

# MANUAL 17

## Any Other information

### **COURSES OFFERED**

We offer the following courses in Arts, Science and Commerce. Unless otherwise specified the medium of instruction in all subjects will be English only.

(I) **M.A.**

1. Mathematics
2. Political Science

(II) **B.Sc. (Hons.)**

1. Botany
2. Chemistry
3. Mathematics
4. Physics
5. Zoology

(III) **B.Sc. Programme**

1. Physical Sciences with Chemistry
2. Physical Sciences with Computer Science
3. Life Sciences

(IV) **B.A. (Hons)**

1. Economics
2. English
3. Hindi
4. History
5. Mathematics
6. Political Science

7. Sanskrit

8. Sociology

(V) **B.Com.(Hons.)**

(VI) **B.Com. Programme**

(VI) **Restructured B.A. Programme effective from July 2004**

<b>Course Category</b>	<b>No. of courses to be chosen by a student</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Discipline Courses (in 2 Disp.)	6 (3+3)	1+1	1+1	1+1
Language Courses (in 2 Lang.)	4(2+2)	1+1	1	1
Foundation Courses	1	-	1	-
Application Courses	1	-	-	1
	12	4	4	4

### **Language Courses**

1. English A/B/C compulsory

Student may opt for one of the following Indian Languages.

1. Hindi A/B/C      2. Sanskrit      3. Punjabi A/B

### **Discipline Courses**

Students may offer any one of the following combinations:

1. History and Political Science
2. History and Sanskrit Discipline

3. History and Hindi Discipline
4. Sociology and History
5. Sociology and English Discipline
6. Sociology and Political Science
7. Economics and Mathematics
8. Economics and English Discipline
9. Economics and Computer Application
10. Political Science and Sanskrit/Punjabi
11. Mathematics and Computer Application (Student should have studied English till XII, 60% marks in Eco. and Maths)

## **Language Courses**

Students may offer two from the following languages:

1. English
2. Hindi
3. Punjabi
4. Sanskrit

## **ORDINANCE VIII-E: Internal Assessment**

1.1. The scheme for Internal Assessment shall be followed in the regular stream only, with exclusions as below and shall be 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 postgraduate degree courses. This scheme of Internal Assessment shall not be applicable to the School of Correspondence Course and Continuing Education, Non-Collegiate Women's Education Board and Non-Formal Education Cell (formerly External Candidates Cell). The specific Ordinances pertaining to schemes of examinations of various courses shall stand amended, mutatis mutandis, to the extent of internal assessment as laid down in this Ordinance, subject to exclusions referred to above.

1.2. Internal Assessment marks shall be shown separately in the Marks Sheet issued by the University and these marks shall be added to the annual/semester examination marks for determining the division of the student.

2. 25% of the maximum marks in each paper in undergraduate courses shall be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; 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.

2.1.1. There shall be 10% weightage assigned to House

Examinations to be conducted by each college, for all subjects in Pass course and B.Sc. (General) and all papers of the main Subject in Honours courses.

2.1.2. The duration of each paper in the House Examination shall be the same as the duration in the University Examination. The maximum marks for each paper of the House Examination shall be 100 or the same as the maximum marks in the corresponding University Examination.

2.1.3. The University reserves the right to scrutinize some or all the scripts of any paper in any course in a College during the period of retention of papers, Which duration shall be till declaration of results by the University, a copy of the question paper shall be sent to the Examination Branch of the University

and the College shall maintain a proper record of the question papers of the House Examination.

2.2.1. Each student shall be assessed on the basis of written assignments/tutorials as well as on the basis of project reports/term papers/seminars. There shall be 10% weightage for such written assignment; and project

reports/presentations/term papers/seminars. Each student shall be given at least one written assignment per paper in each term, subject to a maximum of 12 written assignments per year for all the papers taken together.

2.2.2. Where the maximum marks in a paper are less than 100, for example 50 marks, the nature of written assignments/ tutorial work shall stand adjusted.

2.2.3. There shall be 5% weightage for regularity in attending lectures and tutorials, and 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]

2.2.4. There shall be a Moderation Committee for Internal Assessment in each College, discipline-wise, which shall comprise of the senior most teacher in the department, the teacher-in-charge of the department and the previous teacher-in-charge of the department: provided that if, for any reason, the membership of the Committee falls below 3, the Principal of the college shall nominate suitable members from among the teachers of that department/college to fill the vacancies.

3. With the introduction of Internal Assessment, the maximum marks for the University Examination in each paper shall stand reduced accordingly.

4. 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.

5.1 There shall be a Monitoring Committee for Internal Assessment at the University level consisting of the Dean of Colleges as the Chairperson along with three other Deans one of whom shall be a member of the Executive Council, and the Controller of Examinations as Member-Secretary. The Committee shall monitor the 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 that College.

The responsibility for non-declaration of the result of any course in the college in such circumstances will be solely that of the college.

5.2 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.

6.1. In the case of students who repeat one or more paper(s), or all papers of Part I or Part II or Part III, the Internal Assessment marks shall be carried forward.

6.2. In the following special cases, in lieu of 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 :

6.2.1. Students who migrate from other Universities to the University of Delhi in the II<sup>nd</sup> Year;

6.2.2. Students who fail in the Part I Examination of Honours Courses and join Pass/General Courses in the II<sup>nd</sup> year; and

6.2.3. Students who transfer from 1<sup>st</sup> year Pass/General Courses to Honours Courses in the 2<sup>nd</sup> year.

6.3. 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 Non-Formal Education Cell, formerly External Candidates Cell) to the Regular stream and vice versa, shall carry as such the marks obtained in the preceding year(s).

7. Tutorials shall be held regularly for the post-graduate courses of the University by the concerned Department in cooperation with Colleges; and at least 25% marks shall be assigned for Internal Assessment in each paper of the post-graduate courses. The Internal Assessment in the post-graduate courses may be based on regularity and attendance; class tests and house examination; and written assignments, projects/term papers/seminars/fieldwork. Post-graduate courses where the weightage of Internal Assessment is 25 per cent or more, Departments may continue with the existing schemes.

8. In the case of a student who is selected as a member of the N.C.C. to participate in the annual N.C.C. 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 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 extracurricular activities held in other Universities or such other activities approved by the Vice-Chancellor, the following provision will apply :

8.1. A student in the categories listed above, will have to fulfil 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.

8.2 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.

8.3 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 of Ordinance VII.2.(9)(a)(i).

9.1. The University reserves the right to review, and if necessary moderate the marks in Internal Assessment in any paper/ papers in any College/Department.

9.2. The respective University Moderation Committees in each subject shall moderate, if necessary, the Internal Assessment marks across Colleges.

## **EXTRA-CURRICULAR ACTIVITIES**

### **SPORTS**

Facilities are available for team games such as Baseball/Soft Ball, Volleyball, Table-tennis, Judo, Basketball and Athletics. Arrangements for coaching in Gymnastics, Yoga, Archery and Shooting are also available. Baseball and Netball will be offered if a sufficient number of students opt for these.

### **THE COLLEGE MAGAZINE**

The College brings out a magazine annually. The literary and creative talents of the students are given adequate expression through their contributions to the magazine.

### **STUDENTS UNION**

Maitreyi College is proud of its active, vibrant, well-balanced and responsible Students Union. It comprises of elected representatives of the student body who undertake the task of organising co-curricular activities for various inter-and intra-college competitions. They are guided by a group of faculty advisors who help to coordinate their activities. Students are encouraged to join Music, Dramatics, Debate and Fine Arts Societies.

**'Rhapsody'** the Inter-College Festival, organised by the Students Union every Year in winter is one of the most eagerly awaited events of college life.

### **NCC AND NSS**

Our College maintains two companies of NCC who are actively associated with all projects of NCC. The NSS unit of the College is engaged in many community activities. Chief among them are adult literacy camps, working with the Blind Relief Association and Spastics society. It also campaigns against drug abuse and is actively involved in projects related to environmental issues.

Note: All students are required to join at least one of the following co-curricular activities: NCC or NSS or sports.

### **Academic Associations**

Each department of the college runs its own academic association. Through these associations class room teaching is supplemented with seminars, workshops, debates, educational tours, field work and lecture given by eminent persons.

### **FACILITIES**



## **Library and Reading Room**

There is a well-equipped library with a separate periodical section. There are books on a variety of subjects

Besides many reputed journals and popular magazines in our library. The library also has Photostatting facilities and is equipped with a multimedia projector. Its two spacious reading rooms are open to all the students throughout the year from 9.00 am to 5.30 pm (except on Sundays and other Public Holidays.) The college also offers the facility of a Book-Bank for deserving and meritorious students on its rolls.

## **Laboratories**

The College has 15 very well equipped laboratories for practicals in subjects like Computer Science, Chemistry, Botany, Zoology, Physics and Electronics.

## **Career counselling**

The College has also started career counselling to help students discover their potential and vocation. Consequently many students from our college have been selected by prestigious companies for interesting jobs.

## **Book Store**

The college book store offers a wide selection of text and other books. Various stationery items and mementos are also available.

## **College Canteen**

It is run by a contractor and supervised by the Students Union. The college canteen serves as a pleasant eating and meeting place for students. A coin-operated telephone is installed in the canteen for use by the students.

## **Gardens**

The College is proud of its beautiful lawns, plants and flowers which regularly win trophies from the University. Students are encouraged to keep the front lawns clean and untrodden.

## **Medical Room**

The college medical room provides basic medicines and has first-aid facilities should the need arise. A doctor visits the college on appointed days. One qualified Nurse is also available on all working days from 9am to 3pm.

## **Internal College Complaints Committee against Sexual Harassment**

Maitreyi College seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the College. The following members constitute the ICC (against sexual harassment 2018-19)

### **Teachers' Representatives (2018-19)**

1. Dr. Prachi Bagla (Presiding Officer) - 98180 15570  
Department of Commerce
2. Mrs. Manjula Saxena - 98108 93977  
Department of Sociology
3. Dr. Pramod Kumar - 97171 89242, 8178275227  
Department of Sanskrit

### **Co-opted Members**

Mr. Pawan Khanna

### **Students' Representatives (Elected)**

1. Ms. Sakshi Mishra - 8750418456 - President
2. Ms. Oshin Sharma - 9826383575 - Vice President
3. Ms. Prachi Sharma - 8396835511 - Secretary

### **Alumni Association**

An old students association has been formed in the year 2005. A one time fee of Rs. 100 will be charged in the final year, from all students wishing to become members.

### **Legal Aid Cell**

The college is associated with the Delhi Legal Services Authorities, which works towards the constitutional obligation of the state to ensure legal aid and guidance for the college community.

## **NON COLLEGIATE WOMEN'S EDUCATION BOARD**

Admission

Ms. Prachi Bagla

Admission Forms  
Submission

Mr. Chet Ram and Mr. Sanjay Ahuja

Mark Sheets and  
Degree Certificate

Mr. Arjun Singh and Mr. Vinod Kumar

Identity Cards

Mr. Vinod Kumar

### **WORKING OF LIBRARY**

Working hrs.

9:00 a.m to 5:30 p.m.

Dealing with the students

Issue and return  
(9:00 a.m.to3:00 p.m.)

Issue of Tickets

Issue of Books

General

Reserve

Book Bank