

## MANUAL – 15

### Form of Accessibility of Information Manuals / Handbooks

[Section 4(1)(b)]

Bhaskaracharya College of Applied Sciences (BCAS), a constituent college of the University of Delhi, is committed to ensuring transparency and easy access to information. The College makes information manuals, handbooks, reports, policies, rules, regulations and other public documents available in both electronic and printed formats in accordance with the provisions of the Right to Information Act, 2005.

#### 3.4.1 Information Manual / Handbook Available in Electronic Format

| Document / Information        | Availability                   |
|-------------------------------|--------------------------------|
| RTI Manuals (1–17)            | RTI Portal on the BCAS Website |
| Annual Reports                | BCAS Website                   |
| College Prospectus            | BCAS Website                   |
| Academic Calendar             | BCAS Website                   |
| Policies, Rules & Regulations | BCAS Website                   |
| Admission Information         | BCAS Website                   |
| Grievance Redressal           | BCAS Website                   |
| Faculty & Staff Directory     | BCAS Website                   |
| Forms & Downloads             | BCAS Website                   |
| Notices & Circulars           | BCAS Website                   |

Official Website: <https://bcas.du.ac.in>

#### 3.4.2 Information Manual / Handbook Available in Printed Format

Printed copies of important manuals and documents are available for inspection by citizens during office hours at the Administration Office of the College. Copies of documents may be provided in accordance with the provisions of the Right to Information Act, 2005 and the prescribed fee, wherever applicable.

| Printed Documents Available | Location              |
|-----------------------------|-----------------------|
| RTI Manuals                 | Administration Office |
| College Prospectus          | Administration Office |
| Annual Reports              | Administration Office |
| Academic Calendar           | Administration Office |
| Rules & Regulations         | Administration Office |
| Notifications & Circulars   | Administration Office |
| Forms                       | Administration Office |

#### Contact for Inspection of Records

|             |                                                           |
|-------------|-----------------------------------------------------------|
| Office      | Administration Office                                     |
| Institution | Bhaskaracharya College of Applied Sciences                |
| Address     | Sector-2, Dwarka, New Delhi – 110075                      |
| Email       | adminoffice@bcas.du.ac.in                                 |
| Website     | <a href="https://bcas.du.ac.in">https://bcas.du.ac.in</a> |