

## **MANUAL 2 : PARTICULARS OF THE INSTITUTION, FUNCTIONS AND DUTIES**

2.1 To impart under-graduate education as per the courses approved by the University of Delhi.

### **2.2 The Mission/Vision Statement:**

Our students are a source of inspiration to us. It is because of their fresh youthfulness that we keep rejuvenating ourselves. This, in turn, helps us to help them better year after year. We believe in developing an environment in which we are enabled to create a spirit of sharing through which positive energy/thoughts must necessarily develop and spread among the teachers and the taught. It is our conviction that positive energy/thoughts naturally lead to the creation of the much required space to accommodate not only fellow human beings in our society, but also the natural world of our existence.

We have been growing academically and culturally over the years with the help of all three components of our institution, namely: students, teachers and administrative staff. Equipped with a good library, computer infrastructure, sports facilities and an auditorium we hope to do our best in enabling our students to pursue their dreams.

### **2.3 Brief History:**

#### **The College:**

Satyawati College (Evening) is a co-educational college and is a constituent college of the University of Delhi, Delhi. The college is named after Behan Satyawati who was a great freedom fighter and was a close associate of 'Mahatma Gandhi'.

The college, which had originally started in a Government school building in Timar Pur near the outskirts of North Delhi, shifted to a new building situated in a more flourishing up-market and residential area of Ashok Vihar which is closer to the north campus of Delhi University. The new college building is also being put to maximum use by having two separately administered colleges functioning as 'Day' and 'Evening' college in the same premises, thus saving on the expenditure that normally accrues on the basic physical infrastructure excluding administrative offices and the libraries of the two colleges.

#### **Governing Body**

The Governing Body of the College comprises 20 members of which 12 members are nominated by the Delhi Administration for a period of one year after obtaining the approval of the Executive Council of the University of Delhi, 2 University Representatives, 2 Teacher Members each on yearly rotation basis from Day and Evening Colleges and Principals of Day and Evening Colleges as ex-officio Member-Secretaries. The objective of the Governing Body is to establish, develop and maintain the educational institution and to manage, supervise and administer its affairs. The Governing Body meets periodically from time to time as per Delhi University Ordinance XVIII.

### **2.4 Duties of the Public Authority:**

#### **Governing Body**

Subject to the Act, Statutes and Ordinances and Regulations of the University of Delhi, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its proceedings which shall be open to inspection by the inspection authority of the University. The Governing Body shall hold, control and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating to the finance. The Governing Body shall, in addition to other duties vested in it, have the following powers:

- (i) To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.

- (ii) To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- (iii) To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
- (iv) To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject to any limitations laid down by the Delhi University).
- (v) To appoint Principals and other members of teaching and non-teaching staff excluding Class-IV employees of the College in accordance with the procedure laid down under Ordinance XVIII. Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in contravention of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.
- (vi) To grant on the recommendation of the Principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.
- (vii) To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.
- (viii) To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.
- (ix) To take such insurance in respect of property or employees of the College, as the Governing Body may think fit.
- (x) To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi.
- (xi) To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.
- (xii) To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

#### **Chairman, Governing Body**

The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.

In any emergency, in which, in the opinion of the chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the college, take such action as he thinks necessary and shall report the action taken by him to the Government Body at its next meeting for approval and confirmation.

#### **Treasurer, Governing Body**

The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

The Treasurer shall advise the Governing Body in regard to its financial policy.

The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the college and shall be responsible for the presentation of the Annual Estimates and the Annual Statement of Accounts.

The Chairman and the Treasurer acting jointly shall be authorized to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.

The Treasurer shall be custodian of the funds and securities of the College.

Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares

and other instruments of a similar character on behalf of the college and to realize interest, dividend, bonus and profit due thereon.

All suits and proceedings by or against the college affecting property, investment and other financial matters, shall be filed and defended in the name of the Treasurer.

The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

### **Principal**

1. The Principal, being the Head of the College under the Act, is the Chief Executive Officer of the College.

2. The Principal shall realize and receive all grants or other money due to the college from the Central and State Government, and the University and other persons, bodies and authorities.

3. The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi. The Principal shall, in addition to his duties as Principal, be also required to undertake teaching work in the College or the University.

The Principal shall be responsible for the organization of teaching and co-curricular activities of the college.

6. The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.

7. The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the rules.

8. The Principal shall sanction all types of leave expecting Study Leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.

9. The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc will be taken by him without the prior approval of the Governing Body.

10. Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students Fund (ii) have powers to appoint Class IV Staff, and suspend and dismiss such staff and report the same to the Governing Body.

11. The Principal will decide the policies regarding Examination (College), promotion and admission to the college after consultation with the Staff Council as constituted under Ordinance XVIII (6).

12. The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.

13. The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Treasurer of the Governing Body for information according to the Budget heads.

### **Domestic Bursar**

The Governing Body, on the recommendation of the Principal, shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII (4) (2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College.

The Bursar of the College shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College. Bursar would get an allowances of Rs. 300/- p.m. (UGC's letter no. F.1-12/94 dated 24.6.94).

**2.5** The Governing Body meets from time to time as and when requires/requisitioned for purposes of fulfilling its duties mentioned in point 2.4.

**2.6** The College provides the under-mentioned services:

- i) Admission of students to various courses
- ii) Teaching of various courses
- iii) Conducting theory and practical examinations on behalf of University.
- iv) Extra-curricular activities through various Cultural Societies of the College.
- v) Sports and games.
- vi) Library services including Reading Room.
- vii) Computer Laboratory services with internet facility.
- viii) Medical Aid Services by qualified physician.
- ix) Personality/Career Development opportunities through NSS and NCC.
- x) Family Counselling Services through Family Counselling Centre.
- xi) Academic Enhancement facilities through Seminars/ Conferences/Workshops/Special Lectures.
- xii) Liaison work between University and Students/Staff.

**2.8** In order to enhance the efficiency and effectiveness of the institution, the cooperation and support of the society is very essential. The college regards the parents/guardians of its students as their first teachers/role models because it is in their company and under their influence that the students shape their personalities and attitude towards life and society. With this understanding as a base, the college tries to impart education together with the inherent values. In this process, the college expects the parents/guardians and the general public to be a source of positive energy in coordination with the college for the composite development of our youths' personality. The college certainly does not expect its students to acquire parochial views through their interaction with the public/society. In this sense, the onus of responsibility lies with our society.

**2.9** The college Annual Prize Distribution Function is open for parents/guardians of all our students for purposes of interaction with the teachers.

**2.10** The under-mentioned Committees/persons may be approached for redressal of grievances:

- a) Disciplinary Resource Committee
- b) College Complaints Committee
- c) Family Counselling Centre
- d) Liaison Officer for SC-ST students
- e) Public Information Officer

**2.11** All the administrative, accounts and library offices are located in the college building which is in Ashok Vihar, Phase-III, Delhi-110052.

**2.12** The college hours are from 12.45 p.m. to 9.15 p.m. on all working days.