

INFORMATION HANDBOOK

Under

Right to Information Act – 2005

COLLEGE OF VOCATIONAL STUDIES

A NAAC Accredited Institution-'A' Grade

(UNIVERSITY OF DELHI)

**TRIVENI, SHIEKH SARAI,
PHASE-II, NEW DELHI-110017**

INTRODUCTION

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

Section 2 (h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Handbook contained information of College of Vocational Studies 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 College of Vocational Studies in accordance with Section 4 (1) (b) of RTI,2005
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Manual 1 Section 4(1) b (i)

Particulars of organization, functions and duties

Establishment & Background

College of Vocational Studies, a co-educational and University maintained institution was founded in 1972. It is among the pioneer institutions in the country to offer Vocational education and seeks to break new ground by bridging the gap between traditional University education and changing socio-economic environment. The Vocational courses enable a student to interweave general education with work oriented skills and knowledge. Presently it has approximately 3400 students studying various under graduate courses in the disciplines of Humanities, Commerce, Management and the Sciences.

Our Mission:

College of Vocational Studies aims to be an institution of excellence not only in management based Vocational courses but also in other professional and conventional courses. It aims to bring in focus the Vocational or practical aspect of higher education. Our aim is to create an environment where innovation is focused. The students pursue knowledge with passion and freedom and blossom into responsible citizens of the society in a harmonious academic environment.

Our Vision :

College of Vocational Studies strives for excellence both in the academic as well as extra-curricular domains. The mission of the college is that the student should excel in his/her respective fields of Vocational, commerce and humanities. The college provides excellent facilities, which include computer labs, classrooms with projectors, well-equipped library, activity rooms, well maintained sports ground and above all a well-trained faculty. Students are constantly encouraged to think not just within the parameters of a set curriculum but to realize their true potential through continuous research and learning.

VALUES

1. Student Success and Completion: Meeting student needs by creating an educational environment in which students can attain a variety of goals.
2. Excellence: Maintaining a high standard of integrity and performance leading to the achievement of academic and career goals.
3. Collaboration: Seeking input from all sectors of the college and the community.
4. Diversity: Fostering a learning community in which the diverse values, goals, and learning styles of all students are recognized and supported.
5. Life-Long Learning: Encouraging enthusiastic, independent thinkers and learners striving for personal growth.
6. Integrity: Behaving ethically in all interactions at all levels.
7. Technological Advancement: Implementing cutting-edge technology that enhances instruction and prepares students for life-long success.

GOALS:

- Help to prepare educational professionals recognized for the quality and significance of their teaching, research, scholarship, service, outreach, and leadership.
- Provide widely recognized leadership in the improvement of teaching, learning, and the assessment of educational outcomes across the life span through research, scholarship, and technology.
- Enhance the commitment of faculty, staff, and students to the centrality of diversity, social justice, and democratic citizenship.
- Provide leadership in the development of collaborative, professional relationships with schools, organizations, and other institutions focused on the improvement of education in schools, communities, and workplace settings.
- Sustain a caring, supportive climate throughout the College.
- Enhance the effective and efficient management of the College.

BELIEFS:

- A literate and educated citizenry is vital to a democratic society.
- All people are entitled to a high-quality education, grounded in sensitivity to individual dignity, professional integrity, and a positive and nurturing environment.
- A dynamic education system fosters an equitable, productive economy in a global environment.
- Teaching and learning should be informed by scholarly research and effective practice.
- School improvement should be based on sound research, the application of theory as it relates to effective practice, policy development, and collaboration with practitioners.
- Technology should be used to improve the quality of teaching and learning, research and scholarship, and outreach to the state, nation, and the world.
- Interdisciplinary programs should be used to enhance human learning, growth, and development across the life span.

Course Offered by the college

The college offers following fifteen courses from across the disciplines of Humanities, Social Sciences, Commerce, Management and Vocational Studies:

1. **B. Com. (H)**
2. **Bachelor of Management Studies (B.M.S.)**
3. **Bachelor of Business Economics (B.B.E.)**
4. **B. A. (H) Hindi**
5. **B. A. (H) English**
6. **B. A. (H) History**
7. **B. Sc. (H) Computer Science**
8. **B. A. (H) Economics**
9. **B. VS. Tourism Management**
10. **B. VS. Material Management**
11. **B. VS. Management and marketing of Insurance**
12. **B. VS. Small and Medium Enterprises**
13. **B. VS. Human Resource Management**
14. **B. VS. Marketing Management and Retail Business**
15. **B. VS. Office Management and Secretarial Practice**

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 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.

Organizational Chart for teaching and Administration: as indicated in Annexure 1 &2.

Location of the College:

The college is located in South Delhi and is connected by Delhi Metro. The nearest Metro Stations are Chirag Delhi & Malviya Nagar.

Address of the College:

College of Vocational Studies, Triveni Sheikh Sarai, Phase -II, New Delhi-110017

Working hours of the College :

Office Hours: 9.00 a.m. to 5.30 p.m. (Monday to Friday)

Classes : 08.30 a.m. to 4.30 p.m.

(Lunch time 01.30 p.m. to 02.00 p.m.)

MANUAL 2

Section 4(1)(b)(ii)

Powers and duties of the officers and employees:

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

The powers and duties of the Governing Body and other authorities as per 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 organizing 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)(iv)

Rules, regulations and instructions used :

Statutes of the University of Delhi as contemplated in Section 29(1) of the Delhi University Act, 1922.

Ordinance of the University as contemplated 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.

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

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 are directly supervises the affairs of the college. There are two teacher representatives of the college and one representative of Non Teaching staff (as special invitee). Principal is the Member Secretary of the Governing Body.

List of Governing Body Members: Year 2021-2022

S. No.	Name	Designation
1	Dr. Rajan Chopra	Chairman
2	Prof. W.B. Pandey	Member
3	Prof. M. Thirumal	Member
4	Dr. Inderjeet Dagar	Member / Secretary
5	Dr.	Member
6	Prof.	Member
7	Sh.	Member
8	Dr. Meera Nangia	Teacher's Representative
9	Dr. Ashis Taru Deb	Teacher's Representative
10	Mrs. Ajit Kaur	Special Invitee (Non - Teaching)

Year 2022-2023

S. No.	Name	Designation
1	Prof. Sangeet Ragi	Chairman
2	Prof. W.B. Pandey	Member
3	Prof.	Member
4	Dr. Ajay Jaiswal	Member / Secretary
5	Dr.	Member
6	Dr.	Member
7	Sh.	Member
8	Dr. Vijay Rajni	Teacher's Representative
9	Mrs. Anuradha Bawa Singh	Teacher's Representative
10	Mrs. Ajit Kaur	Special Invitee (Non - Teaching)

Manual 8 Section 4(1)(b)(viii)

COMMITTEES FOR THE SESSION (2020-2021)

SECRETARY STAFF COUNCIL: - DR. RICHA MALHOTRA

SPORTS COMMITTEE	PURCHASE COMMITTEE
Dr. Sunil Koak - Convener	Dr. Pradip Biswas - Convener
Dr. Sunil Jaspa	Dr. Ashis Taru Deb
Ms. Chhhavi Gautam	Dr. Bhupinder Singh
Mr. Dhananjay Singh	Dr. Sunil Kaok
Dr. N. S. Rana	Dr. Ajay Kumar
Mr. Abhinub Kumar	Ms. Deepa Sahai Garg
Ms. Deepika Mishra	<u>VERIFICATION COMMITTEE</u>
<u>CULTURAL COMMITTEE</u>	Dr. Sunil Jaspa - Convener
Dr. M. Geetha- Convener	Dr. Surender Singh
Ms. Deepa Sahai Garg	Ms. Rekha Rani
Ms. Nandini Oberoi	Ms. Neerja Arya
Ms. Parul Chachra	Dr. Kumar Ashutosh
Ms. Ruchi Singh	Dr. Anjana Arora Bhatnagar
Ms. Anju Dagar	<u>STAFF ROOM COMMITTEE</u>
Dr. Avinash Chandra	Mr. Manmohan Singh - Convener
Dr. Virender Singh Bittoo	Dr. Archana Yadav
Ms. Pavitra	Ms. Silpa P. R.
Dr. Sangeeta Tyagi	Ms. Jyoti Chauhan
Ms. Ruchi Sharma	Mr. Suneel Kumar
Ms. Navodita Choudhary	Mr. Ashish Kumar Jha
Mr. Mrinal Pingua	<u>MAGAZINE COMMITTEE</u>
<u>GARDEN COMMITTEE</u>	Ms. Sonya Ghosh - Convener
Dr. Anu Satyal - Convener	Dr. Vinay Kumar Jain
Dr. Anand Kumar	Dr. Ashis Taru Deb
Dr. Ragini Agarwal	Dr. Sangeeta Tyagi
Ms. Annushri	Dr. Mahesh Chaudhary
Ms. Jasleen Kaur Sarpal	Ms. Vibha Lamba
Ms. Jyoti Sharma	Ms. Suman Solanki
Dr. Swati Chandra	Ms. Mamta Singh
<u>DEBATING SOCIETY</u>	Ms. Pavitra
Dr. Gauri Mishra- Convener	Dr. Suman Rani
Dr. Mahesh Chaudhary	<u>STUDENTS' UNION COMMITTEE</u>
Dr. Anurag Agnihotri	Dr. Ajay Kumar - Convener
Ms. Nidhi Madan	Dr. M Geetha
Ms. Kanika Goyal	Ms. Chhavi Gautam
Ms. Mamta Lamba	Dr. Amogh Talan
Ms. Shelly Gupta	Mr. Anuj Jatav
Ms. Guneet Gill	Ms. Namita
Ms. Virender Singh Bittoo	Ms. Natasha Tajeja
<u>DISCIPLINE COMMITTEE</u>	Mr. S. W. Lyngdoh
Ms. Anuradha Bawa Singh - Convener	Dr. Priyanka Saroha
Dr. Meenakshi Agarwal	Mr. Ashish Kumar Jha
Ms. Neerja Arya	Mr. Rupesh Shukla
Dr. N.S. Rana	Dr. Vedbrat Tiwari
Mr. Raj Bahadur	Dr. Narender
Ms. Mamta Thagela	Mr. Rakesh Kumar
Ms. Geetika Vashist	<u>ATTENDANCE COMMITTEE</u>

Mr. Deepak Verma	Mr. Sanjiv Kakkar - Convener
Mr. Naveen Sehgal	Ms. Nandini Oberoi
Mr. Narender	Dr. Kumar Ram Krishna
Ms. Garima Malu	Mr. Navneet Sehgal
Ms. Annushri	Ms. Navodita Chaudhary
Ms. Nikita Sharma	<u>Ms. Nisha Tomar</u>
Mr. Abhinub Kumar	Ms. Neeti Hooda
Ms. Vibha Lamba	Mr. Rakesh Kumar
Dr. Avinash Chandra	Mr. N. K. Mandal
Ms. Anju Panwar	Mr. Deepak Verma
LPE/NCC/NSS Officer- Ex-officio Members	Dr. Radha Solanki Gulia
<u>CANTEEN COMMITTEE</u>	Mr. Abhinub Kumar
Mr. Manmohan Singh - Convener	Mr. Dhananjay Singh
Dr. Anjana Arora	<u>GIRLS COMMON ROOM</u>
Ms. Parul Chachra	Dr. Vijaya Rajani - Convener
Dr. Narender	Dr. Archana Yadav
Mr. Mangal Chhering	Ms. Deepika Mishra
Mr. Mrinal Pingua	Ms. Barkha Jamwal
Mr. Sheetal Maurya	Dr. Mrinmoyee Ray
<u>TIME TABLE COMMITTEE</u>	Ms. Priti Agarwal
Dr. Meera Nangia- Convener	Dr. Harshil Kaur
Dr. Vinay Kumar Jain	<u>ADMISSION /PROSPECTUS COMMITTEE</u>
Ms. Anuradha Bawa Singh	Staff Council Secretary- Convener
Dr. Vijaya Rajani	All Teachers-In-Charge- Members
Dr. Shalini Singhal	<u>SCHOLARSHIP COMMITTEE</u>
Dr. Bhupinder Singh	Bursar - Convener
<u>LIBRARY COMMITTEE</u>	All Teachers-In-Charge
Dr. Surender Singh - Convener	<u>WORK LOAD COMMITTEE</u>
Dr. Gauri Mishra	Staff Council Secretary - Convener
Dr. Meera Nangia	All Teachers-In-Charge - Members
Dr. Anu Singh	<u>NORTH EAST STUDENTS CELL</u>
Dr. Anu Satyal	Dr. Ragini Agrawal - Convener
<u>ALUMINI COMMITTEE</u>	Mr. S. W. Lyngdoh
Dr. (Mrs.) Shalini Singhal - Convener	Ms. Dharitri Gogoi
Dr. (Mrs.) Meenakshi Agrawal	<u>TEACHERS-IN-CHARGE</u>
Mr. Anuj Jatav	<i>Dr. (Mrs.) Meera Nangia</i> - <i>Commerce</i>
Ms. Shipra Chaudhary	Ms. Shashi Singh - <i>Economics</i>
Ms. Shilpa Garg	<i>Ms. Anuradha Bawa Singh</i> - <i>English</i>
Dr. Amogh Talan	<i>Dr. Vinay Kumar Jain</i> - <i>Hindi</i>
Mr. Raj Bahadur	Dr. Kumar Ram Krishna - <i>History</i>
Dr. Anurag Agnihotri	Mr. Manmohan Singh - <i>Mathematics</i>
	Dr. Kumar Ashutosh - <i>Tourism</i>
	Dr. Sunil Koak - <i>Phy. Edu.</i>
	Ms. Parul Chachra - <i>Computer Sc.</i>

(DR. RICHA MALHOTRA)
SECRETARY,STAFF COUNCIL

(DR. INDER JEET)
PRINCIPAL

COMMITTEES FOR THE SESSION (2021-22).**SECRETARY STAFF COUNCIL – DR. SURENDER SINGH**

SPORTS COMMITTEE	PURCHASE COMMITTEE
Dr. Sunil Koak, Convener	Dr. Ajay Kumar, Convener
Dr. Sunil	Ms. Neerja Arya
Dr. Suman Rani	Mr. Manmohan Singh
Dr. Ragini Agrawal	Dr. Meenakshi Agrawal
Mr. Shemphang Lyngdoh	Ms. Rekha Rani
Dr. Sangeeta Tyagi	VERIFICATION COMMITTEE
Dr. Anurag Agnihotri	Dr. Sunil , Convener
Mr. Amogh Talan	Dr. Anjana Arora
Dr. Suman Solanki	Dr. Ragini Agrawal
Ms. Mamta Tagela	Dr Sunil Koak
CULTURAL COMMITTEE	Dr. Archana Yadav
Ms. Shashi Singh, Convener	STAFF ROOM COMMITTEE
Ms. Anuradha Bawa Singh	Dr. Meera Nangia, Convener
Ms. Nandini Oberoi	Ms. Geetika Vashisht
Ms. Parul Chachra	Dr. Anurag Agnihotri
Dr. Vibha Lamba	Ms. Mamta Lamba
Ms. Pavita	Ms. Ruchi Sharma
Ms. Navodita Chaudhary	Ms. Nidhi Mittal
Mr. Mrinal Pingua	MAGAZINE COMMITTEE
Ms. Preeti Agarwal	Ms. Nandini Oberoi, Convener
Ms. Jasleen Kaur	Dr. Vinay Kumar Jain
GARDEN COMMITTEE	Dr. Ashish Taru Deb
Dr. Shalini Singhal, Convener	Dr. SangeetaTyagi
Ms. Nandini Oberoi	Dr. Mahesh Chaudhary
Dr. Gauri Mishra	Dr. Vibha Lamba
Ms. Sonya Ghosh	Dr. Suman Solanki
Ms. Ruchi Sharma	Ms. Mrinmoyee Roy
Mr. Mangal Chering	Ms. Pavitra
DEBATING SOCIETY	Dr. Suman Rani
Dr. Meera Nangia, Convener	STUDENT'S UNION COMMITTEE
Dr. Kumar Ashutosh	Dr. Anand Kumar, Convener
Dr. Vibha Lamba	Dr. Kumar Ashutosh
Dr. Swati Chandra	Dr. Priyanka Saroha
Ms. Mamta Thagela	Ms. Chhavi Gautam
Ms. Barkha Jamwal	Mr. Anuj Jatav
Ms. Pavitra	Mr. S. W. Lyngdoh
Ms. Ruchi Singh	Mr. Ashish Kumar Jha
Mr. Virender Singh Bittoo	Mr. Rupesh Shukla
DISCIPLINE COMMITTEE	Dr. Vebrat Tiwari
Dr. Anuradha Bawa Singh, Convener	Dr. Narender
Dr. Gauri Mishra	Mr. Rakesh Kumar
Dr. N S Rana	ATTENDANCE COMMITTEE
Mr. Naveen Sehgal	Dr. Anu Satyal, Convener
Dr. Narender	Dr. Kumar Rama Krishna
Ms. Garima Malu	Ms. Deepa S Garg
Ms. Annushri	Mr. Deepak Verma
Ms. Nikita Sharma	Mr. Abhinub Kumar
Mr. Abhinub Kumar	Mr. Dhananjay Singh
Dr. Avinash Chandra	Ms. Harshil Kaur
Ms. Anju Panwar	Ms. Mamta Singh
DPE/NSS Officer-Ex Officio Members	Ms. Nidhi Madan
CANTEEN COMMITTEE	GIRLS COMMON ROOM COMMITTEE
Dr. Anjana Arora, Convener	Dr. Vijaya Rajni, Convener
Dr. Shalini Singhal,	Ms. Parul Chachra
Dr. Meenakshi Agrawal	Ms. Shilpa P R
Ms. Mamta Singh	Ms. Radha Gulia
Ms. Parul Chachra	ADMISSITION/PROSPECTUS COMMITTEE
Ms. Shilpa Garg	Staff Council Secretary, Convener
TIME TABLE COMMITTEE	All teachers-In-Charge - Members
Dr. Bhupinder Singh, Convener	SCHOLARSHIP COMMITTEE
Dr. Vijaya Rajni	Bursar – Convener
Dr. Shalini Singhal	All teachers-In-Charge
Dr. Rupesh Kumar Shukla	WORKLOAD COMMITTEE
Ms. Guneet Gill	Staff Council Secretary, Convener
Ms. Jyoti Sharma	All teachers-In-Charge - Members
Dr. Ravindra Singh	NORTH-EAST STUDENTS CELL
Dr. Swati Chandra	Dr. Anu Singh, Convener

Ms. Shilpa Garg	Mr. S W. Lyngdoh
LIBRARY COMMITTEE	Ms. Dharitri Gogoi
Dr. Manmohan Singh, Convener	TEACHERS-IN-CHARGE
Dr. Gauri Mishra	Dr. Shalini Singhal - History
Dr. Anu Singh	Mr. Sanjiv Kakkar - English
Dr. Anu Satyal	Mr. Manmohan Singh - Mathematics
Dr. Vinay K Jain	Dr. Vinay Kumar Jain - Hindi
Ms. Rekha Rani	Dr. Pradeep Kumar Biswas - Economics
ALUMINI COMMITTEE	Ms. Rekha Rani - Commerce
Dr. Anu Singh, Convener	Dr. Kumar Ashutosh - Tourism
Mr. Anuj Jatav	Dr. Sunil Koak - Physical Education
Ms. Shipra Chaudhary	Ms. Parul Chachra - Computer Science
Mr. Amogh Talan	
Mr. Raj Bahadur	
Dr. Anurag Agnihotri	
Ms. Akanksha Nirala	

Sd/
(Dr. Surender Singh)
Secretary, Staff Council

Sd/
(Prof. Inderjeet)
Principal

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

Directory of officers and employees:

It is available on website of the college <https://www.cvs.edu.in>.

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 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 (@ applicable from time to time) + 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	Multi-Tasking Staff / Office Attendant

Manual 11 Section 4(1)(b)(xi)

Budget allocation to the college:

The budget and the financial estimates for the financial year are:

2019-2020:

Recurring : Rs. Crore. Non-Recurring: Rs.

2020-2021:

Recurring : Rs. Crore. Non-Recurring: Rs.

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 courses are given in the bulletin of information.

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 the that for General Category.

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 Kashmir 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.

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.

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

ii. **in Fee Concession** : Granted to needy students on merit-cum means basis.

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

Information available in electronic form:

All the manuals hereunder, the college prospectus, annual report, List of Committees, list of courses and other information about the college is available on the college website – www.cvs.edu.in

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.

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

List of Information Officers :

Appellate Authority – Principal/OSD (Presently, Dr. Ajay Jaiswal)

Public Information Officer – Mr. Punit Kumar, Administrative Officer

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

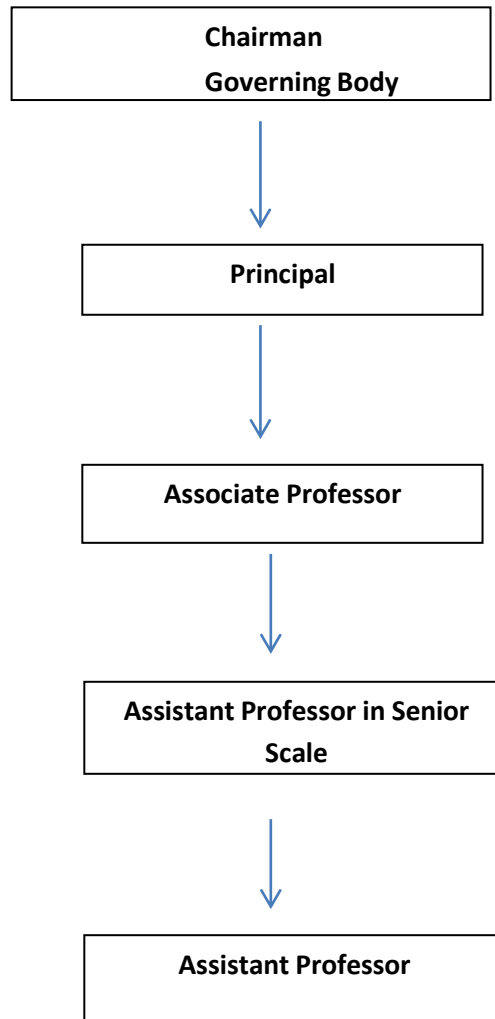
The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee i.e. Rs. 10/-. 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. For the time being the rates are as under :-

- i) Rs. 2/- per page of A-4 or A-3 size, created or copied.
- ii) Actual cost for sizes bigger than A-4 or A-3.
- iii) In case of printed material, the printed copies could be had from the college counter on payment of the actual price.
- iv) For inspection of records, no fee for the first hour ; and a fee of rupees five for each subsequent hour (or fraction thereof)
- v) 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, College of Vocational Studies.

Organisation chart of Teaching Staff.



Organisation chart of Non-Teaching Staff

