



Shaheed Bhagat Singh Evening College University of Delhi



**Handbook of Information
2019-20**

असतो मा सद्गमय ।
तमसो मा ज्योतिर्गमय ।
मृत्योर्मा अमृतं गमय ॥

Lead us from unreal to Real.
Lead us from darkness to the Light.
Lead us from the fear of death,
To knowledge of Immortality.

Dear Students,

Welcome to the Shaheed Bhagat Singh Evening College. I am glad you have chosen this College for your academic pursuits over the next three years.

Shaheed Bhagat Singh Evening College is a constituent College of the University of Delhi imparting higher education in Commerce, Humanities and Social Sciences for more than four decades.

Our mission is to develop the College as a catalyst of change and growth to prepare students to think critically and act responsibly in a rapidly changing global environment.



We, at Shaheed Bhagat Singh Evening College, have a highly qualified, dedicated and committed faculty who are ever ready to guide you, sharpen your skills and develop your all round personality. **The college has been accredited with 'A' Grade (Score: 3.36) by National Assessment and Accreditation Council (NAAC), Government of India in 2017 for 5 years. The college was ranked at 34 in All India Ranking of Colleges by the National Institutional Ranking Framework (NIRF) 2017 rankings by the Ministry of Human Resource Development, Government of India.**

The College library has over 51,000 books in different disciplines to provide you with intellectually stimulating resource material and a very conducive and calm environment to enhance your learning abilities. This is supplemented by a state of the art Computer Lab equipped with all the modern-day learning tools. The College Library is fully automated Knowledge and Learning Resource Center.

Our College campus is wi-fi enabled as well.

The College has a Placement Cell that guides students from various disciplines to find suitable placements. The Cell is managed by the students under the guidance of a senior faculty member to find jobs suitable to the talent and aptitude of the aspirants. To date, we have had successful placement of our students with some leading companies in the NCR.

The Cultural and Sports Councils of the College organize vibrant, entertaining and exciting events and functions to enhance the extra-curricular abilities of the participating students. You would get to know more about us as you browse through the pages of this Information Brochure. With best wishes and good luck!!!

Dr. PK Khurana
Principal

Important Warning

- ❖ BEWARE OF TOUTS/AGENTS WHO MAY PROMISE ADMISSION UNDER MANAGEMENT/TEACHERS QUOTA AS THERE IS NO SUCH QUOTA.
- ❖ ADMISSIONS ARE DONE STRICTLY ON THE BASIS OF MERIT BASED ON MARKS OF THE 12TH CLASS EXAMINATION. GENERAL CATEGORY CANDIDATES MAY BE DUPED BY THESE TOUTS/AGENTS WHEN THEY SEEK ADMISSION THROUGH IMPERSONATION BY SUBMITTING FAKE OBC/SC/ST CERTIFICATES.
- ❖ ANY ONE FOUND INDULGING IN THESE PRACTICES WILL FACE STRICT LEGAL ACTION INCLUDING CANCELLATION OF ADMISSION AND CRIMINAL PROCEEDINGS FOR CHEATING, FORGERY, IMPERSONATION ETC., AS PROVIDED UNDER INDIAN PENAL CODE.
- ❖ IN CASE ANY TOUT/AGENT APPROACHES YOU, PLEASE REPORT THE MATTER TO THE COLLEGE PRINCIPAL/ADMISSION COMMITTEE.

Prospectus Committee

Dr. Kavita Yadav (Convener)

Sh. Dinesh Dhawan (A.O.Offg.)

Sh. Chirag Malik (STA)

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Disclaimer

Every care has been taken to verify the authenticity of the contents of this Prospectus. However, the information contained in relevant Rules, Regulations, Ordinances and Statutes of the College/University will be final. The College shall not be responsible for any wrong information and for the consequences of using such information. For detailed information, applicants are advised to contact the College Office or website of the College (www.sbsec.org) or Office of the Dean, Students' Welfare, University of Delhi or its website www.du.ac.in. The data contained in this Prospectus is indicative only and cannot be used for legal purpose.

Important Notice

Information contained in this Prospectus is based on rules, regulations, orders and notifications of the University of Delhi as on June 26th, 2019. Any or all changes that may be made in future will be announced and shall supersede the current provisions.

APPLICANTS SEEKING ADMISSION AGAINST OBC RESERVATION MAY PLEASE NOTE THAT THE OBC CERTIFICATE (FOR NON CREAMY LAYER STATUS FOR THE FINANCIAL YEAR 2018-19 issued after 31.3.2019, SHALL ONLY BE VALID FOR ADMISSION FOR THE YEAR 2019-20.

APPLICANTS SEEKING ADMISSION AGAINST EWS RESERVATION MAY PLEASE NOTE THAT THE EWS CERTIFICATE AFTER 31ST MARCH, 2019 SHALL ONLY BE VALID FOR ADMISSION FOR THE YEAR 2019-20.

Smoking is Banned

Delhi University has partnered with Delhi Police and World Lung Foundation-South Asia in promoting a tobacco-free environment. As a step in that direction, smoking is banned in the College. Anyone found smoking in the prohibited zone, i.e., College Campus, shall be fined with ₹200/-.

Nodal Officer (Anti-Smoking) : **Dr V.S. Negi**, Department of Geography

About The College

Shaheed Bhagat Singh Evening College (SBSEC) was established in June 1973 by the then Delhi Administration (Now Government of the NCT of Delhi) as a constituent College of the University of Delhi. In an endeavour to provide equal educational opportunities to women aspirants, the College became a co-educational institution in the year 1996-97. The College offers undergraduate courses of study in Commerce, Humanities and Social Sciences under three-year Choice Based Credit System (semester-based) Undergraduate Programme of the University of Delhi. The College is committed to the philosophy and ideology of Shaheed Bhagat Singh and strives hard to inculcate his values and beliefs amongst the students. **The college has been assessed and accredited with 'A' Grade (Score: 3.36) by National Assessment and Accreditation Council (NAAC) in 2017 for 5 years. The college was ranked at 34 in All India Ranking of Colleges by the National Institutional Ranking Framework (NIRF) 2017, rankings by the Ministry of Human Resource Development, Government of India.**

Resources

Library

Our college has a very spacious, well planned air conditioned library with separate Periodicals and Reference section and also a Reading Hall. The Library has a rich collection of the latest titles in various disciplines. At present, we have over 51,000 books on our shelves. We have been consistently and laboriously enriching and updating our library. Apart from the books catering to the course requirements of the students, we have books on Computers, Sports, Psychology, Sociology, Education, Religion, Children Literature and Library Science. Our students can refer to a complete set of Encyclopedia Britannica, Encyclopedia of Social Science and Year Books. The library has been completely renovated to provide for better facilities and an environment conducive to effective learning. All the library functions are computerized. Students can contact Dr.(Ms.) Poonam Chaudhary, Librarian for any guidance/assistance with regard to Library services.

Computer Laboratory

The College has a state-of-the art computer laboratory with internet and printing facility and is equipped with the latest computers and motorized laser screen for LCD Projector for the use of students. In the Computer Lab, the classes are usually taken by the teachers using an LCD Projector, so that students can learn the concepts more precisely and effectively. Students can interact with Sh. Sunder Singh, Convener, Computerization Committee of the College in this regard.

Geography Laboratory

The Department of Geography is equipped with state-of-the-art Laboratories having latest equipment, computers, GIS and Remote Sensing software, internet, printing facility and motorized laser screen for LCD projector.

College Canteen

The College has a spacious Canteen catering to the needs of students and teachers. This is the place where students from all the streams meet and interact over steaming cups of tea/coffee. The best quality food/ beverages is available at very reasonable prices here.

Play Ground

The College has a large and extensive lush green play-ground with facilities for playing Lawn-tennis, Cricket, Athletics, Volleyball and Basketball for the students. Facility for Indoor Games is also provided in the Sports Complex.

Teacher’s Study/Facilitation Room

An air-conditioned Teachers’ Study/Facilitation room has been set up having a capacity of 15 teachers with facilities of computers, internet and printing. Another air conditioned room with a capacity of 8-10 teachers has also been provided with similar facilities for the department of Geography.

Girls’ Common Room

The College has a separate GCR (Girl’s Common Room) for the convenience of girl students. It is equipped with all the necessary facilities and utilities.

Photocopy Shop

There is a photocopy shop in the College premises. It facilitates photocopying with spiral binding at concessional rates to the College students.

Bank

To facilitate hassle-free banking requirements, there is Branch of Union Bank of India, on the College premises.

Conference Room

There is a fully equipped and properly furnished Conference Room adjoining the Principal’s office.

Seminar Room

The college has fully air-conditioned state of the art seminar rooms in the C Block of the college.

Campus Life: Extra-Curricular Activities

In addition to the academic pursuits, students are encouraged to participate actively in extra- curricular activities so that their talents develop to their full potential. The College provides a lot of opportunities in sports and other activities through various subject Associations, Societies, Committees and Clubs etc. These are detailed below:

Sports

Always keen on nurturing talent, sports have been an integral part of Shaheed Bhagat Singh Evening College. The College has facilities for various sports and games namely, Cricket, Football, Volley Ball, Lawn Tennis, Table Tennis, Chess, Badminton and Athletic events. The College has a large playground and provides ample opportunities for students to participate in various games and sports under the guidance of Director, Physical Education and the Sports Committee of the College. Students are advised to contact Dr. Naresh Kumar, Staff Advisor, Sports Committee of the College for assistance and guidance any time during the academic session.

Cultural Council: Fine Arts and Cultural Society

The Cultural Council of the College is run by the students who participate in different extra- curricular activities of the college. The Council organizes Cultural Meet in the first semester of every new session. Through Nukkad Natak, Skits, Dance, Drama and Musical Shows, the Council keeps the campus charged with the energy and dynamism of cultural events. Our Nukkad – Nattak team, ‘Sangharsh’ has already created waves in different Colleges of the University. The dance and music club keeps the campus myriad culturalshows all through the year. The activities of the Cultural Council are organized under the guidance of its staff advisor Dr. C.S. Dubey, Associate Professor, Department of English. Students can contact him for participation in various culturalactivities.

Fine Arts Society

The students of Fine Arts society ‘The Creator’ participated and won prizes in various events held in University of Delhi such as Poster making, on the spot Painting, graffiti, T-shirt painting, paper quilling, cartoon making, face painting, cut and drape, rangoli making, finger painting, egg painting, best out of waste etc. The society also participated in the Wall Painting Competition organised by University of Delhi “Ek Bharat Shrestha Bharat” on 26th October, 2018. It gave them an opportunity to learn new form of art work and other skills.

Dramatics Society-Sangharsh

The Dramatics society of the college popularly known as Sangharsh is well known in the theatre circuit of not only Delhi University but of other universities as well. It provides an opportunity to the students to indulge into theatrical activities through street play and stage play. The “Sangharshians” participate in theatrical activities all year round by performing their self-scripted and self-directed plays at University level and national level.

Goonj

Goonj is the Annual Theatre festival organized by Shaheed Bhagat Singh Evening College. The Society organized its two-day Annual Festival "**Goonj**" in March, 2019. Participations poured in from various colleges of Delhi University and other universities. The Stage Play Competition was held at Muktheadhara Auditorium on 12th March, 2019.

Muqaam

Muqaam is the annual presentation of production of various plays by Sangharsh, the dramatics society of the college during the year.

National Service Scheme (NSS)

The College has a very active NSS unit. Students who want to join the scheme should contact Dr V. S. Negi, NSS Programme Officer and Associate Professor, Department of Geography. Initiatives like Rally for Rivers campaign, lecture on drug addiction, distribution of collected old clothes etc. were organized recently.

Centre for Capacity Building

The college has recently established the centre to take up programmes aimed at career development of the students. It aims at development of individuals not only in academics but also to develop other skills that help them in preparing themselves for future examinations after they complete graduation. The centre organized this year workshops on ‘Communication Skills’ & ‘Know Your Career’. The centre also conducted Civil Services Examination Preparation programme. Dr. H.K. Singh, Associate Professor, Department of Political Science is coordinator of the centre.

Internal Quality Assurance Cell

Internal Quality Assurance Cell, SBSEC organised a one day workshop on January 14, 2019 on “Improving Office Services”. The entire workshop was successfully organised and executed by Dr. CS Dubey, Coordinator of IQAC, Shaheed Bhagat Singh Evening College.

Placement Cell

The goal of the Placement Cell is to provide employment opportunities to the students of the college in some of the reputed organizations. Under the guidance of Dr. O.S. Deol, it acts as a link between students, alumni and the employment community. Students are provided assistance through individual counseling and group sessions for choosing a suitable career.

A record number of 100 students got placed on the campus with average salary being `3.8 LPA and highest being `7.0 LPA during the current academic session. ICICI Prudential, UrbanClap, D.E. Shaw, E&Y and so on visited the college campus for placement.

Student's Union

To uphold and cherish democratic principles and to inculcate the values of democracy amongst the students, the College holds an election to elect representatives to the Students' Union in the College every year. The office bearers of the College Students Union play a constructive role in diverse academic and extra-curricular activities of the College. Dr. Naresh Kumar, Associate Professor, Department of Political Science, Staff Advisor, is accessible to students and keeps on encouraging them to play a constructive and meaningful role in the academic and socio- cultural life of the College.

National Cadet Corps (NCC)

The College has facilities for NCC training under a common unit with Shaheed Bhagat Singh College (Day). Students interested in joining NCC are advised to contact the NCC Coordinator, Sh. Sunil Kumar, Assistant Professor, Department of Commerce.

Excursion Committee

Educational and other tours are organized and managed by the Excursion Committee of the College in association with Dr. Ravi Shekhar, Associate Professor, Department of Geography as convener of concerned committee

Photography Club – “Reflection”

The College has a Photography Club with Dr. V.S. Negi as its convener. Students having interest in photography may join it. The Club organizes competitions, exhibitions and creative photographic contests from time to time.

Gardening Society – “Environmental Society”

The Gardening Society aims at making the campus clean and green. It sensitizes the staff and students towards global environment activities like the Green Revolution and plantation drives to encourage ecological balance. It also creates awareness of environmental issues amongst the students. The students may contact Teacher-in-Charge, Department of Geography for further details.

Subject Associations

Commerce Association

Commerce Association of the College has been very active and exuberant during the past few years. It organizes various events such as Fresher's party, Excursions, Workshops and Lectures. Its annual inter college festival "UNNATP" is very popular and attracts participation from various colleges of the University. All students of the Commerce stream are its members.

Economics Association

Economics Association organizes Lectures and Discussions. The programme provided undergraduate students a platform to showcase their research skills and analytical views on economic issues.

English Association

Continuing the tradition and standing up to its motto, English Language and Literary Society, 'Carpe Diem' under the able guidance of Dr Chandra Shekhar Dubey has been unceasingly working towards achieving newer heights. The society started the session by organizing an interactive session with Quisar N.K. Jaani on September 18, 2018 which provided an enriching and thought-provoking experience to all participants. On October 24, 2018 an event 'UNSCRIPTED' was organized. Annual Literary fest of Carpe Diem PANACHE 2019 was organized on 2nd and 3rd April, 2019.

Political Science Association

The Political Science Association organizes various activities, Lectures, Seminars and Panel Discussions of academic interest with global dimensions. Its annual festival 'Yugantar' is the much awaited event of the year. Various activities of the event comprises of Quiz, debate, mock parliament, lecture by eminent academicians and experts of the field. Commemorating the Independence Day celebration, the department showcased much acclaimed documentary 'TIRANGA' directed by Ms. Pratibha Advani tracing evolution and significance of the Indian flag.

Geography Association

During the academic year of 2018-19, the Department of Geography, Shaheed Bhagat Singh Evening College, University of Delhi has had many noteworthy accomplishments. The Department of Geography staff and students undertake numerous activities and achieved great success and recognition within the college and outside. Orientation programme; World Environment Day celebrated on 5th June 2018, Alohoma as 'Freshers Party' which took place on 1st September 2018 with the theme of 'Harry Potter', Seminar on 'Air quality and health' along with documentary on 'Save Our Rivers' was organized on 9th October 2018, Educational Excursion which takes great pleasure in providing our students with as many informative life events as possible, Shristi, an annual Geography fest was a fun and insightful event and is more like a tradition now in the department, are some of the highlights.

Hindi Sahitya Parishad

Hindi Sahitya Parishad organizes 'Hindi Divas', Various literary programs and competitions such as Poetry Recitation, Symposium and Lectures. "Sahitya Tarang" and its annual festival is very popular with the students. This year annual fest was based on the theme "Samay ka Pahiya" depicting evolutionary changes with special focus on values, traditions, cultural entertainment through acting, singing, dancing, and advertisements. On completion of one year of the annual wall magazine 'Srijan', an event named "Umang" was inaugurated which gave a platform to many aspiring writers and poets.

History Association

History Association, Department of History organizes a series of Activities, Tours and Lectures of academic interests including visits to places of historical importance. The Department of History of the college conducted many academic activities during the academic session. Under the guidance of Ms. Charu Mittal, the teacher-in-charge; and distinguished teachers of the department conducted a visit to Lal Kot Area (Qila-i-Rai Pithora) of Prithviraj Chauhan, a study trip to National Museum, a study visit to the National Archives of India (NAI), a special lecture by Prof. Aditya Mukherjee, Professor of Contemporary History at the Centre for Historical Studies in the Jawaharlal Nehru University on the 'Idea of Nation' on 10th October, 2018 and an Annual Festival on 16th April 2019 where a Lecture was delivered by Dr. Supriya Dhanda on the topic 'Sources of the Mauryan Empire and Ashoka's Dhamma'; followed by a film screening of the film Manikarnika (on Jhansi-ki-Rani) to name a few.

North East Student Society

The North East students society of the college organized different cultural programmes like Dance, Music and songs etc. The students of the college presented the glimpses of the states from the north east including Laddakh from J&K during the programme

Facets of the College Calendar

Orientation Programme

The College organizes an Orientation Programme at the start of every new Academic Session to welcome, initiate and familiarize newly admitted students into a different learning system of higher education. Students are acquainted with the College resources, sports, extra-curricular activities and rules and regulations of the College. While introducing the College Faculty and the different Departments, the students are also given a copy of their syllabus and time-table of their respective classes. Students are encouraged to clarify any doubts in this open forum.

Shaheed Bhagat Singh Evening College Lecture Series

The College organizes Lectures by eminent speakers to focus on contemporary issues of diverse interest to intellectually stimulate and educate the students. This Lecture Series is a window to the ever changing and growing world of knowledge for the budding students.

Inter College Cultural Festival

The Students' Union and the Cultural Society of the College organize an Inter-College Cultural Festival every year. Annual Fest is an opportunity for the students to put to good use their vocal, theatrical and their other skills. In 2018-19, the Annual Fest 'SAPTRANG' drew many participants from different colleges of Delhi University under the guidance of Ms. Charu Mittal, Convener Students' Union and Dr. Satish Kumar, Convener, Fine Arts and Cultural Society. Through this event, students are encouraged to appreciate the rich cultural heritage of India.

College Geography Festival 'Srishti'

The Geography Association of the College organizes an annual festival called 'Srishti'. The festival focuses on Lectures by eminent Geographers, Inter-College painting and essay-writing competitions and other co-curricular activities.

Debating Society

The Debating Society of the College has been very active throughout the year to identify and nurture the debating talent amongst the students. The Society organizes various Intra-College debates, Inter-College Debates, Repertoire and Extempore Competitions. The Society also organizes the Shaheed Bhagat Singh Memorial Inter College Debate Competition every year. During the current year 2019-20 students are advised to contact Dr. Vindhychal Mishra, Department of Hindi.

Safai Abhiyaan

Under the aegis of “Swachh Bharat Mission”; cleanliness drive has been kicked off by celebrating Safai Abhiyaan since 2nd October, 2014. A ceremonious beginning witnesses the pledge taking by members, officials on this day, followed by cleaning the college campus with brooms. Safai Abhiyan has become a way of life as SBSEC. The staff members (Teaching & Non- Teaching) and students are now fully committed to maintaining cleanliness in the College premises.

Academic Affairs Committee

In order to enhance the vision and address the latest developments in teaching/academic/governance etc. Academic Affairs Cell tirelessly holds lectures and classes to keep faculties and students updated by inviting experts who are specialist in the particular areas. Sh. Saurabh Dubey, Assistant Professor, Department of Political Science is the convener of concerned committee.

Centre for Community Service

Under the Convenership of Dr. H.K. Singh, the College has created a new platform- Centre for Community Service to make students aware about rural India and to impart training towards community development. The students shall be taken to the identified villages in different parts of the country. This exposure will enable them to think of ways and means to improve the condition of fellow beings in the rural areas. The 4 identified villages are Singraha and Kachor (Sitamarhi district of Bihar), Sajai (Azamgarh district of UP) and Reoti (Indore, M.P.).

Shaheed Bhagat Singh Memorial Football Tournament

To commemorate the memory and supreme sacrifice of Shaheed-E-Azam, Sardar Bhagat Singh, the great son of India, the College has been organizing an inter-college football tournament since 1996-97. Leading college teams of Delhi University, Jamia Milia Islamia University, IIT Delhi etc. participate in this tournament. The tournament develops a sense of brotherhood, friendship and healthy competitive spirit amongst the participating teams.

Career Guidance & Counseling Cell

The College has a fully functional Career Guidance & Counseling Cell. The UGC has approved a programme for Career Guidance and Counseling for students’ benefit. Students are advised to Contact O.S.Deol, Staff Advisor, Placement Cell for guidance.

SC/ST/OBCs/PwD/EWS Cell

The College has established SC/ST/OBC/PwD/EWS Cell to look after the problems and grievances of the students and the staff belonging to this category.

Remedial Classes for SC/ST/OBC Students

The College has started Remedial Classes for SC/ST/OBC students to improve their academic performance in the examinations and enable them to compete with other students in different walks of life. SC/ST/OBC students, desirous of attending such classes may apply to the College Office and avail of this facility to improve their competitiveness and knowledge pool.

Financial Assistance to Students

Fee concession is available to the deserving, needy and meritorious students. Lump sum grant is also awarded to such students from the Students’ Aid Fund. Students fulfilling the above criteria may apply for the same according to the information that will be put on the College Notice Board in the due course of time. Dr. Poonam Choudhary, Librarian can be contacted for any information in this regard.

Enactus of SBSEC

With an idea to promote social entrepreneurship amongst the students ENACTUS society is formed on 25 March 2017. The students have undertaken their first project called “Rag - Rugs” duly approved by Enactus, an international non-profit organization dedicated to aspiring students to improve the world through entrepreneurial action. The idea is to reuse and recycle clothing and textile waste from wholesale garment manufacturing units as well as waste fabric from small boutiques and tailors. It also took up initiatives like Menstrual Hygiene Campaign, Cleanliness drive etc.

Women Development Centre

Shaheed Bhagat Singh (Eve.) College is committed to gender equality. The College has set up a Women Development Centre in association with Women Studies and Development Centre, University of Delhi for the welfare of all students in general, and girls in particular in the College. It has been observed that students, at the age of adolescence face various kinds of anxieties and problems. At times, they do not want to share these even with their parents and peers. This Cell will cater to this need of the students by providing appropriate and timely advice and counseling. Women Development Centre of the college organises a series of vibrant activities to inculcate gender sensitisation and women empowerment in the college. All students of any gender are welcome here and may contact Dr.Suman Yadav, Assistant Professor, Department of Political Science and Coordinator of the Centre for guidance and assistance.

Student Entrepreneurship Cell

The College has a very vibrant Student Entrepreneurship Cell to develop and enhance entrepreneurial capabilities in the students.

In this series, an Inter University Exchange Programme with NIFTEM earned a lot of appreciation and retail organized a workshop for 5 days on Basic Bakery Science wherein 20 participants from the College benefited. It also organized a visit to National Small Industries Corporation (NSIC), New Delhi which is a place of vast learning experience where under one roof students were taken around multiple professional equipment and were enlightened about manufacturing and marketing techniques.

Shaheed Bhagat Singh Memorial Lecture

The College organizes Shaheed Bhagat Singh Memorial Lecture on Martyrdom Day of Sardar Bhagat Singh on 23rd March every year. In this Lecture Series, the college invited in the past, great persons associated with the life and work of Shaheed Bhagat Singh. This year Prof. Bidyut Chakrabarty was invited to deliver the lecture.

Annual Day & Prize Distribution Function

Annual Day and Prize Distribution Function is organized every year to highlight the achievements of the students, faculty members and other sections of the college. Meritorious students in academics, sports, co-curricular activities are felicitated with certificates, medals & mementos on the occasion.

College Graduation Day

The College organizes Graduation Day every year to bid farewell to the final year students of the College in which the Faculty and students share their experiences with each other. The Principal and the Faculty bless the students wishing them success in the upcoming examination and a bright career ahead. The function concludes with music and dance.

College Magazines

Sandhyalok

The College publishes its Annual bilingual Magazine Sandhyalok, a mirror of intellectual and literary pursuits of the College students and the faculty. Students are invited to submit their Poems, Short Stories, Articles and so on to be published in the Magazine. The College Magazine for the year has been well received by both teachers and students in equal proportion. It is a matter of great pride and satisfaction that we have been successful in bringing out SANDHYALOK 2019 which is entirely coloured. It has been conceived with the view that pages of the magazine reflect the vibrancy of the content that gives readers delight to match our effort and enthusiasm in rolling out the fully coloured magazine for the first time.

Ankur

Annual magazine of the department of Geography has brought its 15th issue of Ankur titled **“Natural Hazards and Disaster Management”** which consists of the articles from different colleges of University of Delhi and other universities of NCR.

Scholarships and Prizes

LD Sharma Memorial Prize : This prize is given to a student who secures the highest percentage of marks in the College in the Annual Examination of all three years taken together.

Satvir Singh Memorial Prize This prize is given to a student for his/her Overall Best Performance of the Year.

Academic Prizes These prizes are awarded to students achieving academic excellence in the University Examinations held at the end of each year.

Courses of Study

The college offers the following Under Graduate Programme/Courses

The college admits students to various Undergraduate Courses under Choice Based Credit System (CBCS). The number of sanctioned seats are indicated against each course for admission for the Academic Year 2019-20 are as follows:

Course/ Programme	UR	SC	ST	OBC	EWS	Total	PwD (5%)	KM (5%)	ECA (2%)	Sports (3%)
B.A.(Hons.) Geography	31	10	6	18	3	68	3	3	1	2
B.A.(Hons.) Pol.Science	31	10	6	18	3	68	3	3	1	2
B.A.(Prog.)	93	30	16	55	9	203	10	10	4	6
B.Com (Prog.)	187	61	31	110	18	407	20	20	8	12
B.Com (Hons.)	31	10	6	18	3	68	3	3	1	2
Total	373	121	65	219	36	814	39	39	15	24

B.A.(Programme) Subject Combination Intake 2019-20

Course	Nos.
Political Science + Economics	48
Political Science + History	48
Economics + History	48
Political Science + Geography	15
Economics + Geography	14
Economics + Commerce	15
History + Geography	15
Total	203

All Under-Graduate Degree Courses shall be taught in three years Semester mode in the Academic Session 2019-20.

Admission Guidelines

Guidelines and Schedule of admission to various under-graduate courses for the academic session 2019-20.

- The candidates seeking admission to any of the courses at undergraduate level are required to register themselves for admission online by logging on to Delhi University Website i.e. www.du.ac.in
- Candidates belonging to all categories will have to register online for admission. The various categories are as follows:
 - UR, OBC, SC, ST, EWS, PwD, Kashmiri Migrants, CW (Children/Wards of the Officers and Men of the Armed Forces including Para-Military Personnel), Wards of University/College Employees, admission on Sports and Extra Curricular Activities (ECA) basis.

The candidates who meet the requisite cut-off should log on to the DU web portal and select college/course where he/she wants to take admission and meets the desired cut-offs. The candidate will take the print out of the Application form and proceed to the college for verification of mark-sheet, calculation of cut-off percentage depending on the course and verification of other documents. After this, the college will approve the admission on the DU web portal and the candidate will be required to deposit the fee online by visiting the DU web portal.

FOR OTHER DETAILS APPLICANTS ARE ADVISED TO VISIT UNIVERSITY WEBSITE (www.du.ac.in)/COLLEGE WEBSITE(www.sbsec.org)

Relaxations in Course-specific Eligibility Criteria

- To determine their eligibility and merit, applicants from the SC/ST categories shall be given a relaxation to the extent of 5% in the respective eligibility criteria and merit for admission prescribed for applicants from the UR category. If, after giving 5% relaxation, these reserved seats still remain vacant, further relaxation would be given to the extent required in order to fill all the reserved seats in the course concerned. Eligibility in such cases is pass percentage.
- To determine the eligibility and merit, applicants from the OBC category shall be given a relaxation in the respective eligibility in the qualifying examination to the extent of 10% of the eligibility marks prescribed for applicants from the UR Category. For example, if the minimum eligibility for admission to a course is 50% for the UR Category applicants, the minimum eligibility for the OBC category will be 45% (i.e. 50% minus 10% of 50%).
- Applicants from the PwD category shall be given a relaxation in the respective eligibility for the course concerned in the qualifying examination to the extent of 5%.
- Applicants from the CW category shall be given a relaxation of 5% in the respective eligibility for the course concerned in the qualifying examination.
- Eligibility Criteria for merit-based admissions under the EWS category shall be identical to that of UR category.

List of Subjects

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	Compute 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

However, applicants should have passed theory and practical separately. Any paper with both theory and practical component will be considered only in the ratio **70 (theory) : 30 (practical)** if the theory component of the paper is less than 70%. The applicant should separately fill into the online Admission Form the marks obtained and maximum marks for theory and practical each, and the totals, as per their marksheet. In case the **theory/practical breakup is not specified**, the applicant will be required to enter –0|| (zero) in the concerned theory/practical fields, and enter only the total in the online Admission Form.

Merit-based admission to courses offered through the Faculty of Arts/Social Sciences/Commerce/Business Studies

B.A. (Hons.) Geography/Political Science:

- An aggregate of 45% marks in the qualifying examination.
- The merit shall be determined on the basis of one language and three best academic/elective subjects.

B.Com. (Hons.) :

- An aggregate of 45% marks in the qualifying examination.
- The applicant must have studied and passed Mathematics/Business Mathematics at the qualifying examination for admission to B. Com. (Hons.).
- Selection shall be made on the basis of marks obtained in qualifying examination including one language and three best subjects as per the following:
 - An aggregate of 45% or more in English/Hindi and combination of best three among the following subjects: Mathematics, Accountancy, Economics and Business Studies/ Commerce.
 - Inclusion of any subject from List B other than mentioned above in the combination of best three will lead to a deduction of 1% per subject on the aggregate.
 - Inclusion of any subject other than those in Lists A and B in the combination of best three will lead to a deduction of 2.5% per subject on the aggregate of the Best Four.

B.Com. :

- An aggregate of 40% marks in the qualifying examination.
- Selection shall be made on the basis of marks obtained in qualifying examination including one language and three best subjects as per the following:
 - An aggregate of 40% or more in English/Hindi and combination of best three among the following subjects:
 - Mathematics, Accountancy, Economics and Business Studies/ Commerce.
 - Inclusion of any subject from List B other than mentioned above in the combination of best three will lead to a deduction of 1% per subject on the aggregate.
 - Inclusion of any subject other than those in Lists A and B in the combination of best three will lead to a deduction of 2.5% per subject on the aggregate of the Best Four.

Note:

- In case an applicant has studied elective and core languages, the core/elective language subject will be treated as language, while elective language can be considered as academic/elective subject. For the calculation of Best Four subjects percentage for Arts/Humanities honours courses, if the applicant includes subjects other than those given in Lists A and B, then a deduction of 2.5% of maximum marks will be levied for each such subject for the purpose of calculating ‘Best Four’.
- Out of three academic/elective subjects chosen above, one must be the concerned subject in which the admission is sought, failing which a deduction of 2.5% will be imposed on the calculated ‘Best Four’ percentage.

The first cut-off list by the college will be notified on 28th June 2019.

B.A. Prog. (Discipline Subject-based Admission Criteria):

- An aggregate of 40% marks in the qualifying examination.
- The merit shall be determined on the basis of one language and three best academic/elective subjects.
- One Language (Core/Elective/Functional) Any three elective subjects can be chosen.
 - A deduction of 3% on ‘Best Four’ percentage may be imposed if there is a change of stream for admission to B.A. programme, which means either from Commerce stream to or Science stream to Arts/Humanities/Social Sciences.
 - One non-listed subject (besides the elective subjects in Lists A and B) can be included in calculation of ‘Best Four’ without any deduction.
 - If more than one non-listed subject is included for calculation of ‘Best Four’, a deduction of 2.5% each in ‘Best Four’ may be levied in addition to deduction due to change of stream, if any.

Note: If more than one non-listed subject is included for calculation of ‘Best Four’, a deduction of 2.5% each in ‘Best Four’ may be levied in addition to deduction due to change of stream, if any.

IMPORTANT POINTS

- 1. i) Candidates who could not take admission in a cut-off list can be considered for admission in the immediate next cut-off list only on the last date of admission, subject to availability of seats.
- ii) For boards, like International Bacculureate, whose results are declared late, candidates may be considered in whichever cut-off list their result is declared, subject to availability of seats and provided the candidate had completed the online registration process.

However, for detailed Guidelines and schedule of Admission to various undergraduate courses for the academic session 2019-20, the candidates are advised to visit the University website www.du.ac.in.

Relaxation in Admission for Girls students

College grants a relaxation of 1% marks in the cut off percentage for admission to all the courses to the girl students.

Documents / Certificates Required for Admission

Candidates seeking admission shall submit the original and self-attested photocopies of the following documents:

- 1. Class XII Marks-sheet.
- 2. a) Class XII Provisional Certificate/ Original Certificate.
Or
b) Transfer certificate / School Leaving Certificate / Transfer-cum-School leaving Certificate issued by the school last attending
- 3. Class X Marks-sheet cum certificate showing date of birth.
- 4. In the case of SC/ST candidates, Original and photocopy of SC/ST Certificate of the applicant, along with photocopy of SC/ST certificate of applicant's Father/Mother/Brother/Sister.
- 5. In the case of OBC candidates, Original and photocopy of OBC Non-creamy layer certificate for the financial year 2018-2019 issued after 31.3.2019 of the applicant and
 - Photocopy of Proof of income (Any of the following):
 - o In case of father being salaried:
 - Form 16 issued by the employer or

- Copy of income tax return for the assessment year 2019-20.
- o Other case:
 - Copy of income tax return for the assessment year 2019-20.
- 6. In the case of EWS candidate, Original and Photocopy of certificates of EWS issued by SDM/Tehsildar of the area concerned. The certificate should be in the prescribed form as given in the annexure 4 given in bulletin of information, University of Delhi (visit du.ac.in).
- 7. For PwD applicants, Disability certificate Original and Photocopy.
- 8. Proof of permanent residence of the student and parent viz. electricity bill, AADHAR card, election card, receipt of property tax payment, MTNL/BSNL telephone bill.
- 9. Four recent passport size photographs
- 10. Prescribed undertaking duly signed by the parent/guardian as regards genuineness of the documents submitted for admission.

NOTE: CANDIDATE MUST BE PRESENT THROUGHOUT THE ADMISSION PROCEDURE ALONG WITH EITHER PARENT (GUARDIAN ONLY IN THE CASE OF OUTSTATION STUDENTS).

IMPORTANT:

Applicants should refer to the College Notice Board on which Admission Notification will be put up. At the time of admission, the students must be accompanied by their parents or legal guardian.

- The payment of fees will be as per the University of Delhi guidelines (visit University of Delhi Web Portal)
- **Any misbehaviour on the part of the students in the College premises would mean automatic cancellation of the Admission.**
- Admission for a particular Course will be open to all candidates meeting the cut-off percentage of the marks announced by the College during the stipulated period.
- Admission to all the courses is routed through various Committees that are constituted for the purpose.

Applicants and their parents/guardians are requested not to approach the Principal in matters relating to Admissions. In case of any enquiry/difficulty they should contact the Convener, Admission Committee or the Chief Admission Coordinator.

Note:

- Eligibility is no guarantee for admission. All admissions will be done by the Admission Committee.
- The decision of the Admission Committee will be final and no personal representation, correspondence or telephonic inquiry by the applicant or on his/her behalf will be entertained by the College.
- The admission to the College is provisional and is subject to the final approval by the University.
- Admission sought on wrong information with regard to marks/subjects studied is liable to be cancelled and no refund of fees will be made.

RULES, REGULATIONS AND PROCEDURE

Rules, Regulations and Procedure to be followed during the admission process formulated by the Central Admission Committee:

1. Applicants will take the form personally to the Admission Committee.
2. No applicant will be admitted in any case if he/she is not physically present.
3. Every applicant has to sign the application form before the Admission Committee even if the application form is already signed.
4. Every applicant needs to affix latest photograph on the College forms and the Committee will ensure that the photograph affixed and the person available physically are same.
5. Every applicant has to be accompanied by Parent / Guardian whose photograph will be affixed on the application form and Parent/Guardian has to sign across the affixed photograph as well as the form. The Parent/Guardian also has to produce their identity card (issued by a government agency) in original and provide a copy of the same during admission.
6. Every applicant has to provide Residence Proof of all the Addresses given in the form. In case, residence proof of local address is not practically possible, then permanent residence proof is compulsory.
7. **As far as possible, Marksheet of the applicant will be tallied on the same day with the Board Result available on their websites. The students of the Boards where results are not available online, i.e. over the internet will be admitted only when the photocopy of the Marksheet is duly attested by the DM/SDM/ Resident Commissioner of the concerned state.**
8. All the relevant original certificates are to be produced along with their self-attested photocopies.
9. **No undertaking will be accepted for submission of any certificate.**

Approved Boards

The College shall accept the class X and class XII certificates of the following Boards of Secondary and Senior Secondary Education in India as notified by the Ministry of Human Resource Development:

All-India Boards:

1. Central Board of Secondary Education (CBSE)
2. Council for Indian School Certificate Examination (ISCE)
3. National Open School (NIOS)

State Boards:

4. Andhra Pradesh Board of Secondary Education, Hyderabad – 500001
5. Andhra Pradesh Board of Intermediate Hyderabad – 500001
6. Assam Board of Secondary Education, Guwahati – 781021
7. Assam Higher Secondary Education Council, Guwahati – 781021
8. Bihar School Examination Board, Patna 800017
9. Bihar Intermediate Education Council, Patna 800001
10. Goa Board of Secondary& Higher Secondary Education, Goa- 403521
11. Gujarat Secondary Education Board, Sector 10-B, Gandhi Nagar – 382043
12. Haryana Board of Education, Hansi Road, Bhiwani – 125021
13. Himachal Pradesh Board of School Education, Dharamsala – 176216
14. J&K State Board of School Education, Rehari Colony, Jammu – 180005
15. Jamia Milia Islamia, New Delhi
16. Karnataka Secondary Education Examination Bangalore – 560003
17. Karnataka Board of the pre-University Education Bangalore – 560001
18. Kerala Kerala Board of Public Examinations, Thiruvananthapuram – 695012
19. Maharashtra State Board of Secondary and Higher Secondary Education, Shivaji Nagar, Pune - 411010

20. Madhya Pradesh Board of Secondary Education, Bhopal – 462011
21. Manipur Board of Secondary Education, Imphal – 795001
22. Manipur Council of Higher Secondary Education, Imphal – 795001
23. Meghalaya Board of School Education, Meghalaya – 794102
24. Mizoram Board of School Education, Aizawl – 796012
25. Nagaland Board of School Education, Post Box, 98, Kohima – 767001
26. Orissa Board of Secondary Education, Bajrakabati Road, Cuttack – 753001
27. Orissa Council of Higher Secondary Education, Bhubaneswar – 751955
28. Punjab School Education Board, Mohali – 160059
29. Rajasthan Board of Secondary Education, Ajmer – 305001
30. Tamil Nadu Board of Secondary Education, Department of Govt. Examinations, Chennai –
600006
31. Tamil Nadu Board of Higher Secondary Education, College Road, Chennai – 600006
32. Tripura Board of Secondary Education, Agartala, Tripura West – 799006
33. U.P. Board of High School & Intermediate Education, Allahabad – 211001
34. West Bengal Board of Secondary Education
35. West Bengal Council of Higher Secondary Education Calcutta - 700091

However, the candidates are advised to refer to the University website in this regard.

List of Unrecognised and Fake Education Boards

1. Central Board of Higher Education, Aspati Bhawan, Uttam Nagar, New Delhi.
2. All India Board of Secondary Education, Gazipur
3. Central Board of Higher Education, East Patel Nagar, New Delhi.
4. Board of Adult Education and Training, Brahmpuri, Nagal Rai, New Delhi.
5. Gurukul Vishwavidyalaya, Vrindavan
6. Akhil Bhartiya Shiksha Sansthan, New Delhi.
7. ACN International University, Raipur
8. Doon International University, Raipur
9. Board of Higher Secondary Education, Delhi
10. Indian Council of Secondary Education, India
11. All India Board for Education Training, Delhi
12. All India Board for Secondary Education, Delhi
13. Board of Adult Education & Training, Delhi
14. Central Board of Higher Education, Delhi
15. Jamia Urdu, Aligarh
16. Gurukul Vishwavidyalaya Vrindaban, Mathura
17. Council of Secondary Education, Mohali
18. Mahashakti Sanskrit Vidyapeeth, Delhi
19. Council for the Indian Certificate Examination, Delhi
20. Bhartiya Shiksha Parishad, Lucknow
21. Board of Secondary Sanskrit Education, Lucknow
22. Hindi Sahitya Sammelan, Allahabad
23. Mumbai Hindi Vidyapeeth, Mumbai
24. The Central Board of Higher Education, New Delhi
25. Dr. Ramgopalacharya Sanskrit Mahavidyalaya, Etah, U.P.
26. Board of Secondary Education Madhya Bharat, Gwalior
27. Council of Secondary Education Board, Mohali
28. Mahatma Gandhi Secondary and Senior Secondary Education Board, Delhi
29. Board of Secondary and Higher Secondary Open Education, West Bengal
30. Board of Youth Education, IndiaThe Council of Basic and Technical Education, Ludhiana
31. Shiksha Parishad Madhyamic, Gwalior
32. Central Board of Education, Ajmer

Note: This list of unrecognised and fake board is not exhaustive and may also include other unrecognised and fake boards.

Admission on the basis of Sports (2019-20)

The Applicants interested to seek admission under sports Category are advised to apply online as per University Guidelines, as stipulated in University website www.du.ac.in. The college shall admit students on the basis of sports strictly as per guidelines issued by the University of Delhi in this regard.

The actual number of seats offered by the college under Sports Quota and requirement of players/sports persons in different Sports/Games, along with position/events are given below:

Admission Under Sports Quota

S.No	Game/Sport	Position/Event/Weught Category	Seats in Sport Quota
1	Basketball	Centre	3
2	Cricket (Men)	Batsman	2
		Spinner	1
		Wicket Keeper	1
3	Football	Striker	1
		Stopper	1
		Back	2
4	Handball (Men)	Back	2
		Center	1
		PP	1
		Goalkeeper	1
5	Volleyball (Men)	Spiker	2
		Center Blocker	1
		Setter	1
6	Chess (Men)	Elite Player	1
7	Table Tennis (Men)	Elite Player	2

Important Instructions:

- The Sports Admission Committee of the College shall:
 - Screen the applications / forms uploaded by the candidates.
 - Verify original sports Certificate of the candidates as per marks allotted by DUSC.
- It is mandatory to submit an undertaking on Judicial Stamp paper of Rs.100/- by the selected sportspersons at the time of admission stating that they will play for the College and University during their under-graduate course of Study.

Admission Under Extra Curricular Activities (ECA) Category

The candidates interested to seek admission under ECA Category are advised to apply online as per University Guidelines, as stipulated in University website www.du.ac.in. The college shall admit students on the basis ECA strictly as per guidelines issued by the University of Delhi in this regard.

The actual number of seats offered by the college under ECA and requirement of applicants in different Categories are given below:-

Admission Under ECA Quota

S.No.	ECA Activity	Subcategory	ECA seats
2	Dance	English	1
		Indian Classical	1
		Western	1
		Choreography	1
3	Debate	English	1
4	Digital Media	Photography	1
		Film Making	1
5	Music (Vocal)	Indian	1
6	Music (Indian Instruments)	Table	1
7	Music (Western Instruments)	Drums	1
		Guitar (Lead)	1
8	Theatre	-	3

Important Instructions:

- The ECA Admission committee of the College shall:
 - Screen the applications/ forms uploaded by the candidates
 - Verify original ECA Certificate of the candidates as per marks allotted by ECA Committee.
- Not more than 15% concession in academic merit visa-a-vis unreserved category applicants (for the last relevant cut-off) may be given for admission to specific programmes (subject to the minimum eligibility of the programme).
- An Undertaking shall be submitted by the selected students at the time of admission stating that he/she will perform for the College and University, all the years, during his/her undergraduate course of study.
- The decision of ECA Admission Committee shall be final

Re-Admission Rules

Re-admission of the students shall be done as per Rules and Regulations of University of Delhi in this regard.

Identity Card

Every student is issued an Identity Card by the college immediately after admission. He/She is expected to carry his/her identity card with him/her at all times. She/he will have to produce the same whenever required to do so by any member of the College staff in the college premises or outside or when he/she visits the college office for payment of fees or for any other purpose or when he/she goes to the College Library. **If the identity card is lost, a fee of ` 100/- will be charged for issuing a duplicate card.**

College Timings : 2:30 p.m. onwards.

Attendance Regulations

Every student must complete at least, two-thirds attendance of the total lectures/practicals held during the academic year to be eligible to take up the University Examination. Students are governed by the rules and regulations laid down by the University in its Ordinance VII.

Parents/guardians are expected to know the status of attendance of their ward at the end of each Semester. The students falling short of attendance at the end of each semester are notified on the college notice board

University Examination

University of Delhi holds Examination/s for different courses for the final assessment of the students at the end of each semester. For details, students should regularly check the college notice board as well as college/ University website.

Note:

No student shall be deemed to have satisfied the required conditions unless in addition to requirements regarding attendance and other conditions, he/she has appeared and satisfied the college authorities by his/her performance in the test conducted in the College. In case a student's performance is not deemed satisfactory, the College reserves the right to detain such a student and not send him for the University Examination.

Migration

1. As per University Rules, no migration is allowed in the first year.
2. Migration to the II year, III Year from other Universities and Colleges may be allowed as per University Guidelines, subject to availability of seats and minimum percentage of marks as decided by the College.

Fee Structure

(For All Courses)

Note:

1. The University Examination Fee will be deposited in the College by the students separately as per the University Schedule and Guidelines.
2. No refund of fees shall be made, except what and where the University rules permit after a candidate has been given Provisional Admission.
3. **Students with Disabilities (PwD) category shall pay ` 60/- only as per University Rules.**
4. Foreign students shall pay `6500/- as additional registration fee or such fee amount as determined and intimated by University of Delhi.
5. Students of II & III year of all courses shall make payment of fee online only (as notified by the college from time to time)
6. Examination fees shall be paid by all the students online only (as notified by the college from time to time).
7. **Rules for Refund of Fee on account of withdrawal/cancellation of admission, migration etc. for Under Graduation courses shall be in accordance with University Rules.**

Parking Facility

The College does not provide any Parking Facility for the Students.

Discipline in the College

- (1) Students are expected to maintain a high standard of discipline and shall endeavor to promote the prestige of the College and to inculcate camaraderie, mutual respect and healthy fellow feelings.
- (2) Student against whom disciplinary action has been taken may not be granted readmission. Such a student will be liable to forfeit any prizes won or office held, if so, decided by the College Discipline Committee.

Sh. Saurabh Dubey, Convener of the College Discipline Committee may be contacted for any other information or assistance.

Maintenance Accounts

Tuition Fee	180.00
Admission/ Re-admission Fee	5.00
Home Exam.& Internal Assessment Fee	120.00
Magazine Fee	100.00
Library & Reading Room Fee	400.00
Medical Fee	50.00
Identity Card Fee	50.00
Water & Electricity Fee	100.00
Garden Fee	50.00
Total	1055.00

Student Societies Accounts

Games & Sports Fee	400.00
Society's Fund	400.00
Cultural Activity	400.00
Students Union Fee	300.00
University Enrolment/Re-enrol Fee	200.00
University Athletic Association Fee	50.00
Students Aid Fund	150.00
WUS	₹ 5.00
DUSU	20.00
University Cultural Council	5.00
University Sports Fee	20.00
N.S.S. Fee	20.00
Development Fund	500.00
Amenities Fund	400.00
University Development Fund	600.00
General Maintenance	300.00
Computerization Charges	300.00
Library Security (Refundable)	400.00
Placement Cell Fee	100.00
Annual Day Charges	200.00
Total	4770.00

Grand Total= 1055 + 4770 = 5825.00

Special College Dues:

For Geography (Hons.) Students	:	1400.00
For Pol. Science (Hons.) Students	:	300.00
For Commerce Students(B.com/B.com(Hons.	:	1000.00
For B.A. (Prog.) Students)	:	300

Code of Conduct for Students

(1) Student shall refrain from;

- (a) Misbehaviour towards members of the staff (teaching and administrative) and fellow students;
- (b) Smoking, drinking, gambling and drug-taking in any form;
- (c) Eve-teasing;
- (d) Obstructing passage in the verandah;

Causing damage to college building, furniture, fixtures, garden, canteen crockery, or

Prohibition and Punishment of Ragging

Ragging in any form is strictly prohibited within the premises of the College and any part of the Delhi University system as well as public transport.

Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under Ordinance XV-C.

Ragging, for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which the dominant power or status of senior student 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

- (i) Involve physical assault or threat or use of physical force;
- (ii) Violate the status, dignity and honour of students;
- (iii) Violate the status, dignity and honour of students belonging to scheduled castes and tribes;
- (iv) Expose students to ridicule and contempt and affect their self-esteem;
- (v) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

In case, any student, who has obtained the degree of Delhi University, is found under this Ordinance committing an act or practice of ragging, he/she may be subjected under ordinance XV to appropriate action for the withdrawal of

degrees conferred by the University.

For the purpose of this Ordinance, abatement to ragging whether by way of any act, practice or incitement will also amount to ragging.

- (e) to any other property;
- (f) Making noise in or outside the class-rooms;
- (g) Associating with outsiders to create indiscipline in any form in the college. No outsider will be allowed in the college without any expressed purpose and all visitors will have to make entry in the visitors register.
- (h) Unauthorized entry in the college building on holidays;
- (i) Unauthorized vehicle parking inside the College premises.

- (2) Students are liable to summary punishment for any of the offences listed at clause (a) to (i) above or any other behavior, considered as misconduct by the Discipline Committee.
- (3) Students are expected to be regular in their classes.
- (4) Student must keep the College neat and clean.
- (5) Students must maintain perfect silence in the Library and obey standing orders. They are expected to utilize the facilities properly.
- (6) Students may participate in their favorite games or sports, abiding by rules and regulations framed by the sports Committee.
- (7) Students must always keep their Identity card with them, and produce it as and when asked for.
- (8) Students are advised to see the General Notice Board, the Sports Notice Board and the Library Notice Board as well as College website daily for obtaining up-to-date information of College Notices.
- (9) West Bengal Prevention of Defacement of Property Act has been promulgated in Delhi to keep the city clean. Punishment for contravention of its provisions is an imprisonment for a term of six months or a fine of `1000/- or both.
- (10) Students are expected not to invite any guest during the teaching hours in the College.
- (11) Suggestions from students are always welcome and will be given due attention.

Important

ANYONE FOUND GUILTY OF RAGGING SHALL BE
SUBJECTED TO THE FOLLOWINGPUNISHMENT:

- Rustication from the College
- Suspension from the College or Classes for a limited period
- Fine with a public apology
- Withholding scholarships and other benefits
- Debarring from representation in College events
- Withholding results
- Handing over the case to Police, if need be.

The Students are required to submit of an online undertaking as regards prohibition of ragging by visiting the following websites www.antiragging.in/www.amanmovement.org

Internal Complaints Committee (ICC)

The college has constituted the Internal complaints committee (ICC) in accordance with the section 4(1) of the sexual harassment of women at work place (prevention, Prohibition and Redressal) Act, 2013(14 of 2013) for a period of 3 years w.ef. 05.06.2017 in terms of University notification No PCTO/2017/1149 dated 19.04.2017.

1. The following are the members of this committee: Dr. Vijay Lata, Department of Hindi &Presiding officer
2. Dr. Sabina Pillai, Associate Professor, Department of English
3. Dr. Vaneeta Chandana, Department of Geography
4. Sh. Dinesh Dhawan, Administrative officer (Offg)
5. Ms. Deepti Mishra, Junior Assistant, Account Section
6. Sh.s. Bulbul Dass, Advocate & Member AIWC, New Delhi
7. Student Members (3Members).

Complaints and Redressal

1. All the complaints shall be dealt and resolved by the Committee according to the provisions of the section 4(1) of Act, 2013.
2. Dr Vijay Lata, Department of Hindi, is the presiding officer of the Internal Complaints Committee.
3. Complaint, if any, should be made immediately to the Chairperson of the College Complaints Committee or the Principal.

Note:

Students against whom disciplinary action has been taken may not be granted re-admission. Such students will be liable to forfeit any prizes won or office held, if so decided by the College Discipline Committee.

Disclosure under Right to Information Act

1.

The College has complied with the mandatory disclosure norms under the Right to information Act and the required information has been put up on the website of the College.
2.

Sh. YP Tyagi, Associate Professor, Department of Commerce, **Public information Officer (PIO)**, Ph. 9811142727 (M), 29253430.
3.

1st. Appellate Authority:
Dr. P.K. KHURANA (Principal) Contact No: 9891307210 (M), 29253430
4.

To obtain Information, any citizen of India can apply to the PIO of the College on a plain paper alongwith a Draft/IPO or cash of Rs. 10/- and submit it, in the office of the Principal or send it by post.
5.

An appeal can be placed before the 1st Appellate Authority against the decision of the PIO.
6.

Important information regarding the following ordinances of the University of Delhi is available on the Website of the College (www.sbsec.org). The students can also access the information in these ordinances from the College Library (Contact Person: Dr. Poonam Choudhary, Librarian).

Ordinance No-. VIII (E)1	:	Internal Assessment
Ordinance No. XV (B)	:	Maintenance of Discipline
Ordinance No. XV (C) 1	:	Prohibition of and Punishment for Ragging

College Fraternity

Prof. R.B. Singh	:	Chairman, Governing Body
Prof. K.N. Tiwari	:	Treasurer, Governing Body
Dr. P.K. Khurana	:	Principal
Sh. Sheo Datt	:	Bursar
Sh Y P Tyagi	:	Public Information Officer
Sh. Sunil Kumar	:	Anti-Discrimination Officer
Sh. M.C.Sharma	:	Nodal Officer for Public Grievances
Dr. Anupma Verma	:	Convener, SC/ST Cell
Dr. V.C. Mishra	:	Nodal Officer, PwD
Dr. Kavita Yadav	:	Liaison Officer for OBCs
Dr. C.S.Dubey	:	Nodal Officer, EWS
Sh Dinesh Dhawan	:	Administrative Officer (Offg.)

Faculty

DEPARTMENT OF COMMERCE

Dr. P K Khurana, Ph.D. (Principal)

Sh. Raman Chawla, M.Com., M.Phil

Sh. R.P. Tulsian, M.Com., LLB, FCS

Sh. Y P Tyagi, M.Com., LLB, B.Ed., CS(I)
(Teacher In-Charge)

Dr. S.K. Grover, M.Com., M.Phil, Ph.D., LLB

Dr. Harminder Kumar, M.Com., M.Phil, Ph.D.

Dr. Onkar Singh Deol, M.Com.,M.Phil, Ph.D.

Dr. Rabi Narayan Kar, Ph.D., FCS. (On Leave)

Sh. Dinesh Kumar, M.Com.,M.Phil., CWA (I)

Sh. M C Sharma, M.Com., M.Phil.

Sh. Vinod J Kaul, M.Phil.

Dr Kavita Yadav, MCom; MEd;
PGDPM & LW; PhD; LLM; MBA

Sh. Sunil Kumar, M.Phil.

Sh. Sunder Singh, M.Phil.

DEPARTMENT OF ECONOMICS

Dr. V.K. Anand, Ph.D.

Dr. Prem Kumar, M.A., M. Phil., Ph.D.

Dr. Amit Soni, M.A., M.Sc., M.Phil., Ph.D.
(Teacher In-Charge)

DEPARTMENT OF ENGLISH

Dr.(Ms)Sabina Pillai, Ph.D.

Dr. C.S. Dubey, Ph.D.

Dr. (Ms.) Chhavi Sharma, Ph.D.
(Teacher In-Charge)

DEPARTMENT OF GEOGRAPHY

Sh. S K Sinha, M.A., M.Phil.

Dr. S K Bandooni, M.A., M.Phil., Ph.D.

Dr. Ravi Shekhar, M.A., M.Phil., Ph.D., PG
Diploma in Geo-informatics

Dr. V S Negi, M.A., M.Phil., Ph.D.

Dr. (Ms.) Vaneeta Chandna, M.A., M.Phil., Ph.D.

Dr. (Ms.) Anupama M. Hasija,
M.A., M.Phil., Ph.D.
(Teacher In-Charge)

Dr.Anupama Verma, M.A., M.Phil, Ph.D

DEPARTMENT OF HISTORY		DEPARTMENT OF HINDI		College Admission Committee	
Sh. Sheo Dutt, M.A., M.Phil., LLB (Teacher In-Charge)		Dr. (Ms.) Vijaylata Tyagi, M.A., Ph.D.		Chief Admission Coordinator : Sh. Sunil Kumar, Secretary,Staff Council	
Dr. Arun Kumar, Ph.D, LLB		Dr. Anupam Goswami, M.A., Ph.D.			
Ms. Charu Mittal, M.A., M.PhiI, LLB		Dr. Satish Kumar, M.A., M.Phil., Ph.D.		Course	Name of the Convener
DEPARTMENT OF POLITICAL SCIENCE		Dr. Vindhyachal Mishra, Ph.D. (Teacher In-Charge)		B.COM. Honours/B.Com	Sh. Y.P. Tyagi
Dr. Satish Kumar, M.A., M.Phil., Ph.D.		DEPARTMENT OF PHYSICAL		B.A. Geography (Honours)	Dr. (Ms.) Anupma Hasija
Dr. (Ms.) Sharmilla Purukaystha, M.A., Ph.D.		EDUCATION & SPORTS SCIENCES		B.A. Pol. Science (Honours)	Dr. Ranjeet Kumar
Dr. S K Jain, M.A M.Phil. Ph.D.		Vacant		B.A. (Prog.)	Sh. Sarad Kumar Yadav
Dr. H K Singh, M.A., M.Phil, Ph.D.		LIBRARIAN		Sports	Dr. Naresh Kumar
Ms. Nidhi Lakhotra, M.A., M.Phil		Dr. (Ms.) Poonam Choudhary, M.Lib.Sc., Ph.D.		Extra-Curricular Activities	Dr. C.S. Dubey
Dr. Ranjeet Kumar, Ph.D (Teacher In-Charge)		ADMINISTRATION		Central Admission Grievance Redressal Committee :	
.Dr. Naresh Kumar, Ph.D. Sh.Saurabh Dubey,MPhil. Sh.SaradKumarYadav,MPhil.		Administrative Officer : Sh Dinesh Dhawan		Dr.Ravi Shekhar	(Convener)
Dr. Suman Yadav, Ph.D.		(Offg)		Dr. Anupama Verma	(Member)
Sh. Mani Sagar, M.Phil.		Section Officer (Admn) : Vacant		Dr. Kavita Yadav	(Member)
Ms. Kirti Singh, M.Phil.		Section Officer (Accounts): Sh J C Joshi		Dr. C.S. Dubey	(Member)
Ms. Ankita Shree, M.Phil. (Temporary)		(Offg)		Dr. V.C. Mishra	(Member)
				Dr. S.K. Jain	(Member)
				Dr. Naresh Kumar Tyagi	(Member)
				Key Contacts:	
				Sh. Sunil Kumar	Tel. 011-29253430
				Sh. Dinesh Dhawan, Administrative Officer (Offg.)	Tel. 011-29253430
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Admission Timings : 2:00 PM to 6:00PM

Helpdesk

For all queries about the matters mentioned below, you can contact the following:

Helpline Coordinator	:	Sh.Sunil Kumar,Secretary,Staff Council
Public Information Officer	:	Sh Y. P. Tyagi
Placement Cell	:	Dr O. S. Deol
Time Table	:	Dr Prem Kumar
Internal Assessment	:	Dr. Mani Sagar
Fee Concession & Students Aid Fund	:	Dr. V. C. Mishra
Library Committee	:	Sh. Sunder Singh
Students’ Union	:	Dr. Naresh Kumar
Fine Arts & Extra Curricular Activities	:	Dr. C.S. Dubey
Academic Affairs	:	Sh. Saurabh Dubey
Sports	:	Dr. Naresh Kumar
Excursion	:	Dr. Ravi Shekhar
NSS	:	Dr V. S. Negi
Debating Society	:	Dr. V. C. Mishra
College Magazine	:	Dr. Suman Yadav
Photography Club	:	Dr. V.S. Negi
Discipline	:	Sh. Saurabh Dubey
Attendance	:	Dr. Mani Sagar
Alumni Association	:	Sh. V.J. Kaul Internal
Complaints Committee (ICC)	:	Dr. Vijay Lata Women
Development Centre	:	Dr.Suman Yadav
Website Management	:	Sh. M. C. Sharma
Student Entrepreneurship Cell (SEC) &Enactus of SBSEC :		Sh.V.J. Kaul
Examination Committee	:	Dr. Anupama Verma

* Changes, if any will be intimated through the College Notice Board & Website. College Website: www.sbsec.org
College e-mail: principal.sbsec@gmail.com

Academic Calendar (2019-20)

SEMESTER I//III/V

Classes Begin	20th July,2019(Saturday)
Mid-Semester break	07 th October,2019 (Monday) to 13 th October,2019 (Sunday) Note: Dusshera on 8.10.2019 (Tuesday)
Classes begin after Mid-Semester break	14 th October, 2019 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	16th November, 2019 (Saturday)
Theory Examination begin	30th November, 2019 (Saturday)
Winter Break	17th December, 2019(Tuesday) to 31 st December, 2019 (Tuesday) 31 st December,2018 (Monday)
SEMESTER II/IV/VI	
Classes Begin	1st January, 2020 (Wednesday)
Mid-Semester break	9 th March, 2020 (Monday) to 15 th March, 2020 (Sunday) Note: Holi on 10.03.2020 (Tuesday)
Classes begin after Mid-Semester break	16 th March, 2020 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	28 th April, 2020 (Tuesday)
Theory Examination begin	11 th May, 2020 (Monday)
Summer Break	26 th May, 2020 (Tuesday) to 19 th July, 2020(Sunday)

Orientation Programme

19th July, 2019 (Friday) at 3.00 pm

Orientation Programme for students admitted for academic session 2019-20 to various courses will be conducted on 19th July, 2019 (Friday) at 3.00 pm in the College premises. All the first year students must attend this programme. Students will be given a copy of their syllabus and Time-Table on the day.

Important

All the students are required to visit the website of the College (www.sbsec.org) as well as the website of University of Delhi (www.du.ac.in) for detailed information from time to ti