

MANUAL 1 : INTRODUCTION

1.1. The information provided in this Manual is to fulfill the requirement of the Right to Information Act, 2005 as required in terms of the Section 4 (1) (b) of the Act as per directive issued by the Registrar, University of Delhi.

1.2. The purpose of providing information in this Manual is to inform the public at large who have a right to know how public money is spent to run this institution and to help in fixing responsibility/accountability of all officials/employees concerned for any act of omission or commission in the act of discharging duties and responsibilities.

1.3. The target readers of this Manual are the general public and in particular the direct beneficiaries of this institution.

1.4. The organization of the information in this hand-book has been done in conformity with the guidelines stipulated by the University of Delhi.

1.5. College means Satyawati College (Evening), University means the University of Delhi, UGC means University Grants Commission, AO means Administrative Officer, S.O. means Section Officer.

1.6. Mr. William E. John, Public Information Officer of Satyawati College (Evening), may be contacted for additional information/clarification regarding information provided in this Manual.

1.7. Information seekers may submit their application by post or in person to the Public Information Officer (PIO) along with the requisite fee of Rs. 10/- in the form of cash/Demand Draft/Indian Postal Order/Money Order and obtained acknowledgement receipt for the same. The fee for obtaining copies of information in any form will be payable as applicable under the RTI Act, 2005.