

**(Manual – 1)**

## **Particulars of Organization, Functions and Duties**

### **2.1 Objective/purpose of the public authority**

Shaheed Rajguru provides course of study from 14 streams. The college offers undergraduate programmes namely B.Sc. (Hons.) in Biomedical Science, Biochemistry Chemistry, Computer Science, Electronics, Food Technology, Instrumentation, Mathematics, Microbiology, Physics and Statistics, B.A. (Hons.) Psychology, Bachelor in Management Studies, Bachelor of Business Administration (FIA).

The College has state-of-the-art laboratories in each department and has established itself as a premier scientific institute in India. College has a sprawling campus of 9.5 acres with lush green surroundings. Our Campus is Wi-Fi enabled with smart classroom equipped with projection facilities and interactive monitors to make the classes most effective for all students with varied power of understanding and learning. College has open air amphitheater, indoor auditorium, three-floored RFID enabled library, conference room and hostel for nearly 119 students.

### **2.2 Mission / Vision Statement of public authority.**

To emerge as one of the world's leading institute through continuing to the highest academic standards by forging strong industry-academia bond and playing a pioneering role in research & development, so as to serve society by way of shaping professionals to conquer the present and future challenges to the socio-economic fabric of our society by dissemination of relevant knowledge through structured learning system. The College aims to change lives, build future, impart technical expertise and improve industrial links through high quality applied learning.

To build & nurture a new generation of professionals by providing them education with a holistic perspective. To imbibe strong ethical values so that they can work as positive change agents in the new millennium. It will be our endeavour to assimilate and disseminate practical strategies to future professionals and to encourage their understanding of strategic perception to fulfill the mission of the organization in the fast changing global environment.

### **2.3 Brief history of the public authority and context of its formation.**

Upon approval by Government of India the College was started in 1989 under aegis of Delhi Administration. The college is 100% funded by Govt. of NCT of Delhi and approved under section 2F of the University Grants Commission. The main idea behind opening the college was to create employment opportunities for women. Keeping this in view the college was located at the outskirts of Delhi to attract women candidates belonging to poor and middle class society and make them economically independent. The college has been providing quality service to the society by imparting professional education.

### **2.4 Duties of the public authority.**

To impart education in B.Sc. (Hons.) in Biomedical Science, Biochemistry, Chemistry, Computer Science, Electronics, Food Technology, Instrumentation, Mathematics, Microbiology, Physics and Statistics, B.A. (Hons.) Psychology, Bachelor in Management Studies, Bachelor of Business Administration (FIA).

### **2.5 Main activities/function of the public authority.**

In addition the students are given comprehensive practical training related to the subject. The College has produced large number of alumni who are severing the nation with distinction in various fields. Our Alumni have reached the high echelons in various industries, securing challenging and highly paid positions in top ranking companies/ organizations in India and abroad.

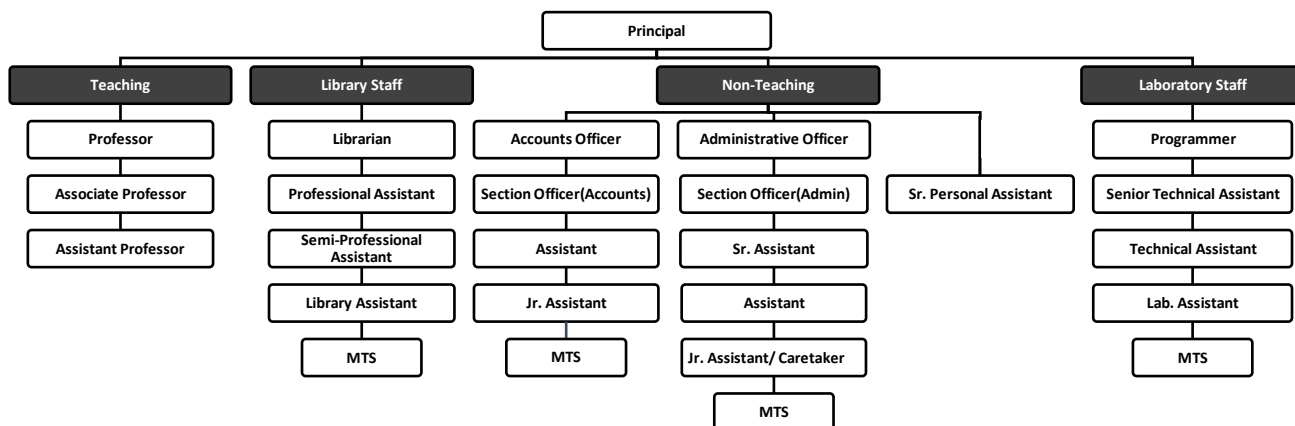
### **2.6 List of services being provided by the public authority with a brief write-up on them.**

Quality teaching – The college has got competent faculty to provide quality teaching to the students. The college also has got infrastructure available to cater to latest developments related to subject and the faculty is competent enough to make best use of that.

Mentoring and counseling – Keeping in view the changing scenario, mentoring and counseling is provided wherever needed by the faculty to the students of the college.

**2.7 Organizational Structure Diagram at various level namely State, Directorate, region district, Block etc (whichever is applicable).**

**Hierarchy/ Organization Chart**



**2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

To maintain decorum, law and order in and around the college.

**2.9 Arrangements and methods made for seeking public participation/contribution.**

No such arrangement exists.

**2.10 Mechanism available for monitoring the service delivery and public grievance resolution.**

No such arrangement exists.

**2.11 Address of the main office and other offices at different levels. (Please categorises the addresses district wise for facilitating the understanding by the user)**

Shaheed Rajguru College of Applied Sciences for Women,  
(University of Delhi)  
Vasundhara Enclave (Adjoining Chilla Sports Complex),  
Delhi-110096

**2.12 Morning hours of the office:**

9.00 a.m.

**Closing hours of the office**

5.30 p.m.