate Professor	Physical Education	13A
89	Manju Gupta	Associate Professor	Commerce	13A
90	Manoj Kumar	Assistant Professor	Mathematics	10
91	Manoj Kumar Arora	Professor	Physics	14
92	Manoj Kumar Hazarika	Assistant Professor	English (Adhoc)	10
93	Manoj Kumar Khanna	Professor	Principal	14
94	Manoj Kumar Rana	Assistant Professor	Mathematics	10
95	Manoj Kumar Shukla	Assistant Professor	Political Science	10
96	Mansi Yadav	Assistant Professor	Zoology	10
97	Manveer Singh	Assistant Professor	Physics	10
98	Mausumi Gupta/ Bose	Associate Professor	Philosophy	13A
99	Meenakshi Mawi	Assistant Professor	Political Science	10
100	Meeta Nath	Associate Professor	Philosophy	14
101	Mihir Pandey	Associate Professor	Economics	13A
102	Mohini Pandey	Assistant Professor	Hindi	10

103	Monika Saxena	Associate Professor	History	13A
104	Mukesh Paswan	Assistant Professor	History	10
105	Munna Kumar Ray	Assistant Professor	Hindi	10
106	N.A. Jacob	Associate Professor	English	13A
107	Nalini Nigam	Associate Professor	Botany	13A
108	Nandini Nag	Assistant Professor	English (Adhoc)	10
109	Naresh Dayma	Assistant Professor	Chemistry	10
110	Naresh Kumar	Professor	Commerce	14
111	Narinder Pushkarna	Associate Professor	Statistics	14
112	Neelima	Associate Professor	Mathematics	13A
113	Neha Chaudhary	Assistant Professor	Chemistry	10
114	Nidhi Arora Dhingra	Associate Professor	Mathematics	13A
115	Nirbhay Kumar	Assistant Professor	Hindi	10
116	Nisha Aggarwal	Assistant Professor	Chemistry	10
117	Niti Pathak	Assistant Professor	Botany (Adhoc)	10
118	Nitika Aggarwal	Assistant Professor	Commerce (Adhoc)	10
119	Om Parkash	Assistant Professor	Commerce (Adhoc)	10
120	P. Parameswaruda	Assistant Professor	History	10
121	P.C. Tulsian	Associate Professor	Commerce	13A
122	P.K. Panda	Professor	Sanskrit	14
123	Pallavi Singh	Assistant Professor	Botany (Adhoc)	10
124	Pawan Kumar	Associate Professor	Economics	13A
125	Pawan Kumar	Assistant Professor	Physics	10
126	Pinki	Assistant Professor	Commerce (Adhoc)	10
127	Pooja Gupta	Assistant Professor	Botany	10

			(Adhoc)	
128	Pooja Rani	Assistant Professor	Commerce (Adhoc)	10
129	Poonam Dwivedi	Associate Professor	Chemistry	13A
130	Poonam Meena	Assistant Professor	Mathematics	10
131	Pradeep Kumar	Assistant Professor	History	10
132	Prashant Arun Arwey	Assistant Professor	History	10
133	Praveen Kumar	Associate Professor	Mathematics	10
134	Pritam Singh Sharma	Associate Professor	Hindi	13A
135	Priyanka	Assistant Professor	Economics	10
136	Priyanka	Assistant Professor	Commerce (Adhoc)	10
137	Pushpa Singh	Assistant Professor	Zoology	10
138	R.K. Goyal	Associate Professor	Chemistry	13A
139	R.N. Johri	Associate Professor	Hindi	13A
140	Rachna Chaurasia	Assistant Professor	Physics	10
141	Radheshyam	Assistant Professor	Physics	10
142	Rahul Tomar	Assistant Professor	Mathematics	10
143	Raj Kumari Bahl Anand	Associate Professor	Statistics	13A
144	Raj Mangal Yadav	Senior Assistant Professor	Sanskrit	12
145	Rajendra Parihar	Associate Professor	English	13A
146	Rakesh	Assistant Professor	Physics	10
147	Ram Bilash Yadav	Assistant Professor	Political Science	10
148	Ram Singh	Assistant Professor	History	10
149	Rameshwar	Assistant Professor	Sanskrit	10
150	Ranjak Katara	Assistant Professor	Political Science	10
151	Ranjana Das	Senior Assistant	History	12

		Professor (Selection Grade)		
152	Ranjana Sharma	Professor	Chemistry	14
153	Ranjana Yadav	Assistant Professor	Chemistry	10
154	Ranjna Nagpal Kaul	Assistant Professor	Botany (Adhoc)	10
155	Ratna Raj Brahma	Assistant Professor	History	10
156	Reetu Sharma	Associate Professor	Botany	13A
157	Renu Gupta	Associate Professor	Zoology	13A
158	Richa Verma	Assistant Professor	Commerce (Adhoc)	10
159	Rohit Bansal	Assistant Professor	Mathematics	10
160	Roma Rani	Assistant Professor	Botany (Adhoc)	10
161	Ruchika Verma	Associate Professor	Mathematics	13A
162	Rupali Sapra	Assistant Professor	Physics	10
163	Sachin Kumar	Assistant Professor	Physics	10
164	Sachin Kumar Singh	Assistant Professor	Chemistry	10
165	Saguna P. Singh	Associate Professor	History	13A
166	Sahib Singh	Senior Assistant Professor	Sanskrit	12
167	Saloni Bhardwaj	Assistant Professor	Physics	10
168	Samar Pal Singh	Assistant Professor	Zoology	10
169	Sameer Hussain	Assistant Professor	Chemistry	10
170	Sandeep Kumar	Assistant Professor	Chemistry	10
171	Sandeep Kumar Singh	Assistant Professor	Zoology	10
172	Satendra Kumar Shukla	Assistant Professor	Hindi	10
173	Saurav Meena	Assistant Professor	Commerce (Adhoc)	10
174	Savita Bargujar	Associate Professor	Chemistry	13A
175	Sawan Kumar Marig	Assistant Professor	Mathematics	10

176	Shailesh Kumar Diwakar	Associate Professor	Political Science	13A
177	Shani Kumar	Assistant Professor	Physics	10
178	Sharf Ilahi Siddiqui	Assistant Professor	Chemistry	10
179	Shashi Bala	Assistant Professor	Chemistry	10
180	Sheetal Budhiraja	Assistant Professor	Chemistry	10
181	Shilpa Mehta	Associate Professor	Chemistry	13A
182	Shishir Kumar Jha	Associate Professor	Statistics	13A
183	Shivam Agrawal	Assistant Professor	History	10
184	Shobhna Chaudhary	Assistant Professor	Physics	10
185	Shuchi Verma	Assistant Professor	Chemistry	10
186	Siddhartha	Assistant Professor	Physics	10
187	Smita Bhatia	Associate Professor	Zoology	13A
188	Sneha Sharma	Assistant Professor	English (Adhoc)	10
189	Sonal Sharma	Assistant Professor	Commerce (Adhoc)	10
190	Sonia Goel	Associate Professor	Economics	13A
191	Sonia Ratnani	Associate Professor	Chemistry	13A
192	Soumya Choudhary	Assistant Professor	English (Adhoc)	10
193	Sujeet Kumar Sharma	Assistant Professor	Political Science	10
194	Sukanya Bourah	Assistant Professor	Sanskrit	10
195	Suman Sharma	Associate Professor	Botany	13A
196	Sumanjeet	Associate Professor	Commerce	13A
197	Sumit	Assistant Professor	Mathematics	10
198	Sunil Kumar	Professor	Physics	14
199	Sunita Meena	Senior Assistant Professor	Sanskrit	11
200	Surabhi Singhal	Assistant Professor	Commerce	10

			(Adhoc)	
201	Surender Singh	Associate Professor	Commerce	13A
202	Suresh Kumar	Professor	Botany	14
203	Suruchi	Associate Professor	Chemistry	13A
204	Swati	Assistant Professor	Mathematics	10
205	Syed Areesh Ahmad	Associate Professor	Political Science	13A
206	Tanuj Dhawan	Assistant Professor	Physics	10
207	Tanvir Aeijaz	Associate Professor	Political Science	13A
208	Tarun Kumar	Assistant Professor	Physics	10
209	Taruna Joshi	Associate Professor	Library	13A
210	Uma Shanker Pandey	Assistant Professor	History	10
211	Vandana Rawal	Assistant Professor	Sanskrit	10
212	Vijay Shree Meena	Assistant Professor	Hindi	10
213	Vikas Chauhan	Assistant Professor	Physics	10
214	Vikas Kapoor	Associate Professor	Political Science	13A
215	Vikas Kumar	Assistant Professor	Mathematics	10
216	Vikas Kumar Verma	Associate Professor	History	13A
217	Vikram	Assistant Professor	Statistics	10
218	Vinay Kumar	Assistant Professor	Mathematics	10
219	Vinita Chandra	Associate Professor	English	13A
220	Vishnu Chauhan	Assistant Professor	Mathematics	10
221	Vivek Kumar Singh	Assistant Professor	History	10
222	Vivek Negi	Assistant Professor	Zoology	10
223	Yadav Shailesh Kumar R.	Assistant Professor	Zoology	10

List of non-teaching employees

S. No.	Name of the Employee	Designation	Basic Pay (in Rs)
1	Shikha Bhatia	Sr. P.A.	70000
2	Dilbag	Administrative Officer	75400
3	Raje Singh	Assistant (Under Suspension)	28125
4	Namish Mishra	Sr. Assistant	60400
5	Nisha	Section Officer Admn.	44900
6	Surender Singh	Sr. Assistant	62200
7	Subhash	Laboratory Assistant	52000
8	Ravindra Kumar	Workshop Mechanic	49000
9	Subhash Chander Tomer	Laboratory Assistant	70000
10	Ram Prakash	Laboratory Assistant	52000
11	Geeta Martolia	Laboratory Assistant	42800
12	Satyaveer Singh	Laboratory Assistant	68000
13	Manoj Kumar	Laboratory Assistant	66000
14	Hari Singh Vohra	Laboratory Assistant	48200
15	Raju Mugam	Laboratory Assistant	68000
16	Dharamvir Singh	Laboratory Assistant	66000
17	Dinesh Chand Sharma	Laboratory Assistant	66000
18	Ratan Singh	Laboratory Assistant	39200
19	Manbir Singh Rawat	Daftari	41000
20	Akilesh Choudhary	Daftari	41000
21	Satender Singh Negi	Office Attendant	38300
22	Gopal Singh Bangari	Office Attendant	35000
23	Ram Raj Pal	Office Attendant	35000
24	Vijay Kumar Dhaniala	Office Attendant	35000
25	Raju Lal Meena	Office Attendant	30200
26	Rishi Pal	Safai Karamchari	31100
27	Mukesh	Safai Karamchari	31100
28	Surender Prasad Yadav	Mali	31100
29	Devender Singh	Mali	31100

30	Madan Mohan	Mali	30200
31	Anita Sharma	Junior Library Assistant	54200
32	Bal Kishan	Library Attendant	54200
33	Shrutie	Library Attendant	54200
34	Suresh Kumar	Library Attendant	54200
35	Usha Rani	Library Attendant	42200
36	Seema Bisht	Library Attendant	37200
37	Sheela	Junior Library Assistant	30200
38	Pawan Yadav	Laboratory Assistant	30500
39	Kamal Kumar Gurung	Laboratory Assistant	30500
40	Lokesh Kumar Sharma	Laboratory Assistant	52000
41	Seema	Laboratory Assistant	23500
42	Sarita Kashyap	Laboratory Assistant	30500
43	Subhash Singh Tomar	Laboratory Assistant	30200
44	Sharad Chander Jha	Laboratory Assistant	42200
45	Munney Khan	Laboratory Assistant	39800
46	Vijay Pal Singh Saini	Laboratory Assistant	41000
47	Dhruv Narain	Laboratory Attendant	35000
48	Naresh Kumar	Laboratory Assistant	30500
49	Ombir Singh	Laboratory Assistant	41000
50	Naresh Kumar Sharma	Laboratory Assistant	30500
51	Mohmad Sageer	Laboratory Attendant	30200
52	Mohmad Sageer	Laboratory Attendant	30200
53	Ram Naresh Meena	Laboratory Attendant	30200
54	Amit Bhardwaj	Laboratory Attendant	30200
55	Rajeev Swaroop Bhatnagar	Laboratory Assistant	46800
56	Alok Kumar Jha	Junior Assistant	26800
57	Abhimanyu Kumar	Laboratory Attendant	24200
58	Manoj Kumar	Laboratory Assistant	25500
59	Anuj Tomar	Laboratory Assistant	25500
60	Pritam	Laboratory Assistant	25500

61	Naimuddin	Laboratory Attendant	24200
62	Abid Khan	Laboratory Attendant	24200
63	Dharmendra Singh	Laboratory Assistant	25500
64	Ajit Gothwal	Laboratory Assistant	25500
65	Nidhi	P.A. Library	38100
66	Neha Negi	S.P.A. Library	29600
67	Gaganpreet Kaur	Section Officer Accounts	53600
68	Mahipal Singh	Office Attendant	28800
69	Jamil Khan	Office Attendant	28800
70	Phoolwati	Junior Assistant	23800
71	Manoj Kumar	Laboratory Attendant	21500
72	Mahesh Kaushik	Laboratory Assistant	41000
73	Anshu	Laboratory Assistant	30500
74	Sukhjinder Singh	Laboratory Assistant	30500
75	Rampal Giri	Laboratory Assistant	30500
76	Surinder Singh	Laboratory Assistant	42200
77	Sadhu Saran Rai	Laboratory Assistant	52000
78	Dalip Singh	Laboratory Assistant	52000
79	Sunny Kumar Tonk	Laboratory Assistant	30500
80	Sushil Kumar	Laboratory Assistant	30500
81	Taruna Joshi	Librarian	143600

S. No.	Name of the Employee	Designation	Basic Pay (in Rs.)
1	Hari Mohan Prasad	Assistant	30500
2	Upma	Junior Assistant	23800
3	Rahul Jain	S.T.A.	42300
4	Sachin Sharma	Laboratory Attendant	21500
5	Arvind Kumar	Laboratory Assistant	30500
6	Bijendra Singh	Laboratory Assistant	30500
7	Aribh Bhowmick	Laboratory Assistant	30500

Outsourcing Agency M/S JMD Staff & other staff

S.No	Name	Designation	Salary per month (in Rs.)
1	Sh. Gajender Singh	Sound Operator	18,960
2	Sh. Rama Kant	Electrician	18,960
3	Sh. Satish	Electrician	18,960
4	Sh. Riyazuddin	Carpenter	16,680
5	Ms. Usha	Safai karamchari	15,070
6	Ms. Poonam	Safai karamchari	15,070
7	Sh. Sunny	Safai karamchari	15,070
8	Sh. Mukesh	Safai karamchari	15,070
9	Sh. Babu Ram	Mali	15,070
10	Sh. Sakir	Mali	15,070
11	Sh. Riyasuddin	Mali	15,070
12	Sh. Sobhnath	Mali	15,070
13	Sh. Deepak	Safai karamchari	15,070
14	Sh. Rahul	Office Attendant	15,070
15	Sh. Vipin	Office Attendant	15,070
16	Sh. Varun Choudhary	Office Attendant	15,070
17	Ms. Kajol	Office Attendant	15,070
18	Sh. Suresh Kumar	Attendant	15,070
19	Sh. Deepak	Sound Operator	18,960
20	Sh. Neel Kamal Prasad	Plumber	18,960
21	Sh. C.P. Tiwari	Office Attendant	15,070
22	Sh. Pallu	Mason	18,960
23	Sh. Akash	Welder	15,070
24	Sh. Dashrath	Helper	14,000
25	Sh. Yogesh	Web designer	35,000
26	Sh. Manoj	SIS	27,800
27	Sh. Shamsher	Consultant account Dept.	24,150
28	Ms. Mona Sharma	Dealing Asst. Principal's office	30,000

Sulabh International Social Service Organization staff

S.No	Name	Designation	Salary per month (in Rs.)
1	Amit	Safai karamchari	15,908
2	Rajiv	Safai karamchari	15,908
3	Dinesh	Safai karamchari	15,908
4	Resav	Safai karamchari	15,908
5	Ankit	Safai karamchari	15,908
6	Kapil	Safai karamchari	15,908
7	Tejpal	Safai karamchari	15,908
8	Ganesh	Safai karamchari	15,908
9	Babita	Safai karamchari	15,908
10	Suman	Safai karamchari	15,908
11	Brwesh	Safai karamchari	15,908
12	Narsingh	Safai karamchari	15,908
13	Aditya	Safai karamchari	15,908
14	Preeti	Safai karamchari	15,908
15	Shivam	Safai karamchari	15,908
16	Akash	Safai karamchari	15,908
17	Nand Kishore	Safai karamchari	15,908
18	Paras	Safai karamchari	15,908
19	Sonu	Safai karamchari	15,908
20	Tushar	Safai karamchari	15,908
21	Simpi	Safai karamchari	15,908
22	Aryan	Safai karamchari	15,908
23	Hari Krishan	Safai karamchari	15,908
24	Aman	Safai karamchari	15,908
25	Lala	Safai karamchari	15,908

Nexgen Manpower Services Pvt. Ltd. staff

S.No	Name	Designation	Salary per month (in Rs.)
1	Bhoop Singh Chandel	Ex Supervisor	15,512
2	Rajiv Kumar	Ex Security Guard	15,512
3	Amit Kumar	Security Guard	19,416
4	Anita Devi Giri	Security Guard	19,416
5	Kiran Rawat	Security Guard	19,416
6	Devinder Singh	Security Guard	19,416
7	Sanjit Naskar	Security Guard	19,416
8	Virender Singh	Security Guard	19,416
9	Man Singh	Security Guard	19,416
10	Paramjeet Singh	Security Guard	19,416
11	Jai Singh	Security Guard	19,416
12	Dinesh Tamang	Ex Supervisor	15,512
13	Dharvir	Ex Supervisor	15,512
14	Azad Singh	Ex Security Guard	15,512
15	Umesh Kumar	Security Guard	19,416
16	Virender Kumar	Security Guard	19,416
17	Vivek Prasad Mehta	Security Guard	19,416
18	Brijendra Singh	Security Guard	19,416
19	Hari Chand	Security Guard	19,416
20	Sanjay	Security Guard	19,416

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.


Co-ordinator
IQAC Ramjas College
University of Delhi


Principal
Ramjas College
University of Delhi
Delhi-110007

The Budget outlay for the following financial years was:

S.No	Financial year	Budget (in Lakhs)
1	2018-19	5700.81
2	2019-20	7015.66
3	2020-21	5911.67
4	2021-22	6658.57

MANUAL - 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES:

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

MANUAL – 13

CONCESSIONS

a. Concessions granted by the college:

College strictly follows government of India reservation policy.

b. Concessions availed by the college:

No Concession has been availed by the college.

MANUAL – 14

INFORMATION AVAILABLE IN ELECTRONIC FORM

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

MANUAL – 15

MEANS, METHODS, AND FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Information available on college website, Notice Boards, Prospectus, and social media handles.

MANUAL – 16

LIST OF PUBLIC INFORMATION OFFICERS & FIRST APPELLATE AUTHORITY

Public Information Officer (PIO)

Dr. Mausumi Bose

Designation: Associate Professor

Department: Philosophy

Phone No: 9312105573

Email-id: mausumibose@ramjas.du.ac.in

First Appellate Authority

Prof. Manoj Kumar Khanna

Principal,

Ramjas College,

University of Delhi.

Email-id: principal@ramjas.du.ac.in


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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 applications for seeking information on different subjects are required. The application must be accompanied by the prescribed fee of Rs. 10/-
- As per RTI (Regulation of fee and cost) Rules, 2005 following fee are payable for seeking information:
 - Rupees two for each page (in A4 or A3 size paper) created or copied:
 - Actual charge or cost price of a copy in larger size paper:
 - Actual cost or price for samples or models; and
 - For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

- For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- For information provided in printed form at the price fixed for such publication or rupees two perpage of photocopy for extracts from the publication.

Detailed Information of the college can also be assessed through the College's Citizen Charter: <https://ramjas.du.ac.in/college/web/iqac/citizen-charter.pdf>


Co-ordinator
IQAC Ramjas College
University of Delhi


Principal
Ramjas College
University of Delhi
Delhi-110007