Self appraisal report for Year (2022-23)

Auditor Agency: Aseem Kumar Goyal

Ministry Name: UT of Delhi

Department Name:

Public Authority Name: Bhaskaracharaya College of Applied Sciences

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	www.bcas.du.ac.in	Fully Met	1.28	OK
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://bcas.du.ac.in/about/principals-desk/	Fully Met	1.28	OK
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://bcas.du.ac.in/about/vision-and-mission/	Fully Met	1.28	OK
1.1.4	Function and duties	Fully Met	1.28	1.28	https://bcas.du.ac.in/about/professional-ethics/	Fully Met	1.28	OK
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://bcas.du.ac.in/about/administration/	Fully Met	1.28	OK
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from	Fully Met	1.28	1.28	https://bcas.du.ac.in/about/	Fully Met	1.28	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	time to time as well as the committees/ Commissions constituted from time to time have been dealt				staff-council-minute/			
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	www.bcas.du.ac.in	Fully Met	1.54	OK
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	www.bcas.du.ac.in	Fully Met	1.54	OK
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
1.2.4	Exercised	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
1.2.5	Work allocation	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
1.3	**Procedure followed in decision making process [Section 4(1)(b)(iii)]**							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
1.3.2	Final decision making authority	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	As per DU rules	Not Met	0	Direct link is not available.
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	www.bcas.du.ac.in	Fully Met	1.54	OK
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	www.bcas.du.ac.in	Fully Met	1.54	OK
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	www.bcas.du.ac.in	Fully Met	1.54	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	www.bcas.du.ac.in	Fully Met	1.54	OK
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	www.bcas.du.ac.in	Fully Met	1.54	OK
1.5	**Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]**							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	As per DU rules	Not Met	0	Direct link is not available.
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	As per DU rules	Not Met	0	Direct link is not available.
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	As per DU rules	Not Met	0	Direct link is not available.
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	Deputation Transfer as per DU rules	Not Met	0	Direct link is not available.
1.6	**Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]**							
1.6.1	Categories of documents	Fully Met	3.85	3.85	College admin	Not Met	0	Direct link is not available.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	College admin	Not Met	0	Direct link is not available.
1.7	**Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]**							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	www.bcas.du.ac	Fully Met	0.96	OK
1.7.2	Composition	Fully Met	0.96	0.96	www.bcas.du.ac	Fully Met	0.96	OK
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	www.bcas.du.ac	Fully Met	0.96	OK
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	www.bcas.du.ac	Fully Met	0.96	OK
1.7.5	Powers and functions	Fully Met	0.96	0.96	As per DU rules	Not Met	0	Direct link is not available.
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	empty	Not Applicable	0	OK
1.7.7	Whether the minutes of the meetings are open to	Fully Met	0.96	0.96	https://bcas.d	Fully Met	0.96	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	the public?				u.ac.in/about-college/			
1.7.8	Place where the minutes if open to the public are available?	Fully Met	0.96	0.96	https://bcas.du.ac.in/about-college/	Fully Met	0.96	OK
1.8	**Directory of officers and employees[Section 4(1) (b) (ix)]**							
1.8.1	Name and designation	Fully Met	3.85	3.85	www.bcas.du.ac.in	Fully Met	3.85	OK
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	www.bcas.du.ac.in	Fully Met	3.85	OK
1.9	**Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]**							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	www.bcas.du.ac.in	Fully Met	3.85	OK
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	www.bcas.du.ac.in	Fully Met	3.85	OK
1.10	**Name, designation and other particulars of public information officers[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://bcas.du.ac.in/rti/	Fully Met	3.85	OK
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://bcas.du.ac.in/rti/	Fully Met	3.85	OK
1.11	**No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))**							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	No case pending	Not Met	0	Direct link is not available.
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	No case pending	Not Met	0	Direct link is not available.
1.12	**Programmes to advance understanding of RTI(Section 26)**							
1.12.1	Educational programmes	Fully Met	1.92	1.92	Time to time	Not Met	0	Direct link is not available.
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Time to time	Not Met	0	Direct link is not available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	Time to time	Not Met	0	Direct link is not available.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	1.92	1.92	Time to time	Not Met	0	Direct link is not available.
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]	Fully Met	7.69	7.69	Deputation transfer as per DU rules	Not Met	0	Direct link is not available.
Total			**99**	**99**		**99**	**47**	
2	**Budget and Programme**							
2.1	**Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]**							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	College accounts	Not Met	0	Direct link is not available.
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	College accounts	Not Met	0	Direct link is not available.
2.1.3	Proposed expenditures	Fully Met	10	10.00	College accounts	Not Met	0	Direct link is not available.
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	College accounts	Not Met	0	Direct link is not available.
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	College accounts	Not Met	0	Direct link is not available.
2.2	**Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)**							
2.2.1	Budget	Not Applicable	0	0	empty	Not Applicable	0	OK
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	0	0	empty	Not Applicable	0	OK
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any	Not Applicable	0	0	empty	Not Applicable	0	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	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.							
2.3	**Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	OK
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	OK
2.4	**Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	empty	Not Applicable	0	OK
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	empty	Not Applicable	0	OK
2.5	**Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]**							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	OK
2.5.2	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 authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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 been laid on the table of both houses of the parliament.	Not Applicable	0	0	empty	Not Applicable	0	OK
Total			**50**	**50**			**50**	**0**	
3	**Publicity Band Public interface**							
3.1	**Particulars for any arrangement for consultation with or representation by the members 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. 15.04.2013]**							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.2	Arrangements for consultation with or representation by - (a) Members of 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	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under	Not Applicable	0	0	empty	Not Applicable	0	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	authorisation from the government							
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	OK
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	OK
3.2	**Are the details of policies / decisions, which affect public, informed to them[Section 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	0	0	empty	Not Applicable	0	OK
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	Not Applicable	0	OK
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	0	0	empty	Not Applicable	0	OK
3.3	**Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	www.bcas.du.ac.in	Fully Met	50.00	OK
3.4	**Form of accessibility of information manual/ handbook[Section 4(1)(b)]**							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://bcas.du.ac.in/rti/manuals/	Fully Met	25.00	OK
3.4.2	Information manual/handbook available in Printed format	Fully Met	25	25.00	College admin	Not Met	0	Direct link is not available.

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
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://bcas.du.ac.in/rti/manuals/	Fully Met	25.00	OK
3.5.2	List of materials available At a reasonable cost of the medium	Fully Met	25	25.00	College admin	Not Met	0	Direct link is not available.
Total			**150**	**150**		**150**	**100**	
4	**E-Governance**							
4.1	**Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]**							
4.1.1	English	Fully Met	14.29	14.29	https://bcas.du.ac.in/about-college/	Fully Met	14.29	OK
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	College admin	Not Met	0	Direct link is not available.
4.2	**When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]**							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	June 2023	Not Met	0	Direct link is not available.
4.3	**Information available in electronic form[Section 4(1)(b)(xiv)]**							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	www.bcas.du.ac.in	Fully Met	9.52	OK
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	www.bcas.du.ac.in	Fully Met	9.52	OK
4.3.3	Location where available	Fully Met	9.52	9.52	www.bcas.du.ac.in	Fully Met	9.52	OK
4.4	**Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]**							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	www.bcas.du.ac.in	Fully Met	7.14	OK
4.4.2	Details of information made available	Fully Met	7.14	7.14	www.bcas.du.ac.in	Fully Met	7.14	OK
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	www.bcas.du.ac.in	Fully Met	7.14	OK
4.4.4	Contact person & contact details (Phone, fax	Fully Met	7.14	7.14	www.bcas.du.ac.in	Fully Met	7.14	OK

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	email)				ac.in			
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	www.bcas.du.ac.in	Fully Met	3.57	OK
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	College admin	Not Met	0	Direct link is not available.
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	College admin	Not Met	0	Direct link is not available.
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	www.bcas.du.ac.in	Fully Met	3.57	OK
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	www.bcas.du.ac.in	Fully Met	3.57	OK
4.5.6	Annual Report	Fully Met	3.57	3.57	www.bcas.du.ac.in	Fully Met	3.57	OK
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	www.bcas.du.ac.in	Fully Met	3.57	OK
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	www.bcas.du.ac.in	Fully Met	3.57	OK
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	College admin	Not Met	0	Direct link is not available.
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	College admin	Not Met	0	Direct link is not available.
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	College admin	Not Met	0	Direct link is not available.
Total			**200**	**200**		**200**	**93**	
5	**Information as may be prescribed**							

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
5.1	**Such other 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]**							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://bcas.du.ac.in/rti/	Fully Met	20.00	OK
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	College admin	Not Met	0	Direct Link not available.
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	Not Applicable	0	0	empty	Not Applicable	0	OK
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	Not Applicable	0	0	empty	Not Applicable	0	OK
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	Not Applicable	0	0	empty	Not Applicable	0	OK
Total			**40**	**40**		**40**	**20**	
6	**Information Disclosed on own Initiative**							
6.1	**Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	www.bcas.du.ac.in	Fully Met	25.00	OK
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, Publ**							
6.2.1	Whether STQC certification obtained and its validity	Not Applicable	0	0	empty	Not Applicable	0	OK
6.2.2	Does the website show the certificate on the Website?	Not Applicable	0	0	empty	Not Applicable	0	OK
Total			**25**	**25**		**25**	**25**	

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
Grand Total			**564**	**564**		**564**	**285**	