



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**

Information Handbook under Right to Information Act 2005

Public Information Officer	-	Dr. Mohd. Tariq Sayeed Associate Professor Department of Political Science
Appellate Authority	-	Dr. Masroor Ahmad Beg Principal

Please note that the Cheque / DD / Indian Postal Order etc. for the fee prescribed for seeking information and other charges required under RTI Act, 2005 must be in favour of **The Principal**, Zakir Husain Delhi College (Evening), New Delhi.

## **Preamble:**

The Right to Information Act 2005 intends to set out the practical regime of Right to Information of citizens to enable them to access the Information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section -2 (h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted-

1. by or under the Constitution;
2. by any other law made by the Parliament;
3. by any other law made by State Legislature;
4. by notification issued or order made by the appropriate Government and includes any.
  - body owned, controlled or substantially financed;
  - Non-government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

In accordance with the provisions contained in section 2 (j) of the Act, “Right to Information” means the right to information accessible under this Act which is held by or under the control of any public authority and include the right to:

1. inspection of work, documents, records;
2. taking notes, extracts or certified copies of documents or records;
3. taking certified samples of material;
4. obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

*The Zakir Husain Delhi College (Evening) Information Handbook* will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the College; and related information.

This information Handbook is divided into 17 sections. Each section deals with units of information as delineated under section 4 (1) (b). For ease or reference this is given below.

4. (1) every public authority shall;
  - (a) Maintain all its records duly catalogued and indexed in a manner and from which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated;
  - (b) Publish within one hundred and twenty days from the enactment of this Act,
    - (i) The particulars of its organization, functions and duties;
    - (ii) The powers and duties of its officers and employees;
    - (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
    - (iv) The norms set by it for the discharge of its functions;
    - (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
    - (vi) A statement of the categories of documents that are held by it or under its control;
    - (vii) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees of such meetings are accessible for public;
- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes including the amounts allocated and the detail of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particular of the Public Information Officers;
- (xvii) Such other information as may be prescribed;

## **MANUAL-1**

Section 4 (1) (b) (i)

### **Particulars of Organization function and duties:**

**ZAKIR HUSAIN DELHI COLLEGE (EVENING)** is affiliated to the University of Delhi.

### **Vision Statement:**

**Zakir Husain Delhi College (Evening)** is dedicated to excellence in teaching and promoting genuine scholarships among its students and faculty members. It is believed that the development of such scholarship shall be contributory to the development of the youth in the country.

The College is also dedicated to nurturing talent and providing opportunities for all round development, keeping in mind the contemporary needs of society and the workplace. The College hopes to play a lead role in capacity building of its students, preparing them for a pioneering and creative role in the development of the nation.

It also hopes to maintain and improve the high standards set by its alumnae, who have carved a special niche for themselves internationally.

Zakir Husain Delhi College (Evening) envisions itself as continuing to be amongst the best Colleges of the country, continually updating its pedagogic strategies and course structure.

### **Objectives**

The primary aim of the College is to provide a synergy between infrastructure facilities and academics so that students can get the best of services.

Zakir Husain Delhi College (Evening) offers undergraduate and postgraduate education in humanities and social sciences.

## **Brief History of the College**

Zakir Husain Delhi College (Evening) was established in 1958. After the participation of the country, there was great shortage of capacity in the College. This College started with a small number of students at Ajmeri Gate complex under the guidance and supervision of late Mr. M.M. Begg. Mr. Begg was a unique personality. He commanded faith of people of all the communities. He gave secular outlook to the College. The College offered preparatory courses in Arts and Commerce. Later on, B.A. (P) B.A.(H) in English, Hindi, History, Sanskrit, Urdu, Persian and B.Com (H) were added. Late Mr. M.H. Musavi took over from Mr. Begg. This College became an important centre of learning especially for students of old Delhi. Dr. M.K. Halder succeeded Mr. Musavi as in charge of the Evening Classes.

In 1975 Mr. Salman Ghani Hashmi took over as the Vice-Principal In charge of the Evening Classes. During this period the College continued to flourish as a result of the dedication and hard work of the teachers, students and the administrative staff of the College.

The democratization of the College governance was introduced during this period. The College started working through its staff council and its sub-committees. The Principal function as "Principal-in-Council and major decisions were now taken through discussions with elements of Transparency introduced in the administration. Mr. Riaz Umar became the first full-fledged Principal of the Evening College in the year 1995. During his tenure the College was able to consolidate its finances. There was a smooth functioning of the College during his tenure. Dr. S.A. Hamideen took charge as Principal after Mr. Riaz Umar. In his tenure a number of important infrastructural developments have taken place. A computer lab was added. The College office was air-conditioned. A fully air-conditioned staff room with Computer facilities was set up for the teachers. The examination results of students have improved.

The College has had the privilege of the most enlightened governing body with illustrious people like Dr. Zakir Husain, Prof. Mujeeb, former Vice-Chancellor of Jamia Millia Islamia, Mr. Jugal Kishore Khanna, Mr. Khursheed Alam Khan, Mr. Salman Khursheed, Mr. Haroon Yousuf, Mr. S.K. Singh, Mr. J.N. Dixit, Prof. Namwar Singh, Mr. Kapil Sibbal, Prof. Harish Trivedi and Prof. Shahid Ameen, Pankaj Vohra etc. and many other luminaries of the country.

The teaching community of this College is the greatest asset of this College. At present, there are 74 teachers. The faculty members have made significant contribution in the academic field but also have contributed to the corporate life of the College. There is great sense of togetherness in this College between teachers, students and non-teaching staff.

**Note:** The details of the teaching staff are available on our website [www.zakirhusainpgeve.in](http://www.zakirhusainpgeve.in)

The College telephone directory is available separately from College office on payment.

## **Address of the College:**

**Zakir Husain Delhi College (Evening)**  
**University of Delhi**  
**Jawaharlal Nehru Marg, New Delhi-110 002**

Telephone: (O) 23 23 18 99

Telefax: 23 23 1780

Website: [www.zakirhusainpgeve.in](http://www.zakirhusainpgeve.in)

E-mail [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com)

## **Working hours of the College:**

Office: 12.45 PM to 9.15 PM (Monday to Friday)

Teaching: 4.00 PM to 8.45 PM (Monday to Saturday)

**Location:**

The College is located opposite famous old Delhi Ram Lila Ground. The famous L. N. J. P. Hospital and G. B. Pant Hospitals are on the other side of the College. The nearest Metro stations are New Delhi, Barakhamba Road and Chawri Bazar.

**Duties of the College:**

Organising and implementing teaching and examinations for award of Bachelor of Arts and Bachelor of Commerce Pass as well as Honours degrees in accordance with the University of Delhi curricula.

Providing opportunities for holistic development of student

**Main activities / functions of the College include:**

- Conducting teaching for students enrolled in various degree programmes approved by the University of Delhi.
- Providing Co-curricular activities namely sports and N.C.C.
- Providing opportunities for extra-curricular activities such as dramatics, debating, music, dance, etc.
- Institute awards financial assistance to deserving students.
- Providing opportunities to faculty for professional development and undertaking research projects.
- Providing and maintaining adequate infrastructure including building, library, laboratory equipments, canteen, sports and recreational facilities.

**Organization and Administrative Machinery:**

1. The Governing Body appoints a fulltime Principal on the recommendations of the Selection Committee appointed for the purpose with the approval of the Executive Council of the University of Delhi.
2. Bursar is appointed by the College Governing Body.
3. Teaching staff and the College librarian are appointed by a duly constituted selection committee.
4. The Non-teaching staff is appointed by a duly constituted selection Committee.
5. Each Department has a teacher-in-charge appointed on the basis of seniority for a term of one year.
6. The College has a Staff Council that operates in accordance with the Ordinance XX 6-A.

**Governing Body of the College is as follows:**

- The College Governing Body is constituted by the Dr. Zakir Husain Memorial Trust. The Prime Minister of India happens to be the Chairman of this Trust and the Hon'ble MHRD Minister acts as the Principal-Secretary of the Trust.
- The Trust nominates 12 members as its nominees on the Governing Body of the College. These names are also approved by the University of Delhi.
- The Principal of the Day College and the Principal of the Evening College act as the member-secretaries for their respective institutions.
- Two members of the teaching staff are appointed by rotation according to seniority for a term of one year. One of the teachers' representatives shall be from among those of more than 10 years service, and one from among those with less than 10 years services.
- The University nominates two senior persons on the College Governing Body.
- One Special Invitee is nominated each from Day and Evening Colleges from Non-teaching Staff by rotation according to seniority for a term of one year. Thus the total number of G.B. members becomes 22.

**Expectation of the College from the public for enhancing its effectiveness and efficiency:**

The College expects and considers support from citizens of the country as well as persons directly associated with the affairs of the College.

**Arrangements and Methods made for seeking public participation/contribution:**

Public involvement in the administration of the College is through the nomination of people from various walks of public life on its governing body. People from public life are invited to the College to contribute towards teaching learning and cultural experience in their relevant fields of specialization.

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

Management of the various activities of the College is supervised by the Governing Body and through the designated authorities and procedures. Monitoring of the affairs of the College through the Governing Body, UGC and University of Delhi.

**Three level of monitoring system is followed viz, Departmental, Staff Council and Governing Body as follows:**

- **Departmental:**  
Matters relating to allocation of workload among the teachers and specially pattern of assignment, management of in-house examinations are resolved in departmental meetings. The decisions of the meetings are maintained by the concerned teacher-in-charge/ departmental head, Grievances if any are addressed in these meetings.
- **Staff Council:**  
Matters relating to College as a whole viz introduction/ deletion of courses, organization of cultural/ extracurricular activities etc
- **Governing Body:**  
Matters relating to academic, administrative and financial decisions are taken by the governing body in consultation with the Principals; Academic decisions relate to introduction/ deletion of courses, recommendations received from staff council etc. are placed before the governing body for approval. Administrative decisions may relate to grant of study/ extraordinary leave, the permission etc. Financial decisions relate to approval of budgets, revisions of fees, management of provident fund, audit of accounts etc. Grievances may be referred to the Governing Body for redressal as final arbiter.

**Manual - 2**

Section 4 (1) (b) (II)

**Powers and duties of the officers and employees**

- The Principal is the Principal academic and executive officer of the College. He is responsible for appropriate administration, organization, instruction and management of affairs of the College, as stipulated in University Calendar Ordinance XX.
- Powers and duties of other authorities and employees are also as stated in the University Calendar.

S. No.	Post	Powers and duties
1.	Principal	<b><u>1. Powers of Principal</u></b> (a) The Principal being the head of the College under Act is the chief executive officer of the College. (b) The Principal shall realise and receive all grants or other money due to the College from the Central Government and the university and other persons, bodies and authorities. (c) The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi. (d) The Principal shall, in addition to his duties as Principal is also required to

		<p>undertake some teaching work in the College of the university.</p> <p>(e) The Principal shall be responsible for the organization of teaching and co-curricular activities of the College.</p> <p>(f) The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed. The same may be done only with the prior approval of the Governing Body.</p> <p>(g) The Principal shall sanction leave of all types within the rules prescribed to all non teaching staff.</p> <p>(h) The Principal in order to keep the members of the governing body informed on the progress of statement of Income and Expenditure of the College through the Treasurer, to the Governing Body for information according to the budget heads.</p> <p>(i) Subject to control by the governing body, the Principal shall in addition to other powers and functions</p> <ol style="list-style-type: none"> <li>i) Operate students funds</li> <li>ii) Have powers to appoint class iv staff and suspend and dismiss such staff and report the same to the governing body.</li> </ol> <p>(j) The Principal shall sanction all types of leave, except study leave and leave without pay to teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.</p> <p>(k) The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc will be taken by him without prior approval of the governing body.</p> <p>(l) The Principal will decide the policies regarding examination (College), permission and admission to the College after consultation with the staff council as constituted under ordinance xviii.</p>
2.	<b>Secretary</b>	The Principal shall be the member-secretary of the governing body and shall not accept the membership of the governing body of any other College of the University of Delhi. It shall be the duty of the member - secretary to summon meetings in accordance with the regulations for the purpose and to record the proceedings of the meeting.
3.	<b>Bursar</b>	The Governing Body on the recommendation of the Principal shall appoint a domestic Bursar in accordance with the provision of ordinance xviii (4) (2) the Bursar shall be a member of the teaching staff and he shall, subject to the directions of the governing body through the Principal and of the Treasurer, managing domestic and internal finances of the College. The Bursar of the College shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College.
4.	<b>S.O. (Accounts)</b>	S.O. (Accounts) looks after the reimbursement of medical bills, P.F. operations, LTC funds, preparation of salary and pension. The S.O. (A/c's) maintains proper records for payment of bills of books' suppliers etc. The Accounts Officer is in charge of advances and payments made to the suppliers of stationery and other equipment to the College. He also maintains proper records of money disbursed to various societies in the College. He also looks after routine transfers of financial transactions such as DUSU funds, WUS funds, teachers welfare funds, students Exam fees, University sports Council fees, University NSS fees, University development fees & Culture Council fees. He maintains cash registers, different ledgers and the bank accounts.
5.	<b>S.O. (Admn.)</b>	S.O. (Admn.) has to supervise the preparation of admission business, for first year and re-admission to II and III year of university examination forms, attendance sheets of students for different classes, distribution of copies of time table to the students and staff. He has to look after the preparation of College prospectus. He maintains the regular availability of various forms and proformas such as admission forms, DTC passes, Identity Cards of students, leave forms and forms for issue of character certificates etc. etc. He manages quotations for the purchase of material required in the office. The old records of the College are put under his custody and he manages stock register etc.

6.	A. O.	The work of A.O. is somewhat similar to the work of Registrar in the University. He is overall supervisor. He looks after administrative work as well as accounts work. He prepares replies to the university letters and remains in touch with the UGC. The annual budget is also under his charge.
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### **Manual - 3**

Section 4 (1) (b) (III)

#### **Procedure followed to take a decision various matters:**

- **Staff Council:** - Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books and lab equipments are framed by staff-council as prescribed in its Ordinances, Statues, etc.
- All Members of the Teaching staff, College Librarian and Director Physical Education are its members. Staff-Council constitutes number of Sub-committees to take decisions in various College matters such as Admission, Home Examination, Time-table Committee, Purchase Committee, Development fund Committee, Provident Fund Statutory Committee and Academic Supervisory Committee: which looks after the implementation of the time-table and deals with other academic issues such as Internal Assessment. To look after the complaints of gender bias, there is another Committee known as prevention of sexual abuse Committee.
- The College functions under the supervision and control of the College Governing Body.

### **Manual - 4**

Section 4 (1) (b) (IV)

#### **Norms set by the College for the discharge of its functions: -**

- Norms and standards for various activities of the College are set by the competent authority such as the Governing Body and Staff-Council.
- The Staff Council is the academic body of the College. Subject to the provisions of Delhi University Act, 1922, the statues and the ordinances, it exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination in the College and other academic matters.
- Norms and standards for various academic activities are set by the Academic council and Executive councils of D.U., Staff-Council and Governing Body of the College.

### **Manual - 5**

Section 4 (1) (b) (V)

#### **Rules, regulations and instructions used:**

- Statutes of the College as contemplated under ordinance in University Calendar.
- Regulations/instructions for admission regarding all the courses (Under graduate/Post graduate) in accordance with University of Delhi notification / Staff-Council Resolutions.
- University Non-teaching Employees (Terms and conditions of service) Rules, 1971. Please see University website: [www.du.ac.in](http://www.du.ac.in).
- Various rules / instructions of Delhi-University concerning personal management for the teaching and non-teaching staff and adopted by the Governing Body.
- Fundamental Rules and Supplementary rules of Govt. of India except where the University has its own provisions with regard to teaching and non-teaching staff.



## THE ORDINANCES OF THE UNIVERSITY

For Information regarding Act and Statutes of University of Delhi

Please find complete information on University website [www.du.ac.in](http://www.du.ac.in)

### THE ACT OF THE UNIVERSITY

Extract of the Clauses of the University Act relevant to Colleges:

#### **Clause 4      POWERS OF THE UNIVERSITY**

**4.** The University shall have the following powers, namely:

(9) To maintain Colleges and Halls, to admit to its privileges Colleges not maintained by the University and to withdraw all or any of those privileges, and to recognize Halls not maintained by the University and to withdraw any such recognition.

(9-A) to declare, with the consent of the Colleges concerned, in the manner specified by the Academic Council, Colleges conducting courses of study in the Faculties of Medicine, Technology, Music or Fine Arts, as autonomous Colleges:

Provided that the extent of the autonomy which each such College may have, and matters in relation to which it may exercise such autonomy, shall be such as may be prescribed by the Statutes.

(9-B) to set up one or more College Administrative Councils for two or more Colleges with such composition, powers and functions as may be laid down in the Statutes.

#### **Clause 5      Territorial Exercise of Powers**

(1) Save as otherwise provided in the Act, the powers of the University conferred by or under this Act (other than those conferred by Sub-Clause (d) of section 4) shall not extend beyond the limits of the State of Delhi and notwithstanding anything in any other law for the time being in force, no educational institution beyond those limits shall be associated with or admitted to any privileges of the University.

Proviso (Omitted)

(1-A) Notwithstanding anything contained in sub-section (1), the Central Government may, if it is of opinion that it is necessary or expedient so to do in the public interest, direct, by order in writing, the University to admit to its privileges any institution situated outside India and the University shall be bound to comply with such direction.

(2) Notwithstanding anything in any other law for the time being in force, no educational institution within the aforementioned limits shall be associated in any way with or be admitted to any privileges of any other University incorporated by law in India, and any such privileges granted by any such other University to any educational institution within those limits prior to the commencement of this Act shall be deemed to be withdrawn on the commencement of this Act.

Provided that the Central Government may by order in writing, direct that the provisions of the sub-section shall not apply in the case of any institution specified in the order.

#### **Clause 7      Teaching of the University**

(1) All recognized teaching in connection with the University courses shall be conducted under the control of the Academic year Council by teachers of the University, and shall include lecturing, laboratory work and other teaching conducted in accordance with any syllabus prescribed by the Regulations.

(3) The authorities responsible for organizing such teaching shall be prescribed by the Statutes.

(4) The courses and curricula shall be prescribed by the Ordinances and, subject thereto, by the regulations.

**Clause 28** Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely,

- (g) The establishment and abolition of Faculties, Departments, Halls, Colleges and Institutions;
- (h) The conditions under which Colleges and other institutions may be admitted to the privileges of the University and the withdrawal of such privileges;
- (hh) the extent of the autonomy which a College, declared as an autonomous College under Clause 9(a) of section 4, may have and the matters in relation to which such autonomy may be exercised;
- (hhh) the composition, powers and of College Administrative Councils,

**Clause 30** Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely;

- (i) The Management of Colleges and other Institutions founded or maintained by the University;
- (m) The supervision and inspection of Colleges and other Institutions admitted to privileges of the University; and

**Clause 34** Colleges

- (1) The College shall be such as may, after the commencement of the Delhi University (Amendment) Act, 1943, be recognized by the Executive Council in accordance with this Act and Statutes, but shall include all Colleges recognized at the commencement of the said Act as Colleges of the University so long as much recognition continues.

S. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. If any (Date of Gazette Notification)
I)	Ordinance I	ADMISSION TO UNIVERSITY	
II)	Ordinance II	OF COURSES OF STUDY	
III)	Ordinance III	OF UNIVERSITY EXAMINATIONS	
		Temporary Ord. VIII-A-Deleted	
		Ord. VIII-B-Transitory Provisions-Deleted	
		Temporary Ord. VIII-C and VIII-D-Deleted	
		Ord. VIII-E Internal Assessment	
		Ord. IX-Classification of Results	
		Ord. X-General Rules for Examinations	
		Ord. X-A Disorderly conduct and use of unfair means in Examination	
		Ord. X-B-Withholding Conferment of any Degree/Diploma or Award of any Certificate.	
		Ord. X-C-Permissive Provisions	
IV)	Ordinance IV	<u>OF THE TEACHING STAFF</u>	
		Ord. XI-University Appointed Teachers	
		<u>Annexure to</u>	
		Ord. XI-Form of Agreement of services for University Teachers.	

		Ord. XI-A	
		Ord. XII-College Appointed Teachers	
		<b><u>Annexure to</u></b>	
		Ord. XII-Form of Agreement of Services for College Teachers	
		Ord. XII-A-Visiting Professors and Visiting Appointments.	
		Ord. XIII-General Temporary Ord. XIII-A-Deleted.	
		Ord. XIII-C-Academic Calendar.	
<b>V)</b>	<b>Ordinance V</b>	<b><u>OF THE AUTHORITIES</u></b>	
		Ord. XIV-Academic Council.	
		Ord. XIV-A-Faculties.	
		Ord. XIV-B-Meeting of a Faculty.	
<b>VI)</b>	<b>Ordinance VI</b>	<b><u>OF BOARDS AND STANDING COMMITTEES</u></b>	
		Ord. XV-Residence, Health and Discipline Board.	
		Ord. XV-A-Board of Inter-Disciplinary Programmes.	
		Ord. XV-B-Maintenance of Discipline among Students of the University.	
		Ord. XV-C-Prohibition of and Punishment for Ragging.	
		Ord. XV-D-Sexual Harassment.	
		Ord. XVI-Delhi University Library System.	
		Ord. XVII-Finance Committee.	

## **Manual - 6**

Section 4 (1) (b) (VI)

### **Official documents and their availability: -**

- The College Time-table.
- Examination Schedule.
- Scholarship Notices.
- Administrative Notices.
- Students, Attendance Records.
- Students, Internal Assessment Records.
- Examination Results.
- Information Handbook under RTI Act 2005.

These are available in College office and are displayed on the College Website & College Notice Board meant for student.

**The Statement of the categories of documents that are held by it for under his control**

S. No.	Name of record	Details of information available	Section where available.
1.	<b>University Act</b>	The Act provides to establish and incorporate university letters which is based for the functioning of the university	A. O.
2.	<b>Statutes, Ordinances and regulations</b>	All statutes, ordinances and regulations framed under provisions of the Act and approved by the statutory authorities.	A.O. and also given in website.
3.	<b>Annual Report</b>	All activities held in the College during academic year.	P.A. to the Principal
4.	<b>Annual Accounts</b>	Balance sheet, Audit Reports of accounts	Accounts department
5.	<b>Service Records</b>	Registers containing details of each employee (all kinds of leave availed etc.)	A.O.
6.	<b>Personal files of employees</b>	Contains personal matters of officers and employees.	A.O.
7.	<b>Students' data</b>	Information regarding students admitted each year.	S.O. (Admn.)
8.	<b>Agenda and Minutes of meetings of statutory bodies</b>	Agenda items and proceedings of governing body, staff council meetings, departmental meetings, purchase committee meetings and development fund meetings	In the concerned branch which conducts the meeting.
9.	<b>Stock Register</b>	Contains entries of material purchased & issued.	S.O. (Admn.)

- The College prospectus regarding admission information's is published every year, and is available on payment from College Administrative office. Delhi-University Bulletin of admission may be obtained from Delhi University.
- University Calendar Vol. I dealing with statutory provisions can be accessed at Delhi-University website [www.du.ac.in](http://www.du.ac.in)
- University Calendar Vol. II dealing with various courses are also available in printed form from University-of-Delhi.

**Info**

- Staff Information, Constitution of the College-Students Union, College directory is available from Administrative office on payment in printed form.

**Note:** Matters pertaining to examination (confidential) paper setting, evaluation of Scripts and consequent procedures; Composition and proceedings of the Selection-Committees, minutes of the Governing Body and Staff-council until these are printed and confidential and will remain confidential not available in public domain.

**Minutes of the Governing Body**

- Audit-Reports.
  - Certified annual Accounts.
- There is time tag between their approved versions and their printed versions.

## **Manual - 7**

Section 4 (1) (b) (VII)

Mode of public participation

Various statutory bodies of the College Governing Body comprise of eminent people from society and representatives of public who directly participate in the affairs of the College. The Governing Body supervises the affairs of the College.

### **College Governing Body**

- 1. Prof. Feroz Ahmed, Chairman**  
Retired Professor, Department of Physics,  
University of Delhi, Delhi
- 2. Prof. S. R. Kidwai, Vice Chairman**  
Retired Professor,  
Jawaharlal Nehru University, New Delhi
- 3. Prof. M. H. Qureshi, Honorary Treasurer**  
Retired Professor,  
Jamia Millia Islamia, New Delhi
- 4. Dr. M. R. Haque**  
Secretary, Central Wakf Council,  
New Delhi
- 5. Prof. Khalid Moin**  
Department of Civil Engineering,  
Faculty of Engineering and Technology, Jamia Millia Islamia, New Delhi
- 6. Prof. Zahid Husain Khan**  
FTK Centre of Information Technology,  
Jamia Millia Islamia, New Delhi
- 7. Dr. Shahid Jameel**  
Sr. Scientist,  
International Center for Genetic Engineering and Biotechnology, New Delhi
- 8. Prof. Najma Siddiqi**  
Former Head and Dean, Department of Education,  
University of Delhi, Delhi
- 9. Dr. Begum Syeda Saiyidain Hameed**  
Member, Planning Commission,  
New Delhi
- 10. Dr. S. I. Farooqui**  
Retired Scientist,  
I. A. R. I.
- 11. Prof. Azra Razzak**  
Director, Dr. K. R. Narayanan Centre for Dalit and Minorities Studies,  
Jamia Millia Islamia, New Delhi
- 12. Prof. Imtiaz Ahmed**  
Retired Professor,  
Jawaharlal Nehru University, New Delhi

### University Nominees

1. **Prof. Rita Kakkar**  
Professor, Department of Chemistry,  
University of Delhi, Delhi
2. **Prof. Chander Shekhar**  
Professor, Department of Persian,  
University of Delhi, Delhi

### Secretaries - Principals

1. **Dr. Masroor Ahmad Beg**  
Principal,  
Zakir Husain Delhi College (Evening), New Delhi
2. **Dr. M. Aslam Parvaiz**  
Principal,  
Zakir Husain Delhi College, New Delhi

### Teacher Representatives

1. **Dr. S. C. Rupela**  
Associate Professor,  
Department of Hindi,  
Zakir Husain Delhi College (Evening), New Delhi
2. **Dr. Mohd. Tariq Sayeed**  
Associate Professor,  
Department of Political Science,  
Zakir Husain Delhi College (Evening), New Delhi
3. **Dr. R. Prabhakar Rao**  
Associate Professor,  
Department of Commerce,  
Zakir Husain Delhi College, New Delhi
4. **Dr. Neelam Kumari**  
Assistant Professor,  
Department of Hindi,  
Zakir Husain Delhi College, New Delhi

### Special invitee other than Teachers:

1. **Mr. Mohd. Muzammil Khan**  
Zakir Husain Delhi College (Evening), New Delhi
2. **Mr. T. W. Khan**  
Zakir Husain Delhi College, New Delhi

## Manual - 8

### Section 4 (1) (b) (VIII)

#### The College Governing Body as per University Calendar Ordinance XX

S. No.	Name & addresses of the body	Main functions of the body	Constitution of the body	Date of constitution / date up to which valid
1.	The Governing Body subject to the Act, Statutes and Ordinances and regulations of University of Delhi.	<p>The Governing Body shall be the executive authority and shall have general supervision and control of the affairs of the College and shall maintain its own record of its proceedings. The Governing Body shall hold and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object.</p> <p>The Governing Body shall, in addition to other duties vested in it, have the following powers:</p> <p><b>i)</b> To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.</p> <p><b>ii)</b> To consider Annual Report, Annual A/c's and the financial estimates.</p> <p><b>iii)</b> To lay before the University and University Grants Commission annually a statement of the financial requirements of the College. <b>iv)</b> Fix admission and other fees to be charged from students (subject to any limitations laid down by the Delhi University.</p> <p><b>v)</b> To appoint members of teaching and non-teaching staff.</p> <p><b>vi)</b> To grant on the recommendations of the Principal, study leave and leave without pay to the teaching staff of the College as per rules.</p> <p><b>vii)</b> To institute, suspend or abolish such teaching and non-teaching posts as may be considered necessary.</p> <p><b>viii)</b> To deposit the funds of the College to the scheduled banks.</p> <p><b>ix)</b> To Exercise such other powers and to do such other acts or things as may be necessary for the proper performance of its duties.</p>	<p>The Governing Body consists of 22 members out of which 12 members are nominated by Zakir Husain Memorial Trust, two members nominated by the Delhi University, two teacher representatives each from Day College and Evening College, two special invitees from non-teaching staff each from Day and Evening College and the Principals of Day and Evening Colleges.</p>	

## Councils, Committees, Faculties, Departments etc. under the College:

### **Various Committees: -**

- **Staff-Council as per University Calendar Ordinance XX.**
- Proctorial Board
- Academic Supervisory Committee
- Admission Committee
- Library Committee
- Time Table Committee
- Time Table Implementation Committee
- Students' Advisory Board
- Sports Committee
- Canteen Committee
- Work Load Committee
- Students' Welfare Fund Committee
- Career Counselling & Guidance Committee
- Scholarship Committee
- Statutory P.F. Fund Committee
- Development Fund Committee
- Arts and Culture Society
- Debating Society
- Film and Photography Committee
- Information & Communication Technology (ICT) Committee
- Prospectus Committee
- NAAC Accreditation Committee
- Enabling Unit
- Committee for Grievance Redressal Of Special Category
- Internal Complaint Committee
- Students' Discipline Committee
- Academic Societies
- **Various Departments:**
  - Arabic
  - Bengali
  - Commerce
  - Economics
  - English
  - Environmental Studies
  - Hindi
  - History
  - Mathematics
  - Persian
  - Philosophy
  - Political Science
  - Physical Education and Sports Science
  - Sanskrit
  - Urdu



## Rules/Regulations governing working of Staff Council

- 6-A** (1) There shall be a Staff Council in every College.
- (2) All the members of the teaching staff, the Librarian and the Director of Physical Education shall constitute the Staff Council.
- (3) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the principal shall act as Principal-in-Council in respect of matters on which Staff Council is required to take decisions.
- (4) (a) The principal shall be ex-officio Chairman of the Staff Council.
- (b) The Council shall elect its Secretary, who shall hold office for a term of one year. The secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.
- (5) (a) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council shall take decisions in respect of the following matters:
- (i) Preparation of College time-table.
  - (ii) Allocation of extra-curricular work of teachers' not involving, payment of remuneration.
  - (iii) Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.
  - (iv) Laying down guide-lines for purchase of library books and laboratory equipment in consultation with the appropriate departments.
  - (v) Organising admission of students.
- (b) Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff-Council shall make recommendations in respect of the following matters:
- (i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments;
  - (ii) Formulation of admission policy within the framework of the policy lay down by the University;
  - (iii) Formulation of guide-lines regarding arrangements for the residence and welfare of students in consultation with appropriate students' organizations;
  - (iv) Formulation of guide-lines regarding discipline of the students;
  - (v) Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.

**Note:** The administrative staff of the College will not be within the purview of the Staff Council.

- 6-B** (a) The Staff Council shall function through Committees appointed by the council. Ordinarily
- (i) no person shall be member of more than two Committees at a time; and
  - (ii) no person shall hold office as a member of a Committee for more than two consecutive terms.
- (b) The Principal shall have the right to be present and to speak any meeting of any Committee.
- (c) Each Committee shall have a Convener appointed by the Staff Council, who shall convene the meetings of the Committee, and the minutes of the meeting shall be prepared and maintained by him.
- (d) The decisions of the committee shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.
- (e) The Principal shall implement all decisions of the Staff Council. If, in the opinion of the Principal, however, any emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next meeting of the Staff Council for confirmation.

**6-C** The rules relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in this behalf.

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Directory of officers and employees / teaching-staff, non-teaching staff, it is available in print form on payment.

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Section 4 (1) (b) X

### Monthly remuneration received by each of its employee:

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the College.

### Actual Salaries of each Staff Member as on August, 2015

Amount in Rs.

S. No.	Name of the Employee	Designation	Scales / Grades	Grade Pay	Earnings
1	Dr. Masroor Ahmad Beg	Principal	37,400-67,000	10,000	176150.00
2	Dr. Shanker Lal	Associate Professor	37,400-67,000	9,000	169869.00
3	Mr. S.C. Bhatia	Associate Professor	37,400-67,000	9,000	183185.00
4	Ms. Shabana Wiquar	Associate Professor	37,400-67,000	9,000	165932.00
5	Dr. Partho Datta	Associate Professor	37,400-67,000	9,000	165932.00
6	Dr. S. C. Rupela	Associate Professor	37,400-67,000	9,000	173588.00
7	Dr. Pakiza Samad	Associate Professor	37,400-67,000	9,000	180269.00
8	Dr. Mehmood Fayyaz	Associate Professor	37,400-67,000	9,000	165932.00
9	Ms. Poonam Kaul	Associate Professor	37,400-67,000	9,000	158497.00
10	Mr. Asmi Raza	Associate Professor	37,400-67,000	9,000	165932.00
11	Dr. Tulsi Ram Kanaujia	Associate Professor	37,400-67,000	9,000	162166.00
12	Dr. Mazhar Ahmad	Associate Professor	37,400-67,000	9,000	158497.00
13	Dr. Jai Kishan	Associate Professor	37,400-67,000	9,000	154074.00
14	Dr. Sharad Ranjan	Associate Professor	37,400-67,000	9,000	162628.00
15	Dr. Priti Kaushik	Associate Professor	37,400-67,000	9,000	149773.00
16	Dr. Manjula Gupta	Associate Professor	37,400-67,000	9,000	149773.00
17	Dr. Anju	Associate Professor	37,400-67,000	9,000	145593.00
18	Dr. Chandan Kumar	Associate Professor	37,400-67,000	9,000	On Leave without Pay
19	Dr. S.A.R. Geelani	Assistant Professor	15,600-39,100	7,000	102388.00
20	Mr. Lal Jee	Associate Professor	37,400-67,000	9,000	141171.00
21	Dr. Neelima Chauhan	Associate Professor	37,400-67,000	9,000	137599.00
22	Dr. Ayesha Sultana	Associate Professor	37,400-67,000	9,000	145593.00
23	Dr. Tejaswini Nandkumar Deo	Associate Professor	37,400-67,000	9,000	133784.00
24	Dr. Ranjan Anand	Associate Professor	37,400-67,000	9,000	114850.00
25	Dr. Madhumita Chakraborty	Assistant Professor	15,600-39,100	7,000	88367.00
26	Dr. Mohd. Tariq Sayeed	Associate Professor	37,400-67,000	9,000	145893.00
27	Dr. Mohd. Naushad Alam	Assistant Professor	15,600-39,100	7,000	88124.00
28	Dr. Fauzia	Assistant Professor	15,600-39,100	7,000	89436.00
29	Mr. Mohd. Shoeb	Assistant Professor	15,600-39,100	7,000	81539.00
30	Mr. Anas Tabraiz	Assistant Professor	15,600-39,100	7,000	70421.00
31	Dr. Munshi Mohd. Younus	Assistant Professor	15,600-39,100	7,000	86714.00
32	Dr. Iqbal Sayeed	Assistant Professor	15,600-39,100	7,000	86714.00
33	Dr. Shubhra Ray	Assistant Professor	15,600-39,100	7,000	88197.00
34	Mr. Sanjib Kumar Baishya	Assistant Professor	15,600-39,100	7,000	69279.00
35	Mr. Hari Prasad	Assistant Professor	15,600-39,100	7,000	80348.00
36	Mr. Sanjay Kumar	Assistant Professor	15,600-39,100	6,000	78452.00
37	Mr. Praveen Kr. Priyadarshi	Assistant Professor	15,600-39,100	6,000	70433.00

38	Mr. Vikesh Kumar Meena	Assistant Professor	15,600-39,100	7,000	81368.00
39	Dr. Anil Sharma	Assistant Professor	15,600-39,100	7,000	84770.00
40	Dr. Sanjay Gautam	Assistant Professor	15,600-39,100	7,000	84698.00
41	Dr. Padma Ram Parihar	Assistant Professor	15,600-39,100	7,000	87857.00
42	Dr. Prabhat Ranjan	Assistant Professor	15,600-39,100	6,000	81806.00
43	Ms. Al Moothshina Muzzammil	Assistant Professor	15,600-39,100	7,000	69134.00
44	Mr. Raushan Kumar	Assistant Professor	15,600-39,100	7,000	73362.00
45	Dr. Rajanikant Verma	Associate Professor	37,400-67,000	9,000	126469.00
46	Mr. Pankaj Kant Rajan	Assistant Professor	15,600-39,100	6,000	68477.00
47	Dr. Shahina Tabassum	Assistant Professor	15,600-39,100	7,000	86812.00
48	Dr. Zahir Ali Khan	Assistant Professor	15,600-39,100	6,000	83628.00
49	Mr. Shams Tabrej	Assistant Professor	15,600-39,100	6,000	69534.00
50	Dr. Laxman Kumar Jain	Assistant Professor	15,600-39,100	6,000	92850.00
51	Dr. Islam Ali	Assistant Professor	15,600-39,100	6,000	86034.00
52	Dr. Urmila Bharti	Assistant Professor	15,600-39,100	6,000	84300.00
53	Mr. Shobhan Singh	Assistant Professor	15,600-39,100	6,000	84175.00
54	Dr. Subrat Keshari Rout	Assistant Professor	15,600-39,100	7,000	81879.00
55	Mr. Rashid Khan	Administrative Officer	15,600-39,100	6,600	83215.00
56	Mr. Mohd. Muzzammil Khan	Section Officer (Accounts)	9,300-34,800	4,200	51551.00
57	Mr. Mohd. Haroon	Assistant	5,200-20,200	2,400	42968.00
58	Mr. Abid Ali	Assistant	5,200-20,200	2,800	53660.00
59	Mr. Inamullah Khan	Junior Assistant	5,200-20,200	1,900	33273.00
60	Mr. Mohd. Saleem	Junior Assistant	5,200-20,200	1,900	30527.00
61	Mr. Mohd. Ismail Alvi	Semi-Professional Assistant	9,300-34,800	4,200	54146.00
62	Mr. Azizur Rehman	Library Assistant	5,200-20,200	1,900	30551.00
63	Ms. Rukhsana	MTS - Library	5,200-20,200	1,900	33266.00
64	Mr. Nawabuddin	MTS - Library	5,200-20,200	1,800	22402.00
65	Mr. Mahavir Singh	MTS - Office	5,200-20,200	1,900	31613.00
66	Mr. Bashir Ahmad Sheikh	MTS - Office	5,200-20,200	2,000	32051.00
67	Mr. Mohd. Moosa	MTS - Office	5,200-20,200	1,900	30774.00
68	Mr. Abdul Hameed	MTS - Office	5,200-20,200	1,800	27069.00
69	Mr. Anwar Anis	MTS - Office	5,200-20,200	1,800	29280.00
70	Mr. Hira Lal	MTS - Office	5,200-20,200	1,800	28697.00
71	Mr. Asim Ali Khan	MTS - Office	5,200-20,200	1,900	29159.00
72	Mr. Shahid Ali Abbasi	MTS - Office	5,200-20,200	1,800	22995.00
73	Mr. Abdul Haq	MTS - Office	5,200-20,200	1,800	22995.00
74	Mr. Israr Ahmad	MTS - Office	5,200-20,200	1,800	21124.00

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Section 4 (1) (b) (XI)

### **Budget allocated to each agency:**

The budget and the financial estimates are as approved by the Governing Body and presented before the University / U.G.C. for approval / sanction.

## SUMMARY OF ACCOUNTS

### Maintenance Grant: Expenditure

S. No.	Expenditure Head	2012-2013 (Actual) Rupees in lakhs	2013-2014 (Actual) Rupees in lakhs
1	Salary Teaching Staff including arrears	747.33	823.02
2	Salary Non-teaching Staff including arrears	83.23	92.39
3	Retirement benefits and pension	252.01	239.07
4	Books and Journals	3.85	4.00
5	Electricity charges paid to BSES	17.25	23.09
6	Water charges paid to DJB	1.51	1.23
7	Medical Reimbursement	39.33	36.69
8	Postage	0.03	0.04
9	Telephone	0.14	0.07
10	Printing & Stationary	1.49	1.44
11	Liveries to class IV staff	0.33	0.33
12	Advertisement	0.00	0.00
13	LTC & HTC	11.90	14.79
14	Legal (Court) Expenses	0.11	0.04
15	Children Education Allowance	6.79	4.56
16	Cycle Custody Expenses	0.67	0.89
17	Conveyance Charges	0.34	0.26
18	Encashment of EL	0.90	2.04
19	Other Expenses	0.44	0.80
20	Excess of income over expenditure transferred to Maintenance Grant	167.06	0.00
	<b>Total</b>	<b>1334.71</b>	<b>1244.75</b>

Maintenance Grant: Income

S. No.	Heads of Income	2012-2013 (Actual) Rupees in lakhs	2013-2014 (Actual) Rupees in lakhs
1	Interest on Conveyance Advance	0.07	0.00
2	Interest received from banks	13.11	11.20
3	Admission and Tuition fee	3.10	3.35
4	Library Fee	4.19	4.63
5	Electricity Fee	0.95	1.05
6	Magazine Fee	0.73	0.20
7	Printing and Stationery Fee	1.48	0.52
8	Identity Card Fee	0.94	0.89
9	Parking Fee	0.00	0.21
10	Sales of Admission Forms and Prospectus	0.41	1.10
11	Games, Students' Societies and Caution Money	0.00	1.31
12	Other receipts	0.04	0.07
13	Maintenance Grant from UGC	1310.69	10.34.07
14	Excess of Expenditure over Income	0.00	186.15
	<b>Total</b>	<b>1334.71</b>	<b>1244.75</b>

**STUDENTS FUND ACCOUNT AND OBC FUND ACCOUNT: STATEMENT OF AFFAIRS AS ON 31<sup>ST</sup> MARCH 2014**

Amount in Rupees

LIABILITIES		AMOUNT	AMOUNT	ASSETS		AMOUNT	AMOUNT
<b>Capital Fund Contra as per Appendix-I</b>			2469260.00	<b>Fixed Assets Contra as per Appendix-I</b>			2469260.00
<b>College Development Fund</b>				<b>Advances</b>			
Opening Balance as on 01.04.2013	1678021.68			Opening Balance as on 01.04.2013	1130.00		
Add: Receipts during the year	603750.00			Add: Payments during the year	705538.00		
Less: Payments/Refunds during the year	<u>126711.00</u>	2155060.68		Less: Receipts during the year	<u>687468.00</u>	19200.00	
<b>Annual Prize &amp; Election Fund</b>				<b>Imprest Advance</b>			
Opening Balance as on 01.04.2013	636038.58			Payments during the year	1000.00		
Add: Receipts during the year	233480.00			Less: Receipts during the year	<u>1000.00</u>	NIL	
Less: Payments/Refund during the year	<u>96498.00</u>	773020.58		<b>Investment with Canara Bank</b>			29700000.00
<b>College Students Union Fee</b>				<b>Endowment Fund for Nidhi Devgan Award</b>			
Receipts during the year	305063.00			Investment with Canara Bank		25000.00	
Less: Payments/Refund during the year	266737.00			<b>Endowment Fund for R. Venkateshan Award</b>			
Less: Transfer to Gen. Amenities	<u>38326.00</u>	NIL		Investment with Canara Bank		200000.00	
<b>Students Aid Fund</b>				<b>Endowment Fund for H.H. Zuberi Mem.Award</b>			
Opening Balance as on 01.04.2013	1057611.15			Investment with Canara Bank		100000.00	
Add: Receipts during the year	345375.00			<b>Endowment Fund for Shyama Saxena Award</b>			
Add: Transferred from Scholarship	4140.00			Investment with Canara Bank		15000.00	
Add: Transferred from SC/ST/OBC Scholarship	6000.00			<b>Games Fund</b>			
Add: Transferred from SC/ST Scholarship (Manipur)	5195.00			Opening Balance as on 01.04.2013 (Credit Balance)	15581.00		
Less: Payments/Refunds during the year	<u>227400.00</u>	1190921.15		Add: Receipts during the year	403513.00		
<b>Medical Revolving Fund</b>				Less: Payments/Refunds during the year	392857.00		
Opening Balance as on 01.04.2013	630331.40			Less: Transfer to Gen. Fund	<u>30912.00</u>	4675.00	
Add: Receipts during the year	115250.00			<b>University Practical Examination</b>			
Less: Payments/Refunds during the year	10425.00			Payment during the year	60280.00		
Add: Transferred from W.U.H.S.	<u>6287.00</u>	741443.40		Less: Received from the University	<u>60000.00</u>	280.00	
<b>Students Welfare Fund</b>							
Opening Balance as on 01.04.2013	542704.50						
Add: Receipts during the year	241725.00						
Less: Refunds during the year	<u>163650.00</u>	620779.50					

			<b>Students Societies Fee</b>		
<b>Gen. Amenities Fund</b>			Opening Balance as on 01.04.2013 (Credit Balance)	205.00	
Opening Balance as on 01.04.2013	24466835.75		Add: Receipts during the year	224825.00	
Add: Receipts during the year	1384050.00		Less: Payments/Refunds during the year	210725.00	
Add: Transfer from College Students Union Fee	38326.00		Less: Transferred to Gen. Fund	<u>14355.00</u>	50.00
Add: Transfer from University Enrolment Fee	200.00				
Add: Transfer from Int. on F.D. from Canara Bank	4563.00		<b>Caution Money</b>		
Add: Interest on SB A/c.	1239715.00		Opening Balance as on 01.04.2013	54750.00	
Add: Transfer from students Election Security	600.00		Add: Receipt during the year	41400.00	
Add: Miscellaneous Income	46.00		Less: Payments/Refunds during the year	10350.00	
Add: Transferred from R.T.I.	320.00		Less: Transferred to General Fund	<u>85850.00</u>	50.00
Less: Transfer to Security and Technical Support Fund	1329586.00				
Less: Payments/Refunds during the year	<u>7088112.00</u>	18716957.75	<b>University Sports Council Fee</b>		
			Opening Balance as on 01.04.2013	50.00	
<b>Library Development Fund</b>			Add: Receipts during the year	115225.00	
Opening Balance as on 01.04.2013	1807196.00		Less: Payments/Refunds during the year	<u>115325.00</u>	50.00
Add: Receipts during the year	1162298.00				
Less: Payments/Refunds during the year	<u>1030383.00</u>	1939111.00	<b>University N.S.S. Fee</b>		
			Opening Balance as on 01.04.2013	20.00	
<b>Internal Examination Fee</b>			Add: Receipts during the year	46090.00	
Opening Balance as on 01.04.2013	457655.00		Less: Payments/Refunds during the year	<u>46130.00</u>	20.00
Add: Unclaimed Cheques	4244.00				
Less: Payments/Refunds during the year	<u>6550.00</u>	455349.00	<b>University Students Union Fee</b>		
			Opening Balance as on 01.04.2013	20.00	
<b>Cultural Activities Fund</b>			Receipts during the year	46210.00	
Opening Balance as on 01.04.2013	358188.00		Less: Payments/Refunds during the year	<u>46250.00</u>	20.00
Add: Receipts during the year	230250.00				
Less: Payments/Refunds during the year	<u>389835.00</u>	198603.00	<b>University Development Fund</b>		
			Opening Balance as on 01.04.2013	600.00	
<b>R.T.I.</b>			Add: Receipts during the year	1382700.00	
Opening Balance as on 01.04.2013	200.00		Less: Payments/Refunds during the year	<u>1383900.00</u>	600.00
Add: Receipts during the year	120.00				
Less: Transferred to Gen. Amenities Fund	<u>320.00</u>	<b>NIL</b>	<b>University Cultural council Fee</b>		
			Opening Balance as on 01.04.2013	5.00	
<b>I.T. Development Fund</b>			Add: Receipts during the year	11523.00	
Opening Balance as on 01.04.2013	1435867.00		Less: Payments/Refunds during the year	<u>11533.00</u>	5.00
Add: Receipts during the year	708600.00				
Less: Payments/Refunds during the year	<u>283913.00</u>	1860554.00	<b>Closing Balance as on 31st March, 2014 (Boys Fund)</b>		3365062.06

<b>Security &amp; Technical Support Fund</b>					
Receipts during the year	921000.00				
Add: Transferred from Gen. Amenities Fund	1329586.00				
Less: Payments/Refunds during the year	<u>2250586.00</u>	<b>NIL</b>			
<b>University Committee Fee</b>					
Opening Balance as on 01.04.2013	110150.00				
Add: Receipts during the year	23045.00				
Less: Payments/Refunds during the year	<u>12075.00</u>	121120.00			
<b>University Enrolment Fee</b>					
Receipts during the year	207150.00				
Less: Payment/Refunds during the year	206950.00				
Less: Transferred to Gen. Amenities	<u>200.00</u>	<b>NIL</b>			
<b>W.U.H.S.</b>					
Receipts during the year	11523.00				
Less: Payments/Refunds during the year	5236.00				
Less: Transferred to Medical Revolving Fund	<u>6287.00</u>	<b>NIL</b>			
<b>University Examination Fee</b>					
Opening Balance as on 01.04.2013	837290.00				
Add: Receipts during the year	3274620.00				
Less: Payments/Refunds during the year	<u>57931.00</u>	4053979.00			
<b>Scholarship to SC/ST/OBC</b>					
Opening balance as on 01.04.2013	6000.00				
Less: Transferred to S.A.F. (Unclaimed amount)	<u>6000.00</u>	<b>NIL</b>			
<b>Vice Chancellor's Scholarship</b>					
Received from University of Delhi	873000.00				
Add: Stale Cheques	35000.00				
Less: Fresh Cheques issued in lieu of stale Cheques	3000.00				
Less: Payments during the year	<u>873000.00</u>	32000.00			
<b>S.C./S.T. Scholarship (Manipur)</b>					
Received from Directorate for Dev. Of Tribal & Schedule Cast Manipur (Stale Cheque)	5195.00				
Less: Transferred to S.A.F. (Unclaimed amount)	<u>5195.00</u>	<b>NIL</b>			



<b>Mass Communication Fund</b>					
Opening Balance as on 01.04.2013		43100.00			
<b>Students Election Security</b>					
Receipts during the year	600.00				
Less: Transferred to Gen. Amenities	<u>600.00</u>	NIL			
<b>Donation by Ms. Karobi Gogoi for College Magazine</b>					
Opening Balance as on 01.04.2013	1000.00				
Add: Receipts during the year	1000.00				
Less: Transferred to Gen. Fund A/c	<u>1000.00</u>	1000.00			
<b>Interest on R. Venkateshan Award</b>					
Opening Balance as on 01.04.2013	42517.00				
Add: Receipts during the year from Canara Bank	14298.00				
Less: Payments during the year	<u>3000.00</u>	53815.00			
<b>Interest on Endowment Fund for Nidhi Devgan Award</b>					
Opening Balance as on 01.04.2013	9939.00				
Add: Receipts during the year from Canara Bank	2461.00				
Less: Payments during the year	<u>2000.00</u>	10400.00			
<b>Interest on H.H. Zuberi Memorial Award</b>					
Opening Balance as on 01.04.2013	13228.00				
Add: Receipts during the year from Canara Bank	7721.00				
Less: Payments during the year	<u>4000.00</u>	16949.00			
<b>Interest on Shyama Saxena Memorial Award</b>					
Opening Balance as on 01.04.2013	1422.00				
Add: Receipts during the year from Canara Bank	1236.00				
Less: Payments during the year	<u>1000.00</u>	1658.00			
<b>Arunabh Borgohain Memorial Award</b>					
Opening Balance as on 01.04.2013	6000.00				
Add: Receipts during the year	6000.00				
Less: Payments during the year	<u>6000.00</u>	6000.00			
<b>Endowment Fund for H.H. Zuberi Memorial Award</b>					
Opening Balance as on 01.04.2013		100000.00			

<b>Endowment Fund for Shyama Saxena Memorial Award</b>					
Opening Balance as on 01.04.2013		15000.00			
<b>Endowment Fund for Nidhi Devgan Award</b>					
Opening Balance as on 01.04.2013		25000.00			
<b>Endowment Fund for R. Venkateshan Award</b>					
Opening Balance as on 01.04.2013		200000.00			
<b>Evaluation of Exam Scripts (Contingency)</b>					
Receipts from the University of Delhi		10000.00			
<b>TDS</b>					
Receipts during the year	117335.00				
Less: Payments during the year	<u>117335.00</u>	<b>NIL</b>			
<b>Teaching Staff Club</b>					
Receipts during the year	400.00				
Less: Payments during the year	<u>400.00</u>	<b>NIL</b>			
<b>University Library Security</b>					
Receipts during the year	5000.00				
Less: Paid to The Registrar, University of Delhi	4000.00				
Less: Refund during the year	<u>1000.00</u>	<b>NIL</b>			
<b>Interest on F.D. from Canara Bank</b>					
Receipts during the year	4563.00				
Less: Transfer to Gen. Amenities	<u>4563.00</u>	<b>NIL</b>			
<b>Interest on Saving Bank A/c</b>					
Receipts during the year	1246051.00				
Less: Bank Charges	6336.00				
Less: Transfer to Gen. Amenities	<u>1239715.00</u>	<b>NIL</b>			
<b>Travel &amp; Tourism Fund</b>					
Opening Balance as on 01.04.2013		228441.00			

<b>Scholarship</b>					
Opening Balance as on 01.04.2013	4140.00				
Less: Transferred to S.A.F. (Unclaimed amount)	<u>4140.00</u>	<b>NIL</b>			
<b>N.S.S.</b>					
Opening Balance as on 01.04.2013	8000.00				
Add: Receipts during the year	<u>5000.00</u>	13000.00			
<b>University Library Development Fund</b>					
Receipts during the year	1000.00				
Less: Payment/Refund during the year	200.00				
Less: Paid to the University of Delhi	<u>800.00</u>	<b>NIL</b>			
<b>Grant received from University of Delhi for the Purchase of Computers</b>					
Opening Balance as on 01.04.2013		23250.00			
<b>Laptop Fee</b>					
Received from Students	157500.00				
Less: Payment to Insurance Company	<u>92428.00</u>	65072.00			
<b>Special Scholarship to J&amp;K students</b>					
Receipts during the year	21270.00				
Less: Payment during the year	<u>21270.00</u>	<b>NIL</b>			
<b>Exam work for Office Staff</b>					
Received from the University	214800.00				
Less: Payment during the year	<u>214800.00</u>	<b>NIL</b>			
<b>English Language Proficiency Course</b>					
Received from the University	52500.00				
Less: Payment during the year	<u>52500.00</u>	<b>NIL</b>			
<b>Evaluation of Exam Scripts</b>					
Received from the University	23000.00				
Less: Payment during the year	22440.00				
Less: Refund to the University	<u>560.00</u>	<b>NIL</b>			

<b>Honorarium to Nodal Officer AISHE</b>					
Received from the University	1000.00				
Less: Payment during the year	<u>1000.00</u>	<b>NIL</b>			
<b>Post Matric Scholarship to SC/ST/OBC</b>					
Received from Bihar State		3000.00			
<b>Commerce Society</b>					
Sponsored by Indian Oil Corporation		10000.00			
<b>OBC Fund Account</b>					
<b>Infrastructure Expansion Grant</b>			<b>Teaching Staff Club</b>		
Opening Balance as on 01.04.2013	23366109.00		Deducted from the Salary	3200.00	
Add: Receipts during the year (Stale Cheque)	11000.00		Less: Paid to the Teaching Staff Club	<u>3200.00</u>	<b>NIL</b>
Add: Interest received from Boys Fund	3835657.00				
Add: Interest of SB A/c	70327.00		<b>TDS</b>		
Less: Paid to the Principal, Zakir Husain Delhi College	20000000.00		Deducted from the Salary	47489.00	
Less: Bank Charges	877.00		Less: Paid during the year	<u>47489.00</u>	<b>NIL</b>
Less: Payment during the year	<u>813899.00</u>	6468317.00			
<b>Repair and Renovation Grant</b>			<b>Closing Balance as on 31st March, 2014 (OBC Fund)</b>		10711788.00
Opening Balance as on 01.04.2013	5315000.00				
Add: Interest received from Boys Fund	1937739.00				
Less: Paid to the Principal, Zakir Husain Delhi College	<u>5315000.00</u>	1937739.00			
<b>Salary Grant</b>					
Opening Balance as on 01.04.2013 (Teaching Salary)	2737000.00				
Add: Opening Balance as on 01.04.2013 (Network Admn.)	144599.00				
Add: Received during the year (Network Admn.)	205000.00				
Add: Interest received from Boys Fund (Teaching Salary)	540923.00				
Less: Payment of salary to teaching staff	1134007.00				
Less: Payment of salary to Network Admn.	<u>442355.00</u>	2051160.00			
<b>GRAND TOTAL</b>		<b>46611060.06</b>	<b>GRAND TOTAL</b>		<b>46611060.06</b>

**Statement of Fixed Assets of Maintenance Grant as on 31.03.2014**

S. No.	Particulars	Opening Balance as on 01.04.2013	Balance as on 31.03.2014 after Additions/Depreciation
1	Furniture & Fixture	27309.00	24578.00
2	Computers & Printers	14775.00	5910.00
3	Photostat Machine	78721.00	66913.00
4	Duplicating Machine	2229.00	1895.00
5	Fax Machine	9337.00	7936.00
6	Canopy for Gen. Set	12679.00	10777.00
7	Gen. Set	28401.00	24141.00
8	Server and Accessories	7137.00	2855.00
9	Lap Top	4032.00	1613.00
10	UPS	767.00	307.00

**Statement of Fixed Assets of Student Fund Account as on 31.03.2014**

S. No.	Particulars	Opening Balance as on 01.04.2013	Balance as on 31.03.2014 after Additions/ Depreciation
1	Furniture & Fixture	1280308.00	1222135.00
2	Calculators	513.00	436.00
3	Vacuum Cleaner	7531.00	6401.00
4	Air-Conditioners	442319.00	375971.00
5	R. O. System	33394.00	28385.00
6	Air-Cooler	1207.00	1026.00
7	Computers & UPS etc.	17768.00	7107.00
8	Fire Extinguisher	48487.00	41214.00
9	Water Cooler VOLTAS	38552.00	32769.00
10	Microphone with two column	4861.00	4132.00
11	Projector with speaker & screen	67962.00	57768.00
12	Voltage stabilizer	4488.00	3815.00
13	Tools	21201.00	18021.00
14	Security Equipments	19627.00	16683.00
15	CCTV Cameras	63481.00	74997.00
16	Halogen Heater & Room Heater	1476.00	3262.00
17	Digital Ink-pad	9746.00	8284.00
18	Panasonic Telephone Instrument	3915.00	3328.00
19	Optimizers for Library	529102.00	449737.00
20	Handicam + Tripod (stand)	10256.00	8718.00
21	Steel Duct	17436.00	14821.00
22	Software	31841.00	12736.00
23	Barcode Scanner	11474.00	15242.00
24	Electrical Panel for Server	12199.00	10369.00
25	Paper Shredding Machine	2418.00	2055.00
26	Amplifier, Plastic Horn, P.A. Wireless Meeting Amplifier	14496.00	12322.00
27	Lamination Machine	1219.00	1036.00
28	Adapter for Photocopier	6827.00	5803.00
29	Back-up + Media Device +Fans for Office Server	6820.00	2728.00
30	Aluminium Ladder	2507.00	2131.00
31	Pen Drive	340.00	776.00
32	HP LaserJet Printer	3840.00	1536.00
33	D-Link External Wireless Adapter	1748.00	699.00
34	Oven (SHARP)	5780.00	4913.00
35	Refrigerator (SHARP)	13940.00	11849.00
36	Wall Clock	215.00	183.00
37	Wall Mounted Fans	1578.00	1341.00
38	Geyser	0.00	4531.00

## Schedule of Fee for Undergraduate Courses

- A. College Admission Fee** Rs.5.00  
(Payable at the time of first admission to the College)
- 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)**

S. No.	Particulars	Amount (in Rs.)
1	Library & Reading Room Fee	200.00
2	Electricity/Water charges	50.00
3	Magazines Fee	100.00
4	Printing & Stationery Fee	30.00
5	Development Fund	300.00
6	Identity Card Fee	50.00
7	Duplicate Identity Card	200.00
8	Parking Fee	10.00
9	Games Fee	250.00
10	Society Fee	100.00
11	Prize & Election etc.	100.00
12	Student's Union Fee	150.00
13	Student's Aid Fund	150.00
14	Medical Revolving Fund	50.00
15	Student's Welfare Fund	200.00
16	General Amenities	400.00
17	Library Development Fee	500.00
18	University Committees Expenses	10.00
19	Cultural Activities	150.00
20	Caution Money	50.00
21	Security & Technical Support Fund	1000.00
22	N.S.S Activity Fund	30.00
23	I.T. Development Fee - only from B.Com. and B. Com.(Hons.) students	600.00

**D. Annual Charges (University)**

S. No.	Particulars	Amount (in Rs.)
1	University Enrolment Fee (for new entrants)	200.00
2	Delhi University Sports Council Fee	50.00
3	N.S.S	20.00
4	DU Library security fee (Refundable) for P.G. Students	1000.00
5	Delhi University Students' Union Fee	20.00
6	DU Library Dev. Fund (Non-Refundable) for P.G. Students	200.00
7	W.U.S.-D.U.C	200.00
8	Delhi University Development Fee	10.00
9	Cultural Council	250.00

### E. Semester Examination Fee\*

S. No.	Particulars	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.

## Manual - 12

Manner of Execution of Subsidy Programme: Not applicable to the College.

## Manual - 13

Section 4 (1) (b) XIII

Concession granted by the College: -

- Concessions that are available to various categories of students for admission to various courses are given in the bulletin of information.
- 22.5% of the total number of seats is reserved for candidates belonging to SC / ST (15 % for S.C. and 7.5 % for S.T.)
- 5% of the total number of seats in each of the course has been reserved to the Children / Widows / Wives of the officers and man of the armed forces including paramilitary personnel, killed disabled in action or those who died / were disabled on duty.
- 3% seats are reserved for Physically Challenged candidates for admission to undergraduate courses.
- 5% in the first year of each course in Colleges are reserved for foreign students.
- Relaxation to extent of 5 % in the minimum marks is given to the nominees of Nepal govt. /Royal govt. of Bhutan to determine their eligibility for admission to the course concerned.
- 5% of the total number of seats separately both in Honours and Pass Course (for first year of the Under-graduate courses) are offered for admission on the basis of sports and co-curricular and extra-curricular distinctions.
- O.B.C. reservation as per University directive is implemented in the College i.e. 27%.

## Manual - 14

Section 4(1)(b)(xiv)

### Information available in an electronic form

Details of Information being made available on website: [www.zakirhusainpgeve.in](http://www.zakirhusainpgeve.in)

S. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public
1	Academics	Information regarding teaching faculty and library officers.	Yes
2	Administration	Details in respect of Administrative Officers.	-do-
3	Norms and Ordinances	All Statutes, Ordinances and Regulations/ guidelines approved by the statutory authorities.	-do-
4	Examination	<ul style="list-style-type: none"> <li>• Academic Calendar.</li> <li>• Admission/counselling.</li> <li>• Fees</li> </ul>	-do-
5	Admission	<ul style="list-style-type: none"> <li>• Admission bulletin.</li> <li>• Admissions/Counselling.</li> <li>• Schedule of Counselling.</li> <li>• Admission list after up gradation.</li> <li>• Results.</li> <li>• Fee.</li> </ul>	-do-
6	Facilities	<ul style="list-style-type: none"> <li>• Library.</li> <li>• Seminar Hall.</li> <li>• Conference Hall.</li> <li>• Auditorium.</li> <li>• Playground.</li> <li>• Computer Laboratories.</li> <li>• Bank.</li> </ul>	-do-
7	Establishment matters	<ul style="list-style-type: none"> <li>• List of holidays</li> <li>• Circulars reg. Grant of leave.</li> <li>• Performa for different kind of leaves.</li> <li>• Standard operational procedure is following for submitting applications for grant of leave.</li> </ul>	-do-
8	Store & Purchase	<ul style="list-style-type: none"> <li>• Tender information.</li> <li>• Quotations.</li> </ul>	-do-
9	Telephone Directory	<ul style="list-style-type: none"> <li>• Telephone numbers and addresses of all University officers, members of statutory authorities and officers of Govt. of NCT of Delhi.</li> </ul>	-do-
10	Other information available	<ul style="list-style-type: none"> <li>• Academic Calendar.</li> <li>• Timetable.</li> <li>• Syllabus.</li> <li>• Telephone Directory.</li> <li>• Alumni.</li> <li>• Colloquium.</li> <li>• Placement.</li> <li>• Students Welfare.</li> </ul>	-do-
11	Statistical data of students	<ul style="list-style-type: none"> <li>• All information about students who have taken admission, including SC/ST category.</li> </ul>	No



## **Manual - 15**

Section 4 (1) (b) (XV)

### **Means, methods and facilities available to citizen for obtaining information:**

- Unrestricted Access to Website.
- Citizens may submit a written application for information to the Public Information Officer.
- Frequently Asked Questions and Answers are available on the Website.
- Public may elicit information via E-Mail to [zhpge.college@gmail.com](mailto:zhpge.college@gmail.com)
- Through the notice boards, relevant brochures and various other rules which are available in print as well as on the website [www.zakirhusainpgeve.in](http://www.zakirhusainpgeve.in)
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Un-priced information for the general public is disseminated occasionally through press releases; advertisements etc. and /or these are available on the College Website.

## **Manual - 16**

Section 4 (1) (b) (XVI)

### **Public Information Officer**

**Dr. Mohd. Tariq Sayeed**  
Associate Professor,  
Department of Political Science,  
Zakir Husain Delhi College (Evening)

### **Appellate Authority**

**Dr. Masroor Ahmad Beg**  
Principal  
Zakir Husain Delhi College (Evening)  
Jawaharlal Nehru Marg, New Delhi-110002

## **Manual - 17**

Section 4 (1) (b) (XVII)

### **Other Useful Information:**

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs.10/-). The fee is payable with each application which is towards the cost of processing the request;

Schedule of fees can be had from the Public Information Officer of the University of Delhi. For the time being the rates are as under:-

- Rs.2/- per page of A-4 or A-5 size.
- Actual cost for sizes bigger than A-4 or A-5.
- In case of printed material, the printed copies could be had from the University Sales counter/authorized sales agents on payment.
- In case of photo copies, the rate would be Rs.2/- per page.
- If information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs.50/- per disk/floppy.
- Admissible records may be allowed to be inspected on payment of requisite fee of Rs.150/- per hour or part there of, before the date and time of inspection of the same.

Major portion of information will be available from the University Calendars Volume I & II and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the University. (Refer to: [www.du.ac.in](http://www.du.ac.in).)

## Frequently Asked Questions (FAQs)

Q.1 How one can obtain information?

Ans. By sending an application-letter to the Public Information Officer of a College. Check Website of the concerned College & find out the name of the P.I.O.

Q.2 What information can be obtained?

Ans. Information regarding cut-off form admission for various courses. See College notice board or newspaper. In case there is a problem/confusion one can contact the office of the Dean students welfare, at the North-Campus complain can be lodged directly at the same office.

Q.3 Whether Zakir Husain Delhi College (Evening) is implementing O.B.C. quotation admissions and in appointment of staff of the College?

Ans. Yes, Zakir Husain Delhi College (Evening) implements O.B.C. quota in admissions and in recruitment of teaching and non-teaching staff. In fact all categories of reservation are fully implemented in the College such as P.H. Quota, S.C. & S.T. etc.

Q.4 Proceedings of Selection-Committee?

Ans. There is nothing to see in minutes of the selection Committee! Only decisions regarding selection are mentioned in those papers.

Q.5 How the finances are controlled. What the Control-System is?

Ans. There is a system of audit. A panel of auditors is recommending by the University of Delhi. Then the names/ of auditors are cleared by the Institute of chartered accountants. Further the G.B. of the College approves it.

The auditors approved by the University undertake checking of all the money spent by the College in a given financial year. Close Scrutiny is made by them. All bills and payments are put under scanner. Approved item of expenditure are taken into account. Any omission or mistake made by the College is pointed out under a separate section of the audit report known as observations. Whether all account books, registers, ledgers etc. are being properly maintained or not. Discrepancies are noted. Report is sent to Chairman, G.B.

Q.6 Will there be any increase in the seats reserved for O.B.C. students?

Ans. Yes, O.B.C. quota is applicable in Zakir Husain Delhi College (Evening), as per University rules. There will be an increase in the O.B.C. seats in 2010-11 over the sanctioned strength of the College.

Q.7 Whether Zakir Husain Delhi College (Evening) was sanctioned special grant for O.B.C. expansions plan?

Ans. Rs.3 crore + Rs.2 crore. Out of which Rs.2 crore + Rs.2 crore = **Rs.4 crore** given to the Day College for a building expansion and to repair and renovation of existing infrastructure respectively. Out of balance of Rs.1.00 crore, the College incurred an amount of Rs.97.84 lakhs for College infrastructure expansion during the financial year 2008-09 to 2014-2015.

- \*\*\*\*\*
- 1) The Roster for Various reserved categories of employees such as S.C., S.T. and O.B.C. and P.H. has been approved by the University of Delhi.
  - 2) The University non-teaching employees Terms and conditions of Service Rules 1971 are available on University website.
  - 3) For Leave rules see University website. ([www.du.ac.in](http://www.du.ac.in))

### Financial Status of the College:

The University Grants Commission (UGC) provides financial assistance to eligible Colleges which are included under section 2(f)\* and declared fit to receive central assistance (UGC Grant) under section 12(B) \*\* of UGC Act, 1956 as per approved pattern of assistance under various schemes.

Zakir Husain Delhi College (Evening), Jawaharlal Nehru Marg, New Delhi-110002

**Yr. Estd.** -1958      **Status:** 2(f) &12(B) of UGC Act 1956

## INFORMATION UNDER EXECUTIVE COUNCIL RESOLUTION NO. 210 DATED 23.12.2009

### 1. Information related to admission of students:

#### A. Courses offered by the College:

- i) B. A. (Hons) in English, Hindi, Urdu, Persian, Political Science, History and Sanskrit
- ii) B. Com (Hons.)
- iii) B. Com (Prog.)
- iv) B. A. (Prog.)
- v) M. A. in Hindi, Philosophy and Political Science.

#### B. Minimum Eligibility Conditions for admission

The candidates must have passed Intermediate/Senior Secondary Examination (12<sup>th</sup> class examination) from any recognized Central/State Boards/Universities in India or Foreign Institute recognized by the University of Delhi, securing at least 40% marks for B. A. /B. Com. Programme and 45% marks for B. Com. (Hons.)/ B. A. (Hons.).

The eligible candidates seeking admission in the College at Under Graduate level, as per the schedule of the University of Delhi, may apply through the University's Centralized OMR form available Online and Offline at the designated University Admission Centres. For more details see University website. [www.du.ac.in](http://www.du.ac.in)

As per the schedule of admission of the University of Delhi, lists of cut-off percentage of marks are displayed on the College notice board. On the basis of these cut-off admission lists, the eligible applicants may take admission in Ist year class, in the Course they applied for, within the prescribed date and time.

On the basis of the cut-off list/s the candidates may contact the appropriate Counter of Admission Committee and have to obtain the Admission Form Requisition Slip.

#### C. Admission Procedure:

On the production of this Requisition Slip the candidate may obtain Admission Form from the Cashier after payment of cost of form in cash. The Admission Form is to be filled up by the candidate in his/her own handwriting and a recent passport sized photograph, in white shirt and light background, is to be pasted at the prescribed space on admission form and Identity Card form. The form should be filled in and signed by the candidate's in his/her own handwriting and countersigned by the parent/guardian at the space provided. The candidate should proceed with the duly filled in form for checking/verification/signature at the designated counters.

At the time of admission, the applicant shall be required to produce the following documents in original with two sets of self attested photocopies. (Original Certificates will be returned back immediately after verification):

- i) Class X Board Examination Certificate
- ii) Class X Marks Sheet
- iii) Class XII Marks Sheet
- iv) Class XII Examination Certificate
- v) Character Certificate (recent)
- vi) Transfer Certificate from School as well as Migration Certificate from Board/University is required from the Candidate who has passed Senior Secondary Examination from Outside Delhi.
- vii) SC/ST Certificate in the name of candidate (for SC/ST candidate only)
- viii) OBC (Non-Creamy Layer) Certificate in the name of candidate (for OBC candidate only).

Further, as per the direction of the Hon'ble Supreme Court of India, an Undertaking against ragging shall also be submitted by the candidate as well as his/her parent/guardian separately, on a prescribed format. The format of the undertaking will be provided with the admission form of the College.

**D. Category wise number of Seats (Seats may be changed)**

Course Name	New Sanctioned 2010 onwards	General	S. C.	S. T.	OBC	PwD
B. A. (Prog.)	189	93	28	14	50	4
B.A. (H) English	15	8	2	1	4	0
B.A. (H) Hindi	15	8	2	1	4	0
B.A. (H) History	15	8	2	1	4	0
B.A. (H) Persian	15	8	2	1	4	0
B.A. (H) Pol. Science	15	8	2	1	4	0
B.A. (H) Sanskrit	15	8	2	1	4	0
B.A. (H) Urdu	15	8	2	1	4	0
B.Com. (Prog.)	124	62	18	9	33	2
B.Com (H)	63	31	9	5	17	1

**E. Quotas for different Courses as per Delhi University Directives**

- |      |                           |   |      |
|------|---------------------------|---|------|
| i)   | SC candidates             | - | 15%  |
| ii)  | ST candidates             | - | 7.5% |
| iii) | OBC candidates            | - | 27%  |
| iv)  | Persons with Disabilities | - | 3%   |

**Admission to Post Graduate Level**

The College provides admission in M.A. in the subjects of Hindi, Political Science & Philosophy. For admission in these subjects an entrance test is conducted by the University of Delhi.

The candidates are advised to register themselves for the entrance test in the respective departments (Arts Faculty) in the University of Delhi in the month of April/May of the preceding academic session.

As per the instructions of the University of Delhi the candidate **must** be in employment for at least one year in one of the following:-

1. Government Office
2. Public Undertaking
3. Statutory/Autonomous Body of the Central/State Government
4. Public/Private Limited Company

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