



# College Regulations

## **Lectures, Tutorials and Practical**

It is compulsory for every student to attend lectures and tutorials/practical in each of the subject taken up for study. The students are divided into sections or groups for lectures / practicals. It is expected from every student to find out her section/ group/ days/ periods well in time so as not to miss any of the classes. In case a student does not find her name / roll number in any of the sections / groups for any lecture or practical class, she should bring this fact to the notice of the concerned teacher immediately.

## **Discipline and Attendance**

Every student of the college must abide by the rules and regulations of the college and university. According to University regulation, students of undergraduate programs are required to attend at least 67% of the total lectures and tutorials / practicals separately in each subject. Students falling short of attendance will not be allowed to appear for the semester examination. The students are required to maintain discipline and silence in and around classrooms and laboratories. The students are required not to use their mobile phones during teaching or lectures or seminars.

The college will not be responsible for any event organized by the students outside or in the college premises without the prior approval of the Principal.

## **Medical Leave**

All applications for leave of absence due to sickness must be supported by a medical certificate issued by an authorized medical practitioner or hospital and should reach the Principal office not later than a week of the student joining the college after her illness. This rule will be enforced strictly in giving benefit of attendance on medical grounds.

## **Identity Card**

RF Identification cards are issued to all the students soon after the admissions. It is compulsory for the students to carry their I-cards to the college everyday and they should be able to present it on demand by the college authorities. In case of loss/damage of Identity card, a duplicate card can be obtained from the college office by paying an amount as per the college rules.

## **Library**

A student can issue four books each for a week and a text book for a day. If the books are not returned within stipulated time, fine as per library rules has to be deposited. The periodicals of the library are only for reference. Student can get photocopy of the same from paid facility. Students will get login/password to access 135000 e-books and 5000 e-journals, besides printed books.

## **Notice Board / Website**

Students are advised to read the notice board regularly and comply with the orders and instructions relevant from time to time. Students are also advised to visit the college and university website from time to time to keep themselves updated for important inputs.

## **Medals and Prizes**

Medals for the best academic performance in each program are awarded at the end of every academic year. Apart from academic prizes, medals and prizes for various activities as conducted in the college throughout the year are also awarded. Many memorial awards are also instituted by the various departments of the college.

## **Seminars, Workshops and Various Functions, Annual Technical Festival**

The college organizes seminars/ workshops in order to have a direct interaction with various industries/ research institutes. Eminent speakers are invited to deliver talks in their respective fields of specialization. Lectures by skilled professionals are also conducted in the college from time to time for the benefit of the students. It is compulsory for every student to attend these seminars/workshops/ lectures failing which strict disciplinary action would be taken against the students.

# College Regulations

## Lockers

Every student is issued a locker in the beginning of the academic session. Students are not allowed to carry their bags inside laboratories, auditorium and library and they must not leave their bags and other belongings unattended. Hence for safety purpose, the locker should be kept locked.

## Damage to College Property

Students shall take proper care of the college property and they must not spoil or cause any damage to or tamper the college property, furniture, fittings etc. Strict disciplinary action would be taken against the students found to be involved in damaging college property.

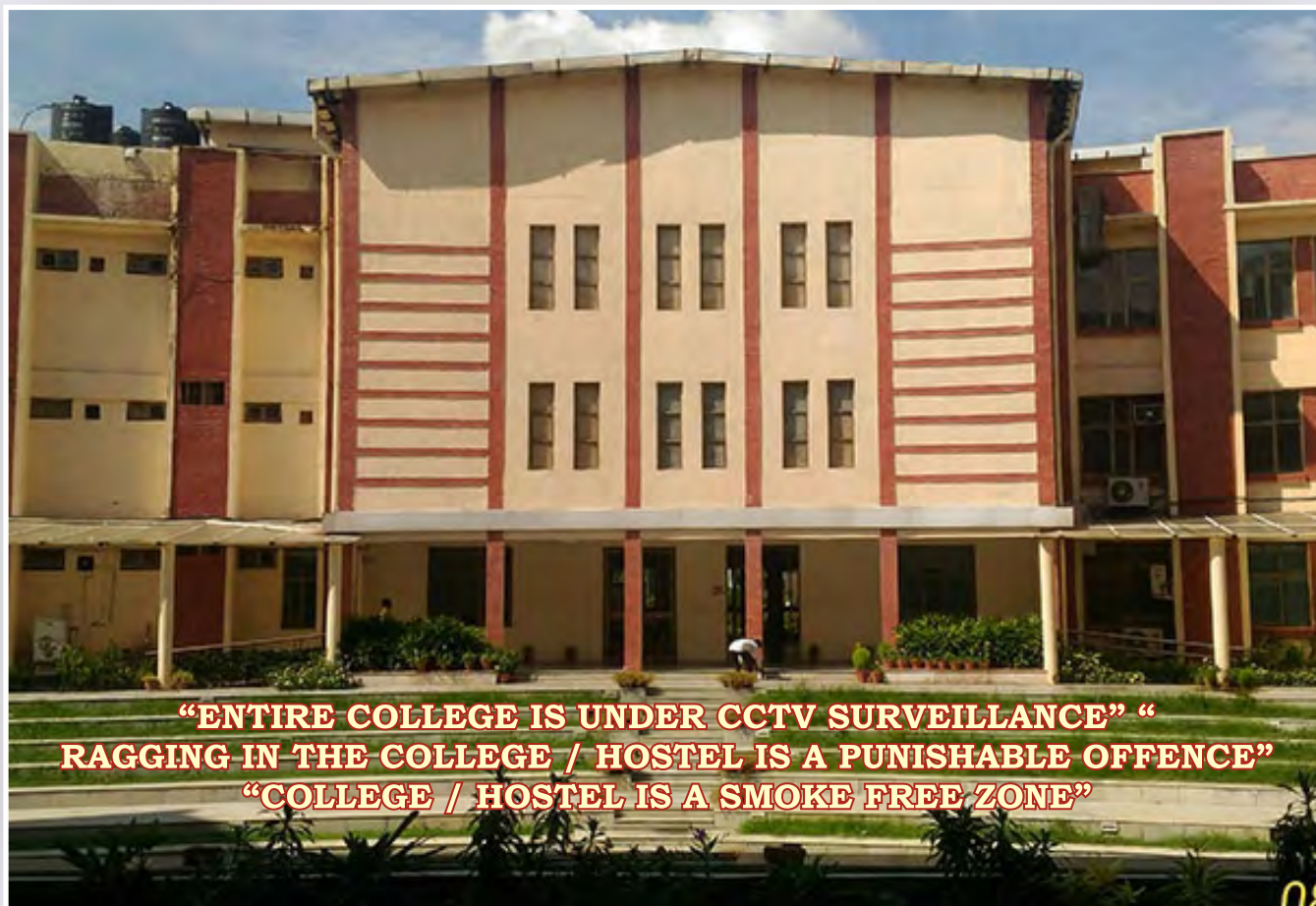
## Scholarships

All eligible SC/ST, OBC, PwD students etc. should submit their scholarships form online for every academic year as and when announced on National Scholarships Portal of Government of India.

## Fee Concession

The college offers the fee concession for the needful, economically weak and bright students. Students willing to avail this facility can apply in the prescribed form (available at the college website) after admission. A notice is circulated to call for applications. Students desirous of applying for the fee concession are advised to check the notice boards for announcements.

A student will be liable to disciplinary action for violation of any of the following rules. Disciplinary action may involve warning, fines and suspension from using the college library, suspension from the class or even expulsion from the college.



# Ordinances

## 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 honour 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; or
  - b. be, for a stated period rusticated; or
  - c. be not for a stated period, admitted to a programme or programmes of study in a College, Department or Institution of the University; or
  - d. be fined with a sum of rupees that may be specified; or
  - e. be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or that the result of the student or students concerned in the Examination or Examinations in which he /she or they have appeared be cancelled.
5. 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 Departments in this University. Each student shall be expected to provide himself / herself with a copy of these rules. At the time of admission, every student shall be required to sign a declaration that on admission he /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.

## 19.2 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 of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes 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 honour of women students.

# Ordinances

- c. Violate the status, dignity and honour 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 a 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 programme of study in a college, departmental examination for one or more years 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 the University of Delhi 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 or 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.

#### **19.3 ORDINANCE XV-D**

#### **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 work place and for the prevention and redressal of complaints of sexual harassment and for matters connected there with 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 visit the website : <http://www.shebox.nic.in/assets/site/main/images/Sexual-Harassment-at-Workplace-Act.pdf>.**

# Committees

<b>Admission Committee</b>	
Dr. Rekha Mehrotra (Convenor) .....	9811243283
Dr. Suruchi Chawla (Convenor) .....	9810342692
Prof. Punita Saxena (Foreign Student Advisor) .....	9810221483
Dr. Sadhna Jain, Associate Professor, TIC, Department of Biochemistry .....	9810103664
Dr. Varsha Mehra, Associate Professor, TIC, Department of Biomedical Sciences .....	9971703464
Prof. Jasjeet Kaur, TIC, Department of Chemistry .....	8130959522
Dr. Aakanksha, Associate Professor, TIC, Department of Computer Science .....	9810342692
Prof. Ranjana Singh, TIC, Department of Food Technology .....	9811706879
Ms. Venika Gupta, Associate Professor, TIC, Department of Electronics .....	9953469945
Dr. Sneha Kabra, Associate Professor, TIC, Department of Instrumentation .....	9868847325
Prof. Punita Saxena, TIC, Department of Mathematics .....	9810221483
Dr. Rekha Mehrotra, Associate Professor, TIC, Department of Biology/Microbiology .....	9811243283
Prof. Alka Vohra Kuanr, TIC, Department of Physics .....	9717453770
Dr. Daya Bhardwaj, Associate Professor, TIC, Department of Psychology .....	9811239028
Prof. Payal Mago / Dr. Deepa Tyagi, Department of Statistics .....	9529794512
Prof. Payal Mago / Mrs. Juhi Jham, Department of Financial Studies .....	9654748257
Prof. Payal Mago / Ms Tanusha Jain, Department of Management Studies .....	9891050045
<b>Admission Grievance Committee</b>	
Dr. Mohd Saquib Ansari (Convenor) .....	9868877867
Dr. Nupur Gosain (Co-Convenor) .....	9818282648
<b>Sport Admission Committee</b>	
Prof. Punita Saxena (Convenor) .....	9810221483
Dr. Bimla Pawar (Co-Convenor) .....	9810224259
<b>ECA Admission Committee</b>	
Ms. Saumya Chaturvedi .....	9560384491
Dr. Ritika Chopra .....	9958559143
<b>Special Categories Admission Enabling Committee</b>	
Dr. Mohd. Saquib Ansari (Convenor) .....	9868877867
Dr. Twinkle Sachchan .....	8130149910
<b>Proctorial and Anti-ragging Committee</b>	
Dr. Kohinoor Kaur (Convenor) .....	9810215208
Mr. Sumit Kumar (Convenor) .....	9899703138
<b>Internal Complaint Committee</b>	
Prof. Ranjana Singh (Nodal Officer) .....	9811706879
<b>Fee Concession Committee</b>	
Prof. Radhika Bakshi .....	9810599435