

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, Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023

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), Member Secretary (One), Members (Twelve): 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.

Head of the Body

Chairman

Address of main office and its Branches

Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023

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, Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-

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

Council

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

The Staff Council is responsible for preparation of College time-table, allocation of extra-curricular work, organizing extra curricular activities, purchases, organizing admission work of the students, formulation of admission policy, looking after the welfare of students, preparing guide-lines regarding discipline of the students etc.

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

Others

Structure and Member Composition

Chairman (Principal), Secretary (Elected), Members All permanent, temporary, ad-hoc teachers and Librarian

Head of the Body

Chairman

Address of main office and its Branches

Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023

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, Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023

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

Chairman (Principal), Convenor (Appointed by the Staff Council), Members

Head of the Body

Chairman

Address of main office and its Branches

Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023

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

Prevention of Sexual Harassment Committee, Delhi College of Arts & Commerce,
Netaji Nagar, New Delhi-110023

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

Chairman (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

Chairman

Address of main office and its Branches

Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023

Frequency of Meetings

As and when required

Can public participate in the meetings?

No

Are minutes of the meetings prepared?

Yes