



ज़ाकिर हुसैन दिल्ली महाविद्यालय (सांध्य)
Zakir Husain Delhi College (Evening)
(दिल्ली विश्वविद्यालय) (University of Delhi)
जवाहरलाल नेहरू मार्ग, नई दिल्ली – ११०००२
Jawaharlal Nehru Marg, New Delhi-110002

Prospectus

2015 – 2016



Dr. Zakir Husain
(1897-1969)

FROM THE PRINCIPAL'S DESK

Dear Applicant,

I am pleased to welcome you as a prospective member of the college fraternity. Dr. Zakir Husain, after whom this college is named, was the President of India from 1967 to 1969. He was a freedom fighter and an eminent educationist who was closely associated with Mahatma Gandhi. He chaired the Committee to formulate the scheme of basic education following the Wardha Educational Conference in 1937. He was also an acclaimed author and was awarded the highest national honour - Bharat Ratna in 1963.

Zakir Husain College is the oldest College of Delhi. It was established as a Madarsa by Ghaziuddin Firoz Jung in 1780 outside Ajmeri Gate. Under the administration of East India Company, it later developed into Delhi College in 1825. During the middle of the 19th Century, due to political upheavals like the Great Uprising of 1857, it had to be shut down. It was reopened and was shifted to Kashmiri Gate.

In 1877, Delhi College was merged with Government College, Lahore. The partition of the country in 1947 gave a major jolt to the College but after temporary closure the College reopened, bearing its old name - Delhi College. The institution has the association of some of the most distinguished public men as well as national and international educationists and academicians.

In 1975, the College was taken over by Dr. Zakir Husain Memorial Trust, and was re-named as Zakir Husain College. Evening classes began in 1958. In 2010, the College governing body decided to change the name of the College to reflect its glorious history, and we are now Zakir Husain Delhi College (Evening). The College is managed by the aforementioned Trust, with the Prime Minister of India in the chair.

The College actively encourages students to strive for the attainment of their highest potential by providing the impetus to become worthy citizens of the country. Many of our alumni have excelled in the fields of Art and Culture, and quite a few have obtained prestigious positions in the Public and Private sectors. To cite a few cases, Mr. Haroon Yousuf, a former minister in the Delhi Government and Dr. S.Y. Quraishi, former Chief Election Commissioner of India, have been associated with the Evening College.

We assure you that your sojourn at Zakir Husain Delhi College (Evening) will be academically stimulating and culturally enriching.

**Dr. Masroor Ahmad Beg
Principal**

ACADEMIC CALENDAR 2015-2016

SEMESTER I // III // V // VII	
Classes Begin	20 th July, 2015 (Monday)
Mid-Semester Break	21 st October, 2015 (Wednesday) to 25 th October, 2015 (Sunday)
Classes begin after Mid-Semester Break	26 th October, 2015 (Monday)
Dispersal of Classes, preparation leave and Practical Examinations begin	13 th November, 2015 (Friday)
Theory Examinations begin	26 th November, 2015 (Thursday)
Winter Break	19 th December, 2015 (Saturday) to 3 rd January, 2016 (Sunday)
SEMESTER II // IV // VI // VIII	
Classes Begin	4 th January, 2016 (Monday)
Mid-Semester Break	23 rd March, 2016 (Wednesday) to 27 th March, 2016 (Sunday)
Classes begin after Mid-Semester Break	28 th March, 2016 (Monday)
Dispersal of Classes, preparation leave and Practical Examinations begin	26 th April, 2016 (Tuesday)
Theory Examinations begin	9 th May, 2016 (Monday)
Summer Break	21 st May, 2016 (Saturday) to 19 th July, 2016 (Tuesday)

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ADMINISTRATION

Dr. Masroor Ahmad Beg	:	Principal
Dr. Mohd Tariq Sayeed	:	Public Information Officer
Mr. S.C. Bhatia	:	Secretary, Staff Council
Dr. Naushad Alam	:	Proctor
Dr. Mohd Tariq Sayeed	:	Bursar
Mr. Sanjay Kumar	:	Convener, Students' Union Advisory Committee
Mr. Mohd Shoeb	:	Convener, Admission Committee
Dr. Anil Sharma	:	Convener, Library Committee
Dr. Madhumita Chakraborty	:	Convener, Time Table Committee
Dr. Lal Jee	:	President, Sports Committee
Dr. Jai Kishan	:	Convener, Academic Supervisory Committee
Dr. Padma Ram Parihar	:	Liaison Officer (SC/ST)
Dr. Naushad Alam	:	Liaison Officer (OBC/PWD)
Dr. Fauzia	:	Nodal Officer, Anti-Smoking Campaign
Dr. Habibur Rahman Khan	:	Librarian (On Leave)
Mr. Rashid Khan	:	Administrative Officer

COURSES OFFERED

The College offers the following Courses:

1. M.A. in Hindi, Philosophy, and Political Science.
2. B.A. (Programme)
3. B. Com
4. B.Com (Hons.)
5. B.A. (Hons.) in English, Hindi, History, Persian, Political Science, Sanskrit, Urdu

❖ Those seeking admission on the basis of games and sports should see the Notice Board for the dates and timings of trials and interviews. They should apply separately also for admission under sports quota.

The College reserves the right not to allow inter-college migration in any class to any student.

Girl Students will be given relaxation of up to 3% in all Courses for admission.

GENERAL INFORMATION

ZAKIR HUSAIN DELHI COLLEGE (EVENING)

Right to Information Act 2005 – Statutory Information

Public Information Officer	:	Dr. Mohd. Tariq Sayeed
Appellate Authority	:	Dr. Masroor Ahmad Beg (Principal)

The basic details as per 4(B) of the Act are given below:

- 1. Management of the College:** Zakir Husain Delhi College (Evening) is governed by the Managing Committee of the College known as the Governing Body. The Governing Body is constituted by the MHRD. The day-to-day management is looked after by the various sub-committees constituted by the Staff Council of the College. All teachers of the College are members of the Staff Council. The Staff Council is operated through the Secretary of the Staff Council. The responsibility of supervision also lies with the different committees constituted by the Staff Council such as the Admission Committee which takes decisions regarding the admission policy of the College as formulated from year to year. The proctorial Board looks after disciplinary problems. Other committees such as Time-table committee purchase committee, Development Fund Committee, Provident Fund Statutory Committee, Examination Committee (ASC) looks after the implementation of the Time-table and deals with other Academic issues such as Internal Assessment. There is another committee known as the Internal Complaints Committee.
- 2.** The College follows rules regulations as formulated by the competent authorities of the University of Delhi and the UGC. As explained above, some of the decisions are taken by the Staff Council and these are implemented through the sub-committees constituted by the Staff Council. The Bursar looks after the financial matters and handles them along with the Honorary Treasurer of the College.
- 3.** The College maintains its past and present records by itself. The College Administration Staff and other employees take guidance from various manuals issued by the University of Delhi and the UGC. For example, Governance of Colleges and the University Calendar. A Public Information Officer has been appointed to provide statutory information on behalf of the College. He is available to the public between 4:00 and 7:00 p.m. The college reveals relevant details and cooperates with anyone seeking information under the RTI act.

Information provided in this Handbook under different heads generally corresponds with the University Rules & Regulations and is subject to revision as and when a change is notified by the University.

1. **Students of under-graduate Courses will not be allowed to appear in the examination if they fail to get 67% attendance of Lectures/ Preceptorials/ Tutorials. Students attending computer courses or any other course will not be given any relaxation in attendance. For further details see page 11 of this prospectus.**
2. Admission in the College is provisional, subject to confirmation of rejection by the University of Delhi.
3. Rounding off **A FRACTION OF A MARK** is not permissible.
4. Seats reserved for Scheduled Castes/Tribes/OBC/PWD applicants are in accordance with the University Rules.
5. Children of the Officers of Armed Forces, who died or were disabled during the hostilities of Wars from 1947 onwards and Wards of Ex-servicemen personnel and serving personnel of the Defense/Armed Forces and all Police Forces who are in receipt of Gallantry Awards will be required to get their names registered with the University. 5% of the seats in each Course have been reserved for candidates belonging to this category. They will be required to fulfill eligibility conditions and produce the "Entitlement Card" issued by one of the following:
 - a) Secretary, Kendriya Sainik Board or
 - b) Secretary, Rajya/Zila Sainik Board or
 - c) Officer-in-charge, Record Officer
6. Visually Challenged Students: Priority in admission and relaxation of marks, according to the Government of India/University rules, is accorded to such students.
7. Foreign Students will have to apply for admission to Foreign Students' Advisor, Foreign Students' Registry, Faculty of Management Studies, University of Delhi. Such cases will be dealt on with the recommendation of the Advisor.
8. **Students, on admission, are issued Identity Cards which they should always carry with them. Those without Identity Cards are treated as outsiders.**
9. Admission to all Post-Graduate Courses is open to employed candidates only.

10. Students are advised to see the General Notice Boards regularly.
11. Classes are held from Monday to Saturday from 3 pm to 8.45 pm.
12. The College Office and Library remain open between 2 pm and 8.30 pm on all working days.
13. The College has co-education in all courses.
14. All original certificates must be produced for verification of the entries on the admission form. The same are returned immediately. However, only the true copies of the certificates either self-attested or attested by a Gazetted Officer should be attached with the admission form. In the case of self attestation, if any false attestation/falsified records are detected, the Student will be debarred from attending any course in the University/College for next five years and in addition, a criminal case under relevant section of IPC (viz. 470,471,474 IPC etc.) will be registered against him/her.
15. The following Application forms are available on the University website: www.du.ac.in for use by Staff members and Students, as and when required:
 - a) Duplicate Degree Request Form
 - b) Duplicate Mark Sheet Request Form
 - c) Extension of Span Period Request Form
 - d) Migration Certificate Request Form
 - e) Rechecking Request Form
 - f) Revaluation Request Form

Delhi University partners with Delhi Police and the World Lung Foundation, South Asia in promoting a tobacco free environment. As a step in that direction, smoking is banned in our College.

PARKING

Parking of scooters only (not cars) in the earmarked parking area is for bonafide students, without the College taking any legal responsibility for the loss/theft of the vehicle. Keeping helmets is not the responsibility of the attendant.

IMPORTANT INSTRUCTIONS

1. Attendance rules are strictly implemented in this College. The Students who fail to obtain 67% attendance are not allowed to appear in the University Examinations.
2. In addition to the above, students have to fulfill all the conditions of Internal Assessment.
3. Medical Certificate from Govt. Hospitals/Govt. Dispensaries and Private Hospitals may be considered for the purpose of giving weightage in class attendance. **Certificates issued by individual private practitioners will not be considered.**
4. In case of shortage of attendance no excuses are entertained. If a student lives far from the College, he/she is advised to find a College near the place of his/her residence.
5. Identity Card shall be issued at specified times only after all the documents have been submitted, including a **Hepatitis-B Vaccination Certificate.**
6. Students doing Computer Courses or any other courses in the evening should not come for admission to this College.
7. **Under no circumstances students will be allowed to change the subject in which they have been admitted.**
8. Post Graduate admissions are open for employed candidates only.

State as follows:

- (a) (i) In the case of a Student who is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the institution concerned or a student who is selected to participate in sports or other activities organized by the Inter-University Board or in national or international fixtures in games and sports approved by the Vice-Chancellor or a student who is required to represent the University at the Inter-University Youth Festival, or a student who is required to participate in periodical training in the Territorial Army or a student who is deputed by the College to take part in Inter College sports or fixtures, debates, seminars, symposia or social work projects or a student who is required to represent the College concerned in debates and other extra-curricular activities held in other University or such other activities approved by the Vice-Chancellor for this purpose, in calculating the total number of lectures etc. delivered in the College, or in the University, as the case may be, for his/her course of study in each academic year, the number of lectures etc, in each subject delivered, during the period of absence for that purpose shall not be taken into account.
- (ii) The Principal of a College may consider, on the basis of the Medical Certificates produce, exceptionally hard cases of students who has fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purpose of calculation of attendance of the year and decide each case on its own merit.
- (b) A student may, by an application to the Principal of the College, claim benefit of exclusion of lectures under sub-clause (a) above on grounds to be specified and accompanied by the relevant documents.
- (c) **The benefit of exclusion of lectures contemplated in categories (i) or (ii) of sub-clause (a) above, either separately or jointly, shall in no case exceed 1/3 of the total number of lectures delivered.**
- (d) In the case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the College or in the University, as the case may be, for her course of study in each academic year, the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account.

CONDITIONS FOR SUBMISSION OF MEDICAL CERTIFICATE

Students should inform the College in writing when they fall ill, and should again inform the College about their recovery by submitting their Fitness Certificates. The cases of concession for attendance on the basis of Medical Certificate will be decided in each semester and for courses being taught in the annual mode, in each term. There should be no over lapping i.e. a Medical Certificate of the month of August-September will not be accepted in the month of April.

Medical Certificate obtained from Doctors having BUMS Degree/BIMS Degree/ B.A.M.S. Degree or a Degree in Homoeopathy will not be considered. Further, Students should note that benefit of inclusion of lectures on medical grounds shall, in no case, exceed 1/3rd of the total number of lectures delivered.

At the outset, we wish to inform students that they should take care only to submit **genuine medical certificate**. Any certificate found to be fake at any time will invite immediate and severest prosecution. It should be issued by Government Hospitals such as Loknayak Jai Prakash Narain Hospital, Ram Manohar Lohia Hospital or from Government Dispensaries. **Medical Certificate from doctors will not be considered**. However, medical certificate from Registered Private Hospital/Clinics may be given some weightage. It should clearly bear the signature and stamp of the Medical Officer and his/her telephone number. The College reserves the right to re-examine any certificate it chooses and have it verified from a competent medical authority. Students falling ill, outside Delhi, and getting outstation will have to get their medical certificate countersigned by CMO/District Hospital of the concerned region.

The Medical Certificate should be accompanied by the Cash Memo of the medicines purchased from the market or the hospital and it should be supported by blood test reports, X-rays etc.

We do not approve of defaulting students bringing their guardians to plead their cases regarding shortage of attendance. The College may take a negative view of this attempt.

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.
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 the non-teaching staff of any Institution/Department and against any student within the University of Delhi;
 - (b) Carrying of, use of, or threat to use of, any weapons;
 - (c) Any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (d) Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (e) Any practice, whether verbal or otherwise, derogatory of women;
 - (f) Any attempt at bribing or corruption in any manner;
 - (g) Willful destruction of institutional property;
 - (h) Creating ill-will or intolerance on religious or communal grounds;
 - (i) Causing disruption in any manner of the academic functioning of the University system;
 - (j) Ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor may in the exercise of his/her powers aforesaid, order or direct that any student or students:
 - (a) be expelled; or
 - (b) be, for a stated period rusticated; or
 - (c) be not, for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
 - (d) be fined with a sum of rupees that may be specified; or

- (e) be debarred from taking a University or College or Department Examination or Examination for one year or more; or
 - (f) that the result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared, be cancelled.
5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal of School of Correspondence Courses and Continuing Education, and Librarians 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 Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in the University. Each student shall be expected to provide himself/herself with a copy of these rules.
7. At the time of admission, every student shall be required to sign a declaration that on admission he/she will submit 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 according to the Acts, the Statutes, the Ordinances and the Rules that have been framed hereunder by the University.

ORDINANCE XV – C

Prohibition of and punishment for Ragging

1. Ragging in any form is strictly prohibited within the premises of College/Department or Institution and any part of the Delhi University System as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging, for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of a senior student is brought to bear on students freshly enrolled or students who are in anyway considered junior or inferior by other students, and includes individual or collective acts or practices which:
 - (a) involve physical assault or threat to use of physical force;
 - (b) violate the status, dignity and honour of women students;
 - (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) initial verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of a College, of University Hostel or Halls of Residence, shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b), and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.

10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a College, departmental examination for one or more years or that the result of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any student who has obtained degrees of Delhi University is found guilty under this Ordinance, appropriate action (Statute 15) for withdrawal of degrees conferred by the University shall be initiated.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued in this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

ANTI RAGGING COMMITTEE

1. **Dr. Pakiza Samad**
2. **Dr. Mazhar Ahmed**
3. **Dr. Madhumita Chakraborty**
4. **Dr. Naushad Alam**
5. **Mr. Mohd. Shoeb**
6. **Mr. Tauseeful Islam**

PROVISIONS AGAINST SEXUAL HARASSMENT

Prohibition of and Punishment for Sexual Harassment

As per University of Delhi notification dated 09-01-2014, the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act 2013 has come into effect from 09-12-2013. This Act supersedes the University Ordinance XV-B with immediate effect.

INTERNAL COMPLAINTS COMMITTEE

- | | | |
|---|------|-------------------|
| 1. Dr. Pakiza Samad | ---- | Presiding Officer |
| 2. Mr. S.C. Bhatia | --- | Member |
| 3. Dr. Anju | --- | Member |
| 4. Dr. Padma Ram Parihar | ---- | Member |
| 5. Ms. Subhra Saha
(Advocate, Supreme Court of India) | ---- | Member |

SCHEDULE OF FEE

A. College Admission Fee (Payable at the time of first admission to the College)	Rs.5.00
B. i) Tuition Fee for Under Graduate Courses	Rs.15.00 per month
ii) Tuition Fee for Post Graduate Courses	Rs.18.00 per month
C. Annual Charges (College)	Rs.
Library & Reading Room Fee	200.00
Electricity/Water charges	50.00
Magazines Fee	100.00
Printing & Stationery Fee	30.00
Development Fund	300.00
Identity Card Fee	50.00
Duplicate Identity Card	200.00
Parking Fee	10.00
Games Fee	250.00
Society Fee	100.00
Prize & Election etc.	100.00
Student's Union Fee	150.00
Student's Aid Fund	150.00
Medical Revolving Fund	50.00
Student's Welfare Fund	200.00
General Amenities	400.00
Library Development Fee	500.00
University Committees Expenses	10.00
Cultural Activities	150.00
I.T. Development Fee	600.00
Caution Money	50.00
Security & Technical Support Fund	1000.00
N.S.S Activity Fund	30.00
D. Annual Charges (University)	
University Enrolment Fee (for new entrants)	200.00
Delhi University Sports Council Fee	50.00
N.S.S	20.00
DU Library security fee (Refundable) for P.G. Students	1000.00
Delhi University Students' Union Fee	20.00
DU Library Dev. Fund (Non-Refundable) for P.G. Students	200.00
W.U.S.-D.U.C	5.00
Delhi University Development Fee	600.00
Cultural Council	5.00

SEMESTER EXAMINATION FEE

Sr. No.	Course	Fee
1.	Undergraduate Examinations including Certificate/Diploma courses	Rs.100/- per paper with minimum of Rs.400/- for each part/semester of the Examination.
2.	Postgraduate Examination	Rs.150/- per paper with minimum of Rs.600/- for each part/semester of the Examination.
3.	Practical Examination	Rs.200/- per practical paper
4.	Statement of Marks fee	Rs.100/-
5.	Examination Form fee	Rs.10/-
6.	Revaluation per paper	Rs.1000/-
7.	Rechecking per paper	Rs.750/-
8.	Special chance fee	Rs.1500/-
9.	Ex. Students fee	Rs.500/-

Examination Fee is subject to revision, if any, by the University.

PAYMENT OF FEE

FEE SHALL BE ACCEPTED BY THE CANARA BANK ZHC Extension Counter IN CASH ONLY. At the time of admission, students will pay the Admission fee, Tuition fee, Annual Charges and the Examination fee. See general Notice Board or contact the Section Officer (Accounts) for further clarification.

Rules for Refund of fee on account of withdrawal/cancellation of admission, migration etc.

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

Consequent upon amendment to Ordinance X (4) of the University, the following proviso 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.”

COLLEGE FACILITIES

Library

The College has a well-stocked Library having a rich collection of more than 60,000 books. This includes Text Books, Reference Books and General Books. It runs on an open shelf system but some important books are also kept in the reserve section. It not only caters to the academic requirements but also subscribes to Journals, Magazines and Newspapers.

The Library is fully automated and provides user services through computers. E-Resource Centre is equipped with a number of network computers. Students and Faculty Members avail computer facilities and they can access E-Resources like E-Books, E-Journals and E-Databases etc. available with Delhi University Library System.

College Auditorium

The Auditorium has a capacity of about 500 seats. The auditorium provides space for extra-curricular activities and College functions.

Seminar Room

The seminar Room has state-of-the-art equipments, acoustics and projection facilities. Talks by distinguished speakers, conferences of the departments of the College, programmes of the various academic and cultural societies, declamations and debates are some of the events held here.

Audio Visual Room

Audio Visual room in the Science Block is equipped with facilities like public address system, overhead projector as well as LCD projector. Educational film shows, lectures and other such events are organized which give the students ample opportunities to participate in co-curricular and extra-curricular activities.

Computer Centre

The College has a Computer Centre that caters to the specific course needs of the students of Commerce. The College is connected to Delhi University by WAN. The College has more than one hundred computers in the library and elsewhere for the use of the student community.

Career Counseling and Placement Cell

The cell for Career Counseling and Placement has been set up in the college to offer to the students a sense of direction and an exposure to the range of openings and job possibilities available to them as they pass out of the College.

To discover, develop, train and promote socio-cultural talents and interests among the students and Staff of the University of Delhi, the Cultural Council has a number of programmes and projects.

The Clubs/Societies are run by student leaders with the guidance and support of Staff Advisers drawn from Departments/Colleges and under the overall executive control of the Dean, Cultural Affairs.

Each student in a college of the University shall contribute **Rs. 5.00** in each academic session, as Culture Council fee.

COLLEGE ACTIVITIES

Sports

The College encourages students to participate in sports. Students can join any of the following sporting activities and clubs, subject to eligibility and selection by the respective selection committees:

Basketball, Carom, Chess, Cricket, Yoga, Table-tennis, Volleyball and Body Building

About 30 sportspersons will be admitted in the above mentioned sports except Carom as per the D.U. Guidelines.

Magazines

The College publishes Annual magazines in Hindi, Urdu, Bengali and English. Students are encouraged to submit short stories, article, poems, reports, travelogues etc. for publication in these magazines. They may also help bring out these magazines by serving on the editorial board as student editors.

Academic Activities

All the 13 departments have their respective Academic Societies with the teacher-in-charge as president. These Societies organize seminars, debates, talks, and other related activities.

NCC (National Cadet Corps)

The NCC unit offers an opportunity to students, including girls, to equip themselves with the rudiments of military services. Cadets receive intense training to participate in different camps, parades, and related activities under the able guidance of Lt. M.M. Raheman.

NSS (National Service Scheme)

The NSS unit aims to sensitize students to the needs of our society and organizes several programmes of social service. It currently functions under the guidance of Mr. Sanjay Kumar. Interested students should contact him.

Arts and Culture

The **Arts and Culture Society** provides a platform for students with diverse talents in the fields of dance, music and theatre et al. They are encouraged to participate in inter-college festivals, and earn laurels.

The Debating Society and the **Film and Photography Society** channel the interest of those who are oriented towards intellectual duels, and taking pictures and making short films.

The college intends to establish societies to organize quiz contests and adventure sports in the near future.

SCHOLARSHIP/FINANCIAL ASSISTANCE

Financial Assistance is granted to deserving students out of students' Aid Fund. No such assistance is provided to M.A. Students. To know about sources of financial assistance, contact the office.

1. ALL INDIA ENTRANCE SCHOLARSHIP:

The University of Delhi conducts a competitive examination in October every year for award of scholarship or Rs.250.00 per month for a period of three years. Students of 1st year Honours Courses may appear for this examination. They may contact the examination branch VII of University of Delhi between 10 a.m. and 12:30 p.m. on a working day after August.

2. NIDHI DEVGAN AWARD:

The College will award a sum of Rs.2000/- to the Best student of B.A. (Hons.) English IIIrd year (Securing highest marks in all three years put together) in memory of Late Ms. Nidhi Devgan, who was a lecturer in the department of English of this College.

3. WAKF COUNCIL:

Central Wakf Council offers a limited number of scholarship and ad-hoc grants to meritorious students of lower income groups.

4. H.H.ZUBERI AID FUND & R. VENKATESAN AID FUND:

Financial Assistance is available to the needy/deserving students at the time of admission.

5. SHYAMA SAXENA AWARD:

Rs.1000/- is given to the student of IInd year class who obtains highest marks in Sanskrit (but not less than 60%) in his/her Ist year class.

6. ARUNABH BORGHAIN MEMORIAL AWARD:

Rs.3000/- is awarded by the College to the topper of B.A. (Hons) English in the Ist year and IInd year respectively. (both semester combined)

COMMITTEE FOR THE ACADEMIC YEAR 2015-2016

1. Admission Committee

- | | | | |
|----|------------------------|-------|----------------------------------|
| 1. | Mr. Mohd. Shoeb | ----- | Convener |
| 2. | Dr. Mehmood Fayyaz | ----- | Co-Convener |
| 3. | Dr. Naushad Alam | ----- | Member (for OBC Admissions) |
| 4. | Dr. Urmila Bharti | ----- | Member (for SC/ST Admissions) |
| 5. | Mrs. Shabana Wiquar | ----- | Member (for Commerce Admissions) |
| 6. | All Teachers-in-Charge | ----- | Members |

2. Admission Counsellors

- | | | | |
|----|-------------------------|-------|----------------|
| 1. | Dr. Naushad Alam | ----- | Proctor |
| 2. | Mr. Mohd Shoeb | ----- | Member |
| 3. | Dr. Zahir Ali Khan | ----- | Member |
| 4. | Dr. Islam Ali | ----- | Member |
| 5. | Dr. Neelima Chauhan | ----- | Member |
| 6. | Dr. Shahina Tabassum | ----- | Member |
| 7. | Dr. Ayesha Sultana | ----- | Member |

3. Library Committee

- | | | | |
|----|------------------------|-------|-----------------|
| 1. | Dr. Anil Sharma | ----- | Convener |
| 2. | All Teachers-in-Charge | ----- | Members |

4. Time Table Committee

- | | | | |
|----|----------------------------------|-------|-----------------|
| 1. | Dr. Madhumita Chakraborty | ----- | Convener |
| 2. | Dr. Sharad Ranjan | ----- | Member |
| 3. | Dr. Anil Sharma | ----- | Member |

5. Students' Advisory Board

- | | | | |
|----|-------------------------|-------|-----------------|
| 1. | Mr. Sanjay Kumar | ----- | Convener |
| 2. | Dr. Rajanikant Verma | ----- | Member |
| 3. | Dr. Iqbal Sayeed | ----- | Member |
| 4. | Dr. Sanjay Gautam | ----- | Member |

6. Sports Committee

- | | | | |
|----|--------------------|------|------------------|
| 1. | Dr. Lal Jee | ---- | President |
| 2. | Dr. Sanjay Gautam | ---- | Member |
| 3. | Dr. Islam Ali | ---- | Member |

7. Canteen Committee

- | | | | |
|----|-------------------------|------|-----------------|
| 1. | Mr. Shams Tabrez | ---- | Convener |
| 2. | Dr. Ayesha Sultana | ---- | Member |
| 3. | Dr. Preeti Kaushik | ---- | Member |

8. Work Load Committee

- | | | | |
|----|-------------------------|------|-----------------|
| 1. | Dr. Ranjan Anand | ---- | Convener |
| 2. | All Teachers-in-Charge | ---- | Member |

- 9. Students' Welfare Fund Committee**
- | | | | |
|----|------------------------------|------|-----------------|
| 1. | Dr. Padam Ram Parihar | ---- | Convener |
| 2. | Mr. Laxman Kumar Jain | ---- | Member |
- 10. Statutory P.F. Fund Committee**
- | | | | |
|----|---------------------|------|--------|
| 1. | Dr. T.R. Kanaujia | ---- | Member |
| 2. | Mrs. Shabana Wiquar | ---- | Member |
- 11. Development Fund Committee**
- Principal, Bursar, Secretary Staff Council,
President, Staff Association, Convener, Students' Union Advisory Board,
Convener, Library Committee, Librarian and one representative of the Students' Union**
- 12. Arts and Culture Society**
- | | | | |
|----|---------------------------|------|-----------------|
| 1. | Dr. Ayesha Sultana | ---- | Convener |
| 2. | Dr. Prabhat Ranjan | ---- | Member |
| 3. | Dr. Zahir Ali Khan | ---- | Member |
- 13. Academic Supervisory Committee**
- | | | | |
|----|------------------------|------|-----------------|
| 1. | Dr. Jai Kishan | ---- | Convener |
| 2. | All Teachers-in-Charge | ---- | Members |
- 14. Debating Society**
- | | | | |
|----|-----------------------------|------|-----------------|
| 1. | Dr. Shahina Tabassum | ---- | Convener |
| 2. | Mr. Vikesh Kumar Meena | ---- | Member |
- 15. Career Counselling & Guidance Committee**
- | | | | |
|----|-------------------------|------|-----------------|
| 1. | Dr. Islam Ali | ---- | Convener |
| 2. | Dr. Munshi Mohd. Younus | ---- | Member |
| 3. | Dr. Iqbal Sayeed | ---- | Member |
- 16. Scholarship Committee**
- | | | | |
|----|----------------------|------|-----------------|
| 1. | Dr. Islam Ali | ---- | Convener |
| 2. | Dr. Fauzia | ---- | Member |
- 17. Film and Photography Committee**
- | | | | |
|----|-------------------------------|------|-----------------|
| 1. | Dr. Munshi Mohd Younus | ---- | Convener |
| 2. | Dr. Mehmood Fayyaz | ---- | Member |
| 3. | Ms. Poonam Kaul | ---- | Member |
- 18. Information & Communication Technology (ICT) Committee**
- | | | | |
|----|--|------|-----------------|
| 1. | Dr. Urmila Bharti | ---- | Convener |
| 2. | Dr. Mohd. Tariq Saeed | ---- | Member |
| 3. | Mr. Mohd Shoeb | ---- | Member |
| 4. | Mr. Rashid Khan (A.O.) | ---- | Member |
| 5. | Mr. Syed Faizan Haider
(System & Network Administrator) | ---- | Member |

19. Prospectus Committee

- | | | | |
|----|----------------------------|------|-----------------|
| 1. | Dr. Neelima Chauhan | ---- | Convener |
| 2. | Dr. Prabhat Ranjan | ---- | Member |

20. Committee for Grievance Redressal Of Special Category

- | | | | |
|----|-------------------------|------|-----------------|
| 1. | Mr. Sanjay Kumar | ---- | Convener |
| 2. | Dr. Lal Jee | ---- | Member |
| 3. | Mr. Vikesh Kumar Meena | ---- | Member |

21. NAAC Accreditation Committee

- | | | | |
|----|-------------------------|------|-----------------|
| 1. | Dr. Pakiza Samad | ---- | Convener |
| 2. | Dr. Partho Datta | ---- | Member |
| 3. | Mr. S.C. Bhatia | ---- | Member |
| 4. | Dr. Asmi Raza | ---- | Member |
| 5. | Dr. Mahmood Fayyaz | ---- | Member |
| 6. | Dr. Jai Kishan | ---- | Special Invitee |
| 7. | Dr. Tejaswini Deo | ---- | Member |
| 8. | Mr. Sanjay Kumar | ---- | Member |

22. Time Table Implementation Committee

- | | | | |
|----|------------------------|------|-----------------|
| 1. | Dr. Jai Kishan | ---- | Convener |
| 2. | All Teachers-in-Charge | ---- | Members |

23. Enabling Unit

- | | | | |
|----|------------------------------|------|-----------------|
| 1. | Dr. Laxman Kumar Jain | ---- | Incharge |
|----|------------------------------|------|-----------------|

THE FACULTY

ARABIC

S.A.R.Geelani (Incharge) M.A., M.Phil, Ph.D (DU)

BENGALI

Munshi Mohd. Younus (Incharge) M.A., Ph.D (Jadavpur)

COMMERCE

S.C. Bhatia M.Com. (DU)
Shabana Wiquar M.Com. (DU)
Pakiza Samad (Incharge) M.Com., M.Phil, (DU), Ph.D (Rohilkhand)
Mohd. Shoeb M.Com., M.Phil (DU)
Iqbal Sayeed M.Com., Ph.D (AMU)
Rajanikant Verma M.Com., M.Phil, Ph.D (DU)
Urmila Bharti M.Com., M.Phil, Ph.D (HPU)

ECONOMICS

Asmi Raza M.A. (Jamia), M.Phil (JNU)
Sharad Ranjan (Incharge) M.A. (Pb.), M.Phil, Ph.D (JNU)
Jai Kishan M.A., Ph.D (Kurukshetra)
Raushan Kumar M.A., M.Phil (JNU) **(On Leave)**

ENGLISH

Poonam Kaul M.A., M.Phil (DU)
Tejaswini Deo M.A.,(Marathwada), M.Phil (Jamia),
Ph.D (DU)
Shubhra Ray M.A. (Jadavpur), M.Phil, Ph.D (JNU)
Madhumita Chakraborty (Incharge) M.A., M.Phil., Ph.D (JNU)
Anas Tabraiz M.A., M.Phil (DU) **(On Leave)**
Al-Moohshina Muzzammil M.A., Ph.D. (JNU) **(On Leave)**
S.K. Baishya M.A. (Univ. of Pune),
M.Phil (DU) **(On Leave)**
Hari Prasad M.A. (B.H.U.), M.Phil (DU)

HINDI

S.C. Rupela	(Incharge)	M.A., M.Phil, Ph.D (DU)
Chandan Kumar		M.A., M.Phil, Ph.D (DU) (On Deputation to Satyawati College as Principal)
Lal Jee		M.A. (Jamia), Ph.D (DU)
Neelima Chauhan		M.A., M.Phil, Ph.D (DU)
Padama Ram Parihar		M.A., M.Phil, Ph.D (JNU)
Vikesh Kumar Meena		M.A., M.Phil (JNU)
Parbhat Ranjan		M.A., M.Phil, Ph.D (DU)
Sanjay Gautam		M.A., M.Phil, Ph.D (JNU)
Anil Sharma		M.A., M.Phil, Ph.D (DU)

HISTORY

Partho Datta		M.A., M.Phil (DU), Ph.D (Jamia)
Ranjan Anand		M.A., M.Phil, Ph.D (JNU)
Laxman Kumar Jain (JNU)		M.A., (JNU), M.Phil (DU), Ph.D
Shams Tabrez		M.A. (DU), M.Phil (JNU)
Shobhan Singh	(Incharge)	M.A., M.Phil (JNU)
S.K. Rout		M.A. (JNU), M.Phil, Ph.D (DU)

MATHEMATICS

Shanker Lal	(Incharge)	M.Sc., M.Phil, Ph.D (DU)
Qamrul Haque Khan		M.Sc., Ph.D (A.M.U.) (On Leave)

PERSIAN

Mehmood Fayyaz		M.A., Ph.D (DU)
Fauzia	(Incharge)	M.A., M.Phil, Ph.D (DU)

PHILOSOPHY

T.R. Kanaujia	(Incharge)	M.A. (Kanpur), Ph.D. (IIT, Kanpur)
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POLITICAL SCIENCE

Sanjay Kumar		M.A., M.Phil (DU)
Parveen Kumar Priyadarshi		M.A., M.Phil (DU)
Mohd Tariq Sayeed		M.A., M.Phil, Ph.D (AMU)
Islam Ali	(Incharge)	M.A., M.Phil, Ph.D (DU)

SANSKRIT

Priti Kaushik	(Incharge)	M.A., Ph.D (DU)
Manjula Gupta		M.A., Ph.D (DU)
Anju		M.A., Ph.D (DU)

URDU

Mazhar Ahmed	(Incharge)	M.A., Ph.D(DU)
Ayesha Sultana		M.A.(Nagpur), M.A.Persian,Ph.D (DU)
Mohd. Naushad Alam		M.A., M.Phil, Ph.D (DU)
Pankaj Kant Rajan		M.A., M.Phil, (CCSU Meerut)
Zahir Ali Khan		M.A., (Rohelkhand), Ph.D (DU)
Shahina Tabassum		M.A., M.Phil, Ph.D (DU)

OFFICE ADMINISTRATION

GENERAL

Rashid Khan	----	Administrative Officer
Tauseeful Islam	----	Section Officer (Admn.)
Mohammad Haroon	----	Assistant
Inamullah Khan	----	Junior Assistant
Mohammad Saleem	----	Junior Assistant

ACCOUNTS

Mohd. Muzammil Khan	----	Section Officer (Accounts)
Abid Ali	----	Assistant

LIBRARY

Habibur Rahman Khan	----	Librarian (On Leave)
Azizur Rehman	----	Junior Library Information Assistant (Officiating Librarian)
Mohd. Ismail Alvi	----	Semi-Professional Assistant

ADMISSION TO POST GRADUATE COURSES

The College provides education in M.A. in few subjects like, Political Science, Philosophy and Hindi. However, examination and entrance test for admission is undertaken by the University of Delhi.

Candidates should register themselves for the entrance-test in the University (Arts Faculty).

Please see Handbook of Information for M.A. Classes published by the University of Delhi for further details such as entrance test date, eligibility-conditions and course outlines etc.

As per University instructions, issued Vide letter No. Aca./Eve. Classes/88/29673 dated 27.08.1998, applicants, MEN or WOMEN, must be in employment for at least one year in a

1. Govt. Office, or
2. Public Undertaking, or
3. Statutory Body, or
4. Public Limited Company, or
5. Private Limited Company.

(The candidate seeking Admission in Post Graduate Courses are required to produce a certificate of employment and work experience at least of one year service as stipulated in the letter No. Aca./Eve. classes/88/29673 of the Dy. Register (Academic), University of Delhi).

NOTE:-

- ❖ ALL OPTIONS OF PAPERS MAY NOT BE AVAILABLE.
- ❖ SUBJECT TO CHANGE, AS & WHEN ANNOUNCED BY THE UNIVERSITY
- ❖ APPLICANTS ARE ADVISED TO OBTAIN THE BULLETIN OF INFORMATION OF THE UNIVERSITY FROM THE FACULTY OF ARTS.

IMPORTANT INFORMATION RELATED TO ADMISSION

1. For minimum percentage of marks required for admission to the courses offered see College notice-board.
2. **Age Requirement:** As per University circular letter No. Aca./Age-Relax./2008/T.R. No. 774 dated 29.01.2008 and E.C. Resolution No.120(7) dated 27.12.2007, there should be no minimum age for admission to the under-graduate courses and post-graduate courses in the University and its colleges except age requirement (such as MCI, AICTE etc.)

RULES TO REMEMBER

- Fill examination form in every semester, otherwise you will not be able to appear in the semester examinations.
- Read the prospectus carefully;
- Start attending classes from the beginning of the session;
- Classes are held from 3 pm to 8:45 pm
- Get your Library Card issued at the earliest, immediately after completing the admission formalities;
- Get your Identity Card issued and do not forget to bring Identity Card to the college.
- Return library books within the period specified, failing which overdue charges will be imposed;
- Make proper use of the Library. Do not tear pages. Marking the books is also taken as damage to the book;
- See Notice Boards regularly;
- Conduct yourself with dignity and propriety, in your thoughts, speech and action, in and outside the college;
- All business in connection with the college is conducted from 2 pm to 8 pm on all working days;
- 67% attendance in Lectures/Tutorials/Preceptorials is compulsory to appear in the final examination;
- Acquaint yourself with the name of the Conveners of the different Committees and contact the appropriate Convener for your immediate problems;
- Being regular and punctual in lectures, tutorials and preceptorials is mandatory;
- SC/ST students must apply for Scholarship by **30th September**. For details contact the Accounts Section.
- College reserves the right not to allow migration in any class to any student.

LIST OF HOLIDAYS FOR THE YEAR 2015

S.No.	Holidays (Gazetted)	Date	1936 Saka Era	Day
1.	Milad-Un-Nabi or Id-E-Milad (Birthday of Prophet Mohammad)	January 04	Pausha 14	Sunday
2.	Republic Day	January 04	Magha 06	Monday
3.	Holi	March 06	Phalguna 15	Friday
1937 Saka Era				
4.	Ram Navami	March 28	Chaitra 07	Saturday
5.	Mahavir Jayanti	April 02	Chaitra 12	Thursday
6.	Good Friday	April 03	Chaitra 13	Friday
7.	Buddha Purnima	May 04	Vaisakha 14	Monday
8.	Idu'IFitr*	July 18	Ashadha 27	Saturday
9.	Independence Day	August 15	Sravana 24	Saturday
10.	Janmashtami	September 05	Bhadra 14	Saturday
11.	Id-ul-Zuha (Bakrid)*	September 25	Asvina 03	Friday
12.	Mahatma Gandhi's Birthday	October 02	Asvina 10	Friday
13.	Dussehra	October 22	Asvina 30	Thursday
14.	Muharram	October 14	Kartika 02	Saturday
15.	Diwali (Deepawali)	November 11	Kartika 20	Wednesday
16.	Guru Nanak's Birthday	November 25	Agrahayana 04	Wednesday
**	Milad-Un-Nabi or Id-E-Milad (Birthday of Prophet Mohammad)	December 24	Pausha 03	Thursday
17.	Christmas Day	December 25	Pausha 04	Friday

* Subject to the appearance of Moon.

** Milad-Un-Nabi or Id-E-Milad (Birthday of Prophet Mohammad) falls twice in the year 2015

The Delhi Prevention of Defacement of Property Bill 2007 has been passed by the Assembly. The Bill raises punishment for defacement of any property to imprisonment of upto two years and/or a fine of Rs. 50,000.

**DO NOT DISFIGURE COLLEGE
WALLS BY EITHER WRITING OR
PASTINGS HAND-BILLS**

RTI Handbook is available in the Library at Counter No. 001.

Our College is a Smoke-Free Zone.

Students are strictly not allowed to use Mobile Phones within the College premises. Anyone found using Mobiles within the classroom will have it confiscated.

Website: <http://zakirhusainpgeve.in>

Email: zhpg.college@gmail.com