

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.

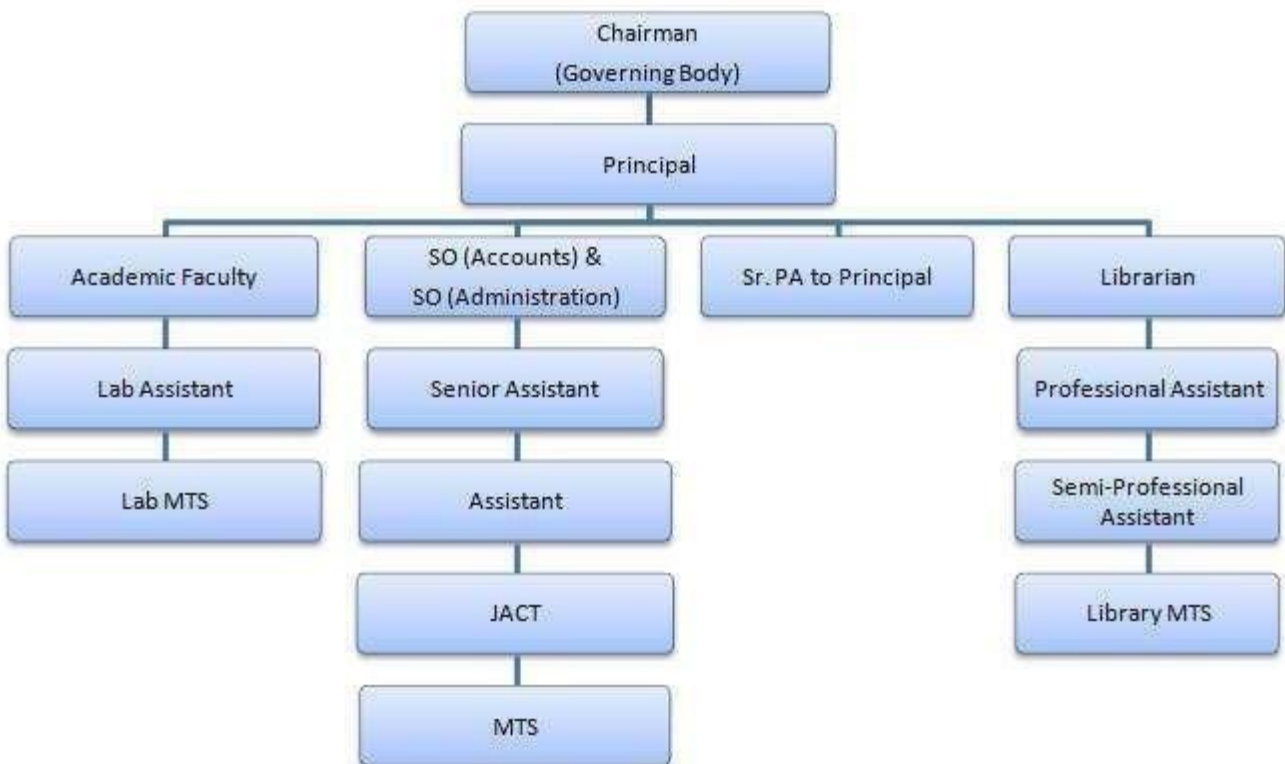
The college was initially sanctioned 100 seats for the students from Humanities and Social Science Stream. Admission to B.Ed. Course for the session 1995-96 was made through an advertisement in the newspaper dt. 24.9.1995, out of the list procured from CIE, who qualified the common entrance test, on 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 (16th 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 (comm. Unity 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 <small>(Admn. matter)</small>
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 –
MAKINGPROCESS**

[Section – 4 (1)(b)(iii)]

S.No.	Activity	Level ofAction	TimeFrame
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)]

S.No.	Activity	Time frame/norm	Remarks
1.	Diary of letter	5 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)]

S.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
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
INRELATION TO THE FORMULATION OF ITS POLICY
OFIMPLEMENTATION**

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

S.No.	Name/Address of the Consultative Committee	Const. Of bodies (as per Delhi	Role and Responsibility	Frequency of meetings
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 Office rmembers 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)]

S.No.	Name/Address of the Consult Com.	Main Function	Const.	Date
1.	Governing Body	Governing the functions of college	Representatives of Delhi University, Delhi Govt., Staff Council and Representative of Non-Teaching staff	Truncated since March 2018
2.	Purchase committee	Make purchases for college as per need	As per Govt. Rules	2018-19
3.	Admission committee	Admission of students	Teaching and Non teaching staff	2018-19
5.	Library Committee	Policy and purchase of books, journals etc.	Teachers & Librarian	2018-19

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)]

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

8. Dr. Ramjee Dubey
H-12, Gali No.19, 40 ft. Road,
Jagatpuri, Delhi
9. Mr. Raghvendra Prapanna
Warden House, CIE Hostel,
University of Delhi
Delhi-110009.
r.prapanna@gmail.com
10. Dr.(Mrs) Vandana Gupta
156,Akash Darshan Apptts.,
Mayur Vihar, Phase-I,Delhi-
110091.
11. Dr. Satveer Singh Barwal 265,
Maidan Garhi,
New Delhi.
satveerb@gmail.com
12. Dr.(Mrs.) KailashGoel 4/7,
Roop Nagar, (1st Floor)
Back Side. Delhi-110007.
drkailashgoel@gmail.com
13. Mr. Vinod Kr. A
C/O Ahmed, H. No. 7/B
Street No. 9, Ramesh Park, Delhi
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
ANDEMPLOYEES. INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN THEREGULARIZATIONS**

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

S.NO.	Name	Designation	Basic Pay as on July 2019
1	Dr. P.K. Sharma	Associate Professor	1,71,400
2	Dr.(Mrs.) Manjari Gopal	Associate Professor	1,61,600
3	Dr. (Ms.) Jyoti Kohli	Associate Professor	1,61,600
4	Dr.(Mrs.) Neelam Mehta Bali	Associate Professor	1,71,400
5	Dr.(Mrs.) Ila Mehrotra	Associate Professor	1,66,400
6	Ms. Minu Talwar	Assistant Professor	1,10,500
7	Dr. Gopal Rana	Associate Professor	1,76,500
9	Dr. Ramjee Dubey	Associate Professor	1,61,600
10	Mr. Raghavender Prapanna	Assistant Professor	92,600
11	Dr. Satveer S. Barwal	Assistant Professor	1,04,200
12	Dr. Vandana Gupta	Assistant Professor	95,400
13	Dr. (Mrs.) Kailash Goel	Assistant Professor	92,600
14	Mr. Vinod Kr. A	Assistant Professor	73,000
15	Sh. Praveen Bhatia	Section Officer (A/cs)	72,100
16	Sh. Pritam Chand Dogra	Section Officer (Admn.)	60,400
17	Mrs. Sarita Bhardwaj	Sr. Assistant	38,800
18	Sh. Chitranjan Jha	Assistant	41,600
19	Sh. Lalit Kumar	Assistant	36,400
20	Sh. Dinesh Kumar	Assistant	34,400
21	Mrs. Shakuntala Devi	Jr.Asstt.Cum Typist	34,400
22	Sh. Satyender Singh Yadav	Jr.Asstt.Cum Typist	-
23	Sh. Dharam Singh	Jr.Asstt.Cum Typist	30,200
24	Sh. Ashok Kumar Singh	Laboratory Assistant	45,400
25	Sh. VikashJi Upadhyay	MTS- Laboratory	29,300
26	Sh. Parveen Dahiya	MTS- Laboratory	29,300

27	Sh. Narender Kumar	MTS- Laboratory	29,300
28	Sh. Reyaz Hashmi	Professional Assistant (Lib)	62,200
29	Mrs. Sarita Tarun	SPA (Library)	50,500
30	Sh. Mahender Kumar	MTS- Library	31,100
31	Mrs. Renu Bala Rana	MTS- Library	31,100
32	Sh. Ravi Prakash	Gestetner Operator	31,100
33	Sh. Jatin Jain	Daftari	31,100
34	Mrs. Savita	MTS	30,200
35	Sh. Pramod Kumar	MTS	30,200
36	Sh. Bishnu Charan Padhan	MTS	29,300
37	Sh. Ram Shanker Pal	MTS	30,200
38	Sh. Chander Pal Singh Bisht	MTS	30,200
39	Sh. Roopak Rana	MTS	30,200
40	Sh. Umesh Thakur	MTS	28,400
41	Mrs. Kanta	MTS	30,200
42	Mr. Sanoj Kumar	MTS	30,200
43	Mr. Gajender Singh	MTS	29,300

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. HOSHYARSINGH	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) 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/-

MANUAL NO. 11
[Section 4(1) (xi) 2017-18]

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year (2016-17)
Recurring Expenditure	Salaries & other Recurring Expenditure	Rs. 11,13,59,121	Rs. 12,28,99,890	Rs. 12,28,99,890	Rs. 4,51,70,414
Non Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	Rs. 40,92,660	Rs. 45,00,00	Rs. 45,00,000	Rs. 1,16,387

MANUAL NO. 11
[Section 4(1) (xi) 2018-19]

Major Head	Activities to be performed	Sanctioned Budget [Rs.]	Budget Estimate	Revised Estimate	Expenditure for the last year (2017-18)
Recurring Expenditure	Salaries & other Recurring Expenditure	Rs. 8,51,48,849	Rs. 12,89,18,500	Rs. 12,89,18,500	Rs. 4,61,46,138
Non Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	Rs. 30,79,957	Rs. 72,25,000	Rs. 72,25,000	NIL

MANUAL NO. 11
[Section 4(1) (xi) 2019-20]

Major Head	Activities to be performed	Sanctioned Budget [Rs.]	Budget Estimate [Rs.]	Revised Estimate [Rs.]	Expenditure for the last year (2015-16) [Rs.]
Recurring Expenditure	Salaries & other Recurring Expenditure	9,68,31,171	14,08,86,190	14,08,86,190	6,30,51,899
Non-Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	NIL	NIL	NIL	NIL

MANUAL NO. 11
[Section 4(1) (xi) 2020-21]

Major Head	Activities to be performed	Sanctioned Budget [Rs.]	Budget Estimate [Rs.]	Revised Estimate [Rs.]	Expenditure for the last year (2016-17) [Rs.]
Recurring Expenditure	Salaries & other Recurring Expenditure	8,87,82,436	16,06,36,616	-	7,30,82,181
Non Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	NIL	NIL	NIL	NIL

MANUAL NO. 11
[Section 4(1) (xi) 2021-22]

Major Head	Activities to be performed	Sanctioned Budget [Rs.]	Budget Estimate [Rs.]	Revised Estimate [Rs.]	Expenditure for the last year (2017-18) [Rs.]
Recurring Expenditure	Salaries & other Recurring Expenditure	7,36,56,958	16,06,36,616	-	6,39,11,542
Non Recurring Expenditure	Office furniture & Equipment, Lab. Exp. Class Room Exp. All related to capital Exp.	NIL	NIL	NIL	NIL

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)]

S.No.	Facility Available	Nature of Information Available	Working hours
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)]

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

LIST OF ASSTT. PUBLIC INFORMATION OFFICER

S.No.	Designation of the officer designated as PIO	Postal address	Telephone no.	E-mail address
1.	Sh. Lalit Kumar, Asstt.	Maharshi Valmiki College of Education (University of Delhi) Geeta Colony, Delhi	22085191	mvce1995@gmail.com

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.