

25.	Mr. Gopal Narain	-	Office Attendant
26.	Mr. Ashok Maurya	-	Gardener
27.	Mr. Sant Ram	-	Gardener
28.	Mr. Sujeet Kumar	-	Sports Attendant
29.	Mr. Sachin Kumar	-	M. T. S.
30.	Mr. Manish	-	M. T. S.
31.	Mr. Krishan Kumar	-	Junior Assistant
32.	Mr. Jatan Singh	-	Junior Assistant
33.	Mr. Vikas Kumar	-	M. T. S.
34.	Mr. Anil Kumar	-	M. T. S.

LIBRARY STAFF

1.	Mr. Nazrul Islam Azmi	-	Librarian
2.	Dr. Mangala Prasad Upadhyay	-	Professional Assistant
3.	Mr. Pankaj Aggarwal	-	Library Attendant
4.	Mr. Veer Pal Singh	-	Library Attendant
5.	Mr. Rajesh Kumar	-	Library Attendant
6.	Mr. Bhagwat Garg	-	Library Attendant
7.	Mr. Sanjeev Kumar	-	Library Attendant
8.	Mr. Seshank	-	Office Attendant

RULES AND REGULATIONS

Maintenance of Discipline among Students

Observance of discipline is a must for every student admitted into the college. Students must abide by all the rules and regulations of the college, written or unwritten and thereby create an atmosphere conducive to learning and establishment of healthy traditions.



Students are required to read these rules carefully and ensure good conduct and behavior during their stay in the college. Parents are also requested to read these rules carefully and ensure good conduct of their wards at all the times during their stay in the college.

University Ordinance (XV-B)

The ordinances XVB concerning the Maintenance of discipline by students is reproduced below for information. All students admitted to College are required to maintain discipline to the satisfaction of the authorities of the college/university. A brief summary of the Ordinance XVB Maintenance of Discipline among students of the University are given below:

1. All powers relating to discipline and disciplinary action are vested in the Principal.
2. The Principal may delegate all or such powers as he /she deems proper to the Discipline Committee and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline, 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 the College;
 - 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 College and University;
 - j. Ragging
4. Without prejudice to the generality of his / her powers relating to the maintenance of


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discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Principal 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 programme or programmes 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 Examination or Examinations for one or more years; or 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 Ordinance and the rules that have been framed therein by the University.

Prohibition of and Punishment for Ragging

Ragging in any form is strictly prohibited. Violation of discipline rules and acts of ragging are punishable according to Ordinance XV-C of the University. Students must abide by all the



rules and regulations of the college, written or unwritten and thereby create an atmosphere conducive to learning and establishment of healthy traditions. Students are required to read these rules carefully and ensure good conduct and behavior during their stay in the college. Parents are also requested to read these rules carefully and ensure good conduct of their wards at all the times during their stay in the college.

In addition to the provisions of Ordinance XVC all other measures decided upon by the Honorable Supreme Court of India, Ministry of HRD and UGC would be binding on the University, Colleges and the Hostels as well as the Students admitted there to.

UNIVERSITY ORDINANCE (XV-C)

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) involve 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 castes and tribes?
 - (d) expose students to ridicule and contempt and affect their self esteem?
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding 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.

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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 students who have obtained degrees or diploma of Delhi University are found guilty? under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees 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 and assistance to the Vice Chancellor to achieve the effective implementation of the Ordinance.

Note: Order of the Vice Chancellor in pursuance of Ordinance XVC:

Where incident(s) of ragging are reported to the Vice Chancellor by any authority under this Ordinance, the student(s) involved in ragging, shall be expelled for a specified term, designated in the order, nonstudents involved in reports of ragging will be proceeded with under the criminal law of India? they will also be rendered ineligible for a period of five years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note, will be given post decisional hearing, with strict adherence to the rules of natural justice.



Prevention of Sexual Harassment


Ordinance XVD

1. SHORT TITLE AND EXTENT:

The present ordinance is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Delhi University. The ordinance will also apply to outsiders and residents, on the Delhi University campus, to the extent specified herein these rule and procedures.

2. DEFINITIONS:

- I. "Students" includes regular students as well as current ex-students of Delhi University.
- II. "Teaching staff" include any person on the staff of the Delhi University or any colleges or institution affiliated to it, who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.
- III. "Non-Teaching Staff" includes any person on the staff of the Delhi University or of any colleges or institutions affiliated to it, who is not included in the teaching staff. It includes employees who are fulltime, temporary, adhoc, Part-time, visiting honorary, or on special duty or deputation, and employees employed on a casual or project basis.
- IV. 'Member of the University' includes all those included in categories i – iii above.
- V. "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University of Delhi or by any of its affiliated colleges or institutions.
- VI. "Outsider" includes any person who is not a member of the University or a resident. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the Delhi University or any college or institution affiliated to Delhi University.
- VII. "Campus" includes all places of work and residence in the Delhi University or any college or institutions affiliated to the Delhi University. It includes all places of instruction, research and administration, as well as hostel, health centres, sports grounds, staff quarters and public places (including shopping centres, eating places,


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parks, streets and lanes) on the Delhi University campus or the campus of any college or institution affiliated to the Delhi University.

VIII. "Sexual harassment" includes any unwelcome sexually determined behavior, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography or any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Explanation: "Sexual harassment" shall include, but will not be confined to, the following:

a. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the Delhi University.

b. When unwelcome sexual advances, and verbal, nonverbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or email, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.

c. When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.

d. When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

3. SCOPE OF THE ORDINANCE

This Ordinance shall be applicable to all complaints of sexual harassment made:

I. By a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.

II. By a resident against a member of the university or by a member against a resident irrespective of whether the sexual harassment is alleged to have taken place within or outside the campus.



III. By an outsider against a member of the University or by a member of the university against an outsider if the sexual harassment is alleged to have taken place within the campus.

IV. By a member of the university, against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the university college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

4. COMPLAINT MECHANISM

Implementation of the University policy against sexual harassment shall be achieved through:

i. The Apex Complaints Committee, which shall be an apex regulatory and appellate body the University of Delhi for redressal and resolution of complaints.

ii. University Units Complaints Committees, which shall be set up in clusters of University Departments/Centres as complaints and redressal bodies.

iii. College Complaints Committees, which shall be set up in each college of the University of Delhi as complaints and redressal bodies.

iv. Central Pool Complaints Committees, which shall be complaints and redressal bodies (one each for the North and South Campuses) for those units that are not affiliated to any college/ department/institution and have not been included in either CCC or UUCC.

5. REDRESSAL

I. UUCC/CCC/CPCC/ACC may ask the College/University to suspend the alleged harasser from an administrative post/class if his/her presence is likely to interfere with the enquiry.

II. The victim of sexual harassment shall have the option to seek transfer of the perpetrator or her/his own transfer where applicable.

III. Notwithstanding the contents of any other ordinance relating to service conditions etc., the head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/ Executive Council (EC) and take disciplinary action on the basis of recommendations of the Complaint Committees provided that in the case of termination of service the existing rules of the university will also be forwarded.


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IV. The disciplinary action shall be commensurate with the nature of the violation.

A. In the case of University/college employees, disciplinary action may be in the form of :

- i) Warning
- ii) Written apology
- iii) Bond of good behaviour
- iv) Adverse remarks in the Confidential Report
- v) Debarring from supervisory duties
- vi) Denial of membership of statutory bodies
- vii) Denial of reemployment
- viii) Stopping of increments/promotion
- ix) Reverting, demotion
- x) Suspension
- xi) Dismissal
- xii) Any other relevant mechanism.

B. In case of students, disciplinary action may be in the form of:

- i) Warning
- ii) Written apology
- iii) Bond of good behaviour
- iv) Debarring entry into a hostel/campus
- v) Suspension for a specified period of time
- vi) Withholding results
- vii) Debarring from exams
- viii) Debarring from contesting elections
- ix) Debarring from holding posts
- x) Expulsion



- xi) Denial of admission
- xii) Declaring the harasser as "persona non grata" for a stipulated period of time.
- xiii) Any other relevant mechanism

C. In the case of third party harassment, the University/college authorities shall initiate action by making a complaint with the appropriate authority.

Anti-Smoking

Smoking is banned in the College in accordance with the Delhi University's Anti-Smoking initiative in partnership with the Delhi Police and the World Lung Foundation – South Asia.

Identity Card

Identity Cards are issued to all the students of the College. The students should ensure that the particulars in the Identity Card filled by him/her are correct. They are required to produce the Identity Card whenever demanded by any authority of the College.

The Identity Card needs to be renewed every year. The new Identity Card is issued only on the submission of the earlier Card.

Attendance

All classes will commence from 20th July, 2017. Attendance will be marked from this day.

1. The students are required to attend at least two thirds of all the lectures/tutorials/practical.
2. No student shall be allowed to take the university examination unless he/she has fulfilled the minimum attendance requirement of the University.
3. In case of illness, a student must inform the College office and submit a medical certificate within a week of his/her re-joining.
4. If the medical certificate is not submitted in the above-mentioned period, no benefit in attendance will be given.
5. The students participating in co-curricular activities/sports etc. should apply in writing, giving the specific dates of participation in such activities, after getting the necessary recommendation on the application, from the concerned teacher.

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6. Admit card will not be issued against payment of the fine in lieu of shortage of attendance.
7. The students are required to check their attendance records uploaded on the College website every month.

Migration

Inter-college migration is not allowed in any semester or year in the College.

CODE OF PROFESSIONAL ETHICS

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 his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;



(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

(ix) 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

(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

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

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III. Teachers and Colleagues

Teachers should:

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

IV. Teachers and Authorities

Teachers should:

- (i) 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;
- (ii) Refrain from undertaking any other employment and commitment, including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) 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;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) 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:

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

VI. Teachers and Guardians

Teachers should:

- (i) 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:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.


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