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Principal's Message

My colleagues and I are pleased to welcome you to Motilal Nehru College (Eve.).

Education is not only the best asset of a nation but also a strong medium of self-realization. Our college is an effort to contribute to Higher Education not only by making students skilled to get a degree in Commerce and Arts, but also to inculcate in them the aptitude to think creatively and to possess good communication skills. Our college is committed to learning and we offer a wide range of opportunities along with necessary support, guidance and advice which is a characteristic feature of a dynamic and successful college.

We aim at maximizing students' experience. We recognize your potential and allow you to work towards all round development and help you achieve your goals. We want that the years you spend in Motilal Nehru College (Eve.) are meaningful, that you gain in terms of education, skill enhancement and personality enrichment.

Please ensure that you are well informed about the various activities in the college by visiting the College website regularly. I look forward to our mutual enrichment, while you are in Motilal Nehru College (Eve.). Our College has been constantly striving hard so that your educational achievement may become the nation's achievement.

Best wishes,

Dr. S. K. Sharma
Ofgt. Principal

MOTILAL NEHRU COLLEGE (Evening)

University of Delhi South Campus

Motilal Nehru College (Evening) was established in July, 1965 and is a constituent college of the University of Delhi, situated on a prominent location at Benito Juarez Marg, near Anand Niketan, Adjacent to the South Campus of the University of Delhi, New Delhi. A distinguished Educationist Dr. R. K. Bhan was the founder Principal of the college. Dr. S. D. Sharma 'Avtare', Dr. Suresh C. Sharma, and later Dr. B. K. Sharma as Principal, guided the destiny of this college and made their tireless efforts for the growth and development of this college. Apart from imparting education in various popular courses of study under 3 Year Undergraduate Programme like **B.A. (Programme), B.A. (H) English, B.A. (H) Hindi, B.A. (H) History, B.A. (H) Pol. Science, B.Com, B.Com (H)** the college also emphasizes on character-building of the students and includes the high moral values to shape them as rational, responsible and self-reliant human beings. The Societies / Associations formed by the students of the College, play a vital role in the academic life of the institution. Departmental Associations of various subjects under the guidance of the teachers organize Lectures, Seminars and Discussions for the benefit of students and teachers alike. The college has well equipped and well maintained library having more than 68,000 Books, Journals and relevant reading materials. The college has provided Software and Bar Code Machines in the Library for its modernization. Apart from e-Resource Centre with more than 40 Computers in a fully air conditioned hall, a new Computer Lab with Software (Fully Air-conditioned) has also been established with more than 70 Computers with a qualified Computer Senior Technical Assistant (Computers). Despite constraints of Evening College it also provides facilities for games like Football, Hockey and Volleyball etc. in a well maintained Playground.



Courses Offered

The College offers the following Undergraduate courses in accordance with the University of Delhi regulations.

CATEGORY-WISE TOTAL NUMBER OF SEATS IN EACH COURSE

Course	Total Sanctioned Seats	GENERAL	SC 15%	ST 7.5%	OBC 27%	Supernumerary Seats		
						PwD 3%	SPORTS 5%	Wards of Kashmiri Migrants 5%
B.A. (Programme)	370	186	56	28	100	11	19	19
B.A. (H) English	31	16	5	2	8	1	2	2
B.A. (H) Hindi	31	16	5	2	8	1	2	2
B.A. (H) History	46	24	7	3	12	1	2	2
B.A. (H) Pol. Science	46	24	7	3	12	1	2	2
B.Com	92	46	14	7	25	3	5	5
B.Com (H)	92	31	9	5	17	2	3	3
TOTAL	678	343	103	50	182	20	35	35

Note : The reservation for the entitled categories has been kept within the prescribed percentage of reservation and the total reservation has not exceeded 50% of the total seats.



Eligibility Conditions for Admissions:**Age Requirements:** There is no minimum age bar for admission.

- Notwithstanding, anything contained in any other Ordinance no person, who has been convicted of an offence involving moral turpitude, shall be admitted to a course of study or permitted to take any examination of the University until a period of two years has elapsed from the date of expiry of the sentence imposed on him or her.

Minimum percentage of marks of Eligibility :

S. No.	Courses	Minimum Percentage	Specific Requirements
1.	B.A. B.Com	An aggregate of 40% marks in the qualifying examination.	For B.A. the merit shall be determined on the basis of one language and three best elective subjects. (List A) For B.Com please refer to page No.
2.	B.A. (Hons.) English, History, Political Science, & B.Com (Hons.)	An aggregate 45% marks in the qualifying examination.	For B.A. (Hons.) EN, HS & PS the merit shall be determined on the basis of one language and three best elective subjects. (List A) For B.Com (Hons.) please refer to page No.
3.	B.A. (Hons.) Hindi	An aggregate of 45% marks in the qualifying examination. Candidates securing 40% marks in the aggregate and 50% marks in the subject concerned are also eligible for admission to the Hindi Honours Course.	The merit shall be determined on the basis of one language and three best elective subjects. (List A) Candidates who have passed the intermediate Examination of an Indian University/Board with at least 40% marks in the aggregate and also have passed 'Prabhakar' examination shall be eligible for admission to the Hindi Honours Course.

Senior School Certificate (12 years) Examination of the Central Board of Secondary Education, New Delhi or an examination recognized as equivalent thereto.

Note : Students passing 11 years schooling examinations will not be eligible for admission in any undergraduate course in the university.

Reservation Scheme

22.5% seats will be kept reserved for Scheduled caste and Scheduled Tribe Candidates.

Reservation Under OBC Category

Admission of the candidates under reservation for OBC category shall be offered according to the rules laid down by the ministry of Human Resource Development / University of Delhi. The OBC status of the candidates would be determined on the basis of the Central list of OBCs notified by the Ministry of Social Justice & Empowerment on the recommendations of the National Commission for Backward Classes available at the website of the Commission as below :

(<http://ncbc.nic.in/backwardclasses/index.html>)

The eligible SC/ST, OBC, PwD students etc. should submit their scholarship form for the academic year by February for processing scholarship to SC/ST, OBC, PwD etc. each year. This may also be incorporated in the University website.

Sports Quota

5% of the total number of seats will be reserved for admission on the basis of performance in various sports.

Admission of Wards of Kashmiri Migrants

5 % seats are reserved course-wise in the college for wards of Kashmiri Migrants. Admission of wards of Kashmiri Migrants will be base on cut-off to be announced by the college.

Admission of Girl Candidates

Relaxation of 1% marks in aggregate only will be granted to the girl candidates for admission to various courses in the College.

Concession for Physically Handicapped Candidates

The Physically Handicapped Candidates will be given weightage / concession, as the case may require, up to 5% for placement in the merit list for admission to various courses.

Procedure for Admission

The Cut-off percentage list will be put on the College Website (www.mlncce.org) & Notice Board as per phased programme given on the back of the cover page of this booklet.

I. MAIN POINTS FOR CALCULATION OF BEST OF FOUR

ADMISSION 2017-18

COURSE	MAIN POINTS
BA (H) ENGLISH & BA (H) HINDI	One Language + 3 Best Elective / Academic Subjects from the List A. For Admission to Honours in English and Hindi. <ol style="list-style-type: none">1. The candidate must have studied and passed the respective language.2. The respective language will be included for calculation of Best of Four.3. If candidate has studied both elective and core language, then core language will be treated as language and elective language can be treated as Academic/Elective Subject.4. Advantage of 2% in the 'Best Four' for having studied particular elective language.5. A deduction of 2.5% for each subject which is not given in the list A.6. 1% concession for girl candidates.
BA (H) HISTORY & BA (H) POL.SCIENCE	One Language + 3 Best Elective / Academic Subjects from the List A. <ol style="list-style-type: none">1. A deduction of 2.5% if the subject (in which the admission is sought) is not included.2. A deduction of 2.5% for each subject which is not given in the list A.3. If candidate has studied both elective and core language, then core language will be treated as language and elective language can be treated as Academic/Elective Subject.4. 1% concession for girl candidates.
B.A. (PROG.)	One Language (Core/Elective/Functional) + 3 Elective / Academic Subjects from the List A. <ol style="list-style-type: none">1. There is no disadvantage in case of change of stream.2. One non-listed (List A of 0) subject can be included in 'Best Four' without any deduction.3. A deduction of 2.5% each in 'Best Four' for more than one non-listed subject.4. 1% concession for girl candidates.
B.COM (P) & B.COM (H)	One Language from Part 1 of List C1 + three best subjects out of Part 2 of List C1. OR One Language from Part 1 of List C1 + any combination of subjects out of Part 2 of List C1, List C2 or any other subject (not listed either in List C1 or List C2). In such a case, the deduction of marks from aggregate percentage of 'Best Four' shall be as follows: <ol style="list-style-type: none">i. For every subject included from List C2, a deduction of one percent in aggregate percentage of 'Best Four'.ii. For every other subject (not listed either in List C1 or List C2), a deduction of 2.5% per subject in aggregate percentage of 'Best Four'. <ol style="list-style-type: none">1. The Candidate must have studied and passed Mathematics/Business Mathematics for admission to B.Com (Hons).2. The computation of 'Best Four' subjects in the above framework should lead to an effective and unique 'Best Four' which would be higher than any other combination of 'Best Four' subjects.3. 1% concession for girl candidates.

List A

The following Discipline subjects must be treated as Academic/ Elective subjects for the purpose of undergraduate admissions. All other subjects offered by different boards may be treated as non-elective.

Arabic	French	Legal Studies	Punjabi
Bengali	Geography	Mathematics	Sanskrit
Botany	Geology	Music	Sociology
Chemistry	German	Persian	Spanish
Commerce	Hindi	Philosophy	Statistics
Computer Science	History	Physics	Urdu
Economics	Home Science	Political Science	Zoology
English	Italian	Psychology	Informatics Practices
Accountancy	Business Studies	Biotechnology	Biology

LIST C1 - LIST OF CORE SUBJECTS FOR B.COM (HONS.)/B.COM

PART 1 (LANGUAGE)	PART 2 (CORE SUBJECTS)
ENGLISH	MATHEMATICS
HINDI	ACCOUNTANCY
	BUSINESS STUDIES /COMMERCE
	ECONOMICS

List C2 - Additional List of subjects for B.Com. (Hons.)/B.Com

BOTANY	GEOGRAPHY	PHILOSOPHY	STATISTICS
BUSINESS MATHEMATICS	GEOLOGY	PHYSICS	ZOOLOGY
BIOLOGY/BIOTECHNOLOGY	HISTORY	POLITICAL SCIENCE	
CHEMISTRY	HOME SCIENCE	PSYCHOLOGY	
COMPUTER SCIENCE/INFORMATICS PRACTICES	LEGAL STUDIES	SOCIOLOGY	

All subjects whether Listed or non-listed to be included in Best of Four must have atleast 70% theory component exam.

In case, the subject to be considered does not have 70% theory component and 30% practical component, then the marks of theory and practical shall be converted into 70% and 30% respectively on pro rata basis.

How to convert into 70% and 30% on pro rata basis

If a candidate has scored: Physics 88 (theory 45, IA 14, practical 29; max. marks theory 56, IA 14, practical 30), Chemistry 92 (theory 48, IA 14, practical 30; max. marks theory 56, IA 14, practical 30), English (90) and Biology 95 (theory 51, IA 14, practical 30; max. marks theory 56, IA 14, practical 30). Mathematics 92. The marks in Physics, Chemistry and Biology have less than 70% theory component and therefore have to be converted to 70:30 ratio on pro rata basis.

For physics, it is $56.25 + 29 = 85.25$; $((45/56) \times 70 + 29) = 56.25 + 29 = 85.25$

For chemistry, it is $60 + 30 = 90$; $((48/56) \times 70 + 30) = 60 + 30 = 90$

For biology, it is $63.75 + 30 = 93.75$. $((51/56) \times 70 + 30) = 63.75 + 30 = 93.75$

Foreign Candidate :

All foreign candidates seeking admission to the courses and satisfying the qualification and age requirements, are required to apply to the Deputy Dean (Foreign Students), Conference, Centre. University of Delhi-110007
E-mail : dydean_fs@du.ac.in

Documents Required at the Time of Admission:-

- a. A copy of computer printout of ONLINE University Common Pre-Admission Form (Self attested).
- b. A University Provisional Slip in case of admission of Foreign Nationals, Children/widows of eligible Armed Forces Personnel (CW) etc.
- c. Five recent Passport size photographs of the candidate.
- d. Class Xth Board Exam Certificate (Date of Birth). (Two Self-Attested Copies along with original)
- e. Class Xth Mark-Sheet. (Two Self-Attested Copies along with original)
- f. Class XIIth Provisional Certificate/Passing Certificate/ Passing Certificate. (Two Self-Attested Copies, along with original.)
- g. Class XIIth Mark-Sheet. (Two Self-Attested Copies along with original)
- h. Character Certificate. (Recent) (Two Self-Attested Copies along with original)
- i. OBC (Non Creamy Layer)/SC/ST/PWD/ Certificate in the name of the Candidate (Four Self-Attested Copies along with original)
- j. Certificate of registration as Kashmiri Migrants issued by Divisional Commissioner/ Relief Commissioner (Four Self-Attested Copies along with original)
- k. Transfer Certificate/ Migration Certificate from outside Delhi Candidates. (Two Self-Attested Copies along with original)

Notes:

- i. Certificates for candidates belonging to SC/ST/OBC/PH on prescribed formats (given on the College website Appendix-2, Appendix-1, Disability Certificates Form-II/Form-III/Form-IV as applicable) and issued by the Competent Authority (given on college website Appendix-3, Appendix-4, Medical Authorities notified for issue of Disability Certificates Appendix-6) only will be accepted.
- ii. The caste of the OBC Candidate must be included in the central list of OBC and his/her OBC certificate must mention non-creamy layer status of the candidate. **The validity of non-creamy layer certificate shall be for the financial year 2016-17.**
- iii. It is made clear that if any false attestation / falsified records are detected, the student will be debarred from attending any course in the University or its college(s) for next five years and in addition, a criminal case under relevant section of IPC (viz. 470, 471, 472, 474 IPC etc.) will be instituted against him.
- iv. Candidates whose results were not declared within the prescribed date and who are unable to comply with the requirements of the University in respect of the submission of Provisional Certificate and the detailed mark sheets etc, will not be considered eligible even for Provisional Admission.
- v. Rounding off the fraction of the percentage of marks is not permissible for admission to any course.
- vi. The college reserves the right to consider candidates for admission on the basis of current cut-off lists only. and not those who were eligible in previous cut-off lists. However, the candidates, who could not take admission in a cut-off list, could be considered for admission in the immediate next list only on the last date of admission provided seats are available in the college/course.

The candidates are required to fill-up the following forms for admission at the college level:-

- a) Undertaking Forms for Anti-Ragging (By Parent/Guardian and the Candidate)
- b) Undertaking Form in case of OBC Candidates
- c) Preference Form
- d) Gap Year (Undertaking), if required.
- e) Declaration of Identity Proof.

For Admission to B.A. (Prog.), the college shall impose the following disadvantage on Best Four Percentage if there is a change of Stream.

- a. 0% for B.A. (Prog.)

Admission is subject to approval of the University of Delhi.

The college reserves the right to refuse admission to any student without assigning any reason.

Teaching Schedule

The college will open on the 20th July 2017 and Classes will be held between 3:30 p.m. and 9:00 p.m. from Monday to Saturday as per the Time Table.

Identity Card

Every student is issued an identity card by the college immediately after admission. He/She is expected to carry his or her identity card with him/her at all times. It should be produced on demand by the College Authorities. A student who fails to do so may be fined.

Library

Library is functional from Monday to Friday having more than 68,000 books, various journals, National Newspapers and Study Materials for the benefit of students and teachers.

Students are enrolled as members of the Library, on filling up the application form available at the Library Counter. Membership is to be renewed every year. Four tickets are issued to a student.

Books are issued to the students from 3:00 p.m. to 7:00 p.m. Generally Books are issued for a period of Fourteen days.

Student must satisfy himself/herself about the condition of the book before receiving it. He/She will be held responsible for damage or mutilation noticed at the time of return.

In case of loss of books or tickets, the matter has to be reported to the Librarian immediately, who will advise further action in the matter. Books lost are to be replaced within a maximum period of 60 working days.

No personal bags and books will be allowed to be taken by the students in the Library. These should be kept at the property counter at the gate of the Library.

Computer facilities

The College also has its Air-Conditioned E-Resource center & Computer Lab with more than 100 computers. The College also provides Wi-Fi facility to its students.

PAYMENT OF FEE

The payment of fees will be accepted only through ONLINE.

The eligible applicants, who are provisionally admitted in the first year, will be required to login to the University Portal (www.du.ac.in) to make the online Admission Fee payment.

I. The Provisional Admission of the Students/Candidates, who fail to pay their fees by the prescribed date & time, will be treated as invalid.

FEE PAYABLE FOR 2017-2018

	Tuition Fee	Rs. 180.00
	Admission Fee	5.00
	Identity Card	25.00
UNIVERSITY DUES		
	Enrolment Fee	250.00
	Athletic Assn. Fee	50.00
	Culture Council Fee	5.00
	WUS Fee	5.00
	University Dev. Fee	600.00
	NSS Fee	20.00
COLLEGE DUES		
	Electricity and Water Charges	1800.00
	Library and Reading Room Fee	320.00
	Medical Fee	65.00
	Societies and Assn. Fee	700.00
	Sports Fee Students'	600.00
	Aid Fund Students'	20.00
	Union Fee College	250.00
	Magazine Fee	50.00
	Equipments Maint. Fee	300.00
	Development Fund	800.00
	PSH Committee Fee	10.00
	Security Deposit (Refundable)	250.00
	TOTAL	Rs. 6305.00

Duplicate Identity Card

Fee 100.00

Examination Fees

As Per University Rules

INSTRUCTIONS FOR ONLINE PAYMENT OF FEES OF OUR SECOND YEAR AND THIRD YEAR STUDENTS ARE ALSO GIVEN AS UNDER:

1. The Students can pay their fees through the following mode of Online Payment:-

- a) Net Banking through any bank.
- b) ATM-CUM DEBIT CARD
- c) CREDIT CARD
- d) Through Challan (Any SBI Branch)

After declaration of results, the students of second year and third year shall be required to contact the office before making online admission as well as examination fees.

INSTRUCTIONS FOR MAKING ONLINE PAYMENT:-

STEP 1: Visit our College Website(www.mlnce.org).

STEP 2: Select Online Fee Payment option on our College Website.

STEP 3: Enter the College Roll No. (Example: If your Roll No. is 15/53212, then enter the same i.e. 15/53212. If you enter your Roll No. as 53212, the system will not accept it.)

STEP 4: Select Payment Mode.

Step 5: Take out print out of the receipt after making online payment.

Step 6: Submit the receipt of Online payment with the Examination Form in the office.

2. The Admission of the Students, who fail to pay their fees by the prescribed date, will not be entertained afterwards.

Withdrawal and Refund

A Student who intends to withdraw his/her name from the college rolls must submit an application to this effect and also apply for the refund of Security Deposits and other dues, if any, as early as possible but not later than six months of leaving the College . Security Deposit Refund shall be made to a student only after he/she has obtained a clearance certificate from the departments and the person concerned. Identity Card must be surrendered at the time of withdrawal, failing which a penalty of Rs. 100/- will be imposed.

Refund of Fee on account of withdrawal/cancellation of admission will be made as per the Notification Acad.I/2015-16/Refund of fee/541 dated 26th June, 2015 & Acad-I/2015-16/Refund of fee/586 dated 08.07.2015.

Fee Concession and Stipends

1. Fee Concessions and Stipends may be granted to poor and deserving students subject to rules framed by the college.
2. Fee -concessions and stipends may be granted to students subject to their good conduct, regular attendance and satisfactory progress in studies and these may be withdrawn at any time if a student is found wanting in any of these.
3. Students enjoying fee-concession or stipend are liable to lose them if they fail in the examination or if a student's conduct is found unsatisfactory.

Rules and Regulation regarding attendance

STUDENTS ARE REQUIRED AT LEAST TWO THIRD OF THE LECTURES AND TUTORIALS/PRECEPTORIALS TO BE ELIGIBLE FOR APPEARING IN THE UNIVERSITY EXAMINATION.

In case a student falls sick and is absent from the college, a written information must be sent to the Principal within one week from the date of illness and also medical certificate must be submitted within one week of rejoining the college. No medical certificate will be accepted after one week.

NO D.T.C. PASS FACILITY WILL BE ALLOWED TO A STUDENT DURING A TERM, IF ATTENDANCE IN PREVIOUS TERM IS LESS THAN 25%. STUDENTS ARE ADVISED TO CHECK ATTENDANCE POSITION AT THE END OF EACH TERM FROM THE COLLEGE NOTICE BOARD/COLLEGE WEB SITE.

PARENTS ARE REQUESTED TO KEEP THEMSELVES INFORMED ABOUT ATTENDANCE POSITION OF THEIR WARDS.

Internal Assessment Scheme

Internal Assessment shall carry 25% weightage and End Semester Examination 75% weightage.

The distribution of Internal Assessment marks shall be as follows:

	<u>Weightage</u>
a) Attendance (Lectures including Interactive Periods and Tutorials)	5%
b) Written assignments / tutorials / project reports/seminars	10%
c) Class Test(s) / Quiz(s)	10%

Prizes

The College awards prizes at the Annual Function to the students for their excellent performance in different fields. The Prizes are of three categories.

1. Academic Excellence

Students standing first and second in order of merit in the College in different courses of study will get these prizes provided they secure atleast 50% marks in the aggregate. Any student who distinguishes himself/herself in the University, will be given a special award.

2. Extra Curricular Activities

The College holds inter-class competition in different disciplines as detailed under.

- a) English-Debate, Essay Writing, Declamation Contest and Recitation.
- b) Hindi-Debate, Poetry and Short Story Writing.
- c) Any other function organized by other departments. The Prizes are awarded to the winners in each competition. Those who distinguish themselves in extra curricular activities are also awarded certificates of merit.

3. Sports

- (a) Annual Sports meet is held in the month of March/April. Prizes and certificates of merit are awarded to those who distinguish themselves in these events.
- (b) College crests are awarded to the following categories of Sportsmen Provided that they have represented the college as members of its team:
- (c) State Players/Athletes
- (d) University Players/Athletes
- (e) All those individuals who come out winners or runners up in the Inter college competitions held by the University of Delhi.
- (f) All members of the teams who are winners, runner up, third and fourth in the Inter college tournaments.
- (g) Other players or athletes of recognized merit.

The college has provision for outdoor Games. Facilities are specially provided for Football, Volleyball, Basket Ball, Kabaddi and Hockey. A 200 Meter track has been developed at the site of the College for the athletes.

The Department of Physical Education and sports is under the charge of a qualified Associate Professor of Physical Education Teacher and Captains of Various teams. The Sports Committee assists the sports in-charge in day-to-day activities of the sports department. Outstanding and deserving players are encouraged in all respects.

National Cadet Corps (NCC)

The College also offers the students the option of joining the various activities of the NCC.

National Service Scheme (NSS)

Students opting for the NSS are initiated into a variety of community services. They are required to opt for one of the projects taken up by the college.

Apart from the regular project work of 6 hours per week, students are required to attend at least one camp during the holidays. Lodging, boarding and travel for these camps are made available to the participants.



College Magazine

The college prints its annual bilingual Magazine called "ASMITA" which contains essays, poems, stories and reviews etc. written by all members of the college fraternity. ASMITA also reports the annual educational, cultural, social and sporting activities of the college.

General Rules:

1. **Notice Board/Colleg Website**
Students must make it a point to see the Notice Board/College Website at least twice a day. Ignorance of any notification will not be accepted as a plea of any delay/excuse in any matter.
2. **Order of Silence**
Students should not loiter in the corridors or speak loudly near the Class rooms and the Office Block.
3. **No Smoking**
Smoking in the college premises is strictly prohibited.
4. **Cleanliness**
College lawns and premises must be kept clean. Disciplinary action will be taken against those who cause damage to college properties and those who write on the college walls, classrooms & toilets. Spitting in the college premises is also prohibited.
5. **Visitors**
Students are not permitted to receive or entertain visitors in the college during college hours. In case of emergencies, only parents may contact the Administrative Officer and Section Officer (Administration) for necessary help.
6. **Free Periods**
Free Periods should be utilized for reading books and journals in the College Library or using the facilities of the E-Resource Centre if they are available at the time.
7. **Telephone and cell phones**
The office telephones are not meant for students. Students are also requested not to use their cell phones while attending lectures. Playing music on cellphones in the college building and thus disturbing lectures and other academic activities is prohibited. Action will be taken against students who violate these rules.

8. **Parking**

Students are not allowed to park their vehicles (Scooter / Bike/Car) inside the college and NOT in the parking space reserved for teaching and non teaching staff. Disciplinary action will be taken against students found sitting on or fiddling with vehicles parked inside the college premises. Students present in the college but not attending classes will be fined.

The failure to comply with the above mentioned rules will be treated as an act of indiscipline attracting penal action.

Discipline

Students are responsible for their conduct to the Principal and the Discipline Committee of the College and are prohibited from doing anything either inside or outside the College, amounting to the breach of discipline or interference in the normal working of the College. A student shall be liable to disciplinary action for violation of the rules of discipline. The University has revised the ordinance XV-B "MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF THE UNIVERSITY", XV-C "PROHIBITION AND PUNISHMENT FOR RAGGING" and Sexual Harassment rules. The students are advised to read carefully the revised Ordinance XV-B, XV-C, and Sexual Harassment rules.

At the time of admission every student shall sign a declaration pertaining to this Ordinance. The Ordinance XV-B, XV-C & Sexual Harassment rules are as under.

ORDINANCES

9.1 ORDINANCE XV-B

Maintenance of discipline among Students of the University

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. "The" Vice-Chancellor may delegate 'all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance the following shall amount to acts of gross indiscipline:
 - a. Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/Department and against any student within the University of Delhi.
 - b. Carrying of, use of or threat to use of any weapons.
 - c. Any violation of the provisions of the Civil Rights Protection Act, 1976.
 - d. Violation of the status, dignity and honor of students belonging to the scheduled castes and tribes.
 - e. Any practice-whether verbal or otherwise derogatory of women.
 - f. Any attempt at bribing or corruption in any manner.
 - g. Willful destruction of institutional property.
 - h. Creating ill-will or intolerance on religious or communal grounds.
 - i. Causing disruption in any manner of the academic functioning of the University system;
 - j. Prohibition of Ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students:-

- a. be expelled.
 - b. be, for a stated period rusticated.
 - c. be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University.
 - d. be fined with a sum of rupees that may be specified.
 - e. be debarred from taking a University or College or Departmental Examination or Examinations for one or more years.
 - f. the result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled.
5. The Principal of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments' in the University, the Principal; School of Open Learning and Librarians shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
6. Without prejudice to the powers of the Vice chancellor and the Proctor as aforesaid detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Department in this University. Each student shall be expected to be aware of these rules.

At the time of admission, every student shall be required to sign a declaration that on admission her/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed therein by the University.

9.2 ORDINANCE - XV-C

Prohibition and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part, of Delhi University system as well as on public transport.
2. Any individual or collective act or practice or ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant, power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which -
 - a. involve physical assault or threat to use of physical force.
 - b. violate the status, dignity and honor of women students.
 - c. violate the status, dignity and honor of students belonging to the scheduled caste and tribe.
 - d. expose students to ridicule and contempt and affect their self-esteem.
 - e. entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of the College, the Head of the Department or an Institution, the authorities of College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.

5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the Identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more year or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions / directions issued under this Ordinance, and to give aid assistance to the Vice-chancellor to achieve the effective implementation of the Ordinance.

Note : Order of the Vice-Chancellor in pursuance of Ordinance XV-C

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority Under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order, non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi; Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

**The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
(MINISTRY OF LAW AND JUSTICE)**

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

For details, please see the website <http://indiacode.nic.in/acts-in-pdf/142013.pdf>.



Dr. S. K. Sharma
Dr. Brij Kishore

Principal (Offg.)
Bursar

M.A., M.Phil, Ph.D.
M.A., M.Phil, Ph.D

TEACHING / ACADEMIC FACULTY

ENGLISH DEPARTMENT

(Mrs.) Uma Chaudhary
Dr. Rajesh Kumar (on leave)
Dr. Hema Dahiya
Ms. Swagata Roy
Dr. Pradip Sharan
Dr. (Mrs.) Jyoti Jakhar Dahiya

Associate Professor
Assistant Professor
Assistant Professor
Associate Professor
Associate Professor
Assistant Professor

M.A., M.Phil (Teacher-in-Charge)
M.A., M.Phil, Ph.D.
M.A., Ph.D.
M.A.
M.A., Ph.D.
M.A., M.Phil, Ph.D.)

HINDI DEPARTMENT

Dr. Vidya Shankar Singh
Dr. (Mrs.) P. L. Sharma
Dr. Pushkar Singh
Dr. Ashwani Kumar (on leave)
Dr. Brij Kishore
Dr. Rajesh Kumari
Sh. Kana Ram Meena

Associate Professor
Associate Professor
Assistant Professor
Assistant Professor
Associate Professor
Assistant Professor
Assistant Professor

M.A., Ph.D.
M.A., Ph.D.
M.A., M.Phil, Ph.D.
M.A., M.Phil, Ph.D.
M.A., M.Phil, Ph.D.
M.A., M.Phil, Ph.D. (Teacher-in-Charge)
M.A., M.Phil

ECONOMICS DEPARTMENT

Dr. (Mrs.) Priya Bhalla
Dr. (Mrs.) Anjali Agarwal
Dr. Bishnu Charan Nag

Assistant Professor
Assistant Professor
Assistant Professor

M.A., M.Phil, Ph.D. (Teacher Incharge)
M.A., Ph.D.
M.A., Ph.D.

POLITICAL SCIENCE DEPARTMENT

Dr. S. K. Sharma
Dr. (Mrs.) Sushma Gupta
Dr. (Mrs.) Vichitra Garg
Dr. R. K. Sinha
Dr. G. N.Trivedi
Dr. Prahlad Kumar Bairwa (on leave)
Dr. Radhanath Tripathy

Associate Professor
Associate Professor
Associate Professor
Associate Professor
Associate Professor
Assistant Professor
Associate Professor

M.A., M.Phil, Ph.D.
M.A., Ph.D. (Teacher-in-Charge)
M.A., M.Phil, Ph.D.
M.A., M.Phil, Ph.D.
M.A., M.Phil, Ph.D.
M.A., M.Phil, Ph.D.
M.A., Ph.D.

COMMERCE DEPARTMENT

Sh. Vijay Singh
Mrs. Renu Govila
Mrs. Poonam Khanna

Associate Professor
Associate Professor
Associate Professor

M.Com, M.Phil
M.Com, M.Phil
M.Com, M.Phil

Sh. Rajnish Kumar Kler

Assistant Professor

M.Com, M.Phil (Teacher-in-Charge)

Sh. M.A. Honest
Mohideen
Mrs. Neelu Grover

Assistant Professor
Assistant Professor

M.Com, M.B.A.
M.Com, M.Phil

HISTORY DEPARTMENT

Dr. V.K. Jha

Associate Professor

M.A., M.Phil, Ph.D.

Sh. Dinersh Varshney

Associate Professor

M.A., M.Phil. (Teacher-in-Charge)

Sh. P.C. Chaudhary
Sh. Hans Raj
Dr. Rajesh Kumar
Sh. Prem Kumar
Dr. Pintu Kumar

Associate Professor
Assistant Professor
Associate Professor
Assistant Professor
Assistant Professor

M.A., M.Phil.
M.A., M.Phil.
M.A., M.Phil, Ph.D.
M.A.
M.A., Ph.D.

MATHEMATICS DEPARTMENT
PHYSICAL EDUCATION

MEDICAL OFFICER

Dr. Aneet Wadhwa

Medical Officer
(On Contract)

M.B.B.S. P.G.D.M.C.H.

ADMINISTRATIVE STAFF

Sh. Rajesh Handoo

Administrative Officer

Sh. Sharwan Kumar

Administrative Officer

Sh. D.R. Chawla

Section Officer (Admn.)

Sh. Shalendra Kumar Sharma

Sr. P.A. to the Principal

Sh. Gulshan Kumar

Sr. Asstt. [Oftg. Section Officer (A/cs)]

Sh. Rajeev Dutta

Assistant

Sh. Pramod Kumar

Assistant

Sh. Daljeet Singh

Assistant

Sh. Sudhir Kumar

Assistant (Contractual Basis)

Sh. Siddharth Kumar

Jr. Assistant (Contractual Basis)

Ms. Sneha

Jr. Assistant (Contractual Basis)

E-RESOURCE CENTER & COMPUTER LAB

TECHNICAL STAFF

Sh. Shantanu Mohanty

Electrician

LIBRARY STAFF

Librarian

Vacant

Sh. R.S. Joshi

Prof. Asstt. (Offg. Librarian)

Sh. R.K. Goel

Library Clerk

Sh. Pan Singh

Lib. Attendant

Smt. Sunita Kumari

Lib. Attendant

Sh. Ravi Tiwari

Lib. Attendant

Sh. Baboo Ram

Lib. Attendant

OFFICE STAFF

Sh. Chander Prakash

Sh. Surender Kumar Yadav

Sh. Mohan Lal Gaur

Sh. Harender Singh

Sh. Sukh Ram

Sh. Rajender Kumar Meena

Sh. Kamal

Sh. Imran Khan

Sh. Vikas Sharma

Sh. Rashid (Contractual Basis)

IMPORTANT DATES

SEMESTER I/III/V/VII

Classes Begin	20 th July, 2017 (Thursday)
Mid-Semester Break	30 th September, 2017 (Saturday) to 06 th October, 2017 (Friday)
Classes begin after Mid-Semester Break	07 th October, 2017 (Saturday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	16 th November, 2017 (Thursday)
Theory Examinations begin	30 th November, 2017 (Thursday)
Winter Break	17 th December, 2017 (Sunday) to 31 st December, 2017 (Sunday)

SEMESTER II/IV/VI/VII

Classes Begin	1 st January, 2018 (Monday)
Mid-Semester Break	2 nd March, 2018 (Friday) to 07 th March, 2018 (Wednesday)
Classes begin after Mid-Semester Break	08 th March, 2018 (Thursday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	27 th April, 2018 (Friday)
Theory Examinations begin	9 th May, 2018 (Wednesday)
Summer Vacation	20 th May, 2018 (Sunday) to 19 th July, 2018 (Thursday)

Disclaimer

*Every care has been taken to verify the authenticity of the contents of this information Bulletin. However, the information contained in relevant Rules, regulations, Ordinances and Statutes of the University will be final.
The data contained in this Information Bulletin is indicative only and must not be used for legal purposes.*

Shri Kana Ram Meena Assistant Professor in the Department of Hindi who is the NSS programme officer has been appointed as Nodal Officer for Anti Smoking Campaign.
Mobile No. 8527156909

"Delhi University is partnering with Delhi Police and World Lung Foundation South Asia in promoting a tobacco free environment. As a step in that direction, smoking is banned in our college."

Note: Parents are requested to visit College at least once in a Term to oversee the progress and regularity of their Wards.

ADMISSION SCHEDULE FOR THE ACADEMIC YEAR 2017-18

	Activity	Date
1	Notification of First Admission List by the College	Saturday 24 June, 2017
2	Document verification and approval of admission	Saturday, 24 June to Wednesday 28 June, 2017
3	Notification of Second Admission List by the College	Saturday, 01 July, 2017
4	Document verification and approval of admission	Saturday, 01 July to Tuesday, 04 July, 2017
5	Notification of Third Admission List by the College	Friday, 07 July, 2017
6	Document verification and approval of admission	Friday, 07 July to Monday, 10 July, 2017
7	Notification of Fourth Admission List by the College	Thursday, 13 July, 2017
8	Document verification and approval of admission	Thursday, 13 July to Saturday, 15 July, 2017
9	Notification of Fifth Admission List by the College	Tuesday, 18 July, 2017
10	Document verification and approval of admission	Tuesday, 18 July to Wednesday, 19 July 2017

Time for Admission: 04.00 P.M. to 07.00 P.M. for Evening College

Prospectus Committee:

- | | |
|-------------------------------------|--------------------------------------|
| 1. Sh. Rajnish Kumar Kler, Convener | 2. Dr. (Mrs.) Anjali Agarwal, Member |
| 3. Dr. Bishnu Charan Nag, Member | |

Important Telephone Nos. with Names

Dr. S.K. Sharma. (Oftg. Principal)	:	:	9871740541
Sh. D.C. Varshney, Convener, Discipline Committee	:	:	9868813496
24x7 Toll Free Anti-Ragging Help line No	:	:	1800-180-5522
E-mail Address	:	:	helpline@antiragging.in
Joint Control Room (South Delhi Campus)	:	:	24119832

Grievances Committee Admission

Mrs. Neelu Grover, Convener	:	:	9818681448
Dr. Prem Lata Sharma	:	:	9650223449
Dr. Hema Dahiya	:	:	8130601129

Special Categories Admission Enabling Committee

Sh. Prem Kumar, Convener	:	:	9968364432
Sh. Hansraj, Member	:	:	9873495997
Mr. Rajnish Kumar Kler, Member	:	:	9871427884