

## A FRAMEWORK FOR TRANSPARENCY AUDIT

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 of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Indira Gandhi Institute of Physical Education and Sports Sciences, B-Block, Vikaspuri, New Delhi - 110018.
		(ii) Head of the organization	Dr. Dhananjay Shaw
		(iii) Vision, Mission and Key objectives	Refer Annexure 1
		(iv) Function and duties	Refer Annexure 1
		(v) Organization Chart	Refer Annexure 1A
		(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	Refer Annexure 2

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		have been dealt	
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Refer Annexure 2
		(ii) Power and duties of other employees	Refer Annexure 2
		(iii) Rules/ orders under which powers and duty are derived and	Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi.
		(iv) Exercised	-do-
		(v) Work allocation	-do-
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Refer Annexure 3
		(ii) Final decision making authority	Refer Annexure 3
		(iii) Related provisions, acts, rules etc.	Refer Annexure 3
		(iv) Time limit for taking a decisions, if any	Refer Annexure 3
		(v) Channel of supervision and accountability	Refer Annexure 3
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Refer Annexure 4
		(ii) Norms/ standards for functions/ service delivery	Refer Annexure 4
		(iii) Process by which these services can be accessed	Offline
		(iv) Time-limit for achieving the targets	Refer Annexure 4
		(v) Process of redress of grievances	The request of the aggrieved forwarded to grievances committee.
1.5	Rules, regulations, instructions manual	(i) Title and nature of the record/ manual /instruction.	Refer Annexure 5
		(ii) List of Rules, regulations, instructions manuals and records.	Refer Annexure 5

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	and records for discharging functions [Section 4(1)(b)(v)]	(iii) Acts/ Rules manuals etc.	Refer Annexure 5
		(iv) Transfer policy and transfer orders	Refer Annexure 5
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	(i) Categories of documents	Refer Annexure 6
		(ii) Custodian of documents/categories	Refer Annexure 6
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.	Refer Annexure 7
		(ii) Composition	Refer Annexure 7
		(iii) Dates from which constituted	Refer Annexure 7
		(iv) Term/ Tenure	Refer Annexure 7
		(v) Powers and functions	Refer Annexure 7
		(vi) Whether their meetings are open to the public?	Refer Annexure 7
		(vii) Whether the minutes of the meetings are open to the public?	Refer Annexure 7
		(viii) Place where the minutes if open to the public are available?	Refer Annexure 7
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Refer Annexure 8
		(ii) Telephone , fax and email ID	Refer Annexure 8
1.9	Monthly Remuneration received by officers	(i) List of employees with Gross monthly remuneration	Refer Annexure 9
		(ii) System of compensation as provided in its regulations	NA

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	& employees including system of compensation [Section 4(1) (b) (x)]		
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	Refer Annexure 10
		(ii) Address, telephone numbers and email ID of each designated official.	Refer Annexure 10
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	01
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Training Programme organised by Administrative Reforms Department, GNCTD on inclusion of our department in the online RTI Portal as Public Authority.
		(ii) Efforts to encourage public authority to participate in these programmes	Training program organised from time to time.

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		(iii) Training of CPIO/APIO	Training Programme organised by Administrative Reforms Department, GNCTD on inclusion of our department in the online RTI Portal as Public Authority.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	RTI Act document has been uploaded on Institute Website.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		NA

## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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	Refer Annexure 11
		(ii) Budget for each agency and plan & programmes	Refer Annexure 11
		(iii) Proposed expenditures	Refer Annexure 11
		(iv) Revised budget for each agency, if any	Refer Annexure 11
		(v) Report on disbursements made and place where the related reports are available	Refer Annexure 11

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2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	N/A
		(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 b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	N/A
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded - in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	The Institute is registered with GeM and PPP.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	No Subsidy Programme is being executed by this Institute.
		(ii) Objective of the programme	NA
		(iii) Procedure to avail benefits	NA
		(iv) Duration of the programme/ scheme	NA
		(v) Physical and financial targets of the programme	NA
		(vi) Nature/ scale of subsidy /amount allotted	NA
		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
2.4	Discretionary and non-discretionary grants [F. No.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants	NA

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	1/6/2011-IR dt. 15.04.2013]	by public authorities	
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	NA
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	NA
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.	NA

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of	Arrangement for consultations with or representation by the members of the public	As per the provisions of Delhi University Act 1922.
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation	The Governing Body members are nominated by Govt. of NCT of Delhi and approved by






<p>policy implementation or there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>University of Delhi consisting of Educationist, Retired bureaucrats, and Social Workers.</p>
	Public- private partnerships (PPP)	Not Applicable
	(i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
	(ii) Detailed project reports (DPRs)	Not Applicable
	(iii) Concession agreements.	Not Applicable
	(iv) Operation and maintenance manuals	Not Applicable
	(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	<p>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</p> <p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	<p>Since the Institute is affiliated to University of Delhi, the University put the proposed policies on website to invite suggestions from its stakeholders.</p> <p>Not Applicable</p> <p>Same as mentioned in 3.2(i).</p>
3.3	<p>Dissemination of information widely and in such form and manner which is easily accessible to</p> <p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	<p>The information relating to dissemination of information is available on college website <a href="http://www.igipess.du.ac.in">www.igipess.du.ac.in</a></p>

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	the public [Section 4(3)]		
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	The information is available in Electronic Format on our website www.igipess.du.ac.in
		(ii) Printed format	In complying with the paperless campaign of Govt. of India the information is disseminated on website in electronic format only.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Refer Annexure 5
		(ii) At a reasonable cost of the medium	Refer Annexure 5

#### 4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English/Hindi
		(ii) Vernacular/ Local Language	At the instance of Rajbhasha Cell, Univ. of Delhi a bilingual website being developed after taking approval from the Governing Body of the Institute.
4.2	When was the information	Last date of Annual updation	

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	Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	All information relating to the Institute regarding Courses, Admission, Academics, etc. is available in Electronic Form on College website
		(ii) Name/ title of the document/record/ other information	Academics, Programmes, Student Programmes, RTI, Admissions etc.
		(iii) Location where available	www.igipess.du.ac.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Dr. Ashok Kr. Singh, IGIPESS, B-Block, Vikaspuri, N.D. - 18
		(ii) Details of information made available	All rules, regulations, instructions, manual and records held under the control of Public Authority or used by its employees for discharging their duties.
		(iii) Working hours of the facility	09.30 a.m. to 06.00 p.m.
		(iv) Contact person & contact details (Phone, fax email)	PIO/APIO, IGIPESS Ph. - 011 28544497 Email- igipess.delhiuniversity@gmail.com
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	There is a Redressals/Grievance Committee separately for students and staff to resolve the issues.
		(ii) Details of applications received under RTI and information provided	NA
		(iii) List of completed schemes/ projects/ Programmes	NA
		(iv) List of schemes/ projects/ programme underway	NA

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		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi) Annual Report	NA
		(vii) Frequently Asked Question (FAQs)	NA
		(viii) Any other information such as a) Citizen's Charter	NA
		b) Result Framework Document (RFD)	NA
		c) Six monthly reports on the	NA
		d) Performance against the benchmarks set in the Citizen's Charter	NA
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	As per return filed with CIC on quarterly basis.
		(ii) Details of appeals received and orders issued	As per return filed with CIC on quarterly basis.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	NA

### 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other	(i) Name & details of	(a) Dr. Ashok Singh & 17/5/18

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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]	(a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Dr. Dhananjay Shaw (b) Dr. Sandeep Tiwari & Dr. D. K. Kansal
	(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	NA
	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	NA
	(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	NA
	(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which constituted (b) Name & Designation of the Officers	NA



**6. Information Disclosed on own Initiative**

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		All information relating to the Institute regarding Courses, Admission, Academics, etc. is available in Electronic Form on College website. <a href="http://www.igipess.du.ac.in">www.igipess.du.ac.in</a>
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. (ii) Does the website show the certificate on the Website?	NA

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## (Annexure – 1)

### Particulars of Organization, Functions and Duties

#### 1.1. Vision

IGIPSS Program will work to enhance its status as one of the premier academic/training Institution in Physical Education and Sports Sciences in India, attracting accomplished students nationally and internationally. IGIPSS will promote continued learning, innovation, scholarship, professional/vocational excellence, leadership, teamwork and practices of ethical behavior and will be based upon a model of support and inclusion.

#### 1.2. Key Objective

As a Teacher Training Institution in Physical Education as well as training centre relating to Health, Exercise Sciences and Sports Sciences for excellence and best possible life our mottos are:

To create centres of research people, outreach programs and development of programmes for health, fitness, wellbeing, sports and physical education addressing all population across age and sex.

To create academic experts such as Professor/Associate Professor/Assistant Professor for Universities (Physical Education, Sports, Sports Sciences/health sciences/Fitness Sciences) Sports Authority of India, State Sports Board, Director of Physical Education, Teachers for various level, fitness experts, leader for recreation, wellbeing adventure sports and active life style etc..

To create qualified and skilful manpower, exploring new job avenues from and for Health Clubs, Fitness, Wellbeing, Corporate Fitness Centres, Sports Journalism, Sports Academic/ Training Centres, adventure sports, youth development and harmony, law, management, Exercise Prescription (Physical Activity as Preventive Medicine Centre), Physical Growth & Development Clinics, Young Age Sports Counselling Centres, exercise therapy, sports therapy and many more. We will boost the skillful Indian population as a major instrument also exploring employability and vocationalization as well.

#### 1.3. Mission

The mission of the IGIPSS is to develop effective and efficient teachers, researchers, consultants and vocational leaders under the scientist-practitioner model. Through collaborative relationships/research and skill exchange programme that build upon the shared expertise of faculty and graduate students, we will keep on helping prepare students for careers in academia, professional and private practices as well. Faculty and students aspire to lead by example by modeling the skills and principles we teach to our students and clients including ethical behaviour, teamwork, grace under pressure, emotional composure, rational thinking, confidence, and humility i.e. services to humanity.

We wish single factor which can revolutionize health, fitness and sports performance of Indians. This alone can create a culture, promotion of health and



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prevention of disease through the continuing sustained motivational process based upon motivational achievement needed to adopt lifelong regular physical activity. The minimal knowledge of competition, technique, frequency, intensity and duration of exercise needed to achieve health benefits is essential for all across the age, sex, occupation and life style.

The powerful impact which games/sport can have on social exclusion factors is increasingly recognised. For adults, especially older people, games/sport can provide a source of socialisation, social interaction, helping to prevent social isolation (which can damage mental health and wellbeing). There is evidence, not only that games/sport offers benefits that may have a special value to those women at risk of social exclusion, but also that women respond to appropriate provision.

**1.4. Brief History of the Public Authority and context of its formation**

Indira Gandhi Institute of Physical Education and Sports Sciences (IGIPSS) is one of the leading institution that also houses the Department of Physical Education & Sports Sciences under the Faculty of Inter-Disciplinary and Applied Sciences , University of Delhi offering all the categories of teacher training courses in physical education. The institute was established on 3rd August, 1987 by the Delhi Administration under the auspices of the University of Delhi. The institute is named after Late Mrs. Indira Gandhi , the first lady Prime Minister of India. At the instance of University Grants Commission and based on professional advice of institutions like Lakshmibai National Institute of Physical Education (Gwalior), Netaji Subhash Institute of Sports (Patiala) , and Central Health Education Bureau (Delhi) , a three year degree course viz. B.Sc. (Physical Education , Health Education and Sports) was started in the institute in 1987. It also now offers B.P.Ed. (Bachelor of Physical Education, One year) and M.P.Ed. (Master of Physical Education, Two year) courses recognized by National Council of Teacher Education (N.C.T.E.). The institute has well-qualified staff , adequately staff , adequately equipped laboratories and rich library with latest books and research journals. IGIPSS strives to inculcate appropriate values and qualities required to develop sports - persons and physical education professionals at various levels.

**1.5. Addresses of the main office and other offices at different levels. (please categories the addresses district wise for facilitating the understanding by the user)**

Indira Gandhi Institute of Physical Education and Sports Sciences  
(University of Delhi)  
B-Block, Vikaspuri,  
New Delhi - 110018

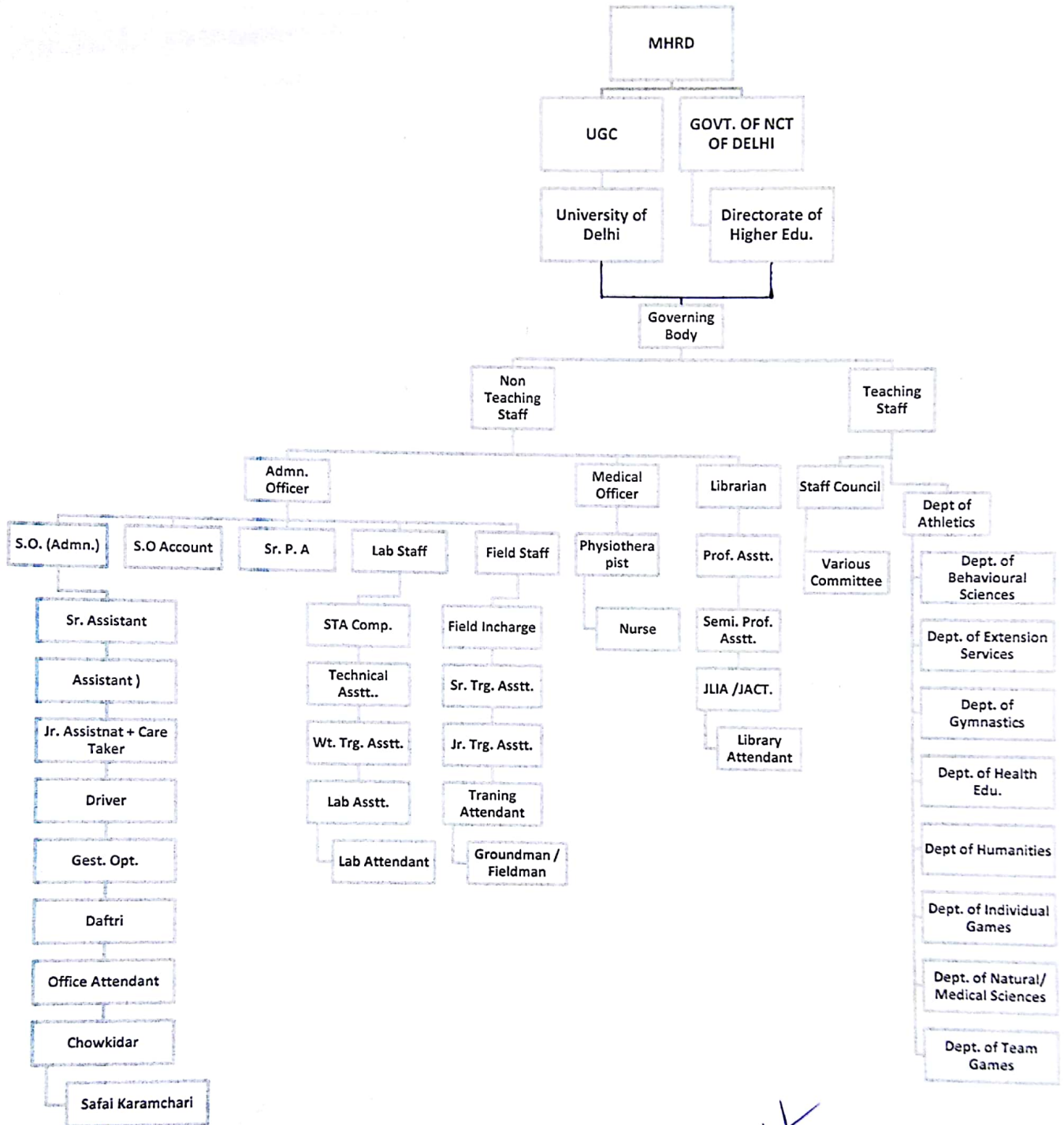
**1.6. Morning hours of the Office:  
9.30 a.m.**

**Closing hours of the Office.**

**06.00 p.m.**

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**(Annexure – 2)**  
**Powers and Duties of Officers and Employees**

S.No.	Designation	Powers and Duties
1.	Chairman	The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of the their members to be Chairman of the meeting  In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall, after considering, the opinion of the Principal of the College, takes such action subject to these 'Rule' as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting or approval and confirmation.
2.	Treasurer	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
3.	Principal	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
4.	Bursar	As per model rules, constitutions, rules and regulations of Governing Bodies of Colleges (Executive Council of the University of Delhi Resolution No. 66 dated 27.04.1963).
5.	Teachers (Assistant Professor/ Associate Professor	To impart education, mentoring, counseling.
6.	Librarian	Overall in charge of Library and to ensure the availability of required books and journals for the benefit of the students of the college. To ensure the proper custody of the books and journals and other materials.
7.	Section Officer (Admn.)	To supervise the administrative matters. and assist the Principal wherever the administrative help is required.
8.	Section Officer (Accounts)	To supervise Finance and Accounts.
9.	Senior Personal Assistant	To assist the Principal in the day-to-day routine activities. To assist the Principal in the conduct of the meetings and take down the minutes of the meetings.
10.	Senior Assistant	To handle routine correspondence and assist the Section Officer in day-to-day work assigned from time to time and to maintain the service records of the staff members
11.	Professional Assistant	To maintain the library records

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12.	Assistant	To assist the Senior Assistant and to maintain records, files and other work as assigned from time to time.
13.	Semi Professional Assistant	To look after issuance and return of books
14.	Caretaker	To look after the maintenance of electrical, civil, stationary, water installation and supervision of normal building repairs and any other work assigned from time to time.
15.	Laboratory Assistant	To assist teachers in the conduct of practical and laboratory records and their maintenance
16.	Driver	To drive the official staff car, to maintain the staff car and to keep records of the log book, petrol register, etc.
17.	Gestetner Operator	To operate photocopying machine and duplicating machine, to keep the machines in order and to maintain the records of the same.
18.	Daftri	To do the filing work, to assist in the binding work, if required and other work assigned from time to time.
19.	Laboratory Attendant	To do dusting and other assigned works
20.	Library Attendant	To do dusting and other assigned works.
21.	Office Attendant	To do dusting and other assigned works.
22.	Mali	To carry out the gardening work and other related works
23.	Waterman	To do works as assigned from time to time.
24.	Safai Karamchari	To do the cleaning work and other related sanitation

(Annexure – 3)

**Procedure followed in Decision Making Process**

- 3.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made)**

Calendar (the Act, Statutes and Ordinances) Volume 1 and 2 of University of Delhi.

- 3.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

As per the procedures contained in para 3.1 above.

- 3.3 What are the arrangements to communicate the decision to the public?**

Through Notice Board, publication (by press), college website, email and through letter to the concerned person as per requirement

- 3.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?**

As per the procedures contained in 3.1 para

- 3.5 Who is the final authority that wets the decision?**

As per the procedures contained in 3.1 para

- 3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

As per the procedures contained in 3.1 para

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(Annexure – 4)

**Norms set by it for the discharge of its functions**

- 4.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.

Calendar (the Act, Statutes and Ordinances) Volume 1 and Volume 2 of the University of Delhi.

S.No.	Name of Service	Tentative timeline for delivery of service
1.	Issuance of Provisional Certificate	07 days
2.	Issuance of No Dues Certificate	02 days
3.	Issuance of Study/Bonafide Certificate	02 days
4.	Issuance of Character Certificate	02 days
5.	Genuineness of marks card/Degree Certificate	As these are issued by the University of Delhi, the same does not come under the purview of the College
6.	Issuance of marks transcript	As these are issued by the University of Delhi, the same does not come under the purview of the College
7.	Issuance of Semester/annual marks sheet	As these are issued by the University of Delhi, the same does not come under the purview of the College
8.	Issuance of participation certificate in clubs and extracurricular activities	07 days
9.	Issuance of Bus Pass forms duly attested	Same days
10.	Issuance of College Leaving Certificate	02 days

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(Annexure – 5)

**Rules, Regulations, Instructions, Manual and Records,  
for Discharging Functions**

- 5.1 Please provide list of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Calendar (the Act, Statutes and Ordinances) Volume 1 and Volume 2 of the University of Delhi.

**Brief Write-up on the Document**

The Calendar contains all information relating to Act, Statutes, Ordinances and rules and regulations relating to Governance of Colleges. The information can be modified through the statutory bodies of the University of Delhi

**From where one can get a copy of rules, regulations, Instructions, manual and records.**

Publication Division,  
North Campus,  
University of Delhi,  
Delhi – 110007

**Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)**

1. As fixed by the University of Delhi from time to time
2. As per Right to Information Act norms.

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(Annexure – 6)

**A Statement of the categories of documents that are held by it or under its control.**

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretarial level, directorate level, others (Please mention the level in place of writing "Others").

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Act, Statutes and Ordinances	Calendar (the Act, Statutes and Ordinances) Volume 1 and Volume 2 of the University of Delhi	1. Through Publication Division, University of Delhi on payment of the prescribed amount. 2. Available on Website of University of Delhi	Publication Division, University of Delhi, Delhi-110007

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(Annexure – 7)

**A statement of Boards, Council, Committees and other Bodies constituted as its part**

7.1 Please provide information on Boards, Councils, Committees and other Bodies related to the public authority in the following format:

**A. Governing Body**

- **Name and address of the Affiliated Body**

Indira Gandhi Institute of Physical Education and Sports Sciences  
B-Block, Vikaspuri, New Delhi – 110 018.

- **Type of Affiliated Body (Board, Council, Committees, other Bodies)**

Board

- **Brief Introduction of the Affiliated Body (establishment Year, Objective/Main Activities)**

The Governing Body was formed when the college started functioning in the year 1987. The term of the Governing Body Members is for a period of one year except the Member-Secretary who is Principal of the Institute (ex-officio). The main objective of the Governing Body is to advise to the Institute authorities from time to time in its major decision making matters and get it implemented. The Governing Body of the Institute is also the appointing and disciplinary authority.

- **Role of the Affiliated Body (advisory/Managing/Executive/Others)**

Executive

- **Structure and Member Composition**

One Chairman, One Treasurer, One Member-Secretary and thirteen other Members. Principal is one Member-Secretary (ex-officio) and Two teacher representatives from the University of Delhi, two teacher representatives from the College, one non-teaching representative from the college and ten members(including Chairman and treasurer) nominated by the Govt. of NCT of Delhi, duly approved by the University of Delhi.

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- **Head of the Body**

Chairman is the Head of the Governing Body

- **Address of main Office and its Branches**

Indira Gandhi Institute of Physical Education and Sports Sciences  
B-Block, Vikaspuri, New Delhi – 110 018.

No Branch

- **Frequency of Meetings**

As and when required with minimum three meetings in a year

- **Can public participate in the meetings?**

No, public cannot participate in the meetings.

- **Are minutes of the meetings prepared?**

Yes, the minutes of the Governing Body meetings are prepared.

**B. Staff Council**

- **Name and address of the Affiliated Body**

Indira Gandhi Institute of Physical Education and Sports Sciences  
B-Block, Vikaspuri, New Delhi – 110 018.

- **Type of Affiliated Body (Board, Council, Committees, other Bodies)**

Council

- **Brief Introduction of the Affiliated Body (establishment Year, Objective/Main Activities)**

Since the inception of the college, the Staff Council exists. The Principal is the Chairman of the Staff Council and Secretary is being appointed by the Chairman. The term of the Secretary is for a period of one year. The main objective of the Staff Council is to constitute different committees for various purposes for the smooth functioning of the college day to day work.

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- **Role of the Affiliated Body (advisory/Managing/Executive/Others)**

Advisory

- **Structure and Member Composition**

The Principal, all the teachers and the Librarian of the College are members of the Staff Council. The Principal is the Chairman of the Staff Council and one Teacher is elected as Secretary of the Staff Council

- **Head of the Body**

Chairman, Staff Council is the Head of the Body

- **Address of main Office and its Branches**

Indira Gandhi Institute of Physical Education and Sports Sciences  
B-Block, Vikaspuri, New Delhi – 110 018.

- **Frequency of Meetings**

As and when required

- **Can public participate in the meetings?**

No

- **Are minutes of the meetings prepared?**

Yes, minutes of the meetings are prepared

**C. Purchase Committee**

- **Name and address of the Affiliated Body**

Indira Gandhi Institute of Physical Education and Sports Sciences  
B-Block, Vikaspuri, New Delhi – 110 018.

- **Type of Affiliated Body (Board, Council, Committees, other Bodies)**

Committee

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- **Brief Introduction of the Affiliated Body (establishment Year, Objective/Main Activities)**

Since the inception of the college, Purchase Committee exists. The Principal is the Chairperson of the Purchase Committee. The main objective of the Purchase Committee is to make purchases for the college.

- **Role of the Affiliated Body (advisory/Managing/Executive/Others)**

Advisory

- **Structure and Member Composition**

The Principal is the Chairperson of the Purchase committee. Purchase committee includes Chairperson, Convener, Bursar and Teacher-In-Charge of all the Departments.

**Head of the Body**

Chairperson

- **Address of main Office and its Branches**

Indira Gandhi Institute of Physical Education and Sports Sciences  
B-Block, Vikaspuri, New Delhi – 110 018.

- **Frequency of Meetings**

As and when the purchases are required for the college

- **Can public participate in the meetings?**

No

- **Are minutes of the meetings prepared?**

Yes, minutes are prepared as and when the meeting is held.

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**INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION AND SPORTS SCIENCES**  
(University of Delhi)  
B-Block, Vikaspuri, New Delhi-110018

**DETAILS OF NON-TEACHING STAFF MEMBERS**

S. No.	Name	Designation	Contact No.	Email
1.	Sh. S.S.Chauhan	Field-cum-Lab. I/C	011-28544497	igipess.delhiuniversity@gmail.com
2.	Sh. B.B.Khatri	Section Officer (Admn.)	011-28544497	igipess.delhiuniversity@gmail.com
3.	Sh. C.S.Sharma	Physiotherapist	011-28544497	igipess.delhiuniversity@gmail.com
4.	Mrs. Sangeeta Sharma	Proff. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
5.	Sh. Gopal Singh	Section Officer (A/c.)	011-28544497	igipess.delhiuniversity@gmail.com
6.	Sh. Gulshan Kumar	Assistant	011-28544497	igipess.delhiuniversity@gmail.com
7.	Mrs. Madhu Trikha	Assistant	011-28544497	igipess.delhiuniversity@gmail.com
8.	Mrs. Darshna Chatterjee	Assistant	011-28544497	igipess.delhiuniversity@gmail.com
9.	Sh. Sri Chand Puri	Jr. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
10.	Sh. Trilok Chaudhary	Wt. Trg. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
11.	Sh. Naresh Kumar	Jr. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
12.	Mrs. Shalini Sharma	Nurse	011-28544497	igipess.delhiuniversity@gmail.com
13.	Sh. Subhash Chander	S.P.A.	011-28544497	igipess.delhiuniversity@gmail.com
14.	Sh. D.D. Gaur	Jr. Asstt. (Care-Taker)	011-28544497	igipess.delhiuniversity@gmail.com
15.	Sh. Ashok Kumar Saini	Gest. Operator	011-28544497	igipess.delhiuniversity@gmail.com
16.	Sh. Raju Sharma	Tech. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
17.	Sh. Sohan Singh	Lab. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
18.	Sh. Sanjay Kumar	Jr. Trg. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
19.	Sh. Kishori Lal	Jr. Trg. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
20.	Sh. Anil Rana	Jr. Trg. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
21.	Sh. Ramesh Chand	Jr. Trg. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
22.	Sh. Chander Pratap	Lib. Attendant	011-28544497	igipess.delhiuniversity@gmail.com
23.	Sh. Sanjeev Kumar	Lib. Attendant	011-28544497	igipess.delhiuniversity@gmail.com
24.	Sh. Anurag Vimal	Lab. Asstt.	011-28544497	igipess.delhiuniversity@gmail.com
25.	Sh. Sandeep Kumar	Trg. Attd.	011-28544497	igipess.delhiuniversity@gmail.com
26.	Sh. Narender Kumar	Trg. Attd.	011-28544497	igipess.delhiuniversity@gmail.com
27.	Sh. Zhaman Lal	Daftri	011-28544497	igipess.delhiuniversity@gmail.com
28.	Sh. Mohan Singh	Jr. Assistant	011-28544497	igipess.delhiuniversity@gmail.com
29.	Sh. Mahesh Kumar	Office Attd.	011-28544497	igipess.delhiuniversity@gmail.com
30.	Sh. Bhupati	Office Attd.	011-28544497	igipess.delhiuniversity@gmail.com
31.	Sh. Gopi Prasad	Office Attd.	011-28544497	igipess.delhiuniversity@gmail.com
32.	Sh. Kuldeep Bhatnagar	Office Attd.	011-28544497	igipess.delhiuniversity@gmail.com
33.	Sh. Mohan Lal	Groundman	011-28544497	igipess.delhiuniversity@gmail.com
34.	Sh. Ganesh Giri	Groundman	011-28544497	igipess.delhiuniversity@gmail.com
35.	Sh. Ishtyak Ahemed	Groundman	011-28544497	igipess.delhiuniversity@gmail.com
36.	Sh. Rambir Singh	Groundman	011-28544497	igipess.delhiuniversity@gmail.com
37.	Sh. Chaman Kumar	Groundman	011-28544497	igipess.delhiuniversity@gmail.com
38.	Sh. Kamal Bansal	Fieldman	011-28544497	igipess.delhiuniversity@gmail.com
39.	Sh. Gopal Singh	Fieldman	011-28544497	igipess.delhiuniversity@gmail.com
40.	Sh. Gyan Chand Sharma	Chowkidar	011-28544497	igipess.delhiuniversity@gmail.com
41.	Sh. Sher Singh	Groundman	011-28544497	igipess.delhiuniversity@gmail.com
42.	Sh. Vikas Rana	Training Attendant	011-28544497	igipess.delhiuniversity@gmail.com
43.	Mrs. Suman Saini	Groundman	011-28544497	igipess.delhiuniversity@gmail.com

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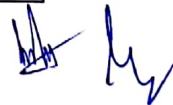
**Annexure-8****INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES**  
(University of Delhi)  
B-Block, Vikaspuri, New Delhi-110 018.**DETAILS OF TEACHING STAFF MEMBERS**

S. No.	Name of the Teacher	Designation	Contact No.	Email
1.	Dr. Dhananjoy Shaw	Officiating Principal	011-28544497	igipess.delhiuniversity@gmail.com
2.	Dr. Sandeep Tiwari	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
3.	Dr. J.P. Sharma	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
4.	Dr.(Mrs.) Sandhya Tiwari	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
5.	Dr. Ashok Kr. Singh	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
6.	Dr.(Mrs.) Sarita Tyagi	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
7.	Dr.(Mrs.) Gauri Chakraborty	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
8.	Dr. Anil Kr. Vanaik	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
9.	Dr. Rakesh Gupta	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
10.	Dr. Pradeep Kumar	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
11.	Dr. Vijay	M.O.-cum-Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
12.	Dr.(Mrs.) Rita Jain	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
13.	Dr.(Mrs.) Aruna Gulati	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
14.	Dr. Samiran Chakraborty	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
15.	Dr.(Ms.) Sonia Shalini	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
16.	Dr. Lalit Sharma	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
17.	Dr. Dinesh P. Sharma	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
18.	Dr. Rajbir Singh	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
19.	Dr. (Mrs.) Monika Wasuja	Associate Professor	011-28544497	igipess.delhiuniversity@gmail.com
20.	Dr. Sanjeev Kr. Kaushal	Assistant Professor (English)	011-28544497	igipess.delhiuniversity@gmail.com
21.	Dr.(Mrs.) Ekta Bhushan Satsangi	Assistant Professor	011-28544497	igipess.delhiuniversity@gmail.com
22.	Dr.(Mrs.) Meenakshi	Assistant Professor	011-28544497	igipess.delhiuniversity@gmail.com
23.	Dr. Tarak Nath Pramanik	Assistant Professor	011-28544497	igipess.delhiuniversity@gmail.com
24.	Dr. Vinay Vikash	Assistant Professor (English)	011-28544497	igipess.delhiuniversity@gmail.com
25.	Dr. Dharmander Kumar	Assistant Professor	011-28544497	igipess.delhiuniversity@gmail.com
26.	Dr. Man Singh	Assistant Professor	011-28544497	igipess.delhiuniversity@gmail.com
27.	Dr. Shankar Jyoti Basumatary	Assistant Professor	011-28544497	igipess.delhiuniversity@gmail.com

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**Detail of Teaching Staff as on August, 2018**

S.NO.	NAME	Pay Fixed	Level
1	Dr. Dhananjoy Shaw	188200	14
2	Dr. Sandeep Tiwari	187300	13A
3	Dr. Ashok k. Singh	181800	13A
4	Dr. Gauri Chakravorty	181800	13A
5	Dr. Anil K. Vanaik	187300	13A
6	Dr. Sandhya Tiwari	181800	13A
7	Dr. J.P. Sharma	181800	13A
8	Dr. Pardeep Kumar	181800	13A
9	Dr. Rakesh Gupta	181800	13A
10	Dr. Sarita Tyagi	181800	13A
11	Dr. Vijay	192900	13A
12	Dr. Samiran Chakravorty	181800	13A
13	Dr. Rita Jain	171400	13A
14	Dr. Rajbir Singh	161600	13A
15	Dr. Aruna Gulati	161600	13A
16	Dr. Sonia Shalini	166400	13A
17	Dr. Monika Wasuja	161600	13A
18	Dr. Lalit Sharma	181800	13A
19	Dr. D.P. Sharma	187300	13A
20	Dr. Sanjeev Kaushal	92600	11
21	Ekta Bhushan	84700	10
22	Meenakshi	82200	10
23	Tarak Nath Pramanik	87200	10
24	Vinay Vikash	87200	10
25	Dharmander	87200	10
26	Man Singh	79800	10





Detail of Non-Teaching Staff as on August, 2018

S.NO.	NAME	Pay Fixed	Level
1	Sh. B.B. Khatri	70000	6
2	Sh. Gopal Singh	68000	6
3	Mrs. Sangeeta Sharma	70000	7
4	Sh. Gulshan Pahwa	64100	7
5	Mrs. Madhu Trikha	58600	6
6	Mrs. Darshana Chatterjee	48200	5
7	Sh. Sri Chand Puri	49600	5
8	Sh. Ashok Kr. Saini	37200	3
9	Sh. Sohan Singh	41000	4
10	Sh. Chander Partap	43500	4
11	Sh. Subhash Chander	55200	6
12	Sh. Mohan Lal	35000	3
13	Sh. Gyan Chand Sharma	35000	3
14	Sh. Ishtak Ahmed	35000	3
15	Sh. Sher Singh	35000	3
16	Sh. Rambir Singh	35000	3
17	Sh. Ganesh Giri	35000	3
18	Sh. Zhaman Lal	33000	3
19	Sh. Mohan Singh	33000	3
20	Sh. Mahesh Kumar	33000	3
21	Sh. Kuldeep Bhatnagar	33000	3
22	Sh. Bhupati Sharma	33000	3
23	Sh. Tirlok Chaudhary	58600	6
24	Sh. Gopi Prasad	32000	2
25	Sh. Chaman Kumar	32000	2
26	Sh. C.S. Sharma	70000	7
27	Sh. Naresh Kumar	35000	3
28	Sh. Anil Rana	44100	5



29	Sh. Sanjay Kumar	44100	5
30	Sh. Kishori Lal	44100	5
31	Sh. D.D. Gaur	35000	3
32	Sh. Ramesh Chand	44100	5
33	Sh. Anurag	36400	4
34	Sh. Raju Sharma	55200	6
35	Sh. Sanjeev Kumar	29300	2
36	Mrs. Shalini Sharma	62200	7
37	Sh. Kamal Bansal	30200	2
38	Sh. Sandeep Kumar	26400	1
39	Sh. Narender Kumar	31100	2
40	Sh. Gopal Singh	29300	2
41	Sh. Vikas Rana	24900	1

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(Annexure – 10)

**Particulars of Public Information Officers**

**List of Public Information Officers**

Sr.No.	Name & Designation	Official Address	Tele. No.	E-mail Address
1.	Dr. Ashok Kumar Singh, Associate Professor	Indira Gandhi Institute of Physical Education and Sports Sciences, B-Block, Vikaspuri, New Delhi - 110018	011-28544497	igipess.delhiuniversity@gmail.com

**List of Assistant Public Information Officers**

Sr.No.	Name & Designation	Address	Tele. No.	E-mail Address
1.	Sh. Gulshan Pahwa, Assistant	Indira Gandhi Institute of Physical Education and Sports Sciences. B-Block. Vikaspuri, New Delhi - 110018	011-28544497	igipess.delhiuniversity@gmail.com

**First Appellate Authority within the Department**

Sr.No.	Name & Designation	Address	Tele. No.	E-mail Address
1.	Dr. Dhananjay Shaw, Officiating Principal	Indira Gandhi Institute of Physical Education and Sports Sciences, B-Block, Vikaspuri, New Delhi - 110018	011-28544497	igipess.delhiuniversity@gmail.com

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(Annexure – 11)

**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement made)**

For Public Authority responsible for developmental, construction, technical works.

11.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

For other Public Authorities (Financial Year 2018-19)

Sr. No.	Head	Proposed Budget	Sanctioned Budget	Amount released/ disbursed (No. of installments)	Unspent Balance for the financial year 2015-16
1	Revenue Grant	15.23 (Cr.)	3.43 (Cr.) Balance to be sanctioned	1	91071263.00*
2	Capital Grant	2.08 (Cr.)	to be sanctioned	N/A	4754922.00*

This college is a constituent college of the University of Delhi and is 100% funded by the Govt. of NCT of Delhi. The funds are allocated to this college to run the different courses, disbursement of salary of the staff and to meet expenses performing to other than salary.

\*Unaudited.

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