

DESHBANDHU COLLEGE
(UNIVERSITY OF DELHI)
KALKAJI, NEW DELHI - 110019

CITIZEN CHARTER

1.0 Introduction

The Ministry of Rehabilitation, in the memory of Late Lala Deshbandhu Gupta - a veteran freedom fighter, established **DESHBANDHU COLLEGE** in the year 1952. The college made a humble beginning with just 72 students and the courses like Prep (arts), Prep (science) and Pre-medical. The college was transferred to ministry of education and later taken over by the University of Delhi.

The sprawling campus of Deshbandhu college, with its lawns, gardens and playgrounds provide a healthy environment for all round development of the generation. The campus is dotted with an Administrative block, Dr. B.R. Ambedkar block, Dr. A.P.J. Abdul Kalam block, Swami Vivekananda Auditorium, a huge library, and with well-equipped laboratories, together with students' common rooms, gymnasium, canteen, photocopy, web access centre, medical room, banking facility, a seminar hall, botanical garden and so on.

To encourage self-learning and to satisfy the thirst for knowledge of the students, the college library has a massive collection of more than 105,000 books, a host of journals and magazines, a spacious reading room, a separate floor for teachers and research scholars, and a book bank section which lends text books to needy students. The college has created a spacious "Web Access Centre" in which 80 computers and servers provided by the Delhi University are housed. The servers have optical fiber connectivity and the college campus is Wi-Fi enabled. In addition, there is a dedicated facility for use of computers and Internet connectivity in the library.

2.0 Motto and Vision Statement Mission Objectives of the College

Motto

कर्मण्येवाधिकारस्ते

"Karmanyevadhikaraste"

Right to affirmative action for performance of righteous action

Vision Statement:

We envision Deshbandhu College to be an institute of excellence by nurturing vibrant and credible working spaces for creating new paradigms in teaching-learning, research, skill development, innovation and entrepreneurship by developing synergies amongst all stakeholders to reinforce nation building based on principles of inclusivity, equity, probity and well-being.

Mission Statement:

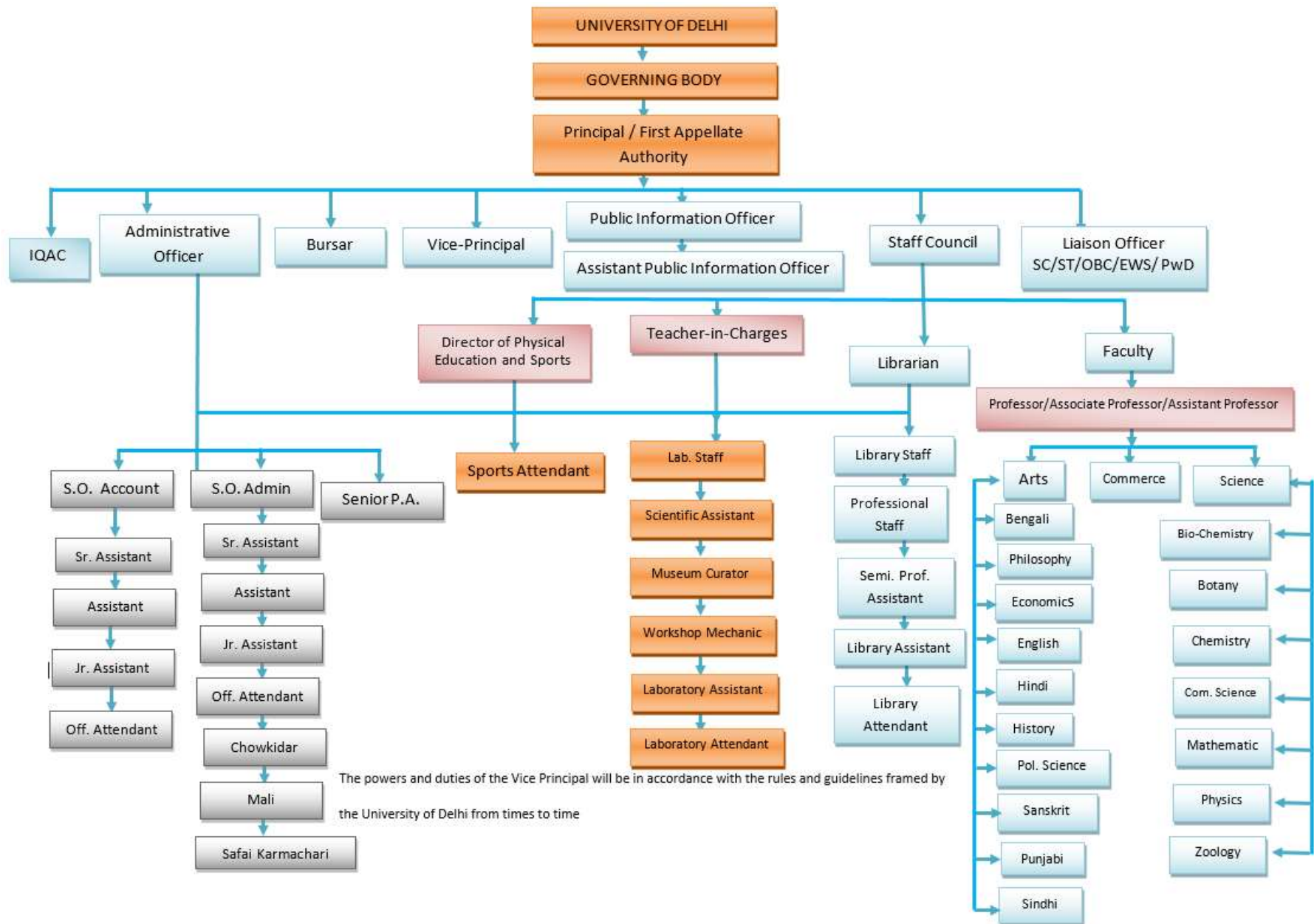
1. To focus on insightful teaching-learning environment that is truly liberating through free exchange of ideas for developing a compassionate, capable, competent and globally competitive human capital.
2. To harness creative energies and honing the skill-set of all its stakeholders enabling them to become the forces of change we wish to see in the world
3. To inspire innovations and incubate ideas for achieving passions and dreams contributing towards a self-reliant India.
4. To ensure holistic growth and development by diligently performing one's duties, reinforcing high moral values, embracing cultural diversity and energizing a

sensitive, socially just, inclusive and patriotic community to uphold core ideals enshrined in our Constitution.

5. To work in consonance with the entire eco-system achieving harmonious living by conservation and optimal utilization of resources, thereby achieving the Supreme ideals of life.

Objectives:

1. To impart knowledge that would free the students from the clutches of ignorance and direct them on the path of righteousness and inner awakening.
2. With a focus on teaching and creative learning environment, our endeavour is to nurture our students and help chart their own destiny.
3. Through academics, cultural pursuits, music, dance, drama, debates, quiz, photography or film making, NCC, NSS, sports, gender development, working for the under-privileged, environment conservation, we strive to harness energies of our students for their holistic development.
4. To fuel entrepreneurship and leadership skills amongst our student community enabling them to become catalysts for making India an economic powerhouse.
5. To nurture and guide our learners firing their minds with scientific temper and a spirit of enquiry producing research catering to diverse social, cultural and technological needs leading to sustainable development and optimal utilization of resources.
6. We strive to carry forward our founder Lala Deshbandhu Guptaji's legacy of selfless service, social empowerment and greatest good of all by achieving the real objectives of education.



<u>Sr. No.</u>	<u>Name of the Office</u>	<u>Services/Jobs Rendered</u>	<u>Officer Responsible</u>
A.	ACADEMIC AND ADMINISTRATIVE OFFICES		
1.	Principal's Office	<p><u>Head of the Institution/ Authority</u></p> <p>The role of the Principal is to provide leadership, direction and co-ordination within the College. The Principal's main focus should be to develop and maintain effective educational programs within his/her College and to promote the improvement of teaching and learning with his/her College.</p>	<i>Professor Rajiv Aggarwal</i>
2.	Bursar	<p><u>Financial Consent Officer</u></p> <p>The Bursar, who is a member of the Teaching Staff, shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College, and shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs.</p>	<i>Dr. Neelam Borwankar</i>
3.	Administrative Officer/s	To supervise Administrative and Accounts work and General Administration relating to college affairs.	<i>Sh. Jagmohan Kaushik Sh. Ramesh Chandra</i>

4.	Section Officer (Administration)	Handling of day to day Administrative work	<i>Sh. Pramod Kumar</i>
5.	Section Officer (Accounts)	All matters relating to Accounts including all types of Fee, Salaries, Loans, Remuneration, TA, DA, LTC, Medical Reimbursement, Pension etc.	<i>Sh. Devender Kumar (Additional Charge)</i>

6.	Sr. P.A. to Principal	Data entry operations; noting, drafting, verification and scrutiny of establishment records, maintenance of files and records; personal records, etc. Performing Morning, evening and holiday duties. All other such jobs as may be assigned from time to time by the Head of the Institution.	<i>Sh. Devender Kumar</i>
7.	Medical Centre Staff	Medical care of students and employees	
<p align="center"><u>ADMINISTRATIVE AND ACCOUNTS STAFF</u></p> <p>Sr. Assistant: Accounts Maintaining ledgers, Cash books, Fee collection</p> <p>Assistant: Updating the students & staff database</p> <p>Junior Assistant: Day to day typing work and to deal with students</p> <p>Care Taker: Look after the maintenance of the college building & Supervision of the Class IV employees</p> <p>Daftri: Handling the diary & dispatch work</p> <p>Office Attendant: Attending the day to day college work & delivery of mails</p> <p>SafaiKaramchari: Cleaning of the College Campus</p> <p>Mali: Look after the gardening work</p>			<p><i>Sh. Devender Kumar (Sr. Assistant)</i></p> <p><i>Ms. Smita Raj (Sr. Assistant)</i></p> <p><i>Sh. Sunil Kumar (Sr. Assistant)</i></p> <p><i>Sh. Vipul Jain (Assistant)</i></p> <p><i>Sh. Someet S. Mann (Assistant)</i></p> <p><i>Sh. Himanshu Kandpal (Assistant)</i></p> <p><i>Sh. Balwan S. Ahlawat (Assistant)</i></p> <p><i>Sh. Ghanshyam Kumar (Assistant)</i></p> <p><i>Sh. Prem Pal Singh (Jr. Asstt/Caretaker)</i></p> <p><i>Sh. Mayank Sikarwar (Jr. Assistant)</i></p> <p><i>Ms. Simran Goswami (Jr. Assistant)</i></p> <p><i>Ms. Sushila Indumati Kullu (Jr. Assistant)</i></p> <p><i>Sh. Brijendra Pal Singh (Jr. Assistant)</i></p> <p><i>Sh. Rajesh (Attendant)</i></p> <p><i>Sh. Dharmender (Attendant)</i></p> <p><i>Sh. Rajbir Singh (Attendant)</i></p> <p><i>Sh. Jai Singh (Attendant)</i></p> <p><i>Sh. Kuldeep Singh (Attendant)</i></p> <p><i>Sh. Braham Prakash (Attendant)</i></p>

Sh. Vijay Kumar (SafaiKaramchari)
Sh. Amar Kumar (SafaiKaramchari)
Sh. Anil Verma (Mali)

Deshbandhu College
Quality Policy of Administrative Office

Sr. No.	Particular	Duration
1	Admissions	As per the rules notified by the University of Delhi
2	Student ID Card	Within 30-45 days after the last date of Admission as notified in the University Schedule
3	Examination	As per the Fees notified by the University of Delhi
4	Bonafide Certificate	Within 7 working days of student's request
5	Character Certificate	Within 7 working days of student's request
6	Provisional Certificate for passed out students	Within 7 working days of student's request
7	Special Certificate to Foreign Students	Within 7 working days of student's request
8	Special Certificate to PMSSS students	Within 7 working days of student's request
9	DTC/Railway Pass verification	Within 7 working days of student's request
10	Degree/Marksheet	within 15 days after the receipt from the university
11	Verification of Scholarship	Within 15 working days of student's request
12	Students' Credential verification	Within 15 working days of receipt of fees

13	Letter of Recommendation	Within 15 working days of receipt of fees
14	Backlog/Medium of Instruction Certificate	Within 15 working days of receipt of fees
15	Duplicate Identity Card	Within 15 working days of receipt of fees
16	Duplicate Provisional Certificate	Within 15 working days of receipt of fees
17	Any other Special Certificate	Within 15 working days of student's request

Deshbandhu College
Quality Policy of Account Department

1	Payment of Salary	As per rules.
2	Salary slips	Provided within a week after release of salary.
3	P.F. Withdrawals/Full & final settlement	By 10th of following month.
4	Papers for fixation of pay	Within 15 days after approval of Governing Body etc.
5	Final Fixation of Pay	On receipt of approval from the University of Delhi/ Competent Authority.
6	Entry in service book	Within 10 days on receipt of approval from competent authority.
7	Payments of arrears	Subject to receiving of grant from funding agency. Released with salary of the following month.
8	Payments of medical bills	Within 30 days.
9	C.E.A./LTC/Leave Encashment on LTC	Within 30 days of receipt of application.
10	Retirement benefits	Within a week after retirement.
11	Pension Papers	Proceducre starts 03 months prior to retirement except VRS.
12	Release of Pension	In the following month after obtaining approval from the Univeristy of Delhi/ Competent Authority.
14	Contact person for students dealing regarding Fees & refunds	Cashier (Ms. Sushila Indumati Kullu-9717281790)/ Mr. Vipul Jain-9999172324/ Mr. Himanshu Kandpal-9313572557
15	Students Security refund	Within 30 days on receipt of applications

B. LIBRARY

1.	Librarian	Librarian is overall administrative/ professional in charge of the Library and responsible for performing, supervision, controlling of all jobs/activities and coordinating at all levels within and outside the system
2.	Professional Assistant	To perform under the overall supervision of the Librarian of the College and assisting them in routine work
3.	Semi Professional Assistant	Registration of members (Manual or Integrated System); Maintenance of membership records; Issue, Return and Renewal of books, text books and other documents; Reservation/Recalling/ Issuing of reminder of books, text books and other documents; Collection of overdue charges; preparation of no dues/ clearance certificates; Maintenance of Interlibrary loan transaction records
4.	Library Attendant	Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc., Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, Assist in Opening / Closing of the Library; Manning the Check Point/ Property Counter; Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library .Arrangement of chairs, tables in respective units, sections and in the reading halls.

Dr. Shalender Singh Chauhan
Librarian

C. Web Access Centre

Sh. Rishabh Dev Bhardwaj (Senior Technical Assistant)- In-charge

D. LABORATORIES

1.	Laboratory Assistant/s	<p>Maintenance of Laboratory equipments, labeling and arranging equipments and specimens in proper order. and maintaining teaching aids register used by the Science Teachers.</p> <p>Weekly Planning to Conduct Practical</p> <p>Guidance to the Students in conducting practical and activities.</p> <p>Maintenance of Consumable and Non-Consumable Registers.</p> <p>To ensure the safety of the Laboratories.</p> <p>To keep a check on the students and teachers handling the lab equipment carefully.</p>	<p style="text-align: center;"><u>Laboratory Incharges</u></p> <p><i>Sh. Subhash Chander (Biochemistry)</i> <i>Sh. B.P. Dhyani (Botany)</i> <i>Sh. Vijay Mishra (Chemistry)</i> <i>Sh. Kuldeep Singh (Physics)</i> <i>Sh. Jagbir Singh (Zoology)</i> <i>Sh. Dinesh Dhyani (Computer Sc.)</i></p>
2.	Laboratory Attendant/s	<p>The main responsibility of Laboratory Attendant is to help the students in respective subjects and maintains the laboratory equipment, instruments etc. of the respective laboratory. A lab attendant monitors security issues and other challenges that arise in the lab. Dusting, Lab. Opening and closing</p>	

Courses, Student Work & their dealing person/s in the College Office

1.	<i>M.Com</i> <i>M.A. English</i> <i>M.A. Hindi</i> <i>M.A. Sanskrit</i> <i>M.A. Political Science</i> <i>M.Sc. Mathematics</i>	<i>Sh. Balwan Singh Ahlawat</i> <i>Sh. Brijendra Pal Singh</i>
2.	<i>B.A. Programme</i> <i>B.Sc. Physical Science</i> <i>B.Sc. Physical Science Computer Sc.</i> <i>B.Sc. Life Science</i> <i>B.Sc. App. Phy. Sc. Industrial Chemistry</i>	<i>Sh. Ghanshyam Kumar</i> <i>Sh. Mayank Sikarwar</i>
3.	<i>B.Sc. Honours Biochemistry</i> <i>B.Sc. Honours Botany</i> <i>B.Sc. Honours Chemistry</i> <i>B.Sc. Honours Mathematics</i> <i>B.Sc. Honours Physics</i> <i>B.Sc. Honours Zoology</i>	<i>Sh. Abhishek</i> <i>Sh. Vijay Prajapati</i>
4.	<i>B.Com Honours</i> <i>B.A. Honours Economics</i> <i>B.A. Honours English</i> <i>B.A. Honours Hindi</i> <i>B.A. Honours History</i> <i>B.A. Honours Political Science</i> <i>B.A. Honours Sanskrit</i>	<i>Sh. Someet S. Mann</i> <i>Sh. Sanyam Sharma</i>

5.	<i>Issue of Provisional/Character Certificates Degree Certificate Stock and Stationery Leave Record</i>	<i>Sh. Balwan Singh Ahlawat Sh. Brijendra Pal Singh</i>
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<i>Committees/ Cells</i>		
<i>Name of the Committee/Cell</i>	<i>Work/ Duties</i>	<i>Officer Responsible</i>
Staff Council	The top most decision making body of the college which deals with the entire working and functioning of the college	Dr. Manisha Sengar
AWP Committee	The main aim is to perform the functions of admission, workload calculation and academic planning	Mr. Vibhas Chandra Verma
Building and Furniture Committee	The main aim is to take care of infrastructure of the college.	Mr. Manoj Kumar
Canteen Committee	It is responsible for smooth functioning of college canteen such as food quality, hygiene maintenance etc.	Dr. Aparna Nautiyal
Cultural Committee	It promotes and arranges extracurricular activities to bring out the talents of students in the performing arts. It is responsible for all intra and inter collegiate cultural events in the College.	Dr. Kamana Singh
Development Fund	It is responsible for all the development activities of the	Dr. Indrakant Kumar Singh

Committee	college and its fund allocation.	
Editorial Board (DESH)	It is responsible for e-magazine named DESH and other periodical publications of the college.	Dr. Shalender Singh Chauhan
Extension Lecture Committee	It is responsible for organizing all Seminar, Lecture and Extension Lecture including lecture series	Prof. Manoj Kumar Singh
Financial Assistance Committee	Its objective is of provide financial assistance to needy students. It grants fee concession, provide scholarship under various Scheme to deserving students .	Dr. Pratibha Kumari
Garden Committee	It take cares of all the gardening activities of the college	Dr. Moses Rinchui Ngasainao
Library Committee	To look after general maintenance of the library in terms of reading material and infrastructure.	Dr. Umesh Kumar
Proctorial Committee	It is responsible for maintenance of discipline in the college and all the discipline related matters of the college	Mr. Bhawani Shankar
Prospectus Committee	It is responsible to design and create yearly prospectus of the college.	Dr. Namita Gandhi
Purchase Committee	It deals with all the purchases done by the college.	Mr. Saswata Bhattacharya
Sports Committee	It is responsible for all the organizing of and participation in sports related activities and development of sports infrastructure of the college	Dr. Anjum Padyal

Time Table Committee	It prepares time table at the beginning of each semester with the help of respective members of the departments. It takes care of work load distribution, paper-wise subject allotment, assigning of classrooms, tutorial rooms and other common resources.	Dr. Varsha Singh (Arts) Dr. Rakhi Saxena (Science)
Union Advisory Committee	It is responsible for all the Students Union activities and matters	Dr. Pankaj Singh
Internal Assessment Committee	It is responsible to keep track of students' internal assessment and to ascertain whether there is any correlation between their attendance and performance.	Dr. Kumar Shantanu, Convenor
Internal Complaints Committee	It works toward prevention of sexual harassment and handles any such complaints related to college	Dr. Chandrika Gultati
Student's Attendance Monitoring Committee	It keeps track of students' attendance	Dr. Shailendra Mohan Jha
ERP Committee	It ensures that the college ERP system is regularly updated and well maintained.	Dr. Rakhi Saxena
Website Committee	It ensures that the college website is regularly updated, improved and well maintained.	Dr. Jyoti Trivedi
<i>Examination Committee</i>	It ensures smooth and orderly conduct of examinations in the college as per guidelines issued by the University of	Ms. Sonia Yadav

	Delhi from time to time.	
Social Media Committee	It is responsible for social media platform of the college such as Facebook, Twitter. It posts news, events and other important information on all social media channels. It also highlights the achievement of college on various platforms	Dr Varsha Baweja
Alumni Cell	It maintains an up-to-date and detailed database of the alumni. It also highlights the success of alumni to improve the credibility and reputation of the college. The committee also organized alumni meet to inculcate exchange of ideas among alumni and between alumni and students.	Prof. Kamal Kumar Gupta
Entrepreneurship Cell	E-Cell is responsible for conducting various interventions and academic programs to impart knowledge, skill and attributes which will help in innovation, problem solving, technology development, project management, entrepreneurial motivation.	Dr. Sangita
Women Development Cell	It maintains safe, healthy and supportive environment for women and girl students.	Dr. Rama Singh
Placement Cell	It aims to conduct and coordinate various campus placement process as well as training programs in the college.	Dr.Surabhi Dhingra
OBC Cell	It maintains safe, healthy and supportive environment for	Dr. Rajender Kumar, Liasion Officer

	OBC staff and students in the campus.	
SC/ST Cell	It maintains safe, healthy and supportive environment for SC / ST staff and students in the campus.	Dr. Sunil Kayesth, Liaison Officer
Anti- Ragging Cell	It assist the college authorities in promoting and maintaining discipline in the institute and prevent anti ragging, in any form.	Mr. Bhawani Shankar
Grievance Cell	It is responsible tor redress each individual's grievances in order to have a healthy atmosphere among students, staff and management in the college.	Dr. Chandrika Gulati
ECO Club	It is responsible for all the environmental and ecological sensitization, conservation and awareness programs of the college	Dr. Sunil Kayesth
NCC <ul style="list-style-type: none"> • <i>Army</i> • <i>Navy</i> • <i>Air force</i> • <i>Women</i> 	NCC Unit aims to create and develop pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose. NCC organizes many camps throughout the year in which the youth are trained professionally by experts from the Army, Navy and Air Wing.	Dr. Pramod Kumar Dr. Pankaj Singh Dr. Kumar Shantanu Dr. Sushila Singhal
NSS	The NSS Unit encourages the volunteers towards identifying and solving the problem of the underprivileged along with learning efficient personality development skills. The Unit covers each and every field where we need	Dr. Ruby Mishra

	to bring about a change for the development of the society and betterment of the needy	
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DEPARTMENTS AND THEIR INCHARGES	
<i>Name of the Department</i>	<i>Incharge</i>
BENGALI	DR. ANTARA CHAUDHURY
BIOCHEMISTRY	DR. KAMANA SINGH
BOTANY	DR. APARNA NAUTIYAL
CHEMISTRY	DR. DEO NANDAN KUMAR
COMPUTER SCIENCE	DR. RAKHI SAXENA
COMMERCE	Ms. POONAM SHARMA
ECONOMICS	Dr. SANGITA SINGH
ENGLISH	Ms. PAVITRA POORNA S.R.
HINDI	Prof. LALIT MOHAN
HISTORY	MR. ASHWINI SHANKAR
MATHEMATICS	DR. PRAMOD ARORA
POLITICAL SCIENCE	DR. BISWAJIT MOHANTY
PHILOSOPHY	DR. SUBASINI BARIK

<i>PHYSICS</i>	<i>DR. KAKOLI BERA</i>
<i>PHYSICAL EDUCATION</i>	<i>DR. ANJUM PADYAL</i>
<i>PUNJABI</i>	<i>Mr. MUNISH (On ad-hoc basis)</i>
<i>SANSKRIT</i>	<i>DR. ASHISH KUMAR</i>
<i>ZOOLOGY</i>	<i>DR. MANISHA SENGAR</i>
<i>EVS</i>	<i>DR. DEEPAK SINGH (On ad-hoc basis)</i>