

**INFORMATION HANDBOOK
OF
Dr. S. N. N. Govt. Degree COLLEGE, Vedikhal**

(Refer to: Right to Information Act, 2005)

The Right to Information Act, 2005 came into force on 12th October, 2005. The Act extends to the whole of India except the State of Jammu and Kashmir. Right to Information act enables citizens to access information under the control of a public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government:. It includes a body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under the control of a public authority.

This Information Handbook provides the information about Dr. S. N. N. Govt. Degree College, Vedikhal and various rules and regulations as applicable to the college.

This Information Handbook is divided into 17 manuals.

Manual-12 provides for information on the manner of execution of subsidy programmes.

MANUAL 1 -- PARTICULARS OF THE ORGANISATION

Aims and Objectives

The aim of the College is to provide access to quality higher education.

The College administration and leadership is committed to provide a continuous and healthy learning environment along with good sports and supporting facilities for the students to achieve academic excellence, integrity, self-esteem, equality, and a respect for nature, humanity and employability.

Vision

The vision of the college is to provide quality education, a good value system and develop a quest for excellence and global competence among the students in tune with national Higher Education policy and to encourage the over-all personality development of the students thereby increasing their abilities, creative talent and excellence.

Mission

- To become a center of excellence in higher education.
- To extract human capabilities and potential to the fullest extent and to achieve excellence by enabling students to be more creative and innovative.
- To act as a bridge between the hills and the more developed plains areas by taking the benefits of education to the hills and its marginalized people aiming at their empowerment.
- To help disadvantaged groups, such as women, SC, ST, OBC and the minorities, so that they can improve their lot in education and get their rightful place in the society.
- Strengthen the physical and academic infrastructure and human resources of the college by incorporating modern means of teaching and learning aids such as NM-ICT and EDU-SAT.
- To facilitate overall development of the students by providing quality education.
- To remove prejudices and to ensure equality for all.
- No discrimination on the basis of sex, caste, creed and religion.
- To inculcate a sense of responsibility, character building, spirit of cooperation and empowerment of women to enhance their self-esteem so that they achieve a sense of equality and strength.
- To impart quality education to help students in developing proficiency and abilities which will further inculcate self-confidence, decision making power & leadership qualities in them.

Brief History

Dr. S. N. N. Govt. Degree College, Vedikhal made a beginning in July 1979 with a couple of rooms in Govt. Intermediate College Vedikhal with only 13 students. It began with the departments of Hindi, Political Science, English, Geography, Defence Studies and Economics with affiliation from HNB Garhwal University for under graduate degree level. 'Rome was not built in a day' and is a fitting statement for the journey of the college since its humble beginning in July 1979. Since then it has been a long and an eventful journey to its present status as the numero-uno college of the region.

This all had been possible with the untiring efforts of (Late) Dr. S. N. Nautiyal, the then MLA, Karnprayag constituency.

In 2005 the college was shifted to the new building. In the year 2007-08 a B.Ed course in self-finance mode was introduced in the college with an intake of 100 students.

Note: The details of the teaching staff are available on our Website www.gdcvedikhal.org

Duties to be Performed to Achieve the Mission

Focus on Teaching and research along with co-curricular and extra-curricular activities.

Details of Services Rendered

The details of services rendered may be viewed on our website www.gdcvedikhal.org . These are briefly enumerated below:

- (a) Teaching of courses at the UG level.
- (b) Conduct of university examinations.
- (c) Conduct of seminars, meetings, lectures, cultural events etc.
- (d) Provision of sports facilities.
- (e) Facilities to promote research in the subjects being taught.

Citizens Interaction

This is encouraged and formally conducted during the Alumni, Parent Teachers Association meets and other important occasions.

Postal Address

The postal address of the college is:

The Principal
Dr. S. N. N. Govt. Degree College
Vedikhal, PauriGarhwal
246177

Map of Location

A location map is available on the college website www.gdcvedikhal.org

Working Hours

10.00 a.m. to 5.00 p.m. –Monday to Saturday (except on public holidays.)

The reference section of the Library is open from 10.00 a.m. to 5 p.m., and study center is also open to studies for the preparation of competitive examinations.

Public Interaction

Same as Citizen Interaction.

Grievance Redressal

A four level system is followed viz. Departmental, Proctorial Board, Principal, Director as follows:

(a) **Departmental.** Matters pertaining to allocation of workload among the teachers and staff, pattern of assignments etc. are resolved in Departmental meetings. The decisions of the meetings are implemented by the concerned teacher-in-charge/departmental head. Grievances if any are addressed at these meetings. The day to day problems of the students regarding studies, are resolved by the departmental-in-charge instantly.

(b) **Proctorial Board.** Matters pertaining to the disciplinary problems of the students and campus discipline are referred to the Proctorial Board. The Proctorial Board comprises of selected experienced teachers of the college.

(c) **Principal.** The problems unresolved as highlighted in (a) and (b) are referred to the Principal.

(d) **Director.** Matters pertaining to appointment of teaching and non-teaching staff and maintenance of the college are referred to the *Director* who is empowered to take appropriate decisions in consultation with the Principal. Academic matters related to introduction/deletion of courses, Admissions, Examinations and Affiliation of new courses etc are referred to the University for discretionary decisions.

MANUAL 2 -- POWERS AND DUTIES OF OFFICERS AND STAFF

Functionary	Powers	Duties
1. Principal	Principal – Academic and Executive Officer	The Principal is the Academic and Executive Officer of the College. The Principal is responsible for the proper administration of the College, imparting of instructions and the maintenance of discipline. The Principal has the power to incur expenditure in accordance with the rules/procedures as laid down by the statutes of Sri Dev Suman Uttarakhand University and Government orders issued from time to time.
2. Chief Proctor	Administration of the College	Responsible for student discipline in the college.
3. In-charge, Student Union	Student Union Elections	Supervises the Students' Union Elections and promotes the welfare activities of the students - placement/scholarships/cultural.
4. Examination In-charge	College Examination	Is responsible for fair and smooth conduct of examination and keeps the record of students related to examination.
5. Pradhan Sahayak	Office Incharge	Responsible for assigning work and proper functioning of the official staff as per the directions of the Principal.

MANUAL 3 -- RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

Rules and Regulations

1. U.P. State Universities Act 1973 as amended and adopted by the State of Uttarakhand.
2. Statutes of Sri Dev Suman Uttarakhand University.
3. Government Orders issued from time to time.
4. Annual Bulletin of Information for Admission published by Universities for University/College's academic Calendars.
5. College Prospectus

Records

1. Admission registers and Examination records.
2. Syllabus Handbooks kept in Library & respective departments.

MANUAL 4 -- PUBLIC REPRESENTATION

Prominent citizens and ex-students of the college can become a member of Alumni Association after paying annual or life membership fee. Members of the Alumni Association may interact with Principal, teachers and students.

Members of the public may meet the College functionaries by prior appointment during normal working hours -- Monday to Saturday preferably from 3.00 p.m. to 5.00 p.m.

Members of public, parents and relatives are invited to attend the College function.

MANUAL 5 -- CATEGORIES OF DOCUMENTS

SI No	Category	Document	Procedure for Obtaining
1.	Admissions Information	College Prospectus	On payment from Administrative Office
2.	Students' Information	Student's Handbook	Distributed free to all current students
3.	Admissions Information	Bulletins/Notices	Issued, circulated and pasted on college Notice Board
4.	Staff Information	College website	Can be accessed Online
5.	Functioning and activities of the College	College Magazine	Distributed free on Annual Day

MANUAL 6 -- STATEMENT OF BOARDS, COUNCIL, COMMITTEES & OTHER BODIES

S.I No.	Name of Board/ Council/Committee	Members	Address	Frequency of Meeting
1.	Proctorial Board	Head – Chief proctor Members – Selected Faculty Members	Dr. S. N. N. Govt. Degree College, Vedikhal	Always available in the working hours of the college.
2.	Admission Committees	Central Admission Committee and class-wise committees comprising Senior teachers for each faculty	Dr. S. N. N. Govt. Degree College, Vedikhal	Meet in the beginning and as per requirements to decide about the procedure of Admission.
3.	Sports Committee	Incharge - Physical Education Officer with 3 to 5 members as nominated by the Principal	Dr. S. N. N. Govt. Degree College, Vedikhal	Meets monthly till the final activities of the Sports.
4.	Research Cell	N.A.	--	--
5.	Placement Cell	Professor Incharge and 3-4 other senior faculty members	Dr. S. N. N. Govt. Degree College, Vedikhal	Regularly
6.	NAAC	Professor Incharge and 3-4 other senior faculty members	Dr. S. N. N. Govt. Degree College, Vedikhal	Half yearly
7.	NCC	N.A.	--	--
8.	N.S.S	Applied For	--	--

MANUAL 7 -- NAMES OF PUBLIC INFORMATION OFFICERS

Name	Prof. (Dr.) D. P. Bhatt, Public Information Officer and Principal
Address	Dr. S. N. N. Govt. Degree College, Vedikhal
Telephone	9412933591
Name	Sh. Satish Singh, Asst. Public Information Officer and Pradhan Sahayak
Address	Dr. S. N. N. Govt. Degree College, Vedikhal
Telephone	8979820239
Note: The Public Information Officer and Assistant Public Information Officer will be available for consultation by the public on all working days (Monday to Saturday) between 3.00 p.m. and 5.00 p.m. only, with prior appointment.	

MANUAL 8 -- PROCEDURE FOLLOWED IN DECISION MAKING

1. The College is bound by the Rules and Regulations as envisaged in Act and Statues and G.O. of the Uttarakhand Govt.
2. The University Grants Commission (UGC) also lays down Regulations to be followed by Colleges affiliated to Sri Dev Suman Uttarakhand University.
3. The Principal constitutes various Boards and Committees for day to day and smooth functioning of the college which are as follows.
 - a. In-charge Student Union
 - b. Proctorial Board
 - c. Admission Committee
 - d. In-charge Examinations
 - e. Building and Maintenance Committee
 - f. Research Cell
 - g. Cultural Committees

Note: Confidential matters pertaining to examinations, personal files of the employees will remain confidential and will not be available in the public domain unless until permitted by appellate authority.

MANUAL 9 -- DIRECTORY OF OFFICERS & EMPLOYEES

Available at the college website

[Teaching Staff](#)

[Non-teaching staff](#)

MANUAL 10 -- MONTHLY REMUNERATION RECEIVED BY OFFICERS & EMPLOYEES

The pay scales of teaching faculty are prescribed by the UGC and the State Government solely controls the pay scale of the Non-teaching staff.

MANUAL 11 -- BUDGET ALLOCATED

The budget and the financial estimates are as approved by the Directorate and State GOs.

MANUAL 12 -- MANNER OF EXECUTION OF SUBSIDIARY PROGRAMMES

Not Applicable

MANUAL 13 -- CONCESSIONS, PERMITS & AUTHORISATIONS

As granted and approved by the Orders of the Uttarakhand State Government.

MANUAL 14 -- NORMS SET FOR DISCHARGE OF FUNCTIONS

Academic qualification and standards are proposed by UGC which are mandatory in nature and are enforced accordingly.

1. Working Hours: 10.00 a.m. to 5.00 p.m.
2. Working Days: Monday to Saturday except holidays.
3. Duration of Periods: 45 minutes or in multiples.
4. Teaching Load of Faculty: 24 periods of teaching per week and 42 hours a week in the college.

MANUAL 15 -- INFORMATION AVAILABLE IN ELECTRONIC FORM

1. Faculty and Staff

Website: <http://www.gdcvedikhal.org>

MANUAL 16 -- FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. Unrestricted Access to Website
2. Citizens may submit a written application for information to the Public Information Officer.
3. Frequently Asked Questions and Answers are available on the Website.
4. Public may elicit information via E-Mail to vedikhal79@gmail.com

MANUAL 17 -- OTHER USEFUL INFORMATION

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. A Separate application is required for seeking information on different subjects. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request and Rs. 2/- per page is charged for photocopy of the information provided.

Schedule of fees can be had from the Public Information Officer of the **Sri Dev Suman Uttarakhand University**. For the time being the rates are as under:-

- (a) Rs. 2/- per page of A-4 or A-5 size.
- (b) Actual cost for sizes bigger than A-4 or A-5.
- (c) In case of printed material, the printed copies could be had from the University sales counter/authorized sales agents on payment.
- (d) In case of photo copies, the rate would be Rs. 2/- per page.

MINIMUM DISCLOSURE NORMS

The minimum disclosure norms are indicated below:

1. College Information ----- Enclosure 1
2. Courses Offered ----- Enclosure 2
3. Enrolment Data & Examination Results ----- Enclosure 3
4. Profile of Teaching Staff ----- Enclosure 4

5. Physical Facilities & Infrastructure ----- Enclosure 5
6. Income & Expenditure Statement ----- Enclosure 6

Enclosure 1

College Information

Minimum Disclosure Norms for College of Higher Education

1. Name of College : **Dr. S. N. N. Govt. Degree COLLEGE**
 - Address: **Vedikal, Pauri Garhwal, India 246177**
 - Website: <http://www.gdcvedikhal.org>
 - Email : vedikhal79@gmail.com
 - Location: Village/Town/District Headquarter/ State Capital/ Metro: **Village, Vedikhal, Pauri Garhwal**
2. Affiliated University: **Sri Dev Suman Uttarakhand University**
3. Year of Establishment: **1979**
4. Year of Affiliation: Permanent: **1979**
5. Year of Recognition: U/S 2 (f) and 12 (b): **1979**
6. Type: Govt./Aided/Unaided: **Govt.**
7. Category: Constituent/ Associated/Affiliated/Autonomous: **Affiliated**

Enclosure 2

Courses

Undergraduate Courses Offered

SUBJECTS

B.A. (3 Years Degree Course)

1. Political Science	2. Hindi Literature
3. Geography	4. Defence Studies
5. English Literature	6. Economics

Note: Environmental Studies Compulsory, General Hindi and English Optional.

Environmental Studies:

As per directions of the Hon'ble Supreme Court to U.G.C., a basic course on Environmental Studies has been introduced as a Compulsory subject for all undergraduate students from the session 2004-05. A candidate has to compulsorily qualify this examination for completing his/her degree.

Enclosure 3**Enrolment & Examination Results**

Details available with University. Please refer University Websites.

Sri DevSumanUttarakhand University- www.sdsuv.ac.in/

HNB Garhwal Central University Website-www.hnbgc.ac.in

Enclosure 4

Profile of Teaching Staff – [Click here.](#)

Enclosure 5**Physical Facilities & Infrastructure**

Dr. S. N. N. Govt. Degree College is basically an Arts College. The college has its own building with 4 classrooms, one EDUSAT room and two laboratories. The College has developed a mini library with the capacity of about 8000 books. The college has facilities for indoor and outdoor games which includes a playing ground and an outdoor badminton court.