



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

Disclosure under Section 4 of RTI Act 2005

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

| S.No. | Item | Details |
|-------|---|---|
| 1.1 | Particulars of its organisation, functions and duties [Section 4(1)(b)(i)] | <p>(i) Name and address of the Organization Shaheed Sukhdev College of Business Studies (University of Delhi) PSP Area-IV, Dr. K.N. Katju Marg, Sector-16 Delhi-110089</p> <p>(ii) Head of the organization Dr. (Mrs.) Poonam Verma Professor-Principal</p> <p>(iii) Vision, Mission and Key objectives Mission: To explore new frontiers of knowledge so as to nurture value driven, socially responsive, committed and ethical citizens of the world.</p> |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | | <p>Vision: To create centre of excellence for learning, dedicated to meet aspirations of the society.</p> <p>Key Objectives:</p> <ul style="list-style-type: none"> • To provide a learning and teaching environment for preparing responsive and ethical managers, technocrats, entrepreneurs and researchers. • To develop and enhance decision making skills and administrative competence in our students and teachers through innovative and cutting-edge education and research. • To establish linkages between industry and academia for fostering leadership quality education, research and consultancy. |
| | | <p>(iv) Function and duties (Annexure - 1) https://sscbs.du.ac.in/annexures-for-right-to-information/</p> |
| | | <p>(v) Organization Chart (Annexure - 2) https://sscbs.du.ac.in/annexures-for-right-to-information/</p> |
| | | <p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.</p> <p>(Annexure - 3) https://sscbs.du.ac.in/annexures-for-right-to-information/</p> |
| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | <p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>(Annexure - 4) https://sscbs.du.ac.in/annexures-for-right-to-information/</p> |
| | | <p>(ii) Power and duties of other employees</p> <p>(Annexure - 5) https://sscbs.du.ac.in/annexures-for-right-to-information/</p> |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | (iii) Rules/ orders under which powers and duty are derived As per the ordinance and statutes of University of Delhi https://www.du.ac.in/du/uploads/rti/act-i.pdf |
| | | (iv) Exercised As per the ordinance and statutes of University of Delhi https://www.du.ac.in/du/uploads/rti/act-i.pdf |
| | | (v) Work allocation As per duties / powers allocated to the posts |
| | | (i) Process of decision making Identify key decision making points Decisions in matters of organizing admissions, 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, Statues and Ordinances of the University. The decisions regarding institutions, 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. |
| | | (ii) Final decision making authority Governing Body |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | (iii) Related provisions, acts, rules etc. As per the ordinance and statutes of University of Delhi https://www.du.ac.in/du/uploads/rti/act-i.pdf |
| | | (iv) Time limit for taking a decisions, if any Immediate basis |
| | | (v) Channel of supervision and accountability As per organization chart |
| | | (i) Nature of functions/ services offered As per the ordinance and statutes of University of Delhi https://www.du.ac.in/du/uploads/rti/act-i.pdf |
| | | (ii) Norms/ standards for functions/ service delivery As per the ordinance and statutes of University of Delhi https://www.du.ac.in/du/uploads/rti/act-i.pdf |
| | | (iii) Process by which these services can be accessed By visiting the college campus |
| | | (iv) Time-limit for achieving the targets As per the ordinance and statutes of University of Delhi https://www.du.ac.in/du/uploads/rti/act-i.pdf |
| | | (v) Process of redress of grievances As per the ordinance and statutes of University of Delhi https://www.du.ac.in/du/uploads/rti/act-i.pdf |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| 1.5 | Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)] | (i) Title and nature of the record/ manual /instruction. University of Delhi Governance, Calendar (as per the Act, Statutes and Ordinance) |
| | | (ii) List of Rules, regulations, instructions manuals and records. University of Delhi Governance, Calendar (as per the Act, Statutes and Ordinance) |
| | | (iii) Acts/ Rules manuals etc. University of Delhi Governance, Calendar (as per the Act, Statutes and Ordinance) |
| | | (iv) Transfer policy and transfer orders As per requirement |
| 1.6 | Categories of documents held by the authority under its Control under [Section 4(1) (b) (vi)] | (i) Categories of documents All the records related to the institution are available in the College premises under the overall supervision of The Principal. For e.g. records related to Staff (i.e. service records etc is available in Administrative Department) and All the documents |
| | | (ii) Custodian of documents/categories Administrative Officer, Section Officer (Accounts), Store In-charge and Teacher-in-charges |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. Governing Body and other committee as per (Annexure - 3) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (ii) Composition Governing Body consists of 16 members as details below: <ul style="list-style-type: none"> • Five members nominated by GNCTD. • Five members nominated from University of Delhi • Two Nos. of University Representatives • One Teacher Representative from more than 10 years' service category • One Teacher Representative from less than 10 years' service category • One Special Invitee from Non-teaching staff members from the college • Member Secretary- (Professor-Principal) |
| | | (iii) Dates from which constituted Initially Governing Body of the college was constituted in the year 1987 and current Governing Body was constituted w.e.f. 23.12.2022 https://sscbs.du.ac.in/our-governing-body/ |
| | | (iv) Term/ Tenure For a period of one year |
| | | (v) Powers and functions As per the statutes of DU |
| | | (vi) Whether their meetings are open to the public? No |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | | (vii) Whether the minutes of the meetings are open to the public? Yes |
| | | (viii) Place where the minutes if open to the public are available? https://sscbs.du.ac.in/governing-body-minutes-of-meetings/ |
| 1.8 | Directory of officers and employees [Section 4(1) (b) (ix)] | (i) Name and designation (Annexure - 6) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (ii) Telephone, fax and email ID (Annexure -7) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| 1.9 | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] | (i) List of employees with Gross monthly remuneration (Annexure - 8) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (ii) System of compensation as provided in its regulations All the pay scales and emoluments paid to staff are as per the rules and regulation of Delhi University / University Grants Commission. |
| 1.10 | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)] | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (Annexure - 9) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (ii) Address, telephone numbers and email ID of each designated official. (Annexure - 9) https://sscbs.du.ac.in/annexures-for-right-to-information/ |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)) | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings Nil |
| | | (ii) Finalised for Minor penalty or major penalty proceedings One official has been imposed major penalty under CCS (CCA) Rules |
| 1.12 | Programmes to advance understanding of RTI (Section 26) | (i) Educational programmes Nil |
| | | (ii) Efforts to encourage public authority to participate in these Programmes Not applicable |
| | | (iii) Training of CPIO/APIO Training programme are attended by PIO as and when invitation is received from Govt. Institutes. |
| | | (iv) Update & publish guidelines on RTI by the Public Authorities concerned. Yes on college website |
| 1.13 | Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] | Not Applicable |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

2. Budget and Programme

| S. No. | Item | Details of disclosure |
|--------|---|---|
| 2.1 | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)] | (i) Total Budget for the public authority (Annexure - 10) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (ii) Budget for each agency and plan & programmes (Annexure - 11) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (iii) Proposed expenditures (Annexure - 11) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (iv) Revised budget for each agency, if any Not Applicable |
| | | (v) Report on disbursements made and place where the related reports are available (Annexure - 10) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| 2.2 | Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012) | (i) Budget No Budget for foreign and domestic tours is available. |
| | | (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited Intra city b) The period of visit As per requirement c) The number of members in the official delegation As per requirement d) Expenditure on the visit As per TA Rules of GOI for intra city |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | | <p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon, Are available on college website. https://sscbs.du.ac.in/news-and-updates/</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured 1. M/s Golden Security – Housekeeping Services 2. M/s CDI – Security Services</p> <p>c) The works contracts concluded – in any such combination of the above-and 1. M/s Facility Hut – Housekeeping Services 2. M/s Growia Securitas – Security Services</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed. As per point No. (iii) b) above</p> |
| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | (i) Name of the programme of activity Not Applicable |
| | | (ii) Objective of the programme Not Applicable |
| | | (iii) Procedure to avail benefits Not Applicable |
| | | (iv) Duration of the programme/ scheme Not Applicable |
| | | (v) Physical and financial targets of the programme Not Applicable |
| | | (vi) Nature/ scale of subsidy /amount allotted Not Applicable |
| | | (vii) Eligibility criteria for grant of subsidy Not Applicable |
| | | (viii) Details of beneficiaries of subsidy programme (number, profile etc.) Not Applicable |
| 2.4 | Discretionary and non-discretionary | (i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | grants [F. No. 1/6/2011-IR dt. 15.04.2013] | Not Applicable |
| | | (ii) Annual accounts of all legal entities who are provided grants by public authorities Not Applicable |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | (i) Concessions, permits or authorizations granted by public authority Not Applicable |
| | | (ii) For each concessions, permit or authorization granted a) Eligibility criteria Not Applicable b) Procedure for getting the concession/ grant and/ or permits of authorizations Not Applicable c) Name and address of the recipients given concessions/ permits or authorisations Not Applicable d) Date of award of concessions /permits of authorizations Not Applicable |
| 2.6 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. Nil |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

3. Publicity Band Public interface

| S.No. | Item | Details of disclosure |
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| 3.1 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013] | Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens <p style="text-align: center;">Nil</p> |
| | | (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation <p style="text-align: center;">Not required</p> b) Day & time allotted for visitors <p style="text-align: center;">Any time they can met the Principal-SSCBS</p> c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants <p style="text-align: center;">Provided</p> |
| | | Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any <p style="text-align: center;">Not Applicable</p> |
| | | (ii) Detailed project reports (DPRs) <p style="text-align: center;">Not Applicable</p> |
| | | (iii) Concession agreements. <p style="text-align: center;">Not Applicable</p> |
| | | (iv) Operation and maintenance manuals <p style="text-align: center;">Not Applicable</p> |
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**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | | (v) Other documents generated as part of the implementation of the PPP Not Applicable |
| | | (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government Not Applicable |
| | | (vii) Information relating to outputs and outcomes Not Applicable |
| | | (viii) The process of the selection of the private sector party (concessionaire etc.) Not Applicable |
| | | (ix) All payment made under the PPP project Not Applicable |
| 3.2 | Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)] | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year Not Applicable |
| | | (ii) Outline the Public consultation process Not Applicable |
| | | (iii) Outline the arrangement for consultation before formulation of Policy Not Applicable |
| 3.3 | Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] | Use of the most effective means of communication (i) Internet (website) SSCBS's website |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)] | Information manual/handbook available in (i) Electronic format | SSCBS's website |
| | | (ii) Printed format | Yes |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] | List of materials available (i) Free of cost | All |
| | | (ii) At a reasonable cost of the medium | Nil |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

4. E. Governance

| S.No. | Item | Details of disclosure |
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| 4.1 | Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013] | (i) English Yes |
| | | (ii) Vernacular/ Local Language Hindi |
| 4.2 | When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] | Last date of Annual updation April, 2024 |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | (i) Details of information available in electronic form College's functions, academic information about all the courses. The facilities of education being provided to the students. |
| | | (ii) Name/ title of the document/record/ other information As provided in the college's website, |
| | | (iii) Location where available As provided in the college's website, |
| 4.4 | Particulars of facilities available to | (i) Name & location of the faculty Sh. Ankur Aggarwal, Admn. Officer (Offg.), SSCBS |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | citizen for obtaining information [Section 4(1)(b)(xv)] | (ii) Details of information made available All information concerning the academics in the college |
| | | (iii) Working hours of the facility 9:00 AM to 5:30 PM (on all working days) |
| | | (iv) Contact person & contact details (Phone, fax email) Sh. Ankur Aggarwal, 21700284 |
| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | (i) Grievance Redressal mechanism It is in place |
| | | (ii) Details of applications received under RTI and information provided Information has been provided in annexure (https://sscbs.du.ac.in/annexures-for-right-to-information/) |
| | | (iii) List of completed schemes/ projects/ Programmes N/A |
| | | (iv) List of schemes/ projects/ programme underway N/A |
| | | (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract N/A |
| | | (vi) Annual Report Being published every year |
| | | (vii) Frequently Asked Question (FAQs) Nil |
| | | (viii) Any other information such as a) Citizen's Charter N/A |
| | | b) Result Framework Document (RFD) N/A |
| | | c) Six monthly reports on the N/A |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | | d) Performance against the benchmarks set in the Citizen's Charter N/A |
| 4.6 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | (i) Details of applications received and disposed (Details available in annexure-12) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| | | (ii) Details of appeals received and orders issued (Details available in annexure-13) https://sscbs.du.ac.in/annexures-for-right-to-information/ |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given As mentioned in the applications and replies issued by SSCBS |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

5. Information as may be prescribed

| S. No. | Item | Details of disclosure | |
|--------|--|--|--|
| 5.1 | Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013] | <p>(i) Name & details of</p> <p style="padding-left: 20px;">(a) Current CPIOs & FAAs PIO – Ms. Kishori Ravi Shankar, Assistant Professor APIO – Mr. Ankur Aggarwal, Admn. Officer (Offg.) (Since 01.01.2022)</p> <p style="padding-left: 20px;">Appellate Authority - Dr. Poonam Verma, Principal</p> <p style="padding-left: 20px;">(b) Earlier CPIO & FAAs from 1.1.2015 Ms. Kishori Ravi Shankar, CPIO, Mr. Surender Kumar Jairath, Adinistrative Officer Dr. Poonam Verma, 1st Appellate Authority</p> <p>(ii) Details of third party audit of voluntary disclosure</p> <p style="padding-left: 20px;">(a) Dates of audit carried out -----</p> <p style="padding-left: 20px;">(b) Report of the audit carried out -----</p> <p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p style="padding-left: 20px;">(a) Date of appointment November 13, 2017</p> <p style="padding-left: 20px;">(b) Name & Designation of the officers Ms. Kishori Ravi Shankar, Assistant Professor & Nodal Officer</p> | |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

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| | | <p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name & Designation of the officers -----</p> | |
| | | <p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted -----</p> <p>(b) Name & Designation of the Officers -----</p> | |



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

6. Information Disclosed on own Initiative

| S. No. | Item | Details of disclosure |
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| 6.1 | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information | Yes the Information is disclosed on college website. |
| 6.2 | Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India) | (i) Whether STQC certification obtained and its validity. <p style="text-align: center;">No</p> (ii) Does the website show the certificate on the Website? <p style="text-align: center;">No</p> |