



शहीद राजगुरु कॉलेज ऑफ एप्लाइड साइंसेस फॉर वुमैन  
SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

(दिल्ली विश्वविद्यालय)

(UNIVERSITY OF DELHI)

वसुंधरा एनक्लेव (चिल्ला स्पोर्ट्स कॉम्प्लेक्स के पास)

Vasundhara Enclave (Adjoining Chilla Sports Complex)

दिल्ली-110096

Delhi-110096

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संदर्भ सं./Ref. No. SRCASW/.....

दिनांक/Date..04.06.2021....

**Institute Policy document on Providing Financial Support to Teachers**

Shaheed Rajguru College of Applied Sciences for Women, University of Delhi being a constituent college of the University of Delhi, strives to promote research and professional/academic development and aids to endeavours by its teaching staff towards the same. Financial support is provided to the faculty of the college in the form of registration fee and travel allowance for attending conferences, workshops, and the membership fee of professional bodies, as per the guidelines laid down by University of Delhi.

**With reference to (point no. xxxvii & xxxviii) letter no. CB-II/92/92/150/40772, dated 20th November, 1992 issued by University of Delhi to the College, following are the guidelines set by the institute for the faculty to avail the financial support:**

1. Conference/workshop attended by the faculty should be hosted by a UGC recognized institute/professional body.
2. Permission/NOC from the principal is necessary for attending any such event.
3. Prior information by the faculty for attending the conference/workshop to the Research, ethical and Faculty Development Committee is expected.
4. For availing the financial support upon attending conferences / workshops, the faculty should furnish:
  - a. Completion/ participation certificate
  - b. Receipt for registration fee
  - c. Travel vouchers (if applicable).
5. Financial support for membership fee can be availed by furnishing:
  - a. Registration fee receipt
  - b. Acknowledgement letter/identity card for the membership of the concerned professional body.
6. The travel grant would only be reimbursed according to the entitlement/designation of the faculty.
7. All the concerned documents shall be verified by the accounts department of the college.
8. The reimbursement of the entitled/claimed amount would solely depend on the availability of funds as received by the funding agency.

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एप्लाइड साइंसेस फॉर वुमैन  
SHAHEED RAJGURU COLLEGE OF  
APPLIED SCIENCES FOR WOMEN  
(दिल्ली विश्वविद्यालय/University of Delhi)  
वसुंधरा एनक्लेव, नई दिल्ली-110096  
Vasundhara Enclave, New Delhi-110096



No. CB-II/92/150/40772  
Delhi, the 20th Nov., 92

The Principal,  
College of Applied Sciences for  
Women,  
Jhilmil Colony, Vivek Vihar,  
DELHI-110032.

Dear Sir/Madam,

I am directed to enclose a copy of the norms for recurring, non-recurring expenditure, staffing pattern for teaching and non-teaching posts and other charges in respect of your college as approved by the Vice-Chancellor on the recommendations of the Committee appointed for the purpose.

The Joint Secretary (Education) Government of the National Capital Territory of Delhi, is also being informed of these norms.

Kindly acknowledge receipt.

Yours faithfully,

*JH - R. before*  
DY. REGISTRAR (COLLEGES)

Encl: As above.

WSK

UNIVERSITY OF DELHI

Norms of expenditure in respect of recurring grant for  
Job-Oriented Colleges, sponsored by the Delhi Administration.

Name of the College : College of Applied Sciences for Women.

Sl. No.	Head of Accounts	Norms recommended by the Committee	Remarks
1	2	3	4
<b>1. <u>TEACHING STAFF :</u></b>			
	Teacher-pupil ratio :		
	B. A. Sc.	1:12	
<b>2. <u>NON-TEACHING STAFF :</u></b>			
<b>(i) <u>Ministrial Staff :</u></b>			
	Section Officer	2 (Admn. -1) (Accounts -1)	
	Sr. Assistant	1	
	Sr. P. A.	1	
	Asstts. (incl. Care-taker) (50% in the UDC Grade & 50% in the LDC Grade)	6	
	Driver	2	
	G.O./Zero-X-Operator	1	
<b>(ii) <u>Class IV Staff :</u></b>			
	Deftries	2	
	Peons	5	
	Waterman	1	
	Safai Karamcharies	4	
	Chowkidars (incl. Gateman)	4	
	Mali	2	
<b>(iii) <u>Library Staff :</u></b>			
	Lit. Librarian	1	
	Prof. Asstt.	1	
	Semi Prof. Asstt.	1	
	Jr. Lib. Asstt.	1	
	Jr. Asstt.-cum-Typist	1	
	Attendants	1	

As per University norms  
for Colleges.

1	2	3	4
(iv) <u>Laboratory Staff :</u>			
Tech. Asstt.		6	Keeping in view the specialised nature of the Labs., their operational functioning etc.
Sr. Lab. Asstts. (Store-Keeper)		6	
Lab. Attendants/Cleaners		6	

3. Items of Approved Expenditure :

- 1) Audit Fees : As per University norms  
(Rs. 1,500/- p.e.)
- ii) Repair & Replacement of furniture and equipment Actual
- iii) Running and maintenance of charges for College bus Rs. 10,000/-
- iv) Water charges Actual
- v) Electricity charges Actual
- vi) Advertisement charges Actual
- vii) Telephones (one for office and one for Principal's residence) Actual
- viii) Printing & Stationery Actual
- ix) Annual Day Actual  
(Subject to ceiling of Rs. 3,000/- p.e.)
- x) Insurance for Cashier and Bank Peon Actual
- xi) Uniform for Class IV Staff As per University norms
- xii) Insurance for Lib./Lab. & other buildings Actual
- xiii) House Examination Actual but not exceeding income
- xiv) Freeships 20% of the total income
- xv) Contingencies Actual
- xvi) Postage & Telegramme charges Actual

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UNIVERSITY OF DELHI

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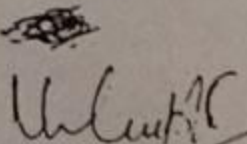
1	2	3	4
xvii)	Medical Charges	Actual (as per Univ. rules for Medical re-imbursment Scheme of Govt. of India)	
xviii)	Cycle custody	Actual	
xix)	Travel Fare	2nd Class one way fare to the lecturer candidates called for interview for the post of lecturers/other academic posts.	
xx)	L.T.C.	As per University rules.	
xxi)	Bursar allowance	Rs. 100/- p.m. (as per Univ. rules)	
xxii)	Bank Peon's Allowance	Rs. 10/- p.m. (as per Univ. rules)	
xxiii)	Travelling allowance for attending approved conference	Rs. 5,000/- per annum. - 7/50 -	6/94
xxiv)	Garden including play fields maintenance	Actual	
xxv)	Maintenance of electro-photo-stat machine	Actual subject to a maximum of Rs. 5000/- per annum per machine.	
xxvi)	Pay and allowances to teaching and non-teaching staff and productivity linked <sup>Primes</sup>	Actual (as per Univ. rules)	
xxvii)	Retirement benefits (Pension & Gratuity)	Actual (as per Univ. rules)	
xxviii)	Festival Advance	As per University Rules	
xxix)	Reimbursement of Tuition fee/Child Edn. Allowance.	As per University rules	
xxx)	O.T.A.	As per University rules.	
xxxi)	Maintenance of Staff car	Actual	
xxxii)	Maintenance of teaching-aid-equipment/equipment of labs. and purchase of equipment for labs.	Actual	

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1	2	3	4
xxxiii)	Field work excursions/ Educational Tours.	Rs. 5000/- Rs. 7500/- Rs. 10000/-	(upto 40 students) (upto 60 students) (more than 60 students)
xxxiv)	Guest Speakers	Actual	(Honorarium etc. to be paid to each speaker as per norms of the University)
xxxv)	Publication of Magazines	Actual	
xxxvi)	Case Materials	Actual	
xxxvii)	Educational & Professional Seminars	Actual	
xxxviii)	Training & Development Programmes	Actual	
xxxix)	Computer Stationery	Actual	
xxxx)	Library books, Journals, Magazine, Newspapers & contingent expenses (in addition to the actual fees collected for library & reading room)	Actual, subject to ceiling of Rs. 30,000/- p.e.	
xxxxi)	Conveyance Loan (Car, Scooter & Cycle Advance)	As per University rules (5% of the total budget)	
xxxxii)	Legal Expenses	As per Univ. rules.	
xxxxiii)	Vehicle Insurance	Actual	
xxxxiv)	Governing Body Expenses	Actual subject to ceiling laid down by Delhi Admn.	
xxxxv)	White Washing & Minor Repairs	Actual	

A special grant of Rs. 75,000/- for Library books, Journals & reading material @ 25,000/- per subject.

SS  
(DR. S. S. RAJ.A)  
DEAN OF COLLEGES  
Delhi,

  
(DR. K. S. GUPTA)  
TREASURER & CHAIRMAN