



CITIZEN-CHARTER

1.0 Introduction

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. We have turned 100 and have celebrated the centennial year in January 2017. We have come a long way and our stakeholders have struggled tirelessly to transform Ramjas College into a progressive, equal opportunity Institution that has today become the vanguard of academic excellence, on one hand, and liberal democratic traditions on the other. Ramjas College is the premier college of the country with an esteemed legacy and international acclaim for highest academic standards, prominent courses, distinguished faculty, renowned alumni, diverse co-curricular activities and up-to-date infrastructure.

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, everyone 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. Ramjas today boasts of a well-established, web-based student information management system, SIS, that makes all student related data vis-à-vis assignments, attendance, tutorials, etc. available online in real time. SIS ensures transparency, accuracy, and ease of data management. Students are encouraged to get issued their login ID / password (for SIS) immediately after admission.

2.0 Motto and Vision Statement Mission Objectives of the College

Motto:

‘ज्ञानत् परतर न हि’
(ज्ञान से श्रेष्ठ कुछ भी नहीं है)

“ज्ञानत् परतर न हि” (‘Knowledge has no comparison’), as the motto of Ramjas College, evidently illuminates its vision to cultivate and uphold knowledge.

Vision Statement:

“To emerge as institution of excellence offering conducive environment to produce competent professionals rooted with Indian Ethos capable of leading and serving the society globally.”


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- Commitment towards promoting interaction between stakeholders with the objective of achieving personal integrity and professional ethics.
- Zeal to maintain a healthy environment for the growth of teaching-learning process, which focuses upon connecting skills with innovation.
- Consistent engagement with research and extension activities that enable the students and staff to develop hands-on approach for experiential learning.
- Dedication towards helping students become aware and able citizens living in different spheres of life.
- Social empowerment through making education accessible to the students belonging to diverse sections of society.
- Student welfare activities including financial assistance to students of the marginalized sections of society.
- Inculcating values of empathy, gender equity, environmental consciousness, and professional ethics.
- Commitment to making students conscious of their social responsibility through outreach programs such as National Service Scheme and Unnat Bharat Abhiyan (UBA) to advance students' awareness and sensitivity towards uplifting of the underprivileged sections of society (NSS).
- Nurturing the talents of today's youth, promote intellectual growth, inculcate confidence, and prepare them to face tomorrow's challenges.

- Facilitating the exchange of ideas in order to instill creative and critical thinking among students for their all-round development enabling them to emerge as leaders in diverse fields.
- Achieving growth of sustainable thoughts to lead a meaningful life.


Mission Statement:

- To maintain an amicable bond among all stakeholders' students, teachers, parents, and the civil society.
- To preserve a healthy environment for the teaching-learning process at the institution, uphold the spirit of social justice and empowering the youth with qualities; thus, helping them to become learned citizens of the country.
- To adopt measures in the direction of sustainable development for ensuring an environmentally friendly atmosphere in the campus.
- To maintain the balance between curricular and extracurricular activities in the college.
- To develop interdisciplinary approach in learning and to enhance skills among students through several add-on courses, which include certificate and diploma courses in foreign languages (viz. Spanish, French, Japanese, etc.).
- To conduct mentorship sessions and remedial classes to accelerate personal and educational development of students.
- To upgrade the skills of faculties through activities such as faculty development programs, seminars, workshops, etc.

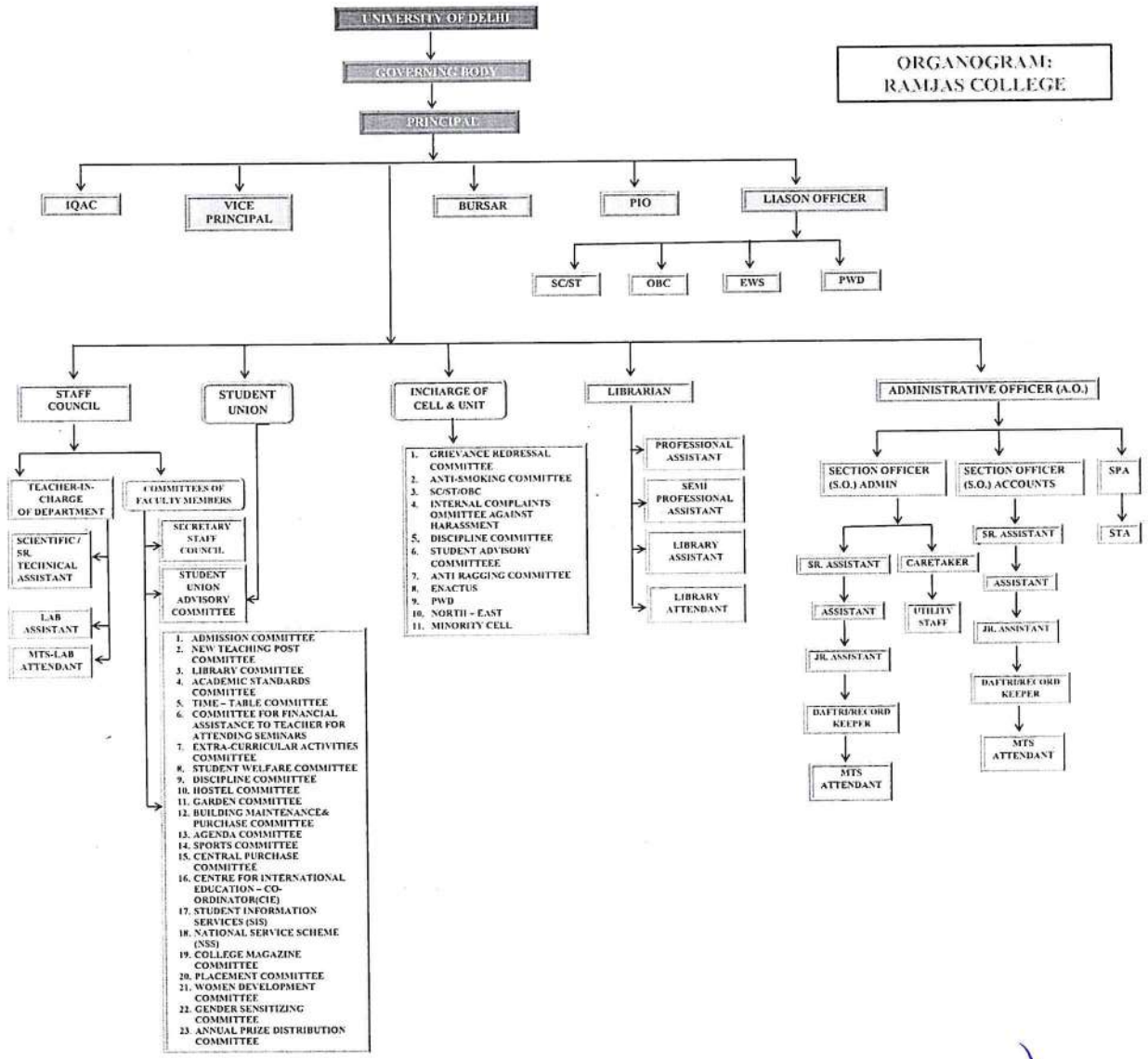
- To encourage the non-teaching staff for participation in various training programmes for efficient maintenance and administration of the institution.

Objectives:

- To resonate the highest levels of professional competence, mutual respect, social empowerment, and team spirit that will continue to be the guiding force for all.
- With a teaching and creative learning environment, we share our ideas, dreams, and vision for making new paradigms in the learning process, and skill development.
- Through Inter-disciplinary Academics, Extra Curricular Societies, National Cadet Corps (NCC), National Social Services (NSS), Sports, Gender Sensitization Committee, Eco-Club, etc. we strive to accomplish the highest global standards, best practices in higher education, and impart holistic education.
- To augment innovation and entrepreneurship skills in students, we engage in new learnings about innovative outlook, determination, and high human ethics in them.


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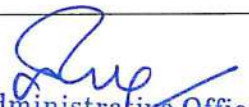
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Responsibilities and Duties of Academic and Administrative Officers/Employees of the College

Sr. No.	Name of the Office	Services/Jobs Rendered	Officer Responsible
A.	ACADEMIC AND ADMINISTRATIVE OFFICES		
1.	Principal's Office	<p><u>Head of the Institution/Authority</u></p> <p>The principal acts as the academic and administrative leader of the college. He plans, deliberate, and supervises the execution of annual academic plans, co-curricular and extra-curricular events, in consultation with the teaching and non-teaching staff of the college. He also handles complaints, resolve conflicts or grievances, and settles disputes of students and staffs.</p>	<p>Prof. Manoj Kumar Khanna</p> <p>Email id: principal@ramjas.du.ac.in</p>
2.	Vice-Principal's Office	<p>The Vice Principal assists the principal in reviewing and deciding on the academic and logistical subjects. She works directly under</p>	<p>Prof. Hardeep Kaur</p> <p>Email id: viceprincipal@ramjas.du.ac.in</p>


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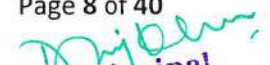

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		the principal and helps him coordinate, plan, and shape the academic or auxiliary activities of the College.	
3.	IQAC Office	The IQAC is envisioned for planning, guiding, and monitoring Quality Assurance (QA) and Quality Enhancement (QE) events and activities of the Ramjas college. The IQAC office channelize and organize the efforts and measures of the departments/ committees/ societies towards academic excellence of the college.	Prof. Hament Kumar Rajor (Coordinator, IQAC) Email id: iqac@ramjas.du.ac.in
4.	Bursar	<u>Financial Consent Officer</u> The Bursar, who is a member of the Teaching Staff, shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and	Dr. Munesh Chakravortty


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		internal finances of the College, and shall help the principal in the maintenance of the accounts and in the day-to-day financial affairs.	
5.	Administrative Officer	To supervise Administrative and Accounts work and General Administration relating to college affairs. He oversees and facilitates resources organization and administration procedures and documentation for the head of the institution.	Dr. Dilbag Singh Email id: ao@ramjas.du.ac.in
6.	Section Officer (Administration)	Section Officer is over all responsible for keeping discipline in the Section, distribution of work among the staff members and co-ordination of the allotted work on day-to-day basis. Work related to both non-teaching staff viz. appointment, promotion, transfer, etc. and students viz. examination, result, issue of	Ms. Nisha Email id: so@ramjas.du.ac.in

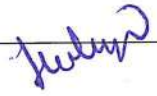
Dilbag Singh
Section Officer (Admn.),
Ramjas College
University of Delhi

Kuldeep
Co-ordinator
IQAC Ramjas College
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Dilbag Singh
Administrative Officer
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Dr. Nisha
Principal
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		migration, bonafide, character certificate, etc. are overseen by her.	
7.	Section Officer (Accounts)	She is responsible for handling affairs of the Accounts Department. The matters relating to Accounts department includes all types of Fees, Salaries, Loans, Remuneration, TA, DA, LTC, Medical Reimbursement, Pension etc.	Ms. Gaganpreet Kaur Email id: soaccounts@ramjas.du.ac.in
8.	Sr. P.A. to Principal	The Senior Personal Assistant (Sr. PA) will provide day-to-day administrative and secretarial support to the principal. She is responsible for data entry operations; noting, drafting, verification and scrutiny of establishment records, maintenance of files and records; personal records, etc. All other such jobs as may be assigned from time to time by the principal.	Ms. Shikha Bhatia
			

ADMINISTRATIVE AND ACCOUNTS STAFF

Sr. Assistant	Accounts Maintaining ledgers, Cash books, Fee collection
Assistant	Updating the students and staff database
Junior Assistant	Day to day typing work and to deal with students
Caretaker	Their duties include performing repairs and maintenance tasks in the college and performing security checks for the college buildings or area in their care.
Daftri	Handling the diary and dispatch work
Office Attendant	Attending the day-to-day college work and delivery of mails and letters.
Safai Karamchari	Dusting and Cleaning of the College Campus

Administrative Office

- Dr. Dilbag Singh (Administrative Officer (A.O.))
- Ms. Nisha Sehrawat (Section Officer, S.O. Admin)
- Sh. Namish Mishra (Senior Assistant)
- Sh. Hari Mohan Prasad (Assistant)
- Sh. Jamil Khan (Officiating Caretaker)
- Sh. Abhimanyu Kumar (Assistant Officiating Caretaker)
- Sh. Manbir Singh (Daftari)
- Sh. Akhilesh Chowdhary (Daftari)
- Sh. Gopal S. Bangari (Office Attendant)
- Sh. Raju Lal Meena (Office Attendant)
- Sh. Mukesh (Safai Karamchari)


Om Singh
Section Officer (Admn.)
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Delhi, 110022

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Co-ordinator
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Administrative Officer
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Mishra
Principal
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Mali	Look after the landscaping and gardening work	<ul style="list-style-type: none"> ○ Sh. Rishi Pal (Safai Karamchari) ○ Sh. Vijay Pal (Safai Karamchari) ○ Sh. Madan Mohan (Mali) ○ Sh. Devender Singh (Mali) <p><u>Accounts Office</u></p> <ul style="list-style-type: none"> ○ Ms. Gaganpreet Kaur (S.O., Accounts) ○ Mr. Surender Singh (Senior Assistant) ○ Ms. Upma (Junior Assistant) ○ Mr. Alok Kumar Jha (Junior Assistant) ○ Ms. Phoolwati (Junior Assistant) ○ Sh. Satender Singh Negi (Office Attendant) ○ Sh. Ram Raj Pal (Office Attendant)
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Roles and Responsibilities of Internal Quality Assurance Cell (IQAC), Ramjas College

Chairman, IQAC: Prof. Manoj Kumar Khanna

Coordinator, IQAC: Prof. Hament Kumar Rajor


The Internal Quality Assurance Cell (IQAC) in Ramjas College is a significant administrative body responsible to build and ensure quality matters at the institutional level. The internal quality assurance system is constituted as per the University Grants Commission (UGC) guidelines with appropriate structure and processes to meet the diverse needs of all the stakeholders. The IQAC in Ramjas College is principally meant for initiation, planning, scheduling, and monitoring of college activities. The IQAC has developed a system of standard operating procedures (SOPs) for consistent, informed and catalytic measures that improved the academic and administrative performance of our institution, such as Promotions of teachers under Career Advancement Scheme (CAS-2018). The detailed guidelines for promotion of teachers in the College under CAS 2018 as per UGC Regulations 2018 (adpoted by University of Delhi vide Notification No. CNC-II/093/1(12)/2019-2015/251 dated 03.10.2019) were completed after due administrative approvals from


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University/Competent Authority. The IQAC ensures that the due process of promotion gets completed within six months for the candidates who fulfill all criteria mentioned as per the given regulations.

The IQAC also ensures the relevance and quality of academic and research programmes in the college. The College IQAC helps the departments or committees or societies to organize inter and intra institutional workshops, webinars, seminars on quality related themes leading to quality enhancement and institutionalize all good practices. It regularly collects feedback response from students, parents, teaching staff, non-teaching staff and other stakeholders on college processes as per guidelines and parameters of NAAC. This documentation and maintenance of database of the various programmes/activities aids the college to maintain and improve its student-centric teaching-learning environment. We believe in building new frontiers of knowledge and cross-sectional participation for holistic development of all stakeholders.


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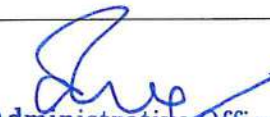

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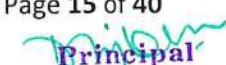
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Quality Policy of Administrative Office

Sr. No.	Particular	Duration
1	UG/PG Admissions	As per the rules notified by the University of Delhi
2	Cancellation of Admission	As per the rules notified by the University of Delhi
3	Student or Staff ID Card Issuance	Within 30-45 days from the last date of Admission as notified in the University Schedule
4	Examination	As per the Fees notified by the University of Delhi
5	Bonafide Certificate	Within two working days of student's request
6	Character Certificate	Within two working days of student's request
7	Provisional, Migration, Medium of Instruction Certificate	Within two working days of student's request
8	Special Certificate to Foreign Students	Within two working days of student's request
9	Special Certificate to PMSSS Students	Within two working days of student's request


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10	DTC/Railway Pass Verification	Within 7 working days of student's request.
11	Degree/Marksheet	Within 15 days after the receipt from the college.
12	Verification of Scholarship	Within 15 days after the receipt from the college.
13	Students Credential Verification	Within 15 days after the receipt from the college.
14	Letter of Recommendation	Within 7 days after the receipt from the college.
15	Duplicate Identity Card	Within 15 days after the receipt from the college.
16	Duplicate Provisional Certificate	Within two days after the receipt from the college.
17	Any other Special certificate	Within two days after the receipt from the college.

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Ramjas College
Quality Policy of Accounts Department

Sr. No.	Particular	Duration
1	Payment of Salary	As per the Government/University Rules
2	Salary Slips	Provided on 1-2 day after the release of salary
3	P.F. Withdrawals/Full and Final Settlement	By 10 th of the following month
4	Papers for fixation of pay	Within 15 days after the approval of Governing Body etc.
5	Final Fixation of Pay	On receipt of the approval from the University of Delhi/Competent Authority
6	Entry in service book	Within 10 days on receipt of approval from the competent authority.
7	Payments of arrears	Subject to receiving of grant from funding agency/university.
8	Payments of medical bills	Within 60 days



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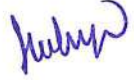

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9	C.E.A./LTC/Leave Encashment on LTC	Within 30 days of receipt of application
10	Retirement benefits	Within 60 days of receipt of application/documents.
11	Pension Papers	Procedure starts 03 months prior to retirement except VRS.
12	Release of Pension	In the following month after obtaining approval from the University of Delhi/ Competent Authority.
13	Contact person for students dealing regarding Fees & refunds	Cashier in Accounts Department
14	Students Security refund	Within 30 days on receipt of applications/as per university rules.
15	Reimbursement of Children education allowance	Within 15 days of receipt of application/documents.
16	Travel concession advance	Within 15 days of receipt of application/documents.


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Sr. No.	Name of the Office	Services/Jobs Rendered	Officer Responsible
B.	LIBRARY		
1.	Librarian	Librarian is overall administrative/ professional in charge of the library and responsible for performing, supervision, controlling of all jobs/activities and coordinating at all levels within and outside the system.	<ul style="list-style-type: none"> ○ Dr. Taruna Joshi (Librarian) ○ Ms. Nidhi (Professional Assistant) ○ Ms. Neha Negi (Semi Professional Assistant) ○ Ms. Anita Sharma (Library Assistant)
2.	Professional Assistant	To perform under the overall supervision of the Librarian of the College and assisting them in routine work.	<ul style="list-style-type: none"> ○ Ms. Sheela (Library Assistant) ○ Ms. Shrutie (Library Attendant)
3.	Semi Professional Assistant	Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, textbooks	<ul style="list-style-type: none"> ○ Sh. Balkishan (Library Attendant) ○ Sh. Suresh Kumar (Library


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		and other documents; Reservation/Recalling/ Issuing of reminder of books, textbooks and other documents; Collection of overdue charges; preparation of no dues/ clearance certificates; Maintenance of Interlibrary loan transaction records.	Attendant) <ul style="list-style-type: none"> ○ Ms. Usha Rani (Library Attendant) ○ Ms. Seema Bisht (Library Attendant) ○ Sh. Vijay Kumar Dhania (Office Attendant)
4.	Library Attendant	Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc., Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, Assist in Opening / Closing of the Library; Manning the Check Point/ Property Counter; Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme	

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		followed in the library, arrangement of chairs and tables in respective units, sections and in the reading halls (ground and first floor).	
C.	LABORATORIES		
1	Laboratory Assistants	<p>1. Maintenance of Laboratory equipment, labeling and arranging equipment and specimens in appropriate order and keeping teaching aids register used by the Science Teachers.</p> <p>2. Under the supervision of a college professor help in preparing samples, adhering to procedures and safety guidelines, documenting activities, and maintaining equipment.</p> <p>3. Maintenance of Consumable and Non-Consumable Registers.</p>	<p><u>Department of Botany</u></p> <ul style="list-style-type: none"> ○ Sh. Raju Mugam (Lab. Assistant) ○ Sh. Dinesh Chand Sharma (Lab. Assistant) ○ Sh. Dharamveer Singh (Lab. Assistant) ○ Sh. Ratan Singh (Lab. Assistant) ○ Sh. Aribh Bhowmik (Lab. Assistant) ○ Sh. Naresh Kumar Sharma (Lab. Assistant) ○ Sh. Ombir Singh (Lab. Assistant) ○ Sh. Mohd. Sageer (Lab. Attendant) ○ Sh. Ram Naresh Meena (Lab. Assistant)

		<p>4. To ensure the safety of the Laboratories.</p> <p>5. To keep a check on the students and teachers handling the lab equipment carefully.</p>	<p>Attendant)</p> <ul style="list-style-type: none"> ○ Sh. Manipal Singh (Lab. Attendant) <p><u>Department of Chemistry</u></p> <ul style="list-style-type: none"> ○ Sh. Ram Prakash (Lab. Assistant) ○ Ms. Geeta Matorolia (Lab. Assistant) ○ Sh. Lokesh Sharma (Lab. Assistant) ○ Sh. Dalip Singh (Lab. Assistant) ○ Sh. Rajiv S. Bhatnagar (Lab. Assistant) ○ Sh. Sunny Kumar Tonk (Lab. Assistant) ○ Ms. Sarita Kashyap (Lab. Assistant) ○ Sh. Sushil Kumar (Lab. Assistant) ○ Sh. Subhash Singh Tomer (Lab. Assistant) ○ Smt. Seema Khari (Lab. Assistant)
2	Laboratory Attendants	<p>1. To assist Laboratory Assistant in day-to-day work in Laboratory.</p> <p>2. Upkeeping of laboratory equipment through regular cleaning and maintenance.</p> <p>3. A lab attendant monitors security issues and other challenges that arise in the lab.</p> <p>4. Opening or closing of Labs.</p> <p>5. Allotting batches for students present, appropriate to the number of equipment present.</p>	

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- Sh. Dharmendra Singh (Lab. Assistant)
- Sh. Manoj Kumar (Lab. Assistant)
- Sh. Ajit Gothwal (Lab. Assistant)
- Sh. Naimuddin (Lab. Attendant)

Computer Labs

- Sh. Rahul Jain (Senior Technical Assistant)
- Mr. Sachin Sharma (Lab. Attendant)

Department of Physics

- Sh. Subhash (Lab. Assistant)
- Sh. Subhash C. Tomer (Lab. Assistant)
- Sh. Ravindra (Workshop-Mechanic)
- Sh. Sadhu Saran Rai (Lab Assistant)
- Sh. Surender Singh (Lab Attendant)
- Sh. Mahesh Kaushik (Lab Assistant)


Ankur
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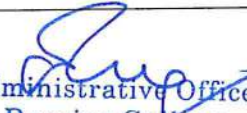
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			<ul style="list-style-type: none"> ○ Sh. Kamal Kumar (Lab. Assistant) ○ Sh. Pawan Yadav (Lab Assistant) ○ Sh. Naresh Kumar (Lab. Assistant) ○ Sh. Anshu (Lab Attendant) ○ Sh. Sukhjinder Singh (Lab Attendant) ○ Sh. Ram Pal Giri (Lab Assistant) ○ Sh. Pritam (Lab. Assistant) ○ Sh. Manoj Kumar (Lab. Attendant) ○ Sh. Arvind Kumar (Lab. Assistant) ○ Sh. Anuj Tomar (Lab. Attendant) <p><u>Department of Statistics</u></p> <ul style="list-style-type: none"> ○ Sh. Amit Bhardwaj (Lab. Attendant)
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			<p><u>Department of Zoology</u></p> <ul style="list-style-type: none"> ○ Sh. Satyaveer Singh (Lab. Assistant) ○ Sh. Manoj Kumar Sharma (Lab. Assistant) ○ Sh. Hari Singh Vohra (Lab. Assistant) ○ Sh. Bijendra Singh (Lab. Assistant) ○ Sh. Sharad Chand Jha (Lab. Assistant) ○ Sh. Munney Khan (Lab. Assistant) ○ Sh. V.P. Saini (Lab. Assistant) ○ Sh. Dhruv Narain (Lab. Attendant) ○ Sh. Abid Khan (Lab. Attendant)
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Courses Offered in the Ramjas College

Sr. No	Undergraduate Course	Name of the Course
1	Science Courses	i. B.Sc. (Hons.) Botany ii. B.Sc. (Hons.) Chemistry iii. B.Sc. (Prog.) Life Sciences iv. B.Sc. (Hons.) Mathematics v. B.Sc. (Prog.) Physical Sciences with Chemistry vi. B.Sc. (Prog.) Physical Sciences with Electronics vii. B.Sc. (Hons.) Physics viii. B.Sc. (Hons.) Statistics ix. B.Sc. (Hons.) Zoology
2	Arts Courses	x. B.A Multidisciplinary Cat – A xi. B.A Multidisciplinary Cat - B xii. B.A Multidisciplinary Cat - C xiii. B.A (Hons.) Economics xiv. B.A (Hons.) English xv. B.A (Hons.) Hindi


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		xvi. B.A (Hons.) History xvii. B.A (Hons.) Hindustani Music xviii. B.A (Hons.) Karnatak Music xix. B.A (Hons.) Percussion Music xx. B.A (Hons.) Political Science xxi. B.A (Hons.) Sanskrit
3	Commerce Courses	xxii. B.Com (Hons.) xxiii. B.Com (Prog.)

Sr. No	Postgraduate Course	Name of the Course
1	Science Courses	i. M.Sc. Botany ii. M.Sc. Chemistry iii. M. Sc. Mathematics iv. M.Sc. Operational Research v. M.Sc. Physics vi. M.Sc. Statistics vii. M.Sc. Zoology

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2	Arts Courses	viii. M.A. English ix. M.A Hindi x. M.A. History xi. M.A. Hindustani Music xii. M.A. Karnatak Music xiii. M.A. Percussion Music xiv. M.A. Philosophy xv. M.A. Political Science xvi. M.A. Sanskrit
3	Commerce Courses	xvii. M.Com.



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Staff Council Committees and Cells/Clubs of the Ramjas College

Sr. No.	Name of the Committee/Cell	Work/ Duties	Convenor/ Officer Responsible
1	Staff Council	The topmost decision-making body of the college which deals with the entire working and functioning of the college as per the rules of University of Delhi.	Dr. Pawan Kumar (Secretary)
2	Admission Committee	This committee establishes and implements the criteria for admission and enrolment of the students to the college for all the courses according to the University rules and regulations.	Dr. Jagjeevan Ram (Convenor)
3	New Teaching Post Committee	This committee helps to formulate the workload of teaching post according to the UGC/University norms.	Dr. Praveen Kumar (Convenor)
4	Library Committee	This committee works for library service of the College which advice and decides on any matter connected with the library service including funds, books, staff etc., allocation of funds for various subjects or purposes; writing off the unserviceable books or loss of books.	Dr. Tanuj Dhawan (Convenor)
5	Academic Standards Committee	Representation on the committee includes	Prof. Sunil Kumar


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		faculty from each department. They review and recommend on matters related to academic standards, and implementation of academic policy as suggested by University/UGC.	(Convenor: Science) Dr. Dhani Ram (Convenor: Arts & Commerce)
6	Time-Table Committee	This committee ensures that the time table is disseminated to all faculty members, concerned non-teaching staff and students. It also allocates classes in Lecture halls, Computer Lab, and Labs without any overlapping.	Dr. Radheshyam (Convenor: Science) Dr. Sonia Goel (Convenor: Arts & Commerce)
7	Committee for Financial Assistance to Teachers for attending Seminars	This committee's goal is achieved by offering financial assistance to teachers and encouraging them to attend seminars, symposia, conferences, workshops, and training programme etc.	Dr. Ganesh Gurjar (Convenor)
8	Extra-Curricular Activities Committee	This committees work is to plan, organize, coordinate and supervise the college's educational, recreational, social and cultural activities in the campus.	Dr. Vandana Rawal (Convenor)
9	Students Welfare Committee	It acts as an interface between students and administration. It is responsible for smooth functioning of college canteen such as General hygiene in the campus, Canteen and food hygiene, and check drinking	Dr. Tarun Kumar (Convenor)


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		water etc.	
10	Discipline Committee	This committee helps to make the students aware of the disciplines, rules, and instructions to follow. It also takes necessary disciplinary action against any of the misbehavior or misconduct.	Prof. Suresh Kumar (Convenor)
11	Hostel Committee	It is involved in maintaining discipline and hygiene in the hostel rooms, hostel corridors, mess and mess related places. It also receives student grievances, report to the concerned authorities and get them resolved at the earliest.	Prof. Sunil Kumar (Warden)
12	Garden Committee	The garden committee ensures the requirements for development and maintenance of this green belt in and around the college.	Dr. Bharti Chaudhary (Convenor)
13	Building Maintenance and Purchase Committee (BMPC)	The committee functions to take care of operation and maintenance as well as upkeep of the facilities in the premises of the college.	Dr. Munesh Chakravorty (Convenor)
14	Agenda Committee	It takes care of the academic council agenda and proceedings.	Dr. Pawan Kumar (Convenor)
15	Sports Committee	This committee helps to prepare the sports calendar and an action plan to implement	Dr. Munesh Chakraverty



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		the same. It also aids to upgrade the facilities for sports and games activities for students both indoor and outdoor.	(Convenor)
16	Central Purchase Committee (CPC)	A Central Purchase Committee is established for independent review, evaluation of purchasing documentation and recommend the purchase through GeM portal as per Government of India rules and references.	Dr. Vikas Kumar Verma (Convenor)
17	Students Information Services (SIS)	SIS is basically an online portal that enables Ramjas College to digitize and consequently manage student and teacher information more efficiently. The committee manage to automate related administrative and academic processes, thus making them much more organized.	Dr. Vinay Kumar (Convenor)
18	Centre for International Education (CIE)	It engages in implementation and research activities in international development of institution and its students.	Dr. Sumanjeet Singh (Coordinator)
19	National Service Scheme (NSS)	The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides an opportunity to the college student to take part in various Government led community service activities &	Dr. Pushpa Singh (Coordinator)


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		programmes. The primary objective of developing the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS.	
20	National Cadet Corps (NCC)	The National Cadet Corps unit is known to be one of the most dignified units. Our NCC unit is privileged to train and motivate cadets. The cadets are disciplined, passionate, and determined.	Dr. Himani Dem (Coordinator)
21	Training and Placement Cell (TPC)	This cell continuously strives to help students in pursuing their career goals by acquiring employment-seeking skills and eventually to attain desired employment.	Ms. Nidhi Arora Dhingra (Convenor, Training) Dr. Amrit Sethi (Convenor, Placement)
22	Student's Union Advisory Committee	This committee serves as a bridge between the faculty members, administrative staff and students. The Student's Union endeavors to inspire thorough collective spirit among the students and create an atmosphere that promotes and practices diversity through a series of cultural, social, and academic activities.	Mr. Lalit Kumar (Convenor)
23	College Magazine Committee	This committee helps to design and draft Ramjas College Magazine, which is a tool	Dr. Prashant Arwey

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		for reflection, and togetherness our institution's fabulous legacy, commitment to diversity and inclusivity.	(Convenor)
24	Women Development Committee (WDC)	This committee works towards ensuring a safe and encouraging environment for women and creating opportunities for their personal and professional development through various activities and sessions.	Prof. Hardeep Kaur (Convenor)
25	Gender Sensitizing Committee (GSC)	This committee functions to sensitize students to various gender related issues, to spread awareness about sexual harassment at workplace as well as the functioning of the ICC and to deal with the complaints relating to Sexual harassment at work place from students or employees.	Dr. Savita Bargujar (Convenor)
26	Internal Complaints Committee (ICC)	In accordance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as well as UGC Regulations, 2015 pertaining to higher educational institutions, the Ramjas college has a duly constituted, Internal Complaints Committee (ICC).	Dr. Reetu Sharma (Presiding Officer)
27	Annual Prize Distribution Committee (APDC)	The College organizes an annual prize distribution function every year where achievements of students in academics,	Dr. Samar Pal Singh (Convenor)


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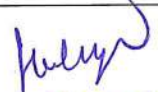
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		extra-curricular and sports are recognized and appreciated. The students are awarded certificates, medals, and/or trophies, in testimony for their outstanding performance in such activities.	
28	Monitoring Committee	This committee is responsible for monitoring of academic operations, activities, procedures, and maintaining all relevant documents and files in association with various committee/coordinators of the department.	Secretary, Staff Council, Convenor (Ex, officio)
29	Financial and Investment Cell	The Finance and Investment Cell works with a vision to promote knowledge sharing among students on matters of finance and economics.	Dr. P.C Tulsian (Convenor)
30	Carrer Development Cell	Career And Development Cell works with a goal of catalyzing careers, aiming to help the students in interacting with like minds, enhance their knowledge and boost their confidence, so as to bring up a holistic development in them.	Mr. Ram Singh (Convenor)
31	SC/ST Cell	Our college have SC/ST Cell as per the provision of University Grants Commission to resolve all affairs and problems related to SC/ST students of the College. The	Dr. Pawan Kumar, (Coordinator)


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		<p>Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in college promotes the special interests of students in the reserved category. It is expected to provide special input in areas where the students experience difficulties. The Cell of Ramjas College organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems. The Ramjas SC/ST committee also deals with the representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion, and other similar matters in Universities/Colleges.</p>	
32	OBC Cell	<p>Our college has OBC Cell to resolve all affairs and problems related to OBC students of the College. The OBC Cell in college promotes the special interests of students in the reserved category. It is expected to provide special input in areas where the students experience difficulties. The Cell of Ramjas College organizes interactive sessions and informal meetings with students to attend to their personal,</p>	<p>Dr. Sumanjeet Singh (Coordinator)</p>


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		social and academic problems. The Ramjas OBC committee also deals with the representations received from Other backward class candidates regarding their admission, recruitment, promotion, and other similar matters in Universities/Colleges.	
33	Minority Cell	Our college has a Minority Cell to look into the complaints received from Minority students, teaching and non-teaching staff of the college.	Dr. Iffat Jahan (Coordinator)
34	SC/ST/OBC Grievance Committee	Our college have SC/ST/OBC Grievance Committee as per the provision of University Grants Commission for the prevention of caste-based discrimination in Higher Education Institutes to look into the matters of complaints received from SC/ST / OBC students, teaching and non-teaching staff of the college.	Dr. Pawan Kumar (Coordinator)
35	Eco Club	The main objective of Eco club is to raise the students' awareness over environmental issues and to get the students actively involved in environmental matters.	Dr. Vivek Negi
36	School of Foreign and Indian	The school of foreign & Indian Languages was instituted in Ramjas College in 2004,	Prof. Hardeep Kaur

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	<p>Languages (SFIL)</p>	<p>in response to the perception that knowledge of a foreign language offered increased opportunities for both employment and education. Ramjas College wished to provide a centre for quality learning of foreign languages at affordable rates, primarily to its students and others who may be interested in Languages. In addition, it sought to provide students with exposure to the respective cultures through films, music, dance and cultural events organized by the related Embassies and Cultural Centers.</p> <p>All One Year Part-Time Diploma and Certificate Courses are conducted in collaboration with the Department of Germanic & Romance Studies and Department of East Asian Studies, University of Delhi.</p>	<p>(Convenor)</p>
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Departments and Teacher-In-Charges of the Ramjas College


Sr. No.	Department	Teacher-In-Charge
1	Botany	Dr. Suman Sharma
2	Commerce	Dr. Surender Singh
3	Chemistry	Prof. Hament Kumar Rajor
4	Computer Lab	Dr. Jagjeevan Ram
5	Economics	Dr. Vijay Kumar
6	English	Mr. Rajendra Parihar
7	Hindi	Dr. Pritam Sharma
8	History	Dr. Ranjana Das
9	Life Sciences	Dr. M. Ojit Kumar Singh
10	Mathematics	Dr. Praveen Kumar
11	Philosophy	Dr. Amit Pradhan

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12	Political Science	Mr. Syed Areesh Ahmad
13	Physics	Dr. Jagjeevan Ram
14	Physical Education	Dr. Munesh Chakravortty
15	Physical Sciences with Electronics	Prof. Sunil Kumar
16	Physical Science Chemistry	Prof. Ashok Kumar
17	Sanskrit	Dr. Raj Mangal Yadav
18	Statistics	Dr. Anuradha Raj Kunwar Chetiya
19	Zoology	Dr. M. Ojit Kumar Singh


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