

## MANUAL NO. 01

### PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

#### [Section 4(1)(b)(i)]

#### **1. Aims and Objectives of the organization :**

Maharshi Valmiki College of Education is one of the premier colleges of Education established in 1995. The college was established with the objective to produce quality school teachers keeping in view the demand of Teachers in Delhi Schools through professional pre-service of Teacher Education Programme(B.Ed.)

#### **2. Mission/Vision :**

We visualize teacher as a reformer of society. We also dedicate to the Education of children particularly from marginal section of society and are actively engaged to prepare school teachers for this section.

#### **3. Brief History and background for its establishment :**

The College was established by the Govt. Of Delhi in the year 1995 to conduct courses in Education viz. B.El.Ed., B.Ed. etc. The college is housed in Govt. allotted campus at Geeta Colony. The College of Education, now Maharshi Valmiki College of Education established vide E.C. Resolution Item No. 2H-16 dated 20.7.1995, on the request of the Delhi Govt. vide letter No. F-63/73/95-96/TEPL/5033 dt. 27.6.1995. It started functioning formally in the premises of Bhai Parmanand Institute of Business Studies Building Shakarpur, Delhi on 21.9.1995. Prof. R.P. Sharma, (Delhi University) was given additional charge to work as officer-on-special duty to discharge the functions of the Principal of the College till regular appointment of the Principal.

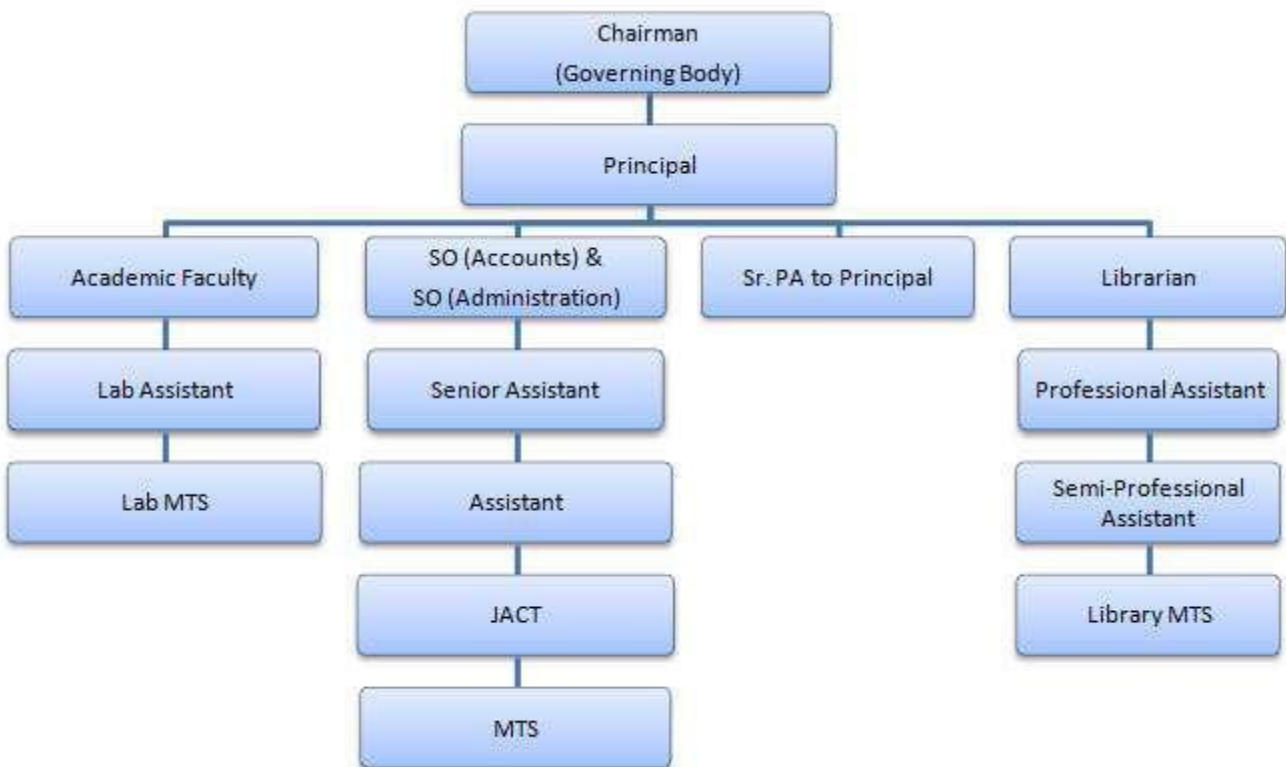
The college was initially sanctioned 100 seats for the students from Humanities and Social Science Stream. Admission to B.Ed. Course for the session 1995-96 was made through an advertisement in the newspaper dt. 24.9.1995, out of the list procured from CIE, who qualified the common entrance test, on the basis of merit. Only 38 students belonging to humanities and social sciences streams could thus be admitted.

The Delhi Government vide its letter No. 18(25)/92/CB/4110 dt. 12.2.2002 allotted a portion of building of Govt. Sarvodaya Bal Vidyalaya, Jheel Kuranja, Delhi for the College. The college was shifted from Shakarpur to its present building on 19.5.2003. The college started functioning from the session 2003-04 (16<sup>th</sup> July, 2003) from the shifted campus at Geeta Colony.

**4. Organisation Chart :**

Organisational set-up of Maharshi Valmiki College of Education

**Organizational Chart**



**5. ALLOCATION OF BUSINESS :**

- Promotion of Education and Training of Teachers for Schools.
- Promotion of experimentation in class room practices.

## **6. Duties to be performed to achieve the mission :**

Ever since the establishment of college in September, 1995, the college has been playing a significant role in the field of teacher education holding numerous symposia, conferences, festivals etc. In order to achieve its objective, the college has formulated various schemes/activities, which are broadly categorized in the following manner :

- a. Promotion of literacy in slum areas (community work)
- b. Organization of curricular activities and innovations
- c. Organization of different creative programs.
- d. Encouragement to students to get an exposure at local, zonal and state level events.
- e. Representation of students in different inter college programs
- f. Teacher's participation in various educational seminars and conferences.

## **7. Details of Service Rendered:**

The Maharshi Valmiki College of Education is endeavoring to promote literacy.

- a. The students are directed to work towards eradicating illiteracy in the J.J. Clusters, which is a part of curriculum of the programme.
- b. Students are advised to go to various institutions for their growth through the co-curricular activities.
- c. Teachers and students take part in Seminars/Symposia/Workshops to enhance their knowledge.
- d. Teachers are allowed by the University provision of study leave their academic career advancement.
- e. A few teachers have done research work and published their books.
- f. Encouragement to needy students by providing free-ships by way of giving them scholarships and grants through the vice-chancellor's student's fund of the University.
- g. Students are encouraged to participate in cultural programmes, poster competitions etc.

**MANUAL NO. 2**

**POWER AND DUTIES OF OFFICERS & STAFF**

**[Section 4(1)(b)(ii)]**

S.No.	Designation of Post	Powers				Duty Attached
		Admn.	Fin.	Statutory	Others	
1.	Principal (Presently Acting)	Full	Full	-	-	Head of the Institution
2.	Bursar	-	-	-	-	Financial matter of the college (Budget)
3.	S.O. (Admn.)	Full	-	-	-	For approval after overall certification (Admn. matter)
4.	S.O. (Accts)	-	Acctt.	-	-	For approval after overall securitization (financial)
5.	Sr. P.A. to Principal (Vacant)	-	-	-	-	To assist the principal and maintaining the academic work assigned from time to time.
6.	Sr. Asstt.	-	-	-	-	Verification of entries in service book, to prepare reports to various
7.	U.D.C./Asstt.	-	-	-	-	Scrutinize the bills and submit to supervisor, entries in the
8.	L.D.C.	-	-	-	-	Receiving Dak/ Diary, Dispatch, typing, submission of
9.	MTS( Multi Tasking Staff)	-	-	-	-	As required

**MANUAL NO. 3**

**PROCEDURE FOLLOWED IN DECISION – MAKING  
PROCESS**

**[Section – 4 (1)(b)(iii)]**

<b>S.No.</b>	<b>Activity</b>	<b>Level of Action</b>	<b>Time Frame</b>
1.	To receive application/letters and put a diary number	LDC	Same day
2.	To mark application/letters to concerned officer	Principal	Same day
3.	To prepare report and submit to superior/officer	Asstt.	2-3 days
4.	To approve/reject application and submit to the Principal	S.O.	Same day
5.	The letters/files duly approved/rejected by the S.O. to submit to the Principal for consideration and approval	Principal	Same day
6.	To sign the file/papers and return the concerned department	Principal	Same day
7.	To deliver the date	Dispatch	Same day

**MANUAL NO. 4**

**NORMS SET FOR DISACHARGE OF FUNCTIONS**

**[Section – 4 (1)(b)(iv)]**

<b>S.No.</b>	<b>Activity</b>	<b>Time frame/nor m</b>	<b>Remarks</b>
1.	Diary of letter	3 minutes per letter	-
2.	Dispatch of letters	5 minutes per letter	Registered dak including entry in the peon book
3.	Typing job	50 pages per day	-
4.	Preparation of cheques for payment of bills received from various departments	3-4 days	Including preparation of vouchers and necessary approval from

**MANUAL NO. 5**

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS  
AND RECORDS FOR DISCHARGING  
FUNCTIONS**

[Section – 4 (1)(b)(v)]

<b>S.No.</b>	<b>Name of the act, rules, regulations etc.</b>	<b>Brief gist of the contents</b>	<b>Referenc e No. if any</b>	<b>Price in case of priced publications</b>
1.	University Calendar	Rules-Regulations	-	-
2.	Student Manual	Admission Rule	-	-

**MANUAL NO. 6**

**A STATEMENT OF CATEGORIES OF DOCUMENT THAT ARE  
HELD BY IT FOR UNDER ITS CONTROL**

[Section 4(1)(b)(vi)]

S.No.	Nature of Records	Details of Inf. Avail	Unit/Sec. where available	Retention period
1.	Administrative	Service books, CL, EL,  M.L. Records (commented) Institutional assets	Admn.	Since its Inception in Sep. 1995
2.	Accounts	Balance sheets, cash book, Bank Book, Registers, Ledgers etc. salaries, PF A/c, Grants Recessive/NR	-	-do-
3.	Library	Books in circulation, Reference Books, Reference materials, journals	Librar Incharge	-do-
4.	Laboratories	Records of material consumable/non consumable	Lab. Incharge	-do-
5.	Educational Technology Lab	Audio-video Edl. Apparatus	Teacher incharges	-do-
6.	Psychological Lab.	Psychological equipments, Tests, Inventories, Books, Manuals, Video Materials	Psycho Lab Incharge	-do-
7.	Resource centre	English / Maths / Science	Incharges	Year 2003
8.	Computer Centre	40 Computers provided by Delhi University	Computer lab	Year 2007
9.	Gandhi Study Circle	Activities, records	Gandhi Study (GSC) Circle incharge	Year 2004



**MANUAL NO. 7**

**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 OF  
IMPLEMENTATION**

[Section 4(1)(b)(vii)]

<b>S.No.</b>	<b>Name/Address of the Consultative Committee</b>	<b>Const. Of bodies (as per Delhi</b>	<b>Role and Responsibility</b>	<b>Frequency of meetings</b>
1.	Governing Body	Nominated persons and Principal as	Governing the functions of college	Generally Thrice a year
2.	Staff Council	Teaching Faculty	Overall structure and implementation of academic programmes	As required
3.	Purchase committee	Convenor and other members	Purchase of materials	As required
4.	Internal Complaints committee(ICC)	Presiding Officermembers from teaching & non-teaching staff & public rep.	To monitor gender equality and entertain grievances of the college	As required
5.	Admission committee	Teaching and non- teaching staff	To verify the documents/ checking of eligibility at the time of Admn., etc.	Once a year
6.	Library committee	Teachers and librarian	Policy and purchase of books, journals etc.	As and when required
7.	Stock verification committee	Teachers and non- teacher members of	Verification of college assets	Once a year

**MANUAL NO. 8**

**CONSTITUTION OF BODIES AND COMMITTEES**

**[Section 4(1)(b)(viii)]**

<b>S.No.</b>	<b>Name/Address of the Consult Com.</b>	<b>Main Function</b>	<b>Const.</b>	<b>Date</b>
1.	Governing Body	Governing the functions of college	Representatives of Delhi University, Delhi Govt., Staff Council and Representative of Non-Teaching staff	Truncated since November 2013
2.	Purchase committee	Make purchases for college as per need	As per Govt. Rules	11.5.2015
3.	Admission committee	Admission of students	Teaching and Non teaching staff	1.8.2015
5.	Library Committee	Policy and purchase of books, journals etc.	Teachers & Librarian	1.8.2015

***Note : Different academic and cultural committees are formed by the staff council every year and are uploaded on the College website.***

**MANUAL NO. 9**

**NAME AND ADDRESSES OF THE TEACHING FACULTY**

**[Section 4(1)(b)(ix)]**

<b><u>S.No.</u></b>	<b><u>Name &amp; Address</u></b>
1.	Dr. Parmesh Kr. Sharma 472, Pocket B, DDA MIG Flats (Chitrakoot) East of Loni Road Delhi-110093 <a href="mailto:pksedu@yahoo.com">pksedu@yahoo.com</a>
2.	Dr. (Mrs.) Manjari Gopal B-133, Swasthya Vihar Vikas Marg Delhi-110092 <a href="mailto:manjarigopal@msn.com">manjarigopal@msn.com</a>
3.	Dr.(Ms.) Jyoti Kohli E-76, Pandav Nagar Patparganj Delhi-110091 <a href="mailto:vyotikohlii@yahoo.com">vyotikohlii@yahoo.com</a>
4.	Dr. (Mrs.) Neelam M. Bali A-3/320, PlotNo. 37, Sunrise Apartment Sec.13, Rohini Delhi-110085 <a href="mailto:neelam.phil@yahoo.co.in">neelam.phil@yahoo.co.in</a>
5.	Dr.(Ms) Ila Mehrotra C-2/159, Janakpuri New Delhi-110058 <a href="mailto:i_mehrotra@yahoo.com">i_mehrotra@yahoo.com</a>
6.	Ms. Minu Talwar 8/23, Upper Ground Floor, West Patel Nagar New Delhi <a href="mailto:mdstalwar@yahoo.com">mdstalwar@yahoo.com</a>
7.	Dr. Gopal Rana Vill. P. & O. Khera Kalan, Delhi. <a href="mailto:gopal933@gmail.com">gopal933@gmail.com</a>

8. Dr. Sanjeev Kumar Verma  
254-55, Triveni Apt.,  
Vivek Vihar,  
Delhi- 110095  
[skvmvcoe@gmail.com](mailto:skvmvcoe@gmail.com)
9. Dr. Ramjee Dubey  
H-12, Gali No.19, 40 ft. Road,  
Jagatpuri, Delhi
10. Mr. Raghvendra Prapanna  
Warden House, CIE Hostel,  
University of Delhi  
Delhi-110009.  
[r.prapanna@gmail.com](mailto:r.prapanna@gmail.com)
11. Dr.(Mrs) Vandana Gupta  
156,Akash Darshan Apptts.,  
Mayur Vihar, Phase-I,Delhi-  
110091.
12. Dr. Satveer Singh Barwal 265,  
Maidan Garhi,  
New Delhi.  
[satveerb@gmail.com](mailto:satveerb@gmail.com)
13. Dr.(Mrs.) Kailash Goel 4/7,  
Roop Nagar, (Ist Floor)  
Back Side. Delhi-110007.  
[drkailashgoel@gmail.com](mailto:drkailashgoel@gmail.com)
14. Mr. Vinod Kr. A  
C/O Ahmed, H. No. 7/B  
Street No. 9, Ramesh Park, Delhi  
[tagvinod@gmail.com](mailto:tagvinod@gmail.com)

**Note : Ad-hoc and Guest faculty as per need and requirement every year.**

**MANUAL NO. 10**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND  
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE  
REGULARIZATIONS**

[Section 4(1)(b)(x)]

<b>S.NO.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay-scale</b>
1	Dr. P.K. Sharma	Associate Professor	37400-67000+9000
2	Dr.(Mrs.) Manjari Gopal	Associate Professor	37400-67000+9000
3	Dr. (Ms.) Jyoti Kohli	Associate Professor	37400-67000+9000
4	Dr.(Mrs.) Neelam Mehta Bali	Associate Professor	37400-67000+9000
5	Dr.(Mrs.) Ila Mehrotra	Associate Professor	37400-67000+9000
6	Ms. Minu Talwar	Assistant Professor	37400-67000+7000
7	Dr. Gopal Rana	Associate Professor	37400-67000+9000
8	Sh. Sanjeev Kumar Verma	Assistant Professor	37400-67000+7000
9	Dr. Ramjee Dubey	Associate Professor	37400-67000+9000
10	Mr. Raghavender Prapanna	Assistant Professor	15600-39100+7000
11	Dr. Satveer S. Barwal	Assistant Professor	15600-39100+7000
12	Dr. Vandana Gupta	Assistant Professor	15600-39100+7000
13	Dr. (Mrs.) Kailash Goel	Assistant Professor	15600-39100+7000
14	Mr. Vinod Kr. A	Assistant Professor	15600-39100+6000
15	Sh. Praveen Bhatia	Section Officer (A/cs)	9300-34800+4800
16	Sh. Pritam Chand Dogra	Section Officer (Admn.)	9300-34800+4600
17	Mrs. Sarita Bhardwaj	Sr. Assistant	9300-34800+2400
18	Sh. Chitranjan Jha	Assistant	5200-20200+2800
19	Sh. Lalit Kumar	Assistant	5200-20200+2400
20	Sh. Dinesh Kumar	Assistant	5200-20200+2000
21	Mrs. Shakuntala Devi	Jr.Asstt.Cum Typist	5200-20200+2000
22	Sh. Satyender Singh Yadav	Jr.Asstt.Cum Typist	5200-20200+1900
23	Sh. Dharam Singh	Jr.Asstt.Cum Typist	5200-20200+1900
24	Sh. Ashok Kumar Singh	Laboratory Assistant	5200-20200+2800
25	Sh. Vikash Ji Upadhyay	MTS- Laboratory	5200-20200+1900
26	Sh. Parveen Dahiya	MTS- Laboratory	5200-20200+1900

27	Sh. Narender	MTS- Laboratory	5200-20200+1900
28	Sh. Reyaz Hashmi	Professional Assistant (Lib)	9300-34800+4600
29	Mrs. Sarita	SPA (Library)	5200-20200+4200
30	Sh. Mahender Kumar	MTS- Library	5200-20200+1900
31	Mrs. Renu Bala Rana	MTS- Library	5200-20200+1900
32	Sh. Ravi Prakash	Gestetner Operator	5200-20200+1900
33	Sh. Jatin Jain	Daftari	5200-20200+1900
34	Mrs. Savita	MTS	5200-20200+1900
35	Sh. Pramod Kumar	MTS	5200-20200+1900
36	Sh. Bishnu Charan Padhan	MTS	5200-20200+1900
37	Sh. Ram Shanker Pal	MTS	5200-20200+1900
38	Sh. Chander Pal Singh Bisht	MTS	5200-20200+1900
39	Sh. Roopak Rana	MTS	5200-20200+1900
40	Sh. Umesh Thakur	MTS	5200-20200+1900
41	Mrs. Kanta	MTS	5200-20200+1900
42	Mr. Sanoj Kumar	MTS	5200-20200+1900
43	Mr. Gajender Singh	MTS	5200-20200+1900

### **PENSION / FAMILY PENSION**

1	Smt. Jagbiri Devi W/o Late Sh. Virender Singh	Ex. Safai Karamchari	3500+DR
2.	Mr. K.C. Katariya	Ex. S.O. (Admn.)	6570+DR
3.	Mrs. Shikhu Antahony	Ex. Sr. P.A	7620+DR
4.	Dr.(Mrs) Prabhjot Kulkarni	Ex. Principal	21837+DR
5.	Dr.(Mrs.) Sushil Dhiman	Ex. Associate Professor	29,415+DA
6	MR. HOSHYAR SINGH	CHOWKIDAR	3093+DR

**NOTE :** Salary & Pension is disbursed on the last working day of the month through cheques and Bank transfers, subject to the availability of funds (Grant-in-Aid)

**MANUAL NO. 11**  
[Section 4(1) (xi) 2014-15]

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year (2013-14)
Recurring Expenditure	Salaries & other Recurring Expenditure	5,31,15,937/ -	6,38,32,382/-	6,39,57,382/-	4,11,69,114/-
Non-Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	28,45,549/-	40,50,000	40,50,000	1,04,532/-

**MANUAL NO. 11**  
[Section 4(1) (xi) 2015-16]

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year (2014-15)
Recurring Expenditure	Salaries & other Recurring Expenditure	6,20,88,508/ -	7,19,57,935/-	7,23,82,935/-	3,90,80,996/-
Non-Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	5,00,000/-	35,41,056/-	35,41,056/-	4,03,076/-

**MANUAL NO. 11**  
[Section 4(1) (xi) 2016-17]

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year (2015-16)
Recurring Expenditure	Salaries & other Recurring Expenditure	7,85,95,750/ -	9,79,91,361/-	9,79,91,361/-	4,27,10,094/-
Non-Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	41,78,692/-	38,81,056/-	38,81,056/-	3,03,365/-

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAM**

**[Section 4(1)(b)(xii)]**

**----- Not applicable ----**



**MANUAL NO. 13**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS  
GRANTED**

**[Section 4(1)(b)(xiii)]**

**----- As per university of Delhi and Delhi Government provision -----**

**MANUAL NO. 14**  
**INFORMATION AVAILABLE IN AN ELECTRONIC FORM**  
**[Section 4(1)(b)(xiv)]**

----- Not Applicable till date -----

**MANUAL NO. 15**  
**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR**  
**OBTAINING INFORMATION**

[Section 4(1)(b)(xv)]

<b>S.No.</b>	<b>Facility Available</b>	<b>Nature of Information Available</b>	<b>Working hours</b>
1.	Information counter	All information regarding admission and college	10.00 a.m. to 5.00p.m.
2.	Library	All information regarding library	-do-
3.	Notice board	All information regarding time table, students activities, staff, students etc.	College timings

**MANUAL NO. 16**

**NAME DESIGNATION AND OTHER PARTICULARS OF PUBLIC  
INFORMATION OFFICERS**

[Section 4(1)(b)(xvi)]

<b>S.No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal address</b>	<b>Telephone no.</b>	<b>E-mail address</b>	<b>Demarcation of area/activities, if more than one PIO</b>
1.	Dr. Satveer S. Barwal	Maharshi Valmiki College of Education (University of Delhi) Geeta Colony, Delhi	22085191	<a href="mailto:mvce1995@gmail.com">mvce1995@gmail</a>	

**LIST OF ASSTT. PUBLIC INFORMATION OFFICER**

<b>S.No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal address</b>	<b>Telephone no.</b>	<b>E-mail address</b>
1.	Sh.Lalit Kumar, Asstt.	Maharshi Valmiki College of Education (University of Delhi) Geeta Colony, Delhi	22085191	<a href="mailto:mvce1995@gmail.com">mvce1995@gmail.com</a>

**MANUAL NO. 17**

**OTHER INFORMATION AS MAY BE PRESCRIBED**

**[Section 4(1)(b)(xvii)]**

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.