

Established 1987



Delhi College of Arts and Commerce,
(University of Delhi)
Netaji Nagar, New Delhi
110023

दिल्ली कॉलेज ऑफ आर्ट्स एंड कॉमर्स,
(दिल्ली विश्वविद्यालय)
नेताजी नगर, नई दिल्ली
110023

Prospectus

विवरणिका

2020-21







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Disclaimer: For the latest information regarding admissions, students are advised to go to the University website – <http://www.du.ac.in/du/uploads/COVID-19/admissions.html>.

In case of any discrepancy, the information provided on the University website would be considered final. Candidates seeking admission to the Undergraduate Courses of the University of Delhi are **required to register online**.

Welcome Note

from the Principal



Greetings to the Students!

On behalf of Delhi College of Arts and Commerce, I welcome you all. DCAC is a co- educational constituent college of University of Delhi. It was established in 1987 and in the last three decades the College has earned itself a reputation as a premier institution.

Teaching-learning forms the core of the ethos of the institution. Students are at the center of the vision of the College – a vision which upholds the values of equality, justice, harmony and peace. The dedicated faculty of the college endeavors to provide the best in the teaching-learning tradition. Over the years our students have excelled in both academics and extra-curricular activities and are making their mark in various fields.

We at DCAC try to inculcate the love for knowledge and learning in our students and develop skills to help them become responsible global citizens.

The focus is always on holistic education. Therefore, students are encouraged to enthusiastically participate in the activities of various Societies and Cells.

The College is your space that will help you grow into confident and sensitive young adults, ready to face the challenges of the professional world.

With great pleasure, I welcome all the new entrants to the College. Entering college is an important phase of passage in a student's life. I wish you all the best for the future.

Dr. Anuradha Gupta
Acting-Principal

College

profile

Delhi College of Arts and Commerce (DCAC), a co-educational constituent college of the University of Delhi, is located in the quiet and peaceful enclave of Netaji Nagar in South Delhi.

The college offers undergraduate programs in multiple disciplines of Humanities and Commerce. It has produced several notable alumni in the fields of Law, Journalism, Entertainment, Economics, Business, Literature and Politics. The college was ranked 8th among the top ten institutes of Mass Communication and Journalism in 2014-15 by India Today in partnership with The Nielson Company and it continues to hold the rank, unscathed, even today. Furthermore, India Today ranked it as the 11th best college for humanities and the 15th best for commerce throughout the country in 2017.

At DCAC, beyond achieving academic brilliance, we encourage students to strive for an overall creative, socio-cultural, political and intellectual growth that would be helpful in successfully carving a niche for themselves. To achieve this objective, the diligent faculties and distinguished experts from several disciplines dedicatedly share their valuable insights with students to enrich them.

The primary focus of the college is to prepare all the students irrespective of their distinguished backgrounds in embracing challenges and in successfully tackling them. Simultaneously, the college works on empowering its students with comprehensive knowledge and professional skills beyond the academic sphere. With its provision of numerous technologically advanced facilities including Wi-Fi, a fully-equipped computer lab with over 120 computers, a state-of-the-art media lab, and a well-stocked library along with an e-resource center, it aims to familiarize students in co-operating both theoretical and practical mediums of learning.

In addition to extensive academic facilities, the college boasts of numerous extra-curricular activities and vibrant student societies. NCC, NSS and sports team among many others; Photography, Debating, Fashion, Drama, Poetry, Enactus, Advertising, Environment, Dance and Music, are well-reputed for their performances. The college has a fully-active Commerce Association which includes the finance cell "ROKDA", the marketing cell "MERCADO", the business organization cell "COMMENIA" and "CLIFF" society. Along with this, the Placement Cell of DCAC endows employment opportunities to their graduating batch with well-reputed organizations.



Admissions

The Guidelines and Schedule of Admission to various under-graduate courses for the academic session 2020- 2021 issued by the University of Delhi shall be strictly followed by Delhi College of Arts and Commerce.

The applicants are advised to go through the detailed guidelines available on the University of Delhi website <http://www.du.ac.in>

Following college committees are dedicated to the welfare of students:

Nodal Person for Admissions

- Rashmi Sharma

Email: rashmisharma2729@gmail.com

Centralized Admission Committee

- Dr. Santosh Bharti – Convenor
- Dr. Tarjeet Sabharwal – Member
- Ms. Renu Sharma – Member
- Ms. Neeraj Saksena – Member
- Dr. Amrit Kaur Basra – Member
- Mr. Awadhesh Kumar Sah– Member
- Dr. Shilpa Chowdhary – Member
- Mr. Jeremiah Pamei – Member
- Dr. Bir Singh – Member
- Dr. V. B. Singh – Special Invitee

Sports Admission Committee

- Dr. Anuradha Gupta – Chairperson
- Mr. Awadhesh Kumar Sah – Convenor, Sports Committee
- Dr. Anil Chauhan – Member, Sports Committee
- Mr. Vivek Mohan – Member, Staff Council

Student Grievance Committee for Admissions

- Dr. Smita Banerjee – Convenor smitamitr@gmail.com
- Ms. Archana Jain – Member archana_dhuru@yahoo.com
- Dr. Anita – Member anita.sangal@yahoo.co.in
- Dr. DAP Sharma – Member aps.dcac@gmail.com

Grievance Committee

- Dr. V.B. Singh, Member – vbsinghdcacdu@gmail.com
- Dr. Mukesh Bagoria, Member – mbagoria@gmail.com
- Mr. Amit Kumar Yadav – amitdcac.du@gmail.com
- Sh. B.K. Sharma, Section Officer - brijkumarsharma@gmail.com

Anti Ragging Committee

- Lt Bhupinder – Convenor & NCC In-charge bsjaryal@dcac.du.ac.in
- Dr. Sanjeeb Kumar – Advisor, Students' Council
- Ms. Neeraj Saxena – Convenor, Girls' Common Room
- Ms. Neeru Ailawadi – Programme Officer, NSS
- Director of Physical Education
- AO/SO (Admn.) – Special Invitee

North East Students Cell

- Jeremiah Pamei – Convenor

Placement Cell

- Dr. Animesh Mohapatra – Convenor
- Ms. Rashmi Sharma – Member
- Dr. Bijaya Thakur – Member

PM Special Scholarship Scheme (J & K Students)

- Dr. K.L. Dhingra – Nodal Officer (Ph. No. 7838662150)

Proctorial Committee (Discipline)

- Lt Bhupinder – Convenor & NCC In-charge bsjaryal@dcac.du.ac.in
- Mr. Awadhesh Kumar Sah – Convenor, Sports Committee
- Dr. Sanjeeb Kumar – Advisor, Students' Council
- Ms. Neeru Ailawadi – Programme Officer, NSS
- Dr. Amit Kumar Yadav – Staff Council Secretary
- Director of Physical Education
- Ms. Poonam Rani – Librarian

Equal Opportunity Cell (EOC)

- Dr. K. Suresh – Convenor
- E-Mail: kalinjail@gmail.com, Ph: -9818157350

Important information pertaining to admissions to various undergraduate courses at Delhi College of Arts & Commerce.

3. A. List of documents required

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

1. A copy of the Online University Registration Form.
2. A copy of Aadhar Card.
3. Class X Certificate (Mark-sheet or certificate) indicating date of birth and Parents' names* (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on the corresponding reservation certificates; similarly their parents' names must match in both sets of certificates).
4. Class X Mark Sheet.
5. Class XII Mark Sheet.
6. Class XII Provisional Certificate/Original Certificate.
7. SC/ST/OBC/EWS/CW/KM Certificate (in the name of the Applicant) issued by the SDM as per University of Delhi guidelines. (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on their corresponding School Board qualifying certificates; similarly, their parents' names must be the same on both sets of certificates).
8. OBC (Non-creamy Layer) Certificate (in the name of the Applicant) issued by the SDM only on or after 31st March, 2020, and wherein the caste is in the OBC Central List issued by <http://ncbc.nic.in>. (The name of the applicant claiming reservation under OBC (Non-Creamy Layer) must match with the applicant's name as it appears on their corresponding School Board qualifying certificates; similarly, their parents' names must be the same on both sets of certificates).
9. EWS Certificate in the prescribed format from SDM issued only after 31st March, 2020 certifying that the applicant can claim reservation under this category. (The names of applicants claiming reservation under this category must match with the names that appear on their corresponding School Board qualifying certificates; similar, their parents' names must be same on both sets of certificates).
10. At least four passport size self-attested photographs.

It is made clear that if any false attestation/falsified records are detected, the student will be debarred from attending any course in the University/or its Colleges for the next five years and, in addition, a criminal case under relevant sections of IPC (viz. 470, 471, 474 etc.) will be instituted against him/her.

One of the following documents, in original, as a proof of identity at the time of submitting self-attested declarations along with a self-attested copy thereof:

1. Voter ID Card
2. Aadhar Card
3. Driving License
4. PAN Card
5. Passport

Admission Schedule for the Academic Year 2020-2021

Schedule for Undergraduate Merit Based Courses for Academic Session 2020-2021 will be notified on the University and College websites.

Note:-

1. The time slot for document verification and approval of admission will be notified on the College website.
2. On approval of the admission by the Principal of the College, fee payment link will be activated on the applicant's dashboard on the Admission Portal. The fee payment link will remain active till 15.00 hrs of the following day.
3. The Original Mandatory Documents produced at the time of admission are to be verified online. The Documents which cannot be verified online are to be submitted in original within one week of the last day of UG Admissions for forensic verification.
4. **All colleges shall admit all applicants who meet the announced cut-off criteria. There will not be any first-come-first-serve policy. Late arrivals outside of the prescribed duration of each cut-off will not be entertained.**

3. B. Fee Structure

Fee Structure and Student intake in the First Year 2020-2021 for various courses:

Course	Student Intake Total	Fee Structure								
		UR	SC	ST	OBC	EWS	UR/OBC/EWS	SC	ST	PwD
B.A. Programme	171	69	26	13	46	17	9095	9095	9095	105
B.Com.	171	69	26	13	46	17	8495	8495	8495	105
B.Com. (Hons.)	115	46	17	9	31	12	8495	8495	8495	105
B.A. (Hons.) Economics	58	24	9	4	16	5	8495	8495	8495	105
B.A. (Hons.) English	58	24	9	4	16	5	8495	8495	8495	105
B.A. (Hons.) History	58	24	9	4	16	5	8495	8495	8495	105
B.A. (Hons.) Political Science	58	24	9	4	16	5	8495	8495	8495	105
B.A. (Hons.) Journalism	39	16	6	3	11	3	17845	17845	17845	105
B.A. (Hons.) Hindi	30	11	5	2	8	4	8495	8495	8495	105
B.Sc. (Hons.) Mathematics	30	11	5	2	8	4	9695	9695	9695	105
B.Sc. (Hons.) Computer Science	30	11	5	2	8	4	17845	17845	17845	105

Note:

- *Reservation of seats for OBC/SC/ST/EWS is as per the direction of University of Delhi.*
- *In all cases, Security deposits/Caution Money (if any) shall be refundable after obtaining clearance from the relevant quarters, provided he/she applies for refund of the same within a period of one year from the date of leaving the institution.*

*Examination Fee paid by the student will depend upon the course offered and the paper in each semester.

Rules for Refund of Fee on account of Withdrawal/Cancellation of Admission

S. No.	Reasons for seeking refund	Reasons for seeking refund
1.	When a student applies for withdrawal of admission up to last date of admission	Full fee after deduction of □ 1000/- and full examination fee
2.	When admission is made inadvertently due to error/ omission/ commission on the part of the University/College	Full fee and full examination fee.
3.	When cancellation of admission is due to concealment/ falsification of facts, submission of false/ fake certificates(s), providing misleading information by the student or for any error/mistake on the part of the student	No fee will be refunded.
4.	When a student of Self-Financing course applies for withdrawal of admission on or before the last date of admission	Full fee after deduction of □ 1000/- and full examination fee.
5.	In case a student after his/her admission expires within one month of the last date of admission	Full fee including examination fee will be refunded to his/her parents.

3. C. Reservations and Relaxations as per University Guidelines

The merit list for the Unreserved Category (UR) seats will comprise all the applicants in order of merit. No one will be excluded from the same. **In other words, the merit list will also include SC / ST / OBC / EWS applicants, irrespective of category, if they meet the criterion of merit for UR category.**

No applicant can be excluded from the UR category merit list just because the applicant belongs to or has applied under SC/ST/OBC/EWS category. Such an applicant is entitled to be considered under the UR category, as well as under the reserved category. Admission to UR category seats will be strictly in order of merit without excluding SC/ST/OBC/EWS applicants.

Discrimination on the basis of category/caste is completely unlawful. The University of Delhi does not tolerate discrimination against any applicant/student on this basis. Strict action will be taken against any violation.

Applicants seeking admission under SC/ST/OBC/EWS category will have to produce for verification certificates in their own names.

3C.1: Reservation of Seats for Scheduled Caste (SC) and Scheduled Tribe (ST) applicants

- 22.5% of the total numbers of seats is reserved for applicants belonging to Scheduled Caste and Scheduled Tribes (15% for Scheduled Caste and 7.5% for Scheduled Tribes, interchangeable if necessary).
- It is a statutory obligation on the part of Colleges to fill all seats reserved for Scheduled Caste/Scheduled Tribe applicants.
- Colleges shall not refuse admission to any SC/ST applicant on the basis of medium of instruction. Any deficiency in the knowledge of any particular language should be addressed; for this purpose remedial classes may be arranged by the College by utilizing grants available from University Grants Commission.
- Relaxation to the extent of 5% in the minimum marks shall be given to the applicants belonging to SC and ST to determine their eligibility and merit for admission to the course concerned.
- In case, after giving 5% relaxation, the reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill all the reserved seats. (AC Resolution A88, 14.6.1983) (EC Resolution 157, 24.12.2001). It is obligatory for all Colleges/Departments to fill all the seats reserved for SC/ST applicants. Eligibility in these cases is pass percentage.

The following are empowered to issue the requisite SC/ST certificate:

- a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate /City Magistrate/Sub- Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar.
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- e) Administrator/Secretary to the Administrator/Development officer (Lakshadweep Islands)

The applicant must note that Certificate from any other person/authority shall not be accepted in any case. If the applicant happens to belong to SC or ST, applicant's caste/tribe must be listed in the appropriate Govt. of India schedule.

The Caste Certificate should clearly state: (a) Name of his/her caste/tribe, (b) whether applicant belongs to SC or ST, (c) District and the State or Union Territory of applicant's usual place of residence, and (d) the appropriate Govt. of India Schedule under which his/her caste/tribe is approved as SC or ST.

If the applicant does not have their SC or ST caste/tribe certificate at the time of registration/applying, they may upload the acknowledgement slip of the SC or ST caste/tribe certificate application. However, at the time of admission, the applicant will have to produce the valid original SC or ST caste/tribe certificate.

However, if an SC/ST Applicant seeks admission under some other category (for example: PwBD/Employee Ward, etc.) the applicant should satisfy the minimum eligibility requirement for that particular category.

Note: SC/ST applicants who get admission under open merit (unreserved) shall not be included in the reserved quota, i.e. 22.5% (15% for SC and 7.5% for ST).

It is obligatory for all Colleges/Departments to fill all the seats reserved for SC/ST applicants. Minimum Eligibility in these cases is pass percentage.

3 C.2: Reservation of Seats for Other Backward Classes (OBC) (Non-Creamy Layer, Central List)

- 27% seats will be reserved for the candidates belonging to OBC (non-creamy layer, central list).
- At the time of giving admission to an OBC applicant, the College will ensure that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central (Govt. of India) List of OBCs notified by the Ministry of Social Justice and empowerment on the recommendations of the National Commission for Backward Classes available at the website http://ncbc.nic.in/backward_classes/index.html.)
- The certificate must mention non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).
- The OBC applicants who belong to the Non-Creamy Layer' and whose caste appears in the Central List of the OBCs only, shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of non-creamy layer' status of the applicants as per DOPT Office Memorandum No. 36036/2/2013 -Estt. (Res-I) dated 31 March 2016). The validity of the non-creamy layer certificate shall be for the financial year 2019-2020, issued after 31st March, 2020.

- If the applicant does not have the OBC non-creamy layer certificate of the latest financial year 2019-2020 at the time of registration, the applicant may upload the previously issued (older) OBC non-creamy layer certificate or the acknowledgement slip of OBC non-creamy layer certificate application. However, at the time of admission, the applicant must produce the recent financial year's (2019-20) OBC non-creamy layer certificate, issued by the same competent authority. This additional certificate must have reference of the applicant's already issued original caste certificate.
- The OBC applicants shall be given a relaxation of 10% in the minimum eligibility marks of the said course and for the admission entrance test a relaxation of 10% of the minimum eligibility marks prescribed for General/UR Category applicants. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the OBC category will be 36% (i.e. 40% minus 10% of 40%).

3 C.3: Reservation policy for Economically Weaker Sections (EWS)

As per the University of Delhi notifications (Reference No. Aca. I/Reservation of EWSs/201/63 dated 28th March 2019 and Reference No. Aca. I/Reservation of EWSs/2019/101 dated 15th May 2019), for the reservation for Economically Weaker Sections (EWSs) Category, the University Departments/Centres/Colleges have reserved 10% seats for admission for the same in the Academic Year 2020-21. The eligibility of such applicants will be decided on the basis of fulfilling criteria prescribed in the above notifications, and subject to submission of documents, issued by the competent authority, in the format provided in Appendix V.

For further details applicants can visit:

<http://www.du.ac.in/du/uploads/Notifications/04042019-Notification-EWS.pdf>

3. D. Supernumerary Seats

The following categories are designated “supernumerary” with respect to the College:

- PwBD (Persons with Benchmark Disabilities)
- CW (Children/Widows of Personnel of the Armed Forces including Para-Military)
- KM (Kashmiri Migrants)
- Prime Minister's special scholarship for Jammu and Kashmir
- WQ (Ward Quota)
- Sports

3.D.1. Reservation of seats for Persons with Benchmark Disabilities (PwBD) (Supernumerary Seats)

As per the provisions of Rights of Persons with Disabilities Act, 2016, not less than five percent (5%) seats are reserved for Persons with Benchmark Disabilities. "Person with benchmark disability" means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. It may be noted that the erstwhile Persons with Disability Act, 1995, under which reservation for Persons with Disabilities in admissions was provided earlier has now been repealed.

PwBD applicants shall be given a relaxation in the course-specific eligibility in the qualifying examination and in the admission entrance test to the extent of 5%, till seats are filled. For example, if the minimum eligibility for admission to a course is 40% for the UR Category applicants, the minimum eligibility for the PwBD category will be 38% (i.e. 40% minus 5% of 38%).

Applicants must furnish a valid disability certificate issued by a recognized Government hospital, bearing a photograph of the applicant.

Concession/Waiver of fees in respect of Persons with Benchmark Disabilities (PwBD)

- a) Applicants with physical disabilities pursuing various courses of study in the Faculties, Departments, Centres, and Institutions/Colleges of the University shall be exempted from payment of fees, including examination fee and other University fees, except Admission fee, subscription towards Delhi University students' Union and Identity Card fee (As per amendment to Ordinance X(4) of the University).
- b) PwBD applicants who meet the cut-off for the unreserved category and will take admission in the unreserved category (UR) will pay the fee relevant for PwBD applicant.

3.D.2. Reservation for Children/Widows of Personnel of the Armed Forces (CW)

- 1. 5 % of seats are reserved for candidates under CW categories course-wise in all colleges.
- 2. All such applicants have to upload the Educational Concession certificate (as per the format **provided in Appendix VII**) to be issued by **any of the following authorities** on the proper letterhead:

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

No other format shall be permissible. Proofs of the CW category in the form of ID card of parent or dependent, Medical card, Ration card, CSD card, etc. are not admissible in lieu of certificate in correct format. The priority must be clearly mentioned in the certificate.

Certificates that do not mention the relevant priority will not be considered.

Admission may be offered to the Children/Widows of Personnel of the Armed Forces (Priority I to IX) including Para-Military Personnel (only Priority I to V), in the following order

Priority I	Widows/Wards of Defence personnel killed in action;
Priority II	Wards of Defence Personnel disabled in action and boarded out from service with disability attributable to military service;
Priority III	Widows/Wards of Defence Personnel who died while in service with death attributable to military service
Priority IV	Wards of Defence Personnel disabled in service and boarded out with disability attributable to military service
Priority V	Wards of Ex-servicemen and Serving personnel, including personnel of police forces who are in receipt of Gallantry Awards; <ol style="list-style-type: none"> i. ParamVir Chakra ii. Ashok Chakra iii. MahaVir Chakra iv. Kirti Chakra v. Vir Chakra vi. Shaurya Chakra vii. President's Police Medal for Gallantry viii. Sena Medal (Gallantry), Nau Sena Medal (Gallantry), Vayu Sena Medal (Gallantry) ix. Mention-in-Despatches x. Police Medal for Gallantry
Priority VI	Wards of Ex-Servicemen
Priority VII	Wives of: <ol style="list-style-type: none"> i. Defence personnel disabled in action and boarded out from service. ii. Defence personnel disabled in service and boarded out with disability attributable to military service iii. Ex-servicemen and serving personnel who are in receipt of Gallantry Awards.
Priority VIII	Wards of Serving Personnel
Priority IX	Wives of Serving Personnel

No other format shall be permissible. Proofs of the CW category in the form of ID card of parent or dependent, Medical card, Ration card, CSD card, etc. are not admissible in lieu of certificate in correct format. The priority must be clearly mentioned in the certificate. Certificates that do not mention the relevant priority will not be considered.

Applicants may consult the Bulletin of Information for Admission to UG Courses (2020-2021) of DU to understand the admission process for this category.

3.D.3. Reservation of Seats for Kashmiri Migrants (KM) (Supernumerary Seats)

1. All the wards (sons/daughters) of Kashmiri Migrants who wish to be considered for admission to various undergraduate courses of the University have to register online as per the schedule notified by the University.
2. Up to 5% seats are reserved course-wise in all colleges for the wards of Kashmiri Migrants.
3. All the wards of Kashmiri Migrants will have to upload a certificate of registration as Kashmiri Migrants issued by Divisional Commissioner/ Relief Commissioner.
4. Admission of Wards of Kashmiri Migrants will be based on cut-offs to be announced by the Colleges. A concession of maximum 10% in the last cut-off marks fixed for unreserved category applicants shall be extended to the Kashmiri Migrants.
5. Reservation under this category is not available in courses where admission is based on entrance tests.

3. D.4. Prime Minister's Special Scholarship for Jammu and Kashmir (Supernumerary Seats)

The applicants selected under Prime Minister's special scholarship scheme for J&K students will be admitted directly to the Colleges. Reservation under this category is not available in courses where admission is based on entrance tests. Applicants must register on the University Portal as per schedule to be announced on University website.

3.D.5. Seats for Ward Quota

1. Admission to the wards of University and College permanent in-service employees, both teaching and nonteaching, to the various undergraduate courses, excluding professional courses and other courses where admission is made on the basis of entrance test, is to be made according to the following criteria: Admission to wards (children) of the permanent in-service employees at the college where employees are working will be given on the basis of merit among such applicants subject to ordinarily one seat for every unit of up to sixty students in a course and subject to fulfillment of course-specific eligibility conditions.

2. For admission of the wards (sons/daughters) of the permanent in-service employees of the University/other colleges (teaching/non-teaching) the total number of seats for admission will not exceed six (three for the teaching and three for the non-teaching employees) on the basis of merit among such applicants subject to a maximum of ordinarily one seat for every unit of up to sixty students in a course and subject to fulfilment of course-specific eligibility conditions.
3. The admissions on the above norms will be against seats over and above the normal strength.
4. Applicants who wish to apply for admission under ward quota must fill the online registration form on the university portal. They must choose the colleges they wish to apply to from the list provided at the time of registration. The schedule and process for admission under this quota will be notified on the University website.

3.D.6. Sports Quota Admission will be done as per the Rules and Regulations of Delhi University (Supernumerary Seats)

The admission on the basis of Sports shall be administered through centralized Sports Merit List based on the Highest Marks obtained in the uploaded Merit/Participation Sports Certificate and order of their preferences of courses and colleges as indicated by the applicant.

Admission herein will be based on:

- I. Direct admission on the basis of Category A of the Criteria for Marking of Merit/ Participation Sports Certificate.
 - II. Admission on the basis of Category B, C & D of the Criteria for Marking of Merit/ Participation Sports Certificate.
- I. Direct Admission** on the basis of Category A of the Criteria for Marking of Merit/ Participation Sports Certificate.

Sportspersons who have represented India in the under-mentioned Competition(s), recognized and funded by the Ministry of Youth Affairs and Sports (MYAS) will be given Direct Admission for the Game/Sport at Point no. II (B) where requirement for the Game/Sport has been given by the constituent Colleges.

- a) Olympic Games by the International Olympic Committee(IOC)
- b) World Championship / World Cup by International Sports Federations(ISF)
- c) Commonwealth Games by Commonwealth Games Federation(CGF)
- d) Asian Games by Olympic Council of Asia(OCA)
- e) Asian Championships by International Sports Federations(ISF)
- f) South Asian Games (SAG) by South Asia Olympic Council(SAOC)
- g) Paralympic Games by International Paralympic Committee(IPC)

II. Admission on the basis of Categories B, C and D of the Criteria for Marking of Merit/Participation Sports Certificate

A. Maximum 100 Marks for Merit/Participation Sports Certificate

1. Criteria for Marking of Merit/Participation Sports Certificate display the Marks for different levels of Game/Sport Competitions.
2. Sports Certificate of Invitational/Memorial/Open/Prize Money League/Ranking Competitions will not be considered. Letter/Letterhead of Merit/Participation in Sports Competition will also be not considered.
3. Applicant is required to upload Self-Attested copies of three Merit/ Participation Sports Certificate. However, only the Highest Merit/ Participation Sports Certificate will be considered for Marking.
4. Merit/Participation Sports Certificate of preceding three years will be considered from 01st May, 2017 to 30th April, 2020.
5. Level of competency of the applicant will be determined only for those who have achieved distinction during the preceding three years in the Games/Sports at Point no. II (B).
6. The applicant must secure minimum 08 Marks in the Marking of the uploaded Highest Merit/Participation Sports Certificate to be eligible for Admission on the basis of Sports.

Note:

1. The allotment of course to the eligible applicant shall be subject to fulfillment of course specific minimum eligibility conditions and conform to University regulations.
2. An applicant name appearing in the Sports Merit List does not guarantee admission in college and course. The admission of the applicant is subject to the availability of seats in a course in the College.
3. The Sports Admission Committee of the College shall be as follows:
 - a. Chairperson: Principal/Principal Nominee
 - b. Convener: Physical Education Teacher, Department of Physical Education
 - c. Member/s: Physical Education Teacher, Department of Physical Education
 - d. Nominee: One faculty member of the Staff Council
4. The Sports Admission Committee of the College shall:
 - a. Screen the registration form uploaded by the applicant
 - b. Verify the uploaded Merit/Participation Sports Certificate of the applicant as per the marks allotted from the Original Merit/Participation Sports Certificate of the applicant

5. In Case of Tie: Applicants securing same marks in the uploaded Merit/Participation Sports Certificate in the same Game/Sport and eligible for admission in the same College and same Course may be resolved as follows:
 - a) Applicant uploading Merit/Participation Sports Certificate of the same level of Sports competition as category in which the applicant Sports Certificate has been marked as Highest uploaded Merit/ Participation Sports Certificate will be given two and one mark/s additional for Merit and Participation Sports Certificate respectively.
 - b) If the Tie still persists, all such applicants may be admitted.
6. The grievance related to award of marks for the uploaded Merit/Participation Sports Certificate shall be redressed by the UG Sports Grievance Committee of the University. The Marks of the uploaded Merit/Participation Sports Certificates shall be displayed on the dashboard of the applicant for three days to register grievances, if any. All grievances shall be resolved within three days by the UG Sports Grievance Committee of the University.
7. The awarded marks displayed on the dashboard of the applicant are provisional subject to final scrutiny of the verification of the uploaded Merit/ Participation Sports Certificate/ documents by the UG Sports Grievance Committee of the University. The decision of the UG Sports Grievance Committee of the University will be final.
8. The College shall maintain a proper record of the documents of the applicants admitted on the basis of Sports.
9. The list (soft copy) of finally admitted applicants on the basis of Sports shall be sent to the Dean, Admissions and Director, DUSC by the Colleges within seven days of the last date of admission of the University.
10. An applicant, as per their age must be eligible to participate in Inter-University competitions for the next three years and should not be employed on Part-time / Full-time basis anywhere.
11. The applicant must submit an Undertaking at the time of admission stating that the applicant will practice and participate for the College and if selected will represent the University in sports competitions as determined by College/University failing which the College has the right to cancel the admission if the applicant violates the Undertaking during their entire period of Undergraduate course of study.

Due to the unprecedented situation of COVID -19 pandemic and prevailing public health guidelines, admission based on ECA will take place for the category of NCC and NSS only and admission based on Sports will take place without the conduct of Sports Trial.

The College offers the following games:

Athletics - Baseball - Basketball - Cricket - Football - Judo - Shooting - Swimming - Taekwondo - Volleyball

3.D.7. Reservation of Seats for Foreign Students (Supernumerary Seats)

All foreign applicants including those who have completed their schooling from an Indian Board may be treated as Foreign Students for the purpose of their registration / admission in various Departments and Colleges of the University and they may be considered for admission under 5% quota prescribed for foreign students.

The foreign applicants seeking admission to Undergraduate course should apply online through the Foreign Students' Registry portal <http://fsr.du.ac.in> and can contact the Deputy Dean (Foreign Students' Registry), Conference Centre, University of Delhi-110007.

3. E. Eligibility Criteria

Requirements for Admission

3.E.1. Qualifying Examinations

Qualifying examinations for the purpose of admission to the first year of undergraduate courses offered by the University of Delhi shall be Senior Secondary School Certificate Examination (Class XII) of the Central Board of Secondary Education or an examination recognized as equivalent thereto.

The applicants seeking admission to the undergraduate courses offered by the University should have passed the qualifying examination obtaining minimum marks as specified for each of the courses in subsequent sections.

3.E.2. Age Requirement

As per Ordinance-I of the University, there is no minimum age bar for admission to the undergraduate and postgraduate courses in the University and its colleges except in the courses where the respective regulatory bodies, such as Medical Council of India (MCI), All India Council of Technical Education (AICTE), Bar Council of India (BCI), National Council for Teacher Education (NCTE), Dental Council of India (DCI), etc. have prescribed the minimum age requirement in their regulations.

Gap year(s) will not be a bar for purposes of admission to the undergraduate courses.

3.E.3. Equivalence Criteria

The applications for admission to the Undergraduate courses in the Colleges in respect of applicants belonging to the Examining bodies of Boards / Universities recognized / accredited by the Association of Indian University / University Grants Commission / Ministry of Human Resource Development shall be considered by the College/Department in terms of the following recommendations as mentioned in the University circular letter of 13.01.2005.

That various degrees from Universities recognized by the Association of Indian Universities / University Grants Commission /All India Council of Technical Education (AICTE) /Council of Boards of School Education in India (COBSE) / Ministry of Human Resource Development or by any bilateral agreement be considered as equivalent to corresponding degrees of the University of Delhi subject to the conditions that course duration is same as in the University of Delhi for purposes of determining eligibility for admission to various courses and further Departments / Colleges may be allowed to evolve procedure through their respective Admission Committees.

Senior School Certificate of various Boards recognized by Association of Indian Universities /Central Board of Secondary Education is considered as equivalent to the Senior School Certificate of Central Board for the purposes of eligibility to various Undergraduate courses.

Students who pass various Degree / School Examination of Foreign Universities / Boards as have already been approved by the Equivalence Committee, from time to time, be considered eligible as a matter of routine. The cases of only those applicants who do not fall in the list of Association of Indian Universities /University Grants Commission / All India Council of Technical Education (AICTE)/Council of Boards of School Education in India (COBSE) / Ministry of Human Resource Development recognized accredited Boards/ Universities shall be referred to the University on the basis of individual merit.

Admission to any course shall not be granted on the basis of projected scores issued by any Board / School.

3.E.4. Grade Conversion [As per AC Resolution No. 319, Dt. 22.3.1976]

Formula/equivalence of the grade point average awarded in Cambridge School Certificate /Malaysia / Overseas /African G.C.E./ Examination School Certificate Examination and / or 12th Grade Examination of American Embassy School, New Delhi with the percentage of marks as are awarded in the Higher Secondary Examination of the Central Board of Secondary Education, New Delhi, for the purpose of admission to different courses in the University of Delhi.

Grade	Min.% of Each Grade	Grade Mean	Resultant Percentage
1	90	A	90
2	75	B	75
3	66	C	60
4	61	D	40
5	57	E	30
6	51	F	Fail
7	47		
8	40		
9	Fail		

3.E.4.1. Admission to IB Students (IB Grade to Marks Scheme) Grade Indian Equivalent Marks

Grade	Indian Equivalent Marks	
7	96 - 100	Midpoint 98
6	83 - 95	Midpoint 89
5	70 - 82	Midpoint 76
4	56 - 69	Midpoint 62.5
3	41 - 55	Midpoint 48
2	21 - 40	Midpoint 30.5
1	01 - 20	Midpoint 10.5

3.E.4.2. Admission for University of Cambridge (International Examinations) Students

Grade	Percentage Uniform Mark Range	Mean Resultant Percentage
A*	90 – 100	Midpoint 95
A	80 - 89	Midpoint 85
B	70 - 79	Midpoint 75
C	60 – 69	Midpoint 65
D	50 – 59	Midpoint 55
E	40 - 49	Midpoint 45

*Wherever G.C.E. Certificate indicates the grades; it will be treated at par with the grades of Indian School Certificate Examination for purposes of Admission requirements. (See Grade Conversion)

*The Applicants seeking admission to an Honours Course must have passed the subject at Advanced level.

The nomenclature of **Cambridge International Examinations** has been changed to **Cambridge Assessment International Education** w.e.f. 2017.

Further the University shall also treat the applicants passing the 10+2 exam from this board at par with the applicants passing 10+2 from other recognized boards and eligible for admission to UG courses of the University.

Further, the percentage uniform mark will be used by the University for admission purposes. Grades will not be converted to marks where percentage uniform marks are available.

In case any board declares the percentage marks of individual subjects along with the grades, then percentage marks shall be taken into consideration.

3.E.5 Rechecking/Revaluation

The colleges shall consider admission of the applicants whose marks get increased in the process of rechecking/ revaluation by their respective boards within the prescribed period of admission provided that such applicant fulfills the other eligibility conditions laid down for admission and seats are available in course/ college. The college will be required to update all the information on University Admission portal as per the University rules. Applicants under the UR/SC/ST/OBC/EWS categories are eligible to seek admission based on merit only.

3. F. List of Courses Offered

- 1. **B.A. (Programme)**
- 2. **B.A. (Hons.) Economics**
- 3. **B.A. (Hons.) English**
- 4. **B.A. (Hons.) History**
- 5. **B.A. (Hons) Journalism**
- 6. **B.A. (Hons.) Political Science**
- 7. **B.Com. (Hons.)**
- 8. **B.Com.**
- 9. **B.A. (Hons.) Hindi**
- 10. **B. Sc. (Hons.) Computer Science**
- 11. **B. Sc. (Hons) Mathematics**

*** B.A. (Programme) is offered in the College with the following Discipline options:**

S.No	DISCIPLINE-I	DISCIPLINE-II
1.	ECONOMICS	ASPM (Advertising Sales Promotion & Management)
2.	ECONOMICS	HRM (Human Resource Management)
3.	ECONOMICS	MATHS
4.	FINANCE & ACCOUNTING	COMPUTER APPLICATION
5.	COMPUTER APPLICATION	OPERATION RESEARCH
6.	COMPUTER APPLICATION	MATHS

7.	HINDI (D)	POLITICAL SCIENCE
8.	HINDI (D)	HISTORY
9.	HINDI	PHYSICAL EDUCATION
10.	HISTORY	POLITICAL SCIENCE
11.	ENGLISH	GERMAN
12.	ENGLISH	SPANISH

3. G. Choice Based Credit System (CBCS)

CBCS provides an opportunity for the students to choose papers from the prescribed courses comprising Core, Elective and Skill-based.

Following table will illustrate the course structure over the next 3 years under CBCS:

SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A. (Hons.)/B.Com. (Hons.)					
	Core Course(14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective Discipline specific DSE (4)Elective	Generic (GE) (4)
I	C1	(English / MIL Communication)/Environmental Science			GE-1
	C2				
II	C3	Environmental Science/(English/MIL Communication)			GE-2
	C4				
III	C5		SEC-1		GE-3
	C6				
	C7				
IV	C8		SEC-2		GE-4
	C9				
	C10				
V	C11			DSE-1	
	C12			DSE-2	
VI	C13			DSE-3	
	C14			DSE-4	

SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A. (Prog.)/B.Com. (Prog.)

	Core Course(12)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Discipline Specific Elective- DSE (4)	GenericE lective GE(2)
1	English/Hindi/MIL-1	(English /Hindi/MIL Communication)/ Environmental Science			
	DSC-1 A				
	DSC-2 A				
2	Hindi/MIL/English -1	Environmental Science (English/Hindi /MIL Communication)			
	DSC-1 B				
	DSC-2 B				
3	English/Hindi/MIL-2		SEC-1		
	DSC-1 C				
	DSC-2 C				
4	Hindi/MIL/English-2		SEC-2		
	DSC-1 D				
	DSC-2 D				
5			SEC-3	DSE-1 A	GE-1
				DSE-2 A	
6			SEC-4	DSE-1 B	GE-2
				DSE-2 B	

3. H. Procedure for the Calculation of Best Four Subjects

For eligibility criteria, kindly refer to the UNIVERSITY OF DELHI Bulletin of Information for Admission to UG Courses (2020-2021) and the guidelines issued by the University of Delhi from time to time.

Additional Note

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

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

List A (Language Subjects) & **List B** (Elective Subjects) is given below: -

List A: (Language subjects)					
List A1			List A2		
Assamese Core/ Assamese Elective	Gujarati Core/ Gujarati Elective	Maithili Core/ Maithili Elective	Odia Core/ Odia Elective	Tamil Core/ Tamil Elective	Arabic Core/ Arabic Elective
Bengali Core/ Bengali Elective	Hindi Core/ Hindi Elective	Malayalam Core/Malayalam Elective	Punjabi Core/ Punjabi Elective	Telegu Core/ Telegu Elective	French Core/ French Elective
Bodo Core/ Bodo Elective	Kannada Core/ Kannada Elective	Manipuri Core/ Manipuri Elective	Sanskrit Core/Sanskrit Elective	Urdu Core/ Urdu Elective	German Core/German Elective
Dogri Core/ Dogri Elective	Kashmiri Core/ Kashmiri Elective	Marathi Core/ Marathi Elective	Santhali Core/Santhali Elective		Italian Core/ Italian Elective
English Core/ English Elective	Konkani Core/ Konkani Elective	Nepali Core/ Nepali Elective	Sindhi Core/ Sindhi Elective		Spanish Core/ Spanish Elective

List B: (Elective subjects)		
Accountancy	Computer Science/ Computer Applications/Informatics Practices	Mathematics
Anthropology	Economics	Philosophy/Logic and Philosophy
Biology/Biochemistry/Biotechnology	Geography	Physics
Business Mathematics	Geology	Political Science
Chemistry	History	Psychology
Civics	Home Science	Sociology
Commerce/Business Studies	Legal Studies	Statistics

3. I. Add-On Courses

The College offers the following ADD-ON certificate courses:

S. No.	Language - Course	No. of Seats	Duration	Annual Fee
1	German - Certificate	50	1 year	₹ 10,000
2	Spanish- Certificate	50	1 year	₹ 10,000
3	Spanish - Certificate	50	1 year	₹ 10,000

Basic Course in Mass Media

- No. of Seats: 20
- Duration of the Course: 3 Months
- Course Fee: ₹ 12,000/PA

The Course involves 1. Anchoring 2. News Reading
The Coordinator for this course is Dr. K. L. Dhingra (Associate Prof. Dept. of Hindi)

Admission to these courses starts after the admission process for the regular undergraduate courses begins. All the information regarding admission to these courses is notified on the website of the College.
The Coordinator for these courses is Ms. Renu Sharma (Assistant Prof. Dept. of German)

Messages from Teacher-in-Charge

of all Departments

Department of Commerce

A bachelor's degree course in Commerce equips students with the knowledge of business, trade, financial and institutional arrangement in the economy, and functioning of the financial system. In the current dynamic environment where the service sector contributes significantly to the Indian GDP, Commerce as a separate stream offers excellent career opportunities to students. The College offers B.Com. (Hons.), B.Com. (Programme) and the following commerce based discipline combinations in BA (Programme):

- (a) Advertising and Sales Promotion and Sales Management with Economics
- (b) Human Resource Management with Economics
- (c) Accounting and Finance with Computer Application

Dr. Anita

Department of Computer Science

Different courses offered by Computer Science Department enable students to apply knowledge of computing in analyzing a problem, and identify and define the computing requirements appropriate to its solution. Students also develop an ability to design, implement, and evaluate a computer-based system, process, component, or programme to meet desired needs. They will acquire the ability to analyze the local and global impact of computing on individuals, organizations and society. By the end of the Programme the student would have obtained an ability to use current techniques, skills and tools necessary for computing practice.

Dr. V.B. Singh

Department of Economics

The Bachelor's degree course in Economics is both intellectually demanding and professionally relevant. Strong emphasis is laid on critical understanding of economic theories and their application to a wide range of real-world problems. Students are provided rigorous grounding in microeconomics, macroeconomics, econometrics, public finance, monetary economics, international economics, development economics and economic policy-making, all of which equip them with necessary academic and quantitative skills required to excel in their future careers.

Ms. Meera Malhan

Department of English

The English Honours course exposes students to a wide range of literary texts: beginning with acquiring a strong foundation in classical Indian and Greek literature, students go on to an intensive study of Medieval, Renaissance, Victorian, and Modern literature. Major writers of the Age of Enlightenment and the Age of Romanticism are also studied. The course is not just confined to literature written in English but also includes an array of texts available in English translation; including texts originally written in Greek and Sanskrit to texts written in modern European and Indian languages. The study of genres, literary movements, and historical turning points form an integral part of the course. Students learn the importance of studying texts from a wide range of cultural and multi-disciplinary perspectives. Our English faculty is highly qualified and known for its excellence in teaching. During the course of study, students acquire proficiency in written and oral communication; develop analytical skills and critical thinking, and acquire the ability to debate and develop convincing arguments to support their own point of view. This wide range of acquired skills is transferable and highly valued by employers in nearly every field. After graduating with an Honours degree, students have the option to choose a career in creative and professional writing, editing, journalism, advertising, social media, public relations, copywriting and publishing. Students who acquire proficiency in another language can become translators, while others can go into teaching after doing B.Ed or a language teaching certification course. The course attracts students from diverse ethnic and cultural backgrounds, and they learn a great deal from this rich multi-ethnic, multi-cultural environment. To encourage creativity and enhance intellectual acumen, the department organises seminars, talks, workshops and literature-related film screenings from time to time. Students of the department bring out a newsletter named The Carrel in order to give expression to their creative urge.

The Department also offers English courses to students enrolled in other courses and to the B.A. (Prog.) students who choose English Discipline (DSC) and English Discipline Elective (DSE) to acquire the same set of skills as the English Honours students. B Com students are offered courses that aim at building their communication skills through an exposure to a wide variety of tasks that enable them to find suitable jobs.

The following choice-based courses are offered to students across all disciplines: Generic Elective (GE), Skill Enhancement Course (SEC) and the Ability Enhancement Compulsory Course (AECC).

Dr. Smita Banerjee

Department of Hindi

To know languages is important for our development but an in-depth knowledge of our own language and literature is like strengthening our roots. Only strong roots can produce a healthy and sturdy tree out of a budding plant. Therefore, it is really important to know, learn and understand our own language and literature.

Dr. K.L. Dhingra

Department of German

A bachelor's degree course in German language has been designed to enable students to develop communication skills in German and acquire a fair knowledge of social practices, culture and history of the areas where German is spoken. There is abundance of textbooks and multimedia available in the College library to assist the learning process. By the end of the sixth semester students will be competent enough to appear for entrance tests for a master's degree program in German or use their knowledge for some professional purpose.

Ms. Renu Sharma

Department of History

History is a discipline within the realm of Humanities and Social Sciences and is commonly understood to be a record of the past and a study of the origin of our thoughts, ideas, beliefs, and infact, our whole way of life. A student of History will be trained in understanding these origins within the Zeitgeist or the paradigm shifts that occurred in social formations and interactions from the perspective of the present, in which the resonances of these are visible in their perpetuation and/or interrogation. A History graduate can look forward to a whole range of career options such as, civil and allied services, law, journalism, teaching and research, archaeology, museology, art history, tourism, and working in the non-formal and environmental sectors with NGOs.

Dr. Anil Chauhan

Department of Journalism

Media is the fourth-pillar of democracy. It plays a significant and crucial role in shaping a well-informed citizenry. The evolution of media forms and concomitant cultural changes has shown us the transformative impact of media institutions. Consequently, it is imperative that future journalists and media practitioners are trained not just in the technical aspects of the profession but also have a conscious understanding of political, social and economic contexts of the past and contemporary events. The department of journalism trains and nurtures its students in developing a nuanced and holistic perspective on pressing issues. We are one of the leading journalism schools in the country, with students from diverse backgrounds pursuing this much sought-after course. We educate journalism's future pioneers in the fields of print, electronic and digital media. The students also undergo extensive training in other fields of mass communication. Our experienced and professionally accomplished faculty lays a strong foundation of journalistic ethics and excellence and engages our students in innovative practices and rich media scholarship.

Dr. Tarjeet Sabharwal

Department of Mathematics

Mathematics develops logic and pattern-recognition in the brain. The structure of Mathematics helps with organizational and problem-solving skills. By learning basic skills in Mathematics students learn to look at an entire problem before attempting to solve it. Mathematics being interdisciplinary in nature helps the students to imbibe the problem-solving techniques that helps them when they appear for competitive examinations. The discipline course in Mathematics opens doors for students to pursue a master's degree course in Mathematics, Computers, Economics, Commerce etc.

Dr. Chaitanya Kumar

Department of Political Science

Political Science studies a human activity called politics, a familiar term which evokes mixed responses from us, with many associating pejorative meanings to it. An undergraduate honours degree in Political Science, however, equips students to analyse political activities, such as how the government works, how the state interacts with society, why states behave the way they do in international contexts as well as, in normative ways, why democracy, constitutionalism and political representation are important values in themselves. Importantly, it helps students learn to think about organizing collective living and to participate in the framing of institutions for realizing such goals. Students of Political Science mostly choose to work in the government, media, social service, diplomacy, academics and international institutions like the UN and WTO. Many also opt for MBA, Legal Services, and NGOs.

Dr. Mukesh Bagoria

Department of Spanish

Spanish is the official language of twenty countries and the second language of the USA. Being so widely spoken, knowledge of Spanish offers many job opportunities and is an added asset in any profession. Students start from the most basic level wherein no previous knowledge of the language is required and go on to complete the study of grammar at the advanced level along with the study of simple literary texts and translation. Students thereafter become eligible for a master's programme in the subject after clearing the entrance test in the same.

Ms. Neeraj Saxena



College Committees

Fee Concession Committee

Dr. Shalini Saksena,
Convenor

Girls Common Room Committee

Ms. Neeraj Saxena,
Convenor

Magazine Committee

Dr. Smita Banerjee,
Convenor

Academic Improvement Committee

Principal,
Chairman

Internal Complaint Committee

Dr. Vinita Gupta Chaturvedi,
Presiding Officer

NCC

Lt. Bhupinder,
In-charge

NSS

Ms. Neeru Ailwadi,
Programme Officer

Sports Committee

Mr. Awadhesh Kumar Sah,
Convenor

Cultural Committee

Dr. Sujeet Kumar,
Convenor

Gender Sensitization Committee

Ms. Nalini Goyal,
Convenor

Students' Societies

/Engagements

Ambrosia & Panghat 2020

All constituent societies of the Cultural Society of the College collaborated during the College festival, **Ambrosia**, and the cultural festival, **Panghat**. This year, PROM 2020 was organised during Ambrosia & Panghat by the Student Council and CLIF Society to regale the students. The event involved many competitions and fun games to entertain participants.

Activities held during Ambrosia and Panghat 2020

Concord

DASTGAH, the Music Society organized four competitions in a variety of musical events with over 100 participants in each event. Of these, three were group events and one was a solo event.

Nukkad Leela

LEHER, the Dramatic Society organized the annual street play festival which saw enthusiastic participation of teams from various colleges.

Falaq

STYLUS.Inc, the Fashion Society hosted the event where 15 teams from various colleges participated.

Riw खयालात

MAKTUB, the Poetry Society organised two events: Sing No, Speak James, the English poetry slam, and the Hindi poetry slam.

Taaradhin

DRIFT UP, the Dance Society organized a competition which witnessed as many as 76



तर्कमंच

दिल्ली कॉलेज ऑफ आर्ट्स एंड कॉमर्स की नवनिर्वाचित हिंदी वाद-विवाद समिति, "विवक्षा" ने कॉलेज के वार्षिक सांस्कृतिक पर्व "पनघट" 20 में द्वितीय संसदीय हिंदी वाद-विवाद प्रतियोगिता "तर्कमंच'20" का आयोजन किया। "विवक्षा" का उद्देश्य हिंदी भाषा तथा साहित्य को जीवित रखते हुए बच्चों में गहन सोच का जागरण करना है।

National Service Scheme

The NSS Unit of DCAC, constituted under the Ministry of Youth Affairs and Sports, has nearly eighty volunteers. The motto of NSS, “Not Me But You”, is the cornerstone of all community-service activities. This year NSS carried out five in-house projects. In addition to these, directives received from various government institutions and MYAS were implemented. As per the directive of the Ministry, Pillanji village was adopted under the “Village Project” initiative. Several awareness campaigns including ‘Beti Bachao Beti Padhao’ were carried out in the village.

This year marks the 50th anniversary of the foundation of NSS. The ideals of Mahatma Gandhi were remembered and implemented. As part of social-outreach activities NSS volunteers participated in the Jal Shakti Abhiyan. They also organised blood donation camps. NSS conducted a workshop on road safety on 22 January 2020. During the lockdown period NSS organised a lecture-cum-demonstration through Google Meet on “You, Yoga and the Universe” on 21 June 2020 on the occasion of International Yoga Day. NSS launched an awareness campaign in the last week of March 2020 to raise awareness on the need of social distancing in disadvantaged neighbourhoods. Project Tanzeal, Project Specially-abled and Project Sensitization continued the social outreach activities of the volunteers of NSS. Project Tanzeal is a community outreach programme to provide holistic education to the children living in neighbourhood slums. The much-awaited festival of NSS, Aadya was held in the college on 17 February 2020.

National Cadet Corps

National Cadet Corps plays a vital role in transforming the youth and giving them multiple opportunity in the field of sports, leadership, communication skills, and also gives them exposure to the structure of defence forces. NCC wing of DCAC always strives towards character-building of Cadets. The NCC fest Shaurya is organised every year. NCC volunteers organized events like, Blood Donation Camp, Awareness Rally, Tree Plantation and held a Cleanliness Drive at the post office of Netaji Nagar on 30 August 2019. The cadets participated in various camps like Para-slithering Camp and Advanced Leadership Camp.

DCAC students are attached with Army unit of Group HQ Delhi 'C' i.e., 7 Delhi Battalion (7DBN) NCC, Delhi, Delhi Directorate in Senior Division (SD) of National Cadet Corps since 1987. The total enrolment strength allotted by 7 DBN to the College is 54.



Prakriti - The Environment Society of DCAC

Prakriti is recognized by the Department of Environment, NCT of Delhi. It conducted a plantation and cleanliness drive in August 2019. A “Workshop on E Waste” was organised by NSS and Prakriti, and conducted in association with the NGO Sharp, on 21 October 2019. It released a poster to commemorate Earth Day on 22 April 2020. It organised an online photography competition on the theme of lockdown in May 2020.

ENACTUS DCAC

Enactus is an international NGO supported by KPMG spread across 36 countries, with over 144 local chapters in India. Enactus DCAC, founded in 2013 is a team of 70 devoted members, who aim to empower local communities through the positive power of social enterprises. The members are on a constant lookout for ideas to devise and implement business models that can make their communities self-sufficient. Enactus DCAC currently has two projects running.

The Project Taaleem is aimed at revolutionising the education sphere for refugees through an active story-based curriculum and Project Saahas is aimed at creating a sustainable business model keeping in mind the social, economic and environmental aspects. Enactus conducted live sessions in a series ‘ImpactUs’ conducted by experts from different fields to understand the impact of Covid-19 on specific industries. It also successfully organised drives to distribute masks amongst the needy. Enactus DCAC was placed among the top five teams in the country in an All India Competition held in July 2019. The entrepreneurs of Enactus DCAC, understanding the need of the hour, manufactured masks in a short period of time. Thereafter, Enactus DCAC successfully organised three drives to distribute them to the most vulnerable communities in Delhi NCR.

700 masks were donated to Hon. Atishi Marlena, 500 masks were donated to Cabinet Minister of Delhi, Hon. Rajendra Pal Gautam and 100 masks were donated in collaboration with the Delhi Police. They further donated them to the needy.



College Activities,

Facilities & Amenities

Important days observed in College

- Swachhta Pakhwada was observed from 1 August 2019 to 15 August 2019.
- The College celebrated the Birth Anniversary of the Father of the Nation, Mahatma Gandhi on 2 October 2019.
- Vigilance Week was observed in October 2019.
- National Unity Day was also celebrated on the occasion of Sardar Vallabhbhai Patel's birth anniversary on 31 October 2019. Academic and cultural activities were also conducted to mark the day.
- The Constitution Day was celebrated with the reading of the Preamble of the Constitution on 26 November 2019.
- The College also celebrated the birth anniversary of Swami Vivekanand as National Youth Day on 12 January 2020.
- Earth Day was commemorated on 22 April 2020 by releasing a poster.
- The 6th International Day of Yoga was celebrated on 21 June 2020.
- The Gandhi Study Circle, DCAC organised a Paper Presentation competition on the topic "Gandhian Ideology and its Contemporary Relevance".

Creating Gender-Sensitive Campus Spaces

The College follows a zero-tolerance policy against sexual harassment of women at workplace and has constituted two committees Internal Complaints Committee and Gender Sensitization Committee for this purpose. To ensure the safety of women on the campus, female security guards are deployed, CCTV cameras are installed and a complaint box is provided. The committees make special efforts to sensitize students and staff by organizing awareness programmes on legal provisions available to women. Seminars, workshops and film-screenings are frequently organized on gender issues. The following talks and events were held during the last academic year:

- "The Sexual Harassment of Woman at Workplace, Prohibition and Redressal Act, 2013" (Workshop, 20 September 2019).
- "Media, Gender and Human Rights" (Panel Discussion, 18 October 2019).
- "Understanding Gender Equality: Legal Issues and Concerns" (Webinar, 17 May 2020).
- "Sexual Harassment of Women at Workplace Act, 2013" (Webinar, 18 May 2020).

SC/ST & OBC Cell

The Cell Organised numerous activities during the year to fulfil its mission to enable marginalised students and incubating a culture of dialogue and discussion on issues of subaltern society.

- Discussion and a Floral Tribute to **Birsa Munda** (15 November 2019)
- Talk on **Savitri Bai Phule** (3 January 2020)
- Talk on Jan Nayak **Karpuri Thakur** (24 January 2020)
- A Discussion and Floral Tribute to **leading Indian personalities** – Rama Bai, Tilka Majhi, Guru Ravi Das, Chatarapati Shivaji, Baba Gadge Maharaj and former President of India Mr.K.R Narayanan (25 February 2020)
- During the Covid-19 Lockdown period a webinar was organised in association with the IQAC, DCAC on the topic “**The Vision and Mission of Bharat Ratna Dr. B.R. Ambedkar for a Better Society, Nation and World**” (15 May 2020).

Women's Development Cell

DCAC has an active Women's Cell that works for the welfare of the women. It facilitates redressal of their grievances and organizes regular talks on women-related issues. The Cell usually undertakes its activities in collaboration with the Girls' Common Room as well as the Internal Complaints Committee of the College. Under the aegis of this cell, a Sanitary Napkin vending machine has been installed in the College in the girls' common room. Besides, these napkins are also available at the medical room nurse to safeguard against any mechanical fault that may occur in the vending machine.

Some of the prominent areas where the Cell has been active are organizing film screenings, talks and interactive sessions on issues like domestic violence and sexual harassment at the work place, statutory provisions related to sexual harassment and their prevention in the College, gender sensitization and need for attitudinal change, female foeticide and the like. Self-defence workshop organised by Delhi Police Crime Cell are also held in the College.

Entrepreneurship Cell

The Entrepreneurship Cell of DCAC is an endeavour to exhibit the latent entrepreneurial spirits in the young minds and provide them a platform to nurture the same. Vyapaar strives to promote and encourage entrepreneurship by acting as a bridge between the startups and incubators, and also by assisting the corporates in hiring quality interns from various esteemed educational institutions. Vyapaar tries to bring together the entrepreneurial passion to converge on a common platform to inculcate the entrepreneurship, leadership and professionalism in students. For all the aspiring entrepreneurs, it brings together mentoring, consultancy, networking and seed funding.

The Placement Cell

The College has a proactive Placement Cell, Broadway which works with the aim of providing a strong interlink between the corporate sector and the academia. The team of Broadway is a combination of experienced teachers and young minds who are representatives of various departments. The Cell organizes various seminars and workshops on career guidance and conducts placement sessions from time to time. Broadway invites companies with varied profiles to suit the requirements of our students looking for jobs in finance, accounting, marketing, sales, computers, audit and research background. Global firms like EY, KPMG, Wipro, TresVista, FIS offered jobs to students in a range of job profiles: finance, accounting, sales, research and audit among others. The Cell also provided internship opportunities for students in designing, content writing, research etc. in leading firms and start-ups like EY, PWC, OYO Rooms, Vivo India, IDBI, Zomato, Urban Company. A number of companies showed their interest in hiring interns from our college and extended internship offers to more than 50 students. The Cell also hosted an educational seminar to make students aware of opportunities to study in reputed foreign universities with minimal cost of education and scholarship possibilities.

Equal Opportunity Cell

The Equal Opportunity Cell was established in the College in 2010. Dr. K. Suresh Kumar was appointed as convenor of this unit. Since its inception it has been functioning as facilitator and coordinator for the empowerment of persons with disabilities. The unit also organizes sensitization workshops and mobility-orientation campaigns for the disabled student in interactive manner by involving their normal counterparts. It provides career counselling to the disabled students and almost 90 per cent of them got recruited in government-banking services. For instance, Eeshwar B.A. (Prog.) was appointed in the Central Bank of India, Mintu Kumar, B.A. (Prog.) was appointed as Probationary Officer in Bank of Baroda.

Library

The College Library Committee has been actively involved in improving the library and building its book collection. The College library has a collection of about 59,715 books. It subscribes to 30 Magazines/Journals and 14 newspapers. The total number of books added during the current year is approximately 550. The support services, practices initiated & adopted by the Library are listed below:

- Organised a Book Exhibition in the college library for faculty and students to help them find required books at a discounted price.
- Organised an Orientation programme to make newly admitted students aware of library services and facilities.
- Facility of accessing E-resource services to students and faculties from home (remote area) from DEL NET & N-LIST subscription.
- Facilitating current awareness services through notice boards and library software.
- Facility of providing previous years' question papers of different disciplines and journalism dissertations/projects for students and faculty.

Medical Aid Room

The College has a Medical room with a paramedic on duty. It is equipped with a stretcher and two wheelchairs for emergency.

A counsellor is also available in College twice a week between 10-11 am for consultation.

Sports Facilities

The College boasts of a Standard Size Synthetic Basket Ball Court, Volleyball Court and a standard Stag Table Tennis Table.

Multi Purpose Hall

The College has a state-of-the-art multipurpose hall with excellent sound system and light equipment's.



Friday School of Economics - An Eternal Journey in Pursuit of Wisdom

As the majestic Ganges begins with a small drop of water from the Himalayas, the Friday School of Economics (FSE) too, beginning with little thoughts, is slowly gathering strength and momentum on vast horizons of academic landscape of human wisdom. It made its beginning in the year 2010. Few pioneer students started working with Mr. Bir Singh, Co-ordinator to nourish this sapling with their hard-work, patience and strong determination. FSE is a training a ground for young minds to learn how to apply the textbook knowledge to adapt to harsh realities of the human life in the contemporary world. It teaches students how to open their wings of vision and pragmatism to soar higher into the endless sky of their potential. FSE is committed to become a thriving nursery for producing scholars of world ranking and making the College as one of the best centres for studying Social Sciences.

The Gandhi Study Circle

The Gandhi Study Circle, DCAC organised a Paper presentation competition amongst the students from various colleges and institutions of Delhi on 3 October 2019.

Department of Economics

The Economics Department of Delhi College of Arts and Commerce celebrated its annual festival, Quest: Montage of the Best, on 21 February 2020. The Student Council of the Department organised a refreshing picnic to Nehru Park on 13 February 2020. During the Covid-19 Lockdown period the Department organized a Webinar: Beyond the Corona Conundrum on 15-16 June 2020.

Department of English

The department organized several Seminars and Talks. The third edition of the biannual newsletter of the department, The Carrel, was launched on 4 November 2019.

This edition invited an exploration of a diverse array of retellings of history and mythology with a special emphasis on interviews that help us learn about the way such writers approach these retellings and what do they think about the society's fascination with myths. Featuring answers from the likes of Ashwin Sanghi, Sharanya Manivannan, Devdutt Pattanaik and Pooja Sharma. The annual literary festival of English Literary Association, Pantheon was held on 14 February 2020.

Some of the Talks and Webinars the Department organized in the last academic year:

- “The Truth of Literature at the Present Time” with Professor Jyotirmaya Tripathy, on 16 August 2019
- Poetry reading session with Akhil Katyal, on 9 September 2019
- “The Task of a Translator” with Arunava Sinha, on 26 September 2019
- “Modernism: A Synoptic Genealogy” with Professor Sumanyu Staphy, on 4 November 2019
- “British Literature of the 18th Century” with Shaswat Panda, on 31 January 2020
- “Old & Middle English Literature: An Overview with Dr Animesh Mohapatra”, on 27 April 2020
- “Comparative Literature: Concepts & Trajectories” with Dr Sayantan Dasgupta, on 14 May 2020
- “The Illusion of Empowerment: Politics of Assimilation & Involution in Contemporary Diasporic Writings” with Dr Uma Jayaraman, on 23 May 2020

Department of History

Our students Saurav Bhattacharya, Harshit Sharma and Udit Narayan Barman, under the guidance of Dr. Amrit Kaur Basra, participated in College Heritage Volunteer Workshop, organised by INTACH (Indian National Trust for Art and Cultural Heritage) on 17 January 2020. The Department organized a day's trip, on 31 January 2020, to places of historical importance in Delhi.

Department of Journalism

The Department organized its annual festival **SCOOP** on 28 February 2020. **Critique**, the annual department newspaper, a student initiative, was released by the guests. In collaboration with the Indian Institute of Journalism and New Media, Bengaluru, the Department organized a panel discussion on 'Traditional Media in the age of Twitter' on 10 February 2020. The Department also organized a trip to the Rashtrapati Bhawan for the students of first year on 17 October 2019.

Department of Political Science

The Department of Political Science organized Voters' Awareness Drive on 11 September 2019.

It also organised seminars on:

- "Theoretical aspects of Democracy" by Professor Shefali Jha (16 September 2019)
- "How to Crack UPSC" by Unique Shiksha, Karol Bagh (31 January 2020)
- "Leadership and Governance" by Dr. Smita Tripathi, University of Plymouth, UK (5 February 2020)

The Department organised an essay writing competition during the Covid-19 Lockdown period on "Corona: Problems and Prospects of Policy Initiatives in India" in association with IQAC, DCAC. The following students won prizes for writing incisive essays:

- Priyanshu Dhawan: BA (Hons.) Economics
- Puneet Kumar: BA (Hons.) Political Science
- Himani Sharma: B Com (Prog.)

Sports

The **Basketball team** of the college participated and won the following tournaments:

- Gold Medal IIT Kanpur Basketball Tournament, September 2019
- Gold Medal Shiv Nadar University Invitational Tournament, February 2020
- Gold Medal NDIM Invitational Tournament, February 2020
- Gold Medal Shaheed Bhagat Singh Invitational Tournament, March 2020
- Silver Medal JMC Invitational Tournament, February 2020
- Inter College Top 8 (League Stage)

The **Football team** of the college participated and won the following tournament:

- Silver Medal in Inter College football Tournament, Ashoka University

Ordinances of the University

ORDINANCE XV-B

Maintenance Of Discipline Among Students Of The University

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance the following shall amount to acts of gross indiscipline:
 - a. Physical assault or threat to use physical force, against any member of the teaching and non- teaching staff of any Institution/Department and against any student within the University of Delhi.
 - b. Carrying of, 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. Prohibition of 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 programme or programmes 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 Departmental Examination or Examinations for one or more years; or 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. 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 this University. Each student shall be expected to provide himself/herself with a copy of these rules. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed therein by the University.

ORDINANCE XV-C

Prohibition and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well as on public transport.
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 senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students; and includes individual or collective acts or practices which:
 - 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 caste and tribe.
 - d. Expose students to ridicule and contempt and affect their self-esteem.
 - e. Entail 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 College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause 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 programme of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of the University of Delhi are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging 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 under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

Order of the Vice-Chancellor in pursuance of ordinance XV-C: Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this Ordinance, the students(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non-students involved in reports of ragging will be proceeded with under the criminal law of India; they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.

Anti-ragging Committee members of College

NCC Incharge - Convenor

Students Union Advisor

DPE

Girls Common Room (Convenor)

NSS P. O.

A.O./S.O. (Admin.)-Special Invitee

ORDINANCE XV-D

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 (Ministry of Law and Justice)

An Act to provide protection against sexual harassment of women at work place and for the prevention and redressal of complaints of sexual harassment and for matters connected there with incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace. For details, please see the website : <http://www.shebox.nic.in/assets/site/main/images/Sexual-Harassment-at-Workplace-Act.pdf>.

Internal Complaints Committee Against Sexual Harassment

The Presiding Officer may be contacted whose details are as follow:

Name	Designation	Telephone	Email I.D.
Dr. Vinita Gupta Chaturvedi (Associate Professor)	Presiding Officer	9810420641	vinitagc@yahoo.co.in

College Rules & Regulations

College Timings

Classes at the College begin at 8.30 a.m. The duration of each class is 1 hour. Given the current pandemic crisis, classes will be held online till further notification from the University.

Attendance

As per Ordinance VII of the University of Delhi, all regular students are required to attend a minimum number of lectures and tutorials (two thirds or 66%) to enable them to qualify for appearing in the University examination.

In the matter of attendance at lectures and tutorial students of the College are governed by the rules and regulations of the University examination and have to attend the requisite number of lectures and tutorials as required by the University of Delhi.

In case a student remains absent for more than 30 days without any valid reason the name of such a student will be struck off the rolls of the College without any intimation. Re-admission can be done if a student satisfies the Principal for the reason of his/her absence. But in no case the absence should be more than sixty days. In such a case no other fee except Library security will be refunded.

Parents/Guardians of students are also requested to ensure that their wards fulfill the requirements of attendance so that they are not detained from taking the University Examination at the end of the semester. In case of sickness, students are advised to submit their Medical Certificate in the College office within a fortnight of falling sick, failing which no Medical Certificate on whatsoever grounds will be entertained.

Identity Card

Students are required to carry the Identity Card on their person all the time. The Identity Card must be surrendered at the time of leaving the College. In case of loss of Identity Card, Duplicate Identity Card will be issued on payment of Rs. 30/- and the student will have to lodge a complaint (FIR) with the police and a copy of the same is to be submitted to the college.

Student's Common Room

There are separate common rooms for boys and girls. The common rooms are well furnished and provide facilities indoor games and recreation to the students during college hours.

Notice Board of the College

Students are advised to make it a habit to regularly look up the College Notice Board as it is an important medium of communication with the students. All important notices about time table, examination dates, attendance rules, submission of various application forms for freeships, scholarships, sports and College fees etc., are displayed on the Notice Board from time to time. No separate communication to the students will be sent by post. All students are

required to regularly visit the College website (<http://dcac.du.ac.in>) and the university website (www.du.ac.in) for important information.

NCC, NSS and Sports

Each Student needs to join one of the three activities – NCC, NSS or Sports. NSS provides a unique opportunity to enrolled volunteers to develop leadership qualities through various activities. These activities connect students with various N.G.O.s and larger civil society. For more details, contact the NSS Programme Officer, Mrs. Neeru Ailawadi. The College figures very prominently in NCC activities of the University of Delhi. Those desirous of taking part in NCC should contact the NCC In-charge, Lt. Bhupinder.

The College has been performing superbly in the field of sports as well.

Financial Help to Students

Financial assistance in the form of Fee Concession is given to deserving students when they apply on a prescribed form available at the College office. Applications should reach the College office before the date notified for this purpose. No student will be considered for grant of financial assistance unless he/she has submitted an application before the deadline. Such financial assistance will be allowed only to those students who are found to be academically sound.

Students belonging to Schedule Caste/Schedule Tribe are eligible for the award of post-matric scholarship of the Directorate of Education, Delhi Administration, Delhi. Students who are eligible for the above scholarship are required to submit their applications (on the prescribed form available at the College office). The certificate declaration as required under the rules should be attached with the application form. Students who are from states other than Delhi will have to submit their applications immediately after admissions to the states to which they belong. Failure to follow these instructions will result in non-grant of such scholarships.

Scholarship for Honours Courses

The university holds a competitive examination in Delhi in the month of October (subject to change in the pandemic situation) every year for the award of ALL INDIA ENTRANCE SCHOLARSHIP, 50 (fifty) in number of the value of ₹ 250/- (Rupees two hundred fifty only) per month each tenable for three years for pursuing a course of study for an Honours degree in the University. The competition will be open to the students who have passed the Senior School Certificate Examination (under 10+2 pattern of Education) from the Central Board of Secondary Education, New Delhi or an examination equivalent thereof with 55% marks in aggregate in the year the ALL INDIA ENTRANCE SCHOLARSHIP EXAMINATION is held.

The last date for receipt of application is 1st September each year (subject to change in the pandemic situation). Other details may be had from the College or from the examination branch VII(i) (Main University Campus) on any working day between 9.30 a.m. and 12.30 p.m. after 1st August each year. The Examination form will be accepted from the eligible candidates alongwith the requisite examination fee.

Students who successfully complete the course will be awarded a certificate of proficiency by the Institute of Life Long Learning, University of Delhi. Further details will be available on the College website.

Anti-Smoking Nodal Officer

The College is a Smoke Free Zone. Dr. Amrit Kaur Basra is the Anti-Smoking Nodal Officer.

RTI ACT 2005

Relevant information for purposes of RTI are available on the college website. Students are advised to refer to the college website.

The following officers are designated as Public Information Officers/Assistant Information Officers.

Public Information Officer

Dr. Rajesh Kumar - Dept. of Political Science

Assistant Public Information Officers

Librarian

Mr. B.K.Sharma, S.O. Admin

Sh Sanjeev Kumar, S.O. Accounts

First Appeal Appellate Authority

Dr. Anuradha Gupta, Acting - Principal

Mode of Payment of College Dues

FOR COMPLETE ADMISSION PROCEDURE, MODE OF PAYMENT OF COLLEGE FEES AND REFUND OF FEES PLEASE REFER TO BULLETIN OF INFORMATION FOR ADMISSION TO THE UNDERGRADUATE COURSES 2020-21 OF UNIVERSITY OF DELHI.

All those students who have opted for German, Spanish HRM, Advertising and Sales Promotion will be required to pay an additional amount of ₹ 500/- and those who have opted for Computer Application will pay ₹ 600/-.

Rules of Discipline

For rules of discipline to be followed in the College, refer to Ordinance XV-B cited above.

The Members of The Discipline Committee/Proctorial Committee Are

Lt Bhupinder – Convenor & NCC In-charge bsjaryal@dcac.du.ac.in

Mr. Awadhesh Kumar Sah – Convenor, Sports Committee

Dr. Sanjeeb Kumar – Advisor, Students' Council

Ms. Neeru Ailawadi – Programme Officer, NSS

Director of Physical Education

Library Rules

Rules of Library and Reading Room will be issued to each student when he/she obtains Library card. Every student at the end of the academic year before taking university examination will be required to return the books/journals issued in his/her name. Examination Roll No. will be issued only after the student produces 'No Dues' clearance from Library/Accounts/NCC/Sports etc.

Frequently Asked Questions (FAQs)

(As per the information provided in the UG Admissions Bulletin 2020-2021 by University of Delhi).

General FAQs

Q. What are the requirements for admission?

Ans. The requirements for admission are finalized by the University of Delhi, to which the College is affiliated. The College follows the guidelines of the University in this regard. For details, see pp 58-60 of the Bulletin of Information for Admission to Undergraduate courses, 2020-21.

Q. Do I need to register for admission?

Ans. Yes. You will need a valid email id for the registration. If you do not have one, please create one before you fill the online form. Use this email for all your correspondence with the University or the College (Please read pp 1-2 of the Bulletin of Information for Admission to Undergraduate courses, 2020-21).

Q. What are the documents required for completing the admission registration form? Do these need to be scanned?

Ans. The following documents are necessary for registration. Yes, you will need to scan and upload them with your completed registration form:

1. Class X certificate
2. Class XII certificate (You can upload this certificate after Class XII results are declared).
3. Relevant reservation certificate issued by competent authority
4. Self attested copies of requisite certificates for admission under sports category
5. Photo identity card (Aadhar Card, Driving License, PAN Card, Voter Identity Card, Passport or School Identity Card)

Applicants will be responsible for all information they upload, including copies of certificates.

Q. I am an outstation student. Can I avail of hostel facilities?

Ans. The College does not have any hostel facility.

Q. Does the College give any relaxation for girl students?

Ans. No, the College does not provide any relaxation to girls students.

Q. Besides the merit category, what are the other categories for admission?

Ans. There are different categories and supernumerary seats. These details are as mentioned in the UG Bulletin (Refer to pp 38- 44 and pp 45- 53).

Q. Can I change my subject combination/college in next cutoff, if I am eligible?

Ans. If you want to change, first you have to cancel your admission. After that you can take fresh admission as per eligibility. However cancellation of admission will entail cancellation fee (See pp19 of the UG Bulletin for relevant information).

Q. If I want to cancel my admission after I have submitted the requisite fees, is it allowed?

Ans. Yes, it is allowed. There is a cancellation fee and the refund will be credited back to your e-wallet accordingly (See pp 19 UG Bulletin).

Q. If a student changes his/her stream then how much percentage would be deducted?

Ans. There is no deduction in case of B.A. Programme. For other courses change of stream will attract a deduction of 2.5% in the best four aggregate. Refer to the UG Bulletin guidelines for subject specific requirements and specified deductions (pp7-11).

Q. In calculating best of four is there any relaxation in percentage given to the students belonging to reserved categories?

Ans. Yes, there is relaxation in percentage. The modalities are as per the admission guidelines and cut-offs decided by the College (Refer to pp35-36 UG Bulletin).

Q. Would students with gap year be eligible to take admission?

Ans. Yes they are (Point 9.2 pp 58).

Q. What if I have included a subject which is not there in List A & B to apply for admission?

Ans. Inclusion of any subject which is not there in List A & B will attract a deduction of 2.5% per subject from the aggregate needed for the admission as per the cut-offs declared by the College. For information on list of subjects and inclusions for calculating best of four please refer to the detailed guidelines in UG Bulletin (See pp90-94 for examples of how to calculate best of four).

Q. Can those who have applied under Sports quota get admission under normal category if they satisfy the merit criteria?

Ans. Yes they can.

Q. Does the College give admission on basis of NCC?

Ans. Yes, the College offers admissions under NCC category.

Q: Until when the applicants will be allowed to edit/add/alter the details mentioned in online registration form?

Ans. Till the applicants pay the registration fees. Further changes will attract editing fee. See guidelines.

Q. Are there any relaxations in case of applicants belonging to remote regions where internet connectivity is slow/unavailable w.r.t. last dates, admission and fee deposit schedules and timings respectively?

Ans. The details of the timelines are available in the UG Bulletin. Any clarifications if at all will be notified by the University and will be available on the DU/ College website.

Q. Can I apply for online admission in more than one college if I fulfill their cutoff requirements?

Ans. No only one course/college is allowed per cut off.

Q. What do I study in Semester 1 in the College?

Ans. Under CBCS, BA (Honours) you will study the following papers in Semester 1:

1. C1
2. C2
3. Ability Enhancement Compulsory Course (AECC): English/ Hindi/ MIL Communication/Environmental Science.
4. GE-1(Seepp 100 for Semester break-up of CBCS). The GE option is to be chosen from another discipline. The options for GE shall be available on the College website.

For BA(Prog.)/ BCom:

1. DSC-1 A
2. DSC-2 A
3. MIL-1 English/ Hindi
4. Ability Enhancement Compulsory Course (AECC): English/ Hindi/ MIL Communication/Environmental Science. (See pp 104 for Semester break-up of CBCS).

Q. Who should I contact in case I need help?

Ans. The process of undergraduate admission to the University of Delhi, which will be done online, has been explained in the Bulletin of Information for Admission to Undergraduate courses (2020-21). You are advised to read the Bulletin carefully. The details are mentioned on pp 62 of the Bulletin of Information for Admission to Undergraduate courses. However, if you face any problem during admissions, you can contact the College Grievance Committee. Details are available on the College website.

Q. Is there a Placement Cell in DCAC?

Ans. DCAC has an active placement cell, 'Broadway'. One of the top 10 Placement Cells in the Delhi University circuit, Broadway arranges both placement and internship opportunities for students of the College. The team comprises Faculty and student coordinators. Broadway has managed to collaborate with more than 40 companies with offers extended from global firms like EY, KPMG, Wipro, TresVista, FIS in a plethora of job profiles: finance, accounting, sales, research, audit, content analysis among others.

Q. Is there any training provided by the Placement Cell on résumé building or other necessary skills for job interviews?

Ans. The Placement Cell conducts a series of seminars and workshops on a regular basis, which includes topics ranging from CV building to higher education abroad. The Placement Cell also invites various organizations to conduct such interactive sessions.

Q. What is the process of the recruitment drives?

Ans. The process of the recruitment drive is dependent on whether it is an on-campus placement drive or an off-campus one. The on-campus placement drives are conducted within

the College premises whereas the off-campus placement drives are conducted outside the campus, either in the company's own office or a location specified by the company. The companies have their own procedure for campus placements and this may vary from company to company.

However, a typical campus placement process will comprise any or all of the following steps:

- Pre-placement Talk
- Aptitude Test and/or Technical Test (Online/Pen and Paper)
- Group Discussion
- Personal Interview

Q. How do students get to know when there is a new placement/internship opportunity available?

Ans. The Placement Cell has a strong communication network over social media. Messages regarding placement or internship opportunities are shared with all the Class Representatives over WhatsApp, who in turn share them among their respective class groups. In addition, messages are posted about placement/internship opportunities on Facebook handle and students following the Facebook page of Broadway, will get the updates as and opportunities become available. Therefore, students are advised to follow Broadway's Facebook page, <https://m.facebook.com/broadwaydcacplacementcell>.

Q. How can I register for a particular company's placement process?

Ans. The Placement Cell circulates both the placement and internship opportunities with the detailed Job Description (eligibility / company and job profile / work location / work hours / salary package/mandatory requirements) and the company's registration link in the respective class groups and Broadway's official Facebook page. Interested students must click on the registration link and fill in all the details. Further information regarding the course of the recruitment drive is communicated on phone or mail to each student individually.

Q. What is the privacy policy of the Placement Cell?

Ans. Depending upon the requirements of the company, students are required to pass on certain information that includes their personal details (résumé, CGPA, etc). Broadway ensures that the information is shared only with the concerned company and no outsider has access to the personal information of students.

Department Of Commerce

Q. Is Mathematics compulsory for BCom (Honours)?

Ans. Yes. You should have studied and passed Mathematics in your class XII. However it is not necessary to include it in the calculation of best four.

Q. What if I have not studied Mathematics in class XII, but want to study Commerce, do I have any option?

Ans. You can take admission in BCom.

Q. Am I eligible to do post -graduation /MBA/CA/CS etc. if I studied BCom and not BCom (Honours)?

Ans.Yes. You will be eligible. You should refer to the PG Bulletin of Admissions for the University where you wish to apply for relevant eligibility criterion.

Q. Can I do CA/CS or any other course with a regular college?

Ans. No. You will not be able to handle the demands of both. Moreover sometimes exams dates may also clash with the courses. If you want to pursue CA then take admission in SOL, not in a regular college.

Q. What are the other options to study Commerce in the College?

Ans.Besides BCom (H) and BCom you can also take admission in BA(Prog.)Commerce based combinations offered in the College:

- Advertising and Sales Promotion+ Economics
- Human Resource Management +Economics
- Accounting and Finance +Computer Application

Q. How is the best four aggregate calculated?

Ans.The College strictly follows the University guidelines. Please refer to UG bulletin for this

Point 2.7 pp 13 for BCom and BCom(Honours)

Point 2.4 pp 10 for BA (Prog.)combinations (Seepp 68-69 for DCAC specific combinations).

Department of English

Q. If I have studied English Elective and English Core then how do I calculate the best of four for admission to English Honours?

Ans.Both English Core and English Elective are considered as language option (See pp5 UG Bulletin). Hence you can choose either as your compulsory English language in best of four options, with three elective subjects.You must ensure that you fulfill eligibility in terms of having the correct options of elective subjects (Refer to pp 6 for the list of elective subjects).

Q. Does English Elective carry any additional weightage in calculating best of four?

Ans.Yes, you are eligible for 2% weightage if you have studied English Elective.

Q. What does the study of English Honours mean? Will it help my language skills?

Ans.The course is designed as a Literature based course, which incorporates cultural studies as well. Language competence is taken for granted. However in CBCS you shall be taking an AECC English course which will help you hone your language as well as communication skills.

Q. Is it compulsory for a student of English Honours to study AECC?

Ans. Yes it is, however you have the choice of studying it in English or Hindi.

Q. If I do not meet the cut-off for English Honours in the College, what can I choose where I can study English Literature?

Ans. You may choose English Discipline combinations from BA (Prog.). The following options are available in the College:

- English + German
- English + Spanish.

Q. If I do not have a degree in English Honours or have a BA (Prog.) at the undergraduate level, can I still pursue a Masters in English?

Ans. Yes, most Universities only require an undergraduate degree in any discipline as most Masters Courses are entrance based. Please refer to the post graduate admission bulletin of the Universities where you wish to apply.

Q. What career opportunities will an Honours degree in English have?

Ans. The course design incorporates a wide array of conceptual and theoretical components pertinent to a study of literatures from across the globe. It enables critical thinking and application of concept to the interpretation of literary and allied arts. Equipped with creative and communication skills, students have a wide array of job opportunities from fields as diverse as media and advertising, editing and publishing, translation and interpretation, hospitality and tourism, handling of corporate affairs, and of course, a career in academics.

Department of History

Q. What does the study of History include?

Ans. You will be reading, learning and discussing about biological and cultural evolution of human beings all through thousands of years. You will get to know about the human societies, their traditions, languages, culture and political formations of the world chronologically. You will also be acquainted with the problems and issues related to histories, historians and history writing.

Q. What tools and methods are used while teaching History?

Ans. Apart from classroom lectures and discussions, trips or walks to historical sites and visits to museums and archives are incorporated within the semester calendar. Modern technological tools like computers, smartphones and projectors help in communicating and reaching out to the source or film or traces of the pasts in illuminating ways.

Q. What are the career options after graduating with Honours in History?

Ans. Civil services, Armed forces through CDS, teaching and research in History and other social sciences after going for master's degree in the relevant field are some popular career options.

Department of Political Science

Q. I want to study Political Science. What are the courses offered by the College?

Ans. The College offers BA (Honours) in Political Science and BA (Prog.) with Political Science

as one of the disciplines (in combination with History or Hindi) under the CBCS Scheme. The structure of the CBCS Scheme for Honours and (Prog.) courses is explained in the Bulletin of Information for Admission to Undergraduate courses (2020-21), issued by the University of Delhi. (See Appendix X (pp 95-104).

Q. What are the eligibility criteria for admission into BA (Honours) Political Science and BA (Prog.) with Political Science?

Ans. Applicants must fulfill the eligibility criteria mentioned in the Bulletin of Information for Admission to Undergraduate courses (see pp 2). Admission to BA (Honours) Political Science and BA (Prog.) with Political Science as a discipline is merit-based. The Course-specific eligibility criterion for admission to BA (Honours) Political Science is mentioned on p 9 of the Bulletin of Information for Admission to Undergraduate courses. (See pp 10 for Merit-based admission to BA (Prog.).

For ascertaining course-specific eligibility and for calculating merit lists of subjects for admission, see pp 5-6 of the Bulletin of Information for Admission to Undergraduate courses.

Q. What are the career options for students of Political Science?

Ans. Civil Services, Law, Management, Social Work, Public Policy initiatives, NGOs, are some popular options for those with a degree in the subject. Academic research and higher studies are also popular.

Department of Mathematics (BA Prog. with OR)

Q. What is Operational Research?

Ans. Operational Research (OR) is the discipline of applying advanced analytical methods to help make better decisions, by using techniques such as mathematical modeling to analyze complex situations. It gives executives the power to make more effective decisions and build more productive systems. OR has firmly embedded itself in a wide range of sectors, including manufacturing, transport, retailing, marketing, the financial and service sectors, defence, revenue management, consultancy, supply chain management, engineering etc. It also addresses a wide variety of issues in communication systems, computer operations, design and networking, inventory planning, manufacturing, distribution and many other topics that aim to improve business productivity.

Q. I want to know what does a BA (Prog.) degree with Operational Research mean?

Ans. BA (Prog.) degree with Operational Research is designed to meet the requirements of the present market in terms of the knowledge about the recent operational research tools. The courses from the operational research discipline have been designed to impart both theoretical and practical aspects at par with other universities across the world. The core courses of the discipline are designed to develop strong theoretical base in the subject and also acquaint students with the applied aspects. This will help students to pursue higher studies and apply the skills learnt in the discipline to solve practical real-world problems in various industries. Furthermore, a wide range of elective courses are offered to the student including skill enhancement courses to impart skills other than the main decision making tools.

Q. What is the aim of BA (Prog.) degree with Operational Research?

Ans. The overall aim of the BA (Prog.) OR is to produce good analysts who will be in high demand from OR groups in business, government and management consulting companies. This means that in addition to acquiring skills in formal techniques of OR, students learn to apply theories and concepts in a creative and practical way. They also develop the intellectual and personal skills needed to work on complex issues in an organization often as a part of team.

Q. What are the Programme Specific Outcomes of BA (Prog.) degree with Operational Research?

Ans. The programme is designed to:

- Develop modeling and problem solving skills.
- Develop transferable skills including an analytical approach to problem solving, logical argument and deductive reasoning to make the students well equipped to work on complex issues.
- Appreciate, construct and analyze mathematical models of real-world situations.
- Impart comprehensive knowledge and understanding of theoretical fundamentals in operational research.
- Develop mathematical problem-solving skills for certain types of real-world problems and their variants in a variety of mathematical contexts.

Q. What are the placement opportunities which are available after studying this discipline?

Ans. IBM, AMR Corp. parent company of American Airlines, Proctor & Gamble, Boston Consulting Group, United Airlines, DSV Air & Sea Pvt. Ltd., Cognizant, Hewlett Packard Corp., Merrill Lynch and Company, Taco Bell Corp., British Airways, are making extensive use of Operational Research techniques and are recruiting dedicated OR executives for them. In India too, many companies like TISCO, ReliancePetrochemicals, JK Tyres, Hindustan Levers Limited, Asian Paints, GE Capital, Inductis, Progeon, Skytech Solutions etc. are recruiting OR personnel for increasing their productivity gains.

Q. What kind of combinations are offered in BA(Prog.) with Mathematics?

Ans. There are two combinations:

- Economics + Mathematics
- Computer Application + Mathematics.

Q. What is the scope of further academic opportunities after completing BA(Prog.) with Mathematics?

Ans. You shall be eligible to pursue PG in Mathematics, Operations Research, Statistics, MCA, MBA etc. (as Mathematics is compulsory to clear the entrances).

Department of Computer Applications

Q. How many years I will study the CA discipline course?

Ans. You will study CA with another discipline course for three years. The College offers the following combinations: - 1. Computer Applications + Accounting and Finance or

Q. Can I do M.CA course after studying computer application course?

Ans. Yes, you will be eligible for MCA admission. For CA+OR combination, you can also apply for MA (OR)/OR admission in University of Delhi.

Q. Can I enroll for a certificate language course in this College along with my regular graduation?

Ans. Yes, this College offers many language courses but first you need to understand the demands of your regular course.

Department of Spanish and German

Q. I do not have any previous knowledge of the foreign language. How will I manage?

Ans. No previous knowledge of the foreign language is required. These foreign languages are taught right from the basics, from the alphabets onwards.

Q. What are the career prospects after studying these languages?

Ans. There are good career prospects. There are job opportunities in embassies of the countries where these languages are spoken. Some multinational companies as well as the travel and tourism industry offer job opportunities. Furthermore, you can pursue a Masters degree in the concerned language (after clearing the Entrance Test) following which you can join the teaching profession too.

Q. Which language should I choose?

Ans. It is your choice. What is most important is that you put in your best and learn the language well. Thereafter there are ample opportunities in both the languages.

Department of Hindi

Q. Can I take admission in Hindi Honours in the College?

क्या मैं DCAC में हिन्दी ऑनर्स में दाखिला ले सकता हूँ?

Ans. Yes हाँ

Q. What does the Hindi study program include? हमें हिन्दी किस रूप में पढ़नी होगी?

Ans.

1. In BA(Prog.), you shall study Hindi as language paper (compulsory), discipline paper (choice-based), and as AECC paper. बी.ए.प्रोग्राम में आप हिन्दी भाषा (अनिवार्य), हिन्दी डिसिप्लिन, और AECC-हिन्दी संप्रेषण पढ़ेंगे।
2. In B.Com., you shall study Hindi as a language paper only. बी.कॉम में आप हिन्दी केवल भाषा के रूप में पढ़ेंगे।
3. Student of Honours courses can choose GE and AECC papers in Hindi. ऑनर्स के छात्र GE और AECC के विकल्पों में से हिन्दी ले सकते हैं।

Q. Is it compulsory to study Hindi as a language paper in B A (Prog.) and B.Com?

क्या बी. ए. प्रोग्राम और बी.कॉम में हिंदी भाषा का पेपर पढ़ना अनिवार्य है?

Ans. Yes, it is compulsory. However, this rule does not apply for the students of North-Eastern

states of India and Foreign nationals. हाँ, बी.ए. और बी.कॉम में हिन्दी भाषा का पेपर पढ़ना अनिवार्य है। हालाँकि, यह नियम भारत के पूर्वोत्तर राज्यों और विदेशी छात्रों पर लागू नहीं होता है।

Q. Which paper/s of Hindi language is/are prescribed in BA. (Prog.) and in B.Com.?

बी. ए. प्रोग्राम और बी.कॉम में हिन्दी भाषा के कौन-कौन से पेपर निर्धारित हैं ?

Ans. According to the level of the student, there are three papers/ (A, B, C) of Hindi language prescribed in BA(Prog.) and BCom. Students who have studied Hindi up to class XII will study Hindi A, up to class X will study Hindi B, and up to class VIII, will study Hindi C as language paper.

स्कूल में आपने जिस कक्षा तक हिन्दी पढ़ी है उसी के अनुसार बी.ए. प्रोग्राम और बी. कॉम में हिन्दी भाषा के तीन पेपर (A, B, C) निर्धारित हैं। जिन छात्रों ने कक्षा 12 तक हिन्दी पढ़ी है, वे हिन्दी A पढ़ेंगे; जिन्होंने कक्षा 10 तक पढ़ी है वे हिन्दी B पढ़ेंगे; तथा जिन्होंने कक्षा 8 तक हिन्दी पढ़ी है वे हिन्दी C पढ़ेंगे।

Q. Do I have to study Hindi language paper in all six semesters in BA(Prog.) and BCom.?

क्या बी.ए. प्रोग्राम और बी.कॉम में सभी छह सेमेस्टर्स में हिन्दी भाषा का पेपर पढ़ना होगा?

Ans. No, You will have to study Hindi language paper only in two semesters. नहीं, केवल दो सेमेस्टर्स में हिन्दी भाषा का पेपर पढ़ना होगा।

Q. Along with which Discipline subjects, Hindi Discipline paper can be opted in BA(Prog.)?

बी.ए. प्रोग्राम में किन विषयों के साथ हिन्दी डिसिप्लिन लिया जा सकता है?

Ans. The College offers the following combinations with Hindi discipline in BA (Prog.)

- Hindi + Political Science
- Hindi + History
- Hindi + Physical Education

DCAC में आप राजनीति-विज्ञान, इतिहास, और शारीरिक शिक्षा – इन तीन विषयों के साथ हिन्दी ले सकते हैं।

Q. What is the nature of discipline paper in Hindi? हिन्दी डिसिप्लिन के पेपर में क्या पढ़ना होगा?

Ans. Hindi Discipline (or main paper) in B A.(Prog.) is different from the Hindi language paper which includes literary contents. हिन्दी डिसिप्लिन (मुख्यपेपर), हिन्दी भाषा के पेपर से अलग है। इसमें आप हिन्दी साहित्य से संबंधित चीजें पढ़ेंगे।

Q. In BA(Prog.), can I choose GE and AECC papers in Hindi apart from language and discipline papers?

बी. ए. प्रोग्राम में, भाषा और डिसिप्लिन पेपर के अलावा क्या हम GE और AECC पेपर के विकल्पों में से हिन्दी का विकल्प चुन सकते हैं?

Ans. Yes, a student of BA(Prog.) can choose GE and AECC papers in Hindi apart from the language and discipline papers. हाँ, बी.ए. प्रोग्राम के छात्र भाषा और डिसिप्लिन पेपर के अलावा GE और AECC पेपर के विकल्पों में से हिन्दी चुन सकते हैं।

Q. Is Hindi available as an optional paper in GE and Ability Enhancement Compulsory Course for the students of Honours course? क्या ऑनर्स के छात्रों के लिए GE और AECC के पेपर में हिन्दी का विकल्प है?

Ans. Yes, Hindi is available as an optional paper in GE and AECC for the students of Honours. courses. हाँ, ऑनर्स के छात्रों के लिए GE और AECC पेपर के विकल्पों में हिन्दी का विकल्प है।

Department of Journalism

Q. Who is eligible to take admission?

Ans. Students from any stream are eligible to take admission provided they meet the cut-off.

Q. What is the structure of the course?

Ans. BA(H) Journalism is a three-year undergraduate course spread over six semesters.

Q. What are the career prospects of this course?

Ans. An undergraduate degree in Journalism opens opportunities in print, electronic and online fields of mass media. Additionally students can also explore filmmaking, advertising and public relations alongwith communication research.

Q. Will I get hands on training in media production during the course?

Ans. There is a practical component to the course which involves hands-on training via camera workshops and assignments for students. The students prepare radio programmes, documentary films and publish a newspaper.

Q. What are my opportunities for post-graduate studies?

Ans. Further studies in the field of media, communication and culture are often taken up by the alumni. Specializations in different genres of journalism as well as platforms are also undertaken. Opportunity to study other fields in humanities is open too.

Q. Is there any industry interface for the students?

Ans. The Department regularly invites eminent journalists and other professionals from the field of mass communication to interact with students and engage in topical and contemporary discussions with them.

Q. Is there any interaction with other Journalism colleges/institutes?

Ans. Every year the Department organizes 'Scoop', it's annual journalism festival which opens with a panel discussion by leading journalists, followed by talks, debates and film screenings. The festival sees participation of students from colleges across Delhi NCR.

Department of Economics

Q. Is Mathematics necessary for pursuing Economics?

Ans. Yes, Mathematics is essential.

Q. Can physical education be included in best of four?

Ans. No it cannot be included.

Q. If I have studied Hindi elective could it be included in the best of four instead of English as a Language?

Ans. Yes Hindi elective can be included in the best of four.

Q. If I am a science student without economics, could I pursue this course in your college?

Ans. Yes you may, but be advised that a deduction of 2.5% shall be made from the aggregate to calculate the best of four. If you meet the cut-off, you can be admitted to Economics Honours. The eligibility criteria are mentioned in the UG Bulletin (Refer to pp 9-10 for details).

Q. If I do not qualify for Economics Honours, do I have another option to study the discipline?

Ans. Yes, you can choose to study BA (Prog.) or BCom and pursue the study of Economics. The College offers the following options in BA (Prog.) and BCom.

- Advertising, Sales Promotion and Sales Management (ASPSM) +Economics
- Human Resource Management (HRM) + Economics
- Mathematics + Economics

Note: *The College reserves right to delete/modify or add information contained in the Prospectus.*

List of Teaching & Non-Teaching Staff

Teaching Staff		
Principal		
Dr. Anuradha Gupta	M.A., M.Phil., Ph.D. (Mathematics)	
Department of Commerce		
Dr. P. K. Sharma	Associate Professor	M.Com., M.A. (Socio), M.Phil, Ph.D. (On-lien)
Dr. Rajiv Kumar Goel	Associate Professor	M.Com., M.Phil, Ph.D, ACS, ACMA
Dr. Anita	Associate Professor	M.Com., M.Phil, Ph.D
Dr. Neeru Kapoor	Associate Professor	M.Com., M.Phil, Ph.D
Mr. Bhupinder	Asstt. Professor	M.Com., M.Phil
Dr. Bijaya Thakur	Asstt. Professor	M.Com., Ph.D
Department of Economics		
Ms. Meera Malhan	Associate Professor	M.A., M.Phil
Ms. Rashmi Sharma	Associate Professor	M.A., M.Phil
Ms. Archna Jain	Associate Professor	M.A.
Dr. Shalini Saksena	Associate Professor	M.A., M.Phil, Ph.D
Mr. Bir Singh	Asstt. Professor	M.A., M.Phil
Dr. Deepti Taneja	Asstt. Professor	M.A., Ph.D.
Department of English		
Dr. Vinita Gupta Chaturvedi	Associate Professor	M.A., M.Phil, Ph.D.
Dr. Smita Banerjee	Associate Professor	M.A., M.Phil, Ph.D.
Ms. Renu Singh	Asstt. Professor	M.A., M.Phil
Mr. Jeremiah Pamei	Asstt. Professor	M.A., M.Phil

Dr. Jyotsna Pathak	Asstt. Professor	M.A., Ph. D.
Dr. Animesh Mahapatra	Asstt. Professor	M.A., M.Phil, Ph. D.
Dr. Shilpa Chowdhary	Asstt. Professor	M.A., Ph.D
Dr. Santosh Bharti	Asstt. Professor	M.A., M.Phil, Ph.D
Mr. Amit Kumar Yadav	Asstt. Professor	M.A.
Dr. Neelam Yadav	Asstt. Professor	M.A., M.Phil, Ph.D

Department of Hindi

Dr. K.L.Dhingra	Associate Professor	M.A., M.Phil, Ph.D.
Dr. Sujeet Kumar	Asstt. Professor	M.A., M.Phil, Ph.D.
Dr. Anand Prakash Sharma	Associate Professor	M.A., M.Phil, Ph.D.
Dr. Sanjeeb Kumar	Asstt. Professor	M.A., M.Phil, Ph.D.

Department of History

Dr. Anil Chauhan	Associate Professor	M.A., M.Phil., Ph.D.
Dr. Amrit Kaur Basra	Associate Professor	M.A., M.Phil., Ph.D.
Ms. Neeru Ailwadi	Associate Professor	M.A., M.Phil
Ms. Sudha Sharma	Associate Professor	M.A., M.Phil.
Mr. Vivek Mohan	Asstt. Professor	M.A., M.Phil
Dr. O. P. Singh	Associate Professor	M.A., M.Phil., Ph.D.
Dr. K. Suresh Kumar	Asstt. Professor	M.A., M.Phil., Ph.D
Mr. Awadhesh Kumar Sah	Asstt. Professor	M.A., M.Phil.
Ms. Prerna Gautam	Asstt. Professor	M.A., M.Phil
Mr. Lakhan Lal Meena	Asstt. Professor	M.A., M.Phil

Department of Mathematics

Dr. Chaitanya Kumar	Associate Professor	M.Sc., M.Phil, Ph.D.
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Department of Political Science		
Ms. Nalini Goel	Associate Professor	M.A., M.Phil
Mr. S. K. Pandey	Associate Professor	M.A., M.Phil
Dr. Rajesh Kumar	Assistant Professor	M.A., M.Phil, Ph.D
Dr. Mukesh Bagoria	Assistant Professor	M.A., M.Phil., Ph.D
Department of German		
Ms. Renu Sharma	Assistant Professor	M.A., M.Phil
Department of Journalism		
Dr. Tarjeet Sabharwal	Assistant Professor	M.C.J., Ph.D.
Department of Spanish		
Ms. Neeraj Saxena	Asstt. Professor	M.A., M.Phil
Department of Computers Science		
Dr. V. B. Singh	Associate Professor	M.C.A., Ph.D
Physical Education		
Dr. Lalit Bhanot (Leave under consideration)	Director, Physical Education	M.A., M.P.Ed., Ph.D

Librarian	
Vacant	
Administration	
Mr. Sanjay Jha	Administrative Officer
Mr. Brij Kumar Sharma	Section Officer
Mr. Mukesh Sharma	Senior PA to the Principal
Accounts	
Mr. Shubhrendu Singh	Administrative Officer
Mr. Sanjeev Kumar	Section Officer

List of Non-Teaching Staff

S.No	Name
1.	Mr. G.B.Pathak
2.	Mr. Y.S.Chauhan
3.	Mr. Bijender
4.	Ms. Sunita Sharma
5.	Ms. Anju Parashar
6.	Ms.Sonu
7.	Mr. Santosh Pal
8.	Ms. Shivani Tandon
9.	Ms. Manisha Bisht
10.	Mr. Naeem
11.	Mr. R.D.Sharma
12.	Mr. Jagdish Singh
13.	Mr.Dharmendar Singh
14.	Mr. Ram Kanojia
15.	Mr. Surender Singh
16.	Mr. Ram Karan Meena
17.	Mr. Bijender Singh
18.	Ms. Ritika Singh
19.	Mr.Bindeshwar Ram
20.	Mr.Hari Singh
21.	Mr.Deepak Kumar
22.	Ms. Poonam Rani

23.	Mr.S.N.Tripathi
24.	Mr.Amit Gulati
25.	Mr.Dharma Nand
26.	Mr.Anish Sahni
27.	Mrs. Beena Sahni
28.	Mr.Brijesh Pal
29.	Ms.Kavita
30.	Ms. Mamta
31.	Mr. Arun Kumar Shukla







Delhi College of Arts and Commerce,
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