

Manual 1

Particulars of organization, functions and duties

1. Vision and Mission

VISION

To be a premier institute that nurtures creativity amongst students and instills moral values along with quality education, to enable them to take on real life challenges with confidence.

MISSION

- To inculcate positivity in attitude and thought.
- To nurture creativity and problem solving skills.
- To sensitize students towards gender issues and respect for all human beings.
- To bring about awareness related to ecological enrichment and environmental factors.
- To encourage students to have vision and courage to initiate and manage change.
- To help in recognizing the challenges of a competitive world and learn to adapt.
- To create a clean and conducive atmosphere for the promotion of education.
- To give impetus to women empowerment.

2. Objective

Organization of teaching to under-graduate students admitted to various courses approved by the University of Delhi from time to time and ensure their wholesome education through extra-curricular activities and sports.

3. Brief history

The college was established in the year 1994. It started functioning from a school building in Keshav Puram with just two courses to begin with namely B.Com (H) and B.Sc. (Gen) with Computer Science. Gradually course like B.Sc. (H) Electronics, B.Sc. (Gen) Mathematical Science, PGDCA and B.Sc. (H) Computer Science were added. The new campus of the

college at Pitampura started functioning from academic session 2006-07 and courses like B.Sc. (H) Mathematics, B.Sc. (H) Physics, B.A. (H) Psychology and Bachelor of Business studies were added.

4. Courses Offered

The college imparts instruction and training in the following courses:

I. Undergraduate Courses:

- (i) Bachelor of Management Studies (B.M.S.)
- (ii) B.Com. (H)
- (iii) B.Sc. (H) Computer Science
- (iv) B.Sc. (H) Electronics
- (v) B.Sc. (H) Mathematics
- (vi) B.Sc. Physical Science with Computer Science
- (vii) B.Sc. (G) Mathematical Science
- (viii) B.Sc. (H) Physics
- (ix) B.A. (H) Psychology

II. Diploma & Certificate Courses:

- (i) Diploma & Certificate Course in French Language
- (ii) Diploma & Certificate Course in German Language

5. Expectation of the college from the public for enhancing its effectiveness and efficiency :

The college expects objective and considered support from citizens of Delhi as well as persons directly associated with the affairs of the college and the University of Delhi.

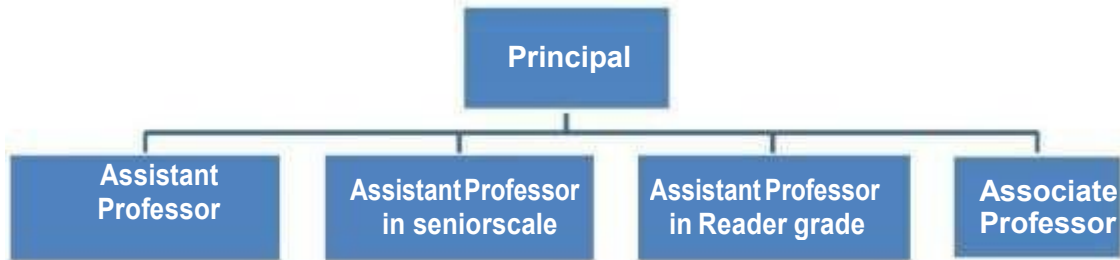
6. Arrangements and methods made for seeking public participation/ contribution

Public involvement in the affairs of the college is through nomination of people from various

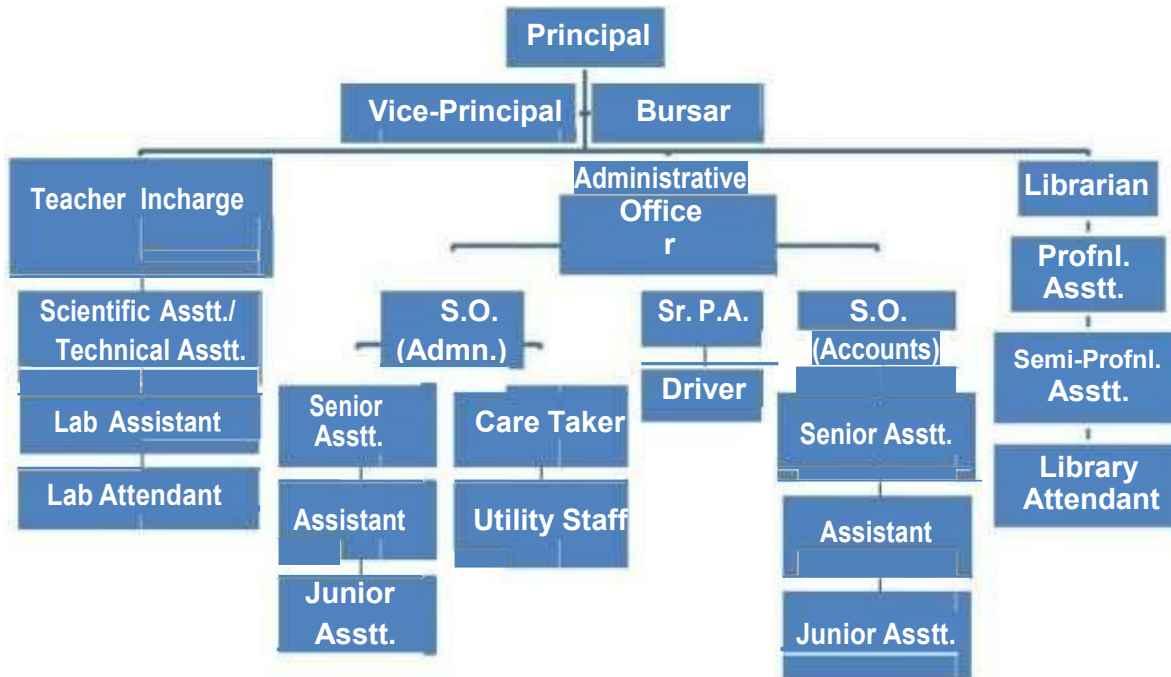
walks of public life on its Governing Body as per provisions of statute 30(1)(c)(i) of Delhi University Act, 1922.

7. Mechanism available for monitoring the service delivery and public grievance resolution Management of the various activities of the college is supervised by the Principal through designated committees. Monitoring of the affairs of the college is through its Governing Body, Academic Council & Executive Council of the University of Delhi.

8. Organizational Chart for Teaching staff



9. Organizational Chart for Non-Teaching staff:



10. Nature of Work/Duties

- 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.

11. Address of the College :

Keshav Mahavidyalaya, H-4-5 Zone, Pitampura, Delhi – 110034.

Email : principal@keshav.du.ac.in

Phone No. 011-27018805

Telefax : 27018806

12. Working hours of the College :

Office hours - 9:00 a.m. to 5:30 p.m. (Monday to Friday) Teaching

hours - 9:00 a.m. to 5:30 p.m. (Monday to Friday) NCWEB classes
on Saturday

Radio broadcasting classes on Saturday

Lunch hours – 1:00 p.m. to 1:30 p.m.