



SHRI RAM COLLEGE OF COMMERCE

Handbook of Information

2022-23

Founder of the College



“Education is the key which is going to unlock the door to greatness”

Sir Shri Ram

(1884-1963)

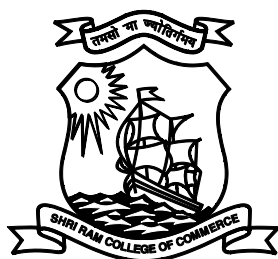
Founder, Shri Ram College of Commerce

Born on April 27, 1884, **Lala Shri Ram**, the visionary behind SRCC, was an eminent public-spirited philanthropist, outstanding industrialist, educationist, and one of the most far-sighted business leaders of India. The first son of Shri Madan Mohan Lal and Smt. Chando Devi, Lala Shri Ram completed his education in Delhi and joined DCM in 1909 at a young age of 25 years.

A nation-builder, he possessed an analytical mind, an infinite capacity for work, and a knack for human relations. During his life, Lala Shri Ram's main emphasis was on vocational, technical and women's education. As early as 1920, he founded the Commercial Education Trust. The first school commenced by the Trust was the Commercial High School which was raised in 1926 to the standard of an Intermediate College, in 1930 to a degree college and in 1934 to a post-graduate College. In 1942, Lala Shri Ram became the Chairman of the Governing Body of the College. In 1949, it was proposed to rename the College as 'Shri Ram College of Commerce' but it took two years to implement it due to the reticence of Lala Shri Ram.

Lala Shri Ram's association with the College *continued* till 1962, when because of ailing health, he resigned. His health continued to deteriorate and he passed away on January 11, 1963. On the death of Lala Shri Ram, Dr. S. Radhakrishnan, the then President of India said, *“He was not only a great industrialist but helped many good causes. His contribution to education is memorable”*.

Every year, in memory and remembrance of its revered founder, the College celebrates April 27, the birthdate of Sir Shri Ram as **“Founders Day”**.



SHRI RAM COLLEGE OF COMMERCE

UNIVERSITY OF DELHI
MAURICE NAGAR
DELHI-110007

SRCC

HANDBOOK OF INFORMATION

Academic Year

2022-23

College Handbook Committee

Convenor	Dr. Misha Govil	
Members	Dr. Abhay Jain	Ms. Ruchika Choudhary
	Dr. Esther N. Ngaihte	Ms. Shalini Rawal
	Dr. Kuljeet Kaur	Dr. Saumya Aggarwal
	Dr. Ruchi Kaushik	Ms. Charu Goyal
	Prof. Ravi Kaushik	Ms. Suman Si
	Dr. Linesh V.V.	Mr. Amarjeet
	Dr. H.N. Tiwari	Mr. Ranjeet Kumar Aggarwal
	Mr. Raj Kumar Sah	Dr. Priyanka Aggarwal
	Mr. Harish Kumar	Dr. Sakshi Gambhir
	Ms. Sunita Sharma	Dr. Preeti Devi
	Dr. Shalini Aggarwal	Dr. Hijam Liza Dallo Rihmo

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2022-23

Disclaimer

This Handbook is a compendium of inputs and information assembled and collated from various sources. The information published in the Handbook for the Academic Year 2022-23 was collected till September 10, 2022. Due care has been taken to reproduce the authentic official version of rules and regulations and other relevant information, as far as possible. However, it should, in no case, be construed as a warranty, expressed or implied, regarding the completeness and accuracy of the information so far provided as a ready reference. While utmost care has been taken to ensure that concurrent, accurate and relevant information is published in the Handbook of Information, there may be differences arising due to timeliness and later changes in the subject matter. Readers may refer to concurrent information on the websites of the College and the University of Delhi, amongst other important ones. In case of differences between the information contained in this Handbook and the Ordinances, Rules and Regulations, Notices, Circulars issued by University of Delhi, the latter will prevail.

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Readers must regularly check the websites and various portals of the College and University of Delhi for updates and related matters. Grievances resulting from not referring to the website/s will not be entertained.

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Our Vision

"SRCC-A College of Global Choice"

Our Mission

"To achieve and sustain excellence in teaching and research, and enriching local, national and international communities through our research, the skills of alumni, and the publishing of academic and educational materials"

Note to Students

The College takes proactive measures to ensure timely, relevant and correct information on academic and other related matters reach the students. To ensure you get timely and correct information as issued by different units/functionaries of the College from time-to-time, and you are up-to-date with the information/events of the College, the following **must-dos** are to be noted:

1. Download the **SRCC Smart Prof App** available for free on Google Play Store/iStore and turn on its “Notifications” in the Settings of your mobile. In addition to important information of the College being sent through the SRCC Smart Prof App, the App provides for many important utilities and functions for students. SRCC Smart Prof is available for both Android on Google Play Store and for iOS on App Store. The QR Codes for directly downloading the SRCC Smart Prof App are given below.
2. Ensure that your email ID, mobile number and other contact details are correct and up-to-date with the Computer Center. In case you are not receiving emails/communications sent by the College, while your batchmates are receiving the same, you must update your email id and mobile number using the Mobile Application of the College (SmartProf SRCC).
3. Visit the **Announcement Section** of College Website (<https://srcc.edu/announcements>) on a daily basis to see the updates made by the College and its different units timely. The QR Code for easy reference is also given below.
4. The College has several Notice Boards around the campus. You should read the Notices placed on these Notice Boards daily to ensure no notice is missed.
5. Further, you must also check Notifications as issued by the University from time to time.

Smart Prof SRCC
(Google Play Store)



Smart Prof SRCC
(App Store)



SRCC Announcements



University of Delhi



A Guide to the Handbook of Information

The Handbook of Information is a compendium of useful information on curricular, co-curricular and extra-curricular, and research matters related to the College. It also provides vital information regarding the University and other additional information which may be useful during the Academic Year. This Handbook is primarily intended for students, faculty members and non-teaching staff of the College.

For the Academic Year 2022-23, the Handbook of Information has been recast to ensure better functionality and utility to the end stakeholders. This is also done to set new standards of governance towards documentation of information and improved stakeholder orientation.

The Handbook of Information is divided into seven sections. Each Section has been categorised to ensure all relevant information regarding that particular aspect of the College is available at one place.

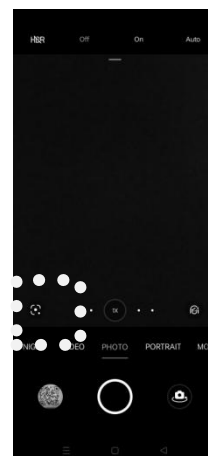
The subject matter of the Handbook of Information pertains to Academic Year 2022-23. Since the subject matter of the Handbook of Information may change time to time post publication, to improve functional utility of the Handbook, it is transformed into a hybrid document which merges historicity with concurrence of information.

For the same, QR Codes relevant to a particular section/subsection have been embedded adjacent to the section/subsection wherever they could be provided. To check if there is concurrent information on a particular section/subsection, the following steps may be undertaken:

1. The QR Code on a particular section/subsection may be scanned through the Google Lens/iOS option available on the Google Search Bar available on the mobile home screen/Google Search App.



2. After scanning the QR Code, the hyperlink to the section/subsection on the website will appear on the screen. Click the shutter button which will direct to the relevant webpage.



3. **Alternatively**, if Google Lens is enabled in the camera of the Mobile phone, simply click on the Lens symbol at the bottom left corner of the camera and scan the QR Code. On clicking the shutter button, the relevant webpage will be opened.

1. About the College

Shri Ram College of Commerce, or SRCC, is India's premier higher education institution in the fields of commerce, economics and management. Established in 1926 by the venerable Lala Shri Ram, eminent industrialist and philanthropist, the College is the preferred destination of higher studies for students pursuing commerce, economics or management. SRCC is consistently ranked as the **Number One College of Commerce** in India by renowned surveys such as India Today's Best Colleges Survey, Week Hansa, Outlook ICare and the Open Magazine amongst others. SRCC was accredited with 'A+' grade in the first cycle of assessment and accreditation in 2016 and 'A++' in the second cycle in 2022 by National Assessment and Accreditation Council (NAAC). It is ranked 12th in the stream of 'Colleges' in India Rankings 2022 by National Institutional Ranking Framework (NIRF).

Shri Ram College of Commerce is a constituent college of the University of Delhi, and is included in the list of Colleges maintained under Section 2(f) and 12(B) of the UGC Act, 1956 under the head 'Non-Government College' teaching upto Master's Degree. The College is governed by the SRCC Governing Body headed by the Chairman, SRCC Governing Body and members comprising representatives from the Sir Shri Ram Foundation (the 'Trust'), the University of Delhi, and the College. The Principal, SRCC is the Member-Secretary of the SRCC Governing Body.

The College offers best-in-class teaching-learning to its students, who are transformed into leaders and institution builders of tomorrow by the progressive environs of the institution. The goals of the College are holistic development of its students and meaningful contribution to the society, community and nation at large. The College aims on holistic development of its students with focus accorded to curricular, co-curricular and extra-curricular development of the students. The faculty of the College are renowned and respected academicians, and researchers, many of whom are celebrated authors of textbooks and reference books which are recommended in national, international and professional institutions. The infrastructure of the College reflects the stakeholder orientation of the Institution, fusing its traditional halo with the modern functionalities. The College is proud of its diverse and widespread alumni who have brought accolades and acclaim to the College in a large number of fields both considered traditionally commerce, such as accounting, auditing and finance, as well fields traditionally not in domain of commerce, such as artificial intelligence, electricals, law, politics, media, chemicals and journalism to name a few.

Over the course of its nonagenarian existence, the College has built a strong legacy and a brand recognisable the world over. As the College heads over to its centenary year, it looks forward to greater heights of academic excellence towards achievement of its vision-“*SRCC-A College of Global Choice*”

1.1 Programmes Offered and Mode of Curriculum

The College offers two programmes at Undergraduate Level and three programmes at Postgraduate Level as follows:

Programme	Sanctioned Intake	Level	Mode of Curriculum
B.A. (Hons.) Economics	155	Undergraduate (UG)	Choice Based Curriculum System (CBCS)
B.Com. (Hons.)	626		
M.A. (Economics)	-	Postgraduate (PG)	
M.Com.	48		
Post Graduate Diploma in Global Business Operation	78		Semester System



1.2. Departments

The Academic Departments of the College are headed by a Teacher-In-Charge (TIC). The College has the following departments:

Department	Teachers-In-Charge (Academic Year 2022-23)
Commerce	Dr. Padmeswar Doley
Economics	Prof. A.J.C. Bose
Mathematics	Dr. Pushp Lata Jain
English	Mr. Shailesh Kumar Chawla
Hindi	Prof. Ravi Sharma
Physical Education and Sports	Dr. Kuljeet Kaur
Political Science	Dr. Linesh V.V.
Computer Science	Dr. Padmeswar Doley (Additional Charge)
Environmental Science	



1.3. Faculty Members

Principal

Prof. Simrit Kaur

M. A. (Economics), M. Phil., Ph. D.

Department of Commerce

Professors

Prof. Anil Kumar (*on deputation*)

M.Com., Ph.D., GLOCOL

Prof. Deepashree

M.B.E., M. Phil., Ph.D.

Prof. Suman Bhakri

M.B.E., M. Phil., Ph.D.

Prof. Rachna Jawa (*on leave*)

M.Com., M.Phil., Ph.D.

Prof. Santosh Kumari

M.Com., M.Phil., Ph.D., M.A. in Educational Leadership and Management

Associate Professors

Ms. Smita Sharma

M.Com.

Mr. S. K. Bohidar

M.A. (Eco.)

Ms. Reena Chadha

M. Com., M.Phil.

Ms. Renu Agarwal

M. Com., M.Phil.

Dr. Sneha Lata Gupta

M.Com., Ph.D.

Dr. Amit Sachdeva

M.Com., M.Phil., M.B.A., Ph.D.

Dr. Aruna Jha

M.Com., M.Phil., Ph.D.

Ms. Alka Goyale

M. Com., M.Phil.

Ms. Santosh Sabharwal

M. Com., M.Phil.

Dr. Mallika Kumar

M.A.(Eco.), Ph.D.

Dr. Santosh Kumar

M.A.(Eco.), M.Phil., Ph.D.

Dr. Abhay Jain

M.Com., LL.B. Ph.D.,

Dr. Padmeswar Doley (TIC)

M.A., M.Phil., Ph.D.

Dr. Harendra Nath Tiwari

M.Com.

Dr. Tarun Manjhi

M.A., M.Phil., Ph.D.

Dr. Nawang Gialchhen

M.Com., M.Phil., Ph.D.

Dr. Surya Prakash

M.Com., Ph.D.

Dr. Astha Dewan

M.Com., M.Phil., Ph.D.

Dr. Naveen Mittal

M.Com., Ph.D.

Ms. Kinneri Jain (*on leave*)

M.Com., M.Phil.

Dr. Vandana Jain

M.Com., Ph.D.

Assistant Professors

Ms. Amanpreet Kaur	M.B.A.
Dr. Monika Bansal	M.B.A., Ph.D.
Dr. Alok Kumar	M.Com., M.B.A., Ph.D.
Ms. Karuna	M.Com.
Dr. Anisha	M.Com., M.Phil., Ph.D.
Mr. Raj Kumar Sah	M.Com., FCA, LL.B.

Assistant Professors (Ad-Hoc)

Mr. Amarjeet	M.Com.
Ms. Anju Verma	M.Com.
Ms. Ankita Tomar	M.Com., M.Phil.
Ms. Anu Malhotra	M.Com.
Dr. Anuradha Agarwal	M.Com., M.C.A., Ph.D.
Ms. Arushi Malhotra	M.Com., M.Phil.
Dr. Asha Rani	M.Com, M.Phil., Ph.D.
Ms. Bhavya Bansal	M.Com., ACA, ACS
Ms. Charu Goyal	M.Com.
Dr. Dipika Bansal	M.Com., Ph.D.
Mr. Dixit Yadav	M.Com.
Mr. Gaurav Rana	M.Com.
Mr. Haridarshan Singh	M.Com.
Mr. Harish Kumar	M.Com, M.Phil., CAIIB, DIBF
Ms. Himani Dahiya	M.Com.
Dr. Jaideep	M.Com., M.B.A., Ph.D.
Ms. Kamaldeep Kaur Sarna	M.Com, M.Phil.
Dr. Kanu Jain	M.Com., Ph.D.
Ms. Kavita Kamboj	M.Com.
Ms. Manpreet Sharma	M.Com., DIBF
Ms. Meenu	M.Com.
Mr. Mohd. Hassan	M.Com.
Ms. Neeharika Rai	M.Com.
Ms. Neetu Dhayal	M.Com.
Mr. Nikhini Athili	M.Com., M.Phil.
Mr. Pankaj Shah	M.Com.
Ms. Pinky Kumari	M.Com.
Ms. Poonam	M.Com.
Dr. Preeti Devi	M.Com., Ph.D.
Ms. Prerana	M.Com.
Ms. Prerna Soni	M.Com.
Dr. Priyanka Aggarwal	M.Com., M.Phil., Ph.D.
Ms. Purnima Meena	M.Com.
Mr. Ranjeet Kumar Agarwal	M.Com.
Ms. Renu Verma	M.Com, M. Phil, Ph.D.
Ms. Richa Gupta	M.Com., M.Phil.
Ms. Ruchika Choudhary	M.Com.
Dr. Sakshi Gambhir	M.Com, M. Phil, Ph.D.
Ms. Sarita	M.Com.
Ms. Saroj Joshi	M.Com, M.Phil.
Mr. Satnam Singh	M.Com, M.Phil.
Dr. Saumya Aggarwal	M.Com, M. Phil, Ph.D.
Mr. Saurabh Gupta	M.Com.

Dr. Shalini Aggarwal	M.Com, M. Phil, Ph.D.
Mr. Shalini Rawal	M.Com.
Mr. Shashank Vikram Pratap Singh	M.Com.
Dr. Shikha Makkar	M.Com, M. Phil, Ph.D.
Mr. Sudhanshu Yadav	M.Com.
Ms. Suman Si	M.Com.
Ms. Vaishali Chhokar	M.Com.
Ms. Varda Sardana	M.Com, M.Phil.
Ms. Vartika Khandelwal	M.Com, M.Phil.
Ms. Vikki Sharma	M.B.A..
Dr. Yusra Naseem	M.Com, M.Phil., Ph.D.

Department of Economics

Professor

Prof. A.J.C. Bose (TIC)	M.A.(Eco.), M.Phil., Ph.D.
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Associate Professors

Ms. Anita Mathur	M.A.(Eco.)
Dr. Rajiv Jha	M.A.(Eco.), M.Phil., Ph.D.
Dr. Ritu Ranjan	M.A.(Eco.), M.Phil., Ph.D.
Ms. Priyanka Bhatia	M.A.(Eco.), M.Phil.
Dr. Esther N. Ngaihte	M.A.(Eco.), Ph.D.
Ms. Renu Bansal	M.A.(Eco.), M.Phil.
Dr. Rajeev Kumar	M.A.(Eco.), M.Phil., Ph.D.
Mr. Avinash Kumar Jha	M.A.(Eco.), M.Phil. (Eco.)
Mr. Rakesh Ranjan (<i>on leave</i>)	M.A.(Eco.), M.Phil.

Assistant Professors (Ad-Hoc)

Mr. A. David Longkumer	M.A. (Eco.)
Mr. Abhinav Prakash Singh	M.A. (Eco.), M.Phil.
Ms. Anuradha Gulati	M.A. (Eco.)
Dr. Anushruti	M.A. (Eco.), Ph.D.
Mr. Ashwani Kumar	M.A. (Eco.)
Mr. Ayushya Kaul	M.A. (Eco.)
Ms. Kanika Aggarwal	M.A. (Eco.)
Mr. Kaushal Kishore	M.A. (Eco.)
Ms. Kopal Gupta	M.A. (Eco.)
Ms. Megha Yadav	M.A. (Eco.)
Ms. Nidhi Gupta	M.A. (Eco.)
Dr. Ravi Kant	M.A. (Eco.), Ph.D.
Ms. Saumya Kumar	M.A. (Eco.)
Ms. Shivani Yadav	M.A. (Eco.)
Ms. V. Sushmitha Naidu	M.A. (Eco.)
Mr. Vibhor Verma	M.A. (Eco.)

Department of Mathematics

Associate Professors

Dr. Misha Govil	M.Sc., M.Phil., Ph.D.
Dr. Pushp Lata Jain (TIC)	M.A., M.Phil., Ph.D.

Assistant Professors (Ad-Hoc)

Ms. Sunita Sharma	M.A., M.Phil.
Dr. Shefali Sharma	M.A., Ph.D.

Department of English

Associate Professors

Mr. Soumitra Kumar Choudhury	M.A., M.Phil.
Mr. Shailesh Kumar Chawla (TIC)	M.A., M.Phil.
Dr. Ruchi Kaushik	M.A., M.Phil., Ph.D.

Assistant Professor

Mr. Ashish Gautam	M.A.
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Department of Hindi

Professor

Prof. Ravi Sharma (TIC)	M.A., M.Phil., Ph.D.
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Department of Political Science

Assistant Professor

Dr. Linesh V.V. (TIC)	M.A., M.Phil.
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Assistant Professor (Ad-Hoc)

Dr. Hijam Liza Dallo Rihmo	M.A., M.Phil., Ph.D.
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Department of Physical Education and Sports Sciences

Associate Professor

Dr. Kuljeet Kaur (TIC)	M.A., M..A. (Hindi), M.A. (Yoga), M.P.Ed., Diploma in Coaching (Hockey), Ph.D.
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Assistant Professor (Ad-Hoc)

Dr. Vineet Mehta	M.P.Ed., M.Phil., Ph.D.
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Department of Environmental Science

Assistant Professors (Ad-Hoc)

Dr. Gaurav Sharma	M.Sc., Ph.D.
Mr. Harvinder Singh	M.Sc.

1.4. Administration



Bursar	Ms. Smita Sharma
Coordinator, Internal Quality Assurance Cell	Prof. Suman Bhakri

The College has the following Administrative Units:

Administrative Unit	In-Charge	Incumbent
Accounts Office	A.O. (Accounts)	Mr. Sanjay Dobhal
Administrative Office	A.O. (Admin)	Mr. Jatin Lamba (Currently, on Deputation) Mr. Sanjay Dobhal (Officiating)
Computer Centre	In-Charge, Computer Centre	Ms. Neha Sharma
GBO Office (for PGDGBO)	Coordinators, PGDGBO	Dr. Aruna Jha and Dr. Rajiv Jha
Library	Librarian	Mr. Sandeep Nawani (Librarian (Officiating))
Principal Office	Senior P.A. to the Principal	Mr. Shiv Nandan
Warden Offices (For Hostels)	Wardens of Respective Hostel	<ul style="list-style-type: none"> Boys Hostel: Dr. Surya Prakash Girls Hostel: Prof. Suman Bhakri



1.5. Staff Council and its constituted Committees

I. Staff Council			
Chairperson		Prof. Simrit Kaur, Principal	
Secretary		Dr. Abhay Jain	
II. Admission Committees			
a. Admission Committee (Commerce)			
Teacher-in-Charge: Dr. Padmeswar Doley			
Members	Dr. H. N. Tiwari (Convener)	Prof. Anil Kumar	Prof. Suman Bhakri
	Dr. Sneh Lata Gupta	Ms. Renu Agarwal	Mr. S.K. Bohidar
	Dr. Rachna Jawa	Dr. Mallika Kumar	Ms. Santosh Sabharwal
	Dr. Santosh Kumar	Dr. Tarun Manjhi	Dr. Monika Bansal
	Dr. Naveen Mittal	Ms. Amanpreet Kaur	Dr. Nawang Gialchhen
	Dr. Surya Prakash	Dr. Anisha	Prof. Ravi Sharma
	Dr. Misha Govil	Mr. Soumitra Kumar Choudhury	Dr. Pushp Lata Jain
	Dr. Vandana Jain	Ms. Karuna	Mr. Amarjeet
	Ms. Vartika Khandelwal	Dr. Shikha Makkar	Ms. Anuradha Agarwal
	Ms. Ankita Tomar	Dr. Asha Rani	Ms. Manpreet Sharma
	Ms. Charu Goyal	Mr. Ranjit Aggarwal	Dr. Yusra Naseem
	Dr. Jaideep	Ms. Prerna Soni	Mr. Saurabh Gupta
	Ms. Vaishali Chhokar	Ms. Purnima	Mr. Satnam Singh
	Ms. Bhavya Bansal	Mr. Shashank Vikram Pratap Singh	Mr. Vikki Sharma
	Mr. Pankaj Shah	Mr. Nikhini Athili	Ms. Anju Verma
b. Admission Committee (Economics)			
	Teacher-in-Charge: Prof. A.J.C. Bose		
Members	Dr. Esther Ngaihte (Convenor)	Dr. Rajiv Jha	Ms. Priyanka Bhatia
	Dr. Rajeev Kumar	Mr. Avinash Jha	Ms. Renu Bansal
	Ms. Saumya Kumar	Ms. Shivani Yadav	Mr. Ayushya Kaul
	Mr. Ajay Kumar Yadav	Ms. Anuradha Gulati Dasgupta	Ms. Nidhi Gupta
	Mr. Kaushal Kishore	Ms. Kanika	Mr. A. David Longkumer
	Ms. V. Sushmitha Naidu	Ms. Megha Yadav	Mr. Asheerwad Dwivedi
	Dr. Ravi Kant	Dr. Anushruti	Mr. Ashwini Kumar
c.	Admission Committee (Sports)		
Members	Teacher-in-Charge: Dr. Kuljeet Kaur, Department of Physical Education & Sports		
	Prof. Suman Bhakri	Dr. Surya Prakash	Dr. Alok Kumar
	Dr. Vineet Mehta		
d.	ECA Admissions Committee		
	Teacher-in-Charge: Prof. Ravi Sharma		
Members	Ms. Meenu		Mr. Ajay Kumar Yadav
4. Time Table Committees			
a.	Time Table Committee, Department of Commerce		
	Convenor: Dr Nawang Gialchhen		Co-Convenor: Dr. H.N. Tiwari
	Dr. Padmeswar Doley (Teacher-in-Charge)	Dr. Santosh Kumar	Dr. Linesh V.V.
	Dr. Monika Bansal	Ms. Anuradha Agarwal	Dr. Asha Rani
	Dr. Yushra Naseem	Ms. Manpreet Sharma	Mr. Pankaj Shah

SHRI RAM COLLEGE OF COMMERCE

	Mr. Nikhini Athili	Dr. Harvinder Singh	Mr. Saurabh Gupta	
	Mr. Satnam Singh	Ms. Pinky Kumari	Dr. Sakshi Gambhir	
	Ms. Preeti Devi	Mr. Dixit Yadav	Ms. Vaishali Chokkar	
	Mr. Vikki Sharma	Ms. Purneema Meena	Ms. Prerna Soni	
	Dr. Dipika Bansal	Ms. Vartika Khandelwal		
b.	Time Table Committee, Department of Economics			
Members	Convenor: Dr. Rajiv Jha			
	Mr. Avinash Jha	Ms. Priyanka Bhatia	Ms. Nidhi Gupta	
	Ms. Anuradha Gulati Dasgupta			
5. Academic Standards Committees				
a.	Academic Standards Committee, Commerce Department	Convenor	Prof. Anil Kumar (Senior-most-teacher, Commerce Department)	
		Members	Dr. Padmeswar Doley, Teacher-in-Charge (2022-23)	
			Dr. Abhay Jain, Teacher-in-Charge (2021-22)	
			Dr. Tarun Manjhi, Teacher-in-Charge (2020-21)	
			Dr. Misha Govil	Dr. Jaideep
			Dr. Santosh Kumari	Mr. Dixit Yadav
			Dr. Linesh V.V.	Mr. Mohd Hassan
			Ms. Renu Verma	
b.	Academic Standards Committee, Economics Department	Convenor	Ms. Anita Mathur, (Senior-most-teacher, Economics Department)	
		Members	Prof. A.J.C. Bose, Teacher-in-Charge (2022-23)	
			Dr. Esther N. Ngaihte, Teacher-in-Charge (2021-22)	
			Ms. Priyanka Bhatia, Teacher-in-charge (2020-21)	
			Dr. Rituranjan	Ms. Nidhi Gupta
			Mr. Avinash Kumar Jha	Ms. Kopal Gupta
			Dr. Anushruti	Mr. Kaushal Kishore
		6. Academic Supervisory Committee		
Convenor		Prof. Anil Kumar, Senior-most-teacher in the College		
Ex-officio Members		TICs of All Departments		
		Convenor, Semester Examinations		
		Convenor, Internal Assessment Monitoring Committee		
Members		Dr. Rajiv Jha	Ms. Amanpreet Kaur	Ms. Varda Sardana
		Dr. Santosh Kumar	Ms. Renu Verma	Mr. Dixit Yadav
		Dr. Vandana Jain	Mr. Pankaj Shah	Mr. A. David Longkumer
7. Student Faculty Committees				
a.	Student Faculty Committee (Commerce Department)	Convenor	Dr. Padmeswar Doley, Teacher-in-Charge	
		Members	Dr. Anisha	Dr. Vandana Jain
			Dr. Alok Kumar	Dr. Vineet Mehta
			Dr. Astha Dewan	Toppers of B.Com. 1 st , 2 nd , 3 rd , 4 th Semesters
b.	Student Faculty Committee (Economics Department)	Convenor	Prof. A.J.C. Bose, Teacher-in-charge	
		Members	Ms. Priyanka Bhatia	Dr. Ravi Kant
			Ms. Anita Mathur	Mr. Abhinav Prakash Singh
			Dr. Rituranjan	Mr. A. David Longkumer
			Mr. Kaushal Kishore	Ms. V. Sushmitha Naidu
			Toppers of B. A. (Hons.) 1 st , 2 nd , 3 rd , 4 th Semesters	

8. Internal Assessment Committees				
a.	Internal Assessment Monitoring Committee	Chairperson	Prof. Simrit Kaur, Principal	
		Convenor	Dr. Abhay Jain, Secretary, Staff Council	
		Members	Ms. Priyanka Bhatia, Bursar	
			Prof. Anil Kumar, Senior-Most Faculty (Commerce)	
		Ms. Anita Mathur, Senior-Most Faculty (Economics)		
b.	Internal Assessment Moderation Committee (Commerce Department)	Members	Prof. Anil Kumar, Senior-Most Faculty (Commerce)	
			Dr. Padmeswar Doley, TIC 2022-23)	
			Dr. Abhay Jain, TIC (2021-22)	
c.	Internal Assessment Moderation Committee (Economics Department)	Members	Ms. Anita Mathur, Senior-most-Faculty (Economics)	
			Prof. A.J.C. Bose, Teacher-in-charge (2022-23)	
			Dr. Esther N. Ngaihte, Teacher-in-charge (2021-22)	
9. Library Committee				
Convenor		Mr. Sandeep Nawani, Librarian (Officiating)		
Ex-officio Members		Teacher in Charges of all Departments		
Student Representatives		Toppers of B. A. (Hons.) Eco, Semester I-IV Toppers of B. Com. (Hons.), Semester I-IV		
10. Computer Committee				
Convenor		Dr. H.N. Tiwari		
Members		Prof. A.J.C. Bose		Dr. Asha Rani
		Dr. Rajiv Jha		Dr. Dipika Bansal
		Dr. Santosh Kumar		Ms. Prerana
		Dr. Vandana Jain		Mr. Dixit Yadav
		Ms. Ruchi Kaushik (<i>Co-opted</i>)		Ms. Bhavya Bansal
		Dr. Anuradha Agarwal		Ms. Saumya Kumar
		Mr. Vikki Sharma		Dr. Asha Rani
		Ms. Richa Gupta		Dr. Dipika Bansal
11. Teacher-in-Charge/Advisor, Students' Union: Dr. Kuljeet Kaur				
12. Students' Union Tribunal				
Convenor		Dr. Kuljeet Kaur, Teacher-in-charge, Students' Union		
Members		Prof. Suman Bhakri		Appointed by the Principal
		Dr. Surya Prakash		
13. College Discipline Committee				
Convenor		Dr. Kuljeet Kaur, Teacher-in-Charge, Students' Union		
Members		Ms. Smita Sharma, Bursar		Warden Boys' Hostel
		TICs of all Departments		Warden Girls' Hostel
14. Hostel Committees/Discipline Committees for Hostels				
a.	Boys Hostel	Convenor	Dr. Surya Prakash, Warden Boys Hostel	
		Members	Ms. Priyanka Bhatia, Bursar	Dr. Kuljeet Kaur, Teacher-in-Charge Students' Union
			Dr. Santosh Kumar, Ex-Warden	Hostel Students' Representative
b.	Girls Hostel	Convenor	Prof. Suman Bhakri, Warden Girls' Hostel	
		Members	Ms. Karuna, Asstt. Warden, Girls' Hostel	Dr. Kuljeet Kaur, Ex-Warden, Girls' Hostel & Teacher-in-Charge, Students Union
			Ms. Smita Sharma, Bursar	Hostel Students' Representative

15. P.F./N.P.S. Monitoring Committee				
P.F./N.P.S. Monitoring Committee	Convenor	Dr. Naveen Mittal		
	Members	Ms. Priyanka Bhatia, Bursar	Dr. Alok Kumar	
		Prof. Deepashree	Ms. Saumya Aggarwal	
		Dr. Sneh Lata Gupta	Ms. Sarita	
		Dr. Pushp Lata Jain	Ms. Poonam	
		Dr. Santosh Kumari	Ms. Prerana	
		Dr. Nawang Gialchhen	Mr. Haridarshan Singh	
		Dr. Vandana Jain		
16. Financial Assistance Committee (Fee Concession Committee/ Students Aid Fund Committee/Need Based Scholarship Committee)				
Convenor	Ms. Smita Sharma, Bursar			
Co-Convenor	Ms. Anuradha Gulati Dasgupta			
Members	Dr. Pushp Lata Jain	Ms. Amanpreet Kaur	Dr. Dipika Bansal	
	Ms. Reena Chadha	Mr. Ashwini Kumar	Ms. Neetu Dhayal	
	Ms. Renu Agarwal	Ms. Richa Gupta	Mr. Shashank Vikram Pratap Singh	
17. Annual Day Committees				
a.	Annual Day Co- Ordination Committee	Convenor	Prof. Anil Kumar, Senior-most-teacher of the College	
		Co-convenor	Dr. Alok Kumar	
		Members	Dr. H.N. Tiwari, President, Staff Association	
			Dr. Tarun Manjhi, Warden, Boys Hostel	
			Prof. Suman Bhakri, Warden, Girls Hostel	
			Dr. Kuljeet Kaur, Advisor, Student Union	
			Ms. Richa Gupta	Ms. Prerana
			Dr. Dipika Bansal	Mr. Ajay Kumar Yadav
			Ms. Anju Verma	Dr. Vineet Mehta
b.	Annual Day Awards	Convenor	Dr. Monika Bansal	
		Members	Prof. Suman Bhakri	Ms. Meenu
			Dr. Abhay Jain	Ms. Kanika Aggarwal
			Dr. Monika Bansal	Mr. Ashish Gautam
			Mr. Aasheerwad Dwivedi	Ms. Sarita
			Ms. Amanpreet Kaur	Ms. Renu Verma
			Ms. Anuradha Aggarwal	Ms. Kopal Gupta
			c.	Annual Day Prizes Committee
Members	Ms. Reena Chaddha	Ms. Anu Malhotra		
	Ms. Priyanka Bhatia	Ms. Himani Dahiya		
	Dr. Rajeev Kumar	Ms. Neetu Dhayal		
	Dr. Nawang Gialchhen			
18. College Magazine (Yamuna)				
i.	English Section	Editor	Mr. Shailesh Kumar Chawla	
ii.	Hindi Section	Editor	Prof. Ravi Sharma	
19. Faculty Advisors				
i.	Commerce Society (ComSoc)		Dr. Alok Kumar	
ii.	Economics Society (EcoSoc)		Dr. Rajeev Kumar	
iii.	English Literary Society (ELS)		Mr. Soumitra K. Choudhury	
iv.	Hindi Sahitya Sabha (HSS)		Prof. Ravi Sharma	
v.	History & Political Science Society (HPSS)		Dr. Hijam Liza Dallo Rihmo	
vi.	Fine Arts Society (FAS)		Dr. Anisha	

vii.	Debating Society (DebSoc)	Prof. Deepashree
viii.	Dramatics Society (DramSoc)	Dr. Rachna Jawa
ix.	Computer and Mathematics Society (CMS)	Dr. Misha Govil
x.	Hobby Workshop	Dr. Padmeswar Doley
20. Café Committee		
Convenor	Ms. Priyanka Bhatia, Bursar	
Members	Dr. Tarun Manjhi, Warden, Boys Hostel	
	Prof. Suman Bhakri, Warden, Girls Hostel	
	Dr. Rachna Jawa	Ms. Reena Chadha
	Dr. Kuljeet Kaur	Mr. Ranjeet Kumar Agarwal
	Dr. Asha Rani	Mr. Haridarshan Singh
	Ms. Renu Agarwal	Ms. Anju Verma
	Ms. Poornima Meena	
	Dr. Pushp Lata Jain	Ms. Meenu
		Ms. Manpreet Sharma (<i>Co-opted</i>)
21. College Seminar Committee		
Convenor	Dr. Monika Bansal	
Members	Prof. Anil Kumar	Dr. Abhay Jain
	Mr. Vikki Sharma	
	Prof. A.J.C. Bose	Dr. Limesh V. V.
	Dr. Asha Rani	
	Dr. Rajiv Jha	Dr. Vandana Jain
	Ms. Priyanka Aggarwal	
	Prof. Deepashree	Dr. Surya Prakash
	Ms. Varda Sardana	
	Dr. Rachna Jawa	Ms. Amanpreet Kaur
		Ms. Saumya Kumar
22. Student Faculty Exchange Program Committee		
Convenor	Prof. Deepashree	
Members	Dr. Amit Sachdeva	Dr. Surya Prakash
	Dr. Mallika Kumar	Dr. Tarun Manjhi
	Dr. Ruchi Kaushik	Ms. Himani Dahiya
	Dr. Santosh Kumari	Ms. Arushi Malhotra
	Dr. Vandana Jain	
23. Environment and Cleanliness Committee		
Convenor	Dr. Nawang Gialchhen	
Co-Convenor	Ms. Manpreet Sharma	
Members	Mr. Shailesh Kumar Chawla	Mr. Harvinder Singh
	Dr. Abhay Jain	Dr. Gaurav Sharma
	Dr. Astha Dewan	Ms. Saumya Aggarwal
	Mr. Satnam Singh	Dr. Shefali Kapoor
24. Joint Consultative Committee		
Chairperson	Prof. Simrit Kaur, Principal	
Convenor	Dr. Kuljeet Kaur, Teacher-in-charge, Students' Union and also acting as member in the capacity of the Teacher-in-Charge, Department of Physical Education & Sports	
Members	Ms. Priyanka Bhatia, Bursar	Mr. S. K. Bohidar
	Dr. H.N. Tiwari, President, Staff Association	Dr. Aruna Jha
	Dr. Surya Prakash, Warden, Boys Hostel	Dr. Nawang Gialchhen
	Prof. Suman Bhakri, Warden, Girls Hostel	Dr. Surya Prakash
	Mr. Sandeep Nawani, Librarian (Officiating)	
25. Extra-Curricular Activities (ECA) Calendar Committee		
Convenor	Ms. Smita Sharma	
Members	Dr. Kuljeet Kaur, Advisor, Students' Union	
	Prof. Suman Bhakri	Mr. Vikki Sharma
	Ms. Santosh Sabharwal	Ms. Priyanka Aggarwal
	Dr. Surya Prakash	Ms. Suman Si
	Mr. Raj Kumar Sah	Ms. Kavita Kamboj Chandra

SHRI RAM COLLEGE OF COMMERCE

	Dr. Kanu Jain		Mr. Harvinder Singh
26. Earn While You Learn (EWYL) Committee			
Convenor	Dr. Santosh Kumar		
Co-Convenor	Mr. Ashwini Kumar		
Members	Ms. Smita Sharma, Bursar & Convenor, Fee ConcessionCommittee		
	Dr. Sneh Lata Gupta	Dr. Nawang Gialchhen	Dr. Anushruti
	Mr. Rakesh Ranjan	Mr. Raj Kumar Sah	Dr. Yusra Naseem
	Dr. Santosh Kumari	Ms. Vartika Khandelwal	Ms. Shalini Rawal
27. Business Analyst			
Editor	Dr. Naveen Mittal		
28. Business Analyst Management Committee			
Convenor	Editor	Dr. Naveen Mittal	
Members	Bursar	Ms. Smita Sharma	
	Former Editor of Business Analyst (To be decided by the Editor)	Dr. Santosh Kumar	
	Any two Associate Editors of SRCC (To be decided by the Editor)	Dr. Abhay Jain	
		Dr. Monika Bansal	
29. Strides - A Students' Journal of Shri Ram College of Commerce			
Editor	Prof. A.J.C. Bose		
30. Placement Cell			
Convenor	Ms. Amanpreet Kaur		
Members	Ms. Ankita Tomar	Ms. Preeti Devi	
	Dr. Sakshi Gambhir	Ms. Hijam Liza Dallo Rihmo	
31. College Prospectus Committee			
Convenor	Senior-most of the Outgoing Teacher-in-Charges		Dr. Misha Govil
Members	Outgoing Teacher-in-Charges of all Departments		Dr. Abhay Jain Dr. Esther N. Ngaihte Dr. Kuljeet Kaur Dr. Ruchi Kaushik Prof. Ravi Sharma Dr. Linesh V.V.
	Dr. Amit Sachdeva	Mr. Sudhanshu Yadav	Ms. Vaishali Chhokar
	Dr. H.N. Tiwari (Co-opted)	Ms. Charu Goyal	Ms. Sunita Sharma
	Mr. Ashwani Kumar	Ms. Prerna Soni	Mr. Ashish Gautam
	Ms. Manpreet Sharma	Dr. Yusra Naseem	Ms. Kopal Gupta (Co-opted)
	Dr. Ravi Kant	Mr. Harish Kumar	Ms. V. Sushmitha Naidu (Co-opted)
	Ms. Pinky Kumari	Dr. Gaurav Rana	Dr. Shefali Kapoor (Co-opted)
	Ms. Anu Malhotra	Ms. Megha Yadav	
	Ms. Saroj Joshi	Ms. Kamaldeep Kaur Sarna	
32. College Handbook Committee			
Convenor	Senior-most of the Outgoing Teacher-in- Charges	Dr. Misha Govil	

1. About the College

Members	Outgoing Teacher-in-Charges of all Departments	Dr. Abhay Jain Dr. Esther N. Ngaihte Dr. Kuljeet Kaur Dr. Ruchi Kaushik Prof. Ravi Sharma Dr. Linesh V.V.	
	Mr. Raj Kumar Sah	Mr. Harish Kumar	Mr. Ranjeet Kumar Agarwal
	Ms. Sunita Sharma (Co-opted)	Ms. Charu Goyal	Ms. Priyanka Aggarwal
	Dr. Shalini Aggarwal	Ms. Suman Si	Dr. Sakshi Gambhir
	Ms. Ruchika Choudhary	Mr. Amarjeet	Ms. Preeti Devi
	Ms. Shalini Rawal	Ms. Saumya Aggarwal	Ms. Hijam Liza Dallo Rihmo
33. Annual Report Committee			
Convenor	Mr. Soumitra K. Choudhary		
Members	Ms. Ankita Tomar	Dr. Shalini Aggarwal	Dr. Yusra Naseem
	Mr. Ashwini Kumar	Ms. Saroj Joshi	Ms. Shalini Rawal
	Ms. Himani Dahiya	Ms. Arushi Malhotra	Ms. Sunita Sharma
	Ms. Anu Malhotra	Ms. Megha Yadav	
34. SRCC Twitter Handle Committee			
Admin	Prof. Simrit Kaur, Principal		
Nodal Officer	Prof. C. S. Sharma		
Members	Dr. Amit Sachdeva	Mr. Abhinav Prakash Singh	
	Dr. Alok Kumar	Dr. Kanu Jain	
	Dr. Mallika Kumar	Dr. Gaurav Rana	

1.6. Cells and Centres of the College



Cells/Committees/Units constituted as per mandates of UGC/DU/GoI	
Anti-Discrimination Officer, Equal Opportunity Cell, SRCC (EOC-SRCC)	Ms. Santosh Sabharwal
Convenor, Anti-Ragging Cell, SRCC (ARC-SRCC)	Dr. Surya Prakash
Coordinator, Internal Quality Assurance Cell, SRCC (IQAC-SRCC)	Prof. Suman Bhakri
Gender Champions	Dr. Astha Dewan
Liason Officers	<ul style="list-style-type: none"> OBC: Ms. Amanpreet Kaur SC/ST: Dr. Rajeev Kumar EWS: Mr. Ravi Sharma
Nodal Officer, Anti-Smoking Committee	Dr. Santosh Kumar
Nodal Officer, North-Eastern Students	Dr. Padmeswar Doley
Nodal Officer, Admissions	Dr. Harendra Nath Tiwari
Nodal Officer, Admission Grievance Committee	
Nodal Officer, Admission Help Desk	Dr. Monika Bansal
Nodal Officer, Admission Help Desk (SC/ST)	Dr. Rajeev Kumar
Nodal Officer, Examinations	Dr. Alok Kumar
Nodal Officer, NIRF-SRCC	Dr. Monika Bansal
Presiding Office, Internal Complaints Committee, SRCC (ICC-SRCC)	Ms. Smita Sharma

Other Cells/Committees/Units	
In addition to the Staff Council constituted committees and cells, the following units are constituted as follows:	
Atman-The Mind, Body and Soul Club of SRCC	Ms. Santosh Sabharwal
Centre for Community Engagement (CCE,SRCC)	<i>Vacant</i>
Centre for Green Initiatives (CGI, SRCC)	Prof. Rachna Jawa
Centre for Professional Development	Prof. Anil Kumar
Counselling Services Committee	Ms. Smita Sharma
Enabling Unit for Differently Abled Persons	Dr. Linessh V.V.
Foreign Student Cell	Ms. Kinneri Jain
National Centre for Corporate Governance	Prof. Anil Kumar
National Resource Centre for Annual Refresher Programme in Teaching (ARPIT) Commerce	<i>Vacant</i>
National Resource Centre for Annual Refresher Programme in Teaching (ARPIT) Economics	Dr. Mallika Kumar
National Service Scheme (NSS,SRCC)	Dr. Santosh Kumar
North-Eastern Student Cell	Dr. Padmeswar Doley
Office of International Programmes (OIP, SRCC)	Dr. Mallika Kumar
Shri Ram Centre for Personal Growth (SRCPG, SRCC)	Prof. Anil Kumar
Women Development Cell, SRCC (WDC, SRCC)	Dr. Monika Bansal
Value Added Course Committee	Dr. Aruna Jha
Virtual Investment Labs	Prof. Rachna Jawa

1.7. Faculty Research and Publications



Faculty members of the College have published a large number of research papers in reputed national and international journals. They have also published a large number of text and reference books on subjects such as accounting, auditing, business mathematics, corporate governance, cost accounting, finance, financial accounting, Indian economy, Investments, income tax, marketing microeconomics, and macroeconomics amongst several other subjects. The research, publication and participation of the faculty members of an academic year are published in the Annual Report of the College and can be seen under the '**Research**' Section under the Academics Section of the College Website.

1.8. Student Societies of the College



The College has several student societies functioning under their respective Faculty Advisors appointed by the Staff Council. The role of student societies is to promote holistic development and inculcation of skills such as leadership, teamwork, interpersonal relations and time management, amongst others. Additionally, student societies are expected to play an important part in the teaching-learning process through co-curricular and extra-curricular activities. Details regarding the functioning, activities and regulation of student societies are given in [Section 6](#).

Name of Society	Faculty Advisors for Academic Year 2022-23
Students' Union, SRCC	Dr. Kuljeet Kaur
Commerce Society (ComSoc)	Dr. Alok Kumar
Computer and Mathematics Society (CMS)	Dr. Misha Govil
Economics Society (EcoSoc)	Dr. Rajeev Kumar
English Literary Society (ELS)	Mr. Soumitra K. Choudhury
Hindi Sahitya Sabha (HSS)	Prof. Ravi Sharma
History & Political Science Society (HPSS, SRCC)	Dr. Hijam Liza Dallo Rihmo
Debating Society (DebSoc)	Prof. Deepashree
180 Degrees Consulting	Dr. H.N. Tiwari

Aarohan-The Indian Music Society	Mr. Ashwani Kumar
Book Club	Mr. S.K. Choudhury
Catharsis-The Western Music Society	Dr. Esther N. Ngaihte
Click-The Film and Photography Society	Ms. Smita Sharma
Connecting Dreams Foundation-SRCC Chapter	Dr. H.N. Tiwari
CRY SRCC Chapter	Dr. Monika Bansal
Cultural Council (Along with Kutumb)	Dr. Rachna Jawa
Demeanor-The Fashion Society	Ms. Ankita Tomar
Dramatics Society (DramSoc)	Dr. Rachna Jawa
D-Street, SRCC	Dr. Santosh Kumar
ENACTUS-SRCC Chapter	Ms. Priyanka Bhatia
Finance and Investment Cell, SRCC (FIC, SRCC)	Ms. Saroj Joshi
Fine Arts Society (FAS)	Dr. Anisha
Human Resource Development Cell (HRDC, SRCC)	Dr. Tarun Manjhi
Kalakshetra- The Indian Dance Society	Mr. S.K. Chawla
Kutumb	Dr. Astha Dewan
Marketing Society, SRCC (MarcSoc)	Dr. Astha Dewan
National Service Scheme, SRCC (NSS, SRCC)	Dr. Kuljeet Kaur
Panache-The Dance Society	Ms. Smita Sharma
Quiz Society	Dr. Vandana Jain
SHARE SRCC	Prof. Suman Bhakri
Shri Ram Consulting and Research Center	Prof. Anil Kumar
Sports Committee	Dr. Kuljeet Kaur
Wings of Fire	Dr. Shalini Aggarwal
Student Quality Assurance Cell (SQAC)	Prof. Suman Bhakri
Student Wing of the Centre for Green Initiatives	Prof. Rachna Jawa
TEDxSRCC	Ms. Vartika Khandelwal
Udaya	Dr. Padmeswar Doley
Vittshalla	Prof. Anil Kumar
Youth Parliament	Ms. Priyanka Bhatia

1.9. Journals of the College

To promote research and promulgate research culture in academia, the College has two journals:

i. Business Analyst Journal

(ISSN: 0973-211X, eISSN: 2754-6721)



The Business Analyst Journal is the academic and research journal of Shri Ram College of Commerce, University of Delhi. It is a peer-reviewed open access journal. It was started in the year 1968 and is currently being published twice in a year during the period January-June and July-December. The journal is *onboarded* with Emerald Publishing Ltd.

For more information on the Business Analyst, please visit its webpage via the QR Code.

ii. Strides-A Student Journal of Shri Ram College of Commerce

(ISSN 2581-4931 (Print))












Strides is an double blind reviewed bi-annual academic Journal of Shri Ram College of Commerce. The journal provides an opportunity to the students under the mentorship faculty of Shri Ram College of Commerce to publish their academic research work on contemporary topics and issues in the area of commerce, economics, management, governance, policy etc. twice in a year.

For more information on the same, refer to [Section 4](#) of the Handbook.






1.10. Reports and Publications of the College

In addition to the journals above, the College publishes the following:



Name of Report/Publication	Published by	Link
Annual Report of the College	College	
Annual Quality Assurance Report of the IQAC, SRCC	IQAC, SRCC	
Handbook of Information	College	
Prospectus	College	
Placement Brochure	Placement Cell, SRCC	
GBO Handbook of Information	GBO Office, SRCC	
GBO Placement Brochure	GBO Placement Cell, SRCC	
Yamuna-The College Magazine	College	
Avni	Centre for Green Initiatives, SRCC	
Artha	Economics Society, SRCC	
Global Conflux	Office of International Programmes, SRCC	
Play-Off	Department of Physical and Sports Education, SRCC	
Prerna	National Service Scheme (NSS), SRCC	
Vitta	Finance and Investment Cell, SRCC	
IOTA	Computer and Mathematics Society, SRCC	
Dravya	D-Street, SRCC	

1.11. Websites of the College

The College has a well-integrated IT web framework to inform, interact, and engage with its stakeholders. The following are the websites of the College:

Particulars	Hyperlink (URL)	QR Code
Main College Website	https://srcc.edu/	
Student Management System	https://online.srcc.edu/smartprof/	
Business Analyst Website	https://www.emeraldgrouppublishing.com/journal/baj	
Alumni Relations Website	https://alumni.srcc.edu/	
PGDGBO Website	https://www.srccgbo.edu.in/	

In addition to the above websites, the College has the following mobile applications downloadable for free on Google Play Store:

SmartProf SRCC		SRCC Alumni App	
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2. Academics

For its programmes, SRCC follows the Academic Calendar, structure and curriculum as notified by the University of Delhi.



2. 1. Academic Calendar for Academic Year 2022-23

Semester I

Classes Begin	02.11.2022 (Wednesday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	17.02.2023 (Friday) to 26.02.2023 (Sunday)
Theory Examinations begin	27.02.2023 (Monday) to 15.03.2023 (Wednesday)
Semester Break	16.03.2023 (Thursday) to 19.03.2023 (Sunday)

Semester II

Classes Begin	20.03.2023 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	08.07.2023 (Saturday) to 16.07.2023 (Sunday)
Theory Examinations begin	17.06.2023 (Monday) to 28.07.2023 (Wednesday)
Semester Break	29.07.2023 (Thursday) to 30.07.2023 (Sunday)

Semester III

Classes Begin	26.08.2022 (Friday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	13.12.2022 (Tuesday) to 19.12.2022 (Monday)
Theory Examinations begin	20.12.2022 (Tuesday)
Winter Break	04.01.2023 (Wednesday)

Semester IV

Classes Begin	05.01.2022 (Thursday)
Mid-Semester break	05.03.2023 (Sunday) to 12.03.2023 (Sunday)
Classes begin after Mid-Semester Break	13.03.2023 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	04.05.2023 (Thursday) to 14.05.2023 (Sunday)
Theory Examinations begin	15.05.2023 (Monday)
Winter Break	30.05.2023 (Tuesday) to 19.07.2023 (Wednesday)

Semester V

Classes Begin	20.07.2022 (Wednesday)
Mid-Semester break	02.10. 2022 (Sunday) to 09.10. 2022 (Sunday)
Classes begin after Mid-Semester Break	10.10.2022 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	16.10. 2022 (Wednesday)
Theory Examinations begin	30.12. 2022 (Wednesday)
Winter Break	17.12. 2022 (Saturday) to 31.12. 2022 (Saturday)

Semester VI

Classes begin	02.01.2023 (Monday)
Mid-Semester break	05.03.2023 (Sunday) to 12.03. 2023 (Sunday)
Classes begin after Mid-Semester Break	13.03.2023 (Monday)
Dispersal of Classes, Preparation leave and Practical Examinations begin	01.05. 2023 (Monday)
Theory Examinations begin	11.05. 2023 (Thursday)
Summer Vacations	27.05.2023 (Saturday) to 19.07. 2023 (Wednesday)

2.2. Structure of Undergraduate Programmes under National Education Policy (NEP)



2.2.1. Abbreviations under the NEP

AEC	Ability Enhancement Course	GE	Generic Elective
DSC	Discipline Specific Core	SEC	Skill Enhancement Course
DSE	Discipline Specific Elective	VAC	Value Addition Course

2.2.2. Definitions

- i. **Academic Credit:** An academic credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- ii. **Courses of Study:** Courses of the study indicate pursuance of study in a particular discipline. Every discipline shall offer three categories of courses of study, viz. **Discipline Specific Core** courses (DSCs), **Discipline Specific Electives** (DSEs) and **Generic Electives** (GEs).
 - a. **Discipline Specific Core:** This is a course of study, which should be pursued by a student as a mandatory requirement of his/her programme of study. DSCs shall be the core credit courses of that particular discipline which will be appropriately graded and arranged across the semesters of study, being undertaken by the student, with multiple exit options as per NEP 2020. The DSCs specified in the framework would be identified by the concerned Department as core courses to be taught in a Programme.
 - b. **Discipline Specific Elective:** The Discipline Specific Electives (DSEs) shall be a pool of credit courses of that particular discipline (single discipline programme of study) or those disciplines (multidisciplinary programme of study), as the case may be, which a student chooses to study from his/her particular discipline(s). There shall be a pool of DSEs from which a student may choose a course of study. The DSEs specified in the framework would be identified by the concerned Department as elective courses to be taught in a Programme.
 - c. **Generic Elective:** Generic Electives shall be a pool of courses which is meant to provide multidisciplinary or interdisciplinary education to students. GEs shall consist of a pool of courses offered by various disciplines of study (excluding the GEs offered by the parent discipline), in groups of odd and even semesters, from which a student can choose. The GEs specified in the framework would be identified by the concerned Department as GEs to be taught in a Programme. In case a student opts for DSEs beyond his/her discipline specific course(s) of study, such DSEs shall be treated as GEs for that student.
 - d. **Ability Enhancement Course, Skill Enhancement Course and Value Added Course:** These three courses shall be a pool of courses offered by all the Departments in groups of odd and even semesters from which students can choose. A student who desires to make Academic Project/Entrepreneurship as Minor has to pick the appropriate combination of courses of GE, SEC, VAC, & Internship/Apprenticeship/Project/ Community (IAPC) which shall be offered in the form of various modules as specified in the scheme of studies. **AEC** courses are the courses based upon the content that leads to knowledge enhancement through various areas of study. They are Language and Literature and Environmental Science and Sustainable Development which will be mandatory for all disciplines. **SEC** are skill-based courses in all disciplines and are aimed at providing hands-on training, competencies, proficiency and skills to students. SEC courses may be chosen from a pool of courses designed to provide skill-based instruction. Every discipline may provide skill based courses, some of which may be offered to students of its discipline while the rest can be

open to students of all other disciplines. **VAC** courses are common pool of courses offered by different disciplines and aimed towards personality building; embedding ethical, cultural and constitutional values; promote critical thinking, Indian Knowledge Systems, scientific temperament, communication skills, creative writing, presentation skills, sports & physical education and team work which will help in all round development of students.

- iii. **Major Discipline:** (a) A student pursuing four-year undergraduate programme in a specific discipline (Core course) shall be awarded an appropriate Honours degree with Major in a Discipline on completion of VIII Semester, if he/she secures in that Discipline at least 50% of the total credits i.e., at least 88 credits in that Discipline out of the total of 176 credits. He/she shall study 20 DSCs and at least 2 DSEs in eight semesters. For instance, a student who pursues B.Com. (Honours) shall earn the minimum 88 credits from 20 DSCs and at least two DSEs in order to get Major in Commerce.

OR

(b) A student pursuing four-year undergraduate programme in more than one discipline as Core Course (for example B.A. Social Sciences/ Humanities, B.Sc. Life Sciences, B.Sc. Physical Sciences, B.Sc. Mathematical Sciences, B.Com. and such other programmes) shall be awarded appropriate Honours degree with Major in a Discipline on completion of VIII Semester, if he/she secures in that Discipline 80 credits out of a total of 176 credits. He/she shall study 6 DSCs and at least 3 DSEs in that discipline in the first six semesters and 2 DSCs, 6 DSEs and write dissertation in that discipline in the VII and VIII semesters. For instance, a student who pursues four-year B.A. (Honours) Social Sciences/Humanities shall be eligible for Major in History, on completion of VIII semester, if he/she earns minimum 80 credits from 8 DSCs and at least 9 DSEs of History and writes dissertation on a topic related to History.

- iv. **Minimum Acceptable Level of academic standards:** The minimum acceptable level of achievement that a student must demonstrate to be eligible for the award of academic credit or a qualification is the minimum acceptable level of academic standards. The Letter Grades and Grade Points which shall be used to reflect the outcome of assessment process of the student's performance is indicated in the below Table.

Letter Grades and Grade Points

O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

- v. **Minor Discipline:** A student mentioned at iii (a) above may be awarded Minor in a discipline, on completion of VIII Semester, if he/she earns minimum 28 credits from seven GE courses of that discipline.

OR

A student mentioned at iii (b) above may be awarded Minor in a discipline, on completion of VIII Semester, if he/she earns minimum 28 credits from six DSCs and one DSE of that discipline. This definition of Minor is independent of GE's for which there is a requirement of 28 credits to be treated as Minor. The concept of Minor is relevant only when there is a Major discipline.

2.2.3. Objectives

The Undergraduate Curriculum Framework- 2022 (UGCF) is meant to bring about systemic change in the higher education system in the University and align itself with the National Education Policy 2020. The following objectives of NEP are kept in perspective while framing UGCF:

- to promote holistic development of students having the world view of a truly global citizen;
- to provide flexibility to students so that learners have the ability to choose their learning trajectories and programmes, and thereby choose their paths in life according to their talents and interests;
- to eliminate harmful hierarchies among disciplines/fields of study and silos between different areas of learning;
- multidisciplinary and holistic education to ensure the unity and integrity of all knowledge;
- to promote creativity and critical thinking and to encourage logical decision-making and innovation;
- to promote ethics and human & Constitutional values;
- to promote multilingualism and the power of language in learning and teaching;
- to impart life skills such as communication, cooperation, teamwork, and resilience;
- to promote outstanding research as a co-requisite for outstanding education and development;
- to incorporate Indian Knowledge System relevant for a particular discipline or field of studies.

2.2.4. Features

The aforementioned objectives of the NEP have been reflected in various features of UGCF:

- Holistic development of the students shall be nurtured through imparting life skills in initial years. These life skill courses shall include courses on ‘Environment and Sustainable Development Studies’, ‘Communication Skills’, ‘Ethics and Culture’, ‘Science and Society’, ‘Computational Skills’, ‘IT & Data Analytics’, and similar such skills which shall make the students better equipped to deal with the life’s challenges.
- Flexibility to the students to determine their learning trajectories and pursuance of programmes of study has been well ingrained in the UGCF. The Framework allows students to opt for one, two, or more discipline(s) of study as a core discipline(s) depending on his/her choice. He/she has been provided the option of focusing on studying allied courses of his/her selected discipline(s) (DSEs) or diversifying in other areas of study of other disciplines. Students have also been provided with the flexibility to study SECs or opt for Internships or Apprenticeship or Projects or Research or Community Outreach at an appropriate stage. In the fourth year, students are provided flexibility to opt for writing a dissertation (on major, minor, or combination of the two) or opt for Academic Projects or Entrepreneurship depending upon their choice and their future outlook, post completion of their formal education.
- Given the extent of plurality of the Indian society and the diverse background to which students belong, multiple exits and provision of re-entry have been provided at various stages of the undergraduate programme to accommodate their requirement and facilitate them to complete their studies depending upon their priorities of life. The earning and accumulation of credits in the Academic Bank of Credit (ABC), and the flexibility to redeem the requisite credit for award of appropriate Certificate/Diploma/ Degree, as the per the norms laid down by the UGC and the University, shall be made available to the students to provide the opportunity for lifelong learning as well as for availing academic outreach beyond the superstructure of the programme of study in another University/Institution at the national /international level depending upon individual choice of the student(s).
- UGCF has incorporated multidisciplinary education by embedding within the framework the need to opt for at least four elective papers from any other discipline(s) other than the one opted as core discipline(s). In fact, a student who pursues a single-core discipline programme may obtain minor

in a particular discipline, other than the core discipline, if he/she earns at least 28 credits in that particular discipline.

- The framework does not maintain/support hierarchy among fields of study/disciplines and silos between different areas of learning. As long as a student fulfils the pre-requisites of a course of study, he/she shall be able to study it. Modules or systems of study shall be meaningfully laid down so as to guide the students in choosing the track/academic paths for the desired outcome.
- One of the significant hallmarks of the framework is a provision of pursuing multilingualism while studying any other discipline as core subject(s), which has no bearing with any language and linguistics. I and II semesters of the programme provides an opportunity to the students to study languages which are enshrined under the eighth schedule of the Constitution of India, thereby allowing the students for their holistic development, including the ability to acquire proficiency in a language beyond their mother tongue.
- The framework provides a mandatory programme on research methodologies as one of the discipline specific elective (DSE) courses at the VI & VII semester for students who opt for writing dissertation on major/ minor at VII and VIII semesters. Further, provision for internship / apprenticeship/ project/ community outreach right from the III semester up to VI semester provides ample opportunity to the students to explore areas of knowledge / activity beyond the four walls of the classroom and reach out to the world outside without any dilution of the academic feature of the course of study, he/she is pursuing. This also acts a precursor for the students to take up academic project or entrepreneurship at a later stage in VII & VIII semester. Such an initiative will help in skill development and laying a strong foundation for research and thus contribute towards overall national development through the development of skilled manpower and innovation.
- Intra and inter-University mobility of students is another element of critical importance which has been ingrained in the framework. A student, by virtue of such mobility, will be able to make lateral movement within the University as well as from the University to any other Institution and vice-versa. Such an attribute allows a student maximum flexibility in terms of pursuance of education with special reference to higher education and enables him/ her to achieve goal of life, the way he/she perceived it.

2.2.5. *Qualification Types and Credit Requirements*

Qualifications are formal 'awards' such as a certificate, diploma or a degree are awarded by a competent authority such as a college or university in recognition of the attainment by students of the expected learning outcomes on the successful completion of a particular programme of study. They are awarded after an assessment and evaluation of learning levels conducted by a competent body that determines the achievement by students of the expected learning outcomes to given standards.

A student who exits at the end of any even semesters has to earn the requisite credits in order to be awarded the relevant certificate/diploma/degree. The qualification title/nomenclature and corresponding Credits Requirements (CR) relevant for Level 5 to Level 8 of the UG programmes are:

NHEQF	Qualification Title/ Nomenclature	CR
Level 5	UG Certificate in the field of learning/discipline for those who exit after successful completion of Semester II. (Programme duration: 2 semesters of the UG programme)	44
Level 6	UG Diploma in the field of learning/discipline for those who exit after successful completion of Semester IV. (Programme duration: 4 semesters of the UG programme)	88
Level 7	Bachelor's Degree (Honors) for those who opt for single discipline core courses and exit after successful completion of Semester VI. (Programme duration: 6 semesters)	132
Level 8	Bachelor's Degree (Honors with Research/Academic Projects/ Entrepreneurship) for those who opt for single discipline core courses and exit after successful completion of Semester VIII. (Programme duration: 8 semesters)	176

Level 8	Appropriate Bachelor's Degree (Honors) for those who opt for core courses of more than one discipline programme and exit after successful completion of Semester VIII. (Programme duration: 8 semesters)	176
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2.2.6. Structure of UGCF

The UGCF is a structure for four-year undergraduate programmes in different disciplines with multiple exit options. The details of the structure are provided below:

Bachelor of (Field of Study/ Discipline) (Hons.) (Figures in bracket are Credits)								
Sem	Core (DSC)	Elective (DSE)	Generic Ability (GE)	Ability Enhance-ment Course (AEC)	Skill Enhancement Course	Internship/ Apprenticeship/ Project/ Community outreach (2)	Value Addition Course (VAC)	Total Credits
I	DSC-1 (4)		Choose one from a pool of courses GE-1 (4)	Choose one from a pool of AEC courses (2)	Choose one from a pool of courses (2)		Choose one from a pool of courses (2)	22
	DSC-2 (4)							
	DSC-3 (4)							
II	DSC-4 (4)		Choose one from a pool of courses GE-2 (4)	Choose one from a pool of AEC courses (2)	Choose one from a pool of courses (2)		Choose one from a pool of courses (2)	22
	DSC-5 (4)							
	DSC-6 (4)							
Students on exit shall be awarded UG Certificate (in the Field of Study/ Discipline) after securing the requisite 44 credits in Semesters I and II								44
III	DSC-7 (4)	Choose one from pool of courses, DSE-1 (4) OR Choose one from pool of courses, GE -3 (4)**		Choose one from a pool of AEC courses (2)	Choose one SEC OR Internship/Apprenticeship/Project/Community Outreach (IAPC) (2)*		Choose one from a pool of courses (2)	22
	DSC-8 (4)							
	DSC-9 (4)							
IV	DSC-10 (4)	Choose one from pool of courses, DSE – 2 (4) OR Choose one from pool of courses, GE -4 (4)**		Choose one from a pool of AEC courses (2)	Choose one SEC OR Internship/Apprenticeship/Project/Community Outreach (IAPC) (2)*		Choose one from a pool of courses (2)	22
	DSC-11 (4)							
	DSC-12 (4)							
Students on exit shall be awarded UG Diploma (in the Field of Study/ Discipline) after securing the requisite 88 credits in Semesters IV								88
V	DSC-13 (4)	Choose one from a pool of courses DSE-3 (4)	Choose one from a pool of courses GE-5 (4)		Choose one SEC OR Internship/Apprenticeship/Project/Community Outreach (IAPC) (2)***			22
	DSC-14 (4)							
	DSC-15 (4)							
VI	DSC-16 (4)	Choose one from a pool of courses DSE-4 (4)	Choose one from a pool of courses GE-6 (4)^		Choose one SEC OR Internship/Apprenticeship/Project/Community Outreach (IAPC) (2)***			22
	DSC-17 (4)							
	DSC-18 (4)							
Students on exit shall be awarded Bachelor of (in the Field of Study/Discipline) Honours (3 years) after securing the requisite 132 credits on completion of Semester VI								132
VII	DSC-19 (4)	Choose three DSE (3x4) OR Choose two DSE (2x4) and one GE (4)^ course OR Choose one DSE (4) and two GE (2x4) courses Total=12 #				Dissertation on Major (6) OR Dissertation on Minor (6) OR Academic Project/ Entrepreneurship (6)	22	
VIII	DSC-20 (4)	Choose three DSE (3x4) OR Choose two DSE (2x4) and one GE (4)^ course OR Choose one DSE (4) and two GE (2x4) courses Total=12 #						
Students on exit shall be awarded Bachelor of (in the Field of Study/Discipline) (Honours with Research/Academic Projects/ Entrepreneurship) or (Honours with Research in Discipline-1 (Major) with Discipline-2 (Minor) after securing the requisite 176 credits on completion of Semester VIII								

* There shall be choice in III and IV Semesters to choose either one 'SEC' or in the alternative 'Internship/Apprenticeship/Project/Community Outreach' in each Semester for two credits each.

** There shall be choice in Semester III and IV to either choose a DSE or a GE.

*** There shall be choice in V and VI Semesters to choose either one 'SEC' or in the alternative 'Internship/Apprenticeship/Project/Research/Community Outreach' in each Semester for two credits each.

There shall be choices in VII and VIII Semesters –

(i) to choose three DSEs of 4 credits each,

OR

(ii) to choose two DSEs and one GE of 4 credits each,

OR

(iii) to choose one DSE and two GE of 4 credits each.

^ 'Research Methodology' shall be offered as one of the DSE courses in VI and VII Semesters. Students can opt for it either in VI semester or VII semester. However, a student pursuing multidisciplinary studies in three core disciplines shall have to choose research methodology in VI semester, if she/he wishes to Major in one of the three disciplines in the fourth year.

Suppose a student wishes to study the Research Methodology course offered by another discipline (as one of its DSEs). In that case, he/she may opt for it provided such discipline is his minor discipline. The Research Methodology of another discipline so opted shall be treated as GE for him/her.

2.3. Structure of B.A. (Hons.) Economics

The B.A. (Hons) Economics programme provides a firm basis for much of the advanced thinking in the Economics discipline. It provides the student with a logical paradigm for modelling and interpreting the behaviour and interactions of households, firms, and government institutions. The programme is consistent with global standards in the Economics discipline. It offers training that is comparable to that of an undergraduate student at the world's best universities.

The curriculum allows students to choose elective courses from a set of courses with contemporary relevance, thereby offering students the flexibility to prepare for careers in academia, law, management, journalism, government, and many other fields.

2.3.1. Teaching-Learning Andragogy and assessment of Student Learning

Teaching and learning in this programme involves classroom lectures as well tutorials. The tutorials allow a closer interaction between the students and the teacher as each student gets individual attention. In tutorials, the teacher can keep track of each student's progress and address her/his individual difficulties. Written assignments and projects submitted by students as part of the course are also discussed in tutorials. Some courses also have a laboratory component and some require the students to undertake an independent research project and submit a written report at the end of the project. Research projects will encourage independent thinking among students and prepare them to carry out research on their own after completion of the degree. Students will be assigned regular home assignments and will be tested periodically through quizzes and class tests to ensure that they have properly learnt the course material.

Assessment methods and evaluation schemes will be as per University of Delhi norms. Maximum marks for each theory paper will be 100. The break-up of marks is as follows:

- i. 25 marks for internal assessment to be assigned at the college level, which will be determined as follows:
 - a. 5 marks for attendance in lectures and tutorials.
 - b. 10 marks for a written class test, and
 - c. 10 marks for a project/seminar/class test.
- ii. 75 marks for the final examination conducted by the University at the end of the semester.

Practical papers will also follow the evaluation scheme of University of Delhi.

2.3.2. Aims of B.A. (Hons.) Economics Programme

The B.A. (Hons.) Economics aims to:

- Train student in basic economic theory
- Equip students with the mathematical and statistical techniques necessary for a proper understanding of the discipline
- Discuss real world economic issues and problems facing the country and the world
- Enable students to understand proper policy responses to economic problems
- Train students to collect primary data and learn sampling techniques
- Train students to use statistical and econometric methods to arrive at conclusions about the validity of economic theories
- Train students to learn the art of economic modelling.

2.3.3. Graduate Attributes in B.A. (Hons.) Economics

Upon completion of this programme, a student will have the necessary skills to understand and analyse in a logical manner all major economic phenomena. A student will be able to analyse government policies and regulations, and demonstrate their significance. Knowing how an economy functions, and how decisions are made by consumers, producers, and regulators, the student will have the necessary skills to identify, analyse, and solve problems in a logical and efficient way. The programme provides the basic ingredients of economic theory and the opportunity to learn how to process and analyse economic data based on sound statistical principles, in order to arrive at economically meaningful conclusions.

2.3.4. Qualification Descriptors for B.A. (Hons.) Economics

Upon successfully completing the programme, a student will be awarded the degree of B.A. Honours (Economics).

2.3.5. Programme Learning Outcomes for B.A. (Hons.) Economics

On completion of B.A. (Hons.) Economics, students will:

- Get an understanding of basic economic theory;
- Learn the mathematical and statistical techniques necessary for a proper understanding of the discipline;
- Get an introduction to real world economic issues and problems facing the country and the world;
- Gain an understanding of proper policy responses to economic problems;
- Get trained to collect primary data and learn sampling techniques;
- Learn to use scientific empirical methods to arrive at conclusions about the validity of economic theories;
- Get trained in the art of economic modelling.

Course Specific Outcomes for DSC, DSE, GE, AEC and SEC may be viewed by scanning the QR Codes for B.A. (Hons.) Economics.

Admission Year before
AY 2022-23



Admission Year
AY 2022-23 onwards
(NEP Framework)



2.3.5. Structure for B.A. (Hons.) Economics with credit hours (Admission Year 2022-23 onwards)

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
Semester I								
ECON001	Introductory Microeconomics	DSC	3	1	0	4	100	-
ECON002	Introductory Mathematical Methods for Economics	DSC	3	1	0	4	100	-
ECON003	Introductory Statistics for Economics	DSC	3	1	0	4	100	-
Semester II								
ECON004	Introductory Macroeconomics	DSC	3	1	0	4	100	-
ECON005	Intermediate Mathematical Methods for Economics	DSC	3	1	0	4	100	-
ECON006	Intermediate Statistics for Economics	DSC	3	1	0	4	100	-
Semester III								
ECON007	Intermediate Microeconomics-I: Behavioural Foundations of Market Interaction	DSC	3	1	0	4	100	-
ECON008	Intermediate Macroeconomics-I: Foundations of Aggregate Income Determination	DSC	3	1	0	4	100	-
ECON009	Advanced Mathematical Methods for Economics	DSC	3	1	0	4	100	-
Semester IV								
ECON010	Intermediate Microeconomics II: Market, Government and Welfare	DSC	3	1	0	4	100	-
ECON011	Intermediate Macroeconomics II: Policy Issues	DSC	3	1	0	4	100	-
ECON012	Introductory Econometrics	DSC	2	0	2	4	100	-
Semester V								
ECON013	Game Theory and Strategic Interactions	DSC	3	1	0	4	100	-
ECON014	Economic Growth and Business Cycles	DSC	3	1	0	4	100	-
ECON015	Introductory Development Economics	DSC	3	1	0	4	100	-
Semester VI								
ECON016	International Trade	DSC	3	1	0	4	100	-
ECON017	Development Theory and Experience	DSC	3	1	0	4	100	-

2. Academics

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
ECON018	Indian Growth and Development	DSC	3	1	0	4	100	-
Semester VII								
ECON019	Economic Development and Policy in India	DSC	3	1	0	4	100	-
Semester VIII								
ECON020	Topics in Development and Policy	DSC	3	1	0	4	100	-

Semester-wise Discipline-Specific Electives (DSE) offered

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
Semester III/V/VII								
ECON031	Economic History of India	DSE	3	1	0	4	100	-
ECON032	Economics of Climate Change and Natural Resources	DSE	3	1	0	4	100	ECON001
ECON033	Economy, State and Society	DSE	3	1	0	4	100	-
ECON034	Fiscal Policy and Public Finance in India	DSE	3	1	0	4	100	ECON004
ECON035	Digital Economics	DSE	3	1	0	4	100	ECON001
Semester V/VII								
ECON036	Advanced Econometrics	DSE	3	2	0	4	100	ECON012
ECON037	Economics of Discrimination	DSE	3	1	0	4	100	ECON012
ECON038	Economics of Health	DSE	3	1	0	4	100	ECON001
ECON039	Environmental Economics	DSE	3	1	0	4	100	ECON010
ECON040	Gender and Development	DSE	3	1	0	4	100	ECON010
ECON041	Law and Economics	DSE	3	1	0	4	100	ECON010
ECON042	Open Economy Macroeconomics	DSE	3	1	0	4	100	ECON011
ECON043	Modern Political Economy	DSE	3	1	0	4	100	ECON010
ECON044	Research Methodology for Economics	DSE	3	1	0	4	100	-
ECON045	Public Economics	DSE	3	1	0	4	100	ECON010
Semester IV/VI/VIII								
ECON046	Financial Economics	DSE	3	1	0	4	100	ECON007
ECON047	Money and Financial Markets	DSE	3	1	0	4	100	ECON008
ECON048	Production Relations and Globalisation	DSE	3	1	0	4	100	-
Semester VI/VIII								
ECON049	Behavioural Economics	DSE	3	1	0	4	100	ECON013
ECON050	Comparative Economic Development	DSE	3	1	0	4	100	-
ECON051	Corporate Finance and Governance	DSE	3	1	0	4	100	ECON013

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Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
ECON052	Economics of Education	DSE	3	1	0	4	100	ECON013
ECON053	Forecasting Methods for Economics	DSE	3	2	0	4	100	ECON012
ECON054	History of Economic Thought	DSE	3	1	0	4	100	Nil
ECON055	Industrial Organisation	DSC	3	1	0	4	100	ECON013
ECON056	Introduction to Causal Inference	DSE	3	2	0	4	100	ECON012
ECON057	Introduction to Macroeconomic Dynamics	DSE	3	1	0	4	100	ECON019
ECON058	Labour Economics	DSE	3	1	0	4	100	ECON013
ECON059	Sectoral Issues in Indian Economy	DSE	3	1	0	4	100	-
ECON060	Topics in Game Theory	DSE	3	1	0	4	100	ECON013

Semester-wise Generic Elective (GE) offered

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
Semester I/III/V/VII								
ECON025	Principles of Microeconomics	GE	3	1	0	4	100	-
ECON029	Basic Development Economics	GE	3	1	0	4	100	-
ECON076	Essential of Economics	GE	3	1	0	4	100	-
Semester III/V/VII								
ECON027	Principles of Microeconomics II	GE	3	1	0	4	100	ECON025
ECON061	Theory of Public Finance	GE	3	1	0	4	100	ECON025
ECON062	Money and Banking	GE	3	1	0	4	100	-
ECON063	Digitalisation and Development	GE	3	1	0	4	100	-
ECON064	Introduction to Comparative Economic Development	GE	3	1	0	4	100	-
ECON065	Education and Development	GE	3	1	0	4	100	-
ECON066	Basic Resource and Energy Economics	GE	3	1	0	4	100	ECON025
Semester II/IV/VI/VIII								
ECON026	Principles of Microeconomics-I	GE	3	1	0	4	100	-
ECON022	Basic Statistics for Economics	GE	3	1	0	4	100	Maths in Class XII
Semester IV/VI/VIII								
ECON024	Basic Econometrics	GE	3	1	0	4	100	ECON022
ECON028	Principles of Macroeconomics II	GE	3	1	0	4	100	ECON025
ECON030	Indian Economy	GE	3	1	0	4	100	-
ECON059	Sectoral Issues in Indian Economy	GE	3	1	0	4	100	-

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
ECON067	Game Theory and Social Sciences	GE	3	1	0	4	100	Maths in Class XII
ECON069	Economy of Colonial India	GE	3	1	0	4	100	-
ECON070	Basic Environmental Economics	GE	3	1	0	4	100	ECON025
ECON071	Law and Economic Development	GE	3	1	0	4	100	ECON025
ECON072	Public Finance in India	GE	3	1	0	4	100	-
ECON073	Health and Development	GE	3	1	0	4	100	-
ECON074	Global Political Economy	GE	3	1	0	4	100	-
ECON075	History of Indian Economic Thought	GE	3	1	0	4	100	-
Semester V/VII								
ECON068	Corporate Finance, Governance and Development	GE	3	1	0	4	100	-

Details such as Course Specific Objectives, Course Specific Learning Outcomes, Detailed course curriculum, practical exercises and suggested readings may be viewed by scanning the QR Codes for B.A. (Hons.) Economics.

2.4. Structure of B. Com. (Hons.)

The Bachelor's Degree in B. Com. (Hons.) is awarded to the student on the basis of demonstrated achievement of outcomes (expressed in terms of knowledge, understanding, skills, attitudes, and values) and academic criteria expected of graduates at the end of the programme. Therefore, the learning outcomes-based education of this particular programme is aimed at facilitating the students to acquire these attributes, keeping in view changes in the current socio- economic environment.

The UGCF of B. Com. (Hons.) has been designed keeping in view the graduate attributes, qualification descriptors, programme learning outcomes, and course learning outcomes which are in line with outcome-based education through LOCF and CBCS. The syllabi have been framed in order to engage students through an all-encompassing knowledge, character building of students, development of holistic personality, values and ethics so that they become good global citizens and create value for the society at large.

The programme has been framed by allowing flexibility and innovation in:

- Programme design and syllabi development;
- Providing ICT based hands-on experience to students through high quality learning activities in relevant situations.

2.4.1. Teaching-Learning Andragogy and assessment of Student Learning

Teaching-learning Andragogy and assessment of student learning should be based on higher levels of learning as per Bloom's Taxonomy. The four higher levels of the Bloom's Taxonomy i.e. Apply, Analyse, Evaluate and Create should have a weightage of 80 % or more whereas the weightage of the first two levels of the taxonomy i.e., remember and understand, should be 20% or lower.

2.4.2. Nature and Extent of B.Com. (Hons.)

The B. Com. (Hons.) Programme provides an extensive and rigorous base for learning, application, research, entrepreneurship, and holistic development. The key areas of study in Commerce and Business are:

- | | | |
|--------------------------------|---------------------------|----------------|
| i. Human Resource Management | ii. Finance | iii. Marketing |
| iv. Accountancy | v. International Business | vi. Tax |
| vii. Business & Corporate Laws | viii. Economics | |

Apart from these key areas present curriculum framework includes courses on Yoga and Happiness, Mind Management, Emotional Intelligence, Personality Development, Team Building, People Management, Business Ethics & Human Values, Ethics & Governance, Sustainable Development, Sustainability and Ethical Aspects of Marketing, Social and Environment Accounting on one hand with an aim to imbibe in students a sense of self awareness, ethical conduct, human values, socially and environmentally conscious behaviour. On the other hand, to cater to the needs of 21st Century and Industry 4.0 courses like Business Analytics, Financial Technology Analytics, Social Media Analytics, HR Analytics, Data Visualisation, Artificial Intelligence for Business, Cyber Security etc. Further there is a separate track for those who want to pursue research with courses like Business Research Methods, Advanced Business Research, Marketing Research etc. Also, Internship/Apprenticeship/Project/Research/Community Outreach is offered in the form of various modules in the scheme of studies to enable the students to have hands on experience in real life business situations.

Also, courses like Entrepreneurship Development are added to in addition to the, Dissertation/Academic Project/Entrepreneurship keeping in view the employability, research, and innovation in the field of Commerce and Business.

2.4.4. Aims of B.Com. (Hons.) Programme

The overall aim of B. Com. (Hons.) as a Programme is to:

- Provide a conducive environment that holistically engages students through an all-encompassing knowledge impartation;
- Widen the scope and depth of the course enabling them to undertake further studies in commerce and its allied areas on multiple disciplines concerned with commerce;
- Construct a sound theoretical footing;
- Acquainting students with recent market practices;
- Encourage the students to advance a range of generic skills helpful in employment, internships, and social activities;
- Formulating business problems and provide innovative solutions to enable the students to be future ready management leaders who are compassionate and yet efficient.

2.4.5. Graduate Attributes in B.Com. (Hons.)

The graduate attributes in B. Com. (Hons.) are the outline of the expected course learning outcomes mentioned in the beginning of each course. The characteristic attributes that a B. Com. (Hons.) graduate will be able to demonstrate through learning various courses are listed below:

- | | |
|---------------------------|--|
| a. Disciplinary Knowledge | f. Information |
| b. Communication Skills | g. Self-directed learning |
| c. Critical Skills | h. Moral and Ethical Awareness/Reasoning |
| d. Problem Solving | i. Lifelong Learning |
| e. Research Skills | |

2.4.6. Qualification Descriptors for B.Com. (Hons.)

The qualification descriptors suggest the generic outcomes and attributes to be obtained while obtaining the degree of B. Com. (Hons.). These parameters are expected to be attained and demonstrated by the students after becoming graduate in this programme. The HEI should consider the above-mentioned parameters at the time of assessing the learning of various courses for B. Com. (Hons.). The learning experiences and assessment procedures, thereby are so designed that every graduate in Commerce may achieve the programme learning outcomes with equal opportunity irrespective of class, gender, community, and regions. Each graduate in commerce should be able to:

- a. Demonstrate extensive and coherent knowledge of commerce and its applications in real business world;
- b. Understanding of various concepts and theories providing strong academic foundation;
- c. Demonstrate educational skills in areas of Marketing, Finance, Accounting, HR, Tax, Economics, and several other branches of Commerce;
- d. Acquire various soft skills (like communication, organizing, and analytical) required to manage complete business situation as well as life situations;
- e. Apply knowledge, understanding, and skills to identify the difficult/unsolved problems in rapidly changing environment and to collect the required information from possible range of sources and try to analyze and assess these problems using appropriate methodologies;
- f. Fulfill one's learning requirements to provide an insight of research in Commerce and interdisciplinary areas while seeking research pursuits;
- g. Apply one's disciplinary knowledge and transferable skills to new/unfamiliar contexts, rather than replicate curriculum content knowledge, to identify and analyze problems and issues and solve complex problems with well-defined solutions;
- h. Good value systems leading to high ethical and moral conduct in society at large;
- i. Competencies and attitudes, Values.

2.4.7. Programme Learning Outcomes for B.Com. (Hons.)

The outcomes and attributes described in qualification descriptors are attained by students through learning acquired on completion of a programme of study. The term '*programme*' refers to the entire scheme of study followed by students leading to a qualification. Programme learning outcomes for B. Com. (Hons.) include various subject specific skills and generic skills like mind management, creativity, and innovation of competencies in diverse areas of Commerce and Business, the achievement of which will be demonstrated by the students of B. Com. (Hons.) Programme for the award of bachelor degree. The programme learning outcomes of B. Com. (Hons.) also enable a student to prepare for further study, employment, and good citizenship. Further, the difference in the level of achievement of programme outreach provides for comparing of learning levels and standards across different college/institution. The various learning outcomes of the programme are mentioned below:

- a. Bachelor's Degree in Commerce results in giving comprehensive knowledge of Marketing, Human Resource Management, Business and Corporate Law, Economics, Finance, Accounting, Management, Tax and several other branches of Commerce that includes Investment, Insurance, and Banking. Thus, this programme helps students in building a concrete footing for advanced studies in Commerce and to stand with the requirement of business sector, insurance, banking seeking youth fit for employment.
- b. Students undergoing this programme will be equipped to the world of work, particularly, work of the future. The student will get a first-hand exposure of working in the real world.

- c. Students completing this programme will be able to develop managerial knowledge and tactical dexterity, with a broader skill set and encourages them to seek out audacious, innovative solutions for today's business.
- d. Completion of this programme will also enable the students to formulate business problems and provide innovative solutions thus, molding them into future visionaries, management leaders that are compassionate yet efficient.
- e. The course provides an extreme and rigorous base for teaching, research, and allied business administrations.

Course Specific Outcomes for DSC, DSE, GE, AEC and SEC may be viewed by scanning the QR Codes for B.Com. (Hons.).

Admission Year before
AY 2022-23



Admission Year
AY 2022-23 onwards
(NEP Framework)



2.4.8. Structure of B.Com. (Hons.) with credit hours (Admission Year 2022 onwards)

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
Semester I								
DSC 1.1	Management Principles and Application	DSC	3	1	0	4	100	*
DSC 1.2	Business Laws	DSC	3	1	0	4	100	*
DSC 1.3	Financial Accounting	DSC	2	1	1	4	100	*
GE 1.1	Business Organisation	GE	3	1	0	4	100	*
GE 1.2	Finance for everyone	GE	3	1	0	4	100	*
GE 1.3	Marketing for everyone	GE	3	1	0	4	100	*
GE 1.4	Accounting for everyone	GE	3	1	0	4	100	*
GE 1.5	Computer Applications in Business	GE	2	0	2	4	100	
GE 1.6	Bhartiya Gyan Parampara (Indian Knowledge System)	GE	3	1	0	4	100	*
GE 1.7	Basic Personal Taxation	GE	3	1	0	4	100	*
SEC 1.1	Business Organisation	SEC	2	0	0	2	50	*
SEC 1.2	Personality Development	SEC	2	0	0	2	50	*
SEC 1.3	Finance for everyone	SEC	2	0	0	2	50	*
SEC 1.4	Fundamentals of Marketing	SEC	2	0	0	2	50	*
SEC 1.5	Business Communication	SEC	2	0	0	2	50	*
Semester II								
DSC 2.1	Corporate Accounting	DSC	3	1	0	4	100	Pass in DSC 1.3
DSC 2.2	Company Law	DSC	3	1	0	4	100	-
DSC 2.3	Human Resource Management	DSC	3	1	0	4	100	-
GE 2.1	Communication in Management	GE	3	1	0	4	100	Pass in GE 1.1
GE 2.2	Financial Management	GE	3	1	0	4	100	Pass in GE 1.2
GE 2.3	Sales Promotion	GE	3	1	0	4	100	Pass in GE 1.3

2. Academics

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
GE 2.4	Computerised Accounting System	GE	2	0	2	4	100	Pass in GE 1.4
SEC 2.1	Competency Mapping	SEC	2	0	0	2	50	Pass in SEC 1.2
SEC 2.2	Personal Financial Planning	SEC	2	0	0	2	50	Pass in SEC 1.3
SEC 2.3	Personal Selling	SEC	2	0	0	2	50	-
Semester III								
DSC 3.1	Business Mathematics	DSC	3	0	1	4	100	-
DSC 3.2	Financial Management	DSC	3	0	1	4	100	-
DSC 3.3	Principles of Marketing	DSC	3	0	1	4	100	-
DSE 3.1	Organisational Behaviour	DSE	3	0	1	4	100	-
DSE 3.2	Financial Markets and Institutions	DSE	3	0	1	4	100	-
DSE 3.3	Brand Management	DSE	3	0	1	4	100	-
DSE 3.4	Financial Reporting Analysis and Valuation	DSE	3	0	1	4	100	-
DSE 3.5	Yoga and Happiness	DSE	2	0	2	4	100	-
GE 3.1	General Management	GE	3	0	1	4	100	Pass in GE 2.1
GE 3.2	Basics of Advertising	GE	3	0	1	4	100	Pass in GE 2.3
GE 3.3	Investing in Stock Markets	GE	3	0	1	4	100	Pass in GE 2.2
GE 3.4	Financial Statements Analysis	GE	3	0	1	4	100	Pass in GE 2.4
GE 3.5	Yoga and Happiness	GE	2	0	2	4	100	-
SEC 3.1	Team Building	SEC	2	0	0	2	50	Pass in SEC 2.1
SEC 3.2	E-Commerce	SEC	2	0	0	2	50	-
SEC 3.3	Advanced Spreadsheet Applications in Business	SEC	0	0	2	2	50	-
Semester IV								
DSC 4.1	Business Statistics	DSC	3	0	1	4	100	-
DSC 4.2	Cost Accounting	DSC	3	1	0	4	100	-
DSC 4.3	International Business	DSC	3	1	0	4	100	-
DSE 4.1	Human Resource Management	DSE	3	1	0	4	100	-
DSE 4.2	Investment Management	DSE	3	1	0	4	100	-
DSE 4.3	Sustainability Marketing	DSE	3	1	0	4	100	-
DSE 4.4	Analysis of Financial Statements	DSE	3	1	0	4	100	-
DSE 4.5	Decision Science	DSE	3	1	0	4	100	-
DSE 4.6	Bhartiya Gyan Parampara (Indian Knowledge System)	DSE	3	1	0	4	100	-
GE 4.1	Basics of Organisational Behaviour	GE	3	1	0	4	100	Pass in GE 3.1
GE 4.2	Personal Financial Planning	GE	3	1	0	4	100	Pass in GE 3.3
GE 4.3	Brand Management	GE	3	1	0	4	100	Pass in GE 3.2

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Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
GE 4.4	Accounting for Managerial Decision Making	GE	3	1	0	4	100	Pass in GE 3.4
GE 4.5	Fundamentals of International Business	GE	3	1	0	4	100	-
SEC 4.1	Leadership and Team Development	SEC	2	0	0	2	50	Pass in SEC 3.1
SEC 4.2	Data Visualisation	SEC	0	0	2	2	50	Pass in SEC 3.3
SEC 4.3	Marketing of Financial Services	SEC	2	0	0	2	50	-
SEC 4.4	Cyber Crimes	SEC	2	0	0	2	50	-
Semester V								
DSC 5.1	Income Tax Law and Practice	DSC	3	0	1	4	100	-
DSC 5.2	Business Economics	DSC	3	1	0	4	100	-
DSC 5.3	Management Accounting	DSC	3	0	1	4	100	Pass in DSC 4.2
DSE 5.1	Organisational Democracy and Industrial Relations	DSE	3	1	0	4	100	Pass in DSE 4.1
DSE 5.2	International Finance	DSE	3	1	0	4	100	Pass in DSE 4.2
DSE 5.3	Consumer Affairs and Sovereignty	DSE	3	1	0	4	100	Pass in DSE 4.3
DSE 5.4	Accounting for Mergers & Acquisitions and Valuations	DSE	3	1	0	4	100	Pass in DSE 4.4
DSE 5.5	Auditing	DSE	3	1	0	4	100	Pass in DSE 4.4
DSE 5.6	Export-Import Management	DSE	3	1	0	4	100	-
DSE 5.7	Public Administration and Business	DSE	3	1	0	4	100	-
DSE 5.8	Business Tax Procedures and Management	DSE	3	1	0	4	100	-
GE 5.1	Fundamentals of HRM	GE	3	1	0	4	100	Pass in GE 4.1
GE 5.2	Project Management	GE	3	1	0	4	100	-
GE 5.3	Digital Marketing	GE	3	1	0	4	100	Pass in GE 4.3
GE 5.4	Ethics and Governance	GE	3	1	0	4	100	-
GE 5.5	Consumer Affairs and Sovereignty	GE	3	1	0	4	100	-
SEC 5.1	Emotional Intelligence	SEC	2	0	0	2	50	Pass in SEC 4.1
SEC 5.2	Customer Relationship Management	SEC	2	0	0	2	50	-
SEC 5.3	Social Media Analytics	SEC	2	0	0	2	50	Pass in SEC 3.2
SEC 5.4	EXIM Procedures and Documentation	SEC	2	0	0	2	50	-
SEC 5.5	Investing in Stock Markets	SEC	2	0	0	2	50	Pass in SEC 1.3

Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
Semester VI								
DSC 6.1	Business Analytics	DSC	1	0	3	4	100	Pass in DSC 4.1
DSC 6.2	Corporate Governance	DSC	3	1	0	4	100	Pass in DSC 2.2
DSC 6.3	Goods and Custom Tax (GST) and Custom Law	DSC	3	1	0	4	100	-
DSE 6.1	Learning and Development	DSE	3	1	0	4	100	Pass in DSC 4.1
DSE 6.2	Investment Banking and Learning Services	DSE	3	1	0	4	100	Pass in DSC 5.2
DSE 6.3	Advertising	DSE	3	1	0	4	100	Pass in DSC 3.3
DSE 6.4	Industrial Relations and Labour Laws	DSE	3	1	0	4	100	Pass in DSC 5.1
DSE 6.5	International Monetary and Financial Environment	DSE	3	1	0	4	100	Pass in DSC 5.6
DSE 6.6	Business Research Methods	DSE	3	1	0	4	100	-
DSE 6.7	Social and Environmental Accounting	DSE	3	1	0	4	100	Pass in DSC 5.4
GE 6.1	Leadership Development	GE	3	1	0	4	100	Pass in GE 5.1
GE 6.2	Data Visualisation	GE	0	0	0	4	100	-
GE 6.3	Distribution Logistics	GE	3	1	0	4	100	Pass in GE 5.3
GE 6.4	E-Filing of Returns	GE	2	0	2	4	100	-
SEC 6.1	HR Analytics	SEC	2	0	0	2	50	-
SEC 6.2	Applications of Econometrics in Finance	SEC	0	0	2	2	50	-
SEC 6.3	Digital Marketing	SEC	2	0	0	2	50	Pass in SEC 5.3
SEC 6.4	Artificial Intelligence in Business	SEC	2	0	0	2	50	-
SEC 6.5	International Trade Logistics	SEC	2	0	0	2	50	Pass in SEC 5.4
SEC 6.6	Forensic Accounting and Fraud Detection	SEC	2	0	0	2	50	-
SEC 6.7	E-Filing of Returns	SEC	0	0	2	2	50	-
Semester VII								
DSC 7.1	Business Environment and Macroeconomic Policy	DSC	3	1	0	4	100	-
DSE 7.1	Performance Management	DSE	3	1	0	4	100	Pass in DSE 6.1
DSE 7.2	Entrepreneurship Development	DSE	3	1	0	4	100	-
DSE 7.3	Mind Management	DSE	3	1	0	4	100	-
DSE 7.4	Financial Derivatives	DSE	3	1	0	4	100	Pass in DSE 6.2
DSE 7.5	Business Valuation	DSE	3	1	0	4	100	-

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Course Code	Course Title	Course Type	Lectures	Tutorial	Practical	Credit	Marks	Pre - Requisites
DSE 7.6	Business Valuation	DSE	3	1	0	4	100	-
DSE 7.7	Integrated Marketing Communication	DSE	3	1	0	4	100	Pass in DSE 6.3
DSE 7.8	Social Media Marketing	DSE	3	1	0	4	100	-
DSE 7.9	Marketing Research	DSE	3	1	0	4	100	-
DSE 7.10	International Taxation	DSE	3	1	0	4	100	-
DSE 7.11	Corporate Tax Planning	DSE	3	1	0	4	100	-
DSE 7.12	Personal Tax Planning and Tax Management	DSE	3	1	0	4	100	-
DSE 7.13	Business Research and Methods	DSE	3	1	0	4	100	-
GE 7.1	Indian Ethos and Management	GE	3	1	0	4	100	Pass in GE 6.1
GE 7.2	Creativity and Innovation	GE	3	1	0	4	100	-
GE 7.3	Sustainable Development	GE	3	1	0	4	100	-
GE 7.4	People Management	GE	3	1	0	4	100	-
Semester VIII								
DSC 8.1	The Economy of Bharat	DSC	3	1	0	4	100	-
DSE 8.1	Technology in HR	DSE	3	1	0	4	100	-
DSE 8.2	Event Management	DSE	3	1	0	4	100	-
DSE 8.3	Business Ethics and Human Values	DSE	3	1	0	4	100	Pass in DSE 7.1
DSE 8.4	Financial Risk Management	DSE	3	1	0	4	100	Pass in DSE 7.4
DSE 8.5	Behavioural Finance	DSE	3	1	0	4	100	-
DSE 8.6	Mergers, Acquisitions and Corporate Restructuring	DSE	3	1	0	4	100	-
DSE 8.7	Retail Management	DSE	3	1	0	4	100	Pass in DSE 7.9
DSE 8.8	Distribution and Logistics Management	DSE	3	1	0	4	100	-
DSE 8.9	Rural Marketing	DSE	3	1	0	4	100	-
DSE 8.10	Advanced Business Research	DSE	3	0	1	4	100	Pass in DSE 6.6/ 7.13
GE 8.1	Diversity Management	GE	3	1	0	4	100	Pass in GE 7.1
GE 8.2	Risk Management	GE	3	1	0	4	100	Pass in GE 3.3
GE 8.3	Collective Bargaining and Negotiating Skills	GE	3	1	0	4	100	-
GE 8.4	Sustainability and Ethical Aspects of Marketing	GE	3	1	0	4	100	-
GE 8.5	Rural Development	GE	3	1	0	4	100	-

* Pass in Class XII

Details such as Course Specific Objectives, Course Specific Learning Outcomes, Detailed course curriculum, practical exercises and suggested readings may be viewed by scanning the QR Code for B.Com. (Hons.)

2.5. Generic Electives

The following GE courses will be offered by Departments of the College in First Year:

Department	Semester-I	Semester-II
English	-Literature and Human Rights (B.A. (Eco (H.)) -Readings of Indian Diversities and Literary Movements (B.Com. (H.))	TBD
Hindi	हिंदी का वैश्विक परिदृश्य	TBD
Maths	Fundamentals of Calculus	Introduction to Linear Algebra
Physical Education and Sports	Gym Management	TBD
Political Science	Ideas in Indian Political Thought	Introduction to Indian Constitution

GE courses for Semesters II onwards will be intimated in due course.

2.6. Value Addition Courses offered by DU



The following Value Addition Course will be offered under the UGCF curriculum. Except for NCC-I which requires the student to be enrolled as NCC Cadet, there are no prerequisites for other courses.

S.No.	Course Title	Credits	Credit Distribution	
			Lecture	Practical
1	Ayurveda and Nutrition	2	1	1
2	Constitutional Values and Fundamental Duties*	2	1	1
3	Culture and Communication*	2	1	1
4	Digital Empowerment*	2	1	1
5	Ecology and Literature	2	1	1
6	Emotional Intelligence	2	1	1
7	Ethics and Culture*	2	1	1
8	Ethics and Values in Ancient Indian Traditions	2	1	1
9	Financial Literacy	2	1	1
10	Fit India	2	1	1
11	Gandhi and Education	2	1	1
12	NCC-I	2	1	1
13	<i>Panchakosha</i> : Holistic Development of Personality*	2	1	1
14	Reading Indian Fiction in English	2	1	1
15	Science and Society	2	1	1
16	Social and Emotional Learning*	2	1	1
17	Sports for Life-I	2	0	2
18	Swachh Bharat	2	1	1
19	The Art of being Happy	2	1	1
20	Vedic Mathematics-I*	2	1	1
21	Yoga: Philosophy and Practice*	2	1	1
22	भारतीय भक्ति परंपरा और मानव मूल्य Bharatiya Bhakti, Parampara aur Manav Mulya	2	1	1
23	साहित्य संस्कृति और सिनेमा Sahitya, Sanskriti and Cinema	2	1	1
24	सृजनात्मक लेखन के आयाम (Srijnatmak Lekhan Ke Aayam)*	2	1	1

* Indicates VAC offered by the College

**2.7. Skill Enhancement Courses (SEC) offered by DU**

S.No.	Course Title	Credits	Credit Distribution	
			Lecture	Practical
1	Advanced Spreadsheets Tools	2	0	2
2	Analytics/Computing with Python	2	0	2
3	APP Development using Flutter	2	0	2
4	Back-End Web Development	2	0	2
5	Basic IT Tools	2	0	2
6	Big Data Analytics	2	0	2
7	Beginners Course to Calligraphy	2	0	2
8	Business Communications	2	1	1
9	Business Intelligence and Data Visualisation	2	0	2
10	CAD for Fashion	2	0	2
11	Communication in everyday Life	2	0	2
12	Communication in Professional Life	2	0	2
13	Creative Writing	2	0	2
14	Cyber Sphere and Security: Global Concern	2	1	1
15	Developing sustainability plan for business	2	0	2
16	Digital Film Production	2	0	2
17	Digital Marketing	2	0	2
18	Essentials of Python	2	0	2
19	E-Tourism	2	0	2
20	Finance for Everyone	2	0	2
21	Financial Database and Analysis Software	2	0	2
22	Front End Web Design and Development	2	0	2
23	Graphics Design and Development	2	0	2
24	Harmonium	2	0	2
25	Introduction to Arabic Calligraphy	2	0	2
26	Introduction to Blockchain	2	0	2
27	Introduction to Cloud Computing (AWS)	2	0	2
28	Negotiations and Leadership	2	0	2
29	Personal Financial Planning	2	1	1
30	Personality Development and Communication	2	1	1
31	Political Leadership and Communication	2	1	1
32	Programming with Python	2	0	2
33	Prospecting E-Waste for Sustainability	2	0	2
34	Public Speaking in English Language and Leadership	2	0	2
35	Statistical Software Package	2	0	2
36	Statistics with R	2	0	2
37	Sustainable Ecotourism and Entrepreneurship	2	0	2
38	Visual Communication and Photography	2	0	2
39	पटकथा लेखन	2	0	2
40	रंगमंच	2	0	2
41	स्वनात्मक लेखन	2	0	2

* Indicates SEC offered by the College

2.8. Structure of M.Com.



The College offers the two year full-time M.Com. programme of the University of Delhi. While classes for M.Com. are organised by the Department of Commerce, University of Delhi at Delhi School of Economics, the tutorials for M.Com. are held at Shri Ram College of Commerce.

2.8.1. Programme Objectives for M.Com.

The M.Com programme aims to provide:

- A conducive environment that holistically engages students through an all-encompassing knowledge impartation
- Research orientation
- Developing entrepreneurial skills
- Sound theoretical foundation
- Formulating business problems and provide innovative solutions thus molding them into future visionaries, management leaders that are compassionate yet efficient

The M.Com programme structure offers a deep dive into various facets of management and organizational development by integration of cross-cutting issues relevant to gender, environment and sustainability, human values, professional ethics into curriculum through incorporation of relevant topics such as: Marketing Management- legal aspects of marketing, ethical, social and environmental concerns in product, pricing, distribution and promotion decisions, socially responsible marketing; green marketing, cause relating marketing; social marketing, Global Strategic Management- Ethical and Social considerations in Strategic Management Business Research- Ethics in Business Research, Security Analysis and Portfolio Management, Ethical Investing, International Marketing- Ecological concerns and international marketing ethics, Advertising and Sales Management-Managing ethics in selling environment. The programme thus aims to provide students with the opportunity to develop and broaden their management and leadership skills. The curriculum seeks to develop managerial knowledge and strategic agility, providing students with a broader skill set and a fresh perspective and to encourage them to seek out bold, innovative solutions for today's business and societal challenges.

2.8.2. Programme Specific Objectives for M.Com.

The M.Com course provides an extreme and rigorous base for teaching, research and allied business administration. It serves the needs of academics and prepares students for research and teaching. The course is well received in the industry and for years they have been serving the needs of managerial cadre in business and industry. M.Com Course offers research in diverse areas of Commerce discipline and has large base of research contribution. Teaching pedagogy is adopted to ensure all round learning for the students. Department of Commerce aligns itself with the overall vision of the University i.e. to touch the lives of every student by inculcating prudence, efficiency, creativity and compassion to work for the betterment of the marginalized sections of society. M.Com Course attempts to kindle their sense of-responsibility, honesty, conscience, justice- and above all commitment to human values. M.Com students form the core of our existence as an institution and are geared up to be passionate about their dreams and make their family and society proud of their achievements. This M.Com Course aims to upgrade the standards of teaching and research and deliver an education system that is a source of national pride and public confidence.

2.8.3. Programme Structure for M.Com.

The programme structure and details such as Course Specific Objectives, Course Specific Learning Outcomes, Detailed course curriculum, practical exercises and suggested readings may be viewed by scanning the QR Codes for M.Com. above.

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3. Infrastructure and Facilities at SRCC

In terms of infrastructure, SRCC is one of the best colleges in the country matching international standards for curricular, research, co-curricular and extra-curricular learning and development. The iconic Red and White Art Deco Main Campus Building of the College is retrofitted, earthquake resistant and, has been recognised by the Government of Delhi as a “*Heritage Building*”. It is one of the few colleges in the University of Delhi which has upgraded its classrooms to facilitate teaching through modern tools and techniques. The curvilinear design of the building as well as the installation of open-nets according to architectural best practices reduces the emphasis on artificial light. The College has centrally air-conditioned classrooms with Wi-Fi enabled LCD projectors, tutorial rooms, library, a state-of-the-art seminar room and a fully equipped auditorium. The College takes pride in being a differently-abled friendly campus with new ramps, lifts and special washrooms added to the building. Also, the College has various facilities to address the reading, hearing and understanding requirements of various students. The SRCC Library is an empowering unit with a Resource Centre for Visually Challenged possessing an array of audio-visual aids. The College is endowed with renovated hostels, medical support systems, modern gymnasium, swimming pool and sports complex. A completely smoke and vehicle-free zone, the College provides an eco-friendly environment to its students with the latest initiatives of solar panelling, rainwater harvesting, paper recycling and other green initiatives. The campus is CCTV-enabled to cater to the safety requirements of a well endowed and equipped campus receiving a huge footfall. Presently, the infrastructure at SRCC is classified as:

3.1. Academic/Teaching-Learning and Research Infrastructure

Shri Ram College of Commerce provides a blended mix of physical and digital mediums to provide a highly engaging and conducive environment for effective teaching-learning and progressive academic development.

- ***Classrooms***

The classrooms in the Main Building of College retain their heritage look with vintage teak furniture. Centrally air-conditioned, these class rooms at SRCC facilitate a blend of traditional and modern modes of teaching such as:

- Three panel Green Boards with large central panel and two small side panels. The green boards reduce glare on eyes and help improve the capacity for learning.
- Overhead Wi-Fi enabled LCD projectors with Roll-down screens cascading over the central panel green boards on use. The LCD projectors can be used by Wi-Fi or VGA cables.

Classroom 1 and 2 are hybrid classrooms which allow the lecture to be simulcast and recorded. Additionally, classrooms for the PGDGB0 programme are equipped with bass boosted audio-visual system and employ smart podiums.

- ***Research and Tutorial Block***

The College has a centrally air-conditioned and Wi-Fi enabled Research and Tutorial block which houses both faculty rooms for tutorials as well as several offices for academic support. The rooms, equipped with greenboards, generally seat about fifteen students. Here, students have personal interaction with the faculty on academic and other matters, and also manage their extra-curricular activities. The Research and Tutorial block has emerged as the bedrock for the generation of bright ideas for innovation, entrepreneurship and research. The Research and Tutorial block also provides faculty with a peaceful and comfortable place for their academic pursuits.

- ***Computer Labs***

The College has three state-of-the-art Computer Labs. Computers in the labs are provided with the latest updated software and hardware. Further, each lab is equipped with uninterrupted power backup.

In addition, the labs are also available for the students for accessing internet, practice and for preparation of their projects.

- **Resource Centre**

In addition to the Resource Centre for Visually Challenged, the College has a separate Resource Centre in the College Library to enable students to access desired information for their academic pursuits through internet. Located on the first floor of the College Library, the Centre has 40 computers for students.

- **SRCC Library**



Attached to the main academic block, the SRCC Library is a two storey centrally air-conditioned and Wi-Fi enabled modern library with seating capacity for about 300 readers divided between two floors. The SRCC library employs the latest technology in library sciences to provide the best learning environment to its users. Well-stocked with a collection of over **eighty thousand** books on different subjects, latest publications in the fields of business, economics, and social sciences are continuously added to the collection. The College Library is fully automated and provides online user services. Books can be borrowed or returned to the Library through its screen based book issue system without human intervention. Students and Faculty of the College can access the book system in the Library through its Online Public Access Catalogue (OPAC).

The Library subscribes to over eighty **journals** of national and international repute. Some of the prominent journals being subscribed to by the Library include Accountancy, Accounting Review, American Economic Review; Centre for Monitoring Indian Economy, Chartered Accountant, Economic and Political Weekly, Economist, Harvard Business Review, Journal of Accountancy, Journal of Business, Journal of Economic Literature, Journal of Economic Perspectives, Journal of Finance, Organizational Dynamics, Vikalpa, Reserve Bank of India Bulletin, Seminar, Vision, Yojana, Down to Earth amongst others. All prominent **national dailies** are also subscribed in the library. Magazines such as Business India, Business Today, Business World, Competition Master, Competition Success Review, Capital Market, Dalal Street, Frontline, India Today, Mainstream, Outlook, PC Quest, Reader's Digest, Span and Times amongst others are also subscribed in the library. In addition, the Library subscribes to research databases such as **Prowess IQ, Capital Line** and **Economic Outlook** to facilitate research.

The SRCC Library also houses the SRCC Enabling Unit. There is a unique Resource Center for Visually Impaired Students (RCVC) developed under the SRCC Enabling Unit. The Resource Center has a variety of assistive technology tools, hardware equipment and software, including screen-reading software such as JAWS and Supernova, Kurzweil, OCR, and hardware such as Clear Reader-the instant-reading hardware equipment, ClearView-the magnifier attached with LCD and DUXBURY-the Braille translator. The Resource Centre also provides scanning and embossed printing devices to facilitate students with different degrees of visual impairment.

The first floor of the College Library houses the SRCC Archival Unit which chronicles the history and important events of the College.

3.2. Administrative Infrastructure

- **Accounts Office**

The Accounts Office is located on the Ground Floor of the Main Building.

- **Administrative Office**

The Administrative Office is located on the Ground Floor of the Main Building, adjacent to the Accounts Office. The Caretaker's Room is also located in the Administrative Office.

- **Computer Center**

The Computer Center is located on the Ground Floor of the Seminar Room Building, adjacent to the Seminar Room.

- **GBO Office**

The GBO Office is located on the First Floor of the Research and Tutorial Block.

- **Principal Office**

The Principal Office is located on the Ground Floor of the Main Building, adjacent to the Staff Room.

- **Warden Offices (in Hostels)**

The Warden Office of each Hostel is located on the Ground Floor of the respective Hostels.

3.3. Academic/Student Support Infrastructure

- **Committee Room**

The Committee Room is an important chamber for the conduct of meetings of various committees of the College. Located on the Ground Floor of the Main Building, adjacent to the Principal Office, the Committee Room is equipped with a state-of-the-art audio-visual system.

- **Staff Room**

The Staff Room acts as a common room for faculty members of the College. Located on the Ground Floor of the Main Building, adjacent to the Principal Office, the Staff Room also hosts the meeting of the Staff Council Meetings.

- **Bursar's Office**

The Bursar's office is located in the Research and Tutorial Block of the College.

- **Business Analyst's Editor Office**

The Editor's office of the Business Analyst is located in the Research and Tutorial Block of the College.

- **Internal Quality Assurance Centre (IQAC) Office**

The Office of the Coordinator, IQAC is located in the Principal Bungalow area of the College.

- **Centre for Green Initiatives (CGI) Office**

The office of the Centre for Green Initiatives is located in Tutorial Room No. 7 of the Research and Tutorial Block of the College.

- **Office of International Programmes (OIP) Office**

The Office of International Programme is located in the Research and Tutorial Block of the College.

- **Placement Cell Room**

The Placement Cell Room is located in Tutorial Room No.10 of the Research and Tutorial Block of the College.

- **Student Union Room**

The Student Union Room is located at the juncture of the ground floor and second floor connecting the auditorium in the main campus building.

- **Student Union Advisor's Office**

This office is located in the Sports Complex of the College.

3.4. Conference/Cultural Infrastructure

- **Auditorium**

The SRCC auditorium has a seating capacity of about seven hundred and fifty people. Extensively used for extra-curricular events and for hosting functions of the College such as the annual day, it has an advanced light and sound system.

- **Seminar Room**

The state-of-the-art Platinum Jubilee Seminar Room was constructed on the occasion of the College's Platinum Jubilee in 2000–2001. The air-conditioned seminar room, with a seating capacity of about

hundred people, is equipped with audio-visual systems with recording facilities. The Seminar Room is used for hosting important co-curricular and extra-curricular events such as guest lectures, group discussion, international programmes, speaker sessions, seminars and symposia amongst others.

3.5. Green Infrastructure

- ***Campus Lawns***

The College has a large number of lawns which provide contrasting lush green cover to its red-and white buildings. These beautiful lawns are adorned with a large number of diverse trees and flowers. The College has also placed beautiful marble as well as wood seating in these lawns. Additionally, the front lawn is decorated with majestic night lights that create an ethereal aura for the campus at night. At the park's edge, one can relax on a bench and enjoy the serenity. In addition, there is a Botanical Garden near the Principal bungalow packed with a plethora of most exclusive plants and trees. The garden is further used to conduct educational programs to increase awareness among students.

- ***Cycle Service***

The Centre for Green Initiatives, SRCC in collaboration with Green Ride Pvt. Ltd, launched the Green Ride Public Bicycle Sharing Service, a project funded by the Tech Mahindra Foundation, in the campus. The initiative promotes the use of clean transport and also enhances the environmental responsibility profile of the College. Under this service, a well-designed modern bicycle stand has been constructed in the College campus housing twenty bicycles provided by Green Ride Pvt. Ltd, free of charge for students and staff members. The entire service is a zero cost project for the College.

- ***Piped Gas Network***

The College has completed the installation of Piped Natural Gas (PNG) from Indraprastha Gas Limited (IGL) and supply has commenced for the Boys Hostel, Girls Hostel and for staff quarters opting for the PNG supply. In the next phase, the service of PNG supply is proposed to be installed and commenced in the College Canteen.

- ***Rain Water Harvesting***

The College has recharge trenches with one bore-well and one recharge trench with two bore-wells covering the whole of the College.

- ***Solid Waste Management (SWM) System***

In pursuit of its commitment to environment protection, the Shri Ram College of Commerce initiated its Solid Waste Management (SWM) Project in order to control, reduce, recycle and dispose of solid waste of the College. In pursuance of these objectives, a SWM Park has been erected in the Campus which houses three NADEP composting pits, where composting process is fully operational for generation of compost ready to be used in the college gardens as manure. Further emphasising on the importance of cleanliness and the important goal of sustainability, the College endorses the Two-Bin Waste Segregation system and therefore has bins at multiple locations, allowing for easier disposal of waste and inculcating a habit of effective waste management by segregation.

- ***Solar Power System***

Under the Solar power project, a 425.75 kWp Solar energy generation plant, one of largest in the University of Delhi, has been installed in the College. Spread throughout on the rooftops of the College Main Building, Boy's Hostel, Girl's Hostel and Sports Complex without compromising the aesthetics of the College's Heritage look, this setup generates over 45% of the College's energy requirement. This initiative not only reduces the dependence of the College on grid based electricity system but also ensures that the College is able to reduce its carbon foot print.

3.6. Health Infrastructure

- ***Basic Health Care Unit (BHCU)***

The College has a Basic Health Care unit to provide medical support in its campus to provide immediate medical assistance to needy students and staff members. Located in the Sports Complex,

facilities at the BCHU include a visiting doctor who visits the campus thrice a week, a physiotherapist and a full-time nurse. The BCHU also has facility for immediate COVID testing facility and oxygen concentrators.

- ***Fitness Center/Gymnasium***

The College maintains its own fitness center/gymnasium. Located in the Sports Complex, the fitness center possesses equipment for free weight exercises, bodyweight exercises, gym ball exercises/Swiss ball exercises, resistance band exercises, resistance machine exercises and stretching exercises. The Center also holds classes for kickboxing, yoga and aerobics.

- ***Physiotherapy Unit (PU)***

The College has a Physiotherapy Unit at the Sports complex for its students and staff members. A visiting physiotherapist is available during College hours in the Physiotherapy unit.

- ***Counsellor Room***



SRCC has collaborated with YourDOST Pvt. Ltd, a leading counselling service provider, to address mental health of students. The College provides counselling in three modes namely, 24x7 Online chat based/video call Mode, 24x7 Telephonic Mode and In-person campus sessions.

The Counsellor Room for in-person campus session is located in the T-52 of the Tutorial Block.

3.7. IT Infrastructure

The College campus is fully Wi-Fi enabled which can be accessed by students and staff members. Users may access the Wi-Fi through secure access with designated login ID and password provided by the Computer Centre.

Additionally, the College has installed a parallel high speed Wi-Fi line to accommodate for the increased needs of the users during online classes and/or events, and in case of failure of the DUCC provided internet line. The College has high resolution display units in its corridors of the ground floor to provide important information, announcement and events. Further, the campus of the College is fully CCTV camera-enabled as a part of IT and Security infrastructure.

3.8. Residential Infrastructure

- ***Boys Hostel***



The College has an in-campus Boys Hostel within its campus to accommodate male students coming from the different parts of the country and the world. The Boys Hostel provides accommodation for one hundred and fifty students, with seats divided across various semesters of the different courses offered by the College. Divided in two blocks, the fully Wi-Fi enabled Hostel has furnished rooms, separate dining hall, common room and lawns attached to its premises.

- ***Girl Hostel***



The College has in-campus Girls Hostels called “Shri Ram Memorial Girls Hostel” (SRMGH) to accommodate female students coming from the different parts of the country and the world. The SRMGH provides accommodation to fifty students, with seats divided across various semesters of the different courses offered by the College. The fully Wi-Fi enabled Hostel has furnished rooms, separate dining hall, common room and lawns attached to its premises.

In addition, the College has completed the New Girls Hostel which has a residential capacity for 100 female students. The New Girls Hostel will be operational in due course.

3.9. Sports Infrastructure

- ***Sports Complex***



The SRCC Sports Complex comprises a multipurpose Indoor Sports Stadium of international standards with a seating capacity of about 1200 spectators, and an outdoor sports field. The Sports Stadium has a multipurpose sports hall with wooden planks where Badminton, Basket Ball, Volley Ball, Judo and Wrestling are played. There are separate rooms for chess and table tennis in the stadium.

- ***Swimming Pool***

SRCC is the one of the few colleges in the University of Delhi to have a swimming pool facility. The swimming pool opens during the summer season. The swimming pool is properly maintained and coaching facilities provided to newcomers.

3.10. Student Recreation/Welfare Infrastructure

- ***Canteen***

The College has a fully air-conditioned canteen. A popular meeting place for students, it provides refreshing and sumptuous snacks, meals and beverages.

In addition, the College has a dedicated PwD canteen to ensure canteen services for differently-abled students.

- ***Crèche***

In order to support the parenting needs of the College staff, Shri Ram College of Commerce provides Crèche facility to its employees. A spacious room has been designed for the Crèche facility with a play area, a crib and a bed in the Principal Bungalow to accommodate the kids of varying age groups and provides for various learning tools like books, wall stickers and toys for cognitive stimulation.

- ***Girls' Common Room***

The College has created a Girls' Common Room (GCR) equipped with sanitary vending machine in recognition of their need for personal space. The GCR is strategically located at the Principal Bungalow to maintain privacy of female students of the College. It has comfortable seating space with sofa sets, dining table and a bed. Similar to the female washrooms in the College, the Girls Common Room also has a dedicated vending machine for sanitary pads.

- ***Nescafé Outlet***

Expanding on the multiple menu options available to the students, the College has a Nescafe outlet near the NSS lawns.

3.11. Utility Infrastructure

- ***Cooperative Store***

The College has an in-house Bookshop. It provides books, reference materials and stationery items to the students.

- ***Photostat Shop***

There is a photocopier in the campus. The students can avail the facility of photocopy, printing as well as compilation of study material.

- ***Bank***

The College houses a branch of State Bank of India (SBI).

- ***Parking Facility***

The College has an all-weather parking area for its staff and students. Entry to parking area is restricted to availability of space.

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4. Opportunities and Holistic Growth at SRCC

4.1. Academic Opportunities

In addition to the curriculum of the University, the College provides a host of active academic opportunities to its students to foster a culture of participative learning and cultivate a spirit of intellectual inquiry. Academic Opportunities for students at SRCC include:

- ***Value-Added Courses***



Keeping in mind the need to augment and enhance the existing skill sets in students, the College commenced Value-Added courses with the aim to provide greater value to the existing curriculum and aligning it to the industry. The College collaborates with reputed Industry partners to provide Value-Added/Add-On courses to its students. In the past, the College has offered the following courses:

- Range of Online Courses in Collaboration with Coursera**
- Accounting Star** in association with American Institute of Certified Public Accountants-Chartered Institute of Management Accountants (AICPA-CIMA)
- Data Analytics with R** in association with American Institute of Certified Public Accountants-Chartered Institute of Management Accountants (AICPA-CIMA).
- Course on Legal Literacy** in collaboration with Delhi State Legal Services Authority, DSLSA, provided a Value Added Course on Legal Literacy
- Certificate Course in Fundamental and Technical Analysis** in association with BSE Institute Limited.
- Certificate course of French Language:** The College has launched language courses under the umbrella of Value Added courses. These language courses are currently being offered as Certificate Courses from the **University of Delhi**. Currently, only French is on offer.
- Mutual Fund Distributors Certification Examination** offered by National Institute of Securities Management (NISM)

The College launches Value-Added Courses from time to time. Each Value-Added Course so launched has its own selection criteria, fees, number of hours and other details. Value Added/Add-On Courses are notified through the Announcements page of the website (<https://srcc.edu/announcements>). Students are encouraged to actively and frequently visit the Announcements page for timely information.

- ***Industry-Academia Interaction and Participation in Seminars, Conferences and Workshops***

The College actively encourages a close interaction between what is taught in the class and how that knowledge is applied in the corporate world. This meeting ground of theory and practice is made possible by our students being exposed to industry personalities with whom they can interact and understand the application of theoretical knowledge. Hence, every year, Shri Ram College of Commerce organizes a large number of lectures, speaker sessions, symposiums, conferences, workshops, programmes, and other events to promote learning by engagement, interaction and experience through industry-academia and academia-academia interface. In addition, student societies of the College organise large number of events for the students to organise and participate in.

The College actively encourages students to contribute to such events, both as organisers and participants. The events are notified through the Announcements page of the website (<https://srcc.edu/announcements>). Students are encouraged to actively and frequently visit the Announcements page for timely information.

4. Opportunities and Holistic Growth at SRCC

- **Lecture Series**

In its endeavour to promote broaden the horizons for learning beyond the curriculum of the University and quality in education, the Internal Quality Assurance Cell, Shri Ram College of Commerce undertakes several value-added lecture series. These Lecture Series focus on contemporary and emerging topics. These lectures are announced by the IQAC, SRCC on the College Website and usually, through mail and push notifications. Students can attend these lectures to gain newer and additional perspectives on the subject matters of their disciplines. In the past, the following lecture series have been organised:

- IQAC Faculty Lecture Series on Contemporary Topics:** This series commenced from March, 2018 where faculty members from different departments in the College delivered lectures on contemporaneous topics in commerce, economics, management, and interrelated disciplines.
- IQAC Distinguished Lecture Series:** To further expand students' knowledge and enhance their understanding their real world application, the IQAC Distinguished Lecture Series was commenced where experts from Corporate and other institutions would deliver lectures and interact with students on the concurrent developments and their applications to real-life problem solving.
- IQAC Alumni Lecture Series:** To increase alumni engagement in the College and harness the wealth of experience and knowledge possessed by alumni for the benefit of students, the IQAC, SRCC commenced the IQAC Alumni Lecture Series. The lecture series helps better integrate the alumni in the teaching-learning framework of the College and helps students learn from the expertise of alumni in diverse fields.
- IQAC Faculty Research Series:** With the goal to promulgate research culture in the College and to deepen research amongst students, the IQAC commenced IQAC Faculty Research Series. Under this, faculty members shared their research work published and/or presented in national and international forums with the students, explaining them the nuances and process of the research in diverse areas.

- **Awards of Academic Excellence**

To promote academic excellence amongst students, Shri Ram College of Commerce has constituted the following Awards and Medals in recognition of academic achievements:

- Arun Chachra Memorial Gold Medal** awarded to the overall topper of B.A (Hons.) Economics
- Prem Pandhi Gold Medal** is awarded to best Postgraduate student to be judged on the basis of overall performance of student in academics, attendance, conduct, participation and credits/awards in extra-curricular activities and sports activities in the first two semesters of postgraduate diploma in Global Business Operations. The weightage is as follows:

a. Academics	50%
b. Attendance	20%
c. Conduct and Participation in extra-curricular activities	20%
d. Sports	10%
- Tejpal Aggarwal Gold Medal** is awarded to first year topper of B.Com (Hons.)
- Dr. Charat Ram Gold Medal** awarded to B.A (Hons.) Economics second year topper.
- Shri G. L. Bansal Gold Medal** awarded to first year topper of first year topper of B.A (Hons.) Economics
- M. C. Kuchhal Gold Medal** is awarded to a B.Com (Hons.) third year student who secures highest marks in aggregate in Business Laws and Corporate Laws of B.Com (Hons.) first semester and second semester respectively.

- vii. **Principal Jai Narayan Vaish Memorial Medals** are awarded to students securing 1st position in B.Com (Hons.) and M.Com in the College at the UG and PG examination respectively and have consistently obtained First division marks in all examinations.
- viii. **Kumari Archana Agrawal Memorial Medal and Cash Prize** are awarded to a student of B.Com (Hons.) who secures the highest percentage of marks in all the years taken together and has cleared these examinations in the first attempt.
- ix. **R. L. Gupta Medal** awarded to a student of B.Com (Hons.) III Semester who secures highest marks in aggregate in Financial Accounting and Corporate Accounting and has consistently obtained first division marks in B.Com (Hons.) I and II year examinations.
- x. **Suniti Goyal Medal** is awarded to a final year topper of B.A (Hons.) Economics.
- xi. **Hora Medal** is awarded to a student of final year of B.Com (Hons.) or B.A (Hons.) Economics or M.Com or M.A Economics for outstanding participation and organization of extra-curricular activities in the College during all the years. The criteria/weightage for award of medal is as under:

- | | |
|--|-----|
| a. Organizing ability | 60% |
| b. Leadership Quality | 20% |
| c. Active participation in various extra-curricular activities | 20% |

- xii. **Dhani Ram Medal** is awarded to the best debaters of the year: one in Hindi and one in English. The medals will be awarded to any student, who has to his/her credit maximum active participation in debating during the year, provided that no student shall be awarded medals more than once. Best debater will be decided on the basis of the following criteria:

Prize	Weightage in College Function	Weightage in Inter-College Function
1 st Prize	10%	40%
2 nd Prize	5%	20%
3 rd Prize	20%	10%
Consolation Prize Sharing a Trophy	2%	5%
Participation	1%	5%

- xiii. **Principal Madan Mohan Medal** is awarded to a student who has to his/her credit maximum active participation in extra-curricular activities during the year. The participation in extra-curricular events may include debates, public-speaking, essay writing, seminar and symposia presentation, conference papers, music, dancing, drawing, painting, sculpture and other fine arts, exhibition of photography, painting etc., plays, mono-acting performance, computer games, quiz competition, co-ordination, with corporates for campus recruitment, organization of campus recruitment process, international programmes, case study competition, simulation exercise, etc.
- xiv. **Social Service Medal** is awarded to the best social worker of the College for the year.
- xv. **Professor V.K. Bhalla Gold Medal** is awarded to the highest scorer of, 'Financial Management' paper.
- xvi. **Skand Gupta Memorial Cash Prize** is given to a student of B.A. (H) Eco. II year who scores highest marks in the Compulsory Language (English) Credit Course paper in the I year.
- xvii. **Dr. Manohar Lal Memorial Cash Prize** is awarded to a student of B.A. (H) Eco. II and III year or B.Com (H) III year who has scored the highest marks in Hindi in the preceding year in the credit course paper.
- xviii. **Master Akshat Ramesh Gupta Memorial Cash Prize** is awarded to a male student who scores highest aggregate marks during three years of B.Com (Hons.).

4. Opportunities and Holistic Growth at SRCC

4.2. Research and Publication Opportunities

Shri Ram College of Commerce follows a multi-faceted approach towards development of scientific temper, research culture, and aptitude among its students. To promote research temperament and spirit of enquiry, several avenues are open in the College. Prime areas where students can explore research opportunities are:

- ***Reimbursement under the Centre for Academic Excellence (CAE) Scheme***

To promote excellence in academic pursuits, students, faculty members and non-teaching staff can apply for financial support/reimbursement for participating in, and presenting papers in Seminars/Workshops/ Training Programmes/Debate/Youth Leadership Programmes and Participation in the Field Trips/Industrial Visits/Educational Visits at local, national and international level. Details of the scheme are as follows:

Prog. Code	Programme Title	Types Of Financial Support	Programme Territory	Total Annual Financial Support (Rs.) Per Prog.	Max. Financial Support Per Fellow Ship (Rs.)	Max. No. Of Fellowships In A Block Period		Requirement
						Individual	Total	
SP01	Participating in Seminars/ Training Programmes/ Workshops/ Debate/ Youth Leadership Programmes	1.Delegation/ Registration Fee 2. Boarding- Lodging Expenses 3. Travel Expenses	India (excluding Delhi and NCR)	50,000	10,000 (1,000 in case of Delhi/ NCR and only for delegation/ registration fee)	Once during course period	Depends upon available funds	Must be directly connected to the course of the student in which he is enrolled
SP02	Presentation of Papers in Seminars/ Workshops/ Youth Leadership Programmes	----	India (except Delhi and NCR)	50,000	5,000 (1,000 in case of Delhi/ NCR and only for delegation/ registration fee)	Once during course period	Depends upon available funds	----
SP03	Field trips/ Industrial visits/Educational visits of students (Maximum 10 students in a group)	----	India	4,00,000	50,000 (Group)	----	8 Per Year	1. Event should be directly related to the subject/ course area of students and having research as an objective of the visit 2. Must have a teacher representative

SP04	Participating in International Conferences/ Workshops/ Training Programmes/ Youth Leadership Programmes	----	India	1,00,000	50,000	Once during course period	2 Per Year	Should be directly related to the subject/ course area of students
SP05	Presentation of Paper in International Conferences/ Youth Leadership Programmes	1.Delegation/ Registration Fee 2. Boarding- Lodging Expenses	----	2,00,000	1,00,000	Once during course period	Depends upon available funds	Should be directly related to the subject/ course area of students

The process of seeking financial support/Reimbursement under the CAE scheme is given in **Section 5**.

- ***Strides-A Student Journal of SRCC***

The College offers its students the opportunity to publish original research papers in its students' journal "*Strides-A Student Journal of SRCC*". This opportunity comes twice a year where students are notified through a **call for papers** for the journal through email/notice board. The journal requires that the research papers should be based on the contemporary topics and issues in the area of commerce, economics, management, governance policies etc. Students prepare their research papers under the guidance of SRCC faculty. Student may approach any of the SRCC faculty members having expertise in the concerned area of mentoring. The faculty mentors guide the students in writing quality research papers. Students under the mentorship of a faculty member can submit original research to the Editor, Strides at strides@srcc.du.ac.in after following the due process as notified in the Call for Papers. For details on submission and other related matters, visit **Section 5**.

- ***Other Publications***

In addition to Strides, Yamuna and Magazines/Newsletter of various student societies of the College offer publication opportunities to the students. The student's magazine Yamuna is brought out annually and provides students with a powerful medium for expressing their creativity in Hindi and English. Similarly, other publications such as Perna, Artha, Global Conflex, Avni, IOTA, and Playoff, to name a few, provide equally diverse opportunities to students to explore their creative endeavours and pen their thoughts and opinions.

- ***Research Scholarship***

The College has instituted **Prof. Jagdish Bhagwati Research Scholarship** to foster the spirit of research among the students body by incentivizing and motivating them to invest time & effort into quality-driven pursuit of knowledge. All Year II students, enrolled in an Undergraduate programme at Shri Ram College of College, University of Delhi are eligible to apply in the scheme. Students can apply individually or in a team, consisting of not more than two students. Two scholarships shall be awarded annually to the team(s)/individual student. The maximum amount of each scholarship will be Rs.25,000/- subject to the condition that sufficient amount of interest has been earned on the Endowment Fund to disburse a total amount of Rs.50,000/- on two scholarships. The process of the Scholarship is as follows:

- Students have to register for the opportunity, and specify a theme of research (within economics, commerce & policy) that they will be working on.

4. Opportunities and Holistic Growth at SRCC

- ii. Registered candidates shall make a mid-term submission of their research to enable tracking of progress, followed by a final submission.
- iii. The final step shall be submission of Research Report, followed by a Personal Interview conducted by a panel of faculty members, focused on the theme of the research to gauge the true depth of their understanding

The Research proposal to be submitted by the students must consist of:

- a. Background & Research Objective
- b. Review of Literature
- c. Methodology & Data Sources
- d. Findings
- e. Conclusion & Policy Recommendations

4.3. Internships and Placement Opportunities

SRCC is renowned for its placements and internships. The Placement Cell, SRCC manages the placement process in the College, and also engages corporate and other organizations for internship opportunities. Undergraduate students of Year I and II are eligible to seek formal internship opportunities and students of Year III are eligible to apply for placement through the Placement Cell, subject to its rules and guidelines. The SRCC Placement Cell follows a rigorous process of CV vetting and has detailed rules and guidelines on the placement process to ensure fluidity in placement processes. Students desirous of seeking internships and/or placements must approach the Placement Cell for further details.

4.4. Co-Curricular and Extra-Curricular Opportunities

In addition to its curricular and beyond curriculum activities, the College promotes holistic growth by encouraging students to participate in several cells, units and societies of the Institution. Students may gain valuable life skills such as leadership, team management, and inter-personal relations as well as technical skills such as investing. Student may also have opportunities for experience multi-lingual and multi-cultural national and international exposure by participating in these activities, a few of which are mentioned below:

- ***Office of International Programmes (OIP, SRCC)***

Upholding the vision of Shri Ram College of Commerce to be “*A College of Global Choice*”, the Office of International Programmes (OIP-SRCC) creates and expands international synergies with acclaimed global universities and international institutions through cross-cultural and academic exchange programmes. OIP facilitates various incoming and outgoing programmes, which include-Lecture sessions, Workshops, Case study Competitions, Panel discussions, Business Visits and Project work. There have been various Collaborative Programmes and sessions with Melbourne Business School, Australian National University, Australia, Utrecht Business School, The Netherlands; University of Wisconsin, Eau Claire; MCNY, New York; Pennsylvania State University, SVSU Michigan, University of Chicago, Harvard USA India Initiative, Rochester University, USA; MDX University, Dubai; Hongkong University, Nanyang Business School, Singapore; Kathmandu University, Tribhuvan University, Nepal; Colombo University, Sri Lanka, amongst several others.

OIP has also facilitated Memorandums of Understanding (MoU) with Kelaniya University, Sri Lanka, Melbourne Business School, Australia; Thammasat University, Bangkok; Gedu College of Business Studies, Bhutan and Kathmandu University School of Management, Nepal to name a few.

OIP collaborates with Ministries such as Ministry of Youth Affairs, Ministry of Culture, Ministry of Commerce, and Ministry of External Affairs, Government of India for various programmes to provide financial assistance to deserving candidates. OIP has also facilitated Dialogues & Interactions with International Institutions such as International Cooperative Alliance Asia-Pacific (ICA-AP), United

Nations Development Programme, Delhi (UNDP), World Bank, Delhi; UNESCO, Paris & United Nations in New York. It releases its annual magazine, Global Conflux on the Annual Day every year. The OIP announces various collaborative exchange programmes, lecture sessions and other events through the College website, Notice Board and its Facebook page. Students keen to become a part of such programmes must actively follow the 'Announcements' Tab of the College website to understand the eligibility and process adopted for various programmes of OIP, SRCC.

OIP, SRCC



OIP SRCC on Facebook



- **Sports:**

Participation in different sports fosters leadership, teamwork, discipline, and confidence in the students. The College offers opportunities and facilitates the participation of students in sports tournaments and championships at College and University level in numerous games like Aquatics, Archery, Athletics, Badminton, Ball Badminton, Baseball, Basketball, Cross Country, Chess, Cricket, Football, Hockey, Handball, Judo, Korfball, Netball, Softball, Table Tennis, Lawn Tennis, Taekwondo, Yoga, etc.

Students desirous of engaging in Sports or simply playing games in the Sports Complex of the College may approach the Department of Physical Education in the Sports Complex. The rules for the same are provided in **Section 6**.

- **Student Societies**



Understanding the role student communities and societies play in distilling the orientation, learning and personality building of its wards and in inculcating the managerial, entrepreneurial and organizational skills, the College encourages students to freely form congregations in pursuit of their individuality and communionships. The College has forty plus of such societies catering to a multitudinous set of diverse interests ranging from dancing to debating to acting to photography. The Students' Union and various societies organize co-curriculars and extra-curricular events in which they shoulder the responsibility of making the stay of every student in the college an exhilarating experience. The office-bearers are democratically elected and each society has its own sphere of activities inclined towards the area of interest addressed by the society.

The Students' Union, along with various societies, organizes 'Crossroads', the annual spring festival which is one of the most popular students' festivals in the University. Spread over four days in February/March, the festival invites participation from all over the country in a variety of events. Apart from providing a spirit of togetherness, it also tests organizational skills of the students, thus extending classroom education to the practical application. The Union is instrumental in organizing the 'Business Conclave', a three-day event representing the best in industry-academia interface.

While the Staff Council of the College is the paramount body for deciding how the cabinet of the student society must be constituted, each society usually has its own process for selection of its student members, typically who are first year students. Usually, each society has its orientation session before initiating the selection of its student members. Students keen to furthering the interests and integrating themselves with fellow students may follow the process adopted by various students.

4.5. Environmental and Social Responsibility Opportunities

As a socially conscious and environmentally caring Institution, the College undertakes several initiatives towards extending its social outreach, extension and environmental profile. Students play a major part in these initiatives. To avail the opportunities to being a part of the College's Institutional

4. Opportunities and Holistic Growth at SRCC

Social Responsibility profile, student can be a part of the following, amongst several other initiatives as notified from time to time:

- ***Centre for Green Initiatives, SRCC (CGI, SRCC)***

As a proactive institution concerned with the conservation of the environment, the Centre for Green Initiatives (CGI) functions in the College with the objective of generating awareness and promoting environmental care at the community level. The Centre directly engages students and faculty members to work towards the creation of a pervasive atmosphere facilitating dialogue, action and feedback on environmental issues. The Centre is the driving force for the implementation of the Solid Waste Management (SWM), revitalising and maintenance of Rain Water Harvesting (RWH) and setting up of the extensive Solar Power Plant in the College. In addition, the Centre conducts seminars, activities and research to integrate and adopt better environmental practices in the society. It organises “TATVA”, the annual green festival. It annually publishes “AVNI”, a student-teacher initiated magazine that provides a creative avenue to environmental care.

Students desirous of making meaningful change directly to the environment may join as a student member of Centre of Green Initiatives, SRCC.

- ***Connecting Dreams Foundation (CDF)-SRCC Chapter***

Connecting-Dreams Foundation (CDF) is a non-profit foundation registered and licensed under section 8 of the Companies Act, 1956, Government of India, which creates social entrepreneurship models and empowers underprivileged women.

CDF-SRCC is a student-based initiative committed to initiate development of rural India. CDF-SRCC is a branch of the umbrella organisation- ‘Connecting Dreams Foundation’, which has been functional since 2014 in the college and has contributed in elevating numerous lives. The CDF-SRCC has undertaken four projects in rural communities several of which are globally recognised and awarded.

- ***ENACTUS-SRCC Chapter***

ENACTUS is an international Not-for-Profit organization present in 1,700 Universities across 36 Countries and has over 70,500 students as active members. It brings together students from universities across the world to take up social outreach projects for the benefit of underprivileged communities. It identifies communities in need and devises alternative business models for them, with the ultimate aim of empowering community members and transforming them into entrepreneurs. Eventually, ENACTUS members exit the project after creating a self-sustaining business model for the communities. The SRCC Chapter of ENACTUS was started at Shri Ram College of Commerce in the academic year 2007-2008. Since then, fourteen projects have been taken up with twelve projects having been successfully completed while two are still continuing. Several initiatives and projects of ENACTUS have been nationally and globally awarded and recognised.

- ***National Service Scheme, SRCC***

The National Service Scheme (NSS) was launched in 1969, the birth centenary year of the Father of Nation, by the Government of India. It is a voluntary association of young people, especially college students, to work for campus-community linkages. It aims at developing students’ personality through community service.

The NSS Chapter at SRCC functions under a Programme Officer to provide a platform to the students and faculty for community work and developing a sense of involvement in the tasks of nation building. A variety of activities are organized every year to channelize the energy and idealism of the younger generation into creative pursuits. The NSS wing organizes activities like Blood Donation Camps, Literacy Classes for children of weaker sections, Leadership Workshops, Summer Camps, National Awareness Programmes, “*Shramdaan*” etc.

- ***Women Development Cell***

The Women's Development Cell, SRCC is a vibrant gender empowerment initiative of Shri Ram College of Commerce. The Cell undertakes several key initiatives such as seminars, self-defence workshops, lectures and other events towards gender empowerment to enhance consciousness of gender equality and empowerment amongst young minds in the College.

- ***Vitshalla***

The College has set up the Centre for Community Engagement (CCE) to work proactively with the communities on major development issues. The Centre has launched a Financial Education Programme to promote financial literacy and to enhance the knowledge and skills to manage financial resources and services effectively amongst students and other community stakeholders.

Vittshala is a Centre for Community Engagement (CCE) initiative, aimed at making communities equipped enough to manage financial resources effectively through community engagement, workshops, seminars, and discussions. Vittshala has undertaken the projects like, Project Khushhal, Project Sashakt, Project Samarth and Project Utthaan to name a few. Under these projects, students interact with local communities and raise awareness towards financial literacy and empowerment.

4.6. Financial Opportunities

Recognising the necessity to provide financial support to needy, deserving and meritorious students, the College has the following schemes for the benefits of students:

- ***'Earn While you Learn' Scheme***

To promote student welfare and development and to engage students directly into its administrative framework, the College offers a unique "Earn while Your Learn" scheme. Under the scheme, the College will provide monetary assistance to needy students selected by a due process for working in various College initiatives. The details of the scheme are as follows:

- i. This scheme is open for undergraduate students of B. A. (Hons.) Economics and B. Com. (Hons.)
- ii. A total of six students (two each from 1st, 2nd and 3rd year of the undergraduate courses) are to be selected under this scheme. Out of these six positions, two are reserved for women students and two seats are reserved for SC/ST students. Preference will be given to differently-abled students and children of single parent.
- iii. The scheme is applicable to students whose family income does not exceed Rs. 6,00,000/- per annum.
- iv. Students selected under the scheme will be required to work in tasks as assigned to them by the College for a minimum of 12 hours per month for a minimum of five months in an academic year. It will be ensured that no work is assigned during and immediately before the semester examinations.
- v. Stipend will be paid for the work put in by the students. The amount of stipend will depend on the number of hours put in by individual students, subject to a maximum of Rs. 4, 800/- per month (Rs. Four thousand and Eight Hundred per month) The selection process of students under the Scheme shall be notified through the College Website and Student Notice Boards. Students are encouraged to actively and frequently visit the Announcements page for timely information on the same. (<https://srcc.edu/announcements>).

- ***Scholarships and Financial Aids***

The College provides a large number of scholarships and financial aid to genuinely needy students. The process of availing scholarships is notified via the Announcements Page of the College Website (<https://srcc.edu/announcements>) and Student Notice Boards. The scholarships/financial aid available in the College are (in alphabetic order):

A. Financial Support from Institution

- i. **Aabhaas Hajela Memorial Scholarship:** Two scholarships of ₹ 15,000 each per annum are instituted in the memory of Late Aabhaas Hajela, former student of SRCC. The eligibility Criteria for the Scholarship are:
 - a. Student must be admitted to the B.Com. (H) & B.A. (Hons) Eco under the PwD category.
 - b. Scholarship is to be awarded to the overall topper of I, II, III, IV semesters to students studying in Semester V.
 - c. In case of a tie in the result, the best 4 marks of class XII will be considered.
- ii. **C. B. Gupta Memorial Scholarship:** One need-cum-merit scholarship of ₹ 12,000/- per annum is awarded to a first year student B.Com (Hons.) subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum.
- iii. **College Scholarship (Need Based Scholarship):** Need-cum-merit scholarships of ₹ 12,000/- per annum are awarded to the economically needy students of B. A. (Hons.) Economics, B.Com. (Hons.), and M.Com., subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum.
- iv. **Dr. Charat Ram Memorial Scholarship:** Ten (10) Scholarships of ₹ 20,000/- per annum. would be awarded as follows:
 - a. One scholarship each for B.Com. (H) & B.A. (Hons) Eco. first year students.
 - b. Two scholarships each for B.Com. (H) & B.A. (Hons) Eco. second year students.
 - c. Two scholarships each for B.Com. (H) & B.A. (Hons) Eco. third year students.

Merit and need have equal weightage. For Year I students, qualifying marks would be 85% or above (best of four) in the 12th Board Exam. For second and third year students qualifying marks would be CGPA of 7 or above. Second and third year students should have a minimum attendance of 70% in the preceding year. Need would be determined on the basis of family annual income which should be Rs.6,00,000 or below. First priority will be given to students without both parents. Second priority will be given to students without one parent. This scholarship will not be available for students receiving any other scholarship.
- v. **Envision Scholarship:** The Envision Scholarship of ₹ 18,000/- per annum is awarded to a student of B.Com. (Hons.) III year for securing the highest marks in the second year. In case of a tie between students, it will be awarded to the one who has secured higher aggregate marks in the preceding qualifying University/Board examination. The scholarship is awarded the topper even if the student is in receipt of any other scholarship(s).
- vi. **Graduate Class of 1961-Diamond Jubilee Scholarship:** One need cum merit based scholarship of ₹ 30,000 per annum to be awarded to a student of B.Com. (H)/B.A. (H) Eco. final year, subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. Merit and Need will both have equal weightage. Merit for the applicants would be determined by a minimum average CGPA of 9 for the preceding four or six semesters. A student awarded this scholarship would not be eligible for any other scholarship.
- vii. **Kanwar Lal Memorial Scholarship:** One need-cum-merit scholarship of ₹ 12,000/- per annum is awarded to a student of B.Com. (Hons.) or B. A. (Hons.) Economics. who secures 60% or more marks in Business Communication or Compulsory Language (English A) subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. For the consideration of the scholarship, merit and need have equal weightage.
- viii. **Manoj Kumar Memorial Scholarship:** One need-cum-merit scholarship of ₹ 12,000/- per annum is awarded to a third year student of B.Com. (Hons.). subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. Merit will be determined by qualifying marks of 60% in the subjects Microeconomics I and II in the University examinations with Merit and need given equal weightage for selection.

- ix. **M. C. Shukla Scholarship:** Two need-cum-merit scholarships of ₹ 12,000 each per annum are available for B.Com (Hons.) II year students securing on an average at least 65% marks in the previous two semester examinations, and having minimum of 75% attendance in the previous year subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. Merit and need are given equal weightage for selection.
- x. **Neeru and Analjit Singh Scholarship:** One need-cum-merit scholarship of ₹ 12,000 per annum is awarded to a first year student of B.Com. (H)/B.A. (H) Economics who scores 85% or more marks in 12th standard, subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. The awardee will continue to get scholarship through his/her stay in the college, provided he/she scores 60% or more marks in the preceding two semester exams taken together. Merit and need have equal weightage. For a more egalitarian distribution of the scholarship funds, the first year student shall be chosen in rotation – general category in the year of institution (2015), OBC (2016), PWD/SC/ST (2017). This pattern is to be continued thereafter.
- xi. **Prem Handa Memorial Scholarship:** One need based scholarship of ₹ 12,000/- per annum is awarded to a III year student of B.Com (Hons.). subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum
- xii. **Prof. Jagdish Bhagwati Research Scholarship:** Please see Section 4.2.
- xiii. **Pt. Kanahya Lal Dayawanti Punj Scholarship:** One need based scholarship of ₹ 12,000/- per annum is awarded to a second year student of B.Com (Hons.). subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum.
- xiv. **Rajeshwar Gupta and Kailashwati Devi Scholarship:** One need cum merit scholarship of ₹ 25,000/- per annum. Scholarship will be open to all first year student of B.Com.(H) & B.A. (Hons.) Eco. The scholarship shall be awarded to a student every year on the basis of need-cum-merit. Need would be determined on the basis of family's annual income which should be ₹ 6,00,000 or below. Merit for the applicants would be determined by a score of 95% in the 12th Board Exam. The percentage shall be calculated as per admission criterion. In case of a tie, the marks of the fifth paper shall be taken into account. The second tie breaker will be the family income. A student awarded this scholarship would not be eligible for any other scholarship.
- xv. **Shri Purushottam Goyal Scholarship:** Two need-based merit scholarships of Rs 25,000/- each for one female student from B.Com (H) and one from B.A (Hons) Economics, subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. Merit to be determined by a CGPA of 9 or above in all Four or Six semesters as the case might be.
- xvi. **SRCC Alumni Association Scholarship:** One need-cum-merit scholarship of ₹ 12,000/- per annum for a student of B.Com (Hons.) or B.A. (Hons.) Economics in the first year subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. The scholarship will continue in the second and third year provided the student maintains on an average at least 60% marks in the preceding two semester examinations.
- xvii. **SRCC Student's Union Scholarships:** Two need-cum-merit scholarships of ₹ 12,000/- each per annum for students of second year will be awarded to the students of B.Com. (Hons.) and B. A. (Hons.) Economics subject to the condition that the family income of the student(s) should not exceed ₹ 6,00,000/- per annum.
- xviii. **Students Aid Fund and Fee Concession:** The objective of the Students Aid Fund is to render financial assistance to needy students towards their tuition fees, cost of text books, hostel/mess expenses, clothing and medical expenses. Forms are available from the College Office, in the first week of August.

- xix. **Sultan Chand Trust Scholarship:** Two scholarships of ₹ 12,000/- each per annum for toppers of I year and II year of B.Com. (Hons.). The scholarships will be awarded to the topper only, even the student is in receipt of any other scholarship(s). These scholarships are for second year and third year students only.
- xx. **T. S. Grewal Scholarship:** One need-cum-merit scholarship of ₹ 12,000/- per annum is awarded to a B.Com. (Hons.) II year student who has secured on an average at least 65% marks in the previous two semester examinations subject to the condition that the family income of the student should not exceed ₹ 6,00,000/- per annum. Merit and need have equal weightage for selection.

B. Financial Support for other Sources

- xxi. **Bank of Tokyo-Mitsubishi UFJ Foundation Scholarship:** The Bank of Tokyo-Mitsubishi UFJ Foundation, Japan awards scholarship of US\$ 420 each to 12 undergraduate students. The scholarship is merit based and will be awarded to first, second and third year students. There will be three students from B.Com. (Hons.) and one student from B.A. (Hons.) Economics from each of the three years. The scholarships will be awarded on the basis of 75 percent of weightage of marks obtained in the previous examinations and performance in interviews having the remaining 25 percent of weightage. The scholarships will be awarded to the students even if they are in receipt of any other scholarship(s). Students of all categories will be considered for the award of this scholarship.
- xxii. **Scholarship for Scheduled Caste/Scheduled Tribe/OBC:** Two scholarships, namely Post-metric scholarship for SC/OBC and merit Scholarship for College/Technical/Professional institutions for SC/ST/OBC/ Minority bonafide students (belonging to Delhi), are awarded by the Directorate of Education, Government of NCT, Delhi on receipt of completed applications submitted through the college. The eligible students should submit their scholarship forms along with the attested copies of documents as per the notification/advertisement published by Delhi Government in leading newspapers in the month of August-September every year.

In addition to above mentioned scholarships, from time to time, the College notifies students of other scholarship opportunities through its “**Announcements**” page. Students are encouraged to actively and frequently visit the Announcements page (<https://srcc.edu/announcements>) for timely information. Students are also advised to periodically visit the University of Delhi’s webpage on Opportunities/Scholarship at (<http://www.du.ac.in/du/index.php?page=opportunities-scholarships>). Students are also advised to visit the National Scholarship Portal (<https://scholarships.gov.in/>) for Central Government and other scholarships.

College
Scholarships



DU
Scholarship



National
Scholarship



4.7. Opportunity to participate in the Quality Assurance of the College

With a vision to build and ensure a quality culture aimed at all round excellence at the institutional level, the Internal Quality Assurance Cell (IQAC) has been established in the College. It organizes regular capacity building programmes for all the stakeholders of the College. It has also formed a Student Quality Assurance Cell (SQAC). It ensures quality in teaching through continuous evaluation. It follows a 360 degree feedback mechanism to quality sustenance and enhancement. Feedback is invited from stakeholders like parents, students and alumni. The IQAC regularly conducts workshops on the enhancement of quality in teaching and research.

In order to improve the quality framework of the College and facilitate greater representation of students in the quality process, the IQAC constituted its students wing namely the Student Quality Assurance Cell. The SQAC was formed with the objective to facilitate greater permeation of quality initiatives amongst the students and promote a holistic environment in the College. The role of SQAC was to help evolve conscious and catalytic systems at the student level in the College towards quality sustenance and enhancement while simultaneously transitioning IQAC in adopting a data-driven approach for management of student data. Throughout the year, the SQAC has been fundamental in organising the IQAC Faculty Lecture series, IQAC Distinguished Lecture Series and other workshops for the benefit of the students. It has also helped permeate the information pertaining to IQAC, SRCC amongst students in the College. The SQAC has also vitalised a greater and diverse representation in the activities of IQAC to a broader set of students, thereby, integrating the IQAC to one of the most important constituent stakeholders.

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5. Academic and Administrative Information and Processes

5.1. Information and Procedures relating to Academics

- ***Classes/Tutorials and Timetables***

Classes and tutorials in Shri Ram College of Commerce are generally held from 8:30 AM onwards. Each class or tutorial is for sixty minutes.

The Timetables are conveyed to students and faculty members at the beginning of the semester through Email, Online Student Management System and College Website. Any change to Timetables is notified through these modes.

- ***Choice of Generic Elective/ Skill Enhancement Courses***

Students will be provided option to choose from different Generic Electives (GE), Skill Enhancement Courses (SEC) and Discipline Specific Electives (DSE) offered by the College. The College will seek the choice of students through an online form. Students are expected to review the course of the GEs, SECs and DSEs offered and provide their choice within the time limit of the option form.

While it is desired that students complete the course of study with a chosen GE/SEC/DSE, the College usually provides the option to students to switch their GE/SEC/DSE papers in the beginning of semester via notification on the College Website. Students may opt for a switch in these papers by following the process notified within the stipulated timeframe.

- ***Change of Sections***

Sections for different programmes are allotted by the Time-Table Committee. The Sections are notified on the College Website and also conveyed through email. Usually, a change in section is not permitted as it disturbs the composition of sections, which ultimately effects the workload allocation of faculty members. However, the Principal SRCC may permit the change of sections in some exceptional cases, on the recommendation of Teacher-in-Charge/Time Table Convenor.

- ***Attendance***

Attendance of students as submitted by faculty members is normally reported by the Computer Center on the College Website. In case of discrepancies, students may approach the faculty concerned and/or the Computer Center.

- ***Internal Assessment***

The scheme of Internal Assessment is governed by the Ordinance VIII-E of the University of Delhi and extant guidelines issued by the University on the same. Please visit Section 6 for details on the same.

The Internal Assessment post submission by faculty members is displayed on the College Website by the Computer Center. For each individual student, the individual subject marks are also notified on the Student portal (www.online.srcc.edu). The students have to accept/submit the request to review for the Internal Assessment marks latest by a stipulated time using the student portal, the credentials of which would have been already shared. In case of acceptance, no further action is initiated. In case of request to review, students may fill their concerns within the box provided. Once the request to review is raised, the concern/grievance will be submitted to the concerned faculty for further action. Technical portal based issues may be raised at technical.support@srcc.du.ac.in.

- ***University Final Examinations***

The Datesheet of the University Final Examination is announced by the University of Delhi and is broadcast by the College to its students and faculty members.

- ***Results***

While the College displays the Internal Examinations marks, the final result is displayed by the University of Delhi. The College may broadcast the Notification of the University through its website.

- **Scholarships**

The process of scholarships begins with a Notification from the Scholarship Committee inviting applications from eligible students. Students may check their eligibility from the College Handbook and the College Website. The Scholarship Committee would then consider the applications and may call students for interview for the same. Based on the eligibility, documents and the consideration of the Scholarship Committee, the names of the students would be displayed via notification on the College Notice Board and Website.

5.2. Procedures relating Research and Journals of the College

- **Business Analyst Journal**



Business Analyst Journal (BAJ) primarily publishes original research articles that further knowledge in domain-specific areas of business, management, finance and economics relevant to national and international significance. The journal provides scope to promote research publications among academicians, researchers, policy makers and practitioners. Authors can employ qualitative, quantitative, experimental, and mixed methods to demonstrate meaningful theoretical contributions to the business field. Topics covered by Business Analyst Journal include, but are not limited to: Corporate finance, Financial markets and institutions, International finance, International business, Marketing, Organisational behaviour, Human Resource management, Business strategy and policy and Economics. Detailed process of submission can be viewed at:

<https://www.emeraldgrouppublishing.com/journal/baj#author-guidelines>

or by scanning the QR code above.

- **Strides**

- i. **Call for Papers:** Students will be notified that the journal is accepting articles through a Notice of Call for Papers. The Notice will also provide the last date by which students are to submit their final research paper
- ii. Students have to first submit the name of the faculty mentors and the topic of their research through a form appended to the Call for papers within a stipulated period.
- iii. **Publication Ethics:** As part of the submission process students need to declare that they are submitting original work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere.
- iv. **Plagiarism:** To maintain the high academic standards, academic ethics and academic integrity each research paper will be sent for plagiarism check on "Turnitin". The maximum tolerance limit is fixed at 25%. After screening for plagiarism, research papers will be sent for double-blind peer review.
- v. **Peer Review:** The journal adheres to a rigorous double-blind reviewing policy in which the identity of both the reviewer and author are concealed from both parties. Each manuscript is subject to initial review by the Editor. All papers are then reviewed by at least two referees. The review report submitted by the Referee will be sent to the respective author for improvement (if any). If any of the research papers is rejected by the Referee, no further proceedings will be taken into account. Once rejected means cannot be published at all.
- vi. **Preparation of Manuscript for Submission:** Please read the following guidelines carefully before final submission of your manuscript. Manuscripts not conforming to these guidelines may be rejected.
 - a. **Formatting:** Format of the article on the front page should be: a) Title b) Name(s) of the contributor(s) c) Abstract, and d) Introduction. The designation of the author(s) should be mentioned in footnote style on the first page of the article.

5. Academic and Administrative Information and Processes

- b. **Abstract:** The abstract should capture the essence of the article and entice the reader. It should typically be of 100-150 words, and in italics.
- c. **Font type and Word limit:** The research paper is to be typed on A-4 size paper with single line spacing. The complete length of the paper should not exceed 5000 words including endnotes and references. The font size should be 12 and font style should be Times New Roman.
- d. **Reference style:** The Journal adheres to the Harvard Referencing Style. View the Harvard Referencing Guidelines to ensure your manuscript conforms to this reference style.
- e. **Endnotes:** Endnotes should be serially arranged at the end of the article well before the references and after conclusions.
- f. **Table, Figures, Graphs:** The first letter of the caption for table, figure, graph, diagram, picture etc. should be in capital letter and the other words should be in small letter - e.g. Table-1: Demographic Data of Delhi, Figure-1: Pictorial Presentation of Population etc.
- vii. ***Manuscript Submission Guidelines:***
 - **Soft Copy:** The soft copy of the manuscript should be sent through e-mail at strides@srcc.du.ac.in and cc to principaloffice@srcc.du.ac.in
 - **Hard Copy:** Hard copy of the manuscript is to be submitted in the Principal Office.
 - Papers have to be submitted before the deadlines for submission.
- viii. ***Declaration:*** As part of the submission process students have to submit a declaration that the research is an original work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere.
- ix. ***Copyright:*** The student/students shall remain the whole sole author of their respective research paper published in 'STRIDES-A Students' Journal of Shri Ram College of Commerce' and shall hold its copyright.

- ***Procedure under the CAE Scheme***

The College has adopted the below procedure for dealing with applications for financial support under 'Centre for Academic Excellence' scheme for Students:

- i. Student desirous of availing financial support must fill the details in Application (Format A) and submit it to the Dealing Assistant in the Administrative Office. Format A is downloadable from the College website and/or is available with the Administrative Office.
- ii. Application should be entered in a Prescribed Register by the DA (Format B). A Registration Number will be given by the D.A. to the applicant.
- iii. DA will verify the eligibility of the applicant from his/her Ledger Account, ensure that relevant documents are submitted, and that the documents are complete in all respects. The AO/SO Admin will verify the facts and countersign the application. In case documents are incomplete or applicant is not eligible his/her application should be returned citing reason (Format F).
- iv. All papers complete in all respects will be forwarded to the PO with a summary in a prescribed format (Format C) once in every three months (30th Sept, 31st Dec, 31st March and 30th June) or even earlier in case more than 10 applications are received before three months.
- v. The PO will make arrangement for convening the meeting of the Committee for formalizing the approval and disposal of applications.
- vi. After the approval of the Committee the papers will be send to the Administration for recording in Ledger for Programme-wise-Assistance (Format E).
- vii. After recording in register the Administrative Office will send Applications to the Accounts Office for releasing Financial Assistance to the beneficiary. The Administration will inform the beneficiary that the Financial Assistance has been granted, and for reimbursement he/she may contact to the Accounts office. In case Financial Assistance has been disapproved the information for the same should be send to the applicant citing reasons, if given by the Committee (Format G). This should be done through emails or notices also.

- viii. Accounts Section will maintain a register for Reimbursement Date-wise & Account- wise.
- ix. The applications approved under the scheme shall be audited by Internal Auditor.

5.3. Procedures relating to Administrative Office

Student may need to approach the Administrative Office for a wide variety of reasons. To streamline its work, the Administrative Office has several readymade forms. Students may check these forms at

Administration Office Forms



In cases where readymade forms are not available, the student may directly approach the Administrative Office. To increase efficiency of the Administrative Office towards student matters, it is expected that students approach the Administrative Office with a written application. This written application must clearly have the following:

- i. Subject Line: Brief subject of the application
- ii. Date of the Application
- iii. Subject matter as to what the student requires
- iv. Name, Course, Section, Semester, Mobile Number and Email-ID of the Student

Student must bring written applications in duplicate, where one copy of the application will be taken by the Dealing Assistant on the front desk and the second would be returned after noting the receipt of the application.

Other procedures related to the Administrative Office are:

- ***Procedures related to University Final Examinations***

The process of filing examination form for the semester examination is centralised by the University of Delhi. Students would directly receive an email from the University of Delhi having the link to fill the examination form. Incorrect entries by students at this level result in time being wasted for correction of such entries. Therefore, students are advised to fill the form carefully taking into consideration aspects such as Programme, Semester, and exam course codes of subjects as per University Notification. The fees for the Final Semester Examination are also to be paid through a centralised University fee portal notified by the University.

The Administrative Office only gets the data for verification from the University of those students who have filled the University Examination form. During verification, if there are discrepancies in the data filled by the student and the data available with the Administrative Office, such discrepancy would be communicated through call and/or email. Post verification by the Administrative Office, the student would be able to generate an Admit Card (usually sent through an University link or Notified by the University of Delhi). The student, in addition to generating the Admit Card, has to verify the same. In case, if the Admit Card cannot be generated, the Administrative Office will provide support for the same.

After the stage of generation of the Admit Card for the University Semester Examination, students must obtain the Admit Card in print and affix their photograph and signature. The Administrative Office will notify the dates and timings of submission of the Admit Card by students for signature of the Principal. Students must submit their duly signed and photo affixed Admit Cards to the Administrative Office at the specified time. Post signature of the Admit Cards by the Principal, the Administrative Office would notify the date of collecting the same.

- ***Procedures related to Certificates***

Students may approach the Administrative Office for issue of certificates such as No-Objection Certificates, Bonafide Certificate and Certificate of Medium of Instruction amongst others. The College has standardised forms for these certificates. Students may request for the desired certificate in the standardised form along with a self-attested copy of their College ID card and any Government issued identity card.

5.4. Procedures relating to Account Offices

- ***Payment of College Fees***

The Accounts Office notifies the payment of College fees through the College Website, Notice Board and the Online Student Management System. Fees are paid through an Online link. No cash payment is taken towards fees payment directly. Post payment of fees, the fee-slip is generated directly by the online portal.

- ***Payment of Examination Fees***

Examination Fees are paid directly into an online link provided by the University and notified by the College.

- ***Payment of Other fees***

For other fees, as may be relevant, the students may approach the Cashier, Accounts Office. For each fee paid, the students are expected to obtain a receipt from the Accounts Office.

5.5. Procedure relating to Computer Centre

- ***Credentials of SmartProf Student Portal (Desktop and App)***

The credentials of Smart Prof Student Portal (www.online.srcc.edu) are sent to students through email at the time of admission itself in SRCC. The credentials of the desktop and mobile version are the same. The College communicates with students through the Student Portal. Therefore, student must download the SmartProf app to ensure timely and correct information.

- ***Obtaining Wi-Fi ID and Password***

The WiFi credentials of the students are available in the Mobile Application of the College (SmartProf SRCC). Students do not need to visit the Computer Center for obtaining the same.

- ***Updation in contact details***

The College sends information such as Notices and Advisories to students through Notice Boards, Website as well as its College Website. For ensuring correct information, students are advised to ensure that their email ID and mobile number are updated with the Computer Center. In case of change, students may update their email id and mobile number using the Mobile Application of the College (SmartProf SRCC).

- ***Obtaining and use of Laptop***

The College provides facilities for needy and deserving students with laptops for use for one semester. In case, if students require laptop, the following steps are to be noted:

- i. The student in need of the laptop must contact the Computer Center at technical.support@srcc.du.ac.in. The application must mention the Name, Section, Mobile Number, E-Mail Id, Roll Number, Course, Year, Semester and Section.
- ii. The Computer Center after considering the email request will revert with a standardised form containing a list of terms and conditions relating to the use and return of the laptop amongst other important conditions. The Form, amongst other items, also contains a clause towards permission of the parents to the student for the assistance of laptop.

- iii. The student in need of the laptop must submit the completed application along with the signed permission of the parents. The following supporting documents are required to be submitted alongwith the completed application form:
 - a. Copy of the College ID
 - b. Copy of the Latest Fee Slip
 - c. Copy of the ID Proof of parents
- iv. On receipt of the application, the Computer Center will check for the completeness of the same. In case of any issues, the Computer Center will contact the student via email. Post application check, the Computer Centre will communicate a Date and Time to the student via email to collect the laptop. Students must reach the Computer Centre on the designated date and time to collect the laptop.
- v. Each laptop assigned to a student will have a unique serial number. The Computer Center will check the laptop in front of the student prior to handing them the same. Students are expected to verify the working of the laptop prior to exiting the Computer Centre.
- vi. Students are expected to take good care of the laptop and use it carefully. In case of any fault, students must notify the Computer Center immediately.
- vii. Students must return the laptop to the College at the time of obtaining clearance for examinations/as and when a Notice is sent regarding submission of the same. The Computer Center would verify the laptop prior to its return.

- ***Obtaining cords and accessories***

The Computer Center provides VGA/HDMI cords for connecting the laptops to the classroom/lab projectors. The following steps are to be noted for the same.

- i. Student must have a written application requesting the VGA/HDMI cable and/or other accessories. The application must mention the Name, Section, Mobile Number, E-Mail Id, Roll Number, Course, Year, Semester and Section. It must also mention the room number and period/duration for which the cord/accessories is required.
- ii. The written application must be signed by the student and the faculty member concerned.
- iii. The student must submit the written application along with College ID to the Computer Center.
- iv. The details of the student are recorded with signature on a register after which the cord/accessories will be issued.
- v. Students are expected to return the cord/accessories as soon as possible. In any case, students must return the cord/accessories within the same day. On return of the issued cord/accessories, the College ID card will be returned back to the students.

- ***Lodging Complaints related to IT/Computers***

For specifically IT related complaints such as non-functional Projector, non-functional display units or WiFi related issues, a complaint may be logged using the Mobile Application of the College (SmartProf SRCC)

- ***Other matters***

For other matters related specifically only towards Computers, Wi-Fi and IT Services, students may contact the Computer Centre at technical.support@srcc.du.ac.in. The email must contain:

- i. Details of the Student such as College Roll No, Course, Semester and Section
- ii. Exact Nature of the Problem. For example, in case of Wi-Fi issues in a specific Room, the room number is to be mentioned.

With a view of e-governance and documentation, students are requested to first send an email to technical.support@srcc.du.ac.in prior to visiting the Computer Center. Students are also requested not to send non-IT related communications at this email ID.

5.6. Procedure relating to SRCC Library

- **Obtaining Membership:** To become a borrowing member of the library, you must show your fee slip, bring one passport-size photograph and fill in the prescribed form obtainable from the circulation (issue/return) counter.
- **Clearance Certificate:** Library cards are the property of the College Library and these are to be surrendered. Dues, if any, have to be paid and a clearance certificate has to be obtained before a member discontinues his/her membership, or applies for character certificate/marksheet/degree, or terminates connection with the College.
- **Refund of Library Security Deposit:** Students can apply for refund of security deposit after cancellation of admission or after the declaration of their respective result

5.7. Procedure relating to Booking of Infrastructural Facilities

Students and/or student societies may avail infrastructural facilities such as Seminar Room/College Auditorium/Classroom through an application for booking the said facility and getting it approved by the Faculty Advisor of the society. The application is then vetted by the Administrative Office who checks whether the facility has not been booked by any other society. Post confirmation, the permission for limited use of facility may be provided.

5.8. Other Information/Procedures:

- Internal Complaints Committee at SRCC



In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Ordinance XV-D of the University of Delhi, the Internal Complaints Committee (ICC) of Shri Ram College of Commerce is constituted:

1. To deal with the complaints relating to Sexual harassment at work place.
2. To spread awareness about gender-related issues and functioning of the ICC

The College has a zero tolerance policy towards sexual harassment and is proactively committed to provide a safe conducive work and academic environment to students & employees. Any female aggrieved in this matter may fearlessly approach the Presiding Officer of the ICC, SRCC against sexual harassment by:

- Send an email to po.icc@srcc.du.ac.in
- Complaints on a plain paper addressed to the Presiding Officer may be posted in Complaints Box posted outside Library Block or in the Co-operative Area, near the Student Notice Board.

The complaint will be kept confidential.

For more details, refer: <https://www.srcc.edu/gender-sensitization-internal-complaints-committee> or scan the QR Code above.

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6. Index of Rules and Regulations



6.1. University Regulations

6.1.1. Examinations

The relevant provisions of Ordinance VII of the University of Delhi titled, “**Conditions for Admission to Examinations**” provide as follows:

- 2(1) No person shall be deemed to have pursued a regular course of study unless the Principal of his College/Head of the Department concerned in the case of candidates for the B.A.(Pass), B.A. (Vocational Studies), B.Com.(Pass), B.Sc. (General), B.A. (Honours), B.Com. (Honours), B.Sc. (Honours) Degrees, the Principal, School of Correspondence Courses and Continuing Education in the case of students registered with the School, and Head of the Department concerned in the case of candidates for any other Degree or Diploma or Certificate Examination is satisfied that the required conditions in respect of his instruction have been fulfilled.
- 2(2) The required conditions shall not be deemed to have been satisfied in respect of the B.A. (Honours) as well as B.Com (Honours) degrees unless the candidate has attended not less than two- thirds of lectures and practicals, separately, delivered in his College or the University, as the case may be, for the course of study in each academic year or academic semester, as the case may be. Provided that in the case of Honours Courses and B.Sc. (General) Course attendance as above will be required to be put in separately in the Main Subject in the case of Honours Courses and in Group 'B' subjects in the case of B.Sc. (General) Course and in the Qualifying/Subsidiary Subjects in each academic year.

Subject to the provisions of Ordinance VII, no candidate shall be deemed to have pursued a regular course of study for the academic year unless he has attended not less than 50 per cent of the lectures, tutorials and discussion classes, taken together held in each Semester, and not less than two-thirds of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined.

A candidate who does not fulfil the attendance requirements as above at the end of the 1st Semester, shall not be allowed to appear at the 1st Semester Examination and shall be required to discontinue studies for the Course forthwith. Such a candidate may seek fresh admission in the following years in accordance with the eligibility conditions applicable at that time.

In case of a candidate who has put in the requisite attendance at the end of the 1st Semester, but has not been able to put in the requisite attendance in the II Semester and/or in the aggregate of two Semesters, shall not be permitted to appear at the II Semester Examination. Such a candidate will have to rejoin the Course in the II Semester in the year immediately following, if otherwise eligible. In the following year, the requisite attendance put in by such a candidate in the II Semester and the aggregate of his attendance in the I Semester in the previous year and the II Semester of the current year will determine his eligibility to appear at the examination of II Semester of the current year.

- 2(9) (a) Subject to the provisions of sub-clauses (b) and (c),
- (i) 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 organised 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 or 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 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 course of study in each academic year, the number of lectures etc., in each subject delivered, during the period of absence for that purpose shall not be taken into account.

(ii) The Principal of a College may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously 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 purposes of calculation of attendance of the year and decide each case on its own merits.

(b) A College shall notify on the notice board the final attendance position of each of its students within three days of the dispersal of the 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) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.

(c) The benefit of exclusion of lectures contemplated in categories (i) or (ii) of sub-clause (a) above, either separately or jointly, shall in no case exceed $\frac{1}{3}$ of the total number of lectures delivered.

2(11) The following provisions shall be applicable to students admitted to the Four Year Undergraduate Programme:

(a) A candidate for the Semester I/III/V/VII Examination shall not be deemed to have satisfied the required conditions of attendance unless s/he has attended, in all the subjects taken together, not less than two thirds of the lectures/practical/presentations/tutorials required to be attended provided that a student of the Semester I/III/V/VII who does not fulfill the required conditions of attendance, as above, but has attended, in all the subjects taken together, not less than 40 per cent of lectures/practical/ presentations/tutorials during the respective semester, may at the discretion of the Principal of the College concerned, appear for the ensuing semester Examination; but such a candidate shall be required to make up the deficiency at lectures and practicals, in the next semester of the same academic year.

Provided that a student of the II/IV/VI semester who does not fulfill the required conditions of attendance as above, but has attended in all the subjects taken together, not less than 40 per cent of the lecture/practical/presentation/tutorials, held during the respective semester, may at the discretion of the Principal of the College concerned, be allowed to appear at the ensuing examination provided that s/he makes up the deficiency of the said attendance by combining the attendance of the previous semester in the ensuing semester.

Provided further that the Principal of the College concerned may permit a student to appear in an examination notwithstanding that the student has not fulfilled the attendance requirement, if in

the opinion of the Principal, such student shall make up the deficiency in the succeeding academic year.

Provided further that a student of the IV/VI/VIII semester who seeks to exit with a Diploma/Bachelor's degree/ Bachelor's with Honours/B.Tech degree shall be allowed to appear at the IV/VI/VIII Semester Examination, as the case may be, if by combining the attendance of the two/three/four academic years as the case may be, the candidate has put in two-thirds of attendance, in all the subjects taken together, held during the respective years.

(b) In the case of a student who

1. 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
2. is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Principal/Head of the Department concerned; or
3. is selected to participate in sports as part of their Curricular Activities (CA); or
4. represents the college in Inter college tournaments organized by Delhi University, or a student selected for coaching camp of the University of Delhi team Camp organized by Delhi University Sports Council (DUSC), or a student who represents Delhi state in National tournaments organized by National Sports Federations, or a student who represents the University in tournaments organized by Association of Indian Universities, or a student who represents India in International Tournaments organized by International Federations/ Associations and FISU, (selection through AIU), or a student who represents India in Olympics/Commonwealth Games/Youth Games/World Championships/ organized by International Olympic Committee, or in national or international fixtures in games and sports approved by the Competent Authority; or
5. is required to represent the University at the Inter-University Youth Festival; or
6. 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, debated, seminars, symposia or social work projects or a student who is required to participate in curricular activities held in other Universities or such other activities held in other Universities or such other activities approved by the Principal/Head 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 each subject delivered, during the period of absence and as approved by the Principal/Head for the above purpose, shall deemed to have been attended by the student.

- (c) The Principal of a college may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously 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 purposes of calculation of attendance of the year and decide each case on its own merits.
- (d) Colleges shall be required to notify the attendance position of each of its students for each month on the notice board and the website of the College, and clearly indicate the lectures/ practical/ presentation/ tutorials held subject wise and the numbers attended by each student.
- (e) A College shall notify on the notice board and the website of the College, the final attendance position of each of its students within five days of the dispersal of the 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 (c) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.

- (f) The benefit of exclusion of lectures contemplated in para (c) above, shall in no case exceed 1/3 of the total number of lectures/practicals/presentation/tutorials delivered.
- (h) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of his college in such tests, written and/or oral, as may be held by him in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him student in the same class in which he has been studying, or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory. The Principal of a College/Head of the Institution shall have power to strike off the name of a student who is grossly irregular in attendance inspite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

2(12) Attendance Rules for the 3-year semester based undergraduate programmes:

- a) A candidate for the Semester I/III/V Examination shall not be deemed to have satisfied the required conditions of attendance unless s/he has attended, in all the subjects taken together, not less than two thirds of the lectures/practical/presentations/tutorials required to be attended. Provided that a student of the Semester I/III/V who does not fulfil the required conditions of attendance, as above, but has attended, in all the subjects taken together, not less than 40 per cent of lectures/practical/presentations during the respective semester, may at the discretion of the Principal of the College concerned, appear for the ensuing semester examination; but such a candidate shall be required to make up the deficiency at lectures and practicals, in the next semester of the same academic year.

Provided that a student of the II/IV/VI semester who does not fulfill the required conditions of attendance as above, but has attended in all the subjects taken together, not less than 40 per cent of the lectures/practical/presentation/tutorials, held during the respective semester, may at the discretion of the Principal of the College concerned, be allowed to appear at the ensuing examination provided that she/he makes up the deficiency of the said attendance by combining the attendance of the previous semester in the ensuing semester.

Provided further that the Principal of the College concerned may permit a student to appear in an examination notwithstanding that the student has not fulfilled the attendance requirement, if in the opinion of the Principal, such student shall make up the deficiency in the succeeding academic year.

Provided further that a student of the VI semester shall be allowed to appear at the VI Semester Examination, if by combining the attendance of the three academic years, the candidate has put in two-thirds of attendance, in all the subjects taken together, held during the respective years.

- b) In the case of a student who:
 - 1. 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 Defense work and allied duties; or

2. is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Principal/ Head of the institution concerned; or
3. is selected to participate in sports or other curricular activities; or
4. represents the college in inter-college tournaments organized by the Delhi University Sports Council (DUSC); or a student who represents Delhi State in National Tournaments organized by Nation Sports Federation; or a student who represent the University in Tournaments organized by Association of Indian Universities; or a student who represents India in International Tournaments organized by International Federation/Associations and FISU, (selection through AIU); or a student who represents India in Olympics/Common Wealth Games/Youth Games/World Championship organized by International Olympic Committee; in national or international fixtures in games and sports approved by the Competent Authority; or
5. is required to represent the University at the Inter- University Youth Festival; or
6. 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 curricular activities held in other Universities or such other 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 each subject delivered, during the period of absence, and as recommended/forwarded by the concerned teacher/DPE and approved by the Principal/Head for the above purposes shall deemed to have been attended by the student.

- c) The Principal of a College may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously 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 purposes of calculation of attendance of the year and decide each case on its own merits.
- d) Colleges shall be required to notify the attendance position of each of its students for each month on the notice board of the College, and clearly indicate the lectures/practical held subject wise and the numbers attended by each student.
- e) A College shall notify on the notice board the final attendance position of each of its students within five days of the dispersal of the 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) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.
- f) The benefit of exclusion of lectures contemplated in category (c) above, shall in no case exceed 1/3 of the total number of lectures/practicals/presentations/tutorials.
- h) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of his college in such tests, written and/or oral, as may be held by him in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him up for the University Examination, in case he did not appear at the

tests aforesaid or his performance was not satisfactory. The Principal of a College/Head of the Institution shall have power to strike off the name of a student who is grossly irregular in attendance inspite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

2. A. (i) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of his College in such tests, written and/or oral, as may be held by him in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory.
- (ii) The Principal of a College shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

The relevant provisions of Ordinance VIII of the University of Delhi titled, “**Examinations, when held, etc.**” are as follows:

- 3 (1) In respect of B.A. (Pass), B.Com. (Pass), B.Sc. (General), B.A. (Hons.), B.Com. (Hons.), B.Sc. (Hons.), B.A. (Hons.) Music, M.A., M.Sc. and M.Com. courses, (except under the conditions specified in the relevant Appendices), no one will be allowed to proceed to the next higher class unless he has passed the examination/s held during and/or at the end of the preceding year

6.1.2. Internal Assessments

The Ordinance VIII-E of the University of Delhi titled, “**Internal Assessment**” provides:

- 1.1 The scheme for Internal Assessment shall be followed in the regular stream only. 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 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 Semester University Examination; the time duration and other modalities of the semester examination with respect to this 75% component shall remain as per existing schemes of examination for various undergraduate courses.
 - 2.1.1 For the Semester Examination Scheme, there shall be 10% weightage assigned to Class Test(s)/Quiz(s) to be conducted by each college, for all subjects in B.A., & B.Com. Courses and all papers of the Main Subject in Honours courses.
 - 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 /semester.
 - 2.2.2 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 as per the existing provisions of Ordinance VII.2.9. (a) (ii).]

3. 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.

6.1.3. Transfer of Credits and Results

The **Ordinance X-D** of the University of Delhi titled, “**Transfer of Credits and Results**” provides: The University of Delhi shall permit transfer of credits/results with a University/Institution with the approval of the Academic Council and Executive Council on a case by case basis as follows:

- i. A student of another University/Institution may be permitted to pursue paper(s) in a course of study in the University of Delhi. Such a student shall attend classes and appear for such examination as may be conducted for the paper(s), by the University of Delhi and be subject to all relevant rules of the University of Delhi. The University of Delhi shall issue the results for the paper(s) s/he has pursued in the University.
- ii. A student of the University of Delhi shall be permitted to pursue paper(s) in a course of study in another University/Institution. Such a student shall attend classes and appear for such examinations as may be conducted for the paper(s) by the other University/Institution. The University of Delhi shall accept the results for the paper(s) s/he has pursued in the other University/Institute.
- iii. Where the other University/Institution has a credit/results scheme for a course different from that of the University of Delhi, the equivalence shall be determined by the competent authority of the University of Delhi.

6.1.4. Discipline

The **Ordinance XV-B** of the University of Delhi titled, “**Maintenance of Discipline among Students of the University**” provides:

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
 - a. physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/ Department and against any student within the University of Delhi;
 - b. carrying of, use of, or threat to use of any weapons;
 - c. any violation of the provisions of the Civil Rights Protection Act, 1976;
 - d. violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - e. any practice-whether verbal or otherwise-derogatory of women;
 - f. any attempt at bribing or corruption in any manner;
 - g. wilful destruction of institutional property;
 - h. creating ill-will or intolerance on religious or communal grounds;
 - i. causing disruption in any manner of the academic functioning of the University system
 - j. ragging as per Ordinance XV-C.

4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students:
 - a. be expelled; or
 - b. be, for a stated period rusticated; or
 - c. be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
 - d. be fined with a sum of rupees that may be specified; or
 - e. be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or
 - f. that the result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled.
5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Departments, in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules.
7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the Rules that have been framed there under by the University.

6.1.5. Prohibition of and Punishment for Ragging

The **Ordinance XV-C** of the University of Delhi titled, "Prohibition Of and Punishment for Ragging" provides the following:

1. Ragging in any form is strictly prohibited, within the premises of College/ Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily 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 includes individual or collective acts or practices which:
 - a. Involves physical assault or threat to use of physical force;
 - b. Violate the status, dignity and honour of women students;
 - c. Violate the status, dignity and honour of students belonging to the scheduled caste and tribe;
 - d. Expose students to ridicule and contempt and affect their self-esteem;
 - e. Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, or University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Not with standing anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any student who has obtained degree or diploma of Delhi University is found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degree or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obligated to carry out instructions/ directions issued under this Ordinance, and to give aid assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

6.1.6. Prevention of Sexual Harassment



The University of Delhi has adopted the extant rules and guidelines as per “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” vide E.C. Res. No.122 (13) dated 06.03.2014 and “University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015” vide E.C. Res. No. 46 (xi) dated 28.02.2017/07.03.2017. Details of the UGC Regulations 2015 may be viewed by scanning the QR Code above.

6.1.7. Code of Professional Ethics

The Appendix A to the Ordinance XII provides the Code of Professional Ethics as:

I. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including community service.

II. Teachers and Students

Teachers should:

- Respect the rights and dignity of the student in expressing her/his opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- Try to see through teachers' bodies and organisations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service

College Principal should;

- Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- Participate in extension, co-curricular and extra-curricular activities, including the community service.
- Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

6.1.8. Academic Integrity and Prevention of Plagiarism



The University of Delhi has adopted the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 applicable to the students, faculty, researchers and staff of all Higher Educational Institutions in the country. Details of the UGC Regulations may be viewed by scanning the QR Code above.

6.2. Staff Council Regulations

6.2.1. Rules pertaining to Constitution of Students Union and Societies

6.2.1.a. Students' Union

For the purpose of drafting the Constitution of the Students' Union, its Name and Objects, there shall be an Association called '*The Students' Union, Shri Ram College of Commerce*', to foster social and intellectual activities among the students of the college; to develop in them power of expression and public speaking; and to impart them training in the working of democratic and parliamentary institutions.

Membership

- i. All students of the college shall be members of the Students' Union.
- ii. Members of the Teaching Staff shall be ex-officio honorary members (without voting rights) of the Students' Union.

These two together, assembled in a meeting, will constitute the General Assembly of the Students' Union.

Management

The affairs of the Students' Union shall be managed by an elected President and an elected Secretary with the aid and advice of a Cabinet, appointed by the Teacher-in-Charge, in consultation with the President and the Secretary. The Teacher-in-Charge will also function as Speaker of the House. All the office-bearers shall be responsible to the General Assembly, subject to the ultimate control of the Principal.

The Tribunal

The Principal shall appoint, at the beginning of each Session, a Tribunal, consisting of three members of the Teaching Staff, one of whom shall be the Teacher-in-Charge, who shall also be its Convenor. The Tribunal shall decide all questions pertaining to the interpretation of the Constitution or any other matter that may be referred to it by the Teacher-in-Charge or the Principal.

The President and the Secretary

The President and the Secretary shall be elected by the general body of bonafide students of the college as early as possible in the beginning of the academic year, from amongst the candidates approved by the Tribunal. They shall act under the guidance of the Teacher-in-Charge. The eligibility for contesting elections and other terms and conditions will be governed by recommendations of the Lyngdoh Committee.

The Cabinet

The Cabinet shall consist of the following members:

- i. **President:** He/She will be the Chief Executive of the Union and will function in all matters relating to the Union in accordance with the Constitution.
- ii. **Secretary:** He/She will assist the President and act as the Chief Executive in the absence of the President, in accordance with the Constitution.
- iii. **Treasurer:** He/She shall maintain the accounts of the Union and assist the President in managing the finances of the Union.
- iv. **Secretary for Cultural Affairs:** He/She shall organise cultural festivals, assist the President to select and send teams financed by the Union to outstation festivals; and to inform the concerned Societies about all cultural events taking place in other colleges/institutions.
- v. **Secretary for General Maintenance:** He/She shall ensure cooperation and coordination with the authorities in the matter of physical amenities and facilities in the college, for example, in Cafe, Auditorium, Lawns, and with respect to the general cleanliness of the college premises.
- vi. **Secretary for Academic Affairs:** He/She shall take up with the authorities, problems of academic nature relating to time-table, classes and tutorials, and functioning of the Library, etc.
- vii. **Secretary for Parliamentary Affairs:** He/She shall organise the meetings of the Union Parliament, record minutes thereof, look after the publicity of the Union functions and forward the suggestions of the class representatives to the concerned authorities.

All members, except the Secretary for Parliamentary Affairs, shall be appointed by the Teacher-in-Charge, in consultation with the President and the Secretary, selecting at least one from each of the following categories:

- i. Students pursuing Commerce courses
- ii. Students pursuing Economics courses
- iii. Girl students provided they fail to secure any representation in the above categories.

The Secretary for Parliamentary Affairs shall be elected by the class representatives from amongst themselves. The Cabinet should be formed within 15 days of the election.

It shall continue in office as long as the President and the Secretary remain in office. In the event of any of these two offices falling vacant, the Cabinet shall stand dissolved automatically.

The Students' Union Parliament

There shall be a Students' Union Parliament consisting of:

1. Members of the Cabinet.
2. Class Representatives: One elected representative from each section of all the classes.
3. The Leader and the Deputy Leader of the Opposition.

The election of the class representatives will be conducted by the President of the Students' Union. The Leader and the Deputy Leader of the Opposition will be persons who have lost the elections for the post of the President and the Secretary respectively by the narrowest margins.

In case of a difference of opinion in the Cabinet, the matter will be referred to the Students' Union Parliament. The Parliament will meet at least twice in each academic year. Ordinarily, a notice of at least three clear working days should be given for its meetings.

Meetings of the Union

The Secretary shall convene the meeting of the Union on the dates and timings fixed with the consent of the Teacher-in-Charge. A notice of at least three clear working days shall ordinarily be given for each meeting of the Union. An emergent meeting of the Union may, however, be called at a short notice. A meeting of the Union may also be called by the President with prior consent of the Teacher-in-Charge or by the Principal.

Meetings of the General Assembly

Ordinarily, a notice of three clear working days shall be given for all meetings of the General Assembly. However, with the approval of the Teacher-in-Charge, a meeting of the General Assembly may be called at a short notice.

The quorum of meeting of the General Assembly shall be 1/10 of the total student- members. Members of the Union shall meet in the General Assembly at least twice in each academic year to consider the Budget proposals, amendments to the Constitution, motions of no-confidence, general policy matters, matters of general interest or to transact any other business. Such meetings shall be called by the Secretary, with the approval of the Teacher-in-Charge, on such dates and at such time as may be fixed by the Teacher-in-Charge.

No-Confidence Motion

A notice for a motion of No-confidence, signed by at least 50 students of the college, shall be submitted to the Speaker, with the statement of reasons, which if found in order, shall be placed before the Tribunal within three clear working days. The Tribunal shall give its decision within three clear working days and communicate it to the members. If rejected, the Tribunal will communicate to the members who have given the notice the specific reasons for which it has been rejected. When such a notice has been approved by the Tribunal, the motion of No-confidence shall be deemed to have been passed only when at least two-third of the members present and voting in the Students' Union Parliament have approved it.

Re-Election

In case, the office of the President or that of the Secretary or both falls vacant, there shall be, as soon as possible, fresh elections in accordance with the Election Rules.

Income and Expenditure

The main sources of income of the Union shall be:

- i. Allocation out of the Students' Societies Fund
- ii. Special subscriptions raised with the consent of the J.C.C. or in exceptional circumstances with the consent of the Principal who should report this to the J.C.C. in its next meeting.
- iii. Donations

All expenditure shall be incurred with the prior approval of the Teacher-in-Charge and in accordance with the Budget passed by the General Assembly. Money can be withdrawn by the President or in the absence of the President, by the Treasurer, with the consent of the Teacher-in-Charge.

Amendments

Amendments to the Constitution can be proposed by a motion in the General Assembly by at least fifty bonafide student-members. The Proposers of the amendments shall circulate the amendments among the students and shall be allowed to explain it. Then the Amendment shall be deemed to have been passed when at least two-third of the members present have voted and approved it. No such amendments shall come into force unless it has been approved by the College Staff Council.

A copy of the Constitution will be put up on the notice board before the elections are held.

6.2.1.b. Commerce Society

1. **Objective:** Its objective is to foster social and intellectual activity among the students and in particular, to develop in them interest in the study of Commerce. For this purpose, it would arrange talks, lectures, group discussions, essay competitions, seminars, symposia, conferences and the like, relating to the discipline.
2. **Membership:** All students of the College shall be members of the Society. Members of the Teaching Staff shall be ex-officio honorary members.
3. **Management:** The activities of the Society shall be managed by an Executive Committee with the advice and guidance of the Teacher-in-Charge.
4. **Executive Committee:** The Executive Committee shall consist of the President, the Secretary and not more than ten other members who will be nominated by the Teacher-in-Charge in consultation with the President and the Secretary.
5. **The President and the Secretary:** The President and the Secretary shall be elected by the General Body of the student-members. A student of the college may contest for the office, provided that - (a) He/She is a student of the 2nd or 3rd year class of B.Com. (Hons.) or B.A. (Hons.) Economics or M.Com.; (b) He/She has obtained in the previous examinations at least 75% marks if contesting as President and at least 75% if contesting as Secretary.
6. **Elections:** Elections shall be held on a date fixed by the Principal.
7. **Executive Committee Meetings:** The Secretary shall convene meetings of the Executive Committee with the consent of the Teacher-in-Charge. A notice for each meeting shall be given at least three clear days in advance. An emergent meeting can be called at a shorter notice. If need be, a meeting may also be called by the Teacher-in-Charge or by the President with the prior consent of the Teacher-in-Charge. The quorum for a meeting shall be one-third of the total number of members, but not less than three members, whichever is more.
8. **Income and Expenditure:** The main sources of the income of the Society shall be:
 - a) Allocation out of Students' Societies Fund, as approved by the Joint Consultative Committee (J.C.C.);
 - b) Special Fund, raised with the prior consent of the J.C.C. and the Principal.
 - c) For (a), the Society shall submit a budget at the beginning of the session to the J.C.C.; and for (b), a detailed budget proposal shall be placed before the J.C.C. by the Society at least fifteen days in advance.
 - d) No expenditure shall be incurred, except in accordance with the budget passed by the Executive Committee and approved by the J.C.C. and the Principal. This applies to both (a) and (b).
 - e) All expenditure should be incurred with the prior approval of the Teacher-in-Charge and an annual statement of accounts should be submitted at the close of the year to the J.C.C.
 - f) Money can be drawn by the Teacher-in-Charge or by the President with the approval of the Teacher-in-Charge through vouchers prescribed for the purpose.
9. **Amendments** to the Constitution can be made by the Staff Council only.
10. **Miscellaneous:**

- a) A proper record of all the activities of the Societies and the student participants shall be maintained by the Teacher-in-Charge and he/she shall hand over the complete record at the end of each term to the Principal.
- b) Functions will be organised with the prior approval of the Principal.
- c) The Teacher-in-Charge should be drawn from the Department of Commerce.

6.2.1.c. Economics Society

Objective: To foster social and intellectual activity among students and in particular, to develop in them interest in the study of Economics. For this purpose, it would arrange talks, lectures, group discussions, essay competitions, seminars, symposia, conference and the like relating to the discipline. Clause 2 to 10, except 10(c), to be the same as in the Constitution of Commerce Society. Clause 10(c): The Faculty Advisor should be drawn from the Department of Economics.

6.2.1.d. Hindi Sahitya Sabha

Objective: Its objective would be to foster social and intellectual activity among the students of the college and, in particular, to create interest in Hindi language and literature. For this purpose, it may organise Poetry, Essay, Short-Story and General Knowledge Competitions, Elocution and Declamation Contests, Talks Lectures, Kavi Sammelans, Conferences, Symposia, Seminars and the like. Clauses 2 to 10, except 10 (c), will continue to remain same in the Constitution of the Commerce Society, after substituting 'Sabha' for 'Society'.

6.2.1.e. English Literary Society

Objective: Its objective would be to foster social and intellectual activity among the students of the college and, in particular, to create interest in English Language and Literature. For this purpose, it may organise Poetry, Essay, Short-Story and General Knowledge Competitions, Elocution and Declamation contests, Poetic Symposia, Talks, Lectures, Seminars, Conferences and the like. Clauses 2 to 10, except 10(c), to be the same as in the Constitution of Commerce Society.

6.2.1.f. Fine Arts Society

Objective: Its objective would be to foster social and cultural activity among the students of the College and, in particular, to create interest in and develop taste and aptitude for Music, Dancing, Drawing, Painting, Sculpture and any other Fine Art. For this purpose, it may organise Talks, Lectures, Exhibitions, Performances, Collage, Sketching, Painting and Music competitions and the like. Clauses 2 to 10, except 10(c), to be the same as in the Constitution of the Commerce Society.

6.2.1.g. History and Political Science Society

Objective: Its objective would be to foster social and intellectual activity among the students of the College, and in particular, to develop interest in the knowledge and study of History and Political Science and national and international politics. For this purpose, it may organise Talks, Lectures, Essay Competitions, Group discussions, Seminars, Conferences and the like. Clauses 2 to 10, except 10(c) to be same as in the Constitution of the Commerce Society.

6.2.1.h. Dramatics Society

1. **Objective:** Its objective would be to foster social and intellectual activity among the students and to create interest in and encourage talent for Drama and Theatre. For this purpose, it may organise full-length or One-act Plays, Mono-acting performances, Competitions, Talks, Lectures, Symposia, Conferences and the like relating to its field.
2. **Membership:** All students of the College shall be member of the Society. Members of the Teaching Staff shall be ex-officio honorary members.
3. **Management:** The activities of the Society shall be managed by an Executive Committee with the advice and guidance of the Teacher-in-Charge.

4. **Executive Committee:** The Executive Committee shall consist of the Secretary, the Joint Secretary and not more than ten other members of the committee. All these will be nominated by the Teacher-in-Charge.
5. The Secretary and the Joint Secretary will assist the Teacher-in-Charge in the task of nominating other members of the Executive Committee.
6. **The Secretary and the Joint Secretary:** The Secretary and the Joint Secretary shall be nominated by the Teacher-in-Charge of the Society as early as possible in the beginning of the academic year through applications invited for these posts from the students and in consultation with the outgoing office bearers who are still enrolled with the College. It is further provided that normally the Secretary should be a student of the Final Year of the Honours Classes or of M.Com.; and the Joint Secretary from the Second Year of the Honours Classes. They should have taken keen interest in the activities of the Society in earlier years and have a distinguished record of achievements in the field of the Society and the Secretary must have obtained at least 50% marks in the previous examinations.
7. **Meetings:** The Secretary shall call meetings of the Executive Committee with the consent of the Teacher-in-Charge. A notice of at least three clear days shall be given for each meeting. An emergent meeting can be called at a shorter notice. If need be, a meeting may be called by the Teacher-in-Charge or by the Joint Secretary with the prior consent of the Teacher-in-Charge.
8. The quorum for a meeting shall be one-third of the total number of members, but not less than three members, whichever is more.
9. **Income and Expenditure:** The main sources of income of the Society shall be:
 - a) Allocation out of the Students' Societies Fund, as approved by the Joint Consultative Committee (J.C.C.).
 - b) Special funds raised with the prior consent of the J.C.C. and the Principal.
 - c) For (a), the Society shall submit a budget in the beginning of the Session to the J.C.C. and for (b), a detailed budget proposal shall be placed before the J.C.C. by the Society at least fifteen days in advance.
 - d) No expenditure shall be incurred, except in accordance with the budget passed by the Executive Committee and approved by the J.C.C. and the Principal. This applies to both (a) and (b). All expenditure should be incurred with the prior approval of the Teacher-in-Charge and an annual statement of accounts should be submitted at the close of the year to J.C.C.
 - e) Money can be drawn by the Teacher-in-Charge or by the Secretary with the approval of the Teacher-in-Charge through vouchers prescribed for the purpose.
10. **Amendments** to the Constitution can be made by the Staff Council only.
11. **Miscellaneous:**
 - a) Proper record of all the activities of the Society and the student participants shall be maintained by the Teacher-in-Charge and he/she shall handover the complete record at the end of each term to the Principal.
 - b) Functions will be organised with the prior approval of the Principal.

6.2.1.i. Computer and Mathematics Society

Objective: Its objective would be to foster social and intellectual activity among the students of the College, and in particular, to develop in them interest in Computers and learning of Mathematics and use of both for problem solving in Commerce and Economics. For this purpose, the Society may organise Talks, Lectures, Seminars, Symposia, Conferences, Computer Games, Simulation Exercises, Quiz Competition, Intelligence Tests and the like. Clauses 2 to 9 to be the same as in the Constitution of the Dramatics Society.

6.2.1.j. Debating Society

Objective: Its objective would be to foster social and intellectual activity among the students and, in particular, to stimulate their interest in and to develop their skills for debating and public speaking. For this purpose, the Society may organize Talks, Lectures, Debates, Debating Classes, Seminars, Conferences and the like. Clauses 2 to 9 to be the same as in the Constitution of the Dramatics Society.

6.2.2. Rules and Regulations of Election of Student Societies

1. The authority to conduct elections for the offices of all the Societies shall be vested in the Principal, who may function through a Tribunal, if any, which shall consist of the Advisor to the Students' Union and two other members nominated by the Principal. The Advisor to the College Union, for duties in relation to the Elections, shall be known as the Election Officer and shall act as the Convenor of the Tribunal.
2. A student shall be disqualified from being elected as an office bearer of any Society if a disciplinary action has been taken against him/her by the College.
3. No student shall be eligible for election to more than one office.
4. The Tribunal shall invite nominations for election, which should be made on the form prescribed for the purpose and a security fee, to be notified by the Principal, shall be submitted along with each form.
5. A list of candidates after scrutiny shall be placed on the Notice Board. Objections, if any, shall be filed with the Election Officer within seventy two hours of the display of the said list.
6. All objections thereto shall be scrutinised by the Tribunal. The Tribunal shall have the authority to reject the nomination of a person if he/ she is not found qualified for holding an office of a Society under the provisions of its Constitution. The decision of the Tribunal, in all such cases, shall ordinarily be final. But in case of difference of opinion between the Principal and the Tribunal, the matter will be decided by the Staff Council.
7. A list of the candidates whose nominations have been declared valid by the Tribunal shall be placed on the Notice Board.
8. Elections shall be held on a date fixed by the Principal.
9. Before the elections to be held on a date fixed by the Principal, all contesting candidates shall be provided with an opportunity to introduce themselves and their programmes to the general body of the students. Each Presidential candidate shall be given a maximum of 5 minutes and each candidate for the post of Secretary shall be given a maximum of 3 minutes. Second opportunity to speak again shall be given only to the contestants for the office of President and Secretary of the Students' Union after the completion of one full round with the time restriction of 5 minutes and 3 minutes respectively. The Election Officer of the College shall preside over such a meeting.
10. The security fee shall be forfeited in case the candidate obtains less than 1/5th of the valid votes polled.
11. Canvassing through loud-speakers, posters and banners shall be strictly prohibited. In addition, self-propagation through handbills, leaflets, cards or any other printed matter referring to time-table, syllabus, D.T.C. bus routes, calendars etc. will be prohibited after the date of announcement of the elections by the Principal. Violation of this provision shall be punishable under disciplinary rules of the College.
12. If any question arises as to whether an office bearer of a Society has become subject to any disqualification mentioned in Clause (2) above, the matter shall be referred for a decision to the Principal. Before giving any decision on any such question, the Principal shall obtain the opinion of the Tribunal. The decision of the Principal in such cases shall be final.

13. The minimum percentage of marks prescribed for the qualification of a candidate will be considered on the following basis:
 - i. For students of 1st year class—Aggregate marks in Board Examination.
 - ii. For students of 2nd year class—Aggregate marks of main subjects in 1st year Examination.
 - iii. For students of 3rd year class—Aggregate marks of main subjects in 1st year and 2nd year Examinations combined.
 - iv. For students of M.Com. (Previous) class: Aggregate marks of main subjects in I year, II year and III year Examinations combined.
 - v. For students of M.Com. (Final) class: Aggregate marks in M.Com. (Previous) Examination.
14. It shall be obligatory on the part of a candidate to furnish, along with the nomination papers, an attested copy of relevant statement of marks obtained in previous examination, as specified in clause 13 above, issued by the concerned Board/ College/University.
15. No office bearer shall hold the same office more than once.

6.2.3. Rules and Regulations relating to Conduct of Events / Activities in the College

Based on the recommendations of Prof. Anil Kumar Committee, the Staff Council has approved the following guidelines for the functioning of student activities and conduct of events/activities in the College:

1. Organisation of Students' Activities

All the students' activities will be organized as under:

- (i) **The Students Union** will organise Cross Roads, Business Conclave and other students related events/programmes which do not fall under any of the society/cell/unit of the college. It will also have the vertical of 'College Ki Knowledge' under it.
- (ii) **The Commerce Society** will organize events/programmes which are related with the discipline of Commerce. It will have seven verticals under it:
 - a) D-Street
 - b) Finance and Investment Cell
 - c) Human Resource Development Cell
 - d) Marketing Society
 - e) Cognizance
 - f) SRCC-Wings of Fire
 - g) Club for Leadership, Innovation and Finance
 - h) Book Club
- (iii) **The Fine Arts Society** will organize events/programmes which are related with fine arts. It will have five verticals under it:
 - a) Aarohan
 - b) Demeanor
 - c) Panache
 - d) Verve
 - e) Kalakshetra
- (iv) Economics Society
- (v) English Literary Society
- (vi) Hindi Sahitya Sabha
- (vii) History and Political Science Society: It will have Youth Parliament under its ambit.
- (viii) Debating Society
- (ix) Dramatics Society
- (x) Computer and Mathematics Society
- (xi) Quiz Society

- (xii) Hobby Workshop which will have CLICK- the Film and Photography Society as its vertical.
 - (xiii) Catharsis Western Music Society
 - (xiv) Child Rights And You (Cry) Chapter
 - (xv) Share SRCC
 - (xvi) SQAC
 - (xvii) Udaya
 - (xviii) TEDxSRCC
 - (xix) Youth Parliament
2. The following Cells/Forums shall continue to function with the active participation/mentorship of the Faculty Member(s):
 - (a) National Service Scheme (SRCC)
 - (b) Enactus (SRCC)
 - (c) Connecting Dreams Foundation (SRCC)
 - (d) Office of International Programme
 - (e) Shri Ram Centre for Personal Growth (Shri Ram Consulting and Research Centre and 180 Degree Consulting will be part of it)
 - (f) Vittshalla
 - (g) Atman- Mind, Body and Soul Club
 - (h) Centre for Green Initiatives
 - (i) Yamuna
 - (j) Students Quality Assurance Cell
 - (k) Kutumb: North Eastern and Himalaya Region Integration Society
 - (l) Shri Ram Centre for Incubation, Innovation and Entrepreneurship which will have Ideation Cell, Entrepreneurship Cell and Centre for Innovation & Incubator (CII) under it.
 - (m) Placement Cell
 - (n) Sports Committee
 - (o) Women Development Cell
 3. **Functional Autonomy of the Verticals:** The verticals of societies shall have functional autonomy in conducting their activities. However, Coordination Committee of each of the main society shall be formed which will consist of Teacher in Charges and students' representative of all the verticals to ensure coordination and to avoid duplication or overlapping of the events/functions etc.
 4. **Appointment of the Office Bearers of the societies/cells/forums:** The office bearers of non-elected societies/cells/forums shall be appointed/nominated by the Teacher in charges of the society/cell/forum in consultation with the active students of that society/cell/forum. After finalization of the office bearers of the societies/cell/forum, a list with all the particulars shall be submitted to the College Administration latest by 30th September of each year.
 5. **Formation of new Cell/Forum:** A new cell or forum can be formed with the prior approval by the Staff Council. Any such proposal before being submitted to the Staff Council shall be vetted and reviewed by a committee of the Staff Council. That committee will consist of the Secretary, Staff Council as its convener and Bursar, Students' Advisor and President, Staff Association as its members.
 6. **Functions/events/programmes of the Students Union, Societies or Cells**
 - (a) All functions/events/programmes of the Students Union, Societies or Cells which are organized at a bigger scale shall be spread during 7-Day window in odd semester and 7-Day in even semester.

- (b) During these two windows all events shall be held including the Cross- Roads whose duration will be for 3 days.
 - (c) Two or more societies/cells may club their events/programmes in these two windows with the concurrence of all concerned.
 - (d) The slots for these windows shall be decided at the beginning of each semester at the meeting of teacher in charges of the Students Union, Societies and Cells.
 - (e) The societies/cells will have slot of maximum two days during these windows.
 - (f) The college societies/cells shall not be allowed to organize festivals and erect pandals in the college.
 - (g) The events of societies/cells will not have any performance from the professional persons. However, Students' Union may invite only one accomplished performer during the Cross-Roads provided total payment including sponsored payment to the artist doesn't exceed Rs.20 lakhs.
 - (h) There shall be only one college annual cultural festival ie Cross-Roads of maximum 3 days preferably on Thursday, Friday and Saturday, to be organized by the College Union.
7. **Exclusion of Students' Activities from 7-Day Windows**
- (i) *One-off and Field Events*
Students Union/Societies/Cells may organize one-off events like lecture, debate, quiz, orientation programmes, intra college and inter-college competitions, Freshers Welcome, field events/programmes, blood donation camps, awareness camps, etc which would fall outside the two windows. However, all such events/programmes shall be conducted **with the prior approval** of the teacher in charge and the Principal.
 - (ii) Business Conclave of two days, Shri Ram Economic Summit of two days, Debating Tournaments, Sports Tournaments, Shri Ram Memorial Debate, Dramatic Competitions, Mock Parliament, Quiz Competitions, Business Case Competitions and other such literary and curricular activities would not fall under the two windows of 7 days.
8. **Standard Operating Procedure (SOP) for conducting the programmes/events**
- (a) The societies/cells/forums will hold only those events/activities/programmes which strictly fall under the domain of the societies/cells/forums.
 - (b) In the speaker sessions only the speakers falling under the domain of the society/cell and relevant to the theme can be invited with prior approval of the Teacher in charge and the Principal.
 - (c) Event/programmes of any society/union/forum before the students' election shall not be allowed except the field off-campus events/activities or university or national events
 - (d) No event programme shall be held without the prior written approval of the teacher-in-charge and Principal.
 - (e) For seeking approval from the Principal, **at least seven days** before the event an application in the prescribed form duly forwarded by the teacher in charge shall be submitted to the Principal Office with estimated budget, sources of funds, programme outlay, invited or proposed speakers, participants, sponsors etc.
 - (f) In case of refusal to give approval or delay, the reasons shall be given by the college administration.
 - (g) The proposed venue requirement for the event/programme/activity shall have to booked in advance by the concerned society/cell/forum through applying in the prescribed form to the college administration.
 - (h) No society/union/forum/cell shall disrupt the classes or forcible ask the students to skip the classes. Classes would be not be suspended except during the Crossroads.
 - (i) Sound system and music will not be allowed during the class hours.

9. The **benefits in attendance** shall be allowed only for participation in the activities/events/competitions prescribed in the university ordinances. No benefit will be given for organizing of any event/programme etc.
10. The Societies/Cells or the Union shall not put any desk or counter in the college except during the lunch break.
11. The Union, Society and Cells must keep the expenditure on their activities within the funds earmarked and raised. The College in **no case** will be responsible for the shortfall and/or financial commitments of the Union, Society and Cells.
12. There should not be any meeting of society/cell during the class hours.
13. The activities of all the societies/cells must adhere to their objectives as specified in their constitution. Activities outside the direct domain of the societies/cells shall not be allowed.
14. Stalls, Banners and Hoardings Stall, Banners and Hoardings including food stalls, displays, hoardings or big banners shall not be allowed in the college campus except during the Crossroads. However, banners and hoarding may be allowed during Business Conclave, Economic Summit, Debating Tournaments and other events which are held during the two windows of 7 days each.
15. The structure/composition of the college students Union shall be strictly in conformity with the composition prescribed in the constitution of the Union. No other post than provided in the constitution shall be created formally or informally. The other cabinet members of the Students Union must also fulfill the conditions of 75% attendance, no academic arrear, no disciplinary action etc, as specified by Lyngdoh committee as eligibility criteria for contesting elections.
16. There shall be a coordination committee to organize the College's annual cultural festival (Cross-Roads).
17. No tickets/passes should be allowed to be printed and distributed.
18. During the college annual festival (Cross-Roads) there should not be a performer on all days. Only on the last day a paid/sponsored artist can perform in the college campus provided his/her total payment doesn't exceed Rs.20 lakhs.
19. All societies/cells/ forums etc will submit the annual report of their functioning to the college administration along with the photographs.
20. For all cultural and entertainment programs prior approval of appropriate authorities such as Performance License, Entertainment tax, Traffic, Police, Fire, etc to be obtained in advance.
21. No society or the union or office bearer or student or any other person of the college shall collect money from sponsors or corporates or other organisations or persons either in their name or in their account or in the name/account of any other person. In case it is found that any student or society or person or forum has collected or taken any money in their name or in their account or in the name/account of any other person, severe penal action would be taken against such student or other person of the college which may extend to expulsion from the college.

Procedural Guidelines for Student's Union & Societies regarding Events

1. **Proposals:** All proposals to conduct the event must be duly forwarded and recommended by the concerned Faculty Advisor for approval of the Principal. This includes all important details with respect to the event, guests, VIP dignitaries, participants, budget etc.
2. **MoUs:** The Society/ Students' Union must enter into the Memorandum of Understanding (MoU), only through its elected President, with the sponsor. Nobody else is authorized to enter into the MoU on behalf of any Society/ Students' Union. A duly signed copy of the MoU is mandatorily required to be submitted in the Accounts Section of the college. The MoU must contain a specific clause with respect to the fact that the sponsor has referred to the important guidelines for Sponsors on the college's website/Handbook of Information and has accepted the same.
3. **Deliverables:** Deliverables on the part of both the parties should be clearly mentioned in the MoU.

Deliverables on the part of Society/ Students' Union is the only responsibility of the concerned Office Bearers. The college undertakes no responsibility for delivery of any promises undertaken by any Society/ the Students' Union against the sponsorship money received.

4. While making promises for deliverables, the Society/ Students' Union should keep in mind the extent to which they can deliver and no exaggerated promises for deliverables should be made which are beyond the control/ purview of the Society/ Students' Union.
5. **Remittances:** Events of Societies/ Students' Union's are conceptualized, planned and organized by students only and the college administration only plays the role of a watchdog. It is, therefore, required that all remittances towards the sponsorship are to be drawn in favour of the Principal, Shri Ram College of Commerce and submitted in the Accounts Office of the college.
6. Remittances towards the sponsorship can only be in electronic mode (direct transfer to the college's bank account) or through Demand Draft/ Cheque drawn in favor of the Principal, as stated above. No remittance to be collected in cash. Sponsorships received in kind are to be mandatorily reported to the college administration.
7. **Settlement of Accounts:** All bills and accounts pertaining to the event must be settled within a fortnight (15 days) of conclusion of the event.
8. **Direct Payments to Artists:** All payments to the artists/star performers will be remitted directly to them and not through the Event Manager.
9. **Prizes and Awards:** All prizes/awards/rewards to be given in various competitive events must be duly recommended by the concerned Faculty Advisor of the Society/Union Advisor and finally approved by the Principal before their publication / announcement in public.
10. **Rights for Entry:** No tickets/passes will be printed/distributed by any Society/Students' Union. The college administration reserves the rights to allow entry to the college premises through tickets/passes.
11. **Timings:** All cultural programmes/DJ Music events must be over by 7 PM and no extension beyond the stated time will be allowed.
12. **Allocation of Stalls:** Proposal and plan for setting of the stall will be submitted by the Societies/Students' Union duly forwarded by the concerned Faculty/Union Advisor. Allocation of stalls will be approved by the Principal. Decision of the Principal in this regard will be full and final and binding on the sponsors and Office Bearers of Societies and Students' Union. Entry/identification badges to the sponsors/staff at stalls will be printed by the organizing Society/Students' Union and submitted to the Administration Office for necessary authentication by the college administration.
13. No food stalls will be allowed except during 'Crossroads'.
14. No stall will be allowed to be set up without signing of the MoU and deposit of requisite money/charges in the Accounts Section of the college.
15. Stall(s) for promotion of and/or inclusive of activities like gambling/poker/playing cards/smoking hukkas/alcoholic drinks etc. will not be allowed to be set up. The sponsorship money/charges paid against such activities will not be refunded in any case. As also the college reserves the right to initiate penal proceedings against the offenders.
16. Classes will remain suspended during the Crossroads only.
17. **Records of members:** All Societies/NSS/Students' Union are required to submit a list of their members and office bearers (with their contact details), duly forwarded by the concerned Faculty Advisor, in the Administration Office latest by January 15, 2018.
18. **Sound/Music:** Mike testing/sound check/playing music will not be allowed before 2:00 PM in any of the society events. In case of any default, the concerned society will be fined with a penalty of Rs. 5,000.
19. No publicity hoardings/banners/flexes should contain any vulgar/offensive text/graphics. Societies/Students' Union should be careful in this regard and advise the sponsors accordingly.

20. All organizing Societies/Students' Union must keep in mind that in case of any default on their part, the event will be cancelled.
21. The College Administration undertakes no responsibility for foot falls/huge gathering/huge sales volume, etc. at any of the events. The college will not be liable to compensate the vendors for any loss/damages incurred due to low sales or any other reason whatsoever.
22. In case of disruption/cancellation of the event due to rain or any other natural disturbance or any act beyond the control of the college, the college will not be responsible to refund the sponsorship received.
23. The College Administration reserves the right to allow entry into the college premises during the events. Vendors or their staff will be allowed entry in the college premises only through a Special ID card issued by the college administration.
24. The college administration/Principal/Faculty Advisors/any officer or official of the college will not be responsible in case of any default on the part of any Society/Students' Union or its Office Bearers.
25. The format and design of the certificate to be issued by the union/societies to its members must be pre-approved by the Principal of the college.
26. **Cleanliness of the Campus:** Keeping the campus clean at all times is our primary responsibility. All Societies/Students' Union must keep cleanliness of the campus and protection of our heritage building on highest priority. Visitors/participants/ sponsors be advised not to litter the campus with waste papers/polythene bags/ wrappers/plastic bottles etc. and not to place posters/banners/flexes on the walls/ pillars etc. Fixing of nails on walls/pillars is strictly prohibited. Huge flexes hanged from terrace over the Office Block should not cover the windows of Administration Office and Accounts Office.

Additional Guidelines for Online Conduct of Society Activities

1. **Appointment of the Office Bearers of the societies/cells/forums:** The office bearers of non-elected societies/cells/forums shall be appointed/nominated by the Teacher in charges of the society/cell/forum in consultation with the active students of that society/cell/forum. After finalization of the office bearers of the societies/cell/forum, the Teacher in Charge shall submit the list with all the particulars to the College Administration latest by 20th January 2021. In case of office-bearers of the Society and Students Union which are elected by the students, the guidelines of the University of Delhi when issued would be followed.
2. **Functions/events/programmes of the Students Union, Societies or Cells through Virtual Mode (on-line)**
 - (a) All functions/events/programmes of the Students Union, Societies or Cells which are organized shall be spread during the two 7-Day window February, March and April 2021.
 - (b) The Students Union, Societies or Cells are advised to conduct most of their events after 5 PM.
 - (c) During these two windows all events shall be held including the Cross-Roads whose duration will be for 3 days.
 - (d) Two or more societies/cells may club their events/programmes in these two windows with the concurrence of all concerned.
 - (e) The slots for these windows shall be decided by the Coordination Committee.
 - (f) The societies/cells will have slot of maximum two days during these windows.
 - (g) If any payment is to be made for acquiring any virtual platform, it will be done by the concerned society/cell/forum with prior approval of the concerned Teacher-in-Charge.
3. Students Union/Societies/Cells may organize events like lecture, debate, quiz, orientation programmes, intra college and inter-college competitions, Freshers Welcome, field events/programmes, awareness camps, workshops etc which would fall outside the two windows

after 5.00 PM. However, all such events/programmes shall be conducted **with the prior approval** of the teacher-in-charge and the Principal.

4. Business Conclave of two days, Shri Ram Economic Summit of two days, Debating Tournaments, Sports Tournaments, Shri Ram Memorial Debate, Dramatic Competitions, Mock Parliament, Quiz Competitions, Business Case Competitions and other such literary and curricular activities would not fall under the two windows of 7 days.
5. **Standard Procedure for conducting the online programmes/events**
 - (a) The societies/cells/forums will hold only those events/activities/programmes which strictly fall under the domain of the societies/cells/forums.
 - (b) In the speaker sessions only the speakers falling under the domain of the society/cell and relevant to the theme can be invited with prior approval of the Teacher in charge and the Principal.
 - (c) No event programme shall be held without the prior written approval of the teacher-in-charge and Principal.
 - (d) For seeking approval from the Principal, **at least seven days** before the event an application (on-line) in the prescribed form duly forwarded by the teacher in charge shall be submitted to the Principal Office with estimated budget, sources of funds, programme outlay, invited or proposed speakers, participants, sponsors etc.
 - (e) In case of refusal to give approval or delay, the reasons shall be given by the college administration.
 - (f) No society/union/forum/cell shall disrupt the classes or forcible ask the students to skip the classes or forcibly enter into the virtual classes. The classes would be not be suspended except during the Crossroads.
6. The Union, Society and Cells must keep the expenditure on their activities within the funds earmarked and raised. The College in **no case** will be responsible for the shortfall and/or financial commitments of the Union, Society and Cells.
7. There should not be any meeting of society/cell during the class hours.
8. The activities of all the societies/cells must adhere to their objectives as specified in their constitution. Activities outside the direct domain of the societies/cells shall not be allowed.
9. The structure/composition of the college students Union shall be strictly in conformity with the composition prescribed in the constitution of the Union. No other post than provided in the constitution shall be created formally or informally. The other cabinet members of the Students Union must also fulfill the conditions of 75% attendance, no academic arrear, no disciplinary action etc, as specified by Lyngdoh committee as eligibility criteria for contesting elections.
10. There shall be a coordination committee to organize the College's annual cultural festival (Cross-Roads).
11. No tickets/passes/charges would be allowed to be levied for participation in the events.
12. All societies/cells/ forums etc. will submit the annual report of their functioning to the college administration along with the photographs.
13. For all cultural and entertainment programs prior approval of appropriate authorities such as Performance License, Entertainment tax, etc. to be obtained in advance.

Important: No society or the union or office bearer or student or any other person of the college shall collect money from sponsors or corporates or other organisations or persons either in their name or in their account or in the name/account of any other person. In case it is found that any student or society or person or forum has collected or taken any money in their name or in their account or in the name/account of any other person, severe penal action would be taken against such student or other person of the college which may extend to expulsion from the college.

6.2.4. Rules and Regulations relating to Attendance

1. It was decided that students should have minimum **75 percent attendance** for claiming any benefits (other than the marks for Attendance as per the University Guidelines).
2. The rules related to **benefits mentioned in Ordinance VII and VIII-E** of University of Delhi shall be strictly followed.
3. Medical benefits are given for the purpose of determining eligibility to sit in examinations only and not for the purpose of giving marks.
4. Total benefits cannot exceed 1/3 of the total lectures delivered.
5. Benefits of attendance are given **for participation** and not for organising the events/ activities.
6. The benefits as per the rules of the University of Delhi shall be given only for participation in:
 - a. Various public assignments of the National Service Scheme (NSS) with the approval of the Teacher-in-Charge/ Principal;
 - b. Sports or other activities organised 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;
 - c. Periodical training in the Territorial Army;
 - d. Inter-College sports or fixtures, debates, seminars, symposia or social work projects; or,
 - e. Debates and other extra-curricular activities held in other Universities or such other activities.
7. Concerned Teacher-in-Charge of societies shall make sure that the participation of student is bonafide.
8. Benefit sheet must be given for every student separately. Students must submit the photocopy of benefit sheet to their concerned teacher and the original sheet must be shown to the concerned teacher, if the teacher demands.
9. The format of benefit sheet to be submitted is:

Benefit Sheet

SHRI RAM COLLEGE OF COMMERCE <SOCIETY NAME> Attendance Benefit Sheet for <Month, Year>			
Dear Colleague, It is requested that <Student's Name>, <Roll number> of <Course>, <Year>, <Semester>, <Section>, has participated in the events given below. So kindly grant her/him attendance benefits for the following classes:			
S.No.	Date	Class (Period)	Details of Participation
1.			
2.			
Thanks and Regards, <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Verified By <Name> Society President </div> <div style="width: 45%; text-align: right;"> <Name> Teacher-In-Charge </div> </div>			

6.3. Library Rules and Regulations

The observance of the below rules in the SRCC Library not only facilitates the smooth functioning of the library but also helps its members to avail all the services and facilities to their utmost satisfaction.

General Rules of the Library

- i. The library is open to the College students and members only.

- ii. The librarian has the discretion to refuse admission.
- iii. The librarian has the discretion to demand the return of any issued book to library at any time.
- iv. Please do not bring umbrella, stick, bag, brief case, etc. into the library.
- v. Students must carry their identity cards with them whenever they enter the college library. They can be refused admission to the library or can be turned out of the library if they fail to produce their identity cards on demand.
- vi. Any misuse of the library privileges will be considered as a serious breach of discipline and the Principal can take any action as is necessary after consulting the librarian.
- vii. Students are expected to read Notices issued by the librarian from time to time. Ignorance of the same is no excuse.
- viii. Students must return the books on time.

Rules for Students

- i. The College Library remains open on all working days. Students may borrow books after showing the card issued to them by the college. Loss of library card should be immediately reported to the Librarian along with a copy of Police FIR. A duplicate card may be obtained on payment of Rs. 250.
- ii. Borrowers must see that the books drawn by them are not spoiled, marked or otherwise mutilated. Reference books shall not be issued to students.
- iii. The student will get four books at a time against the Library card. The books from the Stack room are issued for 7 days only. The overdue charges will be Rs. 5 per day per volume.
- iv. Books lost or damaged shall have to be replaced or its double price shall be charged from the borrower.
- v. Readers and borrowers shall not write or put any mark upon any book, periodical, map or any other material belonging to the library. Infringement of this rule may invite severe penalty including replacement of the book.
- vi. Students should get their bags etc. checked at the entrance and deposit their gate pass with the library official before they leave the library.
- vii. Back issues of current magazines may be issued to the faculty members only. These are issued by the Periodical in-charge or the Reading Room in-charge for a period of not more than 7 days. The latest issues of magazines etc. will not be allowed to be taken out of the Library.
- viii. Students reading newspaper or periodicals or journals must ensure that the same are placed back in their respective counters/shelves after reading.

Rules for Ex-Students

Ex-students may apply for the membership. It should be recommended by any one of the faculty members. They are allowed to use the reading hall & facility only.

6.4. Computer Lab/Centre Rules and Regulations

General Guidelines

- i. Food and drinks are not allowed inside the Centre/Labs.
- ii. Please exit the labs immediately post classes. Do not stay in the lab if you have no work.
- iii. Do not shift the computers or change accessories (mouse/keyboard) from one computer to other
- iv. Please switch off the monitor if you are not using the machine.
- v. Playing games on computers is not permitted.
- vi. Do not make noise in the computer center/labs.
- vii. Do not disturb the system settings of a given machine.

- viii. Users are not allowed to download and install any arbitrary software. Permission should be sought before downloading and installing any software (executable programs).

Use of Internet

- i. Please make a judicious use of Internet only for academic purposes.
- ii. Allow other users to use computing facilities in case of overload of users.
- iii. Chatting is not allowed.
- iv. Checking your mails all day is not encouraged.

Disposal of Waste Paper

- i. Please help in keeping the lab clean. Please throw your waste paper obtained post printing in the paper bin. Do not leave paper around in the lab.
- ii. If you find that a paper can be used later as it has one side available, please put that in tray for one sided papers.
- iii. Please cross mark the side of the paper that is not to be used in future.

Virus-Scan

Please scan your pen drives, CDs or any other memory device to check the presence of any virus before using computers in the computer centre.

6.5. Rules and Regulations pertaining to Sports

One of the objectives of Department of Physical Education and Sports is to provide quality sports facilities allowing students to excel in sports. Therefore, in pursuance of its objectives, student must follow the below rules to ensure the best usage of Sports Complex and sports facilities:

A. General Rules and Regulations

- i. Only bonafide students and staff members of Shri Ram College of Commerce shall have right to access the facilities of sports complex.
- ii. The Sports complex will be available for the users from Monday to Saturday between 08:00 AM to 5:00 PM. The complex shall remain closed on Sunday and official holidays, except for special occasions.
- iii. Members of the College Sports Team shall have preference of using the facilities of the sports complex over the other students and staff members.
- iv. Entry and exit of players as a group will not be allowed.
- v. Visiting teams must be escorted by teacher or coach.
- vi. Spectators without due and proper authorization will not be allowed.
- vii. Visitors must maintain proper discipline and decorum in the Sports Complex.
- viii. Visitors should maintain proper cleanliness in the complex.
- ix. Use of alcoholic & tobacco products is strictly prohibited in the Sports Complex.
- x. Dogs/pets are not allowed in any part of the complex. Violators shall be debarred from any future entry and/or liable for a fine up to Rs. 1000/-.
- xi. Arms and ammunitions are prohibited in the complex.
- xii. Shooting (still or video) in the complex is not permitted without prior written approval of the Department.
- xiii. Visitors causing damage to the property of the College will have to make damage good/replaced.
- xiv. Vehicles in the Complex are not allowed, unless specifically permitted in writing by the Department. Parking should be only in the parking lot or designated place in the College Campus.
- xv. Publicity, marketing or selling without written permission is strictly prohibited. Disciplinary/penal action will be initiated against such person.
- xvi. The Department reserves the rights to revoke/recall the use of facilities without any prior notice.

B. Rules pertaining to Multipurpose Hall

- i. The hall shall remain functional from Monday to Saturday from 08.30 AM to 05.00 PM, except during holidays.
- ii. Interested bonafide students and staff members shall have right of access of hall and its facilities, subject to the availability.
- iii. User members should carry their identity cards card while accessing the hall.
- iv. Before entry users/visitors should clean their footwear on the foot-mat at the entrance of the hall.
- v. Only players and officials are allowed on the central court of the hall. Entry of spectators/students is restricted on the central court.
- vi. Shoes with cleats, studs or hard rough surface are prohibited inside the hall.
- vii. Soft drinks, snacks and other eatables or beverages are not permitted in the hall
- viii. Players should be in required sports-wear while practicing and playing game and bring their sports kit-bag.
- ix. Sports equipment issues by officials should be returned by the users within the stipulated time. The users shall be banned or fined in case any deliberate damage if found with the sports equipment.
- x. Carrying any equipment or property of the department outside the hall without proper issue or authorization shall be deemed an act of mischief and indiscipline. Any such act shall lead to disciplinary action and/or fine on the violators.
- xi. Defacing, damaging or mishandling any property or equipment in the hall shall be deemed an act of gross indiscipline. Violators shall be debarred from the entry and/or fined up to the value of equipment/machine/property.
- xii. Use of any sports equipment/machine shall be at the responsibility and risk of the user. The department will not be responsible of any accident or injury suffered by the user/member while using the facility or sports equipment/machine.
- xiii. The individual shall be responsible for the safety of his/her personal belongings. The department will not be responsible for loss or damage to the personal property of the user/visitor.
- xiv. Users should maintain proper decorum and discipline in the hall and should not involve in any teasing, argument or brawl with any person or official. Any act of indiscipline shall lead to disciplinary action or/and fine on the violators.

C. Rules and Regulations pertaining to Fitness Center

- i. The fitness shall remain functional from Monday to Saturday from 08.30 a.m. to 05.00 p.m., except during holidays.
- ii. Interested bonafide students and staff members should obtain Membership prior to using the facility of the Fitness Center from the Department.
- iii. User members should carry their Membership Card while using the Fitness Center.
- iv. User members should wear required dress while using fitness equipment/machine. They should bring their own accessories - towel, gloves, water bottle, etc.
- v. Misuse of any fitness equipment/machine shall be deemed as an act of gross indiscipline. Any user found mishandling/defacing or damaging any equipment/machine will be debarred from any future use of the facilities of Fitness Center and shall be liable for a fine up to the value of equipment/machine.
- vi. Users should maintain perfect harmony and discipline in the Fitness Center and should not involve in any gossip, teasing, or argument with other users or officials. Any act of indiscipline shall lead to termination of membership or/and fine.

6. Index of Rules and Regulations

- vii. When a fitness equipment/machine is occupied by a user, other users should wait for his/her turn. The user should not speak to the other user for his/her turn; rather he/she should ask the instructor for assistance.
- viii. Use of any fitness equipment/machine shall be at the responsibility and risk of the user. The department will not be responsible of any accident or injury suffered by the user/member while using the facility or using any fitness equipment/machine.
- ix. The individual shall be responsible for the safety of his/her personal belongings. The department will not be responsible for loss or damage to the personal property of the user/visitor.
- x. The Department reserve right to terminate the membership of a user.

**

7. Other Important Information

7.1. Contact Details

<i>Particulars</i>	<i>Email ID</i>
Academic	
Convenor, Time Table Committee, Commerce Department	ttc.commerce@srcc.du.ac.in
Convenor, Time Table Committee, Economics Department	ttc.economics@srcc.du.ac.in
Department of Commerce, SRCC	commerce@srcc.du.ac.in
Department of Economics, SRCC	economics@srcc.du.ac.in
Department of Physical Education and Sports	sports@srcc.du.ac.in
PGDGBO Coordinator	coordinator.gbo@srcc.du.ac.in
Administrative	
Accounts Office	accountsoffice@srcc.du.ac.in
Administrative Office	adminoffice@srcc.du.ac.in
Computer Center	technical.support@srcc.du.ac.in
Library	librarian@srcc.du.ac.in
Office of PGDGBO Programme	pgdgbo@srcc.du.ac.in
Principal Office	principaloffice@srcc.du.ac.in
Warden, Boys Hostel	warden.bh@srcc.du.ac.in
Warden, Girls Hostel	warden.gh@srcc.du.ac.in
Nodal Officers/Coordinators/Convenors	
Convenor, Foreign Students Cell	convenor.fsc@srcc.du.ac.in
Coordinator, Centre for Green Initiatives	coordinator.cgi@srcc.du.ac.in
Coordinator, Internal Quality Assurance Cell	coordinator.iqac@srcc.du.ac.in
Editor, Business Analyst	business.analyst@srcc.du.ac.in
Editor, Strides	strides@srcc.du.ac.in
Nodal Officer, Admission (<i>Active during admissions only</i>)	no.admissions@srcc.du.ac.in
Nodal Officer, Anti-Ragging	convenor.anti.ragging@srcc.du.ac.in
Nodal Officer, NIRF	nirf@srcc.du.ac.in
Nodal Officer, North East Students	no.nestudents@srcc.du.ac.in
Presiding Officer, Internal Complaints Committee	po.icc@srcc.du.ac.in
Other Important Email ID	
Admission Helpdesk (<i>Active during admissions only</i>)	admissions@srcc.du.ac.in
Alumni Relations	alumni.relations@srcc.edu
National Service Scheme	nss@srcc.du.ac.in
Counselling Services	student.counsellor@srcc.du.ac.in
Office of International Programmes	oip@srcc.du.ac.in
Placement Cell	placementcell@srcc.du.ac.in
Value Added Courses	valueadded@srcc.du.ac.in

7.2. Whom to contact for

In any communication to the below constituents of the College, students must ensure that their correspondence, whether email or written, must have the following:

- Subject matter of the request being made
- Name, Roll Number, Section, Programme and Semester
- Their Mobile Number and Email ID

Description & Categories (<i>indicative</i>)	Contact Office/ Department	In-charge and Email
Academic Support/Utilities: <ul style="list-style-type: none"> Time-Table Allotment/Change of Section Tutorial Groups Allotment of Mentor, etc. 	Concerned Department/ Administration Office	Teacher In-charge of the Department/ Section Officer, Administration Office soadmin@srcc.du.ac.in

7. Other Important Information

Admission Withdrawals and Related Matters: <ul style="list-style-type: none"> ▪ Withdrawal of Admissions ▪ Submission or Withdrawal of Original Certificates ▪ Issue of original Identity Card ▪ Enrolment forms & formalities ▪ Verification of educational documents or caste certificates ▪ Migration to other institution 	Front Desk, Administration Office	Section Officer, Administration Office <i>soadmin@srcc.du.ac.in</i>
Attendance and Leave Matters: <ul style="list-style-type: none"> ▪ Attendance Status (<i>also through SRCC Mobile App</i>) ▪ Permission/Intimation for Leave ▪ Leave for participation to events ▪ Leave on Medical grounds ▪ Benefits/Relaxation in Attendance 	Front Desk Administration Office	Section Officer, Administration Office <i>soadmin@srcc.du.ac.in</i>
College Scholarships, Aids, Awards, Medals & Prizes: <ul style="list-style-type: none"> ▪ Screening & Selection ▪ General Information/Dealing, Issue, Submission and Processing of Applications, etc. ▪ Disbursement of Scholarships and Aids 	Scholarship / Awards Committee/ Accounts Office (for payment status)	Convener of the Committee/ AO (Accounts) <i>Ao.accounts@srcc.du.ac.in</i>
Counselling Services	Counselling Services Committee	Convenor, Counselling Services Committee <i>students.counsellor@srcc.du.ac.in</i>
Examination Matters: <ul style="list-style-type: none"> ▪ Results ▪ Issue of Original/Duplicate Mark-Sheets ▪ Submission of Examination Form ▪ Revaluation/Rechecking ▪ UFM Cases ▪ Promotion or Failure cases ▪ Ex-Students Matters ▪ Correction in marks ▪ Applying for or Dropping improvement papers etc. 	Administration Office	Section Officer, Administration Office <i>soadmin@srcc.du.ac.in</i>
Fee, Amount Payable And Receivable: <ul style="list-style-type: none"> ▪ Deposit of Fee ▪ On-line payments ▪ Fee Receipts/Certificates/Break-up ▪ Withdrawal of Scholarship Amount ▪ Submission of bills for Students' Activities ▪ Advance Requirement for Students' Activities ▪ Refunds/Reimbursements ▪ Bank Transfers ▪ Cheque Deposits ▪ Utilization Certificate ▪ Issue of Bills for grants/sponsorships etc. 	Accounts Office	Administrative Officer (Accounts) <i>ao.accounts@srcc.du.ac.in</i> Section Officer (Accounts) <i>soaccounts@srcc.du.ac.in</i>
Hostel Matters	Hostel	Warden, Boys Hostel <i>warden.bh@srcc.du.ac.in</i> Warden, Girls Hostel <i>warden.gh@srcc.du.ac.in</i>
Internal Assessment <ul style="list-style-type: none"> ▪ Related to Marks ▪ Attendance Status (<i>Through SRCC Smart Prof/Mobile App</i>) ▪ Correction in Attendance ▪ Display of Assignment/Project/Practical Marks ▪ Correction in Attendance/ Project/Practical Marks 	<ul style="list-style-type: none"> ▪ Concerned Faculty Member ▪ Administration Office ▪ Computer Centre 	Concerned Faculty Member Administrative Officer <i>ao.admin@srcc.du.ac.in</i> STA, Computer Centre <i>Technical.support@srcc.du.ac.in</i>

IT Matters IT Facilities, Equipment, Internet/Wi-Fi Access, Class Room Projectors, CCTV & Related Maintenance	Computer Center (Through SRCC Mobile App)	STA, Computer Center Technical.support@srcc.du.ac.in
Library Matters	Library	Librarian librarian@srcc.du.ac.in
Lost and Found	Administration Office	Section Officer Administration soadmin@srcc.du.ac.in
Maintenance & Utility Services: <ul style="list-style-type: none"> ▪ Matters related to water supply/quality ▪ Electrical supply & AC functioning ▪ Canteen ▪ Cleanliness and Campus Security ▪ Parking/ Fire/ Lift ▪ Photocopier Outlet/ Stationery Outlet/ Bank 	Administration Office (Through SRCC Mobile App)	Administrative Officer ao.admin@srcc.du.ac.in
Mark-Sheets & Certificates: <ul style="list-style-type: none"> ▪ Issue of Original or Duplicate Mark-sheet ▪ Provisional Certificate ▪ Bonafide Certificate ▪ Character Certificate ▪ No Objection Certificate ▪ Transcripts, etc. 	Administration Office	Section Officer Administration soadmin@srcc.du.ac.in
Medical Assistance	BHCU Sports Complex	Administrative Officer ao.admin@srcc.du.ac.in
Recommendations and Permissions: <ul style="list-style-type: none"> ▪ Recommendation Letter from Faculty 	Concerned faculty for the LOR/ Administrative Office for the print on Letterhead	Concerned Faculty Member and Administration Office
Sports and Sports Complex Related Matters	Sports	Teacher-In-Charge, Department of Physical Education and Sports sports@srcc.du.ac.in
Students Bodies & Activities: <ul style="list-style-type: none"> ▪ Students Bodies Elections ▪ Students Programmes & Activities ▪ Administrative Support for Students Programmes 	Concerned Society/ Administration Office	Advisor, Student Union advisor.su@srcc.du.ac.in/ Faculty Advisor of the Society/ Administrative Officer ao.admin@srcc.du.ac.in
Students Concessions: <ul style="list-style-type: none"> ▪ Concession for Air ▪ Rail or Bus Travel, etc. 	Administration Office	Section Officer(Administration) soadmin@srcc.du.ac.in
Teaching Matters: <ul style="list-style-type: none"> ▪ Conduct of Classes ▪ Students' Internal Assessment and Projects 	Concerned Academic Department	Teacher-In-Charge of the concerned Department
Venue Booking By Students: <ul style="list-style-type: none"> ▪ Booking of Rooms/ Auditorium/ Seminar Room/ Open space or lawn for College Students' Activities 	Administration Office	Administrative Officer ao.admin@srcc.du.ac.in
Verification of Particulars/Endorsement On Forms: <ul style="list-style-type: none"> ▪ Scholarship Forms ▪ Hostel Accommodation Forms ▪ Facilities by Government or NGO ▪ University Forms ▪ Forwarding of Letters, etc. ▪ Verification of student's particulars ▪ Certification/ Endorsement on forms and letter 	Administration Office	Section Officer Administration soadmin@srcc.du.ac.in

7.3. Other important contact details

• Hospitals & Medical Service	
Accident & Trauma Service	1099, 23860524, 23860531
Ambulance	102
Hindu Rao Hospital (Malka Ganj)	23919476
St. Stephen's Hospital (Tiz Hazari)	23958005, 23977930, 23957977
Trauma Centre (Near DRDO)	78300 00623, 23906000, 23906001
W.U.S. Health Centre (DU North Campus)	27667908
• Civic Services	
Delhi Jal Board (Fault Complaints)	1916, 23538495, 9650291021
M.C.D. Control Room (Civil Lines)	23230700, 23911708, 23923392
N.D.P.L. (Fault Complaints)	66404040, 66112222
• Police	
PCR	100
Police Station (Maurice Nagar)	27667178, 27666332, 27662638
Control Room, North District	27466781
Deputy Commissioner (Civil Lines)	23817012, 23811770
• Railway & Bus Enquiry	
General Information	139
Indian Railway Helpline No.	39340000, 1800-111-139
I.S.B.T. (Kashmere Gate) Enquiry	23860290, 65160290
I.S.B.T (Anand Vihar) Enquiry	22149089
I.S.B.T (Sarai Kale Khan) Enquiry	24353731, 18002000103
• Bank & Post Office	
State Bank of India (S.R.C.C.)	27662422
State Bank of India (D.U.)	27667142, 27662309
Delhi University Post Office	27667690
G.P.O., Delhi	23869771
G.P.O., New Delhi	23743602

7.4. List of Important Websites

Name	Weblink
University of Delhi	
University of Delhi	https://du.ac.in/
Delhi School of Economics, University of Delhi	https://www.dse.du.ac.in/
Department of Commerce, University of Delhi	https://commerce.du.ac.in/
Department of Economics, University of Delhi	http://econdse.org/
University Exam Branch	https://exam.du.ac.in/
Others	
Centralised Public Grievance Redress and Monitoring System	https://pgportal.gov.in/
Government of NCT	https://delhi.gov.in/
Income Tax Portal	https://eportal.incometax.gov.in
Ministry of Education, Government of India	https://www.education.gov.in/en
MyGov Platform	https://www.mygov.in/
National Portal of India	https://www.india.gov.in/
National Scholarship Portal	https://scholarships.gov.in/
RTI Online	https://rtionline.gov.in/
SRCC Alumni Association	https://www.srccalumni.org
The Institute of Chartered Accountants of India	https://www.icai.org
The Institute of Company Secretaries of India	https://www.icsi.edu
The Institute of Cost Accountants of India	https://icmai.in
University Grants Commission	https://www.ugc.ac.in/

7.5. List of Holidays (Academic Year 2022-23)**Gazetted Holidays 2022-23**

From July 20, 2022 to December 31, 2022			
S.No.	Holiday	Date	Day
1	Muharram	August 09	Tuesday
2	Independence Day	August 15	Monday
3	Janmashtami	August 19	Friday
4	Gandhi Jayanti	October 02	Sunday
5	Dussehra	October 05	Wednesday
6	Milad-Un-Nabi or Id-e-Milad	October 09	Sunday
7	Diwali (Deepavali)	October 24	Monday
8	Guru Nanak's Birthday	November 08	Tuesday
9	Christmas Day	December 25	Sunday
From January 1, 2023 to July 19, 2023			
10	Republic Day	January 26	Thursday
11	Holi	March 08	Wednesday
12	Ram Navami	March 30	Thursday
13	Mahavir Jayanti	April 04	Tuesday
14	Good Friday	April 07	Friday
15	Id-ul-Fitr	April 22	Saturday
16	Budha Purnima	May 05	Friday
17	Id-ul-Zuha (Bakrid)	June 29	Thursday
18	Muharram	July 29	Saturday

Restricted Holidays 2022-23

From July 20, 2022 to December 31, 2022			
S.No.	Holiday	Date	Day
1	Raksha Bandhan	August 11	Thursday
2	Parsi New Year's day/Nauraj	August 16	Tuesday
3	Janmashtami (Smartha)	August 18	Thursday
4	Vinayaka Chaturthi/ Ganesh Chaturthi	August 31	Wednesday
5	Onam or Thiru Onam Day	September 08	Thursday
6	Dussehra (Saptami)	October 02	Sunday
7	Dussehra (Mahashtami)	October 03	Monday
8	Dussehra (Mahanavmi)	October 04	Tuesday
9	Maharishi Valmiki's Birthday	October 09	Sunday
10	Karaka Chaturthi (Karva Chouth)	October 13	Thursday
11	Naraka Chaturdasi	October 24	Monday
12	Govardhan Puja	October 25	Tuesday
13	Bhai Duj	October 26	Wednesday
14	Pratihara Shashthi or Surya Shashthi (Chhat Puja)	October 30	Sunday
15	Guru Teg Bahadur's Martyrdom Day	November 24	Thursday
16	Christmas Eve	December 24	Saturday
17	Guru Gobind Singh's Birthday	December 29	Thursday

7. Other Important Information

From January 1, 2023 to July 19, 2023			
18	New Year's Day	January 01	Sunday
19	Makar Sankranti / Magha Bihu	January 14	Saturday
20	Pongal	January 15	Sunday
21	Basant Panchami / Sri Panchami	January 26	Saturday
22	Hazarat Ali's Birthday, Guru Ravi Das's Birthday	February 05	Sunday
23	Birthday of Swami Dayananda Saraswati	February 15	Wednesday
24	Maha Shivratri	February 18	Saturday
25	Shiva ji Jayanti	February 19	Sunday
26	Holika dahan, dolyatra	March 07	Tuesday
27	Chaitra Sukladi /Gudi Padava /Ugadi / Cheti Chand	March 22	Wednesday
28	Easter Sunday	April 09	Sunday
29	Vaisakhi /Vishu/ Meshadi	April 14	Friday
30	Vaisakhadi (Bengal) / Bahag Bihu (Assam)	April 15	Saturday
31	Jamat-Ul-Vida	April 21	Friday
32	Birthday of Guru Rabindranath Tagore	May 09	Tuesday
33	Rath Yatra	June 20	Tuesday
34	New Year's Day	January 01	Sunday
35	Makar Sankranti / Magha Bihu	January 14	Saturday



SHRI RAM COLLEGE OF COMMERCE

University of Delhi
North Campus, Maurice Nagar, Delhi-110 007
www.srcc.edu



SHRI RAM COLLEGE OF COMMERCE



Handbook of Information

2022-23

