

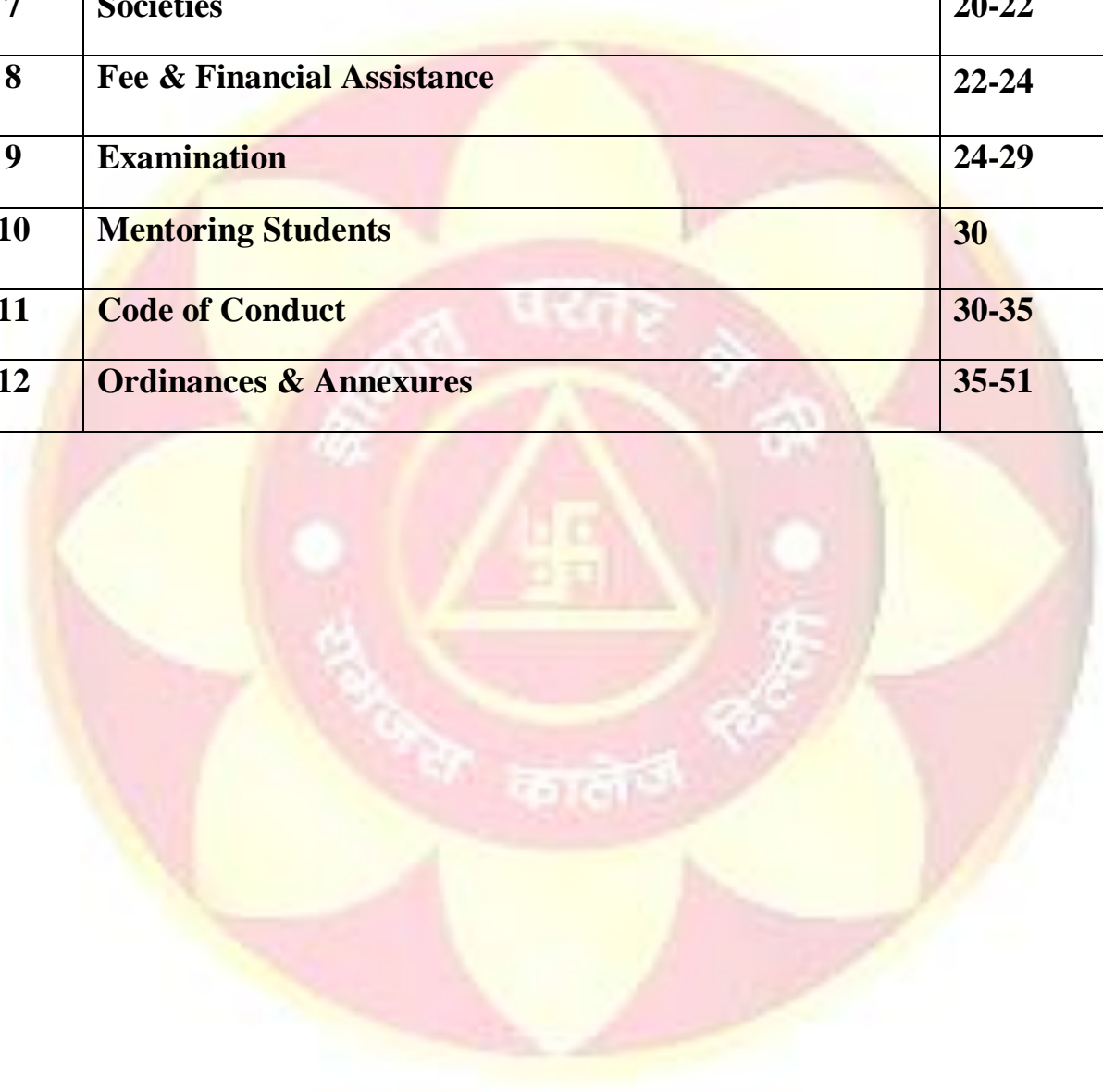
INFORMATION BOOKLET FOR STUDENTS

**RAMJAS COLLEGE
UNIVERSITY OF DELHI**

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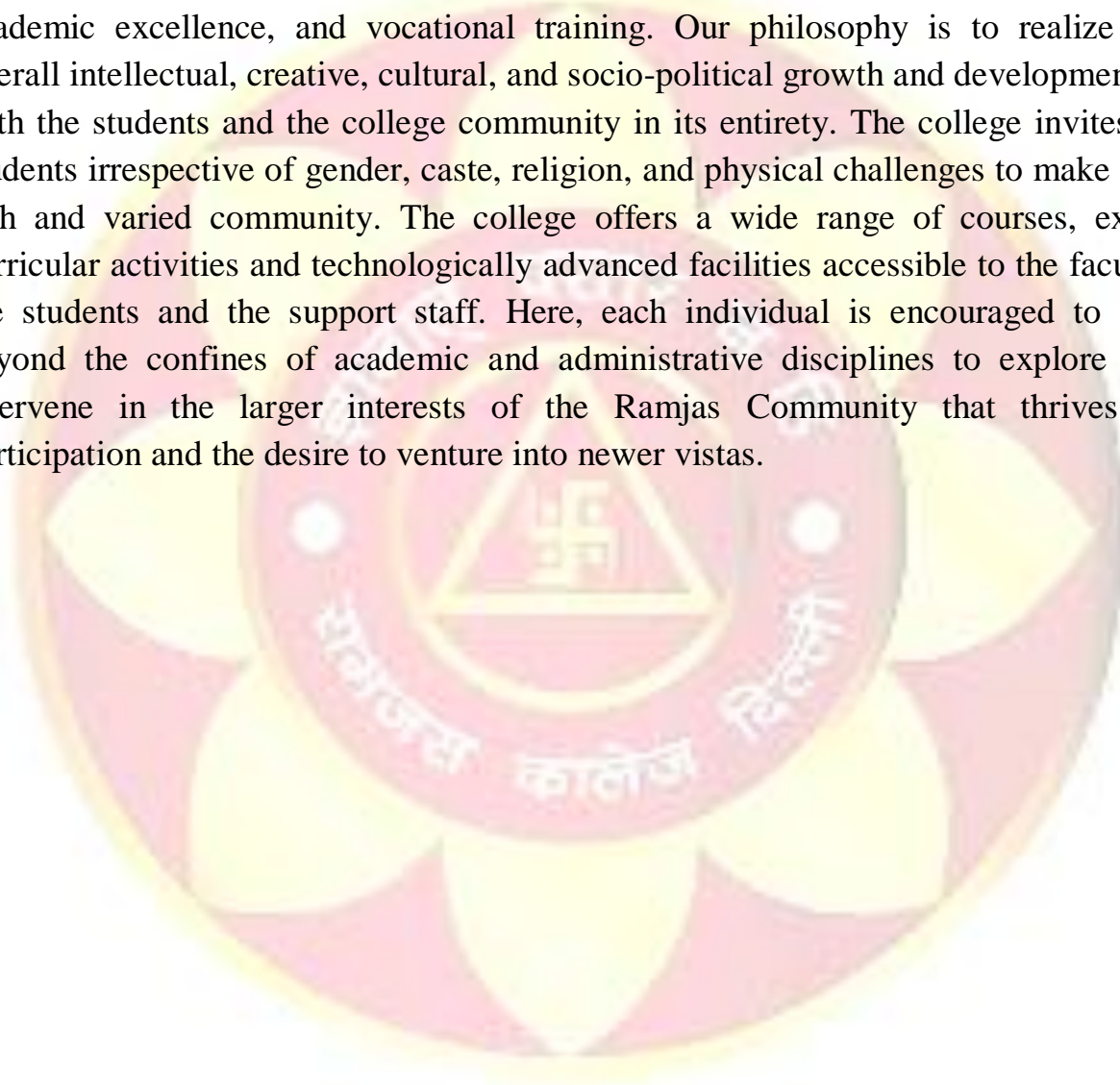
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About the College

Founded in 1917 by the great educationist and philanthropist, Rai Kedar Nath, Ramjas College is one of the oldest colleges of Delhi. Beginning from the humble precincts of Darya Ganj in Old Delhi, the college today boasts of a spacious campus, state-of-the-art infrastructure and an esteemed faculty of scholars trained at leading universities in India and abroad.

At Ramjas, we believe in holistic education that goes beyond achieving academic excellence, and vocational training. Our philosophy is to realize the overall intellectual, creative, cultural, and socio-political growth and development of both the students and the college community in its entirety. The college invites all students irrespective of gender, caste, religion, and physical challenges to make us a rich and varied community. The college offers a wide range of courses, extra-curricular activities and technologically advanced facilities accessible to the faculty, the students and the support staff. Here, each individual is encouraged to step beyond the confines of academic and administrative disciplines to explore and intervene in the larger interests of the Ramjas Community that thrives on participation and the desire to venture into newer vistas.



College Administration

Principal

Prof. Manoj Kumar Khanna

Email: principal@ramjas.du.ac.in

Vice Principal

Prof. Hament Kumar Rajor

Email: hamentrajor@ramjas.du.ac.in

Bursar

Dr. Ramakant Goyal

Email: ramakantgoyal@ramjas.du.ac.in

Administrative Section

Section officer (Admin.)

Ms. Gaganpreet Kaur

Email: soaccounts@ramjas.du.ac.in

Section Officer (Accounts)

Dr. Dilbag Singh

Email ID: soadmin@ramjas.du.ac.in

Caretaker (Officiating)

Sh. Harimohan Prasad

Email ID: hmp.hari@gmail.com

Office hours

Monday to Friday, 9.00 a.m. – 5.30 p.m.

Students dealing

Monday to Friday, 9.30 a.m. – 1.00 p.m.

02.00 p.m. – 04.30 p.m.



NOTE

This information booklet has been created to help students acquaint themselves with the college functioning mechanism. The content of the booklet may change from time to time. The students are strongly advised to check the college notice board and the college/university website on regular basis for updates. Students should not solely depend on the booklet.

1) General Information

a) Admissions to UG/PG Courses

1. The students need to register on admission portal online through www.du.ac.in.
2. After release of XIIth result students can fill their academic records.
3. The college will release their Cut-off list, if the student is eligible as per the college cut-off, then the student can apply online through admission portal

- I. STEP 1: Departmental Verification** 1. Verification of Admission criteria, eligibilities & cut-off percentage. 2. Verification of Admission form with DU logo & candidate photo. 3. Submission of originals & true copies of required documents in proper order. 4. Signature by Admission In-charge. 5. Filling up of GE-I Option form.
- II. STEP 2: Conference Room Verification** of Admission form along with required documents and then signed by (a) S.O. Administration (b) Admission Convenor.
- III. STEP 3: Principal's Office** 1. Admission approval by the Principal 2. Admission information Updated on UG Admission portal online by Sr. P.A. to Principal.
- IV. STEP 4: Online Payment** Log-on to the UG admission portal for online payment.

Important:

1. The approved applicant (completed STEP 3) is permitted to make online admission fee payment till 12 noon of the next day of the given admission list deadline (Refer Admission/cut-off schedule).
2. Admission Confirm only after online payment.

Note: In case student wish to cancel his/her admission, she/he will be required to submit the printed cancellation form from DU portal and get it signed from Admission in-Charge (TIC), S.O. Admin, Admission Committee Convener and Principal. She/he will get her/his originals by giving receipt of the same after on-line cancellation on DU portal. Then fee may be refunded as per University rules.

Note: In case the approved applicant has completed till STEP 3; however, did not deposited the admission fee, in that case the applicant can undergo “WITHDRAWAL PROCESS” She/he will get her/his originals by giving receipt of the same after on-line withdrawal on DU portal. Then the applicant has to pay withdrawal fee as per University rules.

b) Degree collection for UG/PG Courses

1. At the time of admission in the college, filling of **Enrolment form** is mandatory for students
2. After approximately one year from the date of passing, the Manual degree is generated by the University of Delhi (sometimes likely to be extended)
3. The students need to contact college Admin-office counter along with the **college ID card, final year marksheet, ID-proof (such as Aadhaar card, Voter-ID card)**
4. The degree will be handed over to the student on the spot by the college

Note: If the student degree is not received by the college or if the students require on urgent basis then the students are requested to contact “University degree section” at Gate No. 1

c) Enrolment for Examination/Filling of Examination Form

Step I: Notification

1. A notification is put up on the college notice board and website to inform the students about filling of examination form, examination fees, and last date for the examination form to be filled and submitted in the college office.

Step II: Payment of Fees

1. Student has to pay the examination fees online.
2. Student has to keep the print out of the fee receipt.

Step III: Filling and Submission of Examination Form

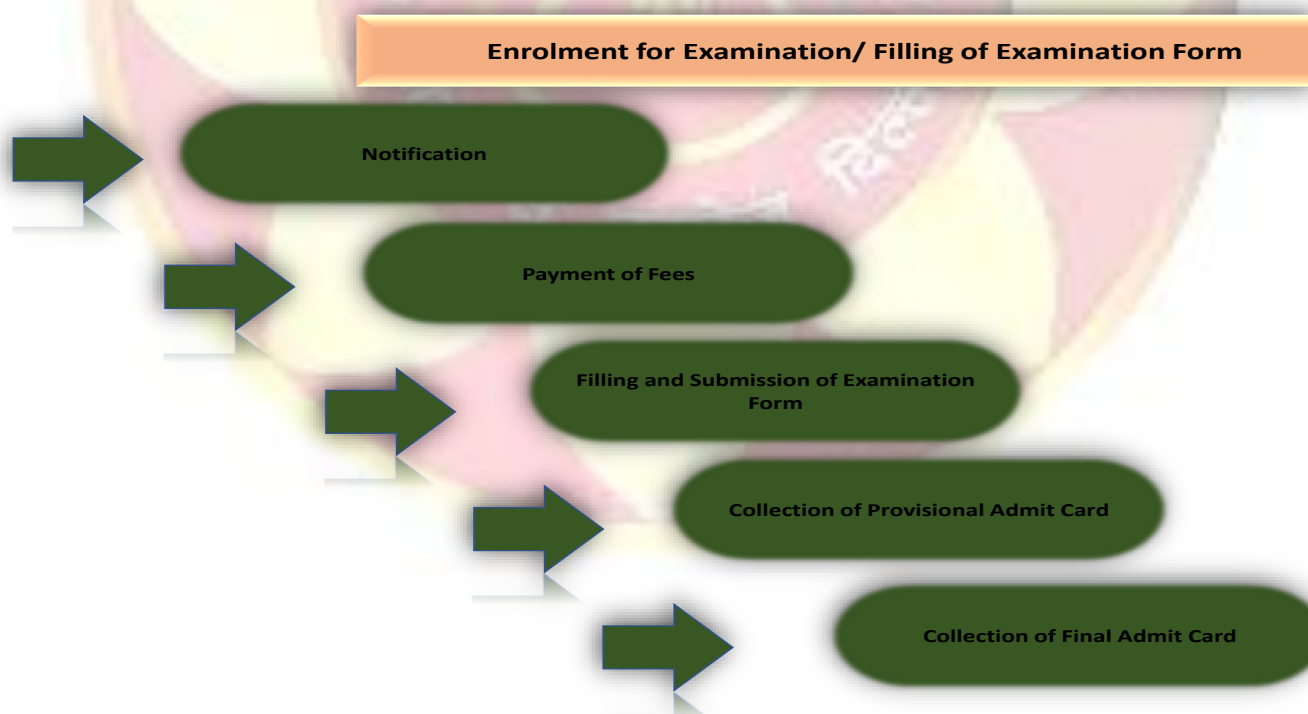
1. Student has to download the examination form from the college website.
2. Fill the examination form and submit that to the college office along with the fee receipt.

Step IV: Collection of Provisional Admit Card

1. The student details are entered by the college office on the University Portal.
2. Once the details are entered, the admit cards of the students are printed.
3. Students are notified through the notice and college website to collect their provisional admit card and check for any discrepancies.
4. If any correction is required in the admit card, it can be given back to the college office.
5. The college office after having made the specified corrections returns the admit card to students.
6. All the students have to return their provisional admit cards to the college office after pasting their recent passport size photograph and signature at the specified place.

Step V: Collection of Final Admit Card

1. The provisional admit cards of students are sent for Principal's approval and signature.
2. The students are notified through the notice and website to collect their final admit card on specified days and time.



d) Security Refund

- The student is required to get clearance on the 'No Dues Certificate' from concerned department, administrative office, library, computer lab, and accounts office.
- Students are required to submit the 'No Dues Certificate' in the administrative office which will issue the security refund form.
- The security refund form shall be submitted along with the student's passbook/cheque book in the Accounts office.

The college will issue the necessary certificate after verifying the details.

e) Details of the Curriculum (Syllabus)

The details of the paper taught to the students is available at

University of Delhi website link: <http://www.du.ac.in/index.php?page=syllabi>

College link: <https://ramjas.du.ac.in/college/web/index.php?r=ug-courses??>

f) Time Table

The Central Time Table Committee prepares the time table in coordination with all the departments of the college. The class-wise, room-wise and teacher-wise time-table is uploaded on the college website before the beginning of each semester. Students can access the time table through the college website and student portal through the below mentioned link:

<https://ramjas.du.ac.in/college/web/index.php?r=students-zone/time-table>

2) STUDENT DOCUMENTS

a) Identity Card:

- Students are required to check the notice regarding issuing of identity cards on the [college website](#).
- It must be renewed at the beginning of every academic session.
- All the students are required to carry their student Identity Card to the college.
- Entry is not permitted without an Identity card.

- In case the original Identity card is lost, duplicate Identity card will be issued only after furnishing a copy of the F.I.R. and on payment of Rs. 100/-.

Following are the steps for ‘Payment’ in case of loss of Identity card:

1. [Go to the college website](#)
2. [Click on the “Online Payment” option.](#)

The College will not accept the payment in any other mode like Cash, Demand Draft, Cheque etc.

The payment proof must be attached with the application form. Once the information is verified and found to be in order, the administrative branch will issue the duplicate I-card.

b) Certificates

Students are required to apply on the prescribed form available at the college website (<https://ramjas.du.ac.in/college/web/index.php?r=students-zone/download>) and submit it to the administration office. The required certificates can be obtained from the office after due verification of the documents.

1. Go to the Student’s zone and click on download forms.
2. The students have to fill the information mentioned in the form.
3. The necessary fee is to be paid online using the link. ([Click here](#))
4. The forms of the below mentioned certificates have been uploaded on the college website:
 - [Bonafide Certificate](#)
 - [Withdrawal of Original Certificate](#)
 - [Application for Cancellation of admission](#)
 - [Provisional Certificate, Migration Certificate, Medium of Instruction](#)
 - [Character Certificate](#)
 - [College Leaving Certificate](#)
 - [Provisional Certificate](#)

Note: Filling up of the alumni and feedback form is mandatory for the issuing of the above certificates. Certificate will be given after the submission of the poof.

c) Transcripts (Issued by University of Delhi)

- Students are requested to follow the General Instructions for issue of Transcripts [Click here](#).
- Students are required to apply for Transcripts on the prescribed form available at the University of Delhi website.

- The payment is done online using the link [Click here](#).

d) Student Concession Facilities available

i) D.T.C Bus Pass

- The bonafide students can avail the D.T.C. Bus Pass facility
- The form can be obtained from DTC Bus Depot.
- The student must submit the duly filled DTC Bus form to the college's administrative office for verification/attestation, together with photocopies of his or her college ID card (both sides) and a current fee receipt.
- Submit the duly attested DTC form to the DTC depot.

ii) Railway Concession

- It can be availed twice a year only by the students who have disclosed their home town outside Delhi NCR region.
- The outstation students are entitled for 2nd Class Sleeper Railway concession for visiting their hometown during vacations as per the University of Delhi norms.
- **Railway Concession form is available at the administrative office. (Window 3 & 4)**

Steps to be followed

1. Student must submit the application in college's administrative office for the railway concession ticket.
2. The office will issue the Railway Concession form.
3. After getting the form attested by the college, the student has to submit it to the Railway Reservation Centre.

e) World University Services Membership:

- Ramjas College is affiliated to Health Centre of the World University Services (WUS), North Campus, University of Delhi.
- The application form for WUS membership is available at the DU website. [Click here](#).
- Submit it to the college administrative office for attestation and then, to WUS Centre for membership.

3. STUDENT FACILITIES

a) The College Library

Librarian: Dr. Taruna Joshi
Email ID: librarian@ramjas.du.ac.in

The College Library is one of our most significant assets, which has an online cataloguing system that provides access to library resources. All our books are coded through dedicated software and are easily accessible through computers in the library and the departments. Free and ready access to the Internet for students and the faculty has made it possible for our college to reach higher and global levels of education and research.

Ramjas College Library has a rich collection of around 1.3 lac books.

Floor Plan

Ground Floor

1. Entry/Exit Point- The library users have to show their identity card and enter their details in the Reader Register before entering the library.
2. Check Point- It is the desk where the library users have to show their identity card while entering the library. The users have to get the issued books checked at this desk, before leaving the library.
3. Braille Section- It contains Braille books and computers for visually challenged students. Section In-charge: Ms. Sheela.
4. Reading Hall- Newspapers and magazines are displayed in this hall.
5. General Section Books- It contains books on all the subject areas taught in the college at undergraduate and postgraduate level.
6. Issue/Return Counter of General Section- The books from General Section can be issued (checked out) and returned (checked in) at this counter.
7. Acquisition and Technical Processing Section- The new books are purchased and prepared by this section.

Other Books Section

This section houses rare books and old books. It is spread on first and second floors of book stack area.

Reading Rooms

Timings: 9 am to 5 pm from Monday to Friday

Extended Hours: 9 am to 7 pm before and during examinations, from Monday to Friday

9 am to 5 pm before and during examinations, on Saturday

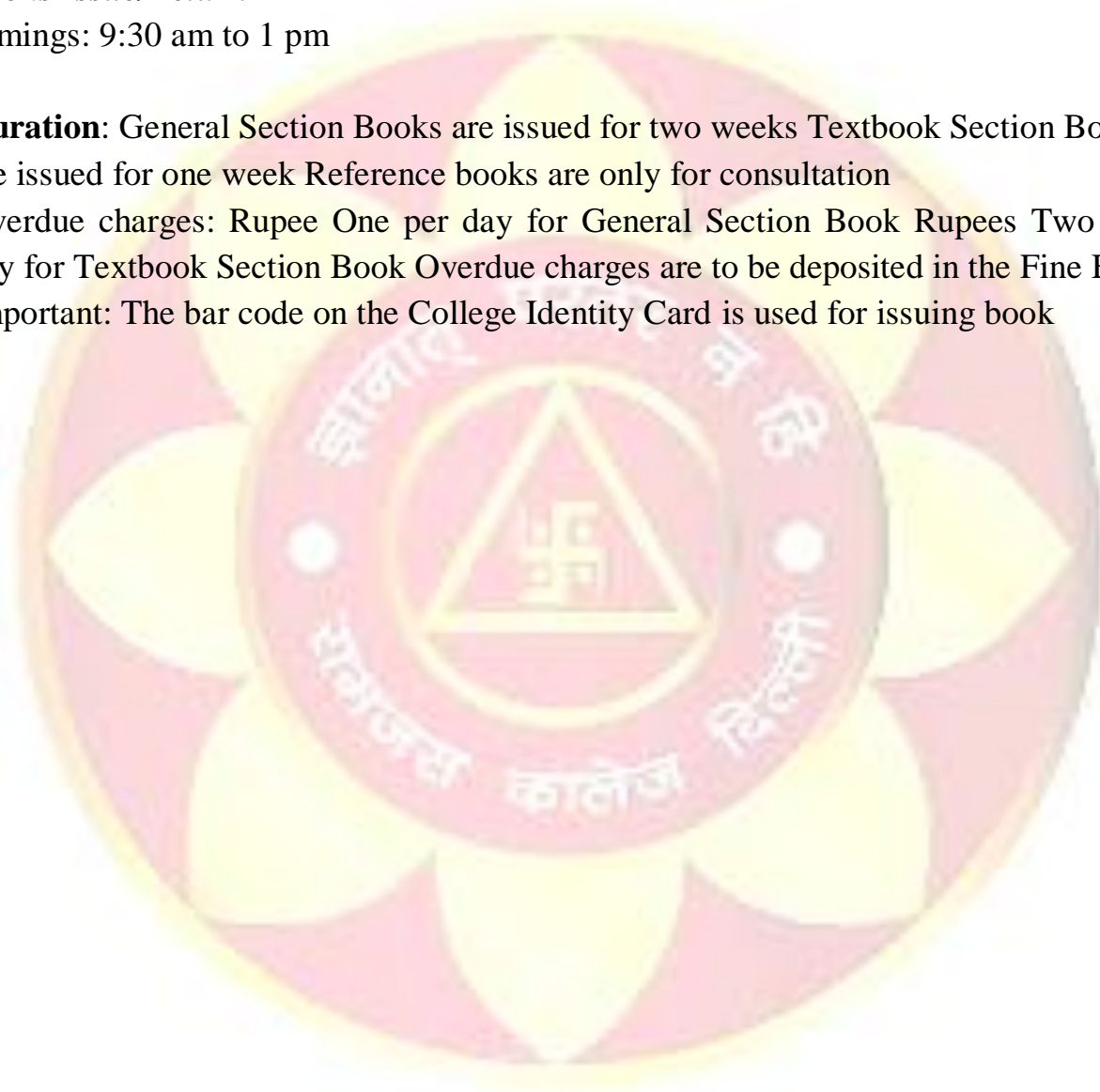
Books Issue/Return

Timings: 9:30 am to 1 pm

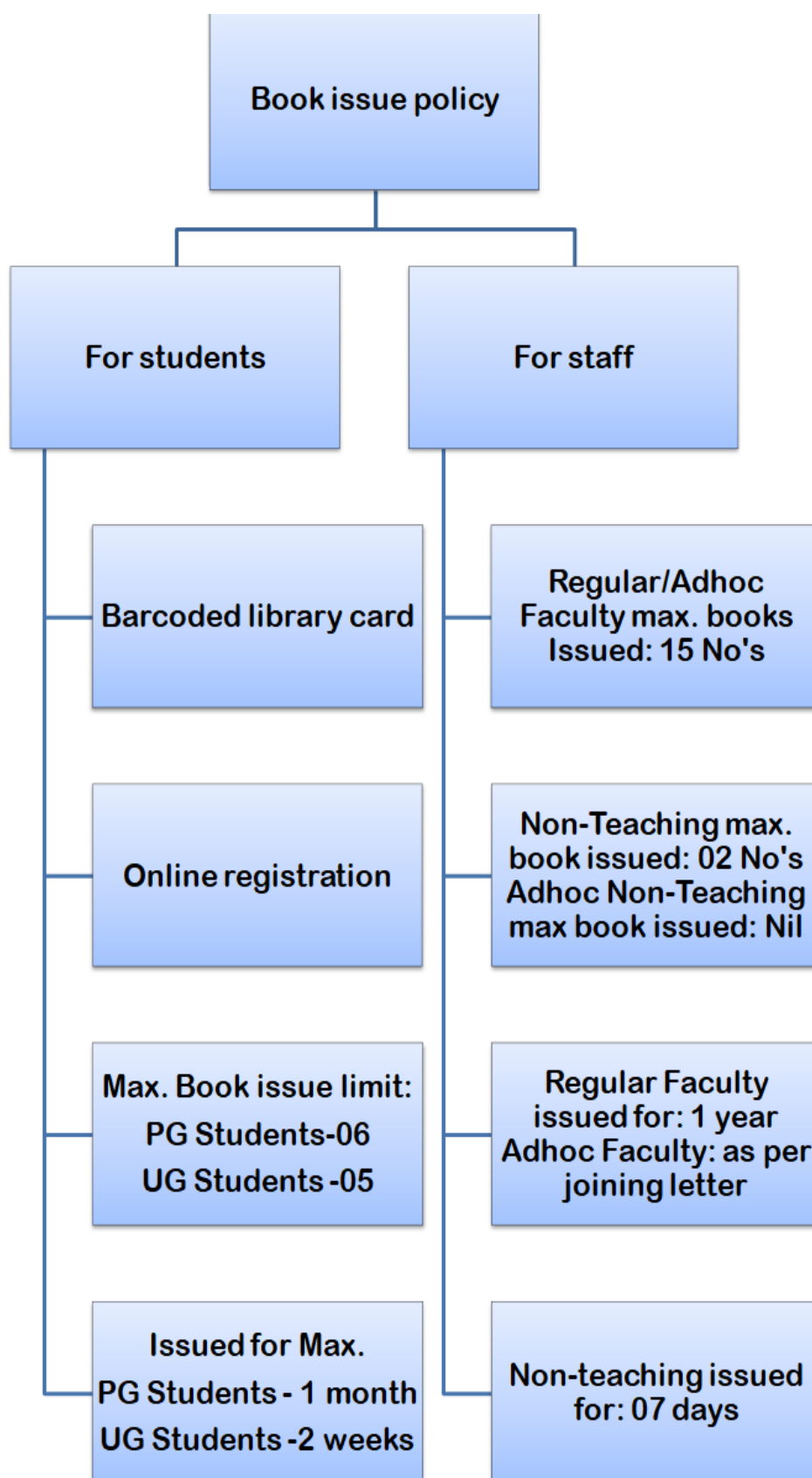
Duration: General Section Books are issued for two weeks Textbook Section Books are issued for one week Reference books are only for consultation

Overdue charges: Rupee One per day for General Section Book Rupees Two per day for Textbook Section Book Overdue charges are to be deposited in the Fine Box

Important: The bar code on the College Identity Card is used for issuing book



Book Issue and Return Policy



Electronic Resources

1. The library subscribes electronic resources provided by National Library and Information Services Infrastructure for Scholarly Content (N-LIST), which is jointly executed by the e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi.
2. It provides for i) cross-subscription to e-resources subscribed by the two Consortia, i.e., subscription to INDEST-AICTE resources for universities and e-ShodhSindhu resources for technical institutions.
3. The library gets access to all the electronic resources subscribed by Delhi University Library System.

Website: <http://cr1.du.ac.in/sub.database/SUBS.E-RESOURCE.htm>

Website: <https://nlist.inflibnet.ac.in/index.php>

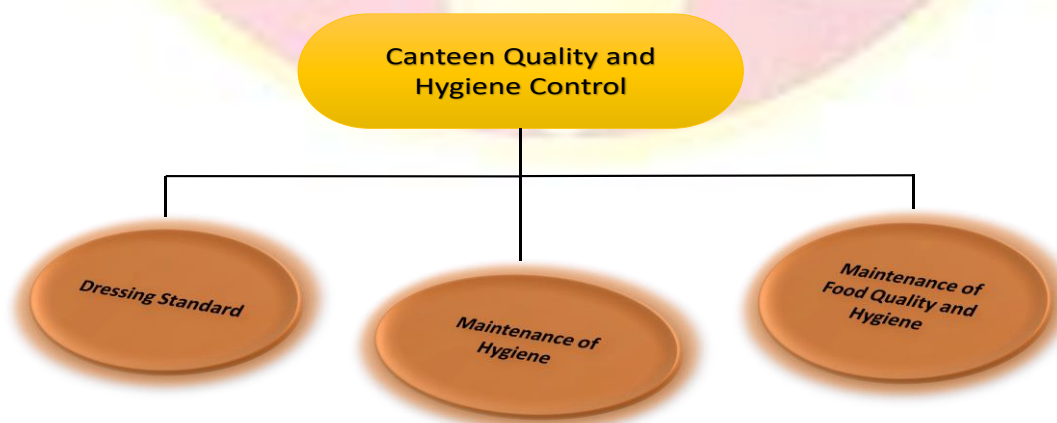
Students can access to all the electronic resources by clicking on the above-mentioned links.

According to October 2020 usage of NLIST, Ramjas College was amongst the TOP 10 USERS

b) Canteen

Our college has a three-storied canteen which can easily accommodate about 150-200 students. It caters around 5000 students everyday with freshly cooked meals and snacks at affordable prices. Regular assessment and inspection of the food items and canteen hygiene is monitored by student welfare committee which comprises of faculty members.

The menu is displayed in the canteen along with the price list.



Timings - All working days including Saturdays from 8:30 am to 5.00 pm.

c) Students Activity Centre

The College has built a specially designed Student Activity Centre where the students of the College can congregate to conduct meetings, discussions and functions regarding academic, cultural, political and other creative activities and also conduct the business of clubs and societies. The extra-curricular activities committee (ECAC) has a dedicated area within the Centre for the conduct of its activities. The Centre has an LCD projection system, besides air conditioners and sound system.

d) Sports Facilities

The college offers excellent sports facilities for numerous games such as Archery, Athletics, Basketball, Volleyball, Chess, Football, Judo, Korfball, Netball, Powerlifting, Taekwondo and Body-building etc. In addition, the students have regularly participated in Inter-University and Inter-College sport events, and have displayed their talent by bagging a number of laurels for their alma mater. In a bid to actively follow and emulate our 'Sports for All' belief, the college also encourages differently-abled students and regularly hosts events for them.

Students can contact Dr. M. Chakravorty and Dr. Arti Dhankhar for any sports related queries.

Ramjas College was also chosen as one of the practice venues for teams participating in the Delhi Commonwealth Games, 2010.

e) Fitness Centre

One of the highlights of Ramjas College Department of Physical Education is its Fitness Center. Its infrastructure and ambience is very pleasing. It is an air-conditioned, well- equipped centre with latest exercise amenities. It is a very popular destination for the students as well as faculty. Many students and faculty have greatly benefitted from the use of the facility. The state of the art gym has the latest in interactive exercise workouts and offers combination of Yoga and Aerobics classes. The gym is provided with shower room and changing room. It has a trainer available during the college timings. There is separate timing for men and women. The college is planning to open a Physiotherapy lab and rehabilitation Centre too.

f) Gender Sensitizing Committee (GSC)

Ramjas College is one of the first colleges in Delhi University to have formed a Gender Forum to offer a platform to students and faculty to discuss and understand issues of gender.

The primary objectives of GSC are as follows:

1. Have frequent interactive discussions with students about all issues of gender and sexual harassment.
2. Organize lecture series, discussion talks, and awareness campaigns.
3. Organize the Annual Gender Forum Festival.

Dr. Savita Bargujar is the Convenor of Gender Sensitizing Committee, 2022-23 and following are the members:

DEPARTMENT	GSC REPRESENTATIVE
Chemistry	Dr. Suruchi
Botany	Dr. Amish Kumar
Commerce	Dr. Surabhi Singhal
Economics	Dr. Bharat Lal Meena
English	Ms. Krispa Ningombam
Hindi	Mrs. Jyotsna Anand
History	Dr. Sujay Biswas
	Ms. Jhansi Rangu
	Mr. Devender Kumar Yadav
Mathematics	Mr. Chandra Prakash
	Mrs. Sandhya Rani
Philosophy	Dr. Amit Kumar Pradhan
Physics	Ms. Sanju Meena
	Dr. Swati Shandilya
Sanskrit	Dr. Sukanya Boruah
Statistics	Dr. Barnali Deka
Zoology	Dr. Neelu Anand Jha
	Dr. Prateek Kumar
Sports	Dr. Arti Dhankhar

f) Conference Hall

The College has an air-conditioned conference room with projector, Wi-Fi and microphone set up. It is located above the canteen and can accommodate more than 150 people. This hall is often utilized for conducting conferences, seminars and workshops.

h) Amphitheatre

The College has an Amphitheatre with the capacity of approximately 500 students. Various student cultural programs and college activities are regularly conducted here. Students can also use the amphitheater facility for practicing choreography, plays, performances etc.

i) Wi-Fi Access in the Campus

- The college is Wi-Fi enabled.
- Wi-Fi related grievances can be addressed by Mr. Sachin and Mr. Sonu in the computer lab, 1st floor, Old Building of the college.

Procedure to avail Wi-Fi connectivity (login-id):

1. A notice is displayed on the college notice board for students to get a login and password for Wi-Fi.
2. The students are given department wise time slots to get their login and password from the Computer Science Department.
3. The student details are checked from student Identity Card, then User-ID and password is created for the students.
4. The Student Login ID along with Name and Roll No. is entered in the Wi-Fi register for the records.
5. Students are advised to change their password immediately after first login.

j) Issue of Laptop to the Students:

Student is required to write an application that is forwarded by the faculty member/TIC of the respective department. The application is submitted to the College Principal's office. Principal of the College will mark the application to the administrative office for further action.

k) First Aid Protocol

- Do not panic
- Do not leave the patient alone and go anywhere
- Give first aid available in each Department
- Report the matter to your teachers / any adult / colleague nearby
- Ask a friend to call the emergency phone numbers
- First Aid-box is available in the medical room, administrative office, Principal Block and all the departments.
- Please contact the following in case of emergency.

Dr. Dilbag Singh (Section Officer)

Mob: 9911529589

Email Id: soadmin@ramjas.du.ac.in

Mr. Harimohan

Mob: 9312045960

Email Id: hmp.hari@gmail.com

Emergency Phone Numbers

WUS Health Centre, North Campus, DU

Phone no: 011-27666-257

Hindu Rao Hospital Malka Ganj

Phone no: 011-23919476

Use emergency/rescue/management contact numbers currently in operation in India:

100 Police

102 Ambulance

101 Fire

108 Disaster management

181 Women's helpline

l) Women Sanitary Napkin Facility

- Women Sanitary Napkin vending machines have been installed in the girls' common room and girl's washroom in the new building.
- Girls are required insert Rs 5/- and Rs 10/- coin in the machine for each napkin.

m) IR Thermometer

- IR Thermometers are available in the administrative office.

n) Photocopy Shop

The photocopy, print out, stationery facility is available throughout the day at nominal charges in the parking area of the College.

o) Green & Clean Campus

Ramjas College campus has an expansive six acres of lush green land that has wide variety of plants and trees. Wet waste from college is used to prepare compost using pit method. The waste is meticulously segregated into dry and wet waste. Separate dustbins for dry and wet waste have been kept in different pathways of the college in order to maintain a clean and green environment.



4) Facilities for Differently Abled Students

Ramjas College is based on the principles of inclusivity and cooperation. It constantly fosters an environment that is conducive to the needs of differently abled students. We have wheelchairs, ramps and tactile at the entry points to cater to the special needs of the students. New building block of the college has lift facility for the convenience of the students. Braille facility in the library is available for the visually impaired students. College related relevant information is provided in

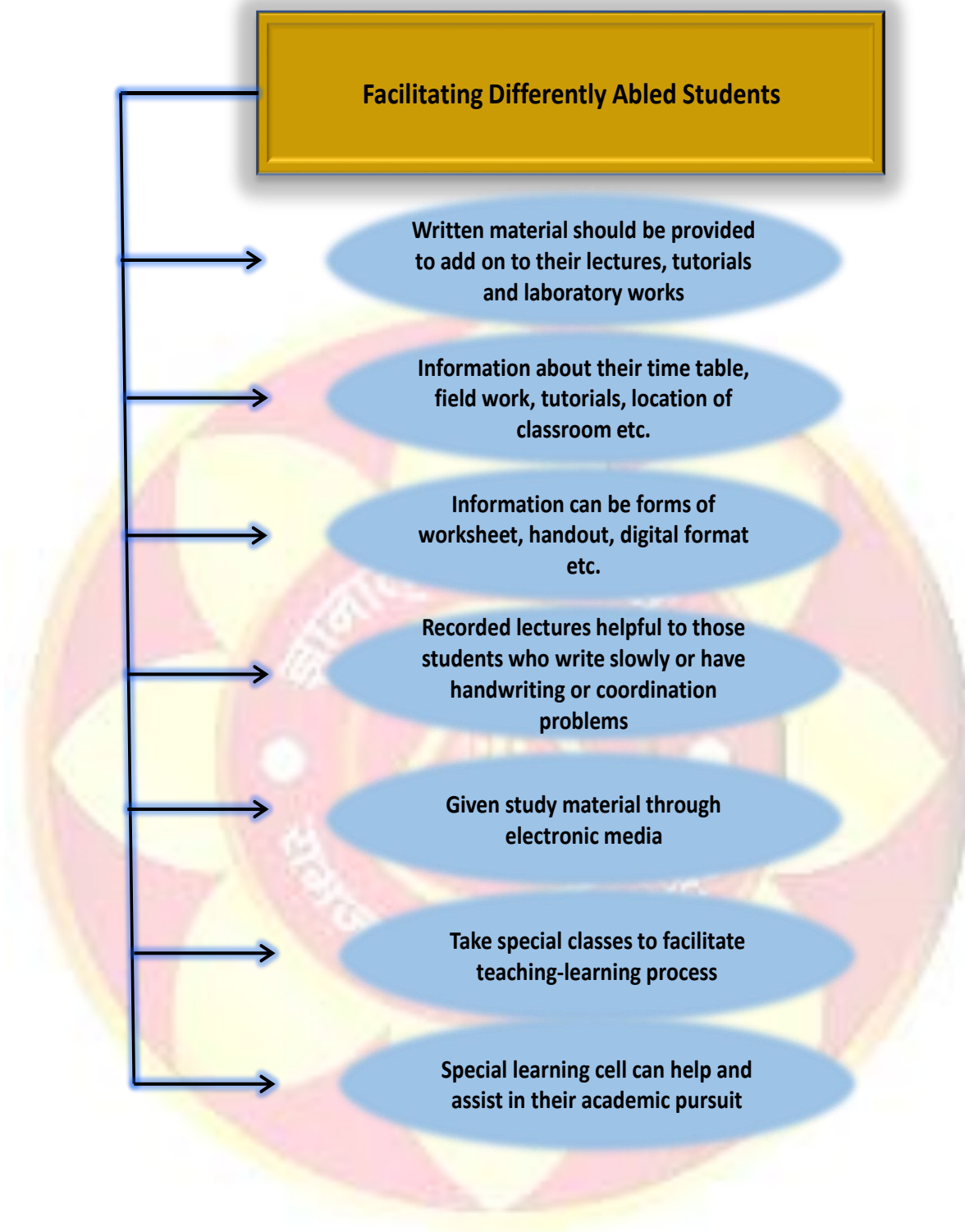
various forms: worksheets, handouts, digital format etc. to help these students avail maximum learning opportunities. The recorded lectures that are provided are helpful to those students who write slowly or have handwriting or coordination problems and also to those who forget things soon on account of the effects of medicine. The special learning cell in the college can help and assist these students in their academic pursuit.

Dr Pritam Singh Sharma (Coordinator, Enabling Unit)

Mobile: 9968012878

Email id: pritamsharma@ramjas.du.ac.in





5) Students Welfare Committee

Ramjas College has Students Welfare Committee for focusing on the well-being of the students. Committee provides financial assistance to the needy students. It also looks after the smooth functioning, hygienic conditions and quality standards of the canteen. In addition to this, the Committee also takes into account several other concerns of the students.

Dr. Ranjana Das (Convenor)
Mobile: 9818616837
Email id: ranjanadas@ramjas.du.ac.in

Department	Members
Physics	Dr. Charu Kapoor
	Dr. Tarun Kumar
Economics	Mr. Anil Kumar
History	Mr. Uma Shankar Pandey
	Ms. Pooja Thakur

6) Students' Union

Ramjas College Students' Union is a democratically elected union of the college. It functions for the welfare of the students and hold accountability to them. Students contest election for the post of President, Vice- President, Secretary, Joint Secretary and Treasurer. A faculty member acts as Student Union Advisor to ensure its smooth conduct. It holds various activities throughout the year to keep students motivated and constructively engaged in the college.

7) Societies

Ramjas College has various societies which provide an excellent opportunity to students where they can showcase their talent as well as hone their skills. The Magazine of Ramjas College, the Anand Parvat, provides a platform to students for literary artistic expressions of their thoughts. The institution, through the College Magazine committee, strives to maintain its rich and thriving literary tradition. Teachers and students work together towards the making of the magazine which highlights the creations, innovations and achievements of individuals as well as groups associated with various departments and societies in the college. Every year, these societies organize the annual festivals where a series of competitions and events are conducted. Students participate actively in the below mentioned societies:

i) Shunya, the Dramatics society

SHUNYA, the dramatics society of Ramjas College aims to present and create plays which are relevant for the society, because theatre is a medium of artistic expression. The society begins its annual working procedure with an enriching four round audition process, full of creative methods and activities to check the spontaneity, acting, writing and creativity of students.

ii) Qnights: The Ramjas Quiz Society

Knights: The Ramjas Quiz Society with an impeccable record is regarded as the best quiz society of Delhi University and one of top quiz societies in India. It has transformed people with no quizzing background but a thirst for knowledge as great quizzers too. Quizzing is one of the only activities which mixes academics and co-curriculars in the best way possible.

iii) Word craft, the Ramjas Literary

Word craft, the Ramjas Literary Society, aspires to be a space where students can come together and tell stories. The society, established in has hosted multiple writers, thinkers, commentators, historians, activists, and art producers to give talks and conduct seminars on myriad thought-provoking subjects.

iv) Ramjas Debating Society

The Ramjas Debating Society has come to be one of the most prestigious debating societies in the country. Over the years, it has established itself as an institution which provides a platform for young minds to discuss, deliberate and debate on the most crucial and relevant topics relating to the cultural, economic and socio-political realms of the society.

v) Focus: The Film and Photography society

Founded in the year 2012, Focus: The Film and Photography society of Ramjas aims at providing a platform for amateurs to nurture their passion for photography besides offering a platform to facilitate the digitalization of creativity. It incorporates a team of 40+ passionate members and about 200+ alumni making their mark in the world of photography, filmmaking and designing.

vi) Ramjas Dance Society

The society provides an amazing platform to all the budding dancers and helps them grow in various dance styles and as a whole. The Aim of the society is to represent our college at different levels, national as well as international.

vii) Backbeat- The Music Society

Backbeat encourages students to step beyond the confines of textbooks. The society provides a forum not only for musical enhancement but for the intellectual, creative and cultural development of students. The society endeavours to bring together all those who share an interest in music- singers, instrumentalists, composers, etc.

viii) Mélange- The Fine Arts Society

Mélange is a community of art enthusiasts with a motive to provide each other a safe space to stay connected and listen to their art. Here, people not only get a platform to perform their art freely but also get insights into different art styles by interacting with fellow artists.

8.) Enactus

Enactus Ramjas is a student-run organization that seeks to uplift communities through entrepreneurial action. Under expert guidance, the student leaders at Enactus engage in the formation and implementation of community development programs. It has been felicitated with numerous grants from KPMG, Godrej, Walmart, Mahindra and other achievements, while gaining national recognition. Team ENACTUS has worked on several projects viz Aarogya, Neer, Nifayaa, Swabun, and TransCreations.

9) Fee & Financial Assistance

i) Course Fee Payment by the Regular Students

- The fee is paid online (as described earlier). It can also be paid by cash deposit as per the details given below:

Name of account holder	: Principal, Ramjas College
Account number	: 520141001194344
Bank name	: Union Bank of India
Branch	: Kamla Nagar, Delhi - 110007
IFSC Code	: UBIN0816531

- Once the course fee is deposited in the above-mentioned account, student must email the receipt of the same at [HYPERLINK OF RAMJAS EXAM BRANCH](#) with all the details like name, course, college roll number, mobile number.
- Student would not be allowed to appear for the examination in case of non-payment of fees.

ii) Fee Concession

STEP 1: Notification for Inviting the Applications

Notice is displayed on the college website and notice boards of all departments; inviting applications from students. The notice indicates that applicant has to submit the following documents (self-attested photocopy) along with the application:

- Marksheet of previous semester given.
- College Identity Card
- Bank Passbook of the student
- Caste certificate, if applicable
- Income Certificate Issued by Tehsildar or SDM Officer

STEP 2: Meeting by Student Welfare Committee

- The Student Welfare Committee holds a meeting after receiving the applications.
- The applications are distributed to faculty representatives of each department of the college.
- Applications and all documents (mentioned in step 1) verified with the corresponding original documents along with the cumulative attendance of the candidate in the last semester attended. A minimum 66.67% attendance is required to qualify for grant of fee concession.

STEP 3: Notification of Selected Students

- Shortlisted candidates are called for the verification of documents.
- After the verification of all documents and attendance records, the lists of selected applications are finalized by the Student Welfare Committee.
- The list of selected students duly signed by the members of the committee is sent to the Principal for approval.
- The names of selected students displayed on the college website and notice board of the college.
- The same is sent to the Account office for sanction of fee concession and the sanctioned amount is transferred to the student's account by the bank.

Note: Income certificate of parents either from the Deputy Commissioner Office/ Revenue department or verified from the resident commissioner of the concerned state must be valid for the current financial year.

10) EXAMINATION

CBCS Mode

The rules of CBCS including the attendance and internal assessment as adopted by the AC (Academic Council) and EC (Executive Council) from time to time by University of Delhi and duly notified to college shall be applicable.

Scheme of Examination

Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified by the University of Delhi. Each Course will carry two components: **Internal Assessment** and **End Semester Examination**.

Since March 2020 (COVID Pandemic period), the examination pattern has been modified. Several changes have been included in the Internal Assessment and End Semester Examination. The guidelines issued by University of Delhi for the current as well as future semesters will be followed. These guidelines may differ from below mentioned points.

I. Internal Assessment

All courses have a component of Internal assessment. The important features of the internal assessment scheme are:

1. That 25% of the maximum marks in each paper in undergraduate courses be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; that the time duration and other modalities of the annual/semester Examination with respect to this 75% component shall remain as per existing schemes of examination for various undergraduate courses. The components of Internal assessment marks for Semester students for all subjects in B.A. (Programme) and B.Sc. (Programme) courses and all papers of the main subjects in B.A., B.Sc. Honours courses will be:
 - (i) 10% weightage for class tests/quizzes in the semester.
 - (ii) 10% weightage for written assignments/projects in the semester.
 - (iii) 5% weightage be given for regularity in attending lectures and tutorials.
 - a) The credit for regularity in each paper, based on attendance, shall be as follows:
 - More than 67% but less than 70% - 1 mark
 - 70% or more but less than 75% - 2 marks
 - 75% or more but less than 80% - 3 marks

80% or more but less than 85% - 4 marks

85% and above - 5 marks

- b) Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, however a student may approach the Principal in exceptional cases for consideration. Please refer to **Ordinance VII. 2. (9) (a) (ii)** for more details.
- c) University of Delhi guidelines will be followed for granting relaxation in attendance as per Ordinance VII. 2.
- d) Attendance is visible to the students through college website.

2. Internal Assessment Marks are shown to the students at the end of each semester and thereafter communicated to the University.

3. In the case of students who repeat one or more paper(s), or all papers of semester of Part I or Part II or Part III, the Internal Assessment marks shall be carried forward. (as per Ordinance VIII E)

II. End Semester Examination

1. Examination in Physical Mode

(i) Enrolment for Examination

- a) **Notification:** Notice is displayed on the college notice board and website to inform the students about filling of examination form and submission of fee (along with fee amount) at the end of each semester.
- b) **Submitting Fee:** The examination fee is to be submitted online and a print out of the examination fee receipt is to be taken after successful payment. The mode of online payment may change, thus always specified in the notification.
- c) **Filing of Examination Form:** The examination form is made available on the college website for downloading (<https://slc.uod.ac.in/>) or the hard copy of the form can be collected from the Administration Office.
- d) **Submission of Examination Form:** Properly filled examination form is to be submitted to the Administration Office along with the fee receipt within the specified duration mentioned in the notification.
- e) **Collecting Provisional Admit Card:**
 - After collecting the examination form and fee receipt, the student details are entered on the University Portal by deputed person from the Administration Office and Provisional Admit Card is generated.
 - Notice is displayed on the college notice board and website to inform the students to collect their provisional admit card.

f) **Submitting Provisional Admit Card:**

- After collecting the provisional admit card, students are required to check if any correction(s) is/are required.
- In case any correction is required, the student has to intimate the same to the Administration Office. A new provisional admit card will be provided to the student with specified correction(s) the same day or on the next working day.
- All the students have to submit their provisional admit card to Administration Office within the specified duration after:
 - pasting recent passport size photograph
 - signing the provisional admit card

g) Collecting Final Admit Card: After receiving the provisional admit card with signature and photograph, admit cards are sent for approval from the Principal. Once all the admit cards are signed by the Principal, a notice is displayed on the college notice board and website to inform the students to collect their final admit card. Once the admit cards is signed by the principal, further corrections in admit card(s) is/are not permissible.

(ii) Conduct of Examinations:

All guidelines issued by University of Delhi regarding the code of conduct for the students will be followed.

a) Practical Examinations

Date-sheet:

- The practical examination dates are finalized by the concerned Department of the college within the period directed by University of Delhi.
- The date-sheet is displayed on the notice board of the Department as well as college website.

Conduct of Practical Examination:

- All the practical examinations are conducted as per the date-sheet.
- All the relevant files/reports/assignments related to the practical are to be submitted on or before the day of practical examination.

b) Theory Examinations

Date-sheet:

- Examination date-sheets are released by University of Delhi on its website (<http://exam.du.ac.in/date-sheets.html>), separately for

(a) Core papers/Discipline-specific electives (DSE)/ Skill Enhancement Courses (SEC)

- (b) Ability Enhancement Compulsory Courses
- (c) Generic Electives (GE)

Conduct of Theory Examinations:

- The seating plan for conducting theory examination is displayed by college on its notice board, main entrance gate, and outside each examination hall.

Code of Conduct in Examination Hall

- Students are not allowed to carry any material inside the examination hall other than the items required for writing the answers and admit card.
- Eatables are not allowed inside the examination hall.
- Drinking water is provided occasionally and on request.
- No student shall tear a leaf or a part of it from the answer book or a continuation sheet.
- Students are forbidden to remove any paper from the room, except the question paper.
- Mobile phones are strictly prohibited in the examination hall.
- *A student who is found guilty of using dishonest or unfair means or disorderly conduct during the examination may be disqualified from the examination by the University of Delhi. Further the student may be debarred from appearing in any future examination of the University for a period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examination of the University.*

The following points regarding this are to be noted:

According to Ordinance X- A, the use of dishonest or unfair means in the examination are as follows:

- Assisting in any manner whatsoever any other candidate in answering the question paper during the course of examination.
- Carrying into the examination hall any book, paper, notes or any other material, likely to be used by the candidate, directly or indirectly, in connection with the examination.
- Smuggling in answer books or continuation sheets.
- Taking out or arranging to send out answer books, its pages or continuation sheets.
- Impersonation during examination.
- Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
- Communicating with or talking to any other candidate unauthorized person/ in or around the examination room during the course of the examination.

Disorderly conduct in the examination includes:

- Misbehavior in connection with the examination, with the superintendent, the invigilator on duty or with any other in or around the examination centre, during or after the examination hour.
- Leaving the examination room before the expiry of half an hour without handing over the answer book, to the invigilator or without signing the attendance sheet.
- Intentionally tearing off the answer book pages thereof or the continuation sheets.
- Disturbing or disrupting the process of examination.
- Inciting others to leave the examination hall or to disturb or to disrupt the examination.
- Carrying into the examination centre any weapon of offence.

Important links:

1. [Undergraduate syllabus](#)
2. [University of Delhi Examination Website](#)
3. [University of Delhi: Rules, Policies and Ordinances](#)

2. Examination in Remote mode: Open Book Examination (OBE)

The latest notification regarding mode of examination that has been released by University of Delhi is given below:



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

Ref. No./Exam-VII(Conduct)/2021-22/06

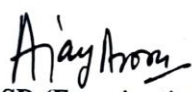
Dated 11.02.2022

NOTICE

It is hereby informed to all concerned that University of Delhi on the basis of recommendations of the Working Group for Examinations has decided that all the examinations which shall be conducted during the month of March and April 2022 (Odd Semester Examinations I/III/V/VII), shall be conducted in Open Book Examination (OBE) mode.

Further, all the examinations which shall be conducted during the month of May 2022 and onwards (Even Semester Examinations II/IV/VI/VIII) shall be conducted in Physical Mode.

The detailed guidelines in this regard shall be issued shortly.


OSD (Examinations)


Dean (Examinations) 11/2/2022

11) Mentoring Students

- The University Grants Commission has formulated the Guidelines on safety of the students on and off Campuses of Higher Educational Institutions (HEIs).
- One of the important components of the guidelines is that all the HEIs should mandatorily put in place a broad-based "Students Counselling System" for the effective redressal of problems and challenges faced by students.
- It is a unique, interactive and target-oriented system, involving students, teachers and parents to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of other academic worries.
- It bridges formal as well as communicative gaps between the students and the institution at large.
- Teacher counsellors act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) throughout the year, to cater to their emotional and intellectual needs and guide them to move up in their career at regular intervals.
- Teacher counsellors exchange personal details of students, academic record and behaviour patterns for prompt pre-emptive or corrective action.
- The college has a system of Students' Mentoring where teachers interact with the students regularly.
- The present standard operating manual followed in the college is uploaded on the <https://ramjas.du.ac.in/college/web/index.php?r=sop/sop-for-student>

12) Code of Conduct

Students shall conduct themselves in a civil and dignified manner, and desist from offensive behavior towards any section of the college community. All notices/circulars issued by the University of Delhi or the college in this regard will be binding on all students.

Code of conduct for online learning

- The formal environment of the online class requires you to use appropriate language, mutual respect etc.
- No exchange of obscene/vulgar post, video, pics etc.
- Do not share the joining link of any online class with students of other colleges or friends. Misusing or distributing the joining link will be treated as academic misconduct.
- Students must use a profile picture and video feed background that is appropriate for an educational environment.
- All communications with other students must be of a course-related nature.
- No recording of the meetings/discussion without the permission of concern organizer.

COVID Protocol

- Use of mask is compulsory in the college premises.
- Maintaining social distancing.
- Follow the COVID guidelines issued by the government of India, University of Delhi or framed by the college.
- Violation of COVID protocol will invite the penalty and disciplinary action.

Some important links related to COVID

Link:

<http://www.du.ac.in/uploads/COVIDCARE/index.html>

http://www.edudel.nic.in/upload/upload_2021_22/548_64_dt_06022022.PDF

<http://it.delhigovt.nic.in/writereaddata/Odr2022711235.pdf>

<https://rcs.delhigovt.nic.in/sites/default/files/All-PDF/order%2B457.pdf>

https://www.mha.gov.in/sites/default/files/MHAOrderdt_28092021.pdf

Implementation of anti-ragging protection

Stage I

When any incident of mischief defined as ‘ragging’ under clause 3 of the UGC regulation on “Curbing the menace of ragging in higher educational institutions, 2009” is reported to have been committed, then as the foremost provision as contemplated under clause 7 of the abovementioned Ragging regulation, shall be put into effect. As per the Ragging Regulation, the Head of institution shall immediately determine if the complaint made as an act of ragging is punishable within the purview of ‘penal laws’. If the case is so, then either the Principal or any authorized member of the Anti-Ragging Committee can lodge a First Information Report (FIR), within twenty four hours from the receipt of such complaint.

Stage II

The institution shall undertake disciplinary action against the student (s) for ragging under clause 9 of the Anti-Ragging Regulation.

The institution shall punish the student(s) found guilty of ragging after following the procedure enunciated as follows:

- i. The Anti-Ragging Committee of the institution shall take an appropriate decision in regard to punishment or otherwise, depending upon the fact of the incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti-Ragging Committee.
- ii. The Anti-Ragging Committee may, depending on the nature and gravity of the act of ragging as established by the Committee, may give one or more of the following punishments:
 - a) Suspension from attending classes and other institutional privileges
 - b) Withholding/withdrawing scholarship/fellowship and other benefits
 - c) Debarring the student from appearing in any examination or other evaluation process
 - d) Withholding results of the guilty
 - e) Debarring from representing the institution in any national/international forums
 - f) Suspension/expulsion from hostel
 - g) Cancellation of admission
 - h) Rustication of the student from the institution from one to four semesters
 - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

- j) If the student who committed or abetted the act of ragging is not identified, the institution can resort to collective punitive action.

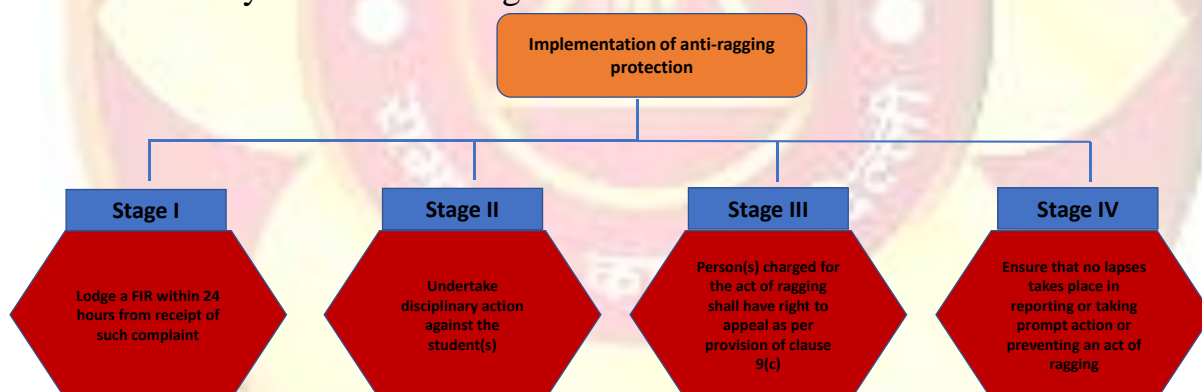
Stage III

To be fair, the person(s) charged for the act of ragging shall have the right to appeal as per the provisions of clause 9 (c) of the Anti-Ragging Regulations as follows:

- i. In case of an order of an institution, affiliated to or constituent part of a University, to the Vice Chancellor.
- ii. In case of an order of a University, to its Chancellor.
- iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

Stage IV

The institution also needs to ensure that no lapses on the part of the faculty or the staff of the institution takes place in reporting or taking prompt action or preventing an act of ragging, failing which the disciplinary or appropriate action as deemed fit shall be taken by the institution against such members.



Discipline Guidelines

1. Students are responsible for their conduct within the college premises and are prohibited from doing anything, either inside or outside the College, which will amount to a breach of discipline or interference in the smooth functioning of the college. A student shall be liable to disciplinary action for any act of indiscipline. Disciplinary action may involve warning and/or suspension from classes, from the examinations, from the college library or even from the college. All the rules and norms as provided in Ordinance XV (B), XV (C) and XV (D) of the “Rules of
2. Discipline of the University of Delhi” would be strictly adhered to in case of any act of indiscipline.
3. Students shall conduct themselves in a civil and dignified manner, and desist from offensive behaviour towards any section of the college community. Uncivilized behaviour and/or language shall be sternly dealt with.
4. A student who faces any disciplinary action shall not be eligible for any special recognition from the college. This includes all kind of participation in intra-college and inter-college activities, scholarships, financial assistance provided to students and participation in the college festival “Srijan” and all other sports activities.
5. Students shall maintain silence and decorum in class rooms and desist from disorderly behaviour. They must not loiter in the corridors or in front of class rooms or office rooms and create noise. During their free periods, students are advised to work in the library or “reading room”, or spend time in the “common room”, without causing any disturbance whatsoever. Verbal abuses will also be considered as violation of the discipline.
6. Playing any sports in the college corridors is strictly not allowed. Students are advised to avoid playing cards in the college campus.
7. Smoking in the college premises is an offence and is strictly prohibited under the law.
8. Possession or the consumption of alcohol/ drug or any other addictive/illegal material is strictly prohibited in the college premises and will lead to termination from the college.
9. Ragging in any form is strictly prohibited and is a punishable offense. Anyone involved in such cases will be dealt strictly with according to the rules of University of Delhi.
10. Students shall take proper care of the college furniture and fixtures. They must not cause any damage to the college property. It could attract disciplinary action against them.
11. Students are notified to not litter, lay or throw any kind of garbage in and around the campus.
12. A designated parking space is provided for all students to park their vehicles with the valid sticker issued to them for the same. No vehicle would be allowed to be parked in any other part of the college premises.

13. Students cannot form any society/club in the college without the prior permission of the Principal, nor shall any person can be invited to address a meeting in the college without the formal consent of the Principal.
14. Students suffering from any contagious or infectious disease are suggested to not attend college during the phase of illness.
15. Students who regularly are absent from the college for no valid reasons can be removed from the college rolls.
16. All notices/circulars issued time to time will be binding on all students without exception.
17. The college has a zero- tolerance to ragging and very strict anti-ragging policy. Kindly go through the document provided in the following link:
http://www.du.ac.in/du/uploads/anti_ragging/11072017_antiragging_guidelines.pdf

13) Ordinances:

ORDINANCE XV-B: Maintenance of Discipline among Students of the University:

1. University: 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:
 - i. 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.
 - ii. Carrying of, use of, or threat to use of any weapons;
 - iii. Any violation of the provisions of the Civil Rights Protection Act, 1976;
 - iv. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - v. Any practice-whether verbal or otherwise-derogatory of women;
 - vi. Any attempt at bribing or corruption in any manner;
 - vii. Wilful destruction of institutional property;
 - viii. Creating ill-will or intolerance on religious or communal grounds;
 - ix. Causing disruption in any manner of the academic functioning of the University system;
 - x. Ragging as per Ordinance XV-C.

In case of any emergency students can:

- Call 24X7 U.G.C. Anti-Ragging Helpline No. 1800-180-5522 (Toll – Free – 24x7), or
- Call Joint Control Room (North Campus) at 27667221, or
- Call Joint Control Room (South Campus) at 24119832, or
- Call 112, 100, or inform your nearest PCR van, or

University Email-id: proctor@du.ac.in

MHRD Email-id: helpline@antiragging.in

Additional information can also be obtained from

http://www.du.ac.in/uploads/new-web/20112021_Duty-Chart.pdf (Annexure-II)

Discipline Committee Members:

- 1) Prof. Suresh Kumar Convenor
- 2) Dr. Arti Dhankhar (N.S.S. Incharge), Sports Committee Convenor
- 3) Dr. Amit Kumar Pradhan, Convenor ECAC
- 4) Prof. Sunil Kumar, Convenor ASC Science
- 5) Dr. Dhani Ram, Convenor ASC Arts & Commerce
- 6) Prof. Sunil Kumar, Hostel Warden
- 7) Dr. Poonam Dwivedi, Ex-Convenor

Anti-Ragging Committee of Ramjas

S. No.	Name	Department
1	Dr. Nirbhay Singh, Dr. Neelam Singh	Hindi
2	Dr. Charu Dogra Rawat, Dr. Sandeep Kumar	Zoology
3	Dr. Rameshwar	Sanskrit
4	Dr. M. Chakravorty, Dr. Arti Dhankhar	Sports and Phy. Sciences
5	Mr. A Vijay Kumar ,Mr. Ashutosh Das	Economics
6	Dr. Jyotish, Mrs. Sandhya Rani	Mathematics
7	Mr. Rajendra Parihar, Mr Siddharth Sharma	English
8	Dr. Shuchi Verma, Dr. Maghu Bala Raigar	Chemistry
9	Dr. Alok Kumar, Dr. Anupama Razdan	Botany
10	Dr. S.K. Jha, Dr. Anupam	Stats
11	Mr. Devender Kumar Yadav, Mr. Ram Shankar Sah	History

12	Dr. Swati Shandilya, Dr. Tarun Kumar	Physics
13	Dr. Bijay Kumar Mohanty, Dr. Devika Malhotra	Pol Science
14	Dr. Amit Pradhan, Dr. Meeta Nath	Philosophy
15	Dr. Om Parkash, Dr. Arvind Gupta	Commerce

Internal Complaint Committee (ICC) for Sexual Harassment

The Internal Complaints Committee (ICC) is constituted in each college of University of Delhi under “The sexual harassment of women at workplace (prevention, prohibition and redressal) act, 2013”. The University of Delhi has notified that the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 supersede the University Ordinance XV-D, through its notification dated 9th January 2014. The Act provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Its composition is as per section 4 of the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 published on 2nd May 2016.

The College Internal Complaint Committee (ICC) takes care of the cases related to Sexual Harassment. The details are available on the college website.

Members:

Dr. Reetu Sharma, Presiding Officer (Email: reetusharma@ramjas.du.ac.in)
 Prof. Hardeep Kaur (Email: hardeepkaur@ramjas.du.ac.in)
 Prof. Sunil Kumar (Email: skumar@ramjas.du.ac.in)
 Ms. Archana Pathak Dave (Adv.) (Email: archana.p.dave@gmail.com)
 Ms. Gaganpreet Kaur
 Mr. Balkishan

Elected Students Representative:

Ms. Arundhati Singh (Email: arundhati.singh2@gmail.com, 9696675353)
 Ms. Ayushi Jain (Email: jainaayushi708@gmail.com, 9870312889)
 College ICC email id: icc@ramjas.du.ac.in

Members:

- Dr. Reetu Sharma, Presiding Officer (Email: reetusharma@ramjas.du.ac.in)
- Prof. Hardeep Kaur (Email: hardeepkaur@ramjas.du.ac.in)
- Prof. Sunil Kumar (Email: skumar@ramjas.du.ac.in)

- Ms. Archana Pathak Dave (Adv.) (Email: archana.p.dave@gmail.com)
- Ms. Gaganpreet Kaur
- Mr. Balkishan

Elected Students Representative:

- Ms. Arundhati Singh (Email: arundhati.singh2@gmail.com, 9696675353)
- Ms. Ayushi Jain (Email: jainaayushi708@gmail.com, 9870312889)

All the rules and norms as provided in **Ordinance XV (B), XV (C) and XV (D)** of the “Rules of Discipline of the University of Delhi” would be strictly adhered to in case of any act of indiscipline.

ORDINANCE XV-B: (Maintenance of Discipline among Students of the University)

ORDINANCE XV-C: (Prohibition of and Punishment for Ragging)

ORDINANCE XV-D: (Prohibition of and Punishment for Sexual Harassment).

See **Annexure III** for the details

Consequences

Violations of guidelines (Discipline, Parking, Sexual harassment, Ragging and Online conduct) would invite a disciplinary action and strict action will be taken against the student/students involved as per the university rules or any action which is deemed fit or recommended by the college.

Annexure I

Important links

1. <https://ramjas.du.ac.in/college/web/index.php?r=site/departments>
2. <https://ramjas.du.ac.in/college/web/index.php?r=site/departments>
3. <https://ramjas.du.ac.in/college/web/index.php?r=students-zone/time-table>

**UNIVERSITY OF DELHI****Office of the Proctor**

Conference Centre, 1st Floor
Opp. Botany Department
Chhatra Marg, Delhi-110007

Tele : 011-27667291
Telefax : 011-27667221
e-mail : proctor@du.ac.in

No. PCTO/42/2021/

Dated : 18/11/2021

DUTY CHART

(For prevention of ragging on account of University's reopening)
North Campus from 22.01.2021 to 26.11.2021

Anti-Ragging Squad**NORTH CAMPUS** (Joint Control Room, Room No. 10, Conference Centre)

Prof. Neeta Sehgal (Proctor)
Prof. Rajeev Gupta (DSW)
Prof. Manoj Kumar Singh (Jt. Proctor)
Prof. Anupam Jha (Jt. Proctor)
Dr. Swasti Alpana (Dy. Proctor)
Dr. Hena Singh (Dy. DSW)
Dr. Sangeeta D. Gadre (Dy. DSW)
Dr. Bipin Kumar Tiwary, OSD (EOC)

Team Members	Timing
Prof. Neeta Sehgal Prof. Rajeev Gupta Prof. Anupam Jha Dr. Swasti Alpana Dr. Sangeeta D. Gadre	09.00 am to 01.00 pm
Prof. Neeta Sehgal Prof. Rajeev Gupta Prof. Manoj Kumar Singh Dr. Swasti Alpana Dr. Hena Singh	02.00 pm to 06.00 pm
Dr. Bipin Kumar Tiwary, OSD (EOC) (PWD Students)	10.00 am to 05.00 pm

Patrolling on all Days (North Campus) including Dhaka Complex

Mr. Gaje Singh (Chief Security Officer) 9810193944
Mr. Krishan Kumar (Security Officer) 9811377377

SOUTH CAMPUS (Tel. 24119832) on all days from 9.00 a.m. to 5.30 p.m.

Prof. Sanjeev Singh (Joint Proctor) 9212002844
Prof. Mridula Gupta (Joint DSW) 9810868230

Patrolling on all days (South Campus)

Mr. Y.P. Singh (Asstt. Security Officer) 9716076684

Contd...2/-

Office Staff of Joint Control Room (From 9.00 a.m. to 5.30 p.m.)

Name	Designation	Contact No.
Mrs. Lata Nayyar	Personal Assistant	27667291
Mr. Raghav Ram	Senior Assistant	9013550637
Mr. Ram Kumar	Junior Assistant	7503996815
Mr. Omparkash Singh	Office Attendant	9990693196

JOINT CONTROL ROOM (NORTH CAMPUS)

PROCTOR	(Prof. Neeta Sehgal)	9560603288
Joint Proctor	(Prof. Manoj Kumar Singh)	9899756887
Joint Proctor	(Prof. Anupam Jha)	9868620205
Deputy Proctor	(Dr. Swasti Alpana)	9717138131

DSW	(Prof. Rajeev Gupta)	9810001819
Deputy DSW	(Dr. Hena Singh)	9205261081
Deputy DSW	(Dr. Sangeeta D. Gadre)	9811366656
OSD (EOC)	(Dr. Bipin Kumar Tiwary)	9811426337

DCP (North District)	23817012, 9818099045
Station House Officer, Maurice Nagar Police Station	27667178, 8750870128

JOINT CONTROL ROOM (SOUTH CAMPUS)

Joint Proctor (Prof. Sanjeev Singh)	9212002844
Joint Dean Students' Welfare (Prof. Mridula Gupta)	9810868230
Asstt. Security Officer (Mr. Y.P. Singh)	9716076684

STATION HOUSE OFFICER (SOUTH CAMPUS)	261777178
INCHARGE POLICE POST SOUTH CAMPUS	24112141

All are requested to kindly help and cooperate in this venture.

Neeta Sehgal
PROCTOR 20/11/21

P.S. Necessary Watch and Ward arrangements at the Joint Control Room/s will be provided by the respective Security Officers at North and South Campuses.

Copy forwarded for information to:

The Vice-Chancellor/Pro-Vice-Chancellor/Director, South Campus, Dean of Colleges/Registrar

Rules, Policies & Ordinances are available from the University of Delhi website

<http://www.du.ac.in/index.php?page=rules-and-policies>

http://www.du.ac.in/uploads/Rules_Policies_Ordinances/Acts/pages/act-iii.pdf

ORDINANCE XV-B: Maintenance of Discipline among Students of the University:

- All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
- 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.
- Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
 - 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.
 - Carrying of, use of, or threat to use of any weapons;
 - Any violation of the provisions of the Civil Rights Protection Act, 1976;
 - Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - Any practice-whether verbal or otherwise-derogatory of women;
 - Any attempt at bribing or corruption in any manner;
 - Wilful destruction of institutional property;
 - Creating ill-will or intolerance on religious or communal grounds;
 - Causing disruption in any manner of the academic functioning of the University system;
 - Ragging as per Ordinance XV-C.
- 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-
 - be expelled; or
 - be, for a stated period rusticated; or
 - be not for a stated period, admitted to a course or courses of study in a College,
 - Department or Institution of the University; or
 - be fined with a sum of rupees that may be specified; or
 - be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or

- The result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled.
- 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.
- 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.

ORDINANCE XV-C: Prohibition and Punishment for Ragging

- 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.
- Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- 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-
 - involve physical assault or threat to use of physical force;
 - violate the status, dignity and honour of women students;
 - violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - expose students to ridicule and contempt and affect their self-esteem;
 - entail verbal abuse and aggression, indecent gestures and obscene behaviour.
- The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.

- 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.
- The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- 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.
- When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his / her decision shall be final.
- 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.
- 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 years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
- 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.
- 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.
- All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and 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.

Prohibition and Punishment for Sexual Harassment under ORDINANCE XV-D

The present ordinance of university of Delhi is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Delhi University. The ordinance will also apply to outsiders and residents, on the Delhi University campus, to the extent specified herein these rule and procedures.

ORDINANCE XV-D

http://www.du.ac.in/uploads/new-web/notifications-2021/25022021_Ord-XV-D-Sexual-Harassment-Appendix-A.pdf

UGC regulation on Sexual Harassment:

http://www.du.ac.in/uploads/12022018_IIC_UGC-regulations_sexual-harassment.pdf



रैबिंग का पूर्णतः निषेध



रैबिंग के लिए निर्धारित दण्ड
निलम्बन व निष्कासन व डिग्री का रद्द होना और दण्डात्मक कार्यवाही

सूचित करें

- ❖ शिकायत लिखित रूप में महाविद्यालय की शिकायत पेटी में डालें
- ❖ नज़दीकी पी.सी.आर. वैन को सूचित करें
- ❖ विश्वविद्यालय सूचना केन्द्र पर सूचित करें
(सोमवार से शुक्रवार) प्रातः 9.00 बजे से सांय 5.30 तक
- ❖ गुन्टी-रैबिंग / हिंमत ऐप का प्रयोग करें।
- ❖ ई-मेल करें : proctor@du.ac.in
helpline@antiragging.in
infocentre@du.ac.in

सम्पर्क करें

- 2766 7221 संयुक्त नियंत्रण कक्ष (उत्तरी परिसर)
- 2411 9832 संयुक्त नियंत्रण कक्ष (दक्षिणी परिसर)
- 2700 6900 विश्वविद्यालय सूचना केन्द्र (प्रातः 9.00 बजे से सांय 5.30 तक)
- 1800-180-5522 यू.पी.सी. गुन्टी-रैबिंग सहायता दूरभाष (टोल-फ्री-24x7)
- 100 पुलिस

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय, विभाग, छात्रावास, संस्थान में रैबिंग किसी भी प्रकार से पूर्णतः निषेध है।



**कुलानुशासक कार्यालय, दिल्ली विश्वविद्यालय,
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007,**

Say No to

RAGGING

Don't Support

RAGGING

But Report

JOIN HANDS
TO MAKE CAMPUS
RAGGING FREE

Cancellation of Degree

Withholding of Results

Suspension

Rustication

Expulsion

Debarring



Prosecution for Criminal Act

INFORM

- Drop written complaint in the complaint box
- Inform nearest PCR van
- Use Anti-Ragging / Himmat App
- Email : proctor@du.ac.in
helpline@antiragging.in
infocentre@du.ac.in

CONTACT

27667221

Joint Control Room
(North Campus)

2411 9832

Joint Control Room
(South Campus)

1800-180-5522

U.G.C. Anti-Ragging Helpline
(Toll-Free - 24 x7)

112

Police

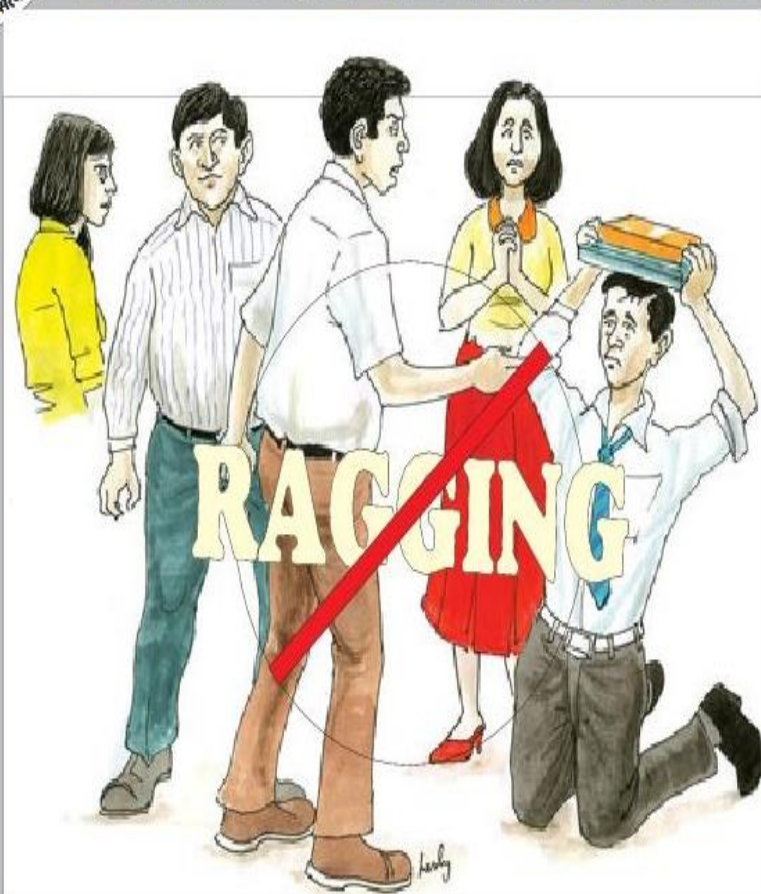
Ragging in any form is strictly prohibited within premises of Colleges / Departments / Hostels / Institutes / any part of Delhi University System



Proctor's Office, University of Delhi,
Conference Centre, First Floor, Delhi-110007



ZERO TOLERANCE TO RAGGING



Ragging in any form is strictly prohibited within premises of
Colleges/Departments/Hostels/Institutes
and any part of Delhi University System as well as on public transport



ZERO TOLERANCE TO RAGGING

Ragging in any form is strictly prohibited within the premises of **Colleges/Departments/Hostels/Institutes** and any part of the University of Delhi System as well as on public transport.

RAGGING COMPLAINT MECHANISM

- ◆ Drop a written complaint in the complaint box in your College or
- ◆ Call Joint Control Room (North Campus) at **2766 7221** or
- ◆ Call Joint Control Room (South Campus) at **2411 9832** or
- ◆ Call **24 x 7** National Anti-Ragging Helpline No. **1800-180-5522** or
- ◆ Call **100** or inform your nearest **PCR** van or
- ◆ Inform at University Information Centre at **155215, 27006900** (Monday to Friday)
- ◆ Email to **proctor@du.ac.in/infocentre@du.ac.in**

Punishment for ragging : Suspension or Expulsion or Cancellation of Degree, Penal Action

Issued by : **Proctor's Office, University of Delhi,**
Conference Centre, First Floor, Delhi-110007 **Telefax : 27667221**



रैगिंग का पूर्णतः निषेध

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय/विभाग/छात्रावास/संस्थान में रैगिंग किसी भी प्रकार से पूर्णतः निषेध है, चाहे वह सार्वजनिक परिवहन में ही क्यों न हो।

रैगिंग शिकायत प्रक्रिया

- ◆ अपनी शिकायत लिखित रूप में महाविद्यालय की शिकायत पेटी में डालें या
- ◆ संयुक्त नियंत्रण कक्ष (उत्तरी परिसर) **27667221** पर सूचित करें या
- ◆ संयुक्त नियंत्रण कक्ष (दक्षिणी परिसर) **24119832** पर सूचित करें या
- ◆ राष्ट्रीय एन्टी-रैगिंग सहायता दूरभाष नं. **1800-180-5522** पर **24 x 7** सूचित करें या
- ◆ **100** नं. पर या नजदीकी पी.सी.आर. वैन को सूचित करें या
- ◆ विश्वविद्यालय सूचना केन्द्र **155215, 27006900** (सोमवार से शुक्रवार) पर सूचित करें या
- ◆ ई-मेल करें **proctor@du.ac.in, infocentre@du.ac.in**

रैगिंग के लिए निर्धारित दण्ड : निलम्बन व निष्कासन व डिग्री का रद्द होना और दण्डात्मक कार्यवाही

कुलानुशासक कार्यालय द्वारा जारी : दिल्ली विश्वविद्यालय,
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007, फोन एवं फैक्स : **27667221**

JOIN HANDS TO MAKE CAMPUS RAGGING FREE



RAGGING IS ANY ACT RESULTING IN

- Mental/Physical/Sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/Wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/Extortion
- Use of Force

DON'T SUPPORT RAGGING BUT REPORT

U.G.C. Anti-Ragging Helpline (Toll-Free-24X7) **1800-180-5522**

Control Room, University of Delhi **2766 7221**

Issued by : **PROCTOR'S OFFICE, UNIVERSITY OF DELHI**

रैगिंग

का पूर्णतः निषेध



रैगिंग के लिए निर्धारित दण्ड
निलम्बन व निष्कासन व डिग्री का रद्द होना और दण्डात्मक कार्यवाही

सूचित करें

- ❖ शिकायत लिखित रूप में महाविद्यालय की शिकायत पेटी में डालें
- ❖ नज़दीकी पी.सी.आर.वैन को सूचित करें
- ❖ विश्वविद्यालय सूचना केन्द्र पर सूचित करें
(सोमवार से शुक्रवार) प्रातः 9.00 बजे से सांय 5.30 तक
- ❖ पुन्टी-रैगिंग / हिंमत ऐप का प्रयोग करें।
- ❖ ई-मेल करें: proctor@du.ac.in
helpline@antiragging.in
infocentre@du.ac.in

सम्पर्क करें

- 2766 7221 संयुक्त नियंत्रण कक्ष
(उत्तरी परिसर)
- 2411 9832 संयुक्त नियंत्रण कक्ष
(दक्षिणी परिसर)
- 2700 6900 विश्वविद्यालय सूचना केन्द्र
(प्रातः 9.00 बजे से सांय 5.30 तक)
- 1800-180-5522 यू.पी.सी. पुन्टी-रैगिंग दहावता बूरभाष
(टोल-फ्री-24x7)
- 100 पुलिस

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय, विभाग,
छात्रावास, संस्थान में रैगिंग किसी भी प्रकार से पूर्णतः निषेध है।



कुलानुशासक कार्यालय, दिल्ली विश्वविद्यालय,
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007,

रैगिंग

रैगिंग

का समर्थन न करें
लेकिन सूचित करें

रैगिंग मुक्त कैम्पस
हेतु हाथ मिलाएं

डिग्री रद्द करना

परिणाम रोककर रखना

निलम्बन

निष्कासन

बहिष्कार

बाधा डालना



आपराधिक अधिनियम के लिए अभियोजन

सूचित करें

- शिकायत लिखित रूप में महाविद्यालय की शिकायत पेटी में डालें
- लज्जदीकी पी.सी.आर. बैन को सूचित करें
- एन्टी-रैगिंग / हिम्मत ऐप का प्रयोग करें।
- ई-मेल करें

proctor@du.ac.in
helpline@antiragging.in
infocentre@du.ac.in

सम्पर्क करें

27667221

2411 9832

1800-180-5522

112

संयुक्त नियंत्रण कक्षा
(उत्तरी परिसर)

संयुक्त नियंत्रण कक्षा
(दक्षिण परिसर)

सू.जी.सी. एन्टी-रैगिंग सहायता दूरभाष
(टोल-फ्री-24x7)

पुलिस

दिल्ली विश्वविद्यालय के किसी भी परिसर, महाविद्यालय, विभाग, छात्रावास, संस्थान में रैगिंग किसी भी प्रकार से पूर्णतः निषेध है।



कुलानुशासक कार्यालय, दिल्ली विश्वविद्यालय,
सम्मेलन केन्द्र, प्रथम मंजिल, दिल्ली-110007