MANUAL-8

A Statement of Boards, Council, Committees and other Bodies Constituted as its Part

[Section – 4 (1)(b)(viii)]

8.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Name and address of the affiliated Body
Governing Body, Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Type of Affiliated Body (Board, Council, Committees, Other Bodies)
Board

Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

The Governing Body is the Executive authority and exercise general supervision and control of the affairs of the college. The first Governing Body of the college was formed in the year 1987 and it is normally reconstituted every year.

Role of the Affiliated Body (Advisory / Managing / Executive / Others)
Chief Administrator of the College

Structure and Member Composition
Chairman (one), Treasurer (One), Members (Eight)
Five members are nominated by the Govt. of NCT of Delhi, Five members are nominated by the University of Delhi, Two University Representatives are appointed by the University of Delhi, Two members are nominated from the college faculty, and Principal is the member secretary and one non-teaching staff member nominated by the Principal.

Head of the Body
Chairman

Address of main office and its Branches
Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Frequency of Meetings
once in every academic term

Can public participate in the meetings?
No

Are minutes of the meetings prepared?
Yes

8.2 Name and address of the affiliated Body
Staff Council, Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Type of Affiliated Body (Board, Council, Committees, Other Bodies)
Council
Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

(5) (a) Subject to the provisions of the Act, the Statutes and the   Ordinances of the University, the Staff Council shall take decisions in respect of the following matters:
(i) Preparation of College time-table.
(ii) Allocation of extra-curricular work of teachers not involving, payment of remuneration.
(iii) Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.
(iv) Laying down guide-lines for purchase of library books and laboratory equipment in consultation with the appropriate departments.
(v) Organising admission of students.

(b) Subject to the provisions of the Act, the Statutes and the
Ordinances of the University, the Staff Council shall make recommendations in respect of the following matters :
(i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;
(ii) Formulation of admission policy within the framework of the policy laid down by the University;
(iii) Formulation of guidelines regarding arrangements for the residence and welfare of students in consultation with appropriate students. organisations;
(iv) Formulation of guide-lines regarding discipline of the students;
(v) Formulation of policies for recommending names of teachers
for participation in seminars and conferences and financial assistance to teachers.
Role of the Affiliated Body (Advisory / Managing / Executive / Others)
Others
Structure and Member Composition
Chairperson (Principal), Secretary (Elected), Members
All permanent, temporary, ad-hoc teachers and Librarian
Head of the Body
Chairperson
Address of main office and its Branches
Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019
Frequency of Meetings
Minimum one meeting per term and as and when required
Can public participate in the meetings?
No
Are minutes of the meetings prepared?
Yes

8.3 Name and address of the affiliated Body
Various Committees of Staff Council, Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Type of Affiliated Body (Board, Council, Committees, Other Bodies)
Committees

Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

The Committees are responsible for performing respective functions specified by the staff council.

Role of the Affiliated Body (Advisory / Managing / Executive / Others)
Others

Structure and Member Composition
Chairperson (Principal), Convenor (Appointed by the Staff Council), Members

Head of the Body
Chairperson

Address of main office and its Branches
Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Frequency of Meetings
As and when required

Can public participate in the meetings?
No

Are minutes of the meetings prepared?
Yes

8.4 Name and address of the affiliated Body
College Complaints Committee, Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Type of Affiliated Body (Board, Council, Committees, Other Bodies)
Committee

Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

The Committee is responsible for prevention of sexual harassment in the college. The first committee was formed in the year 2002 and the same is reconstituted every year.

Role of the Affiliated Body (Advisory / Managing / Executive / Others)
Others

Structure and Member Composition
Chairperson (Elected), Members (Seven), and Invited Members (Two)

Two Elected members from the teaching faculty, Two elected members from the Non-teaching staff, Three elected students, Two invited members from the Governing Body / Parents

Head of the Body
Chairperson
Address of main office and its Branches
Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019
Frequency of Meetings
As and when required
Can public participate in the meetings?
No
Are minutes of the meetings prepared?
Yes
Are meeting open to the Public?

The information concluded in the admission committee meetings about the cut-off percentage, number of vacant seats available, number of reserved seats, word quota etc. are displayed.