

MANUAL NO. 01

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

[Section 4(1)(b)(i)]

1. Aims and Objectives of the organization :

Acharya Narendra Dev College has a unique distinction of being the only college that is primarily for science. It is named after the great educationist and reformist of Modern India; Acharya Narendra Dev. Over the years, it has acquired repute for the meritorious profile of its student population, their sense of discipline and social responsibility.

2. Mission/Vision:

Acharya Narendra Dev College endeavors to nurture students with a keen analytical and scientific bent of mind with sensitivity to their responsibilities and human values so that they are amongst the best citizens of India.

3. Brief History and background for its establishment:

It was in early 1991 that Mr. Chandra Shekhar, the then Prime Minister of India, announced the establishment of Acharya Narendra Dev College. As a new constituent college of the University of Delhi established by Delhi Administration, it generated a great deal of enthusiasm amongst the localites. Then, starting out with an interim allotment of four rooms in a SPS structure in R. K. Puram Sector 4 School, the college enrolled its first batch of students and began its teaching programs. In August 1992, the college moved to its current premises in Govindpuri, Kalkaji, which had just been vacated by Shaheed Bhagat Singh College. Despite being housed in an old school building, the college very soon established its reputation as a premier science college of the University of Delhi. Building the institution has been a labor of love, be it the Principals, the young faculty and support staff and, most importantly, the students who have passed through the portals of the institution.

COURSES OFFERED

| | Number of seats | UR | S C | ST | OBC |
|--|------------------------|-----------|------------|-----------|------------|
| B. Sc. (Honours) Biomedical Sciences * | 50 | 25 | 07 | 04 | 14 |
| B. Sc. (Honours) Botany | 50 | 25 | 07 | 04 | 14 |
| B. Sc. (Honours) Chemistry | 50 | 25 | 07 | 04 | 14 |
| B. Sc. (Honours) Computer Science * | 50 | 25 | 07 | 04 | 14 |
| B. Sc. (Honours) Electronics | 50 | 25 | 07 | 04 | 14 |
| B. Sc. (Honours) Physics | 50 | 25 | 07 | 04 | 14 |
| B. Sc. (Honours) Zoology | 50 | 25 | 07 | 04 | 14 |
| B. Sc. Physical Science with Physics, Mathematics & Computer Science (PM+Cs) | 45 | 23 | 07 | 03 | 12 |
| B. Sc. Physical Science with Physics, Chemistry & Mathematics (PCM) | 45 | 23 | 07 | 03 | 12 |
| B. Sc. Physical Science with Physics, Mathematics & Electronics (PME) | 45 | 23 | 07 | 03 | 12 |
| B. Sc. Life Sciences | 45 | 23 | 07 | 03 | 12 |
| B. Sc. (Honours) Mathematics | 50 | 25 | 07 | 04 | 14 |
| B. Com (Honours) | 100 | 50 | 15 | 08 | 27 |
| M. Sc (Chemistry) @ | 31 | 16 | 05 | 02 | 08 |
| M. Sc (Mathematics) @ | 31 | 16 | 05 | 02 | 08 |
| (a) Certificate Courses * | | | | | |
| French | 62 | 31 | 09 | 05 | 17 |
| German | 62 | 31 | 09 | 05 | 17 |
| Spanish | 62 | 31 | 09 | 05 | 17 |
| Russian | 20 | 10 | 03 | 02 | 05 |
| (b) Diploma Courses * | | | | | |
| French | 31 | 16 | 05 | 02 | 08 |
| German | 31 | 16 | 05 | 02 | 08 |
| Spanish | 31 | 16 | 05 | 02 | 08 |
| (c) Advanced Diploma* | | | | | |
| French | 31 | 16 | 05 | 02 | 08 |
| German | 31 | 16 | 05 | 02 | 08 |
| Spanish | 31 | 16 | 05 | 02 | 08 |

Note: * These are Self-financing courses

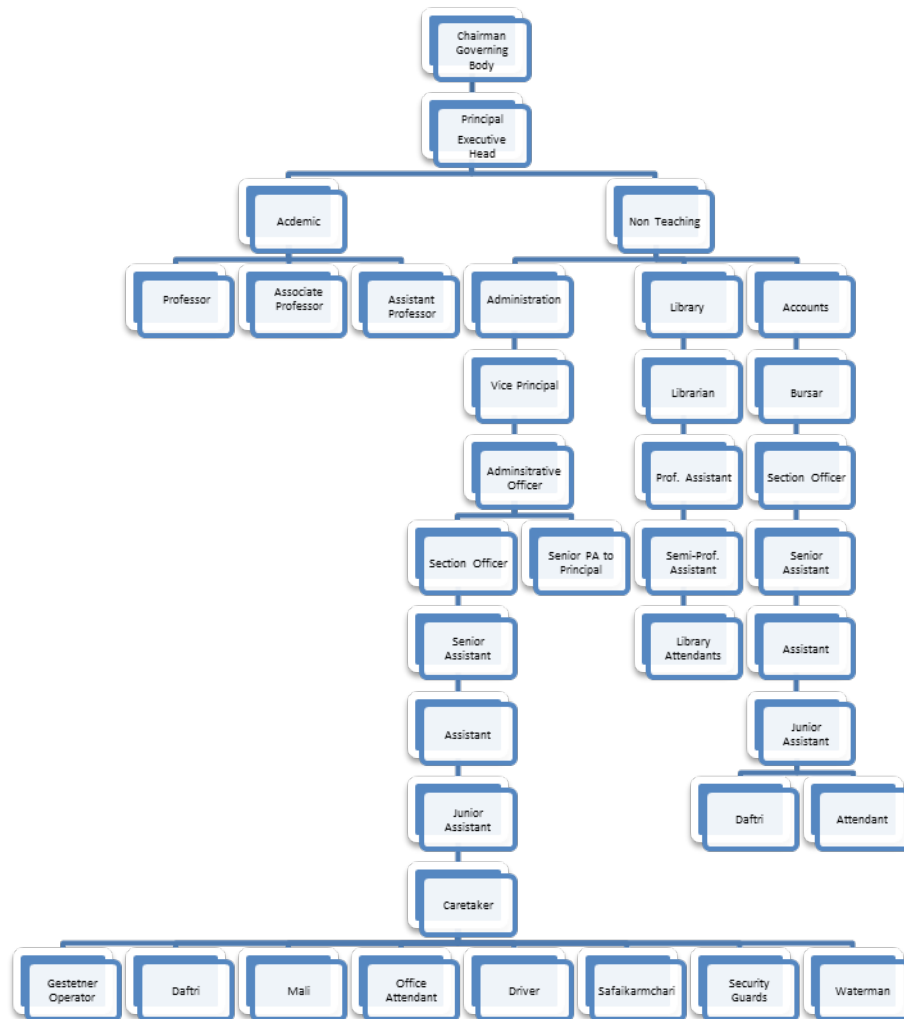
5% seats of total intake are available (supernumerary) for PwD as per University of Delhi rules.

@ Admission to PG courses is done through a centralized procedure in the University of Delhi.

4. Organization Chart:

Organizational set-up of ACHARYA NARENDRA DEV COLLEGE

ORGANIZATION CHART



5. Allocation of Business :

- Decision making by College Governing Body, Principal and Staff Council
- Administrative work by the administrative staff
- Teaching, extracurricular and co-curricular activities by the faculty and students in collaboration with the non teaching staff.

6. Duties to be performed to achieve the mission:

Ever since the establishment of college in 1991, the college has been playing a significant role in imparting education in science and commerce In order to achieve its objectives and vision the college has formulated various schemes/activities, which are broadly categorized in the following manner :

- a. Organization of curricular activities and innovations. The College has introduced new courses like B.Sc Honors Biomedical Sciences and B.Sc. General Sericulture (now B.Sc. Life Sciences) for the first time in the Delhi University curriculum.
- b. Organization of different creative programs.
- c. Encouragement to students to get an exposure at local, zonal and state level events.
- d. Representation of students in different inter college programs
- e. Teacher's participation in various educational seminars, workshops and conferences.
- f. By encouraging the non teaching staff to participate in various intra and inter-college competitions.

7. Details of Service Rendered:

- a. Students are advised to go to various institutions for their growth through the co-curricular activities.

- b. Teachers and students take part in Seminars/Symposia/Workshops to enhance their knowledge.
- c. Teachers are allowed to go on study leave in order to promote their career.
- d. A few teachers have done research work and published their books.
- e. Encouragement to needy students by providing free-ships by way of giving them scholarships and grants through the vice-chancellor's student's fund of the University.
- f. Students are encouraged to participate in cultural programs, quiz, debates, theatre poster competitions and sports competitions etc.

8. Address of the College:

Principal, Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi 110019

9. Working Hours of the College:

Office Working Hours are from 9:00 a.m to 5:30 p.m (Monday to Friday)

Teaching Hours are from 8:45 a.m to 5:00 p.m (Monday to Saturday)