KESHAV MAHAVIDYALAYA
UNIVERSITY of DELHI

ADMISSION BROCHURE

2016-2017

From the Principal's Desk

'I never teach my pupils, I only provide the conditions in which they can learn' – *Albert Einstein.*

As an institute for higher education, it is our collective responsibility to provide conditions and opportunities for students to learn. Learning is renewing our minds and transforming our acquired knowledge into innovation. The ability to learn is a gift for life that can never be taken away. At Keshav Mahavidyalya, we focus on bonding of hearts to impart education. We know that when the heart understands, the mind opens. So we not only educate the students here, we enter into a relationship with them and mentor them. The way teaching and learning happens here reflects our joy in cultural diversity of students and appreciation for our environment.

The students rise to their highest potential under the guidance of the committed faculty at Keshav Mahavidyalaya. Everyone works with enthusiasm to help each child be the best s/he can be. I am proud to say that over the last two decades, we have remained intrincially motivated for the holistic development of our students. The institute has excelled by providing best infrstructure, technology assistance, faculty engagement and adminstrative support year after year. The ICT enabled classrooms; fully equipped laboratories and a well-stocked library; a WI-FI enabled campus; a big air conditioned auditorium, open amphitheatre and seminar hall for organizing academic seminars and cultural events; and facilities like sports, canteen, hostel for girls, have supported our endeavours of providing the nation with creative and revolutionary minds.

The college not only affiliates the students with the course they are studying, but also provides them opportunities to be a part of various Departmental societies; Cultural societies for Debate, Dramatics, Music, Art, and Dance; clubs like Rotaract club and the Environment club; NSS, Women's Development Cell etc. with an objective to promote academic growth as well as harness life skills like patience, tolerance, empathy, effective communication, working in teams and leading with the power of mind. The college works in collaboration with the Industry and invites renowned academicians and leaders from esteemed corporate and social organizations round the year. It promotes summer and winter internships. It also promotes entrepreneurial instincts of students and works actively towards placement of its students with companies of repute.

The college has been accredited by NAAC with 'A' Grade for its consistently outstanding academic performance by acquiring university positions and for the many accolades that the students of the college earn in sports and other cultural activities. We as an institute strive to grow and remain relevant to the expectations of both students and industry.

Like people, even institutions have personalities. I am sure that you would not only be charmed by the college infrastructure on your first visit, but shall be fascinated by the opportunities coming your way with each passing day. I am glad for the opportunity of nurturing yet another batch of students. I heartly welcome you and wish you would make the best of all the facilities offered for your development.

Dr. Madhu Pruthi
  Principal

Vision

To be a premier institute that nurtures creativity amongst students and instills moral values along with quality education to enable them to take on real life challenges with confidence.

Mission

- To inculcate positivity in attitude and thought.
- To nurture creativity and problem solving skills.
- To sensitize students towards gender issues and respect for all human beings.
- To bring about awareness related to ecological enrichment and environmental factors.
- To encourage students to have vision and courage to initiate and manage change.
- To help in recognizing the challenges of a competitive world and learn to adapt.
- To create a clean and conducive atmosphere for the promotion of education.
- To give impetus to women empowerment.

Objectives

- To develop students intellectually as well as holistically.
- To cater to the needs of the industry by equipping students with the required skills.
- To enhance the quality of teaching-learning process through the use of ICT and continuous assessment of the students.
- To educate/ train students to become responsible citizen and develop patriotic sense among them.
- To empower students to sustain in global competition.
- To produce dynamic and well balanced graduates with high employability.
- To prepare students for further higher studies.

CONTENTS

Schedule for Announcement of Cut-off lists, Verification of Documents, Approval of Admission in College and Online Payment of Admission Fee.

Activity	Date	Time#
Notification of First admission List by the College	27th June 2016 (Monday)	9 AM
Document verification and Approval of Admission	27th June 2016 (Monday) to 29th June, 2016 (Wednesday)	Up to 1 PM
Notification of Second admission List by the College	01st July 2016 (Friday)	9 AM
Document verification and Approval of Admission	01st July 2016 (Friday) to 04th July, 2016 (Monday)	Up to 1 PM
Notification of Third admission List by the College	7th July 2016 (Thursday)	9 AM
Document verification and Approval of Admission	7th July 2016 (Thursday) to 9th July 2016 (Saturday)	Up to 1 PM
Notification of Fourth admission List by the College (if any)	12th July 2016 (Tuesday)	9 AM
Document verification and Approval of Admission	12th July 2016 (Tuesday) to 14th July 2016 (Thursday)	Up to 1 PM
Notification of Fifth admission List by the College (if any)	16th July 2016 (Saturday)	9 AM
Document verification and Approval of Admission	16th July 2016 (Saturday) to 19th July 2016 (Tuesday)	Up to 1 PM

Time given in the Table is for the verification of the documents and approval of admission in the college. **Once the college approves admission, the candidate is permitted to make online admission fee payment till 12 noon of the next day of the given admission list deadline.**

Admission process at the college after fifth cut-off list

If seats remain vacant after fifth cut-off list, the following process shall be followed to fill them in the college:

i. The colleges shall notify the status of vacant seats (course-wise and category-wise) on the university portal as well as on its website and college notice board.

ii. Only those candidates who had registered earlier on the UG admission portal will be eligible for this admission process. The candidate is again required to apply online through UG admission portal and choose the course/college wherever seats are available and as per the notified schedule only.

iii. The application of such candidates will be received online only for 3 days, each in two phases.

iv. The college will prepare a merit list of all candidates who have applied in the college online with their names, online registration number and Best of Four/PCM/PCB etc. (whichever is applicable) for each course and display the complete merit list on its website and notice board.

v. The college will also notify the merit list with names and registration number of candidates eligible for admission against vacant seats.

vi. The candidates, whose names appear in the merit list prepared by the college for each course, will be admitted in the next two days on merit basis only against vacant seats. The admission process will

however be only online as earlier.

vii. Three such lists with names of eligible candidates for admission as per the seats available would be brought out according to the schedule announced by the University.

viii. After three such cut-offs, if the seats still remain vacant or the list has been exhausted, the college will again invite applications online through university portal as above (points ii & iii).

The subsequent admission process will be similar as notified (refer points i to vi).

Application and Admission Schedule after Fifth Cutoff in the college in courses wherever seats are vacant

Activity	Date	Time[#]
Notification of vacant seats course wise and category wise by the College	20th July 2016 (Wednesday)	4 PM
Submission of online application of Eligible Candidates (already registered online) on the University portal for different colleges	21st July 2016 (Thursday) to 23rd July 2016 (Saturday)	
Display of Complete Merit List by the College and Notification of the First Merit List	25th July, 2016 (Monday)	4 PM
Document verification and Approval of Admission	26th July, 2016 (Tuesday) to 27th July, 2016 (Wednesday)	Up to 1 PM
Notification of Second Merit List by the College	28th July, 2016 (Thursday)	4 PM
Document verification and Approval of Admission	29th July, 2016 (Friday) to 30th July, 2016 (Saturday)	Up to 1 PM
Notification of Third Merit List by the College	01st August 2016 (Monday)	4 PM
Document verification and Approval of Admission	02nd August , 2016 (Tuesday) to 3rd August, 2016 (Wednesday)	Up to 1 PM
Notification of vacant seats course and category wise	4th August, 2016 (Thursday)	4 PM
Submission of online application of Eligible Candidates (already registered online) on the University portal for different colleges**	5th August, 2016 (Friday) to 8th August, 2016 (Monday)	
Notification of Merit List by the Colleges	9th August, 2016 (Tuesday)	4 PM
Document verification and Approval of Admission	10th August, 2016 (Wednesday) to 11th August, 2016 (Thursday)	Up to 1 PM
Notification of the Next Merit List	12th August, 2016 (Friday)	4 PM
Document verification and Approval of Admission	13th August, 2016 (Saturday) to 16th August, 2016 (Tuesday)	Up to 1 PM

Time given in the Table is for the verification of the documents and approval of admission in the college. Once the college approves admission, the candidate is permitted to make online admission fee payment till 12 noon of the next day of the given admission list deadline.

** Those who had already submitted application online for a particular course in the college but have not been admitted need not apply again.

List of Documents Required at the Time of Admission

The applicants shall be required to produce following documents in original with two sets of self-attested photocopies at the time of admission:

1. Class X Board Examination Certificate
2. Class X Marks-Sheet
3. Class XII Marks-Sheet
4. Class XII Provisional Certificate / Original Certificate
5. Character Certificate (recent)
6. SC/ST/PwD/CW/KM Certificate (in the name of the candidate) issued by the competent authority
7. OBC (Non-Creamy Layer) Certificate (in the name of the Candidate) issued by competent authority
8. Transfer Certificate from school / college as well as Migration Certificate from Board / University are required from those students who have passed senior secondary exam from outside Delhi
9. At least two passport size self-attested photographs.

The College will accept self-attested copies of documents / papers provided by the students. It is made clear that if any false attestation / falsified records are detected, the student will be debarred from attending the course in the College for next five years and in addition, a criminal case under relevant sections of IPC (viz. 470,471,474 etc.) will be instituted against him/her.

Admission Schedule of Children/Widows of Eligible Armed Forces Personnel (CW)

The following is the schedule of admission of Children/Widows of the Officers and Men of the Armed Forces including Para-Military Personnel, Killed/Disabled in action or those who died/were disabled on duty, Gallantry Awardees, for admission to Undergraduate Courses for the academic session 2016-2017:

Category I , II & III	
Activity	**Time[#]**
Admission by the college (after Verification of documents and Issue of Provisional Admission Slip by the University*)	04.07.2016 (Monday) to 05.07.2016 (Tuesday)
Category IV	
Admission by the college (after Verification of documents and Issue of Provisional Admission Slip by the University*)	09.07.2016 (Saturday) & 11.07.2016 (Monday)
Category V	
Admission by the college (after Verification of documents and Issue of Provisional Admission Slip by the University*)	14.07.2016 (Thursday) to 15.07.2016 (Friday)
Admission by the college to the candidates who did not report on the above prescribed dates (after Verification of documents and Issue of Provisional Admission Slip by the University*) subject to the availability of seats.	18.07.2016 (Monday) to 19.07.2016 (Tuesday)

*As per University Admission Bulletin available on the University website.
[#]Time: From 10:00 A.M to 01:00 P.M.
Once the college approves admission, the candidate is permitted to make online admission fee payment till 12 noon of the next day of the given admission list deadline.

Schedule of Admission to Girls Hostel			
Activity	Last Date to Apply for Hostel	Display of List of Selected Students on College Website	Payment of Fees (9:00 am to 1:00 pm)
First list	June 29, 2016 (Wednesday)	June 30, 2016 (Thursday)	01.07.2016 (Friday) to 04.07.2016 (Monday) (excluding Sunday)
Second list (if any)	July 04, 2016 (Monday)	July 05, 2016 (Tuesday)	07.07.2016 (Thursday) to 09.07.2016 (Saturday)

Information regarding subsequent lists, if any, will be notified on college website.

Schedule of Admission to Certificate Courses in German and French		
Activity	Date	Time
Invitation of Applications	01.07.2016 (Friday) to 11.07.2016 (Monday)	
Notification of First Admission List by the College	11.07.2016 (Monday)	4 PM
Document verification and Payment of Fees	12.07.2016 (Tuesday) and 13.07.2016 (Wednesday)	Up to 1 PM
Notification of Second Admission List by the College	13.07.2016 (Wednesday)	4 PM
Document verification and Payment of Fees	14.07.2016(Thursday) and 15.07.2016 (Friday)	Up to 1 PM
Notification of Third Admission List by the College	15.07.2016 (Friday)	4 PM
Document verification and Payment of Fees	16.07.2016(Saturday) and 18.07.2016(Monday)	Up to 1 PM

   I.   Course Fee is Rs. 3510 for college students and Rs. 6710 for other than college students
   II. Subsequent lists, if required, shall be notified on the college website
   III. Classes will begin in the first week of August. However, the exact date shall be notified on the college website.

Schedule of Admission to Add-on Course in Radio Broadcasting	
Activity	Date
Invitation of Applications	20.07.2016 (Wednesday) to 27.07.2016 (Wednesday)
Interview	Date shall be notified on the college website

   I. Course Fee is Rs. 3000/-
   II. Classes will begin in the first week of August. However, the exact date shall be notified on the college website.

COURSE INTAKE TO THREE YEAR UNDERGRADUATE PROGRAMME 2016–17

Name of the Course	General	SC	ST	OBC	Total Seats	Pwd[*]	CW[*]
B. A. (H) Psychology	16	5	2	8	31	1	2
B. Com (H)	77	23	12	42	154	5	8
B. Sc. (G) Maths Science	24	7	3	12	46	1	2
B. Sc. (H) Computer Science	46	14	7	25	92	3	5
B. Sc. (H) Electronics	16	5	2	8	31	1	2
B. Sc. (H) Mathematics	24	7	3	12	46	1	2
B. Sc. (H) Physics	16	5	2	8	31	1	2
B. Sc. Physical Sciences	24	7	3	12	46	1	2
Bachelor of Management Studies (BMS)	24	7	3	12	46	1	2
Total	267	80	37	139	523	15	27

[*] Supernumerary Seats

Quota for Supernumerary Seats
1. PwD Category: 3% of the seats in college
2. CW Category: 5% of the seats in each course
3. Kashmiri Migrants: Upto 5% seats course wise
4. Foreign Students: 5% of the seats in college
5. Sports /ECA Category: Not more than 5% sports / ECA quota (subject- wise)

Intake to Certificate Course in German/ French 2016-17

Name of the Course	No. of Seats	Admission Criterion
Certificate Course in German	50	On the basis of marks obtained in class XII (Best Four)
Certificate Course in French	50	On the basis of marks obtained in class XII (Best Four)
Add-on Course in Radio Broadcasting	25	On the basis of Interview

Grievance Committee for Admissions

Name	Telephone Number
Dr. Deepak Srivastava – Convenor	9818078452
Dr. Bhavna Gupta	9871757816
Dr. Mukesh	9891303900

FEE STRUCTURE (2016-2017)

	B.Sc (H) Comp Sc	B.Com (H)	B.Sc (H) Phy.	B.Sc (H) Elect	B.Sc (H) Maths	B.A(H) Psy.	BMS	B.Sc (G) Math.Sc.	B.Sc Ph. Sc.
A. COLLEGE CHARGES									
1. Admission Fee	10	10	10	10	10	10	10	10	10
2. Tuition Fee	180	180	180	180	180	180	180	180	180
3. Identity Card Fee	25	25	25	25	25	25	25	25	25
4. Library Fee	500	500	500	500	500	500	500	500	500
5. Reading Room Fee	50	50	50	50	50	50	50	50	50
6. Tut./House Exam.Fee	150	150	150	150	150	150	150	150	150
7. Garden Fee	150	150	150	150	150	150	150	150	150
8. Water & Elect. Fee	200	200	200	200	200	200	200	200	200
9. Magazine Fee	150	150	150	150	150	150	150	150	150
10. Estab./Maint.Fee	300	300	300	300	300	300	300	300	300
11.Sports & Games Fee	500	500	500	500	500	500	500	500	500
12. Laboratory Fee	36	36	36	36	36	36	36	36	36
13. Comp. infrastructure fee	14820								
B. UNIV. CHARGES									
1. Univ. Enrolment Fee	200	200	200	200	200	200	200	200	200
2. Cultural Fee	5	5	5	5	5	5	5	5	5
3. Athletic Fee	50	50	50	50	50	50	50	50	50
4. W.U.S. Fee	5	5	5	5	5	5	5	5	5
5. Development Fund	600	600	600	600	600	600	600	600	600
6, N.S.S. Fund	20	20	20	20	20	20	20	20	20
7. Prevention of sexual harassment	2	2	2	2	2	2	2	2	2
8. Univ. Examination Fees*	2510	1420	1920	1920	1620	1020	2120	1520	2120
CSTUDENT SOCIETIES									
1. Student's Union	20	20	20	20	20	20	20	20	20
2. Societies Fund	500	500	500	500	500	500	500	500	500
3. First Aid Fund	100	100	100	100	100	100	100	100	100
4. Student Aid Fund	100	100	100	100	100	100	100	100	100
5. Development Fund	500	500	500	500	500	500	500	500	500
6. Security Deposit **	1000	1000	1000	1000	1000	1000	1000	1000	1000
7. Comp. Lab. Charges	1250	1250	1250	1250	1250	1250	1250	1250	1250
8. Student ActivityFund	800	800	800	800	800	800	800	800	800
9. Spic Macay	250	250	250	250	250	250	250	250	250
10. Prevention of sexual harrasment	8	8	8	8	8	8	8	8	8
11. Placement Cell	200	200	200	200	200	200	200	200	200
12. Women Dev. Cell	150	150	150	150	150	150	150	150	150
13. Seminar & Inter College activities							500		
14. Corporate/Industry Interaction Fund							4000		
15. Social Function Fee							1000		
TOTAL FEES	25341	9431	9931	9931	9631	9031	15631	9531	10131

*Subject to any change from University
** REFUNDABLE

1 GUIDELINES FOR ADMISSION

1.1 Qualifying Examinations

Qualifying examinations for the purpose of admission to the first year of undergraduate courses offered by the University shall be Senior Secondary School Certificate Examination (Class12th) of the Central Board of Secondary Education or an examination recognized as equivalent thereto. Candidate seeking admission to the courses offered by the college should have passed the qualifying examination obtaining minimum marks as specified for each of the courses in subsequent sections.

1.2 Age Requirement

There is no minimum age bar for admission to undergraduate courses in the University colleges except in professional courses where regulatory body prescribes minimum age requirement (such as MCI, AlCTE etc.) (Ordinance I). **Gap Year/s would be no bar for purposes of admission to the Undergraduate Courses.**

1.3 Equivalence Criteria

The applications for admission to the undergraduate courses in the Colleges in respect of candidates belonging to the Examining bodies of Boards / Universities recognized / accredited by the Association of Indian University / University Grants Commission Ministry of Human Resource Development shall be considered by the College in terms of the recommendations as circulated in the University circular letter of 13-1-2005. For further details on this, please refer to the bulletin of information for admission to undergraduate courses available on Delhi University website.

1.4 All the candidates of categories (General/OBC/SC/ST/PwD/KM/CW/Sports/ECA) interested in seeking admission in the courses offered by the college must have filled the centralised University pre-admission form online. This is mandatory for all candidates. There will be no pre-admission at the college level.

1.5 The cut-offs notified by the university shall be displayed on the University website (http://du.ac.in), college website (www.keshav.du.ac.in) and college notice board as per the admission schedule.

1.6 The candidates who meet the requisite cut-off should login to the UG admission portal and select college/course where the candidate wishes to take admission and meets the desired cut-off criterion.

1.7 The candidate shall take the print out of the admission form and together with the list of prescribed documents proceed to the college for verification of marksheet, calculation of cut-off percentage depending on the course and verification of other documents as per the admission schedule.

1.8 The college will retain the certificates of approved candidate in order to avoid multiple admissions. The certificates will remain with the colleges during the admission process. However, the colleges shall promptly return the documents in case student withdraws/cancels the admission or student wishes to appear in counselling of any other university/ institute.

1.9 After this, the college will approve the admission on the UG admission portal. The candidate will then be required to log-on to the UG admission portal to make the online Admission Fee payment through one of the available online payment options. The approved candidate is permitted to make online admission fee payment till 12 noon of the next day of the given admission list deadline.

1.10 It may be noted that your admission in the college is completed only after payment of the online admission fee on the UG admission portal within the prescribed time-limit.

1.11 A candidate can take admission only in one course in one college at any given time. In case a student wishes to withdraw/cancel the admission in a course/college, the candidate should approach the college where the admission is taken. Only after the college cancels the admission of a candidate, the candidate can proceed to take admission in other courses/colleges. Admission fee will be refunded to the candidate as per the College/University rules.

1.12 The college shall admit all the candidates who meet the announced cut-off criteria. The policy will not be "first come first served."

1.13 The candidates who could not take admission in a given cut-off list can be considered for admission in the immediate next cut-off list only on the last date of admission, subject to availability of seats.

1.14 For Boards, like International Baccalaureate and others, whose results are declared late, candidates may be considered in whichever cut-off list their results are declared, subject to availability of seats and provided the candidate had completed the online registration process.

1.15 After five cut-off lists, the colleges will notify vacant seats course-wise and category-wise on the college and University websites. The registered candidates will be required to apply in the colleges/courses against vacant seats through the UG admission portal, as per information given in the admission schedule.

1.16 There shall not be any 'Additional Eligibility Criterion' for any category in any course of the college.

1.17 For the Bachelor of Management Studies (BMS) course, the admissions are done through entrance exam, and hence separate procedures as notified on University website from time to time shall apply.

1.18 The procedure for calculation of Best of Four percentages (wherein admission is done on the basis of Best of Four) is outlined in Section 3.

1.19 The admission to the Sports and ECA (Extra Curricular Activities) categories shall be on the basis of University guidelines. For further details on this, please refer to the bulletin of information for admission to undergraduate courses(Section 9.7.1 and Annexure III for ECA, Section 9.7.2 and Annexure IV for Sports) available on Delhi University website.

1.20 The College Grievance Committee shall be available in the College throughout the admission process. The details of the Grievance Committee members are also be available on the college website and on college notice board.

1.21 The data of candidates admitted in college shall be made available on college website.

1.22 The merit list for the general category seats will comprise of all the candidates in the order of merit. No one will be excluded from the same. In other words, it will also include SC /ST / OBC candidates, if they come in general merit. The candidate cannot be excluded from the general category merit list just because he belongs to SC/ST/OBC. Such a candidate is entitled to be considered under the general category, as well as under the reserved category. Admission to open category seats will be strictly in the order of merit without excluding SC/ST/OBC candidates.

1.23 The college is having 78 seated girls' hostel, admission guidelines for which are provided in Annexure I.

1.24 The provisions of ordinance VII (2) shall be applicable as per university guidelines.

2 RESERVATIONS AND RELAXATION/CONCESSION

2.1 Scheduled Caste/Scheduled tribes

- 22½ % of the total numbers of seats is reserved for candidates belonging to Scheduled Caste Scheduled Tribes (15% for Scheduled Caste and 7½% for Scheduled Tribes, interchangeable, if necessary).
- It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Caste /Scheduled Tribe candidates.
- The College shall not refuse admission to any SC/ST candidate on the basis of medium of instruction. Any deficiency in the knowledge of any particular language would be removed, remedial classes for which might be arranged by utilizing grants that are available from University Grants Commission.
- Relaxation to the extent of 5% in the minimum marks will be given to the candidates belonging to Scheduled Caste and Scheduled Tribes to determine their eligibility and merit for admission to the course concerned.
- In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill up all the reserved seats. (AC Resolution A88, 14.6.1983) (EC Resolution 157, 24121.2001). Eligibility in these cases is pass percentage.

Note: SC/ST students who get admission under open merit will not be included in the reserved quota i.e. 22.5%.

2.2 Other Backward Classes (OBC)

- 27% seats will be reserved for the candidates belonging to OBC.
- At the time of giving admission to an OBC candidate, the College will ensure that the caste is included in the Central List of OBC. The certificate must mention non-creamy layer status of the candidate.
- The OBC candidates shall be given a relaxation of 10% in the minimum eligibility marks of the said course prescribed for General Category candidates.
- It is a statutory obligation on the part of College to fill all seats reserved for OBC candidates.
- The College shall not refuse admission to any OBC candidate on the basis of medium of instruction. Any deficiency in the knowledge of any particular language would be removed, remedial classes for which might be arranged by utilizing grants that are available from University Grants Commission.
- If the seats meant for OBC remain vacant after arriving at the minimum eligibility, the same may be converted and filled up by other eligible candidates subject to prior approval from the University.

2.3 Persons with Disabilities (PwD) (Supernumerary Seats)

Three percent, (3%) seats in all undergraduate and postgraduate institutions (including professional and technical institutions) will be reserved for candidates having minimum 40% disabilities.

Concessional/Waiver of fees in respect of Persons with Disabilities (PwD)

- Consequent upon amendment to Ordinance X(4) of the University, the following provision has been added after Sub-clause 2 of Ordinance X(4) of the said Ordinance:

  "Provided that the Persons with Physical Disabilities shall be waived off all the fees payable including the Examination fee and other University fees, except Admission fee, subscription towards Delhi University Students' Union and Identity Card fee for pursuing under-graduate, post-graduate or other courses in the University or its Colleges."

- In pursuance of the above, the students with physical disabilities pursuing various courses of study in the Faculties, Depts., Centers, and Institutions / Colleges of the University shall be exempted from payment of fees, including examination fee and other University fees, except Admission fee, subscription towards Delhi University students' Union and Identity Card fee.

- In pursuance of the Executive Council Resolution No. 50 dated 03.11.2012, it is notified that the students with physical disabilities residing in different Hostels / Halls of the University are exempted from payment of all hostel fees and charges except refundable caution fee and the mess fees. The Persons with Physical Disabilities students shall pay 50% of the Mess fee and the remaining 50% of the Mess Fee-in respect of the PwD students is being met by the University. Similar norms are to be adopted by the Colleges in respect of PwD Students residing in various hostels of the Colleges.

It is clarified further that the PwD students who are getting fellowships / financial assistance shall be exempted from payment of fees / charges / mess fees subject to the following conditions:

Value of Fellowship	Exemption of Fees Waiver etc.
Up to Rs. 3000/- per month	Fees waiver + 50% Mess Subsidy
Rs. 3001 to 8000 per month	Fees waiver but no Mess Subsidy
Rs. 8001 and above per month	No fees waiver and no Hostel Subsidy

Candidates seeking admission under SC/ST/OBC category should have certificates in their own name only.

All Eligible SC/ST, OBC, PwD students who are admitted to the college should submit their scholarship form by February for processing scholarship to SC/ST, OBC, PwD each year.

2.4 Children/Widows of the Eligible Armed Forces Personnel (CW Category) (Supernumerary Seats)

- All candidates seeking admission to various undergraduate courses of University of Delhi must have registered online as per schedule notified by the University.
- 5% of seats are reserved for candidates under CW categories course wise in the college.
- All the CW candidates have to upload the Educational Concession certificate in the enclosed format to be issued by any of the following authorities on the proper letter head.

a) Secretary, Kendriya Sainik Board, Delhi.
b) Secretary, Rajya Zila Sainik Board.
c) Officer-in-Charge, Record Office.
d) 1st Class Stipendiary Magistrate.
e) Ministry of Home Affairs (For Police Personnel in receipt of Gallantry Awards)

- Admission may be offered to the Children/Widows of Officers and Men of the Armed Forces including Para-Military Personnel, in the following order of preference:
  I. Widows/Wards of Defence personnel killed in action;
  II. Wards of serving personnel /ex-servicemen disabled in action;
  III. Widows/Wards of Defence personnel who died in peace time with death attributable to military service;
  IV. Wards of Defence personnel disabled in peace time with disability attributable to the military service; and
  V. Wards of serving Ex-servicemen personnel including personnel of police forces who are in receipt of Gallantry Awards;

Gallantry Awards include: Param Vir Chakra, Ashok Chakra, Sarvottam Yudh Seva Medal, Maha Vir Chakra,Kirti Chakra,Uttam Yudh Seva Medal,Vir Chakra,Shaurya Chakra, Yudh Seva Medal ,Sena, Nau Sena,- Vayusena Medal, Mention-in-Despatches, President's Police Medal for Gallantry, Police Medal for Gallantry.

Candidates belonging to the above category shall report as per the admission schedule.

2.5 Kashmiri Migrants (Supernumerary Seats)

- All the Wards of Kashmiri Migrants who wish to be considered for admission to various undergraduate courses for university must have registered online as per schedule notified by the University.
- Upto 5% seats are reserved course-wise in the college for Wards of Kashmiri Migrants.
- All the Wards of Kashmiri Migrants will have to upload a certificate of registration as Kashmiri Migrants issued by Divisional Commissioner/ Relief Commissioner.
- A concession of maximum 10% in the last cut-off marks fixed for General category candidates shall be extended to the Kashmiri Migrants.
- Admission of Wards of Kashmiri Migrants will be based on cut-offs to be announced by the college.
  (The candidates selected under special Scholarship Scheme for J&K will be admitted directly to the college)

2.6 Foreign Students (Supernumerary Seats)

All foreign students, including those who have completed their schooling from an Indian Board may be treated as Foreign Students for the purpose of their registration / admission and they may be considered for admission under 5% quota prescribed for the foreign students. The foreign candidates seeking admission to undergraduate Courses should apply to Deputy Dean Foreign Students), Conference Centre, University of Delhi-110007.

Email: fsr_du@yahoo.com

2.7 Sports/ ECA (Supernumerary Seats)

The existing provision of not more than 5% sports / ECA quota (subject- wise) shall be continued. The College would decide the actual number of seats to be filled on sports basis (not more than 5%) keeping in view the facilities available, requirement of the College and other relevant factors.

The guidelines for Admissions under sports / ECA categories will be carried in accordance with the guidelines notified by the University. For further details on this, please refer to the bulletin of information for admission to undergraduate courses (Section 9.7.2 and Annexure IV) available on Delhi University website.

3 ACADEMIC SUBJECTS AND PROCEDURE FOR CALCULATING BEST OF FOUR PERCENTAGE
(For Courses wherein admission is done on the basis of Best of Four)

3.1 Procedure for calculation of 'Best Four' subjects percentage for Honours Courses (For admission to Arts/ Humanities Courses):

a. One Language (Core/ Elective/ Functional)

b. The subject in which admission is sought (If a candidate does not include the concerned subject whether studied or not, in 'Best Four' in which he/she is seeking admission in the honours course, then a deduction of 2.5% will be imposed on the calculated 'Best Four' percentage).

c. Any two other academic/ elective subjects as per **List A.**

Note:

i. If a candidate doesn't include the subjects given in **List A** in 'Best Four', then a deduction of 2.5% of maximum marks will be levied for each subject for the purpose of calculating 'Best Four'.

ii. All subjects to be included in the calculation of 'Best Four' must have at least 70% theory component of exam. In case, the subject to be considered does not have 70% theory component and 30% practical component, then the marks of theory and practical only shall be converted to 70% and 30%, respectively on pro rata basis. These new marks will then be considered for calculation of 'Best Four'.

List A

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

Arabic	French	Legal studies	Punjabi
Bengali	Geography	Mathematics	Sanskrit
Botany	Geology	Music	Sociology
Chemistry	German	Persian	Spanish
Commerce*	Hindi	Philosophy	Statistics
Computer Science	History	Physics	Urdu
Economics	HomeScience	Political Science	Zoology
English	Italian	Psychology	

1. Accountancy/ Business Studies/ Commerce shalll be treated at par with academic/ elective subjects.
2. Biology/Biotechnology and Business Studies will be treated as academic/elective subjects.
3. In case a candidate has studied both elective and core in a language, then core language subject will be treated as language, while elective language can be considered as academic/elective subject.
4. The subject 'Informatics Practices' will be equivalent to Computer Science for admission to B.Sc. (Hons.) Computer Science only.
5. The candidates must have studied and passed Mathematics at the qualifying exam for admission to B.Com.(H).
6. Business Mathematics will be treated as equivalent to Mathematics for admission to B.Com(H) only.
7. University may define any other relevant subjects as an academic/ elective for a particular Honours course.

Examples for calculation of 'Best of Four Percentage' are given below

Example 1:	Example 2:
If a candidate has scored: Accounts (90), Business Studies (92), English (88) and Economics (94).	If a candidate has scored: Physics (96), Chemistry (92), English (90) and Mathematics (94).
Total marks are 90+92+88+94=364, Percentage is 91%. The effective percentage for:	Total marks are 96+92+90+94=372, Percentage is 93%.The effective percentage for :
B.A (Hons.) English is 91%,	B.Com(Hons) /B.A(Hons.) History is 93-2.5 = 90.5%,
Not eligible for B.A(Hons.) Economics, B.Com (Hons.).	B.A(Hons.) English 93%,
B.A(Hons.) Pol.Sci 91-2.5 = 88.5%.	B.A(Hons.) Economics 93-2.5=90.5%,
	B.Sc(Hons.) Maths 93%
Example 3:	**Example 4:**
If a candidate scored: Accounts (88), English (92), Punjabi Elective (90), Maths (80) and Web Designing(96).	If a candidate has scored: Accounts (90),Business Studies (92), English (88) and Home Science (94), Maths (85).
Total marks are 88+92+90+96=366, percentage is 91.5%. The effective percentage for :	Then total marks are 90+92+88+94=364, Percentage is 91%. The effective percentage for :
B.Com(Hons.) 91.5-2.5(WD)=89%,	B.Com(Hons.) 91%.
B.A(Hons.) Hist. 91.5%-2.5%(WD)-2.5%(Hist) =86.5%.	B.A(Hons.) Eng. 91%
B.A(Hons.) Punjabi 91.5% - 2.5%(WD) + 2% (Elective) = 91%.	B.A(Hons.) Hist. 91%-2.5%(Hons.)= 88.5.
B.Sc(Hons.) Maths (English, Maths, Accounts, Punjabi) 87.5%	B.Sc(Hons.) Maths 88+85+94+92=359. The Percentage is: 89.75%

*Marks in physics/chemistry/biology papers should be in ratio of 70: 30 (theory: practical), otherwise, marks calculated on pro rata basis will be considered.

4 ADMISSION CRITERION FOR VARIOUS COURSES

4.1 Arts / Commerce:

Courses	Minimum Percentage Required	Specific Requirements
B.A. (H) Psychology	An aggregate of 45% marks in the qualifying examination	The merit shall be determined on the basis of one language and three best elective subjects (List A).
B.Com.(H)	An aggregate of 45% marks in the qualifying examination and must have studied and passed mathematics	The merit shall be determined on the basis of one language and three best elective subjects (List A).

4.2 Mathematical Sciences:

Course	Requirement of Subjects Studied and Passed	Minimum Percentage	Specific Requirements
B.Sc. (H) Computer Science	Mathematics, one language and two other subjects listed as academic subjects	Should have secured a. 60% or more marks in Mathematics b. 55% or more marks in aggregate of four subjects including Mathematics, one language and two other subjects listed as academic subjects by the respective Boards	Selection will be made on the basis of best four academic subjects including One Language, Mathematics, Physics, Chemistry / Computer Science / Informatics Practices. The students of other streams: one Language, Mathematics with two Academic Subjects (List A) with a deduction of 2%.
B.Sc. (H) Mathematics	50% marks in Mathematics and an aggregate of 45% marks in the qualifying exam	The Merit shall be determined on the basis of one language, Mathematics under academic stream and two best elective subject from list A.	

4.3 Science Courses:

Course	Requirement of Subjects Studied and Passed	Minimum Percentage	Specific Requirements
B.Sc Mathematical Sciences	The Merit shall be determined on the basis of one language, Mathematics and two best elective subjects under academic stream (List A).		
B.Sc. (H) Physics, Electronics	Physics, Chemistry and Mathematics	The overall percentage in 3 subjects in relevant column 2 should be 55% and one compulsory language should be 50%	Selection will be made on the basis of marks in the aggregate of 3 Science subjects as mentioned in column 2 for each Honours Course
B.Sc. Physical Science (Computer Science)	Physics, Chemistry/ Computer Science, Mathematics	45% or more marks in the aggregate of 3 subjects as mentioned in column 2 (Practical & Theory together) and passing in one compulsory language (i.e. English). The overall percentage in 3 subjects in relevant column 2 should be 45% and one compulsory language should be 40%	Selection will be made on the basis of marks in the aggregate of 3 Science subjects as mentioned in column 2

5 RECHECKING/REVALUATION AND COMPARTMENT CASES

The college shall consider admission of those candidates whose marks get increased in the process of rechecking/ revaluation by their respective boards within the prescribed period of admission provided that they fulfil the other eligibility conditions laid down for admission.

6   CANCELLATION OF ADMISSION & FEE REFUND

A student who wishes to get his/her admission cancelled must apply in writing on a form available for this purpose from College Office/Departmental Admission Incharge/Central Admission Committee. The fee slip must be countersigned by his/her parents/guardians. The candidate must get his/her form forwarded by Department Admission Incharge and recommended by Central Admission Committee. Then the form will be submitted to the college office. Refund of fees will be made as per Delhi University rules. Candidates, who fail to pass at the Compartmental examination by 31st August, 2015 shall not be entitled to continue on rolls and their provisional admission will be cancelled without any further reference to them.

Reasons for seeking refund	Quantum of fee to be refunded
When a student applies for withdrawal of admission before the last date of admission.	Full fee after deduction of Rs. 250/-
When a student applies for withdrawal of admission after the last date of admission and on or before 31st July, of the year of admission.	Full fee after deduction of Rs. 500/-
When a student applies for withdrawal of admission after 31st July and on or before 16th August of the year of admission.	Full fee after deduction of Rs. 1000/-
When a student applies for withdrawal of admission after 16th August of the year of admission.	No fee will be refunded
When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificate(s), providing misleading information by the student for any error mistake on the part of the student	Full fee will be refunded

GUIDELINES FOR ADMISSION IN GIRLS HOSTEL

I.   Eligibility Criteria

Any outstation/ NCR girl student who has secured admission to any course offered by the college is eligible for Hostel Accommodation.

II.   Admission Procedure

a. Girl students (Outstation / NCR) admitted in any regular undergraduate course at the college have to submit the duly filled 'Hostel Admission Application Form' (available free of cost) after showing College Admission Fee Receipt to Warden.

b. The selected student has to submit all the forms (available in the Hostel Information Bulletin) duly filled in together with the required documents to the Warden. After this the student is required to pay the annual Hostel fees, and mess charges (for one semester only) within the stipulated time. (For further details, refer to the Hostel Information Bulletin).

c. The student who fails to deposit the Hostel fee within the stipulated time shall lose the Hostel seat, and may be considered at the end only if seats are vacant.

d. The final admission/ re-admission to the Hostel shall be subject to the fulfillment of eligibility conditions. The final decision in this regard shall remain with the college authority.

e. Students are advised to regularly check the College/Hostel Notice Board and College Website for relevant information. No individual intimation will be sent in this regard.

Note:

If a student does not avail the hostel seat according to the admission schedule, she loses her priority in the admission list. Late applicants and those students who do not deposit the Hostel fee in the stipulated time will have no claim on the hostel seat.

PROFORMA FOR THE GAP YEAR CASES

All the students, who did not passed the qualifying exam for admission to the 1st year in March/ April 2016, must submit an undertaking at the time of admission in the following format.

UNDERTAKING
(To be submitted by the candidate seeking admission on Gap year basis, on non-judicial stamp paper of Rs. 10/-, duly attested by notary Public/First Class Magistrate)

I _____son/daughter of _____
    (Name of candidate)   (Name of parent)
resident of _____ do solemnly
affirm and declare as under:

1. That I passed the _____
                     (Name of qualifying examination)
in _____from _____
                    (Name of qualifying examination)

2. That I was preparing for _____
                  Medical/engineering/other (specify)
competitive examination after passing the qualifying examination.

3. That I was not admitted to this course _____
(Name of the course to which admission is sought in Keshav Mahavidyalaya)
in any college of Delhi University after passing the qualifying examination.

4. That there is no civil/ criminal case pending against me in any police station/court in any state.

5. That I understand that if at any point of time, any of the above statement is found to

be untrue, my admission to _____ in Keshav Mahavidyalaya
                  (Name of course)
shall be cancelled.

Executed by at Delhi/ New Delhi on this day of _____2016.

Signature of candidate   Attested by
                             Notary Public/First Class Magistrate
                                In presence of: Stamp)

COLLEGE PROFILE

Keshav Mahavidyalaya is one of the most preferred and the best off campus colleges. This year the college has been awarded Grade 'A' by NAAC i.e. National Assessment & Accreditation Council. It was established by the Govt. of NCT of Delhi in 1994. The foundation stone of the campus was laid by Ms. Sheila Dikshit, the then Hon. Chief Minister, Govt. of NCT Delhi on March 23, 2003. Hon. Ex-Lt. Governor of Delhi Mr. B.L. Joshi inaugurated the building on November 27, 2005.

The college has successfully completed over two decades and has earned a great reputation, comparable to that of the campus colleges. Since its inception, the institution has moved on the path of success and is acclaimed for its achievements, faculty, and a world class infrastructure. It is one of the youngest colleges of Delhi University, but is considered one of the best off-campus co-ed colleges having carved a niche for itself by garnering University positions year after year. The college stands on a sprawling campus of more than 10 acres. It has one of the finest buildings comprising of an air-conditioned Auditorium, Seminar Room, E-enabled Lecture theatres, well equipped laboratories, a well-stocked library and spacious ICT enabled classrooms. The College boasts of a spacious and comfortable Girls' Hostel with a capacity of 78 students on twin sharing basis. Equipped with all basic and necessary facilities, the hostel provides its residents many opportunities to fulfil their academic, cultural, and social needs.

The college at present offers nine courses in the disciplines of Science, Commerce, Management Studies, Psychology and Computer Science. The college also offers short-term courses in French and German Languages. In the current academic session, the student strength has been over 1600, under the supervision of approximately 100 faculty members and more than 60 nonteaching staff. Imparting education in different fields, the faculty recognizes its responsibility of training young minds holistically with their knowledge, zeal and energy to keep up with the pace of a fast changing globalised environment.

The College provides Internet facility to its faculty and students available through the Computer Centre, University of Delhi via intranet. All the labs in the College have access to e-journals subscribed by the University through its intranet. The University has facilitated the College campus with Wi-Fi connectivity that is vital for academic and research activity.

The college promotes organizing of Seminars, Workshops and Lectures in every field of Academics, Environmental and Health issues, Social service and other Co-curricular activities. With a view to provide help to economically weak or meritorious students, the college provides scholarships and fee concession facilities.

INFRASTRUCTURE

LABORATORIES

At Keshav Mahavidyalaya we believe in hands-on experience for the students. As theoretical knowledge alone is insufficient and incomplete, well equipped laboratories have been set up in all the relevant courses.

Physics Lab

The college has two Physics Labs, equipped with the latest and sophisticated instruments, which are used for practical work related to mechanics, optics, heat and electrical circuits. Separate air-conditioned dark rooms are also available for performing experiments related to optics and ballistic galvanometer. The labs are continuously upgraded to ensure that the students are equipped with the latest skills. The facilities in the lab include:

• Digital storage oscilloscopes	• He- Ne laser interfacing facilities.
• Hall Effect set up	• Computer simulation facilities
• Michelson's interferometer	• CRO & TV trainer kits
• Ultrasonic grating set up	• Set up for PE Hysteresis
• Set up for elliptically polarized light	

Electronics Lab

These labs are used to perform experiments based on Analog electronics, Digital circuits and Systems, Instrumentation, Communication and Signal Processing and Micro-processor Applications. Students develop a working knowledge of various integrated circuit families, circuit designing, ROM, EPROM, and RAM. These labs are equipped with the latest 8085 and 8086 trainer kits.

Chemistry and Biology Labs

Two chemistry labs, furnished with modern instruments like electronic balances, electrophoresis machine, digital pH meters, and potentiometers, are also available at Keshav Mahavidyalaya. A fully air-conditioned analytical technique laboratory is also being set up. The biology labs are well equipped too. Computer facility is also available in both labs for students use.

Computer Lab

The Computer wing has three spacious computer labs equipped with the state-of-the-art facilities. All the systems are of latest configuration. The labs can accommodate approximately 90 systems apart from servers. There is a separate UPS room. The lab has a wireless LAN using Wi-Fi Routers. It also provides multimedia facilities and is equipped with an OHP, LCD Projector, and Scanner.

BBS/BMS Computer Lab

A fully Air conditioned Lab with internet facility and access to software like SPSS, Capitaline, ProjectLibre is also there for BBS Students.

ICT Lab

The College has dedicated ICT lab which have high end systems to run sophisticated software such as MATLAB, Mathematica etc. for commerce and mathematics student to work on computer and statistics.

Psychology Lab

The Psychology lab of the college is well equipped with the latest Psychological tests and instruments such as 3 Digital Reaction Time Apparatus, 3 Mirror Drawing Apparatus,4 Muller Lyer Apparatus with Stand,3 Digital Arm Type Blood Pressure Monitor, 3 Digital Thermometer, 2 Memory Drums. Every year, new instruments and tests are added to give a wide exposure to students. The lab has a wide range of standardized Psychometric Tests applicable in clinical, organizational, social, neurocognitive and counselling settings. A total of 36 Psychometric Tests and Scales are available in the Laboratory.

E-ENABLED CLASSROOMS

The college has six big lecture theatres and 28 classrooms equipped with e-learning facility. Almost all classrooms in the college are e-enabled.

AMPHITHEATRE

The campus has a beautiful amphitheatre with five pillars symbolizing the five elements – air, water, sky, earth and fire. It is a host to a variety of performances, competitions, street plays etc. by students.

COLLEGE AUDITORIUM

The college has a state-of-the-art auditorium with a seating capacity of 800 persons (Area~2569sq m). It is fully air conditioned, built with best acoustics, and high end light and sound facilities. It has two green-rooms, one for boys and the other for girls. It has been the centre for all cultural and academic activities of the college. The auditorium, since its inauguration, has borne testimony to the talented performances of renowned maestros including Ms. Shovana Narayan, Sh. Shiv Kumar Sharma, Smt. S. Kanaka, Warsi Brothers Mr. Shashank Subramanyam, Ronu Mukherjee and Haji Aslam Sabri. Last year the college organised Santoor performance by renowned Santoor artist Pandit Satish Vyas which was accompanied by Tabla performance by Ustad Akram Khan. It has also witnessed an array of eminent speakers from diverse fields of academics, management, IT industry, governance, and theatre who have shared priceless thoughts with the staff and students. It also serves as a platform to boost the confidence of the college students to come up and show their talent as dancers, singers, actors and display their capabilities as future professionals, managers and event organizers. It is also the hub for major college events like the Orientation Program, the Annual Day, and the College Farewell.

LIBRARY

The college maintains a well-stocked, fully computerized library comprising of a large reading room. The library has large number of books with new books and editions added every year. It has a rich collection of text, reference materials and encyclopaedias of various fields. Large number of dailies, weeklies, periodicals are being subscribed by the library on regular basis. The library provides Circulation services, Technical services (i.e classification and cataloguing services) Reprographic Services i.e. Photocopier Service etc. to the users. Internet facility is also being provided.

Library Membership

Students need to furnish their fee receipt and college identity card to become a member of the library. Membership is yearly, and clearance needs to be taken at the end of every academic session. Library Reader Tickets (cards) are non-transferable.

Library Cards

- Students are given four (04) Library Reader's Tickets (Computer Science (H)-05) which can be used at the same time to facilitate readings. On Library Reader's Ticket No. 4 book will be issue for one day only and on rest of the Library Reader Tickets books will be issued for fifteen days.
- For books not returned on time, an overdue charge of Rs.5/- per day per book will be levied for the first week, Rs.10/- per day for the second week, Rs.25/- per day for the third week and in fourth week if the book is not returned, the library membership of the student shall invite cancellation.
- Students have to show College I-Card at the entry gate of library and while issuing the library books. Without showing I-Card at the library counter no book will be issued.
- Students cannot carry any bags into the library.
- In case of transfer of library tickets the ticket of the original card holder will be cancelled.
- In case of tearing of pages from any book is reported, strict disciplinary action will be taken.
- If a Reader/member lost his/her library ticket, a duplicate library ticket will be issued to him/her in the next academic year to avoid any kind of misuse of the library tickets.
- Fine for lost Reader's Ticket will be Rs.100/- per card. Fine of Rs.50/- towards the issue of Duplicate Card will be charged.
- Duplicate cards due to repeated loss of Reader's Tickets shall be considered only after prior approval of the Principal.

- Books on loan can be called at any time without assigning any reason thereof.
- The Library Membership Form is to be submitted after admission is secured.

SEMINAR HALL

A fully air-conditioned and well-equipped seminar hall is used to host a variety of events throughout the year. The seminar room has a seating capacity of around 100 delegates and is equipped with an LCD Projector, Interactive Board and audio conferencing public address system.

GIRLS HOSTEL

The college boasts of a spacious and comfortable Girls' Hostel with a capacity of 78 students. The hostel provides safe and comfortable accommodation facilities to young girls aspiring for higher education at Keshav Mahavidyalaya, University of Delhi. The Hostel is located in the college campus surrounded by beautiful lawns and sprawls in an area of 10 acres. Most of the rooms are on twin-sharing basis. A common room with a large LCD TV is available for the students. It has Principal's and Warden's residence within its premises.

FACILITIES

Sports Facilities

The Sports Department is fast becoming one of the favourite with ample facilities and infrastructure for participation in sports both indoor and outdoor. A special room for playing table tennis, carom board and chess has been set up. The college campus also has badminton, lawn tennis, volleyball, basketball courts and a huge ground for playing cricket and football. It also offers gym facilities with latest equipment and machines for those interested in it.

College Connectivity

The college is well connected by various means of public transport. College is well connected by DTC services i.e., 85Ext, 970 Ext, 196Spl, 442Spl, 951Ltd, 289D. The Metro Feeder bus connects the college to Netaji Subhash Place Metro Station (Via Britannia), Kirti Nagar and Pitam Pura Metro Station. E-rickshaws are readily available outside college.

Bus Pass

The college provides the facility of concessional bus passes for its students, which is available on demand and has arrangement for the verification of DTC Bus Pass form.

Cafeteria

The Cafeteria at Keshav Mahavidyalaya provides great food at affordable prices in a good atmosphere. This makes the cafeteria the most frequently visited place in the college. Cafeteria is the place where students from all the streams meet and interact, over steaming cups of tea/coffee.

Rail/Air Concession

The facilities for rail and air concession are available to the students at the college office for visiting their parents at their home town (to and fro) during vacations only. For this purpose, the permanent address declared in the admission form is considered. Any change in permanent address will be made only if the information is given to the office directly by the parents as soon as it takes place and not at the time when a concession is desired.

Photocopying

The facility of photocopying is available during admission in the administrative office on paid basis.

ATM

An ATM machine is installed in the college by Canara Bank for providing easy banking services to students and staff.

Garden

The college has well developed gardens which provide a lavish green look to the campus. It also maintains foliage for ecological balance and artistic look. Attractive lawns with blossoming flowers all around the campus present a delicate view.

Medical Room

The college has a First–Aid Room for providing immediate medical assistance to students as well as staff. Moreover, Bhagwan Mahaveer Hosipta, which is located next to the college, is easily approachable in case of emergent situations.

Internet/Wi-Fi Access

The college campus is well connected through wired as well as wireless networks. Students have access to internet with 100 mbps connectivity by Fiber Optic/LAN cable backbone structure. The coverage of Wi-Fi is not only restricted to class rooms but also extends to all the areas including library, auditorium, amphitheatre and cafeteria. Eventually, it enables Keshav Mahavidyalaya to switch over to innovative and recent teaching and learning methodologies.

STUDENT DEVELOPMENT CELLS

NSS

The College also has a National Service Scheme (NSS) unit that promotes community service through events like cleanliness drives, free health checkup camps, blood donation camps, self-defence classes for girls, lectures on health and nutrition, educational camps in slums, anti-tobacco campaign, street rallies in nearby areas for spreading awareness about prevention of polio and dengue, etc.

Rotract Club

Founded in 1995, the Rotract Club aims at developing a sense of responsibility in students through a variety for social welfare activities such as adult literacy, child welfare and relief programs. The club organizes blood donation camps and clothes donation drives and works in collaboration with NGOs every year to encourage the spirit of community service among students. The Rotract Club of the college aims to instil in the students a sense of community by actively engaging in socially responsible initiatives and contributing in whatever way they can to uplift the current state of being.

SPIC-MACAY

SPIC-MACAY is a society that carries forward the torch of India's classical music and culture across to the new generation. Keshav Mahavidyalaya is proud to be associated with the society. The first concert of SPIC-MACAY was held under "VIRASAT 2001" series of concerts. The college has made efforts to keep alive our Indian culture through organizing events under SPIC MACAY.

Grievance Redressal Committee

The college gives due consideration to redressal of grievances of its students pertaining to different categories. For the said purpose, Nodal Officers have been appointed for individual categories. To address the grievances of students at another higher level a Grievance Redressal Committee has been constituted as per DU guidelines.

DWARIKA : College Magazine

'DWARIKA, the college Magazine, is published every year. The magazine provides the students with a powerful medium for their creativity and writing skills by contributing their articles, poetry and write-ups in English as well as in Hindi. It also highlights the academic, cultural and sports events of the college. Art and sketches by the students are also showcased in the magazine.

Placement Cell

The College has a well-organized and active Placement Cell that is linked with the Central Placement Cell of University of Delhi. It has been successfully placing students with good packages in organizations of repute year after year that not only offer significant job profiles, but also opportunities for growth and higher learning. Recently our students have been placed in many companies such as Genpact, AT Kearney, Capital IQ, E&Y Global, Ken Research, Grofers, Stanmax, Air Shagoon and Mera Job etc.

Women's Development Cell

The WDC has been working in the direction of creating awareness about various women issues such as sexual harassment, gender equality, etc. Also, the cell has been constantly working to create awareness on health issues particularly relating to women, whereby talks on nutrition & breast and ovarian cancer awareness etc are being organised from time to time. Last year the WDC invited Ms

Swati Maliwal (Chairperson, Delhi Commission for Women) and a member of her commission Ms. Sarika Chaudhary to share their experiences with the students and discuss the challenges faced by women on everyday basis.

The Equal Opportunity Cell

The college is extremely sensitive to the problems faced by the differently abled, or of minority status, which stem from disabling environmental, economic and cultural barriers. To address these and other urgent issues concerning SC, ST, OBC and people with disabilities (PwD), the Equal Opportunity Cell was set up by the University of Delhi on June 27, 2006 & a policy draft was released ensuring a barrier free, equitable and accessible space to the PwD, in the field of higher education. Our college has made all efforts for improvement in the overall infrastructure, and in the learning and teaching process for the differently-abled academic community irrespective of visual, hearing, orthopaedic or other kinds of impairments. This year the cell organized 'Urjaa 2016', where Ms. Ira Singhal (IAS topper) interacted and motivated the students.

Internal Quality Assurance Cell

An Internal Quality Assurance Cell (IQAC) has been formed to bring about consistent quality improvements in all spheres of the college as per mandate of NAAC. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the college. For this, it channelizes all efforts and measures of the college towards promoting its holistic academic excellence.

Environment Club-PRAKRITI

'PRAKRITI - Let it Grow' is the motto of the Environment Club of Keshav Mahavidyalaya. The club has always worked hard to promote the green culture - the cornerstone of Keshav Mahavidyalaya. The activities of the club attempt to impact the mindset of the students in both direct and indirect ways to appreciate and respect the environment. Recognizing the importance of environment as a holistic entity to be respected and not merely used, the club activities include planting trees, recycling waste, taking steps to control air/water pollution. It reiterates the idiom "TAT TVAM ASI" (that thou art) i.e. man is a constituent of his environment.

SOCIETIES AND OTHER SOCIO-CULTURAL INITIATIVES

The college has been promoting extra-curricular activities through subject seminars and other societies. The Students Association plays an important role in these societies. The aim of all these activities is to provide ample opportunities to the students with a view to develop their initiative, organization skill, public speaking, leadership, self-help and self-expression. Students interested in the membership of the under mentioned societies may contact the concerned convenors.

BLITZ : Computer Society

Brilliant Information Technology Zealots computer society is developed to organize events such as seminars, debates and the Computer Festival, Blitzkreig. The aim of the society is to keep the students abreast of new advances in the fast changing world of information technology. The society maintains its CD library managed by students themselves. Computer magazines are also made available to its members.

BIZWORLD : Commerce Society

The college has a commerce society named "BIZWORLD" which provides a platform to the students to express their views on current economic issues through events like debates, quiz, poster competitions, extempore and group discussions. It also organizes an annual commerce Festival by the name of 'Fledgling'.

METAMORPHOSIS : BMS/BBS Society

A society started by the students of B.B.S. is a powerhouse of academic intelligence and practical application through exposure in the form of guest talks, and industry interactions This society also organizes various intra-department, intra-college, inter-college events from time to time to develop confidence and healthy competition among the students. The society organizes events like its annual fest COGNIZANCE which is an intellectual cum fun filled extravaganza, which consists of a corporate seminar, business quiz, Mock stock and host of other competitions. Friday activity is an integral part of the event calendar in which students organize intellect stimulating management based activities.

MODULUS : Mathematics Society

Mathematics department has its society "MODULUS" which organizes various inter college competitions and its annual event.

ELECTRONIKA : Electronics Society

The Electronics society "ELECTRONIKA" organized various inter-college competitions and its annual event, the Electronics festival 'ELEXONIA'.

COSMOS : Physics Society

Physics society named COSMOS, provides exposure to the students in the form of special lectures, poster presentations, debates and various competitions. The Physics society Cosmos also organizes its annual Physics Festival 'Curiosity'.

INPSYCH : Psychology Society

 "INPSYCH" is the society of the Psychology department. The focus of the society is on organizing seminars, workshops, and field visits. It also organizes its annual Psychology Festival 'Fenestra' in which paper presentations and a host of other events like Quiz, JAM, Psychodrama, Treasure hunt, etc., are organized.

ADVAITAA: The Dance Society

The dance society of Keshav Mahavidyalaya was founded in year 2012-2013. The purpose of the society is to provide a platform to the students to showcase their talent.

SHADES: The Dramatic Society

The college has a dramatic society named 'SHADES' which gives a chance not only to actors but also to writers, directors and many others who are encouraged to bring forth their talent. The SHADES team has brought many laurels to the College. Few of them are Among top 8 teams in Street Play - KAR-MAA, IIT Bombay, MOOD Indigo - Delhi Prelims,1st position, at IIT Bombay, MOOD Indigo Finals at Mumbai, 2nd position, Street Play - KAR-MAA, IILM, Lodhi Road.

ANHAD: The Music Society

Anhad, the music society of Keshav Mahavidyalaya expanded its wings in 2014 and emerged as Anhad-The Band. The formation of the band was filled with ample obstacles but with its utmost dedication, the band walked down this rhythmic journey of music and has won several awardsits very first title of ANTARDHVANI 2014 within a mere 3 months of its formation. The band is famously known to play Bollywood medleys in its own style. It is the only band of this genre in the capital.

VAGMITA: The Literary Society

VAGMITA, as the name suggests is the eloquence- the art to express, to say the unsaid... VAGMITA Debating cum Poetry Society is one of the youngest societies of Keshav Mahavidyalaya. The aim with which VAGMITA saw its creation was to provide a platform where people realize that they still have the freedom supremo- The FREEDOM of EXPRESSION. It seeks to instil the feeling of letting out the emotions deep in you that you find your thoughts strangled with sometimes. VAGMITA has always worked on a simplified thought- *Be the voice you would want to hear in your support.* VAGMITA has been adjudged as the BEST LITERARY society by The Education Tree, with over 50 achievements coming from poetry wing and more than 20 achievements from the Debating wing.

MANIERA: The Art Society

The Fine Arts Society of Keshav Mahavidyalaya provides a medium to students to express their creative selves with numerous activities like Rangoli making, decoration and creating the best out of waste. The members of the society have demonstrated an excellent exhibition of their varied talents in the festivals organized by the college. It's a very young society which in a short span of time bagged many positions in various events

CULTURAL AND CO-CURRICULAR ACTIVITIES

Orientation Day

An orientation day for students is organised on first day of academic session. Orientation Day Function will be organised on 20th July 2016 (Wednesday) at 10:00 a.m. in College Auditorium.

Fresher's Welcome

The academic session begins with a warm welcome for the newly joined first year students. The seniors hold a freshers' welcome which provides a platform for positive interaction amongst the seniors and the juniors. A strong exception is taken for any form of negative interactions like ragging. Rules pertaining to ragging are applicable as per Ordinance XV-C.

Annual Cultural Festival

The Annual Cultural Festival, held every year in the months of February/March, is a cultural panorama on the college campus. It provides a forum for students to display their varied talents and compete with students of other colleges in different cultural events.

Annual Day

The Annual Day is held in the college every year. On this day, the deserving students are felicitated. The University, College and House Examination toppers, and achievers in other extracurricular activities are rewarded for their achievements with certificates and medals.

Sports Day

The Sports Department organizes a sports day every year which sees an enthusiastic participation by both students and teachers in various games. This year our Ball Badminton team secured first position in Delhi University Inter-college championship and two of our students participated in All-India Inter-University Ball-Badminton championship. College Netball team stood second in Delhi Olympic Games2015-16. College swimming team and taekwondo players have also done us proud at state and national inter-university championships.

Farewell

As the journey down the lane of undergraduate life draws to a close, the juniors bid adieu to the graduating students by holding a Farewell function in early April.

1. The students are advised to see college website and college notice boards on regular basis.
2. Parents are informed that monthly attendance of their ward will be uploaded on college website by 7th of every month.

LIBRARY MEMBERSHIP

Students need to furnish their fee receipt and college identity card to become a member of the library. Membership is yearly, and clearance needs to be taken at the end of every academic session. Library cards are non-transferable.

IDENTITY CARD

Every student will be issued an identity card which he/she should always carry and produce on demand. Failure to do so is liable for disciplinary action. I-card must be returned when student leaves the college. Loss of I-card should be reported to the office immediately.

STUDENT AID FUND/FEE CONCESSION

The college gives assistance to students belonging to relatively weaker sections of society in form of text books and cash. The college also gives fee concession to the deserving students. All the students can apply for same in the beginning of the session.

NOTICE BOARD

All notices regarding schedule of classes, holidays, examinations activities and other relevant information are posted on the notice boards. It is important for students to read these notices regularly. Ignorance of any notice will not be accepted as a plea for delay in any matter.

DISCIPLINE

The college expects its students to conduct themselves in a disciplined and dignified manner in the college and outside. For this purpose, some provisions are as follows:

1. Students are responsible for their conduct to the Principal and are prohibited from doing anything, whether inside or outside the college, that will amount to a breach of discipline or interference in the discipline and normal working of the college. A student shall be liable to disciplinary action for violation of any of the rules of discipline. Disciplinary action may involve warning and/or fine, and/or suspension from classes, from the examination, from use of the college Library or even from the college as such or any such actions as provided for in ordinance XV (B) and XV (C) of the Rules of discipline of the University of Delhi.
2. Students shall conduct themselves in gentlemanly, manner both towards the members of the staff (teaching and administrative) and towards their fellow students. Insubordination language or ungentlemanly conduct including teasing etc. shall be severely dealt with.
3. Students shall maintain perfect silence in classrooms and resist from demonstrations or disorderly behaviour. They must not loiter in the corridors or in front of classrooms or office room, and must keep as quiet as possible at all times. During their free periods, students should work, quietly in

Library or reading room or spend the time in the student's common room but without causing any disturbance.

4. Delhi University is partnering with Delhi Police and World Lung Foundation South Asia, in promoting a tobacco free environment. As a step in that direction, smoking is banned in the college. The Anti-Smoking Nodal officer is Dr. Dhanpal Singh.

5. Students shall take proper care of the college furniture and premises and they must not spoil or cause any damage to or temper with college property, furniture and fittings. Cleanliness of the college premises and lawn must be maintained.

6. No Society can be formed in the college without permission of the Principal nor shall any person be invited to address a meeting in the college without prior permission of the Principal.

7. Students suffering from any contagious or infectious disease will not be permitted to attend the college.

8. Ragging in any form is strictly prohibited within the college premises. Any individual or collective act or practice of ragging constitute gross indiscipline and shall be dealt under ordinance XV.

DISCIPLINARY ALERTS

The following activities are strictly prohibited:
1. Ragging
2. Stealing of any kind.
3. Defacing /Damaging the college walls, property and infrastructure.
4. Use of Mobile phones during classes.
5. Playing of music through mobile phones/ i-pods/ car-stereo etc.
6. Misbehaviour with peers, teaching and non-teaching staff.
7. Sitting on the stairs and loitering in the corridors.
8. Smoking and consumption of alcohol (in any form) in college premises.
9. Playing with crakes and hooliganism during festivals.
10. Littering in the college premises.

The students found guilty of indulging in any of the above or related activities would be appropriately punished and heavily penalized.

Ordinance XV – B: Maintenance of Discipline among students of the University

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.

2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.

3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:

(a) Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/ Department and against any student within the University of Delhi;

(b) Carrying of /or threat of use of any weapons;

(c) Any violation of the provisions of the Civil Rights Protection act, 1976;

(d) Violation of the status, dignity and honour of students, belonging to the scheduled castes and tribes;

(e) Any practice-whether verbal or otherwise derogatory of women;

(f)   Any attempt at bribing or Corruption in any manner;

(g)   Wilful destruction of institutional property;

(h)   Creating ill-will or intolerance on religious or communal grounds;

(i)   Causing disruption in any manner of academic functioning of the University system;

(j)   Ragging as per Ordinance XV – C.

4.   Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor may in the exercise of his/her power aforesaid:

(a) Order or direct that any student or students be expelled; or

(b) Any student or students be, for a stated period, rusticated; or

(c) Any student or students be not for a stated period admitted to a course or courses of study in a college, department or institution of the University; or

(d) Any student or students be fined a sum of rupees that may be specified; or

(e) Any student or students be debarred from taking a University or college or departmental examination or examinations for one or more years; or

(f) That the result of the student or students concerned – in the examinations in which he/she or they have appeared be cancelled.

5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority, to exercise all such disciplinary powers over students in their respective colleges, Institutions, Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the institution, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.

6. With our 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 the Halls, Deans of Faculties, Heads Teaching Departments in the University. Each student shall be expected to provide himself/herself with a copy of these rules.

7. At the time of admissions, 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 the 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 there under by the University.

Prohibition and Punishment for Ragging

Ragging in any forms is strictly prohibited. The complaints of ragging shall be dealt under regulations 2009 notified on DU website: www.du.ac.in. In addition to the provisions of Ordinance XV C, all other measures decided upon by the Honourable Supreme Court of India, Ministry of HRD and the UGC would be binding on the University, Colleges.

Ordinance XV-C: Prohibition of and Punishment of Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of Delhi University system as well as on public transport.

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under the Ordinance.

3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts of practices which

(a) Involve physical assault or threat or use of physical force;

(b) Violate the status, dignity and honour of women students;

(c) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;

(d) Expose students to ridicule and contempt and affect their self-esteem;

(e) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

4. The Principal of a College, the Head of Department or an institution, the authorities of College or University Hostels or Halls or Residence shall take immediate action on any information of the occurrence of ragging.

5. No withstanding anything in Clause (4) above, the Proctor may sue moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.

6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.

7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advice the Vice-Chancellor accordingly.

8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.

9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in clause 3 (a), (b) and (c), the Vice- Chancellor shall direct or order rustication of a student or students for a specific number of years.

10. The Vice-Chancellor may in other cases of ragging order or direct that a 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.

11. In case where students who have obtained degrees or diplomas of Delhi University are found guilty under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.

12. For the purpose of this Ordinance, abetment to ragging will also amount to ragging.

13. All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under the 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 student(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 5 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."

INTERNAL COLLEGE COMPLAINTS COMMITTEE

As per Ordinance XV-D of University of Delhi based on the policy against sexual harassment, (details on University website), a Internal College Complaints Committee (ICC) is set up for the prevention, prohibition, and redressal of sexual harassment of woman so as to create and maintain an academic environment free of sexual harassment of students and staff (teaching and non-teaching).

Last year the ICC, the NSS and the WDC in association with Google, India and AIWEFA (All India Women Education Fund Association, Lady Irwin College) organized a workshop on 'Cyber Security Threat' to make cyber world a safe place for all.

RIGHT TO INFORMATION ACT, 2005

Procedure for seeking information under the right to information Act, 2005

Dr. Madhu Pruthi	Dr. Mukesh	Mr. Parveen Kumar Bhatia
Principal		Section Officer, Accounts
First Appellate Authority H-4-5 Zone, Pitampura, Delhi - 110034 Ph.: 011-27018805 Fax: 011-27018806	**Public Information Officer** H-4-5 Zone, Pitampura, Delhi - 110034 Ph.: 011-27018805 Fax: 011-27018806	**Asstt. Public Information Officer** H-4-5 Zone, Pitampura, Delhi - 110034 Ph.: 011-27018805 Fax: 011-27018806

1. An application for obtaining information under the Right to Information Act, 2005 can be addressed to the Public Information Officer.
2. The prescribed fee for filling the application i.e. ₹10 and other fee for obtaining the information may be deposited by way of cash against proper receipt to Cashier, Accounts department of the college or by way of bank demand draft or banker's cheque or Indian postal order payable to the Principal, Keshav Mahavidylaya, Delhi.
3. An appeal can be preferred before the First Appellate Authority against the decision of the Public Information Officer of the College.
4. Proactive Disclosure/Manuals prepared under Section 4(1)(b) of the Right to Information act, 2005 are available on the website of the college http://keshav.du.ac.in
5. RTI Cell is available in the account section of the college

FACULTY

Dr. (Ms.) Madhu Pruthi - Principal

Dr. (Ms.) Shalini Kumar	-	Bursar
Dr. Mukesh	-	Public Information Officer (PIO)
Mr. Praveen Kumar Bhatia	-	Assistant Public Information Officer (APIO)
Dr. (Ms.) Padmasai Arora	-	Secretary, Staff Council
Dr. Dhanpal Singh	-	NSS In-Charge
Dr. Surender Singh	-	NCC In-Charge

Department of Chemistry

1. Dr. Mukesh Gupta (Teacher-in-Charge)

Department of Commerce

1. Dr. (Ms.) Shalini Kumar
2. Dr. (Ms.) Anju Arora
3. Dr. Pardeep Kumar
4. Dr. (Ms.) Padmasai Arora
5. Dr. Vipin Negi (on EOL)
6. Dr. (Ms.) Shalini Devi
7. Dr. Deepak Srivastava (Teacher-in-Charge)
8. Ms. Anita Mendiratta (on DL)
9. Mr. Sandeep Vodwal
10. Mr. Praveen Kumar

Department of Computer Science

1. Dr. (Ms.) Priti Sehgal
2. Dr. (Ms.) Anjali Thukral
3. Dr. (Ms.) Roli Bansal
4. Dr. (Ms.) Bhavna Gupta
5. Dr. (Ms.) Richa Sharma
6. Ms. Vinita Jindal (on SL)
7. Mr. Ravi Kumar Yadav
8. Ms. Richa Garg (Teacher-in-Charge)
9. Ms. Maulein Pathak

Department of Electronics

1. Dr. Vinod Kumar Sharma (Teacher-in-Charge)
2. Dr. (Ms.) Neha Sharma
3. Dr. (Ms.) Jagneet Kaur Anand
4. Dr. (Ms.) Jyoti Anand

Department of English

1. Ms. Manjari Singh (on SL)

Department of Management Studies

1. Mr. Subodh Pandit (on SL)
2. Dr. (Ms.) Amanjot Sachdeva (Teacher-in-charge)
3. Ms. Sonu Mehta

Department of Mathematics

1. Dr. (Ms.) Rubina Mittal
2. Dr. (Ms.) Rajni Mendiratta
3. Dr. (Ms.) Arpana Sharma
4. Dr. (Ms.) Ritu Arora
5. Dr. Hemant Kumar Singh (on LL)
6. Mr. Ashish Bansal (on SL)
7. Dr. Dhanpal Singh (Teacher-in-Charge)

Department of Physical Education

1. Dr. Surender Singh (Teacher-in-Charge)

Department of Physics

1. Dr. A. K. Arora (on DL)
2. Dr. V. K. Verma
3. Dr. (Ms.) Kanupriya Goswami
4. Dr. (Ms.) Anupama
5. Dr. (Ms.) Vandana Arora (Teacher-in-Charge)
6. Dr. (Ms.) Divya Haridas
7. Dr. Jasmeet Singh
8. Ms. Meenakshi
9. Ms. Chetna

Department of Psychology

1. Dr. (Ms.) Dimpy Mahanta (on LL)
2. Dr. (Ms.) Harpreet Bhatia
3. Dr. (Ms.) Daisy Sharma (Teacher-in-Charge)

Library

Dr. (Ms.) Rittu Sethi (Librarian)

| SL : | Study Leave | E.O.L : | Extra Ordinary Leave |
| DL : | Deputation Leave | LL : | Leave and Lien |

Central Admission Committee

1. Dr. Anju Arora (Convenor)
2. Dr. Richa Sharma
3. Dr. Jyoti Anand
4. Dr. Ritu Arora
5. Dr. Harpreet Bhatia

Prospectus Committee

1. Dr. Roli Bansal (Convenor)
2. Dr. Shalini Devi
3. Dr. Jasmeet Singh
4. Ms. Sonu Mehta
5. Mr. Ravi Kumar Yadav

Internal College Complaint Committee

1. Dr. Kanupriya Goswami (Presiding Officer)
2. Dr. V. K. Sharma
3. Dr. Anjali Thukral
4. Mr. Rajkumar

Grievance Redressal Cell for Students

1. Dr. Roli Bansal (Coordinator)
2. Dr. Ritu Arora
3. Dr. Jasmeet Singh
4. Mr. Ravi Yadav
5. Ms. Anita Mendiratta

Anti-Ragging Committee (College + Hostel)

1. Dr Anju Arora — 9999607894
2. Dr V. K. Sharma — 9811431443
3. Dr Anupama — 9873084652
4. Dr Dhanpal Singh — 9811447977
5. Dr Surender Singh — 9810323797
6. Ms Chetna — 9210744293

Special Category Admission Enabling Committee

1. Dr. Deepak Srivastava (Convenor)
2. Dr. Dhanpal Singh
3. Dr. Shalini Devi

NON – TEACHING MEMBERS

Administration

Mr. Raj Kumar (Section Officer)
Mr. Shiv Narain
Mr. Kamal Gulati
Mr. R. D. Kaushik
Mr. Deepak Singh Saun
Mr. Narender Pal Singh
Mr. Rajender Kumar
Mr. Bhairav Dutt
Mr. Ram Sukh
Mr. Umesh Chand
Mr. Nirala Ram
Mr. Sanjay Kumar Deshbandhu
Mr. Vijay Pal Singh
Ms. Neetu Singh
Ms. Saroj Bala
Mr. Ajay
Mr. Ashok Kumar

Accounts Section

Mr. P. K. Bhatia (Section Officer)
Ms. Nidhi Sikri
Mr. An Singh Mehra
Mr. Ram Kumar

Mr. Vinod Kumar

Library

Dr. (Ms.) Rittu Sethi - Librarian
Mr. Naveen Sharma
Mr. R. S. Mehra
Mr. Gajender Pal
Mr. Pawan Kumar

Computer Science

Mr. Rajesh Wadhwa
Ms. Anuradha Chadha
Mr. Lovkesh Jairath
Ms. Pooja Chawla
Mr. Ritesh Gupta

Electronics

Mr. Rajesh Kumar
Mr. Ram Kumar

Physics

Mr. Prem Singh
Mr. Chander Prakash
Mr. Arun Kumar Sharm
Mr. Jasbir Singh

ACADEMIC CALENDER (2016-17)

SEMESTER I / III / V / VII	
Classes Begin	
Mid-Semester break	
Classes begin after Mid-Semester break	
Dispersal of Classes, Preparation leave and Practical Examinations begin	
Theory Examinations begin	
Winter Break	
SEMESTER II / IV / VI / VIII	
Classes Begin	
Mid-Semester break	
Classes begin after Mid-Semester break	
Dispersal of Classes, Preparation leave and Practical Examinations begin	
Theory Examinations begin	
Summer Break	

Orientation Day Function will be organised on 20th July 2016
at 10:00 a.m. in College Auditorium.

COLLEGE ROAD MAP

Metro feeder buses available for the college from following Metro Stations
1. Netaji Subhash Place (NSP)
2. Kohat Enclave
3. Pitampura
4. Kirti Nagar

Bus Routes to the College:
85 Ext., 970 Ext.,196 Spl, 442 Spl, 951 Ltd., 289 D