

## MANUAL 17

### Any Other information

#### COURSES OFFERED

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

**(I) M.A.**

1. Mathematics
2. Political Science

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

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

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

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

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

1. Economics
2. English
3. Hindi
4. History
5. Political Science
6. Sanskrit
7. Sociology

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

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

(VI) **B.A. Programme**

### **Discipline Courses**

Students may offer any one of the following combinations:

1. History and Political Science
2. History and Sanskrit Discipline
3. History and Hindi Discipline
4. Sociology and History
5. Sociology and English Discipline
6. Sociology and Political Science
7. Economics and Mathematics
8. Economics and English Discipline
9. Economics and Computer Application
10. Political Science and Sanskrit/Punjabi/Hindi
11. Mathematics and Computer Application

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

1.1. The scheme for Internal Assessment shall be followed in the regular stream only, with exclusions as below and shall be applicable to the students admitted from the academic session 2003-04 onwards (i.e. to begin with for the first year students) in both undergraduate and postgraduate degree courses. This scheme of Internal Assessment shall not be applicable to the School of Correspondence Course and Continuing Education, Non-Collegiate Women's Education Board and Non-Formal Education Cell (formerly External Candidates Cell). The specific Ordinances pertaining to schemes of examinations of various courses shall stand amended, mutatis mutandis, to the extent of internal assessment as laid down in this Ordinance, subject to exclusions referred to above.

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

2. 25% of the maximum marks in each paper in undergraduate courses shall be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; the time duration and other modalities of the annual/semester Examination with respect to this 75% component shall remain as per existing schemes of examination for various undergraduate courses.

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

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

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

2.2.3. There shall be 5% weightage for regularity in attending lectures and tutorials, and the credit for regularity in each paper, based on attendance, shall be as follows :

**More than 67% but less than 70% - 1 mark**

**70% or more but less than 75% - 2 marks**

**75% or more but less than 80% - 3 marks**

**80% or more but less than 85% - 4 marks**

**85% and above - 5 marks**

[Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, though such certificates shall continue to be taken into account for the purpose of calculating eligibility to appear for examinations]

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

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

4. The promotion criteria shall be as per the existing Ordinances for University Examinations, as applicable to respective courses. In addition, the same criteria shall apply to the total of the University Examination and the Internal Assessment, taken together.

5.1 There shall be a Monitoring Committee for Internal Assessment at the University level consisting of the Dean of Colleges as the Chairperson along with three other Deans one of whom shall be a member of the

Executive Council, and the Controller of Examinations as Member Secretary. The Committee shall monitor the receipt of Internal Assessment marks from various colleges and ensure timely compliance. If a College fails to submit the Internal Assessment marks in time, the University shall not declare the result for such a course in that College.

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

5.2 There shall be a Monitoring Committee for Internal Assessment in every College, which shall be chaired by the Principal of the College and will be made up of the Vice-Principal (and in case there is no Vice-Principal, the Bursar), Secretary Staff Council, and two senior faculty members to be nominated by the Principal. This Committee shall be responsible for the entire process of Internal Assessment in the College, including redressal of grievances, if any.

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

6.2. In the following special cases, in lieu of Internal Assessment, students shall be awarded marks (for the previous years' papers) in the same proportion as the marks obtained in that paper in the University Examination :

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

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

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

6.3. Students who migrate from non-formal streams in the University of Delhi (i.e. School of Correspondence Courses and Continuing Education, Non-Collegiate Women's Education Board and Non-Formal Education Cell, formerly External Candidates Cell) to the Regular stream and vice versa, shall carry as such the marks obtained in the preceding year(s).

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

8. In the case of a student who is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties, or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the institution concerned, or a student who is selected to participate in sports or other activities organized by the Inter-University Board or in national or international fixtures in games and sports approved by the Vice-Chancellor, or a student who is required to represent the University at the InterUniversity Youth Festival, or a student who is required to participate in periodical training in the Territorial Army, or a student who is deputed by the College to take part in Inter-College sports, fixtures, debates, seminars, symposia or social work projects, or a student who is required to represent the College concerned in debates and other extracurricular activities held in other Universities or such other activities approved by the Vice-Chancellor, the following provision will apply :

8.1. A student in the categories listed above, will have to fulfil the requirement of written assignments and projects/term papers/seminars/field-work with the flexibility, however, that he/she may, if necessary, be allowed additional time for submission of written assignments.

8.2. A student in the categories listed above, who is unable to write the House Examination on account of his/her participation in such aforesaid activities, may be assessed by the College through an alternative mode in lieu of the House Examination.

This may be done only in exceptional circumstances.

8.3. A student in the categories listed above, will get the benefit of attendance for Internal Assessment for the classes missed as per the existing provisions of Ordinance VII.2.(9)(a)(i).

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

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

## **EXTRA-CURRICULAR ACTIVITIES**

### **SPORTS**

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

### **THE COLLEGE MAGAZINE**

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

### **STUDENTS' UNION**

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

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

### **NCC AND NSS**

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

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

### **Academic Associations**

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

## **FACILITIES**

### **Library and Reading Room**

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

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

### **Laboratories**

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

### **Career counselling**

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

### **Book Store**

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

### **College Canteen**

It is run by a contractor and supervised by the Students Union. The college canteen serves as a pleasant eating and meeting place for students.

### **Gardens**

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

### **Medical Room**

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

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

Maitreyi College seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and nonteaching staff of the College. The following members constitute the Internal Complaints Committee (against sexual harassment 2022-23)

### **Nominated teaching faculty**

1. Dr. Sandhya Gupta, Associate Professor, Department of Chemistry (Presiding Officer)
2. Prof. Pardeep Rai, Librarian
3. Dr. Anamika Singh, Assistant Professor, Department of Botany

### **Nominated non-teaching members**

1. Mr. Ranu Kumar, Administrative Officer
2. Ms. Radhika Verma, Sr. P. A. to the Principal

### **Co-opted member**

1. Ms. Ruchita Datta, Advocate

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

1. Ms. Shalu Rani, BA (H) Political Science, III rd year (President)
2. Ms. Kaushika Rajavelu, BA (H) Political Science, IIIrd year (Vice-President)
3. Ms. Jaya Kumari, BA (H) Political Science, Ist year (Secretary)

## **Alumni Association**

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

## **Legal Aid Cell**

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



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

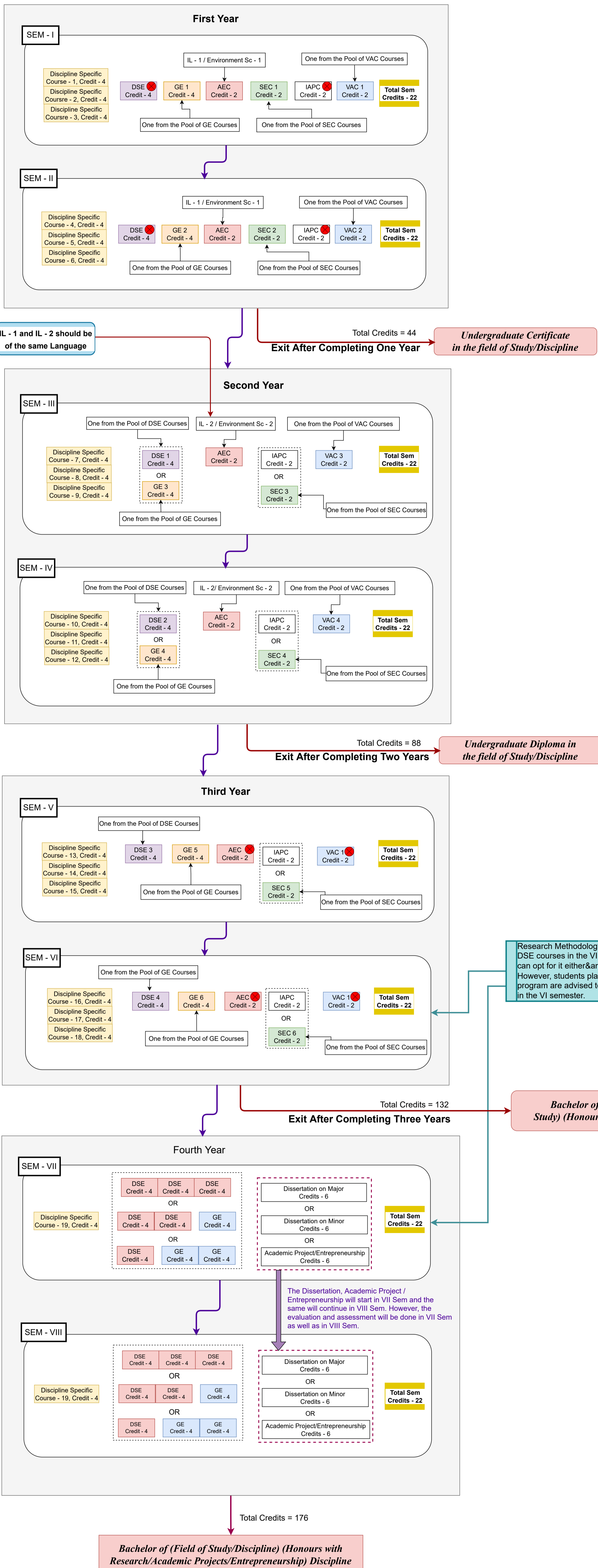
Admission	Mr. Kamal Sharma
Admission Forms Submission	Mr. Sanjay Ahuja and Mr. Ankit Sudan
Mark Sheets and Degree Certificate	Mr. Sanjay Dhangar and Mr. Vinod Kumar
Identity Cards	Mr. Ankit Sudan

### **WORKING OF LIBRARY**

Working hrs.	9:00 a.m to 5:30 p.m.
Dealing with the students	Issue and return (9:30 a.m.to 3:30 p.m.)
Issue of Tickets	
Issue of Books	General
	Reserve
	Book Bank

## Structure of UG Single Core Discipline Program

**DSC:** Discipline Specific Course  
**DSE:** Discipline Specific Electives  
**GE:** General Electives  
**AEC:** Ability Enhancement Course  
**IL -** Pool of Indian Languages in the 8th schedule of the Constitution  
**SEC:** Skill Enhancement Course  
**IAPC:** Internship/Apprenticeship / Project/ Community Outreach  
**VAC:** Value Addition Course  
● : Not Applicable



IL - 1 and IL - 2 should be of the same Language

Undergraduate Certificate in the field of Study/Discipline

Undergraduate Diploma in the field of Study/Discipline

Research Methodology' shall be offered as one of the DSE courses in the VI and VII semesters. Students can opt for it either& in VI or VII semester. However, students planning to pursue 4 year UG program are advised to choose research methodology in the VI semester.

Bachelor of (field of Study) (Honours) Discipline

**Important note:** Students studying DSEs offered by any Discipline other than His/Her Core Discipline will be treated as GE for Him/Her.

In a single core discipline program, the student shall Major in the core discipline. However, if he/she wishes to Minor in another discipline then he/she has to earn 28 credits from GE courses of the second discipline.

In four years, a student will study the following number of DSCs, DSEs and GEs:  
 Total DSC papers : 20  
 Total DSE paper options : 10 (minimum to be chosen is 4)  
 Total GE paper options : 10 (minimum to be chosen is 4)

The student can **Minor** in another discipline, if he/she fulfills the following criteria:

**Seven GEs = Minor**  
(7 x 4) = 28 credits

**Example:** A student is enrolled in B.A. (Hons.) History and decides to pursue 4th year (sem VII + sem VIII).

If he successfully completes the 4th year, he/she will be awarded **Major in History**.

In addition, if the student successfully completes, seven GEs in Political Science, he/she will be awarded **Minor in Political Science**.

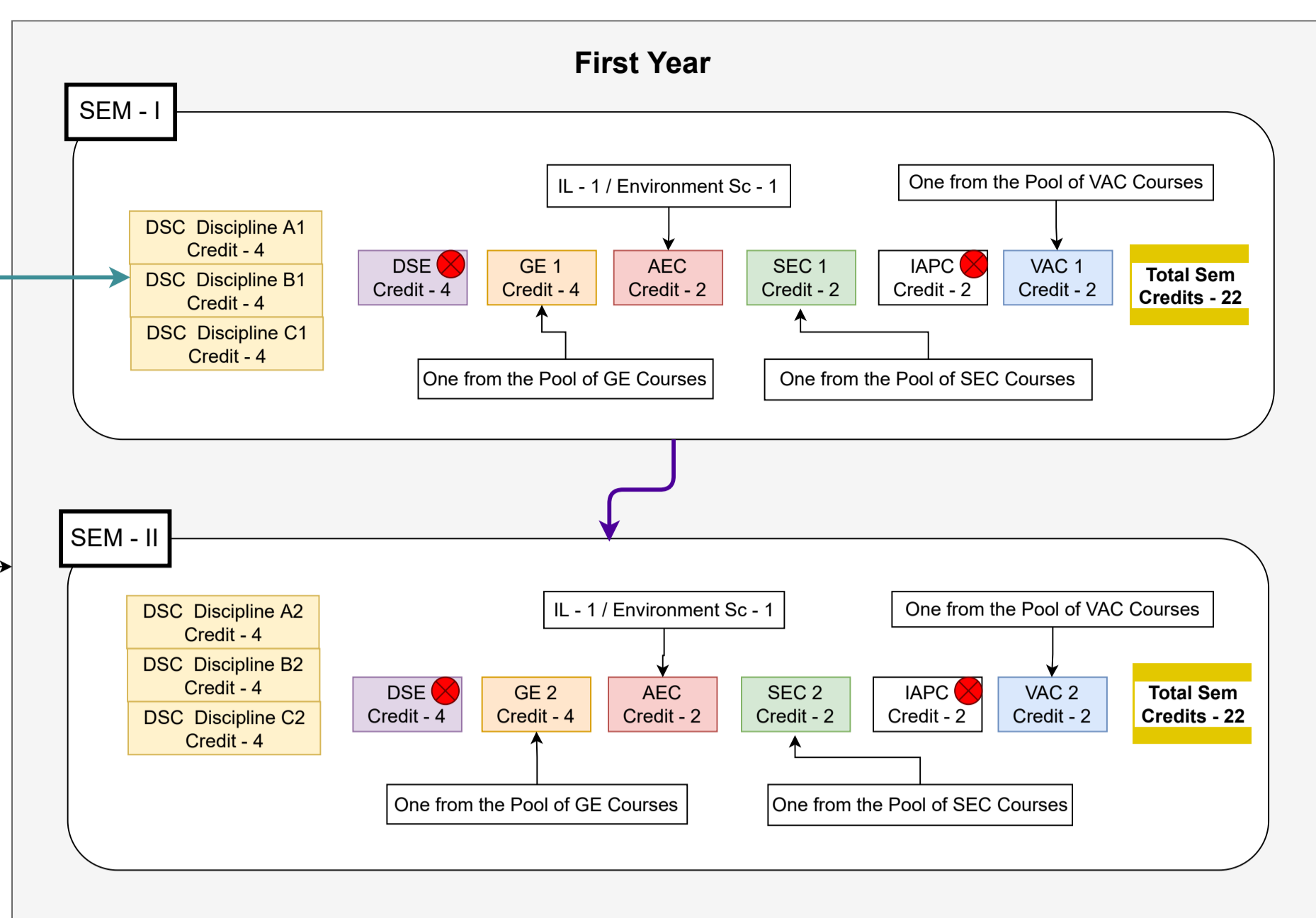
Total Credits = 176

**Bachelor of (Field of Study/Discipline) (Honours with Research/Academic Projects/Entrepreneurship) Discipline**

# Structure of UG Multidisciplinary Program (with Three Core disciplines)

**DSC:** Discipline Specific Course  
**DSE:** Discipline Specific Electives  
**GE:** General Electives  
**AEC:** Ability Enhancement Course  
**IL:** Pool of Indian Languages in the 8th schedule of the Constitution  
**SEC:** Skill Enhancement Course  
**IAPC:** Internship/Apprenticeship / Project/ Community Outreach  
**VAC:** Value Addition Course  
● : Not Applicable

Example: For B.Sc. Life Sciences programme with Botany, Zoology and Chemistry as core disciplines.  
 A student shall study credit courses of three disciplines i.e., Botany, Zoology and Chemistry.  
 DSC 1 may be of Discipline A (say, Botany),  
 DSC 2 may be of Discipline B (say, Zoology) and  
 DSC 3 may be of Discipline C (say, Chemistry).

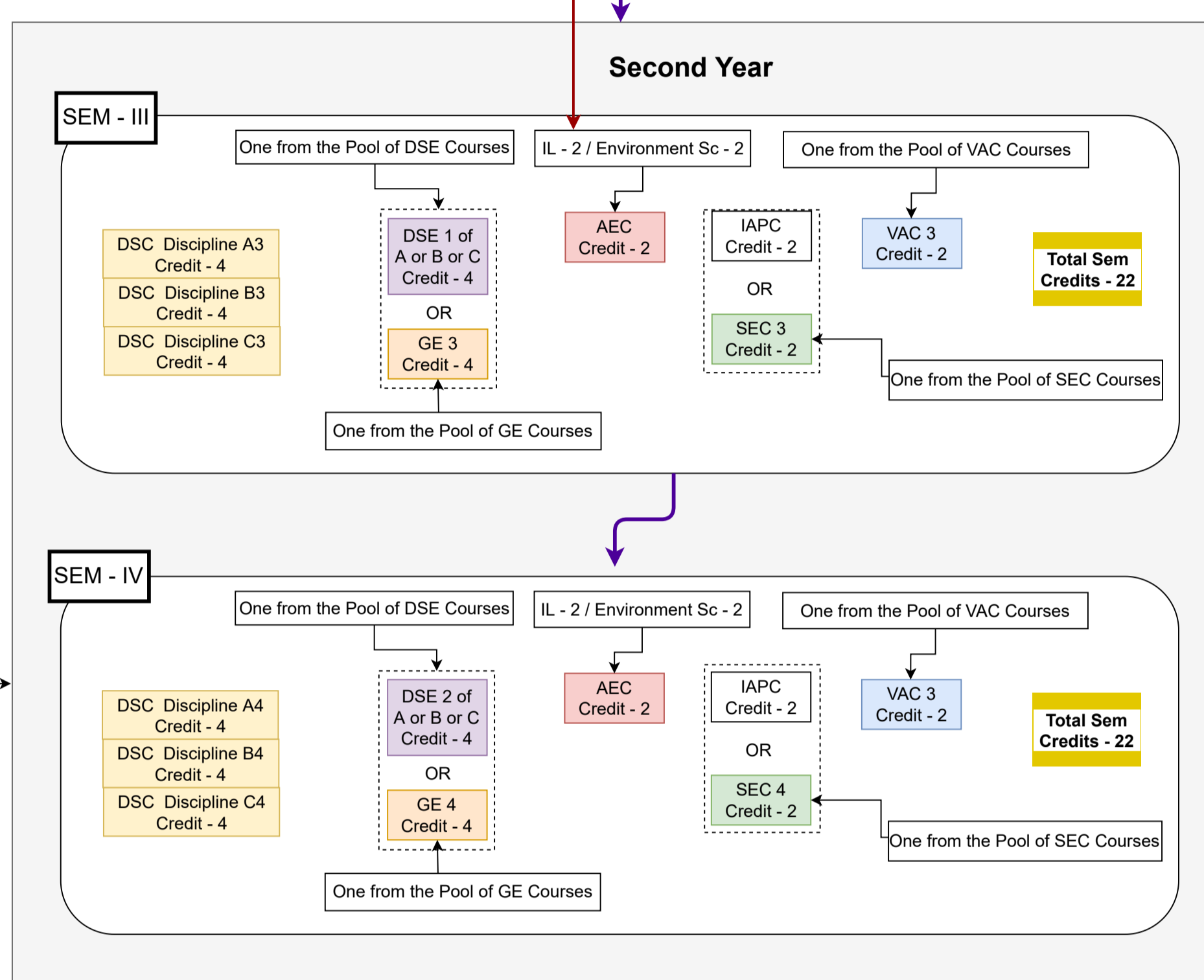


IL - 1 and IL - 2 should be of the same Language

Total Credits = 44

Exit After Completing One Year

Undergraduate Certificate in the field of Study/Discipline

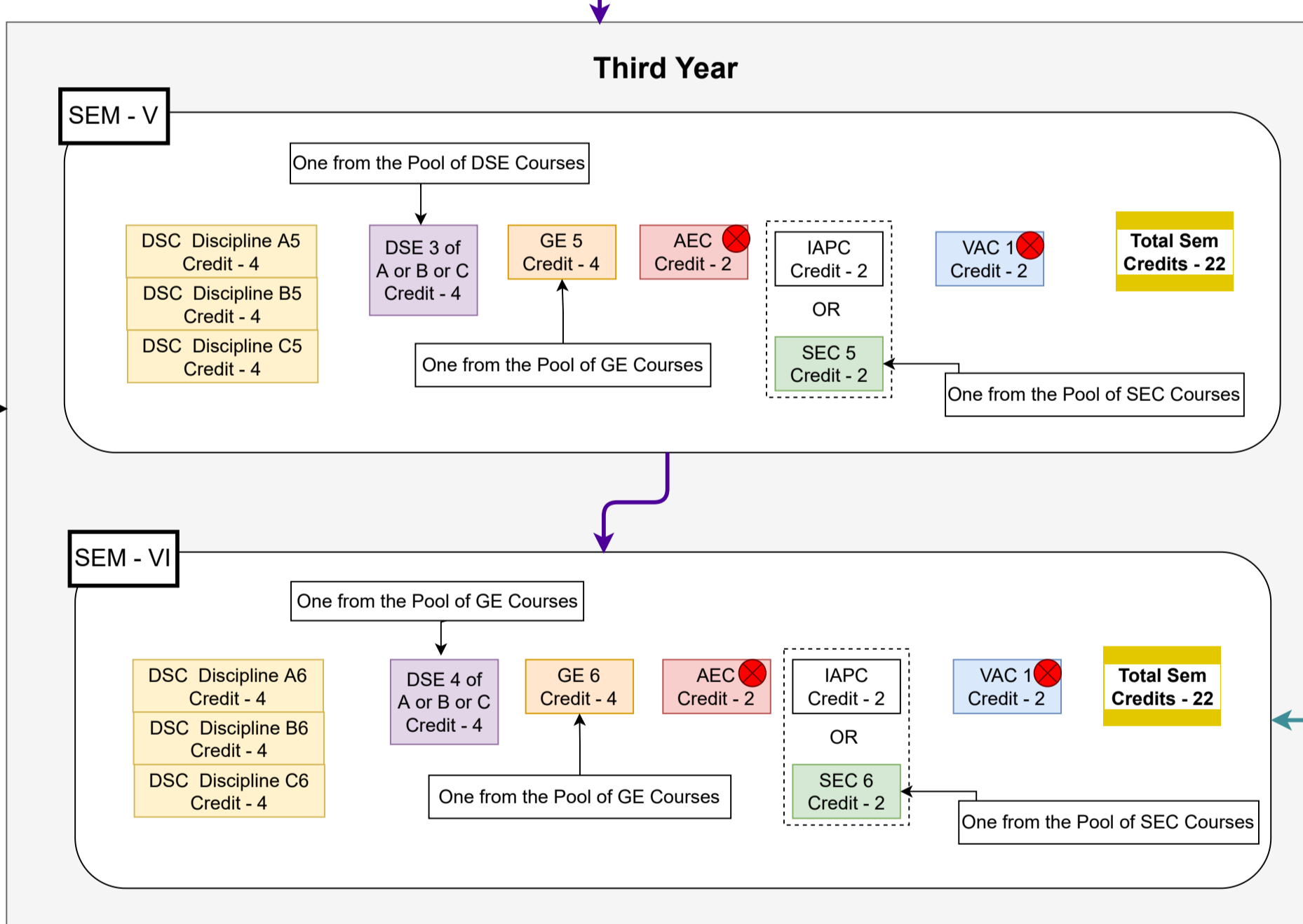


**Important Note:**  
 To major in any one of the three disciplines, students must study at least Three DSEs of that particular discipline in the first three years.

Total Credits = 88

Exit After Completing Two Years

Undergraduate Diploma in the field of Study/Discipline



**Important note:** Students studying DSEs offered by any Discipline other than His/Her Core Discipline will be treated as GE for Him/Her.

Research Methodology shall be offered as one of the DSE courses in the VI and VII semesters. Students can opt for it either in VI or VII semester.  
 However, a student pursuing multidisciplinary studies in three core disciplines is advised to choose research methodology in VI semester, as DSE of the discipline he/she wishes to Major in.

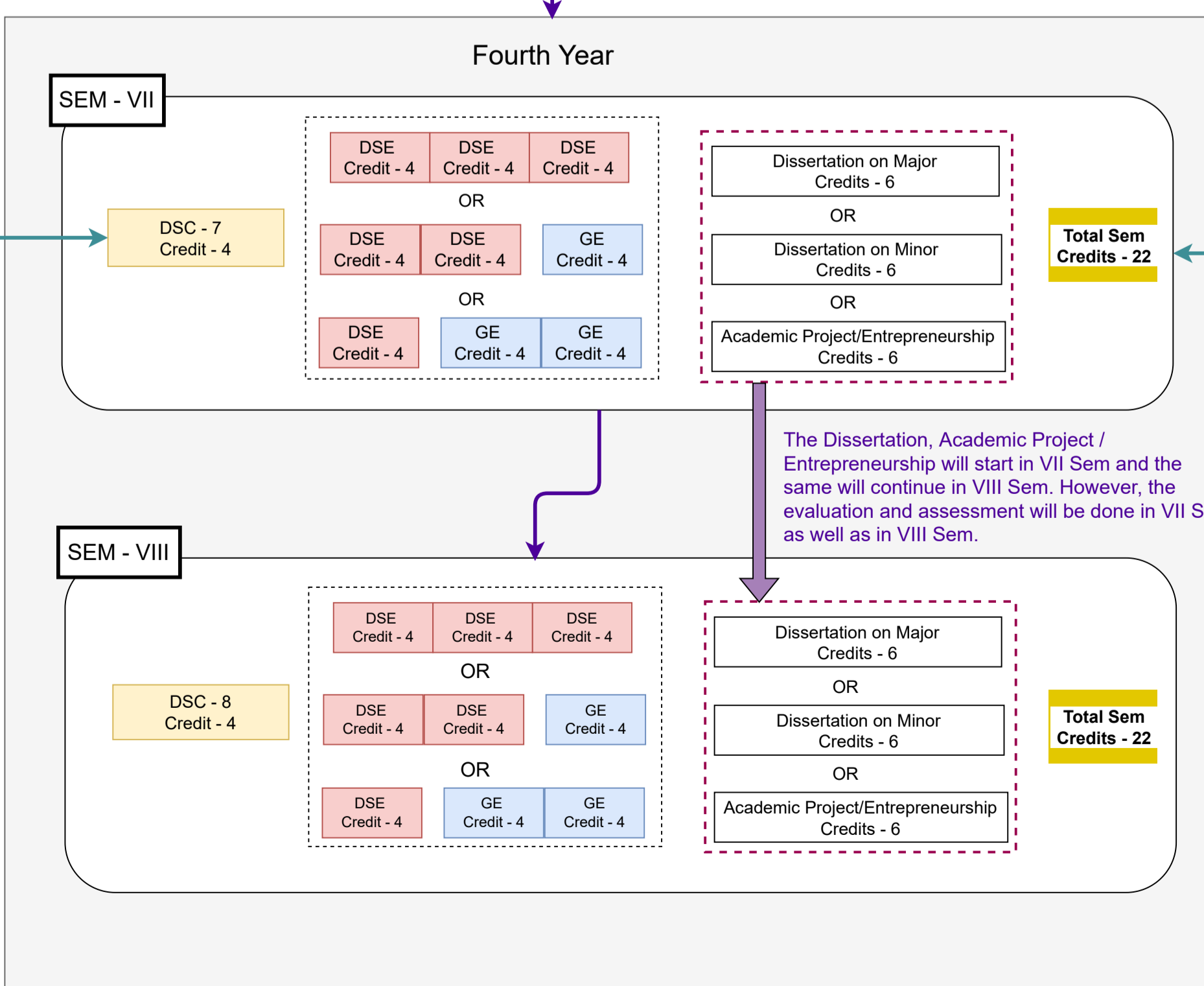
In the fourth year (Sem VII and Sem VIII), students will study only one of the discipline i.e., either A or B or C in both of the semesters.

Students will have to choose one Discipline out of the three to study in the fourth year.

Total Credits = 132

Exit After Completing Three Years

Bachelor of (field of Multidisciplinary courses of Study) (for multiple core disciplines courses of study)



Total Credits = 176

Bachelor of (field of Multidisciplinary courses of Study) (Honours)

**Honours Degree:** To pursue an Honours degree in a field of multidisciplinary study, candidates will have to choose, in the fourth year, only one of the disciplines (either A or B or C). Candidates will have to study **Two** DSCs and **Six** DSEs in the chosen discipline in the VII and VIII semesters and write dissertation.

**Major and Minor** shall be awarded on fulfilment of the following conditions.  
 Major -> 80 credits, Minor -> 28 credits

Example: B.Sc. Life Sciences programme with Botany, Zoology and Chemistry as core disciplines.

Case I: He/She shall get **Major** in Botany, on successful completion of VIII semester, if he/she earns minimum 80 credits in Botany from **Eight** DSCs and at least **Nine** DSEs of Botany and writes dissertation in Botany.

**Advice:** Students are advised to choose the discipline in which they wish to Major and must study at least **Three** DSEs of that discipline in the first three years. Like in this example, student must decide earlier and study three DSEs of Botany in the first three years as only maximum of six DSEs are available in fourth year. Similarly, if the student want to minor in any of the remaining two disciplines, he/she should study one DSE of that discipline in the first three years.

He/She shall get a Minor in Zoology, if he/she earns minimum 28 credits from **Six** DSCs and **one** DSE of Zoology. Or

He/She shall get a Minor in Chemistry, if he/she earns minimum 28 credits from **Six** DSCs and **One** DSE of Chemistry.

Case II: If a student doesn't do dissertation in Botany, but in other disciplines, say Zoology or Chemistry, or does Academic Project or Entrepreneurship, then he/she will not be awarded Major in Botany as he/she will be unable to get 80 credits. In such cases, he/she will be awarded B.Sc. (Honours) Life Sciences.

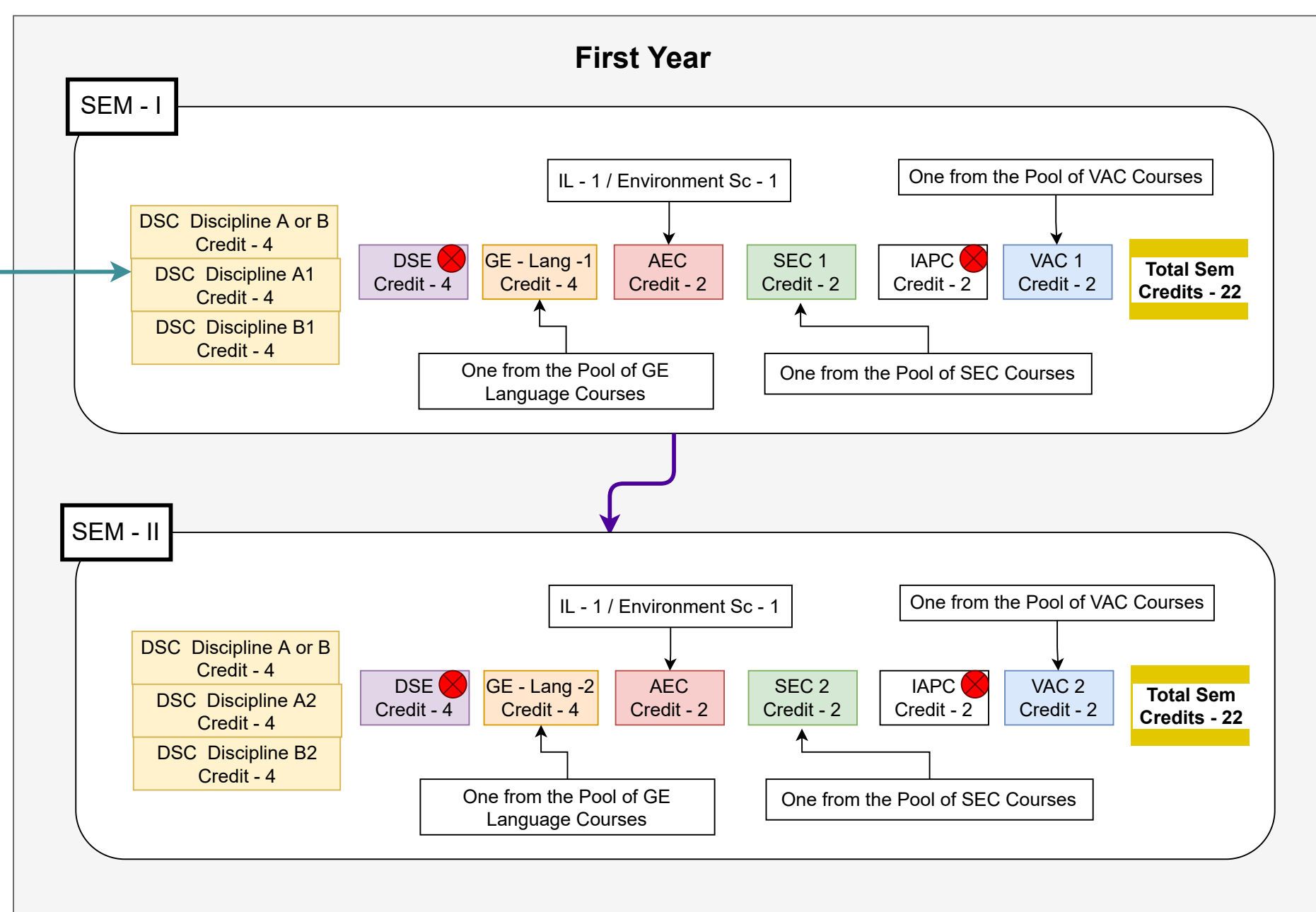
## Structure of UG Program Two core Disciplines Applicable to all B.A.(Programs)

**DSC:** Discipline Specific Course  
**DSE:** Discipline Specific Electives  
**GE:** General Electives  
**AEC:** Ability Enhancement Course  
**IL:** Pool of Indian Languages in the 8th schedule of the Constitution  
**SEC:** Skill Enhancement Course  
**IAPC:** Internship/Apprenticeship / Project/ Community Outreach  
**VAC:** Value Addition Course  
● : Not Applicable

Example: For BA (Programme) History + Economics

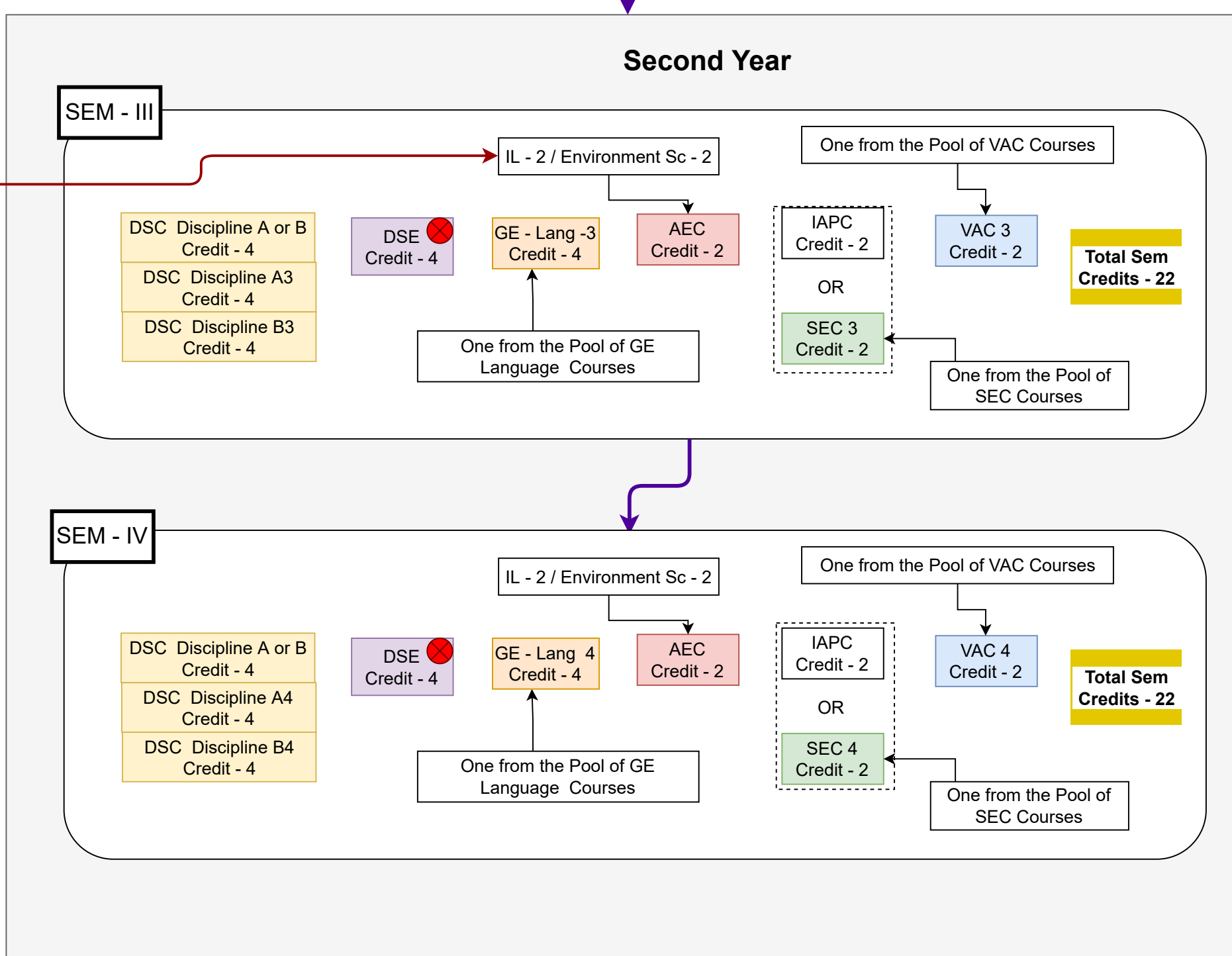
A student shall study two disciplines, i.e., History and Economics  
 DSC 1 may be of Discipline A or B (say, History / Economics),  
 DSC 2 may be of Discipline A (say, History) and  
 DSC 3 may be of Discipline B (say, Economics).

**GE-1, GE-3 should be of one Language**  
**GE - 2, GE - 4 should be of Language other than studied in GE-1 and GE-3.**  
**At least one of the language should be Indian Language.**



**Important**  
 Student can study **Two DSCs** of any of the Two Disciplines of the B.A. (Program) per sem in semesters 1 and II (Example: Two DSCs of discipline A and one DSC of discipline B).  
 However, in Third sem student will have the option to interchange the Disciplines (example two DSCs of discipline B and one DSC of discipline A).  
 Such choices made in the third semester shall continue till VIth Sem.

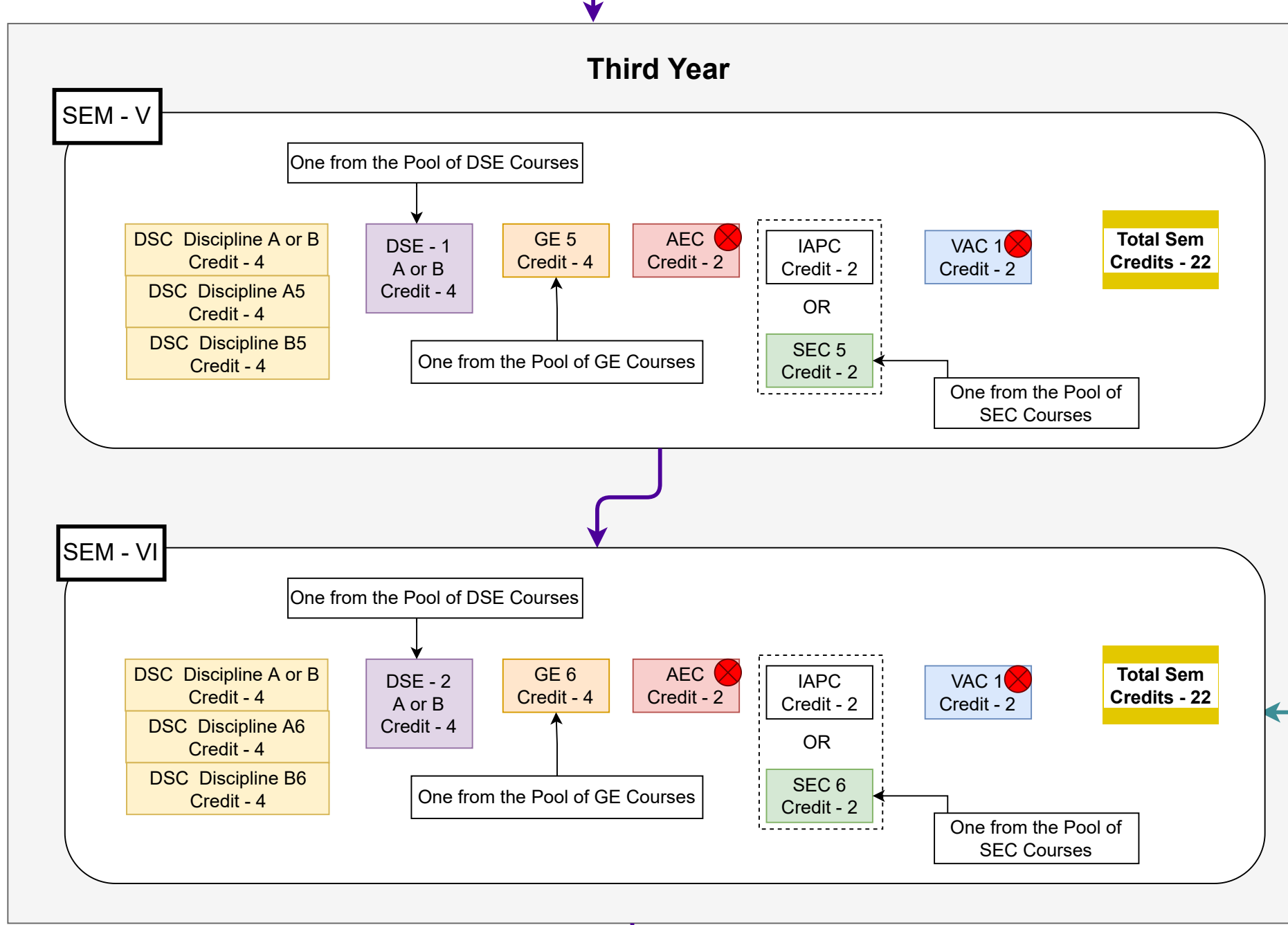
Total Credits = 44  
**Exit After Completing One Year** → Undergraduate Certificate in the field of Study/Discipline



**IL - 1 and IL - 2 should be of the same Language**

Total Credits = 88  
**Exit After Completing Two Years** → Undergraduate Diploma in the field of Study/Discipline

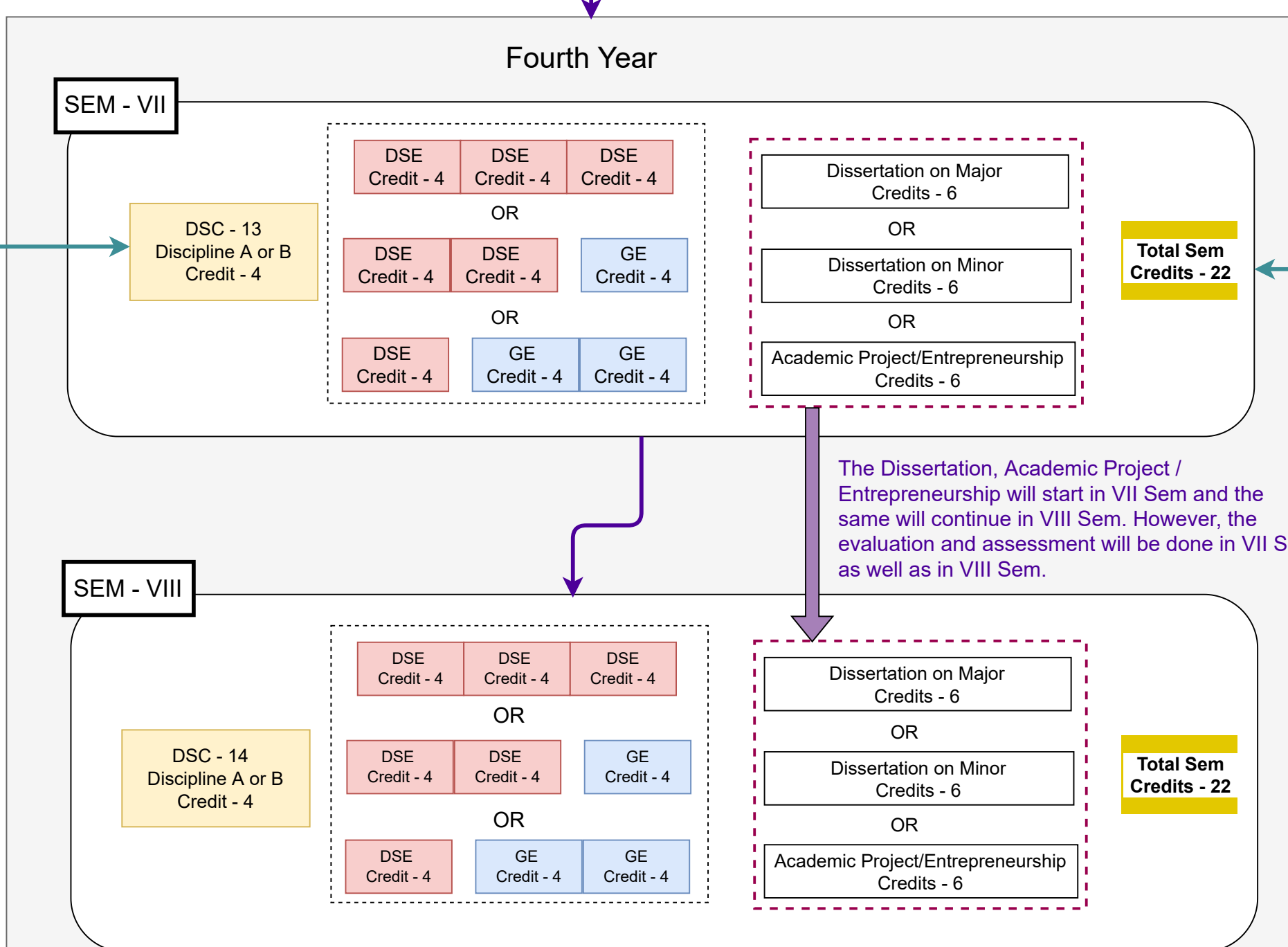
**Important note:** Students studying DSEs offered by any Discipline other than His/Her Core Discipline will be treated as GE for Him/Her.



Research Methodology shall be offered as one of the DSE courses in the VI and VII semesters. Students can opt for it either in VI or VII semester.

In the fourth year, students will study only one of the discipline i.e., either A or B in both Sem VII and Sem VIII semesters.  
 To pursue Four years Honours degree in B.A. (Program), student shall study in the fourth year, the discipline, in which he/she has studied at least 10 DSCs in the first three years. Students will have to study the **Two DSCs** and upto **Six DSEs** in the chosen discipline in the VII and VIII semesters.

Total Credits = 132  
**Exit After Completing Three Years** → Bachelor of (field of Multidisciplinary courses of Study) (for multiple core disciplines courses of study)



**Major and Minor** shall be awarded on fulfilment of the following conditions.  
 Major = 80 credits      Minor = 28 credits

Example: If a student wishes to **Major** in Discipline A, then he/she should earn at least 80 credits in discipline A.

He/she should study Two DSCs, Six DSEs and write dissertation in VII and VIII semesters.

If the sum total of the DSCs and DSEs of Discipline A is less than 80 credits, then the credits earned in the dissertation written on a topic of Discipline A shall also be taken into consideration to complete the requisite 80 credits

For Example: A student pursues four years B.A. (Honours) in History.  
 He/She shall get Major in History, on successful completion of VIII semester, if he/she earns Minimum 80 credits in History from :

- 14 DSCs + 8 DSEs = 88 Credits
- 14 DSCs + 7 DSEs = 84 Credits
- 14 DSCs + 6 DSEs = 80 Credits
- 14 DSCs + 5 DSEs + Dissertation = 88 Credits
- 14 DSCs + 4 DSEs + Dissertation = 84 Credits
- 14 DSCs + 3 DSEs + Dissertation = 80 Credits
- 12 DSCs + 8 DSEs = 80 Credits
- 12 DSCs + 7 DSEs + Dissertation = 88 Credits
- 12 DSCs + 6 DSEs + Dissertation = 84 Credits
- 12 DSCs + 5 DSEs + Dissertation = 80 Credits

Total Credits = 176

**Bachelor of (field of Study / Multidisciplinary courses of Study) (Honours)**

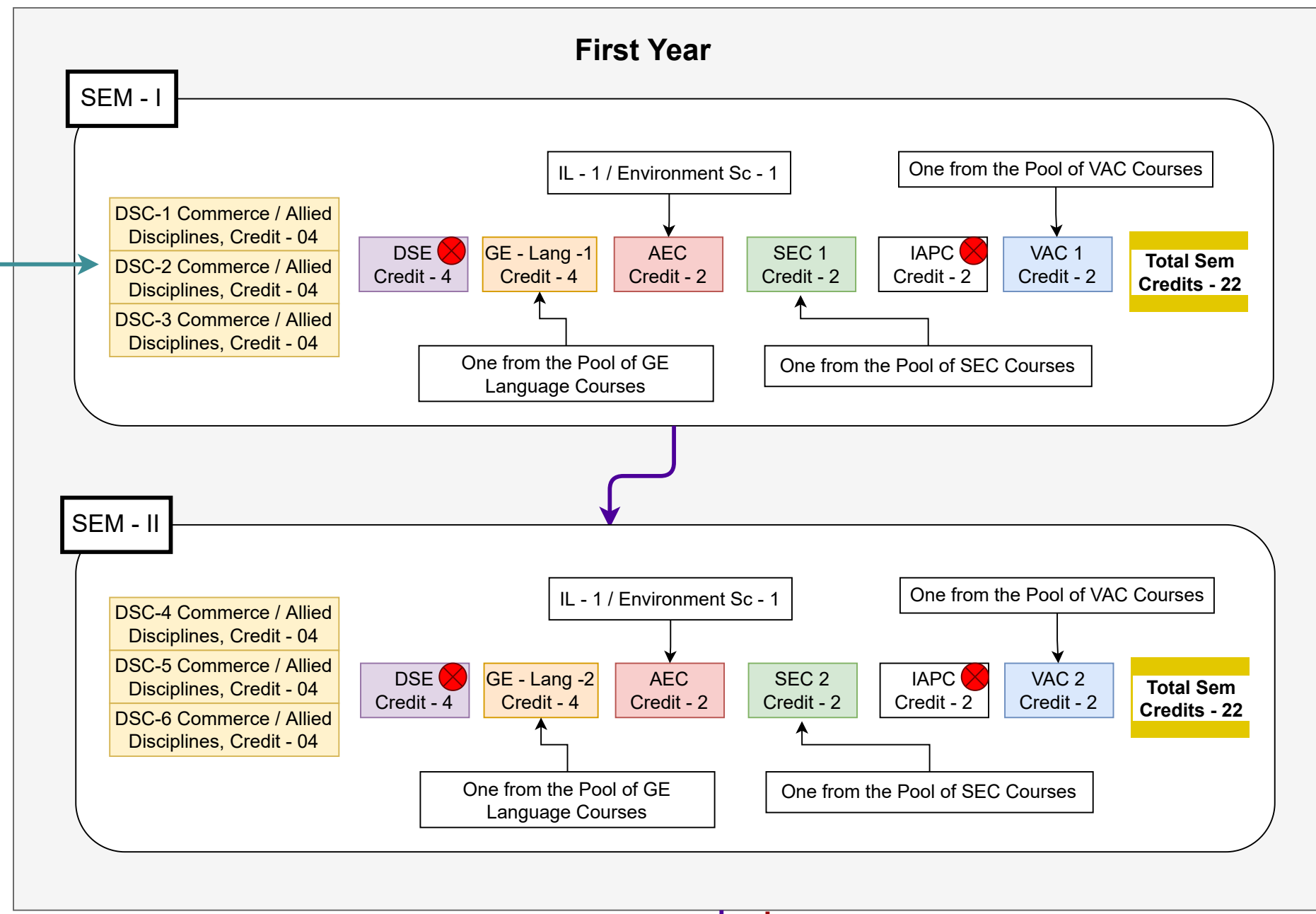
He/She shall get a **Minor in Economics**, if he/she earns minimum 28 credits from **Six DSCs and one DSE.**

## Structure of B.Com (Program)

**DSC:** Discipline Specific Course  
**DSE:** Discipline Specific Electives  
**GE:** General Electives  
**AEC:** Ability Enhancement Course  
**IL -** Pool of Indian Languages in the 8th schedule of the Constitution  
**SEC:** Skill Enhancement Course  
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**VAC:** Value Addition Course  
● : Not Applicable

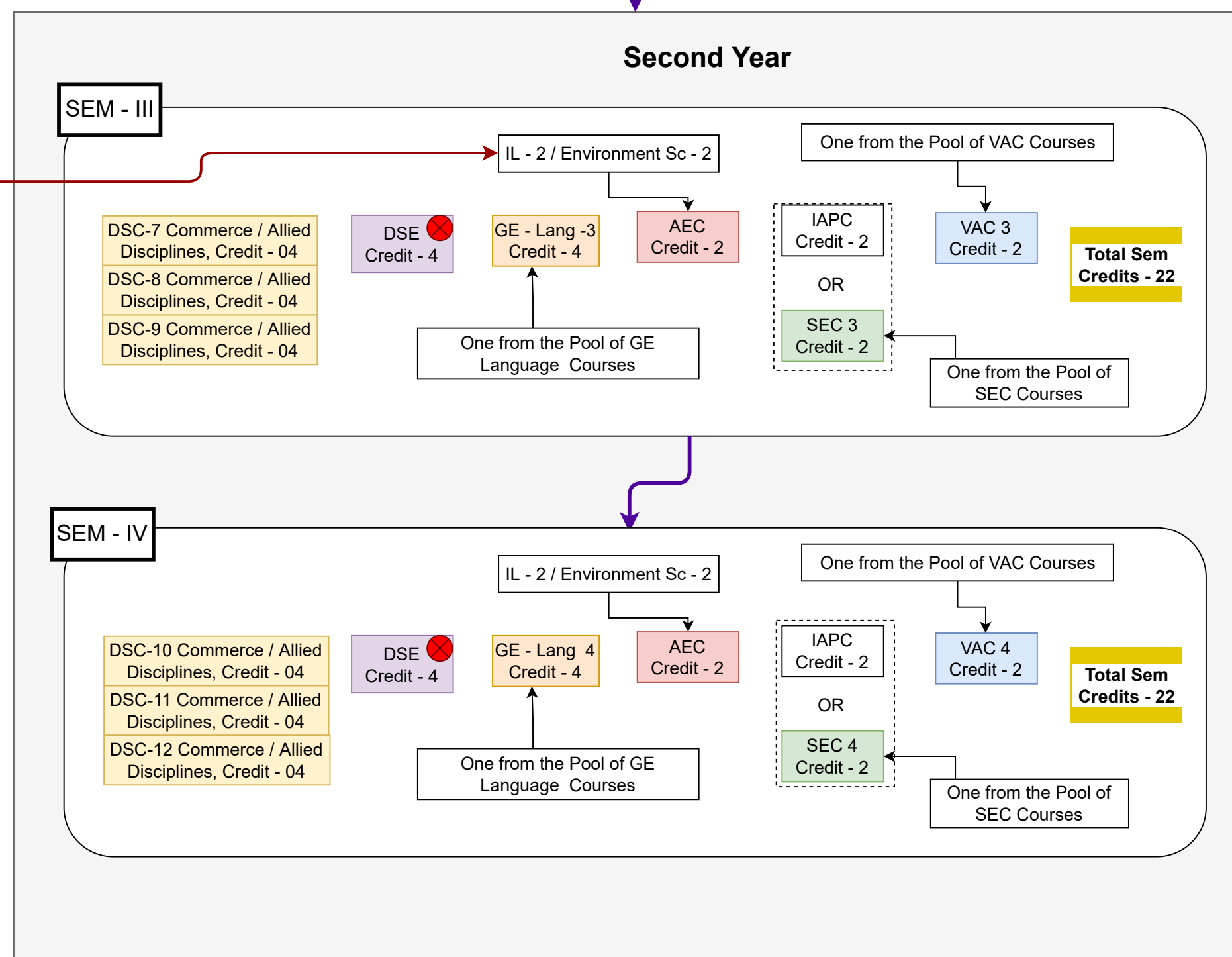
In B.Com students shall study DSCs of Commerce and Allied Disciplines such as Economics, Business Economics, Management etc.

**GE-1, GE-3 should be of one Language**  
**GE - 2, GE - 4 should be of Language other than studied in GE-1 and GE-3.**  
**At least one of the language should be Indian Language.**



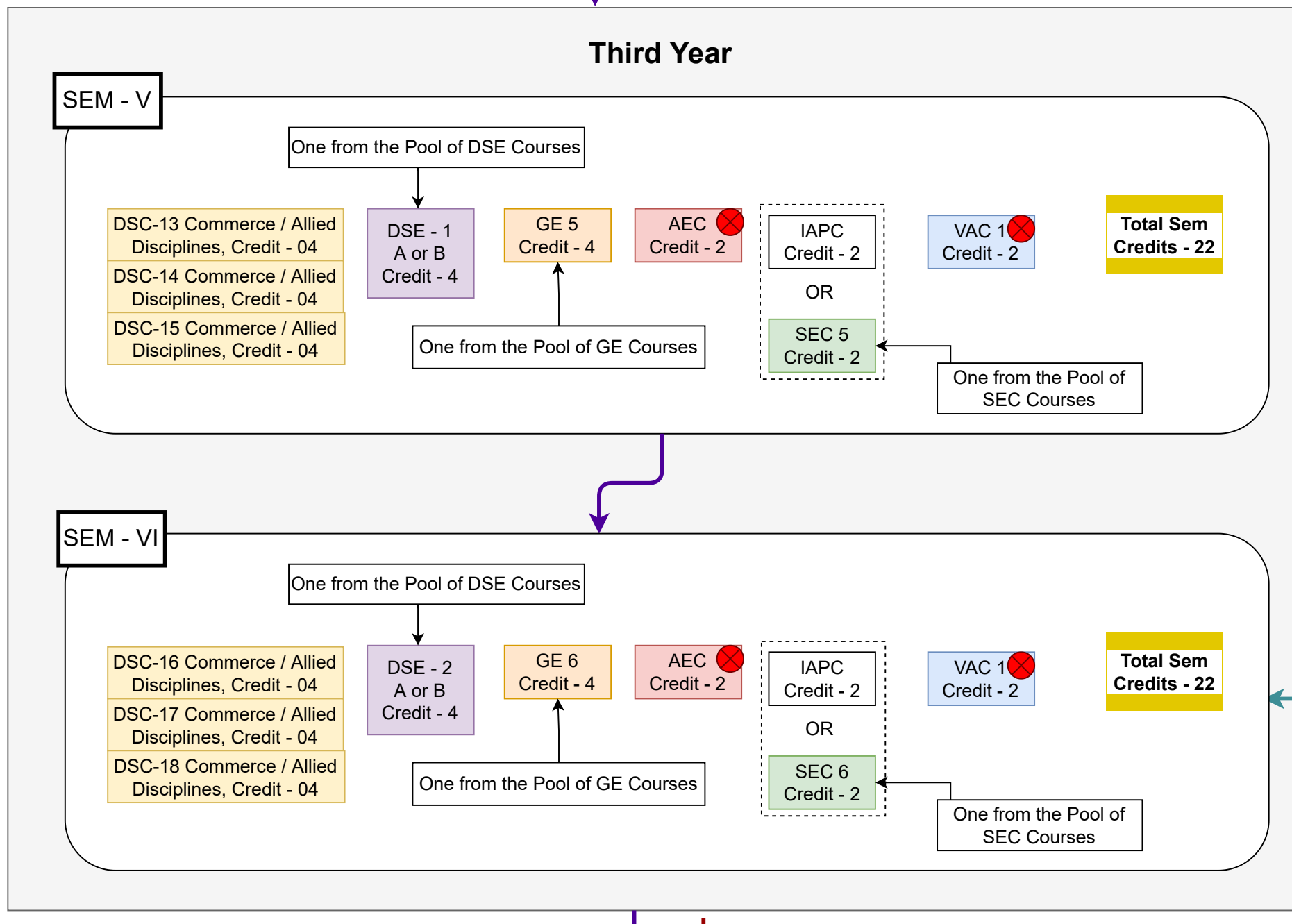
**Exit After Completing One Year**  
 Total Credits = 44  
*Undergraduate Certificate in the field of Study/Discipline*

**IL - 1 and IL - 2 should be of the same Language**



**Exit After Completing Two Years**  
 Total Credits = 88  
*Undergraduate Diploma in the field of Study/Discipline*

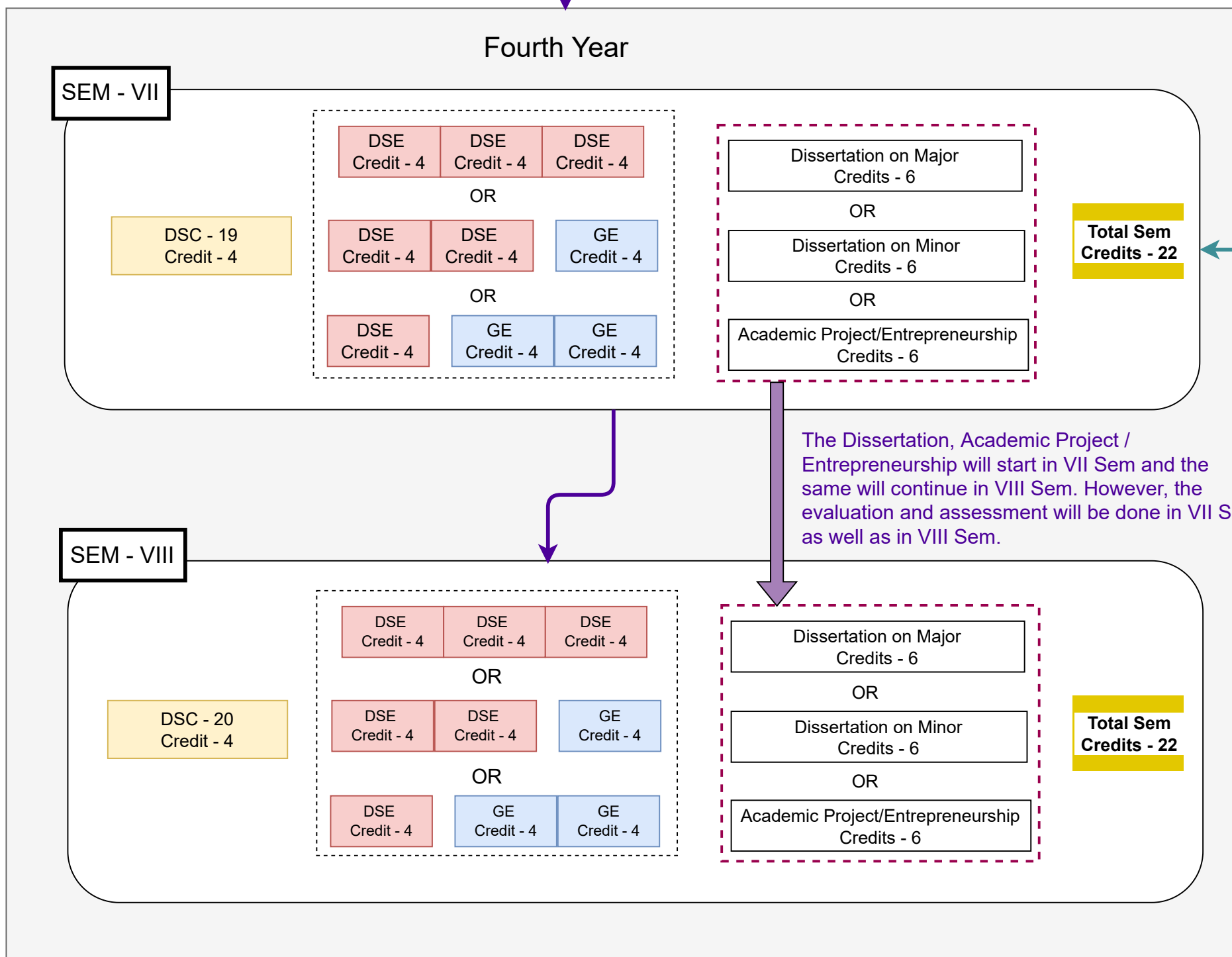
**Research Methodology' shall be offered as one of the DSE courses in the VI and VII semesters. Students can opt for it either in VI or VII semester.**



**Exit After Completing Three Years**  
 Total Credits = 132  
*Bachelor of (field of Multidisciplinary courses of Study) (for multiple core disciplines courses of study)*

**Important note:** Students studying DSEs offered by any Discipline other than His/Her Core Discipline will be treated as GE for Him/Her.

★ To pursue Four years Honours degree in B.Com, student shall study in the fourth year, the discipline, in which he/she has studied at least 10 DSCs in the first three years. Students will have to study the **Two** DSCs and upto **Six** DSEs in the chosen discipline in the VII and VIII semesters.



● **Major and Minor** shall be awarded on fulfilment of the following conditions.  
 Major = 80 credits      Minor = 28 credits

Example: If a student wishes to **Major** in a particular Discipline, then he/she should earn at least 80 credits in that discipline.

He/she should study **Two** DSCs, **Six** DSEs and write dissertation in VII and VIII semesters in the chosen discipline.

Total Credits = 176

*Bachelor of (field of Study / Multidisciplinary courses of Study) (Honours)*