

**Handbook  
of  
Information  
2016-2017**



**Miranda House  
University of Delhi**



## Miranda House

Miranda House, one of the premier women's institutions of University of Delhi, is also one of its oldest. Set up in response to a demand to further education for women, its foundation stone was laid on 7<sup>th</sup> March 1948 by Lady Edwina Mountbatten.

The first Principal of Miranda House was Ms. Veda Thakurdas, who had earlier headed the Islamia Women's College, in the nationalist 1930s. The then Vice-Chancellor of University of Delhi, Sir Maurice Gwyer, named the college Miranda, after Shakespeare's heroine in *The Tempest*. Incidentally, Miranda was also his daughter's name.

Miranda House is one of the few colleges maintained by the University of Delhi. The Principal of Miranda House is Dr. Pratibha Jolly, under whose able stewardship, the College proposes to reach new heights. She is a physicist and an educationist of acclaim, having contributed extensively in the fields of teaching pedagogy in Indian schools and colleges. Miranda house can boast of some of the best teaching departments of the University. The Humanities and Social Sciences section of the college has thirteen departments, which are among the most experienced in the University. Miranda House had pioneered the introduction of science courses for women in University of Delhi. Initially classes were held in the University and the B.Sc. (General). Classes were started in the college premises in 1963, while the Science Honours section was started in 1971. The B.Sc. (General) Course now integrated to Applied Physical Sciences (APS). The College has a dedicated science block with modern laboratory facilities, among the very best in the Industry.

Miranda House has a fantastic library building which houses almost one lakh volumes many journals, periodicals, books and newspapers. The college encourages active participation in Sports, NCC and NSS activities. There are tennis and basketball courts, a mini gym, and open grounds for track and field events. The college has installed a Paper Recycling Plant for waste paper disposal and its productive use and also has a Solid Waste Management Project for environment

friendly garbage disposal.

With more than 3000 students, the college has a long tradition of liberal education. The college has consistently maintained high academic standards, while at the same time providing space to the students to freely express themselves and take up social responsibilities, in response to the needs of a changing world. The Miranda House Alumnae Association became a registered body in 2003. The college is proud of its alumnae, who belong to various professions where they have contributed dynamically and earned a name for themselves and the Institution.

The college motto cherishes the hope that learning and academic pursuit will be a lifelong habit to anyone who goes through its portals.

# ADMINISTRATION



Principal

Dr. Pratibha Jolly

*Department of Physics*

Vice Principal

Dr. Purnima Roy

*Department of Political Science*

Bursar

Dr. Manjari Srivastava

*Department of Mathematics*

## ADMINISTRATIVE SECTION

Section Officer	Mr. Kanwar Sain
Senior Assistant	Mr. Bal Krishan
Senior Assistant	Mr. Jyoti Prakash
Assistant	Ms. Neeru Handa
Assistant	Mr. Jagdish Prasad
Jr. Assistant	Mr. Paras Ratan Sharda
Jr. Assistant	Mr. Amit
Driver	Mr. Yodh Raj

## 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	Ms. Minakshi

**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 endeavor 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.**

## Co-Curricular

### Activity

Sports & Physical Education

National Cadet Corps

National Service Scheme

### Convener

Dr. Amita Rana, Department of Physical Education & Sports

Dr. Monika Vij, Department of Geography

Ms. Namrata Singh, Department of Political Science

## Societies

### Activity

Students Union

Proctorial Committee

Editorial Ventures

Placement Cell

Adventure Club

Debating Society

English Dramatics

Film Society

Fine Arts Society

Gandhi Study Circle

Hindi Dramatics

MH Environment Society

Music, Dance, Choreography

Quiz Society

SPIC MACAY

Tula, MH Consumer Club

Women's Development Cell

Enabling Committee

Equal Opportunity cell

Enactus

E-Cell

Foreign Student

North East Cell

### Convener

Dr. Sudeshna Bhattacharya, Department of Geography

Dr. Nisha Nag, Department of Hindi

Ms. Urmil Singh, Department of Hindi

Dr. Rashmi Rakshit, Department of Physics

Ms. Rakhi Parijat, Department of Geography

Ms. Bharti Jagannathan, Department of History

Dr. Parul Bhardwaj, Department of English

Dr. Saswati Sengupta, Department of English

Dr. Aparajita Sharma, Department of Hindi

Dr. Simmi Valecha, Department of Philosophy

Dr. Renu Arora, Department of Hindi

Dr. Bani Roy, Department of Chemistry

Dr. Sudeshna Bhattacharya, Department of Geography

Dr. Ritu Gupta, Department of Mathematics

Dr. Manjari Srivastava, Department of Mathematics

Dr. Jayashree Pillai, Department of Political Science

Dr. Bijaylakshmi Nanda, Department of Political Science

Dr. Reema Bhatia, Department of Sociology

Dr. Madhu, Department of History

Dr. K.K. Subha

Ms. Poonam Kumria

Dr. Jenny Rowena

Dr. Bilasini Noream





## 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 and that too at the sole discretion of the Principal.

## **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**

A fee of Rs. 50 per transcript is charged. Postal charges are additional. 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 mark sheet.
- (iii) Receipt for the transcript fee paid.

A minimum processing time of 7 working days has to be allowed. Transcripts may be collected every Friday between 2 pm to 4 pm.

## **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

- Full dues for the year of admission will be realized in one installment at the time of admission.
- For the subsequent year the detailed programme of the fee collection will be displayed on the Notice Boards of the college from time to time. It will be the responsibility of the student concerned to pay her college dues, if any, 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 payment of Rs.10 per day of default will be charged if a student fails to pay her dues on or before the due 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.
- No fee will be collected by the cashier without an Identity Card.
- 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.
- All remittances to the institution on account of fee, late payment must be made in cash. Fee Slip should be kept permanently and produced for verification whenever demanded.
- A 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.
- A 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 Notice Board of the college.

## **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.
- All students whose parent's income is less than Rs. 60,000/- per annum are eligible for this assistance. This income includes pay, bonus, allowances, etc. except house rent allowance. An 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 15<sup>th</sup> September.

### **University Scholarships**

University of Delhi has several scholarships for meritorious and financially needy students. Some of the scholarship for undergraduate courses are as follows:

1. *Prof. J.C. Luthra Shrimati Kesra Bai Luthra Endowment Scholarship*: One each in the first year of Discipline course in Botany, Zoology, Physics or Chemistry Honours (in such a way that as far as possible 50% are women recipients) for students passing senior school examination not below high second class (Rs 100 per month each).

2. *Shrimati Kesra Bai Luthra Memorial Scholarship*: One to a meritorious and needy student joining the Ist year of Discipline Course in Botany or Zoology after passing out from Delhi Central Board with atleast high second division (Rs. 100 per month).
3. *Dr. Shrimati V. Hora Endowment Scholarship*: One to a student who passed out from Delhi Central Board with a first division and joins Discipline Course in Zoology and is in need of financial assistance to pursue her studies (Rs. 100 per month).
4. *University of Delhi Women's Association Scholarship*: Awarded to two deserving and needy students (who are daughters of jawans) who have passed from Delhi Central Board and join the first year (Rs. 100 per month each).
5. *Shri Uggersain Memorial Endowment Scholarship*: Awarded to a candidate who passes out from Delhi Central Board with a first division and joins the first year and whose parent's income does not exceed Rs. 1,000 per month.
6. *Dr. V.K.R.V. Rao Endowment Scholarship*: To a deserving and needy student coming from the family of class IV or III employees of the University who after passing out from Delhi Central Board has joined the first year (Rs. 65 per month).
7. *Ganga Sant Scholarship*: To a meritorious student who joins the first year in Sanskrit and is in need of financial assistance. Failing that Discipline Course in Mathematics, failing that any other Discipline Course (Rs. 50 per month).
8. *Subodh Chandra Amiya Banerjee Scholarship*: To two meritorious and needy students whose parent's income does not exceed Rs. 500 per month and who join first year (Rs. 50 per month each).
9. *D.D. Kapoor Scholarship*: To a student whose parent's income does not exceed Rs. 500 per month and who joins first year of

Discipline Course in Economics (Rs. 100 per month).

10. *Shri Balak Ram Scholarship*: To a meritorious student whose parent's income does not exceed Rs. 500 per month and who joins the first year Discipline Course in Mathematics (Rs. 75 per month).
11. *All India Entrance Scholarship*: Fifty in number for three years of an Honours degree (Rs. 250 per month).
12. *Pandit Man Mohan Dar Endowment Scholarship*: To deserving or needy undergraduate students of B.A. Honours Sanskrit and Science subjects, viz. Physics, Chemistry, Botany, Zoology, Mathematics (Rs. 100 per month).

### **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 the Library
- — Amba Dalmia Resource Centre for the Visually Challenged
- — Digital Resource Centre at the College
- — Wi-Fi
- — D S Kothari Centre for Research and Innovation in Science Education (DSKC)
- — Fitness Centre
- — Casual Sports





## Library Rules

- The Library is open from 8.00 a.m. to 7.30 p.m. on week days and from 9.00 a.m. to 1.00 p.m. on Saturdays.
- All bona fide students are admitted as members. To get enrolled as a member, students must fill up the prescribed application form available at the library counter. Student membership ceases when their names are no longer in the college rolls.
- Before entering the library, the entry register is to be signed by the member and Identity Card shown at the entry gate. Personal books and belongings should be deposited at the deposit counter and a token collected.
- Books can be borrowed on the Bar Coded Identity Card (ID). 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.
- Bar coded ID are non-transferable. Members are not allowed to sub-lend the library books.
- A member who has lost a Reader Bar Coded ID shall immediately report the loss in writing directly to the Librarian.
- 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.
- 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 7 to 8 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 14 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](http://mirandahouse.ac.in)

## **Digital Resource Centre at the College**

The Digital Resource Centre is equipped with 110 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.

The appropriate login ID can be collected by the first year student from the network and system administrator of the college.

## **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 D.S. Kothari Centre has already established a resource centre to support innovative science activities.

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
- Computer Laboratory
- DSKC 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.



# Academics



## **Absence and Leave**

## **Three Year Semester Scheme**

- Attendance
- Internal Assessment
- Conduct Rules at Examinations
- Promotion of Rules

## **Choice Based Credit System (CBCS)**

- Attendance
- Internal Assessment
- Conduct Rules at Examinations
- Promotion of Rules





## **Absence and Leave**

- 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 rejoining classes.

## **Three Year Semester Scheme**

### **Attendance for Semester Mode**

Attendance requirements for semester students is as per amended ordinance VII (2) notified by the University on 14 June 2010 again clarified by the letter from the Registrar dated 5 September 2011.

### **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 , sererately, 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 Defense 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 (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 in 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.

## **Internal Assessment**

Internal assessment has been made applicable to the students from the academic session 2003-04 onwards. The important features of the internal assessment scheme are as follows:

At its meeting held on 18<sup>th</sup> July 2003, the Academic Council considered the recommendations of the Task Force constituted by the Vice-Chancellor, chaired by Professor S.K. Tandon, to work out the modalities for internal assessment in pursuance of the Executive Council Resolution No. 05 dated 1<sup>st</sup> May 2003, and resolved as follows:

- (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 Marksheet issued by the University and these marks be added to the semester examination marks for determining the division of the student.

- 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.

(a) That 5% weightage be given for regularity in attending lectures and tutorials. That 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).

- (b) 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.

- (c) 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 Roll Numbers 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 seniormost 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.
  - (i) 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.
  - (ii) 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.
    - (i) 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.

(ii) 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:

- a. Students who migrate from other Universities to the University of Delhi in the IInd year.
- b. Students who fail in the Part I Examination of Honours Courses and join Pass/General Courses in the IInd year; and
- c. Students who transfer from I year Pass/General Courses to Honours Courses in the IInd Year.

(iii) 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).
  - (i) 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.



(ii) 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 or 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.

## **Promotion Rules of All the Undergraduate Courses Under the Semester Scheme**

- **Pass percentage & promotion Criteria.**
- a) The minimum marks required to pass any paper in a semester shall be 40% in theory and 40% in Practical, wherever applicable. The student must secure 40% in the End Semester Examination and 40% in the total of End Semester Examination & Internal Assessment of the paper for both theory & practical separately.
- A student shall be eligible for promotion from 1<sup>st</sup> year to 2<sup>nd</sup> year of the course provided she/he has passed 50% paper of I and II semester taken together.
- Similarly, a student (irrespective of Part I results) shall be eligible for promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> 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 2<sup>nd</sup> year to 3<sup>rd</sup> year of the course provided 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 declared fail in the Part concerned. However, they shall have the option to retain the marks in the papers in which they have secured Pass marks as per Clause (a) above.
- 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.
- 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 are detained.

## **2. 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 II 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 and the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed 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 reappear in a paper shall carry forward the internal assessment marks, originally awarded.

## **Choice Based Credit System (CBCS)**

In the year 2015-16 the newly introduced choice based credit system provides a paradigm shift in the national education policy seeking to bridge an increasing gap between an undergraduate degree and employability.

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.



## **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 behavior.

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<sup>th</sup> 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<sup>th</sup> 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 behavior 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
- — Endowment / Donor Awards
- — Academic 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. 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 the teaching faculty and the Principal upgraded this 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. Honours Mathematics. Till 2014, the award was in the nature of Rolling Trophy and a Certificate of Merit. From the academic year 2014-15, each award also includes a cash prize of Rs 7500.

### **Eligibility**

Academic – Humanities & Social Sciences: 55% marks; Sciences including B.Sc. Honours Mathematics 60% marks. Applicants should have ordinarily cleared concurrent/ subsidiary subjects and also have the requisite attendance as per University guidelines.

Extracurricular and Co-curricular – Participation 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 biodata including details of academic, 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

These were instituted in the Golden Jubilee Year 1998 by Shri S. K. Burman for two second year students, one from Humanities and Social Sciences and one from the Sciences including B.Sc. Honours 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 cash 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 cause or the college is exemplary in nature. Till 2014, this award was in the nature of a Silver Medal. From the academic year 2014-15, the award includes a cash prize of Rs. 5000.

## University Rankers Award

The award is given to students procuring top three university ranks in the north campus at the University Examinations. From the academic year 2014-15, it is in the nature of a Certificate of Merit and a cash prize of Rs. 2500 (as against Rs. 1500 in previous years).

## 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 cash prize of Rs. 2500 (as against Rs. 1500 in previous years).
- 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 cash prize of Rs. 2500 (as against Rs. 1500 in previous years).
- 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 cash prize of Rs. 2500 (as against Rs. 1500 in previous years).

## II. 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.

**Angeli Qwatra Award for Excellence** was instituted by Dr. Angeli Qwatra, Alumna of the college in the academic year 2008-09. 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 places a weighted emphasis on academics, extra-curricular and co-curricular activities, on the spot essay and an interview. Each award is in the nature of a Certificate of Merit and a cash prize of Rs. 7500. This is given on the occasion of Miranda House Alumnae Association or the Founder's Day function.

**Anu Bedi Award** was instituted by Mr. Prakesh Bedi in memory of his daughter in the academic year 1988-89, who died in the Kanishka air crash in 1985. The award is given to a student of B.Sc. Life

Sciences/ B.Sc. Applied Physical Sciences/B.Sc Honours 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 12 marks (PCM/PCB/BoF)	10%
Cumulative Marks in University Examination Semester I and Semester II	30%
Marks in University Examination Semester III	25%
Internal Assessment of Semester III	25%
Attendance Record	10%

The award is in a nature of Certificate of Merit and cash prize of Rs. 6000.

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

Class 12 marks (PCM/PCB/BoF)	10%
Cumulative Marks in University Examination Semester I and Semester II	30%
Marks in University Examination Semester III	25%
Internal Assessment of Semester III	25%
Attendance Record	10%

The award is in a nature of Certificate of Merit and cash prize of Rs 6000.

**Miranda House Alumnae Association Award** was instituted by Alumnae Association in the academic year 2007-08. There are two

awards, one for Humanities and Social Sciences and one for Sciences including Mathematics, given on the basis of academic merit and economic need. Applications are invited from students of Semester IV with a family income not exceeding Rs 1.5 lakhs per annum. The merit criteria consider the cumulative marks of University Examinations Semester I and Semester II. Each award is in the nature of Certificate of Merit and a cash prize of Rs. 5000.

**Yashoda Fellowship for Commitment to Social Change in the memory of Baby Falak** was instituted by Yashoda Charitable Trust in the academic year 2013-14. The award is given to any student who has demonstrated continuous commitment to social change through academics and co-curricular activities within or outside the college. The selection is not limited to students participating in the national service scheme (NSS). The award is in the nature of Certificate of Merit and a cash prize of Rs. 5000.

**B. S. Jolly Award for Community Engagement** was instituted by Dr. Pratibha Jolly, Principal Miranda House in memory of her father in the academic year 2013-14. 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 Certificate of Merit and cash prize of Rs. 5000.

**Bawa Balwant Singh Bhalla Award** was instituted by Ms. Meena Singh in memory of father of Late Ms. J. R. Bhalla, former faculty at Department of Economics in Miranda House in the academic year 2013-14. The award is given to a Semester IV student who excels in sports and has also performed very well in academics. The award is in the nature of a Certificate of Merit and cash prize of Rs. 5000.

**Sumona Dutta Memorial Award** was instituted by Mrs. Nibedita Dutta, as a Gold Medal in memory of her daughter in the academic year 1999-2000, who graduated as a student of B.A. Honours in Economics in 1994. Sumona died tragically in a rail accident in August 1995. From the academic year 2014-15, the award is in the nature of a Certificate of Merit and a cash prize of Rs. 10000 for a student of B.A. Honours Economics Semester VI. The criteria for selection includes good academic record and participation in co-curricular and extra-curricular activities. A Departmental Committee shortlists 5 to 10 students and select the awardee on basis of an Interview.

**Mallan Devi Bhalla Award** was instituted by Mr. B. B. Singh Bhalla in memory of his grandmother in the academic year 1980-81. The award is given to a student of B.A. Honours Economics Semester VI who secures the highest cumulative marks in the University Examinations Semester I to Semester V. The award will be in the nature of a Certificate of Merit and a cash prize of Rs. 2500.

**Sudha Prerna Puraskar** was instituted by Dr. Sudha Kumar, former faculty at Department of Hindi in Miranda House in the academic year 2008-09. From the academic year 2014-15, the nature of the award has been modified. There are four awards given to students who obtain:

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

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

**N. N. Kesar Memorial Award for Musical Talent** was instituted by Dr. Saroj Kesar, former faculty at Department of Zoology in Miranda House in memory of her husband. Till the academic year 2013-14, it was given as a cash prize of Rs. 2500 to a student winning a competitive N. N. Kesar Musical Event is given to a student of B.A. Honours Music Semester VI for securing the highest cumulative marks in University Examinations Semester I to Semester V. The award is in the nature of a Certificate of Merit and a cash prize of Rs. 5000.

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

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

- (i) Two awards will be given to the 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 Certificate of merit and a cash prize of Rs 1500.
- (ii) One award will be given to a student of B.A. Honours Sanskrit Semester VI who secures the highest cumulative marks in University Examinations Semester I to Semester V. The award is in the nature of a Certificate of Merit and a cash prize of Rs. 2000.

**Sanyukta & D.N. Chaudhari Award** was instituted by Ms. Sanyukta Chaudhari, former faculty at Department of Sanskrit in

Miranda House. The award is given to a student of B.A. Honours Sanskrit Semester VI who secures the highest marks in University Examinations Semester I to Semester V. From the academic year 2014-15, the award is in the nature of a Certificate of Merit and a cash prize of Rs. 2500.

**Bela Gupta Memorial Award** was instituted by Dr. Kaushalya Gupta, former faculty at Department of Sanskrit in Miranda House in memory of her mother in the academic year 2009-10. There are three awards given to students who obtain

- (i) Highest cumulative marks in B.A. Honours Sanskrit in University Examination Semester I to Semester III.
- (ii) Highest cumulative marks in B.A. Honours Sanskrit in University Examinations Semester I to Semester V.
- (iii) Highest cumulative marks in Sanskrit Language in B.A. Programme University Examinations Semester I to Semester III.

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

**Madan Mohan Chopra Memorial Award** was instituted by Shri 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. Applied Physical Sciences Semester VI on the basis of highest cumulative marks in the University Examinations Semester I to Semester V is the nature of a Certificate of Merit and a cash prize of Rs. 2500.

**Kanta Venugopal Award** for Genetics was instituted by Ms. Sucheta and Professor M. N. Murty in the academic year 2007-08. The award is given to a student of B.Sc. Honours Botany Semester VI who secures an aggregate of 60% and above in the pertinent University Examination along with the highest marks in the Genetics paper scoring at least 65% . The award is in the nature of



Certificate of Merit and a cash prize of Rs. 5000.

**Dr. Lakshmichand Dayawanti Memorial Award** was instituted by Dr. Sunita Ahuja, former faculty at the Department of Chemistry in Miranda House in memory of her parents in the academic year 2001-02. The award is given to a student of B.Sc. Honours Chemistry Semester IV selected by the Department of Chemistry on the basis of (i) performance in the University Examinations Semester I to Semester III (ii) attendance record (iii) behaviour and conduct in the class (iv) participation in extra-curricular activities. The award is in the nature of a Certificate of Merit and a cash prize of Rs. 2500.

**Naunit Ram Ahuja Award** was instituted by Dr Sunita Ahuja, a former faculty at the Department of Chemistry in Miranda House in memory of her father in the academic year 2011-12. The award is given to a student of B.Sc. Honours Chemistry Semester IV on the basis of academic merit and economic need. The award is in the nature of a Certificate of Merit and cash prize of Rs. 5000.

**G.K. Dhingra Award** was instituted by Dr. Aruna Popli, former faculty at Department of Chemistry in Miranda House in memory of her father in the academic year 2014-15. The award is given to a student of B.Sc. Honours Chemistry Semester VI on the basis of highest cumulative marks in the Organic Chemistry Paper in University Examination Semester III and Semester IV. The award is in the nature of a Certificate of Merit and cash prize of Rs. 5000.

**Dr. Anita Tandon Award** was instituted by Professor S.K. Tandon in memory of his wife, Dr. Anita Tandon, former faculty at Department of Chemistry in Miranda House in the academic year 2010-11. The award is given to a student of B.Sc. Honours Chemistry Semester II who secures the highest marks in Organic Chemistry Paper in the University Examination Semester I. The award is in the nature of a Certificate of Merit and cash prize of Rs. 5000.

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

## **COLLEGE TIME – TABLE**

I Period - 08.30 to 09.30 am

II Period - 09.30 to 10.30 am

### **COFFEE BREAK – 10.30 TO 10.45 AM**

III Period - 10.45 to 11.45 am

IV Period - 11.45 to 12.45 pm

### **LUNCH BREAK – 12.45 TO 01.05 PM**

V Period - 01.05 to 02.05 pm

VI Period - 02.05 to 03.05 pm

VII Period - 03.05 to 04.05 pm

VIII Period - 04.05 to 05.05 pm

## Academic Calender Semester Scheme 2016-2017

### Semester I/III/V

Classes Begin	20 July, 2016 (Wednesday)
Field Work/Project Work/Excursion/ Co-Curricular Activities	11 October, 2016 (Tuesday) to 18 October, 2016 (Sunday)
Classes begin after Field Work/Project Work/Excursion/Co-Curricular Activities	17 October, 2016 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	12 November 2016 (Saturday)
Theory Examinations begin	24 November 2016 (Thursday)
Winter Break	17 December 2016 (Saturday) to 01 January 2017 (Sunday)

### Semester II/IV/VI

Classes Begin	02 January, 2017 (Monday)
Field Work/Project Work/Excursion/ Co-Curricular Activities	13 March, 2017 (Monday) to 19 March, 2017 (Sunday)
Classes begin after Field Work/Project Work/Excursion/Co-Curricular Activities	20 March, 2017 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	27 April 2017 (Thursday)
Theory Examinations begin	09 May 2017 (Tuesday)
Summer Break	20 May 2017 (Saturday) to 19 July 2017 (Wednesday)