

**Handbook
of
Information
2019-20**



**Miranda House
University of Delhi**

Miranda House

Miranda House, college for women, located in the University of Delhi campus, is a premier women's institution. It was established in 1948 by the then Vice Chancellor, Sir Maurice Gwyer. Lady Edwina Mountbatten laid its foundation stone on March 7 in the same year. Originally designed by renowned architect Walter George, Miranda House is built in warm red brick with cool and spacious corridors. The College shares an architectural affinity with other colonial educational institutions of the country. In the past six decades, as the College has grown, several other buildings have been added in consonance with its original design. Special efforts are on to preserve the heritage of its pristine architectural glory.

Miranda House offers liberal education in social sciences, humanities and basic sciences to more than 4000 students. The faculty, renowned for its meritorious profile and versatile talent, is dedicated to the cause of liberal education. Through their three years at Miranda, our students develop a sense of social responsibility, intellectual rigour, and practical knowledge. They develop communication, analytical and problem-solving skills, and a demonstrated ability to apply their education to our complex and diverse world.

The College has always maintained high academic standards. More significantly, it has provided students an enabling and creative environment to freely develop and express views that help them respond to changes in society. Being on the University campus, its proximity to other colleges facilitates the participation of Miranda students in several inter-college events, both academic and cultural. Those who will make the College hostel their home for the next three years have the privilege of residing in one of the most beautiful residential buildings on the University campus. The institution's philosophy is guided by a pedagogy that encourages the students to explore new domains, to critically examine the world around them and to question stereotypes.

ADMINISTRATION



Acting Principal

Dr. Bijayalaxmi Nanda
Department of Political Science

Bursar

Dr. Janaki Subramanyan
Department of Botany

ADMINISTRATIVE SECTION

Section Officer	Mr. Jyoti Prakash
Senior Assistant	Mr. Bal Krishan
Senior Assistant	Ms. Neeru Handa
Assistant	Mr. Jagdish Prasad
Junior Assistant	Mr. Paras Ratan Sharda
Junior Assistant	Mr. Amit Kumar

ACCOUNTS SECTION

Section Officer	Mr. Sudhir K. Aggarwal
Senior Assistant	Ms. Neelam Thukral
Junior Assistant	Ms. Rinki Garg
Junior Assistant	Mr. Sudeep Kumar
Junior Assistant	Mr. Kender Singh

Office Hours (Monday to Friday) 9.00 am to 5.00 pm

Students' Dealing (Monday to Friday) 9.30 am to 01.00 pm only

Note

- **It is the endeavour of the college to provide efficient and fast service to students. However, students may note that instantaneous processing of requests is not always possible and some tasks could take at least one day or longer as for instance, in issue of student transcripts. Hence students are urged to plan well ahead of last moment for submission of essential documents within the college as well as to outside agencies.**
- **Designated duties of various staff members are listed in the office.**

Co-Curricular

Activity	Convenor
Sports & Physical Education	Dr. Amita Rana, Department of Physical Education & Sports
National Cadet Corps	Dr. Archana Kushwaha, Department of Elementary Education
National Service Scheme	Dr. Rekha Kumari, Department of Zoology

Societies

Activity	Convenor
Students Union	Dr. Sonali Chitalkar, Department of Political Science
Proctorial Committee	Ms. Alka Budhiraja, Department of Economics
Editorial Ventures	Dr. Rekha Arora, Department of Sanskrit
Placement Cell	Dr. Hena Singh, Department of Political Science
Adventure Club	Dr. Rakhi Parijat, Department of Geography
Debating Society	Dr. Monika Vij, Department of Geography
English Dramatics	Ms. Deepika Tandon, Department of English
Film Society	Ms. Gorvika, Department of English
Fine Arts Society	Dr. Sangeeta Rai, Department of Hindi
Gandhi Study Circle	Dr. Nisha Bala Tyagi, Department of Philosophy
Hindi Dramatics	Dr. Renu Arora, Department of Hindi
MH Environment Society	Dr. Bani Roy, Department of Chemistry
Indian Music	Dr. Bashabi Gupta, Department of Geography
Indian Dance	Dr. Rama Yadav, Department of Hindi
Western Music	Dr. Meera Sagar, Department of English
Western Dance	Dr. Avantika Berwa, Department of Sociology
Quiz Society	Dr. A.R. Sitalakshami, Department of Elementary Education
SPIC MACAY	Dr. Indira Prasad, Department of English
TULA, MH Consumer Club	Dr. Jayashree Pillai, Department of Pol. Science
Women's Development Cell	Dr. Abha Dev Habib, Department of Physics
Enabling Committee	Dr. Chanda Sagar, Department of Hindi
Equal Opportunity cell	Ms. Madhu, Department of History
Enactus	Dr. K. K. Subha, Department of Pol. Science
E-Cell	Dr. Poonam Kumria, Department of Geography
Foreign Student	Ms. Ira Singh, Department of English
North East Cell	Dr. Rekha Kumari, Department of Zoology

Student Documents

- Identity Card
- E-mail Id
- Transfer of Course/ Subject
- Bona fide Certificate
- Migration Certificate
- Withdrawal
- Removal
- Transcripts
- DTC Pass
- Rail/ Air Concession
- WUS Membership

Identity Card

All students are required to carry their student Identity Cards to the college. The Identity Cards are not transferrable. If somehow, the original gets lost and the loss appears to be genuine, a duplicate card will only be issued on payment of fine of Rs. 250.

Transfer of Course/Subject

Students are not permitted to transfer from one discipline to another. This is in accordance with the guidelines of the University of Delhi.

Bona fide Certificate

Students are required to apply to the college office for bona fide/character certificate. The office will issue the certificate on the next working day between 9.30 am to 1.00 pm.

Migration Certificate

The transfer/leaving certificate will be issued after two days on obtaining the clearance from the concerned departments. The migration certificate, duplicate mark-sheet and degree certificate are issued from the University after applying in the prescribed forms available from University office.

Withdrawal Certificate

A student wishing to leave the College, must apply in writing to the Principal and her application must be countersigned by her parent/guardian. All fees, fines and other dues will be charged up to the end of the month in which the formal withdrawal takes place before issue of college leaving/withdrawal certificate. In case a student drops-out without such a formal withdrawal procedure, her security deposit will be forfeited and adjusted towards the dues.

Transcripts

Applications for transcripts must be addressed to the Principal, Miranda House, on the prescribed form available at the college office. The following documents must be attached:

- (i) Copy of University Marks Sheet for each of the three years.
- (ii) List of paper names if they are not specified on the Marks Sheet.
- (iii) Receipt for the Transcript Fee paid.

A minimum processing time of 15 working days has to be allowed. Transcripts may be collected between 2 pm to 4 pm.

Students required to pay online fee as below:

Transcripts	If applied from within Indian	If applied from abroad
Up to 6 years	Rs. 500	USD 50*
More than 6 years	Rs. 700	USD 60*
Additional Copies (At the time of application only)	Rs. 50 each	USD 5* each

*Including ordinary airmail postal charges. However, courier or speed post charges will be extra.

DTC Pass

Students may get DTC pass at concessional rates, as per DTC rules for students from Miranda House DTC Pass Counter.

Rail/Air Concession

This is available to the student only when proceeding for their home town from college or vice-versa, during vacations. For this purpose, the permanent home address declared on the Admission Form is final. It must be clearly understood that the rail/air concession facilities cannot be extended for visiting, for instance, a hill station or a place other than the permanent home. Moreover, these facilities can be availed only during approved vacations.

Any change of permanent address should be notified directly by the parents as soon as the change takes place and not at the time when a concession is desired.

The college office is directly responsible to the Railway Authorities for proper and genuine issue of the concession and has to adhere to the rules & guidelines/regulations laid down by the Railway Authorities in this respect.

WUS Membership

The college is affiliated to the Health Centre of the World University Services (WUS) located very close to the college. Students are members of WUS. This membership entitles them medical attention from WUS.

Fee and Financial Assistance

- Payment of Fee
- Refund of Fee
- Individual Bank Accounts
- Financial Assistance
- University Scholarship Schemes
- State Government Scholarship Schemes
- Scholarships for Reserved Category

Payment of Fee

- The First year students are required to pay fee online on the University of Delhi portal before the admission is finalised.
- The Second and Third year students are required to pay fee Online on the SBI Portal of the college. They may also pay fee directly at the SBI branch at Miranda House.
- College Fee is payable in one single instalment at the beginning of the academic year.
- Instructions for fee collection (College/Hostel/Exam Fee) are displayed on the college website and Notice Boards from time to time.
- It will be the responsibility of the student concerned to pay her college dues as specified on the dates notified.
- The fee slip must be preserved carefully. Duplicate slip will entail a fine of Rs.50 each time.
- A Late Fee will be charged from a student who fails to pay Fee or any other dues on or before the notified date.
- The names of defaulting students will be struck off from the college rolls in case they do not pay their college dues in time.
- A student who finds it impossible to pay fees on the specified date may apply in advance of the said date stating the reason thereof.
- Fee Slip should be kept permanently and produced for verification whenever demanded.
- Student intending to leave the college must apply to the Principal in writing. The fee will be charged up to the last day of the month in which the application for withdrawal is submitted.
- Student leaving the College without intimation to the Principal will forfeit her entire security deposit/caution money and will also be liable to pay the balance dues standing in her name.

Refund of Fee

The Rules are determined by the University of Delhi and duly announced through the college website and the Bursar's Notice Board in the accounts section.

Individual Bank Accounts

Resident students may open their individual bank accounts at the State Bank of India Branch which is functioning in the College premises and keep the account operative as long as they remain bona fide students of this college.

Financial Assistance

- Financial Assistance and Fee Concession, whether fresh or on renewal, is granted to the students who apply/will apply for it on a prescribed application form by the dates announced by college.
- Students are required to submit their annual income certificate which includes pay, bonus, allowances, etc. except house rent allowance. The annual income certificate is required to be submitted along with the application as per the following guidelines:
 - (i) Salaried persons including those who have retired are required to submit the last pay certificate or pension order duly signed and stamped by the Head of Office.
 - (ii) Professional persons (lawyers etc.) are required to submit the latest income-tax assessment copy duly certified.
 - (iii) Business persons are required to submit an affidavit on Court Paper or income-tax assessment copy duly certified or a certificate from an M.P., M.L.A. etc.

- Fee concession may be withdrawn from a student who is found guilty of misconduct or breach of discipline, is irregular in attendance, is negligent in studies leading to poor performance in tests and examinations.
- Fee concession and financial assistance will not be renewed if a student is not promoted to the semester on the basis of the University Examination.
- The applicants will have to submit recommendation from their departments along with the application.
- The college financial assistance will be in the form of full or partial concession from tuition fee or other annual charges.
- If a student eventually gets any other scholarship and if (a) the amount exceeds the financial assistance given to her by the college, the assistance will be withdrawn; and (b) if the scholarship amount falls short of the college assistance, only the balance shall be paid.
- If a student who has been given financial assistance wants to withdraw from the college, she will be treated as an ordinary student and will be charged as per rules. The Principal will have the power to waive this charge whenever it is absolutely necessary.
- Applications for financial assistance will be scrutinized by the college Financial Assistance Committee.
- Students of M.Sc., except Mathematics, should apply to the Faculty of Sciences for fee concession by 15th September.

University Scholarships

University of Delhi has several scholarships Book grants and Financial Assistance for meritorious and financially needy students. Students are advised to contact the Scholarship Cell, University of Delhi for various scholarships released from time to time. Students can also apply for scholarships such as:

- Help the Blind Foundation Scholarship
- Marga Schwitze Merit Scholarship for Visually Impaired Girl Students
- World Brotherhood Organization Education Scholarship
- Merit Scholarships to SC/ST/OBC and Minorities Students.

State Government Scholarships

Students coming from other States may find out from their respective State Education Departments whether scholarships are available for pursuing college education.

Scholarships for Reserved Category

For a student belonging to the approved Scheduled Caste/Scheduled Tribe, there is a scheme of post-matriculation scholarship awarded by the Government of the State or Union Territory to which the student belongs. Such students may contact the concerned state authorities for details.

For more details, look for notifications on the Bursar's Notice Board installed outside the Accounts Department and also the college website from time to time.

Facilities

- Library
- Digital Resource Centre at theLibrary
- AmbaDalmia Resource Centre for the Visually Challenged
- Digital Resource Centre at the College
- Wi-Fi
- DS Kothari Centre for Research and Innovation in Science Education (DSKC)
- FitnessCentre
- Casual Sports

Library Rules

- The Library is open from 8:00 am to 5:00 pm on weekdays.
- During examinations and preparation period, the library is open from 8:00 am to 7:30 pm on weekdays and from 9:00 am to 2:00 pm on Saturdays.
- All bona fide students are automatically members of the library.
- The Student's College Identity Card (ID card) is Bar coded and is used for issuing books.
- The ID Card is non-transferable.
- Members are not allowed to sub-lend the library books.
- The member, however, will continue to be responsible for any loss, which the library may suffer through the loss or misuse of her Bar Coded ID card.
- Before entering the library, the entry register is to be signed by the member and ID Card shown at the entry gate. Personal books and belongings should be deposited at the deposit counter and a token collected.
- Undergraduate students can borrow 4 books and postgraduate students can borrow 5 books at a time for 21 days.
- Before leaving the counter a member shall satisfy herself that the book issued to her is in good condition. It is her responsibility to ascertain that all pages are intact. In the event of missing pages she must get the official on duty to sign the preceding pages. At the time of return the official will check the pages. If up to twenty pages are found missing the members will have to replace the missing pages and if necessary get the book replaced at her own cost.
- Periodical publications, directories, important and valuable books and any other reading material classified as reference books shall not be issued out.
- A book, which is on loan, may be reserved for borrowing by other members on filling up a requisition slip available at the counter.
- All books should be returned within the due date and before the date of issue of examination tickets, whichever is earlier. Failure to do so, will invite a penalty to be determined from time to time.
- If the student has to replace a book, and if the book is not available in the market or its present cost cannot be ascertained, then the student will be liable to pay three times the original cost of the book, and will also be suspended from using the library facilities for a term.
- If a book is kept for over a month after the due date or is kept overdue several times, the student may lose her membership.
- Book on loan can be recalled any time by the Librarian.

Few Departments also have their own Departmental Library

Digital Resource Centre at the Library

Located on the first floor of the Library, the Digital Resource Centre is equipped with thirty networked computers which provide access to internet, e-resources and journals available on the University of Delhi Library System.

- Users are required to enter their details in a register, before using the Centre.
- This Internet facility is provided by the University of Delhi Computer Centre (DUCC) and meant for Research and Teaching purpose only.
- Accessing sites other than the academic ones (e.g. Orkut, Facebook etc.) is forbidden.
- Downloading music is strictly prohibited.
- All users are under surveillance. Strict disciplinary action will be taken if forbidden sites are opened.
- Students are not allowed to create their own login with password.
- Flash drives and CDs are not permitted inside the Centre.
- Students violating rules will be banned from using the Centre.

Amba Dalmia Resource Centre for the Visually Challenged at the Library

Located on the ground floor of the Library, the Amba Dalmia Resource Centre is well equipped with 10 Desktops and 70 Laptops having JAWS, SAFA and NVDA software. The Centre has a good collection of Braille books, magazines, Daisy Audio recorded books and Angel Recorders. A Braille Embosser/Translator/ printer/LEX Scanner has recently been procured at the Centre.

- Braille books are issued for 21 days.
- Braille magazines are issued for 3 days.
- First year students can borrow cassettes for a period of three years.
- Angel Recorders are issued to undergraduate students for one month and to postgraduate students for three months.
- All the visually challenged students of the college are issued Laptops loaded with enabling soft wares.
- All students have a facility of e-mail at the portal through mirandahouse.ac.in.

Digital Resource Centre at the College

The college has several Digital Resource Centres equipped with networked computers that provide students clear access to internet, e-resources and journals which are subscribed by the University. The terms and conditions for using this facility remain same as Digital Resource Centre at the College Library.

Wi-Fi in the College

Internet connectivity is available everywhere in all the lecture rooms, laboratories, auditorium, hostel rooms, and the vast open areas around the college campus through the University of Delhi network, by means of high speed Wi-Fi coverage across the campus. Through this facility students will be able to have internet access to e-journals and online database to which the university subscribes. Internet access through Wi Fi will be possible only if appropriate login ID is generated for an individual.

- All students are issued an Email ID on Miranda House portal.
- The appropriate login ID can be collected by the students from the System Network Administrator (SNA) of the college on notified dates.

DS Kothari Centre for Research and Innovation in Science Education

Miranda House has established the Centre for Research and Innovation in Science Education, named after the eminent scientist and educationist, Professor D.S. Kothari. The National Centre has been set up with a generous grant of Rs. 3.3 crore from the Department of Science and Technology, Government of India, in response to the urgent need to nurture scientific talent of science students.

The basic objectives of the Centre are to promote

- Activity based science teaching learning programme using best available resources, technologies and pedagogical tools.
- Research in Science education and development of research based curricular and other resource materials of contemporary value.
- Capacity building and nurture programme to provide mentoring to students and professional development opportunities to science teachers.
- Outreach programme for popularizing science and generating scientific understanding amongst diverse communities.

The advanced Experimentation and Project Laboratories located in the Science Departments offer facilities for in depth scientific investigation and undergraduate research. The centre has several international collaborations and routinely organizes workshops and seminars. Students are encouraged to participate in the activities of the centre and undertake investigatory projects and contribute to the activities of the Centre.

Facilities at the Centre

- Multidisciplinary Project Laboratory.
- Sensor Based Measurement Laboratory
- Instrumentation Laboratory
- Tissue Culture Laboratory
- Immunology Laboratory
- Biotechnology Laboratory
- 3D Printer Laboratory
- Robotics Laboratory

Gym/Fitness Centre

Located near the Sports Complex/ground this is equipped with various gadgets like Treadmill, Upright bike, Twister, Stepper, Multi gym, Swiss Ball dumbbells, Medicine Balls, Smith Machine etc. Students are encouraged to join the centre at nominal charges.

Casual Sports

The Department of Physical Education and Sports extends facilities to all students groups in various disciplines to play games like Basketball, Volleyball, Badminton, Chess, Table-Tennis, etc. in their free time. The Department also organizes Yoga, Tae-Kwon-do and Aerobic classes for both staff and students.

Examinations

- **Choice Based Credit System (CBCS)**
 - **Attendance**
 - **Internal Assessment**
 - **Conduct Rules at Examinations**
 - **Pass and Promotion Rules**

Choice Based Credit System (CBCS)

The rules of CBCS including the attendance and internal assessment as adopted by the AC (Academic Council) and EC (Executive Council) from time to time by University of Delhi and duly notified to college shall be applicable.

Attendance

- Students must be present in the College from the first day of every term. Resident students are expected to come into residence a day before the term begins, unless instructed otherwise.
- Students who are absent for one full term or more at a stretch without prior permission are liable to have their names removed from the rolls.
- Students must apply for leave in writing at the onset of illness. Medical leave applications must be supported by a certificate from a certified medical practitioner. All leave applications must clearly state the roll number, class, name and subjects taken as well as the names of teachers teaching those subjects. Such applications should be submitted to the respective departments within one week of re-joining classes.

Amended Ordinance VII Clause 2(2)

The required conditions for pursuing a regular course shall not be deemed to have been satisfied in respect of the following degrees unless the candidate has attended not less than two-thirds of lectures and practicals, considered separately, delivered in his/her college or the University, as the case may be.

- The rules for minimum attendance requirements must be strictly followed.
- As per Ordinance VII 9(a) subject to the provision of the subclauses (b) and (c).

Ordinance VII 9 (a)

1. In the case of a student who is selected as a member of the NCC to participate in the annual NCC Camps or is deputed to undertake Civil Defence work and allied duties or in the case of a student who is enrolled in the NSS and is deputed to various public assignments by or with the approval of the Head of the institution concerned or a student who is selected to participate in sports or other activities organized by the Interuniversity board or in national or international fixtures in games or sports approved by the Vice Chancellor or a student who is required to represent the university at the Interuniversity Youth Festival , or a student who is required to participate in periodical training in the territorial army or a student who is deputed by the college to take part in Inter-College sports or fixtures, debates, seminars, symposia or social work projects or a student who is required to represent the college in in debates and other extracurricular activities approved by the Vice Chancellor for this purpose , in calculating the total number of lectures etc. delivered in the college, or in the university, as the case may be, for his/her course of study in each academic year, the number of lectures etc., in subject delivered, during the period of absence for that purpose shall not be taken into account.
2. The Principal of the college may consider, on the basis of the medical certificates produced, exceptionally hard cases of students who had fallen ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for the purpose of calculation of attendance of the year and decide each case on its own merit.

- The college shall notify on the notice board the final attendance position of each of the students within three days of the dispersal of classes in the last session of the academic year. Not later than five days, thereafter, a student may, by an application to the Principal of the college, claim benefit of exclusion of lectures under sub-clause VII 9(a) stated above on the grounds to be specified and accompanied by the relative documents. All such applications submitted within time shall be considered and disposed of by the Principal of the college at least three days prior to the commencement of the examination, in which the student is intending to appear.
- The benefit of exclusion of lectures contemplated categories 1 and 2 of the sub clause (a) stated above, either separately or jointly, shall in no case exceed 1/3 of the total number of the lectures delivered.

Under all circumstances, the minimum attendance requirements are strictly followed and students will be allowed to appear for their final University Examinations only on fulfillment of the minimum attendance requirements.

Scheme of Examination

Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified by the University of Delhi. Each Course will carry two components: Internal Assessment and End Semester Examination.

Internal Assessment

All courses have a component of Internal assessment. According to Executive Council Resolution No. 05 dated 1 May 2003, the important features of the internal assessment scheme are:

- (i) That Internal Assessment be made applicable to the students admitted from the academic session 2003-04 onwards (i.e. to begin with for the first year students) in both undergraduate and post-graduate degree courses.
- (ii) That Internal Assessment marks be shown separately in the Marks sheet issued by the University and these marks be added to the semester examination marks for determining the division of the student.
- (iii) That 25% of the maximum marks in each paper in undergraduate courses be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; that the time duration and other modalities of the annual/semester Examination with respect to this 75% component shall remain as per existing schemes of examination for various undergraduate courses:

The components of Internal assessment marks for Semester students for all subjects in B.A. (Programme) and B.Sc. (Programme) courses and all papers of the main subjects in B.A., B.Sc. Honours courses will be:

- (i) 10% weightage for class tests/quizzes in the semester.
- (ii) 10% weightage for written assignments/projects in the semester.
- (iii) 5% weightage be given for regularity in attending lectures and tutorials.
 - The credit for regularity in each paper, based on attendance, shall be as follows.

More than 67% but less than 70%	-	1 mark
70% or more but less than 75%	-	2 marks
75% or more but less than 80%	-	3 marks
80% or more but less than 85%	-	4 marks
85% and above	-	5 marks

- Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, though such certificates shall continue to be taken into account for the purpose of calculating eligibility to appear for examinations as per the existing provisions of Ordinance VII. 2. (9) (a) (ii).
 - That the attendance for each term be compiled by the college administration and displayed on the Notice Board within a week of the end of the first and second terms respectively, and the date is to be announced later for third term; that each teacher shall maintain a record of the term-wise attendance of each student for lectures and tutorials separately.
 - At the end of the Semester/third term, the attendance of every student in each paper in lectures and tutorials be summed up, converted into percentage, and marks awarded for Internal Assessment by the teacher.
- (iv) That the marks scored by the candidates in all the three components (i.e. Class test/Quiz, Written assignment/project, and attendance for semester students and House Examination written assignments, and attendance for Annual Students) be summed up, and scaled down appropriately for papers in which maximum marks are less than 100. The Internal Assessment marks for each paper shall then be rounded-off to the nearest whole number. These Internal Assessment marks shall be communicated to the University each year as per University RollNumbers signed by the student along with a soft copy.
- That there shall be a Moderation Committee for Internal Assessment in each college, discipline-wise, which shall comprise of the senior most teacher in the department, the teacher-in-charge of the department and the previous teacher-in-charge of the department provided that if, for any reason, the membership of the Committee falls below 3, the Principal of the college shall nominate suitable members from among the teachers of that department/colleges to fill the vacancies.
 - That, with the introduction of Internal Assessment, the maximum marks for the University Examination in each paper shall stand reduced accordingly. For example:
 For a 100 marks paper, the University Examination shall be of 75 marks.
 For a 75 marks paper, the University Examination shall be of 55 marks.
 For a 50 marks paper, the University Examination shall be of 38 marks
 For a 33 marks paper, the University Examination shall be of 25 marks.
 - That the promotion criteria shall be as per the existing Ordinances for University Examinations, as applicable to respective courses. In addition, the same criteria shall apply to the total of the University Examination and the Internal Assessment, taken together.
 - (a) That there shall be a Monitoring Committee for Internal Assessment at the University level consisting of the Dean of Colleges as the Chairperson alongwith three other Deans, one of whom shall be a member of the Executive Council, and the Controller of Examinations as Member-Secretary. That the Committee shall monitor receipt of Internal Assessment marks from various colleges and ensure timely

compliance. If a college fails to submit the Internal Assessment marks in time, the University shall not declare the result for such a course in the College. The responsibility for non-declaration of the result of any course in any college in such circumstances will be solely that of the college.

(b) That there shall be a Monitoring Committee for Internal Assessment in every college, which shall be chaired by the Principal of the College and will be made up of the Vice Principal (and in case there is no Vice-Principal, the Bursar), Secretary Staff Council, and two senior faculty members to be nominated by the Principal. This Committee shall be responsible for the entire process of Internal Assessment in the College, including redressal of grievances, if any.

- That in the case of students who repeat one or more papers(s), or all papers of semester of Part I or Part II or Part III, the Internal Assessment marks shall be carried forward.
- That in the following special cases, in lieu of the Internal Assessment, students shall be awarded marks (for the previous years papers) in the same proportion as the marks obtained in that paper in the University examination:
 - Students who migrate from other Universities to the University of Delhi in the IInd year.
 - Students who fail in the Part I Examination of Honours Courses and join Pass/General Courses in the IInd year; and
 - Students who transfer from I year Pass/General Courses to Honours Courses in the IInd Year.

(c) Students who migrate from non-formal streams in the University of Delhi (i.e., School of Correspondence Courses and Continuing Education, Non-Collegiate Women's Education Board and External Candidates Cell) to the regular stream and vice versa, shall carry as such the marks obtained in the preceding year(s).

- That tutorials be held regularly for the postgraduate courses of the University by the concerned Department in cooperation with Colleges; that at least 25 percent marks be assigned for Internal Assessment in each paper of the postgraduate courses. That the Internal Assessment in postgraduate courses may be based on regularity and attendance, class tests and house examinations, and written assignments, projects/term papers/seminars/field work. That Departments may assign 5 percent for regularity and attendance, 10 percent for and written assignments, projects/term papers/seminars/field work. That postgraduate courses where the weightage of Internal Assessment is 25 percent or more may continue with the existing schemes.
- That in the case of a student who is selected as a member of the NCC to participate in the annual NCC Camps or is deputed to undertake Civil Defence work and allied duties, or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the Institution concerned, or a student who is selected to participate in sports or other activities organized by the Inter-University Board or in national

or international fixtures in games and sports approved by the Vice-Chancellor, or a student who is required to represent the University at the Inter-University at Youth Festival, or a student who is required to participate in periodical training in the Territorial Army, or a student who is deputed by the College to take part in Inter-College sports, fixtures, debates, seminars, symposia or social work projects or a student who is required to represent the college concerned in debates and other extra-curricular activities held in other Universities or such other activities approved by the Vice Chancellor, the following provisions will apply:

- (i) A student in the categories listed above, will have to fulfill the requirement of written assignments and projects/term papers/seminars/field-work with the flexibility, however, that he/she may, if necessary, be allowed additional time for submission of written assignments.
 - (ii) A student in the categories listed above, who is unable to write the House Examination on account of his/her participation in such aforesaid activities, may be assessed by the College through an alternative mode in lieu of the House Examination. This may be done only in exceptional circumstances.
 - (iii) A student in the categories listed above, will get the benefit of attendance for Internal Assessment for the classes missed as per the existing provisions or Ordinance VII. 2.(9)(a)(i).
 - (a) That the University reserves the right to review, and if necessary moderate the marks in Internal Assessment in any paper/papers in any College/Department.
 - (b) That the respective University Moderation Committees in each subject shall moderate, if necessary, the Internal Assessment marks across Colleges.
- That the scheme for Internal Assessment be followed, for the present, in the regular stream only with exclusions as per the Appendix. This scheme of Internal Assessment shall not be applicable to the School of Correspondence Courses and Continuing Education, Non-Collegiate Women's Education Board and External Candidates Cell.

Conduct Rules at Examinations

- No candidate who is late by more than half an hour shall be admitted to the examination hall, and no candidate must leave examination hall in the first half an hour.
- Each candidate must show her admission Ticket, if demanded.
- Candidate must not leave the examination hall without handing over their answer books to the invigilator on duty.
- Each candidate will fill up the required information on her answer book before beginning to write the answers.
- No candidate shall tear a leaf or a part of it from the answer book or a continuation sheet.
- Candidate should write their roll numbers on the question paper, immediately after receiving it.
- Candidates are forbidden to remove any paper from the room, except the question paper.
- Wherever instructed, candidates should not write their names or the name of the college or any other distinctive mark leading to disclosure of their identity or that of their institution, in their answer books or continuation sheets.

- Mobile phones are strictly prohibited in the examination hall.

According to **Ordinance x- A**, the use of dishonest or unfair means in the examination are as follows:

- Assisting in any manner whatsoever any other candidate in answering the question paper during the course of examination.
- Carrying into the examination hall any book, paper, notes or any other material, likely to be used by the candidate, directly or indirectly, in connection with the examination.
- Smuggling in answer books or continuation sheets.
- Taking out or arranging to send out answer books, its pages or continuation sheets.
- Impersonation during examination.
- Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
- Communicating with or talking to any other candidate unauthorized person/ in or around the examination room during the course of the examination.

Disorderly conduct in the examination includes:

- Misbehaviour in connection with the examination, with the superintendent, the invigilator on duty or with any other in or around the examination centre, during or after the examination hour.
- Leaving the examination room before the expiry of half an hour without handing over the answer book, to the invigilator or without signing the attendance sheet.
- Intentionally tearing off the answer book pages thereof or the continuation sheets.
- Disturbing or disrupting the process of examination.
- Inciting others to leave the examination hall or to disturb or to disrupt the examination.
- Carrying into the examination centre any weapon of offence.

A candidate who is found guilty of using dishonest or unfair means or disorderly conduct during the examination may be disqualified from the examination for which she is a candidate. Further the candidate may be debarred from appearing in any future examination of the University for a period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examination of the University.

Pass Percentage and Promotion Criteria

Promotion rules are as per ordinance IX Clause 12 and its amendments through EC resolution EC-28.02.2017/07.03.0170.

12(1)

- (a) A student who appears in an odd semester examinations or who was eligible to appear in the odd semester examinations but remains absent in any or all the papers of the said semester, shall move on to the next even semester irrespective of her result in the said examinations.
- (b) **Passing Rules:** The results shall be prepared on the basis of the formula prescribed at Table 'A' for the computation of grade cut off.

- A student who has obtained 40% in the aggregate taking together all the papers in theory examination (including internal assessment/ project work) and practical examinations, separately, conducted in the first and second semesters shall be promoted to the second academic year/ third semester and similarly from the second academic year to third academic year/ fifth semester.

(c) Promotion Rules:

- A student shall be eligible for promotion from I year to II year/ III Semester provided he/ she has passed 50% papers of I and II semester taken together and similarly for promotion from II year to III year/ V Semester.
- Similarly, a student (irrespective of Part I results) shall be eligible for promotion from II year to III year of the course provide she/he has passed 50% papers of III and IV semester taken together.
- Students who do not fulfill the promotion criteria (b) & (c) above shall be eligible for promotion from II year to III year of the course provided she/he has passed 50% papers of III and IV semester taken together.
- The students shall be declared fail shall have the option to retain the marks in the paper in which they want to retain.

(d) Eligibility of Degree:

- A student shall be declared eligible for degree provided she has passed all the papers of I year, II year and III year of a course as per approval of the Executive Council (EC Resolution No. CNC-11/093/2015-16 dated 28 September 2015).

(e) Division Criteria:

- A student shall be categorized on the basis of the combined result of Semester I to Semester VI examinations as follows: (Based on the Conversion Formula for final percentage)
 - 60% or more (all papers should be passed); I Division
 - 50% or more but less than 60% (all papers should be passed); II Division
 - Less than 50% and declared passed (all papers should be passed); III Division

12(3) Semester Grades and Grade Points

- (a) A student who becomes eligible for the degree as per Ordinance IX 12 (1). Such a student shall be categorized on the basis of the combined result of Semester I to Semester VI examinations under CBCS on a 10 point grading system with the following Letter Grades as given below:

Letter grade	Numerical Grade
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
D (Pass)	4

The results for all the Undergraduate courses under the CBCS shall be based on a 10 point grading system with Letter Grades as per the formula prescribed by the University Grants Commission with minor changes in the computation of the grade cut offs.

Issue of Transcripts: Based on the grades earned, a Grade Certificate shall be issued to all the registered students by the University after every semester and a consolidated transcript indicating the performance in all semesters. The Grade Certificate will display the course details (code, title of the paper, number of credits, grade secured) along with SGPA of each semester and CGPA earned based on overall six semesters.

The percentage shall not be displayed on the Grade Certificate/ Transcript. Only the formula approved for the conversion of CGPA into percentage will be displayed on the Grade Certificate/ Transcript.

The formula for calculating the final percentage of marks will be as follows:

CGPA based on overall six semesters x 9.5

Existing Ordinance for Choice Based

- A student who has to reappear in a paper prescribed for Semester I/III/IV may do so only in the Semester examination to be held in November/December. A student who has to reappear in a paper prescribed for Semester II/IV/VI may do so only in the examination to be held in April/May.
- Students who are detained from appearing in any semester examination, due to shortage of attendance or for any other reason, will not be eligible for promotion to the next semester and will have to be readmitted in the next academic session to the same semester of the course in which they were detained.

Reappearance in passed papers:

- A student may reappear in any theory paper prescribed for a semester, on foregoing in writing her previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student reappearing in a paper prescribed for Semester I examination, may do so along with subsequent Semester III examination and not along with paper for Semester V).
- A candidate who have cleared the papers of Part III (V & VI Semester) may reappear in any paper of V or VI Semester only once at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.
(Note: The candidate of this category will not be allowed to join any postgraduate courses)
- In the case of reappearance in a paper, the result will be prepared on the basis of candidate's current performance in the examination.
- In the case of candidate, who opts to re-appear in any paper/s under the aforesaid provision, on surrendering her earlier performance but fails to re-appear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.
- Reappearance in Practical examination shall not be allowed.
- A student who reappears in a paper shall carry forward the internal assessment marks, originally awarded.

In accordance with Notification No. Acad.-I/ Semester/2011/124 dated 7th September 2011, it is further clarified that the students who are detained from appearing in any semester examination of any Under-graduate/ Post graduate course, due to shortage of attendance or for any other reason, will not eligible for promotion to the next semester and will have to be re-admitted in the next academic session to the same semester of the course in which they were detained.

Discipline

- **Code of Conduct**
- **General Rules for Students**
- **Prohibition of Ragging**
- **Punishment for Ragging**
- **Policy on Sexual Harassment**

Code of Conduct

- **Ordinance XV** of the University has laid down the procedure for maintenance of discipline among students of the University.
- No member of the University community academic staff member or student member, shall engage in conduct likely to disrupt teaching, study, examinations, research, administration, or to obstruct any officer of the University or College in the performance of his/her duties, or damage, deface any property of the University or of any College or occupy or use any of the same otherwise than in accordance with the rules or other provisions made therefore by the University or College authority concerned.
- All problems arising in the University can be dealt with as problems to be resolved in the University community provided a well understood code of conduct is observed by all concerned.
- The procedures of student welfare which need to be strengthened and expanded should be kept separate from the procedures of student discipline.
- Any action that is coercive in nature or constitutes a threat to life or property within the University shall be recognized as a law and order problem to be dealt with accordingly.

Students are to note the following General Rules

- Students must not congregate in the foyer and corridors, or speak loudly near the classrooms and office block.
- Students should not receive personal visitors in the College during college hours. In cases of extreme urgency, the Principal may be contacted for permission.
- The office telephones are not meant for use by students except in cases of emergency.
- Day scholars are not allowed inside the Hostel or the rooms of the residents.
- Students are expected to attend all department events and other College functions.
- Day students should not have their personal letters addressed to the College.
- The College office is open to students for transacting business on all working days between 9.30 am to 12.30 pm only. Students should not go to the office frequently during College hours, since most of the information is available on the notice boards.
- Students may see the College Notice Board for the list of holidays and declared holidays.
- Students should be careful of their personal belongings like handbags, books, umbrellas, etc. and collect these before leaving. Efforts are made to retrieve all lost property but the college can take no responsibility in this matter. Students are advised not to bring large sums of money, jewellery or other valuables to the college.
- Whenever the residential address of any student changes, the same should be immediately informed to the College with a confirmation from the parents.
- Students shall conduct themselves properly towards all members of the staff and towards their fellow students. Insubordination, unbecoming language or improper conduct such as teasing etc., shall be severely dealt with. Students should not indulge in misconduct at the time of examinations or during the time of elections to the student bodies.
- No student suffering from any contagious or infectious diseases will be permitted in the college.
- Ignorance of any rule will not be accepted as an excuse. Anything printed in this booklet is liable to change anytime hereafter and will be applicable thoroughly. Any such changes will be communicated through this Notice Board.

Prohibition of Ragging

According to **Ordinance XV-C**, ragging 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 include individual or collective acts or practices which

- Involve physical assault or threat to use physical force.
- Violate the status, dignity and honour of women students.
- Violate the status, dignity and honour of students belonging to the SC/ST.
- Expose students to ridicule and contempt and affect their self esteem.
- Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

Students of the College are expected to behave responsibly, both inside and outside the College.

Ragging in any form is a criminal offence and is strictly prohibited. Any occurrence should be immediately reported to the Proctorial Committee.

Punishment for Ragging

Ordinance XV C has laid down rules regarding prohibition and punishment for ragging:

- If any incident of ragging gets reported to the Vice-Chancellor by any authority then the student involved in ragging can be expelled for a specified term.
- Non students involved in any incident of ragging will be proceeded as under the Criminal Law of India. They will be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi.

The Principal of the College is authorized under the Ordinance to take immediate action on any information of the occurrence of ragging. Any student found ragging freshers may be either expelled, rusticated for a specified period or the results of the student/s concerned in the examination in which they appeared be cancelled.

Policy on Sexual Harassment

After the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressed) Act, 2013 and its notification by Government of India, University of Delhi issued a notification No. Estab.II(1)/27/ACC/2006/ dated 9 January, 2014 declaring that the provisions of this Act supersedes the University Ordinance XV-D. Further, vide its Notification No. Estab.II(i)/027/ACC/2006 dated 16 January, 2014 the University of Delhi constituted its own Internal Complaints Committee as required under the Act and directed all colleges/institutions under it to constitute their own Internal Complaints Committees.

According to the Act of 2013 the University of Delhi is committed to maintain and create an academic and work environment free of sexual harassment for students, academic staff and non-teaching staff of University of Delhi.

Sexual Harassment shall include, but will not be confined to, the following:

- When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at University of Delhi.
- When unwelcome sexual advances, verbal and non-verbal and/or physical conduct such

as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature that have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.

- When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

At the level of College, all complaints of these nature, must be routed through the Internal Complaints Committee, to be comprised of:

- (a) **A Presiding Officer** – a woman employed at a senior level at the workplace from amongst the employees. [Sec.4 (2) (a)]
- (b) **Not less than two Members** -from amongst the employees preferably committed to the cause of women **OR** who have had experience in social work **OR** have legal knowledge [Sec.4 (2) (b)]
- (c) **One Member** -from amongst NGOs **OR** associations committed to the cause of women **OR** a person familiar with issues relating to sexual harassment [Sec.4 (2) (c)].
- (d) One half of the total Members nominated should be women. [Sec.4 (2) (c)].
- (e) The Presiding officers and Members will hold office for a period not exceeding three years. [Sec. 4 (3)]

The Internal Complaints Committee (ICC) so constituted will carry out its responsibilities as contained in Chapters (IV) and (V) of the Act.

Awards and Fellowships

- College Awards
- University Rankers Awards
- Academic Awards
- Endowment/ Donor Awards
- For Resident Scholars
- For Differently Abled Students

I. College Awards

The College has instituted two Awards of Excellence for overall performances to be given to students after rigorous verification of their records by a duly constituted Staff Council Awards Committee. Another coveted award is the Principal's Award.

The college endeavours to recognize the merit of students in a large number of categories. Each award includes a Certificate of Merit given on the Founder's Day. The monetary award/ financial assistance is transferred directly to the bank account of the student. A comprehensive list of awards is as follows:

Golden Jubilee Awards

This award replaces the Silver Jubilee Award which was instituted with donations made by the Principal and members of the faculty in the Silver Jubilee Year 1973. The first Silver Jubilee Award was given in the academic year 1974-75. In the Golden Jubilee Year it was renamed as the Golden Jubilee Award. It was first given in the academic year 1997-98.

The Golden Jubilee Award is given to two third year students – one from Humanities and Social Sciences; and one from the Sciences including B.Sc. (H) Mathematics. Till 2014, the award was in the nature of a Rolling Trophy and a Certificate of Merit. From the academic year 2014-15, each award also includes a prize of Rs 7500.

Eligibility Criteria

Academic Performance: Applicants from Humanities and Social Sciences should have at least 55% marks; and those from the Sciences including Mathematics should have at least 60% marks. Applicants should have no academic backlog and also have the requisite 66.7% attendance as per University guidelines.

Extracurricular and Co-curricular Activities: Participation is necessary in at least two categories of activities from amongst (a) Cultural/ Extracurricular activities; (b) Organization of department/ College functions; and (c) Co-curricular activities NCC/ Sports/ Social Service.

Procedure for Applying

Applications with complete bio-data including details of academic performance, attendance record, participation in cultural/extracurricular/co-curricular and organizational activities, along with an essay on a specified topic are to be submitted by a notified date.

Selection Criteria

Academics	35%
Cultural/Extracurricular/Co-curricular/Organizational	35%
Interview	30%

Professor Savitri G. Burman Awards of Excellence

Two awards were instituted in the Golden Jubilee Year 1998 by Shri S. K. Burman for second year students, one from Humanities and Social Sciences; and one from the Sciences including Mathematics. Each award was in the nature of a Rolling Trophy and a Certificate of Merit. From the academic year 2014-15, it also includes a prize of Rs. 5000.

The modalities for selection are the same as for the Golden Jubilee Award, excluding the essay.

Principal's Award

The Principal at her discretion gives this award to a student whose contribution to a social cause or the college is exemplary in nature. Till 2014, this award was in the nature of a silver medal and a certificate of merit. From the academic year 2014-15, the award is a prize of Rs. 5000 and a Certificate of Merit.

II. University Rankers Awards

Awards are given to students procuring top three university ranks in the north campus at the University Examinations. From the academic year 2014-15, these are in the nature of a Certificate of Merit and a prize of Rs. 2500.

III. Academic Awards

- Students who secure the highest cumulative marks in M.A./M.Sc. Previous University Examinations Semester I to Semester II are given a Certificate of Merit and a prize of Rs. 2500.
- Students who secure the highest cumulative marks in B.A./B.Sc. University Examinations Semester I to Semester IV are given a Certificate of Merit and a prize of Rs. 2500.
- Students who secure the highest cumulative marks in B.El.Ed. University Examinations Part I, II and III are awarded a Certificate of Merit and a prize of Rs. 2500.

IV. Endowment/ Donor Awards

The college is privileged to receive a large number of endowments by private donors for instituting awards as listed below. Each award has its own eligibility criteria and mode of recognition.

Ajita and Amitabh Mattoo Annual Award for the Best Essay on Climate Change was instituted in 2019-20 by Professor Amitabh Mattoo, Chairperson of the College Governing Body. Undergraduate and postgraduate students of government and private Universities can participate and the essay can be written in Hindi or English. The exact title of the essay and the names of the judges will be decided by the Principal. There are two awards, one for Humanities and Social Sciences and one for Sciences including Mathematics. Each award is in the nature of a prize of Rs.10000 and a Certificate of Appreciation.

Purushotam Lal Anand Memorial Award was instituted in 2019-20 by Ms. Shakuntla Vohra, former faculty member of the Department of Political Science, in memory of her father Shri Purushotam Lal Anand. The award will be given to a B.A. (H) Political Science student in Semester II on the basis of financial need, academic performance in Semester I, and attendance record. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Pushpa Goyal Memorial Awards for Excellence in Chemistry was instituted in 2019-20 by Dr. Bindu Goyal, an alumna who studied B.Sc. (H) Chemistry, in memory of her mother Ms. Pushpa Goyal. The awards would be given to two top meritorious students of B.Sc. (H) Chemistry Semester VI on the basis of highest cumulative marks in University Examinations Semester I to Semester V. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit to the students securing the I and II positions,

Jamuna Devi Chopra Memorial Award was instituted in 2019-20 by Mr. Man Mohan Chopra, former member of the Administrative Staff, in memory of his mother Ms. Jamuna

Devi Chopra. The award would be given to a student of B.Sc. (H) Botany II year securing the highest cumulative marks in University Examinations Semester I and Semester II. In case of a tie, the financial need of the student will be the criterion to determine the awardee. The award is in the nature of a prize of Rs. 15000 and a Certificate of Merit.

Shobha and T.N. Khazanchi Memorial Award was instituted in 2018-19 by Ms. Lalita Dhar, former faculty member of the Department of Mathematics, in memory of her parents. This need-based scholarship is for a B.Sc. (H) Mathematics II year student. The award is in the nature of a prize of Rs. 8000 and a Certificate of Merit. From 2019-20 the award is in the nature of a prize of Rs. 10000 and a Certificate of Merit.

Uma Shankar Excellence Award has been instituted in the academic year 2018-19 by Ms. Uma Shankar, an alumna who studied B.Sc. (H) Physics in 1970-1973. This merit-based award is given to a B.Sc. (H) Physics student obtaining the top rank in II year as determined by highest cumulative marks from Semester I to Semester III. In case of a tie, the financial need will determine the awardee. This award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Ved Jolly Resilience Award for Motivated Scholars was instituted in the academic year 2017-18 by the former Principal Dr. Pratibha Jolly, in memory of her mother Ms. Ved Jolly. There are three awards, one each for students of I, II and III year pursuing any of the B.Sc. (H) courses in Botany, Chemistry, Mathematics, Physics, and Zoology. The award will be given on basis of

- (i) Financial need
- (ii) Cumulative academic performance in previous semesters with no academic backlog
- (iii) At least 75% attendance in all semesters
- (iv) Vibrant participation in extracurricular, co-curricular and department activities.

The student will be selected by a duly constituted committee. The award is in the nature of financial assistance of Rs. 15000 and a Certificate of Merit at the Founder's Day. Students of I year will be required to apply by 15 January to receive financial assistance by 31 January. Students of II and III year will be required to apply by 15 August to receive financial assistance by 31 August.

Ms. Jai Rani Bhalla Merit with Spirit Scholarship was instituted in the academic year 2017-18 in memory of Ms. Jai Rani Bhalla, former faculty member of the Department of Economics, by her niece Ms. Sonia Singh. The award will be given to a student of B.A. (H) Economics Semester IV on the basis of

- (i) Financial need
- (ii) A minimum of 5.0 as the average SGPA for previous Semesters I to III with no academic backlog
- (iii) Cumulative attendance record.

The student will be selected by the Department of Economics following due process. The award is in the nature of financial assistance of Rs. 10000 and a Certificate of Merit.

Zakia Pathak Award was instituted in the academic year 2017-18 in memory of Ms. Zakia Pathak, former faculty member of the Department of English, by Ms. Vandna Khare who studied B.A. (H) English and her husband Dr. Atul Khare. It is a befitting tribute to Ms. Pathak, who was an exceptional teacher and human being. The award will be given to a B.A. (H) English II year student in Semester III on the basis of

- (i) Financial status
- (ii) Cumulative academic performance in Semester I and II with no academic backlog
- (iii) Cumulative attendance record.

The student will be selected by the Department of English following due process. The award is in the nature of financial assistance of Rs. 10000 to be given by 31 August and a Certificate of Merit.

Dr. Raj K. Jolly Memorial Scholarship was instituted in 2016-17 by Ms. Rashmi Jolly Dalai in memory of her father. This provides an Annual Full Fee Waiver Scholarship to a B.Sc. Life Science II or III year student in need of financial assistance. The award will be given on the basis of

- (i) Financial need
- (ii) Cumulative academic performance in previous semesters with no academic backlog
- (iii) General academic profile of the student as evidenced by regularity in classes and participation in college activities.

The award is in the nature of full fee waiver to be given by 31 August and a Certificate of Merit.

Smt. Kanti Devi Award was instituted in the academic year 2016-17 by Dr. Shashi Bala Singh, in memory of her mother Smt. Kanti Devi. The award is given on the basis of economic need to a first year Science stream student, preferably from B.Sc. Life Science. It is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

G.K. Dhingra Award was instituted in the academic year 2014-15 by Ms. Aruna Popli, former faculty member of the Department of Chemistry, in memory of her father. The award is given to a student of B.Sc. (H) Chemistry Semester VI on the basis of highest cumulative marks in the Organic Chemistry Papers in Semester III and Semester IV. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Bose Karkun Award of Excellence in Biochemistry and Molecular Biology was instituted in the academic year 2014-15 by Dr. Tanima Karkun Bose, former faculty member of the Department of Zoology, in memory of her father Dr. J.N. Karkun and her father-in-law Professor S.K. Bose. The award is given to a student of B.Sc. (H) Zoology Semester VI who secures the highest aggregate of theory marks in Biochemistry and Molecular Biology. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Prem Gulati Memorial Award was instituted in the academic year 2014-15 by Ms. Sangeeta Gulati in memory of her mother. The award is given to a student of B.Sc. (H) Mathematics Semester VI who secures the highest cumulative marks in previous Semesters I to V. The award is in the nature of a prize of Rs. 3000 and a Certificate of Merit.

D. N. Gulati Memorial Award was instituted in the academic year 2014-15 by Ms. Sangeeta Gulati in memory of her father. The award is given to a student of B.Sc. (H) Mathematics Semester IV who secures the highest cumulative marks in previous Semesters I to III. The award is in the nature of a prize of Rs. 2000 and a Certificate of Merit.

Bawa Balwant Singh Bhalla Award was instituted in the academic year 2013-14 by Ms.

Meena Singh in memory of the father of Late Ms. Jai Rani Bhalla, former faculty member of the Department of Economics in Miranda House. The award is given to a Semester IV student who excels in sports as well as academics. The family has enhanced the corpus fund in 2017-18. The award is in the nature of a prize of Rs. 10000 (instead of Rs. 5000) from 2018-19 and a Certificate of Merit.

B. S. Jolly Award for Community Engagement was instituted in the academic year 2013-14 by the former Principal Dr. Pratibha Jolly, in memory of her father. The award is given to a student who undertakes exemplary work with demonstrable outcomes in the area of social service. The work undertaken is not limited to that undertaken under the National Service Scheme (NSS) in the college. Preference is given to students who are able to launch independent initiatives. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Naunit Ram Ahuja Award was instituted in the academic year 2011-12 by Dr. Sunita Ahuja, former faculty member of the Department of Chemistry, in memory of Shri N.R. Ahuja. The award is given to a student of B.Sc. (H) Chemistry Semester IV on the basis of academic merit and economic need. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Dr. Anita Tandon Award was instituted in the academic year 2010-11 by Professor S.K. Tandon in memory of his wife, Dr. Anita Tandon, former faculty member of the Department of Chemistry. The award is given to a student of B.Sc. (H) Chemistry Semester IV who secures the highest marks in Organic Chemistry Paper in Semester II. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Bela Gupta Memorial Award was instituted in the academic year 2009-10 by Dr. Kaushalya Gupta, former faculty member of the Department of Sanskrit, in memory of her mother. There are three awards:

- (i) One award is given to a student of B.A. (H) Sanskrit Semester IV who secures the highest cumulative marks in previous Semesters I to III.
- (ii) One award is given to a student of B.A. (H) Sanskrit Semester VI who secures the highest cumulative marks in previous Semesters I to V.
- (iii) One award is given to a student of B.A. Programme Semester IV who secures the highest cumulative marks in Sanskrit Language in previous Semesters I to III.

Each award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Shail Kumari Award for Anukriti was instituted in the academic year 2009-10 by Dr. Shail Kumari, former faculty member of the Department of Hindi. The award is given to the best participant in Anukriti, the Hindi Dramatics Society. Till the academic year 2013-14, the award was in the nature of a medal and a certificate of merit. From the academic year 2014-15 the award was in the nature of a prize of Rs. 2500 and a certificate of merit. From 2017-18 the award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Mohan Lal K. B. Mehta Memorial Award was instituted in the academic year 2009-10 by Ms. Nutan Mehta, in memory of her husband Mr. K. B. Mehta who was a non-teaching staff from 1976-2009. The award is given to the best cadet in the NCC unit of the college. It is in the nature of a prize of Rs. 1250 and a Certificate of Merit.

S. S. Ahluwalia Award was instituted in the academic year 2008-09 by Dr. V. W. Ahluwalia, former faculty member of the Department of Philosophy, in memory of her husband. The award is given to a student of B.A. (H) Philosophy who secures the highest cumulative marks in Semester I to Semester III. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Angeli Qwatra Award for Excellence was instituted in the academic year 2008-09 by Dr. Angeli Qwatra, an alumna of the college. There are two awards: one for Humanities and Social Sciences; and one for Sciences including Mathematics. Applications are invited from final semester students. The selection criteria place a weighted emphasis on academics, extracurricular and co-curricular activities, on the spot essay and an interview. Till the academic year 2017-18 each award was in the nature of a prize of Rs. 7500 and a certificate of merit. From 2018-19 each prize is Rs. 5000 and a Certificate of Merit.

Sudha Prerna Puraskar was instituted in the academic year 2008-09 by Dr. Sudha Kumar, former faculty member of the Department of Hindi in Miranda House. There are four awards given to students who meet the following criteria:

- (i) Highest cumulative marks in B.A. (H) Hindi Semester I to Semester III.
- (ii) Highest cumulative marks in B.A. (H) Hindi Semester I to Semester V.
- (iii) Highest cumulative marks in B.A. Programme in Hindi Language Semester I to Semester IV.
- (iv) Highest cumulative marks in M.A. Previous Hindi Semester I to Semester II.

Each award is in the nature of a prize of Rs. 5000 and a certificate of merit. From the academic year 2019-20, each award is in the nature of a prize of Rs. 7000 and a Certificate of Merit.

Kanta Venugopal Award for Genetics was instituted in the academic year 2007-08 by Ms. Sucheta, former Museum Curator, and her husband Professor M. N. Murty. The award is given to a student of B.Sc. (H) Botany Semester VI who secures an aggregate of at least 60% and the highest marks in Genetics, scoring at least 65% in it. Till the academic year 2013-14 the award was in the nature of a gold medal. From the academic year 2014-15, the award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Chandra Sathiraju Award was instituted in the academic year 2007-08 by Ms. Sucheta, former Museum Curator, and her husband Professor M. N. Murty. The award is given to a student of B.Sc. (H) Zoology Semester VI who secures an aggregate of at least 60% and the highest marks in Biochemistry, scoring at least 65% in it. Till the academic year 2013-14 the award was in the nature of a gold medal. From the academic year 2014-15, the award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Miranda House Alumnae Association Award was instituted in the academic year 2007-08 by the Alumnae Association. There are two awards, one for Humanities and Social Sciences and one for Sciences including Mathematics, given on the basis of academic merit and financial need. Applications are invited from students of Semester IV with a family income not exceeding Rs 1.5 lakhs per annum. The merit criterion considers the cumulative marks of University Examinations Semester I to Semester III. Each award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

N.N. Kesar Memorial Award was instituted in the academic year 2009-10 by Dr. Saroj Kesar, former faculty member of the Department of Zoology in Miranda House, in memory of her husband. Till the academic year 2013-14, a cash prize of Rs. 2500 was given to a student winning a competitive N.N. Kesar Musical event. From the academic year 2014-15 it is given to a student of B.A. (H) Music Semester VI for securing the highest cumulative marks in University Examinations Semester I to V. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Dr. Saroj Kesar Meritorious Award was instituted in the academic year 2006-07 by Dr. Saroj Kesar, former faculty member of the Department of Zoology. The award is given to a student of B.Sc. (H) Zoology Semester VI who secures the highest marks in Physiology and Functional Histology. The award is in the nature of a prize of Rs. 2500 and a Certificate of Merit.

Urmila Sharma Memorial Award was instituted in the academic year 2005-06 by Mr. Rajinder Sharma in memory of his sister late Ms. Urmila Sharma, who was a non-teaching staff member from 1952-88. The award is given to a student of B.Sc. (H) Mathematics Semester VI who secures the highest cumulative marks in the previous Semesters I to V. The award is in the nature of a prize of Rs. 2500 and a certificate of merit. From the academic year 2019-20, the award is in the nature of a prize of Rs. 3500 and a Certificate of Merit.

Nirmal D. Sagar Award was instituted as a gold medal in the academic year 2003-04 by Mr. Daya Sagar in memory of his wife, Ms. Nirmal Sagar, former faculty member of the Department of Physics. The award is given to a student of B.Sc. (H) Physics Semester VI, selected by the teachers of the Department. It is in the nature of a prize of Rs. 10000 and a Certificate of Merit.

Dr. Lakshmi Chand Dayawanti Memorial Award was instituted in the academic year 2001-02 by Dr. Sunita Ahuja, former faculty member of the Department of Chemistry, in memory of her parents. The award is given to a student of B.Sc. (H) Chemistry Semester IV selected by the Department of Chemistry on the basis of

- (i) Academic performance in Semesters I to III
- (ii) Attendance record
- (iii) Behaviour and conduct in the class
- (iv) Participation in extracurricular activities.

The award is in the nature of a prize of Rs. 2500 and a Certificate of Merit.

Sumana Dutta Memorial Award was instituted as a gold medal in the academic year 1999-2000 by Mrs. Nibedita Dutta, in memory of her daughter, who graduated as a student of B.A. (H) in Economics in 1994. Sumana died tragically in a rail accident in August 1995. It is awarded to a student of B.A. (H) Economics Semester VI. The criteria for selection include good academic record and participation in extracurricular and co-curricular activities. A Departmental Committee shortlists 5 to 10 students and selects the awardee on the basis of an interview. From the academic year 2014-15 the award is in the nature of a prize of Rs. 10000 and a Certificate of Merit.

Madan Mohan Chopra Memorial Award was instituted in the academic year 1997-98 by Mr Man Mohan Chopra, former member of the Administrative Staff, in memory of his younger brother who worked in the office during 1971-72. The award is given to a student of B.Sc. Physical Science Semester VI on the basis of highest cumulative

marks in previous Semesters I to V. The award was in the nature of a prize of Rs. 2500 and a certificate of merit. From the academic year 2019-20, the award is in the nature of a prize of Rs. 15000 and a Certificate of Merit. In case of a tie, the financial need of the student will be the criterion to determine the awardee.

Santosh Bhutani Memorial Award was instituted in the academic year 1993-94 by Ms. Damyanti Bhutani in memory of her sister Ms. Santosh Bhutani who was a member of the Administrative Staff of the College from 1950-92. There are six awards for wards of non-teaching staff.

- (i) One award is given to a student of Semester II from Social Sciences and Humanities stream on the basis of Class XII marks (BoF) and University Examination Semester I.
- (ii) One award is given to a student of Semester II from Science stream on the basis of Class XII marks (PCM/PCB/BoF) and University Examination Semester I.
- (iii) One award is given to a student of Semester IV from Social Sciences and Humanities stream on the basis of cumulative marks in Semesters I to III.
- (iv) One award is given to a student of Semester IV from Science stream on the basis of cumulative marks in Semesters I to III.
- (v) One award is given to a student of Semester VI from Social Sciences and Humanities stream on the basis of cumulative marks in Semesters I to V.
- (vi) One award is given to a student of Semester VI from Science stream on the basis of cumulative marks in Semesters I to V.

Depending on the number of applicants, awards can be distributed across streams and semesters as deemed fit. In case of failure in any of the examinations the fellowship may be discontinued. The award is in the nature of a fellowship of at least Rs.1000 depending on the number of applicants.

Bhagyawati Rustagi Award was instituted in the academic year 1992-93 by Mr. Rameshwar Dayal. There are three awards:

- (i) Two awards are given to students of Semester I who opt for Discipline Course in Sanskrit and secure at least 70% marks in Sanskrit. Each award is in the nature of a prize of Rs. 1500 and a Certificate of Merit.
- (ii) One award is given to a student of B.A. (H) Sanskrit Semester VI who secures the highest cumulative marks in previous Semesters I to V. The award is in the nature of a prize of Rs. 2000 and a Certificate of Merit.

Anu Bedi Award was instituted in the academic year 1988-89 by Mr. Prakesh Bedi in memory of his daughter, who died in the Kanishka air crash in 1985. The award is given to a student of B.Sc. Life Science/ B.Sc. Physical Science/ B.Sc. (H) Semester IV on the basis of academic merit and financial need. The applicant's merit is decided on the basis of the following weighted criteria:

Class XII Marks (PCM/PCB/BoF)	10%
Cumulative Marks in University Examination Semester I and Semester II	30%
Marks in University Examination Semester III	50%

Attendance Record

10%

The award was in the nature of a prize of Rs. 6000 and a certificate of merit. From the academic year 2019-20, the award is in the nature of a prize of Rs. 10000 and a Certificate of Merit.

Saroj Bedi Award was instituted in the academic year 1988-89 by Mr. Prakesh Bedi in memory of his wife, who died in the Kanishka air crash in 1985. It is awarded to a student of B.A. Programme/ B.A. (H) Semester IV on the basis of academic merit and economic need. The applicant's merit is decided on the basis of the following weighted criteria:

Class XII Marks (BoF) 10%

Cumulative Marks in University Examination Semester I and Semester II 30%

Semester I and Semester II

Marks in University Examination Semester III 50%

Attendance Record 10%

The award was in the nature of a prize of Rs 6000 and a certificate of merit. From the academic year 2019-20, the award is in the nature of a prize of Rs. 10000 and a Certificate of Merit.

Sanyukta and D.N. Chaudhari Award was instituted in the academic year 1985-86 by Ms. Sanyukta Chaudhari, former faculty member of the Department of Sanskrit. The award is given to a student of B.A. (H) Sanskrit Semester VI who secures the highest cumulative marks in previous Semesters I to V. From the academic year 2014-15, the award is in the nature of a prize of Rs. 2500 and a Certificate of Merit.

Mallan Devi Bhalla Award was instituted in the academic year 1980-81 by Bawa Balwant Singh Bhalla (father of Ms. Jai Rani Bhalla, former faculty member, Department of Economics) in memory of his grandmother. The award is given to a student of B.A. (H) Economics Semester VI who secures the highest cumulative marks in the University Examinations Semester I to V. The family has enhanced the corpus fund in 2017-18. The award is in the nature of a prize of Rs. 10000 (instead of Rs. 2500) from 2018-19 and a Certificate of Merit.

V. For Resident Scholars

Mrs. Vidya and Mr. Basheshar Nath Taneja Scholarship was instituted in the academic year 2017-18 by Dr. Poonam Taneja who studied B.Sc. (H) Chemistry in the College, in memory of her parents. The donor desires to support a resident student of the Science stream for two years of her studies. The award was given for the first time in the academic year 2018-19 on the basis of

- (i) Financial need cum merit
- (ii) Cumulative performance in previous semesters, with good academic record in each semester and no academic backlog
- (iii) Cumulative attendance record with at least 75% attendance in each semester
- (iv) Participation in co-curricular, extracurricular and department activities.

The student will be selected by a duly constituted selection committee for two years. In case the recipient is unable to maintain the eligibility standards in the next academic year, fresh applications will be invited from the II year Science stream resident students. The award is in the nature of financial assistance of Rs. 60000 to be given by 31 August and a Certificate of Merit at the Founder's Day.

Sanyukta and D. N. Chaudhari Award for Resident Scholars was instituted in the academic YEAR 2007-08 by Mr. D. N. Chaudhari. There are three awards given to students of Semester II, IV and VI residing in the college hostel. Selection is on the basis of academic merit and economic need followed by an interview.

- (i) Residents receiving scholarship/financial assistance/concession on college fee are eligible.
- (ii) Those residents who are in receipt of waiver of hostel establishment charges or are receiving scholarship/financial assistance exceeding the college fee are not eligible.
- (iii) Getting the award in one year does not guarantee it in the following years.
- (iv) Recipient of the award in the subsequent year must be in the top 25% of their class in the University Examinations.

Each award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

VI. For Differently Abled Students

Buti Foundation Award was instituted in the academic year 2009-10 by the Buti Foundation established by Dr. Bimla Buti, a renowned physicist. There are three awards consisting of a Certificate of Merit and a prize of Rs.10000 each for the best visually challenged students of Semesters II, IV and VI respectively.

Amba Dalmia Award was instituted in the academic year 2005-06 by Ms. Manju Kapur Dalmia, former faculty member of the Department of English in Miranda House. There are two awards given to visually challenged students for their academic merit, motivation and all round performance, on the basis of an interview. Each award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Savitri Devi Jolly Award was instituted in the academic year 2005-06 by Dr. Pratibha Jolly, former Principal, in memory of her aunt. The award is given to a visually challenged student of Semester IV for her academic merit, motivation and all round performance, on the basis of an interview. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

R. R. P. Sharma Memorial Award was instituted in the academic year 2013-14 by Dr. Vimla Kaushik, former faculty member of the Department of Mathematics in Miranda House, in memory of her father. The award is given to a student with disability studying in B.Sc. (H) Mathematics or B.Sc. Physical Science on the basis of highest cumulative marks in the University Examinations in all previous Semesters. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship in memory of Prof. Vinod Sena was instituted in the academic year 2007-08 by the Yashoda Charitable Trust. There are two awards given on the basis of

- (i) Seriousness of the disability
- (ii) Economic status of the student's family
- (iii) Academic merit.

Each award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship in memory of Ms. Manorama Manchanda was instituted in the academic year 2007-08 by the Yashoda Charitable Trust. The award is given preferably to an undergraduate student of music, unless another student with disability would benefit more by it, on the basis of

- (i) Seriousness of the disability
- (ii) Economic status of the student's family
- (iii) Academic merit.

The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship in memory of Sant Darshan Singh was instituted in the academic year 2009-10 by the Yashoda Charitable Trust. The award is given preferably to an undergraduate student of music, unless another student with disability would benefit more by it, on the basis of

- (i) Seriousness of the disability
- (ii) Economic status of the student's family
- (iii) Academic merit.

The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship in memory of Mr. C. L. Manchanda was instituted in the academic year 2009-10 by the Yashoda Charitable Trust. The award is given preferably to an undergraduate student with disability having interest in Sports on the basis of interview. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship in memory of Sister Camermans was instituted in the academic year 2009-10 by the Yashoda Charitable Trust. The award is given to an undergraduate student on the basis of interview. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship in memory of Kate Tillis was instituted by the Yashoda Charitable Trust in the academic year 2011-12. The award is given to an undergraduate student on the basis of interview. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship for Commitment to Social Change in the memory of Nirbhaya was instituted in the academic year 2014-15 by the Yashoda Charitable Trust. It is awarded to an undergraduate/postgraduate student who has demonstrated within/outside the college her commitment to social change through academics and co-curricular activities. The selection is not limited to participants of NSS for this fellowship. The award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Yashoda Fellowship to celebrate life of Subir was instituted in the academic year 2014-15 by the Yashoda Charitable Trust. There are two awards for undergraduate students on the basis of interview. Each award is in the nature of a prize of Rs. 5000 and a Certificate of Merit.

Note: All Financial Assistance and Award Prize money is directly transferred to the bank account of awardee.
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