

CITIZEN CHARTER

S. No.	Types of Files/Papers	Time taken by IQAC
1.	Routine Files/Papers	
	Feedback Reports	One Month.
	QS Word Ranking	Before Due Date
	India Today Ranking	Before Due Date
	Annual Day Report	Before Due Date
	AISHE	Before Due Date
	NIRF	Before Due Date
	Collection of APAR of Faculty members	Within Four Months after end of Academic Year (30 th of June) i.e. by the 31 st October of that year
2.	AQAR form	
	Collection of Data	Two Months
	Finalization of Data	Two Weeks
	Formatting of data with uploading documents	One Week.
3.	Proposal requiring recommendations of the committee	One Week.
4.	CAS applications Calling of CAS applications	Faculty members can submit applications throughout the year and upto 3 months prior to the date of eligibility for the said promotion.
	Processing of File and preparation of Summary Sheet	Processing will be done twice a year. Processing of all files received by 15 th April of that year will be done with in a Two months i.e. by 15 th June of that year

		Processing of all files received by 15 th October of that year will be done within a Two months i.e. by 15 th December of that year
	Holding of Meeting of Internal Screening Committee wherever applicable	Within a 15 days after the Summary Sheet is prepared.
	Holding of Meeting of External Screening Committee wherever applicable	After receiving the Names of Committee members from the University and availability of Experts.
	Submission of final file to college administration for holding Selection Committee	One Week.
	Holding of Selection Committee	After receiving the Names of Committee members from the University and availability of Experts
	Submission of completed files to college administration for pay fixation	Within One Month from the date of last Selection Committee meeting/s of the Department/all the departments.
5.	Meeting of IQAC	
	To Call a Meeting	Every Month.
	Prepare Minutes of Meeting with formatting	Three days
	Action taken by IQAC on various proposals given by members of IQAC.	Within a month.
6.	Events	
	No. of Events done by IQAC in collaboration with departments.	Atleast One event per month.
	Consent to Event Proposal given by Departments to IQAC	Next Day for a suitable date.
7.	Academic Audit	Once a Year (within Four months after the end of Academic session)
8.	Administrative Audit	Once a Year (within Four months after the end of Academic session)
9.	Departmental Presentation	Once every Six Month.

S.No.	Name of Officer	Designation	Phone No.	Email Address	Role
1	Prof. Rajiv Aggarwal	Principal and Chairperson IQAC	9312259630	principal@db.du.ac.in	Overall in-charge of IQAC and all quality initiatives of the college including fulfilling all quality assurance requirements as mandated by NAAC and other regulatory bodies.
2	Prof. Kamal Kumar Gupta	Vice Principal & Member	9811822010	kgupta@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college. He will discharge all the responsibilities of the principal in his absence.
3	Dr. Aditya Saxena	IQAC Coordinator	9810805144	iqac@db.du.ac.in	In-charge of day-to-day functioning of IQAC and all quality initiatives of the college including fulfilling all quality assurance requirements as mandated by NAAC and other regulatory bodies.
4	Ms. Usha Arora	Member	9818888077	uarora@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
5	Dr. D.P. Nanda	Member	9910540568	dpnanda@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for

					ensuring quality assurance by the college.
6	Dr. Jyoti Trivedi	Member	8130866351	jtrivedi@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
7	Dr. Vibhas C. Verma	Member	9968281417	vcverma@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
8	Dr. Surabhi Dhingra	Member	9891091166	sdhingra@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
9	Ms. Harindri Choudhary	Member	9868316343	hchoudhary@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
10	Dr. Antara Chaudhuri	Member	9958413662	achaudhuri@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.

11	Ms. Manju Rani	Member	9891063861	mrani@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
12	Dr. Shalender S. Chauhan	Librarian & Member	9818117225	schauhan@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
13	Dr. Ruby Mishra	Member	9868658324	rmishra@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
14	Dr. Anjum Padyal	Member	9810160595	apadyal@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
15	Mr. Saswata Bhattacharya	Member	9910363959	sbhattacharya@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
16	Dr. Rakhi Saxena	Member	9910172544	rsaxena@db.du.ac.in	Contributing towards IQAC ecosystem of the college and

					handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
17	Dr. Moses R. Ngasainao	Member	9654465143	mrinchuin@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
18	Dr. Indrakant K. Singh	Member	9868426787	iksingh@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
19	Dr. Anand Kumar	Member	9873383330	anandkumar@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
20	Dr. Parul Singh	Member	9560966114	psingh1@db.du.ac.in	Contributing towards IQAC ecosystem of the college and handling of various quality related issues including framing guidelines and policies for ensuring quality assurance by the college.
21	Mr. Jagmohan Kaushik	Administrative Officer & Member	9810511865	jagmohankaushik1985@gmail.com	Overall responsibility for all quality related compliances by the college w.r.t. all the stakeholders.

22	Mr. Pramod Kumar	Section Officer Admin & Member	9811221493	soadmin@db.du.ac.in	Responsible for all quality related compliances connected with college administrative office and other aspects of college governance and infrastructure.
23	Mr. Devender Kumar	Section Office Account (Acting) & Member	9899695865	dkumar001@db.du.ac.in	Responsible for all quality related compliances connected with college accounts and finance related matters.
24	Mr. Rishabh Dev Bhardwaj	Sr. Tech. Assistant & Member	9718188716	rishabh.bhardwaj@db.du.ac.in	Responsible for all quality related compliances connected with college ICT ecosystem including procurement and maintenance of all ICT related software and hardware.
25	Mr. Virender Koli	Assistant	9013457751	iqac@db.du.ac.in	Responsible for all file work, paperwork, maintenance of records, collection and collation of data and execution of all quality assurance initiatives.
26	Mr. Tarun Kumar	Assistant	9015595886	iqac@db.du.ac.in	Responsible for all file work, paperwork, maintenance of records, collection and collation of data and execution of all quality assurance initiatives.