

# Compliance under section 4 (1) (b) of the Right to Information Act, 2005

1. The particulars of the Organization, Functions and Duties
2. The powers and Duties of its officers and employees
3. The procedure followed in the decision making process, including channels of supervision and accountability
4. The norms set by it for the discharge of its functions
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
6. A statement of the categories of documents that are held by it or under its control
7. The 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 or implementation thereof
8. A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
9. A directory of its officers and employees
10. The monthly remuneration received by each of its officers and employees,

including the system of compensation as provided in its regulations

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes
13. Particulars of recipients of concessions, permits or authorizations granted by it
14. Details in respect of the information, available to or held by it, reduced in an electronic form<sup>[1]</sup><sub>[SEP]</sub>
15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
16. The names, designations and other particulars of the Public Information Officers
17. Such other information as may be prescribed

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## **1. The particulars of the Organization, Functions and Duties**

Name of the Organization	Ram Lal Anand College, University of Delhi
Establishment	Established in 1964

Address	Ram Lal Anand College, University of Delhi, Benito Juarez Road, New Delhi 110021
Contact	Phone: +91-11-24112557 Fax: 011-24112151
Website	<a href="https://rlacollege.edu.in/">https://rlacollege.edu.in/</a>

## Functions:

Ram Lal Anand College is a fully University maintained institution administered by a statutory Governing Body as per university ordinances and legislated by Executive Council of the University of Delhi. Established as an institute of higher learning in 1964, RLA College embodies the ideal of a public funded higher educational institution with an emphasis on inclusivity, integration, quality and social equality. The College works with the motto "Shraddhawan Labhte Gyanam" which implies those earn knowledge who work for it with dedication. Traditionally, in our college mentoring of the students starts from the day of admission in college and goes on until much after their graduation. The experience and knowledge of the teachers instills values of honest behavior, planning for a holistic growth and aspiring for a clean and healthy future for one and all. In the times of cutthroat competition, we teach our students to look out for fellow humans, respect national unity and global harmony, learn new concepts quickly and effectively, and finally, to complete the cycle of give and take by reciprocating and returning to the world

Vision:

1. To facilitate development of youth as nation-builders through higher education.
2. To inculcate critical thinking among teachers and students.
3. To instill the principles of democratic values, tolerance, empathy, compassion and sensitivity so that students become responsible citizens.
4. To provide affordable and quality education to students across sections of the society.
5. To create individuals having knowledge alongside human values.

Mission:

1. To adapt and grow with changing times and ideas of the new world  
To train students to develop critical thinking using several pedagogical tools.

2. Through institutional practice encourage students to follow law of the land.
3. Using latest learning resources equip students with adequate knowledge to compete in the present employment setup.
4. By adopting several formal and informal modes of communication sensitize the students towards Environment, Gender, Human Rights and Social Justice.
5. To create an atmosphere of camaraderie and composite culture for effective integration of students coming from diverse regional and social backgrounds.

## **The powers and Duties of its officers and employees**

The officers and employees are appointed by the college in accordance with Rules and regulations of University of Delhi. They discharge their official duties in accordance with the directions and instructions given by the University of Delhi from time to time.

## **The procedure followed in the decision making process, including channels of supervision and accountability**

The Chairperson, Members Governing body and Officers of the college follow the procedure laid down by the university of Delhi and other applicable rules and regulations for this purpose.

## **The norms set by it for the discharge of its functions**

The College and its officers are discharging their functions and duties in accordance with the provisions laid down by University of Delhi.

## **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

All rules and regulations are available on the college website i.e. <https://rlacollege.edu.in/>

## **A statement of the categories of documents that are held by it or under its control**

Admission files Files of correspondences Annual reports Files related to budget and budgetary allocation Files Files related to procurement/tender Prospectus(already available) Rules (already on website) Regulations (already on website) Files & documents related to capacity building including training of officers within India & abroad.

Projects

Collaborations with other institutions.

## **The 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 or implementation thereof**

As the college is governed by the rules and regulations of university of Delhi all the formulation of its policy or implementation is done at the level of the University

## **A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public**

The Details of the boards, councils, committees and other bodies are on the College website. These bodies are not open to the public.

## **A directory of its officers and employees**

Visit College website [\\_\\_\\_\\_\\_](#)

**10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

Monthly Remuneration

Designation	Pay Band	Grade Pay	Pay Scale
Principal			As per UGC/Delhi University rules
Associate Professor			As per UGC/Delhi University rules
Assistant Professor			As per UGC/Delhi University rules
SO Admin			As per UGC/Delhi University rules
SO Admin			As per UGC/Delhi University rules
All other employees			As per UGC/Delhi University rules

**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

Since College is a single unit, The budget is given to different societies as per the requirement

**12 The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

NA

**13 Particulars of recipients of concessions, permits or authorizations granted by it**

As per the GOI rules wherever applicable .

**14 Details in respect of the information, available to or held by it, reduced in an electronic form**

All the relevant details including the order, notices by the College from time to time are made available on the website. Further, other details like employment related issues, procurement/tenders etc are also made available on the College's website. For more details please see website <https://rlacollege.edu.in/>

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

The Ram Lal Anand College has maintained a library restricted only to its employees and students. All other facilities are also restricted to its employees and students.

## **16.The names, designations and other particulars of the Public Information Officers**

- **Public Information Officer Dr Rakesh Kumar Dept. of Hindi 9899686959**
- **Deputy P.I.O Dr Shachi Meena Dept. of History 8527818389**
- **❖ Apellate Authority Dr R. K. Gupta Principal 989136919**

**17.Such other information as may be prescribed**  
Details of Sanctioned posts of Teaching and Support Staff in the College – visit a College’s website <https://rlacollege.edu.in/>