Self appraisal report for Year (2022-23)

Ministry Name: UT of Delhi

Department Name:

Public Authority Name: Aditi Mahavidyalaya

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
1	Organisation and Function				
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]				
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://aditi.du.ac.in/
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://aditi.du.ac.in/principal s-desk/
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://aditi.du.ac.in/vision- and-mission/
1.1.4	Function and duties	Fully Met	1.28	1.28	https://aditi.du.ac.in/directory- of-non-teaching/
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://aditi.du.ac.in/organogr am/
1.1.6	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 have been dealt	Fully Met	1.28	1.28	https://aditi.du.ac.in/committe es/
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]				
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://aditi.du.ac.in/directory- of-non-teaching/
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://aditi.du.ac.in/directory- of-non-teaching/
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://www.du.ac.in/index.p hp?page=rules-and-policies
1.2.4	Exercised	Fully Met	1.54	1.54	https://aditi.du.ac.in/Best%20 Practices/
1.2.5	Work allocation	Fully Met	1.54	1.54	https://aditi.du.ac.in/directory-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					of-non-teaching/
1.3	Procedure followed in decision making process [Section 4(1)(b)				
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://aditi.du.ac.in/governing-body/
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://aditi.du.ac.in/governing-body/
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://www.du.ac.in/index.php?page=rules-and-policies
1.3.4	Time limit for taking a decisions, if any	Not Applica	ble0	0	empty
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	https://aditi.du.ac.in/directory of-non-teaching/
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]				
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://aditi.du.ac.in/directory of-non-teaching/
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	https://aditi.du.ac.in/organogram/
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	https://aditi.du.ac.in/organogi am/
1.4.4	Time-limit for achieving the targets	Not Applica	ble0	0	empty
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://aditi.du.ac.in/she/
1.5	Rules, regulations, instructions manual and records for dischar	ging functions[So	ection 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://aditi.du.ac.in/
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://www.du.ac.in/index.php?page=rules-and-policies
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://www.du.ac.in/index.php?page=rules-and-policies
1.5.4	Transfer policy and transfer orders	Not Applica	ble0	0	empty
1.6	Categories of documents held by the authority under its control			,5	1
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://aditi.du.ac.in/
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://aditi.du.ac.in/
1.7	Boards, Councils, Committees and other Bodies constituted as	•			• •
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://aditi.du.ac.in/committe

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					es/
1.7.2	Composition	Fully Met	0.96	0.96	https://aditi.du.ac.in/
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://aditi.du.ac.in/committe es/
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://aditi.du.ac.in/committe es/
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://aditi.du.ac.in/
1.7.6	Whether their meetings are open to the public?	Not Applicabl	e0	0	empty
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://aditi.du.ac.in/governin g-body/
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://aditi.du.ac.in/governin g-body/
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]				·
1.8.1	Name and designation	Fully Met	3.85	3.85	https://aditi.du.ac.in/
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://aditi.du.ac.in/
1.9	Monthly Remuneration received by officers & employees including s	ystem of com	pensatio	on[Section	4(1) (b) (x)]
1.9.1	List of employees with Gross monthly remuneration	Partially Met	3.85	1.93	https://aditi.du.ac.in/
1.9.2	System of compensation as provided in its regulations	Partially Met	3.85	1.93	https://aditi.du.ac.in/
1.10	Name, designation and other particulars of public information office	rs[Section 4(1)) (b) (xvi)]	
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://aditi.du.ac.in/rti/
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://aditi.du.ac.in/rti/
1.11	No. Of employees against whom Disciplinary action has been propo	sed/ taken(Sed	ction 4(2	2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending	Fully Met	3.85	3.85	https://aditi.du.ac.in/directory-
	for Minor penalty or major penalty proceedings				of-non-teaching/
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://aditi.du.ac.in/directory- of-non-teaching/
1.12	Programmes to advance understanding of RTI(Section 26)				or morr todorning,
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://aditi.du.ac.in/department/
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://aditi.du.ac.in/department/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	https://aditi.du.ac.in/rti/
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	https://aditi.du.ac.in/rti/
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]				
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Not Applicable	e0	0	empty
Total			86	83	
2	Budget and Programme				
2.1	Budget allocated to each agency including all plans, proposed exper 4(1)(b)(xi)]	nditure and rep	orts or	ı disburseı	ments made etc.[Section
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://aditi.du.ac.in/wp-content/uploads/2023/04/Manual-1
2.1.2	Budget for each agency and plan & programmes	Not Applicable	e0	0	empty
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://aditi.du.ac.in/rti/
2.1.4	Revised budget for each agency, if any	Not Applicable	e0	0	empty
2.1.5	Report on disbursements made and place where the related reports are available	Not Applicable	e0	0	empty
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)				
2.2.1	Budget	Not Applicable	90	0	empty
2.2.2	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	Not Applicable	e0	0	empty
2.2.3	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.	Fully Met	16.67	16.67	https://aditi.du.ac.in/tender- archive/
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]				
2.3.1	Name of the programme of activity	Not Applicable	90	0	empty
2.3.2	Objective of the programme	Not Applicable		0	empty
2.3.3	Procedure to avail benefits	Not Applicable	90	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
2.3.4	Duration of the programme/ scheme	Not Applicable	e0	0	empty
2.3.5	Physical and financial targets of the programme	Not Applicable	e0	0	empty
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	2 0	0	empty
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	2 0	0	empty
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	9 0	0	empty
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.0	04.2013]			
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	e0	0	empty
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://aditi.du.ac.in/rti/
2.5	Particulars of recipients of concessions, permits of authorizations gr	anted by the p	oublic a	uthority[So	ection 4(1) (b) (xiii)]
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	e0	0	empty
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility	Fully Met	25	25.00	https://aditi.du.ac.in/rti/
	criteria, (b) Procedure for getting the concession/ grant and/ or permits of				
	authorizations, (c) Name and address of the recipients given concessions/				
	permits or authorizations, (d) Date of award of concessions/ permits of				
	authorizations				
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]				
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have	Not Applicable	e0	0	empty
	been laid on the table of both houses of the parliament.				
Total			87	87	
3	Publicity Band Public interface				
3.1	Particulars for any arrangement for consultation with or representation	on by the men	nbers of	the public	in relation to the
	formulation of policy or implementation there of [Section 4(1)(b)(vii)]	[F No 1/6/2011	-IR dt.	5.04.2013]
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	https://aditi.du.ac.in/rti/
3.1.2	Arrangements for consultation with or representation by - (a) Members of	Fully Met	12.5	12.50	https://aditi.du.ac.in/rti/
	the public in policy formulation/ policy implementation, (b) Day & time				
	allotted for visitors,(c) Contact details of Information & Facilitation Counter				
	(IFC) to provide publications frequently sought by RTI applicants				
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	e0	0	empty

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	e0	0	empty
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	90	0	empty
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	90	0	empty
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	90	0	empty
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	• 0	0	empty
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	e0	0	empty
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	e0	0	empty
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	eO	0	empty
3.2	Are the details of policies / decisions, which affect public, informed to	them[Section	n 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	e0	0	empty
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	• 0	0	empty
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	e 0	0	empty
3.3	Dissemination of information widely and in such form and manner wl	nich is easily a	accessik	ole to the p	public [Section 4(3)]
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://aditi.du.ac.in/
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(k	o)]			
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://aditi.du.ac.in/prospectus/
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	https://aditi.du.ac.in/wp-conte nt/uploads/2023/04/coffie%2

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
					0table%20book.pdf
3.5	Whether information manual/ handbook available free of cost or	not [Section 4(1)	(b)]		
3.5.1	List of materials available Free of cost	Fully Met	25	25.00	https://aditi.du.ac.in/
3.5.2	List of materials available At a reasonable cost of the medium	Not Applica	ble0	0	empty
Total			150	150	
4	E-Governance				
4.1	Language in which Information Manual/Handbook Available [F N	No. 1/6/2011-IR dt.	15.4.201	3]	
4.1.1	English	Fully Met	14.29	14.29	https://aditi.du.ac.in/wp-content/uploads/2023/04/coffie%20table%20book.pdf
4.1.2	Vernacular/ Local Language	Not Applical	ble0	0	empty
4.2	When was the information Manual/Handbook last updated?[F No				
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://aditi.du.ac.in/college- annual-reports/
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				annual reports
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://aditi.du.ac.in/prospectus/
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://aditi.du.ac.in/
4.3.3	Location where available	Fully Met	9.52	9.52	https://aditi.du.ac.in/
4.4	Particulars of facilities available to citizen for obtaining information		b)(xv)]		<u>'</u>
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://aditi.du.ac.in/faculty/
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://aditi.du.ac.in/rti/
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://aditi.du.ac.in/rti/
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://aditi.du.ac.in/rti/
4.5	Such other information as may be prescribed under Section 4(i)	(b)(xvii)			
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://aditi.du.ac.in/she/
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	https://aditi.du.ac.in/rti/
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	https://aditi.du.ac.in/research projects/
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	https://aditi.du.ac.in/research projects/
4.5.5	Details of all contracts entered into including name of the contractor,	Fully Met	3.57	3.57	https://aditi.du.ac.in/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	amount of contract and period of completion of contract				
4.5.6	Annual Report	Fully Met	3.57	3.57	https://aditi.du.ac.in/college- annual-reports/
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	e0	0	empty
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result	Not Applicable	e0	0	empty
	Framework Document (RFD), (c) Six monthly reports on the , (d)				
	Performance against the benchmarks set in the Citizen's Charter				
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt	. 15.04.2013]			
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://aditi.du.ac.in/rti/
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://aditi.du.ac.in/rti/
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://aditi.du.ac.in/rti/
Total			179	179	
5	Information as may be prescribed				
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17	7.8.2016, F No.	. 1/6/201	11-IR dt. 15	5.4.2013]
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://aditi.du.ac.in/rti/
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Not Applicable	€0	0	empty
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	Fully Met	20	20.00	https://aditi.du.ac.in/rti/
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	https://aditi.du.ac.in/
5.1.5	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	_	20	20.00	https://aditi.du.ac.in/rti/
Total			80	80	
6	Information Disclosed on own Initiative				
6.1	Item / information disclosed so that public have minimum resort to us	se of RTI Act t	o obtai	n informat	ion
6.1.1	Item / information disclosed so that public have minimum resort to use of		25	25.00	https://aditi.du.ac.in/rti/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks
	RTI Act to obtain information			IVICITY	
6.2	Guidelines for Indian Government Websites (GIGW) is follow Secretariat Manual of Office Procedures (CSMOP) by Depar	•			
	Personnel, Publ	mont of Administrati	170 1101011	no ana i ai	one Grievanices, ministry or
6.2.1	, , , , , ,	Not Met	12.5	0	empty
	Personnel, Publ				
6.2.1 6.2.2 Total	Personnel, Publ Whether STQC certification obtained and its validity	Not Met	12.5		empty