

MANUAL NO. 01

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

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

1. Aims and Objectives of the organization :

Daulat Ram College is a premier women's educational institution since 1960 that provides a platform for nurturing talent by stimulating them to pursue excellence. Over the years, Daulat Ram College has expanded its quest for knowledge and intellectual aptitude and reaches out to crunch vibrant and dynamic academicians and strong alumni world over.

2. Mission/ Vision:

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

3. Brief History and background for its establishment:

Daulat Ram College is a premier women's educational institution in Delhi founded by a Philanthropist, Financer and educationist late Shri Daulat Ram Gupta in 1960. It is a prestigious women's college engaged in imparting liberal education to women. The college, a large constituent college of the University of the Delhi, originally started as "Pramila College" at 22 Tilak Marg with 13 members of teaching staff and two office staff with about 350 students. In 1964, the college shifted to its present premises in North Delhi University Campus and was re-named as 'Daulat Ram College'. The institution has since grown into a full fledged extended college of University of Delhi. The college has acquired a strong identity and has evolved into a prestigious women's college with its own distinct culture and traditions. It imparts education towards degrees at the Bachelors level in Arts, Science and Commerce.

The college has grown to its present stature under the able guidance of devoted and eminent personalities dedicated to the cause of women's education. Shri Daulat Ram Gupta, the founder of the college was the first Chairman and Mrs.

Devaki Amma Upadhyaya was the first Principal (1960-62). Besides Mrs. Devaki Amma Upadhyaya, the dedicated and able leadership and guidance of Principals, Mrs. C.K.Kausukutty (1963-65), Mrs. I.L. Sinha (1966-71), Dr. Sita Krishna Nambiar (1971-84) ; Dr. Deepali Chandra (1984-94); Dr. Malathi Subramanian (1995-2006) and now Dr. Kanan Nanda (2007 onwards) have contributed considerably towards the progress of the college. They have laid the foundations for the growth of this prestigious institution. The subsequent Chairpersons, members of the Governing Body, and Principals added their valuable contribution to the further growth and development of the college over the years. Added to this the loyalty, dedication and contribution of the staff, teaching and non-teaching, and the achievements of students, past and present, has helped the college achieve the stature and the present position today.

The college building which was constructed in the nineteen sixties was further expanded to cater to the growing needs of the students. A new block of tutorial rooms, a modern seminar hall and new class rooms and science laboratories for Physics, N.H.E. and Biochemistry were added. It is proposed to shortly add a computer laboratory with internet facilities. The college has a well equipped fully automated library and facilities for gymnastics, table tennis, athletics and other games. The college holds a leading position both in academics and sports.

The courses in science were introduced in 1968 which led to the construction of the Science Block and well equipped Science laboratories. The Commerce and M.A. courses in many subjects, as well as new Courses in B.A. (Hons) and B.A. Pass were added subsequently. Further expansion of the college took place with the introduction of B.Sc. (Hons.) in Bio-chemistry and Chemistry and addition of Nutrition and Health Education (NHE) and Office Management and Secretarial Practice (OMSP), Industrial Relations and Personnel Management as subjects in B.A. Programme.

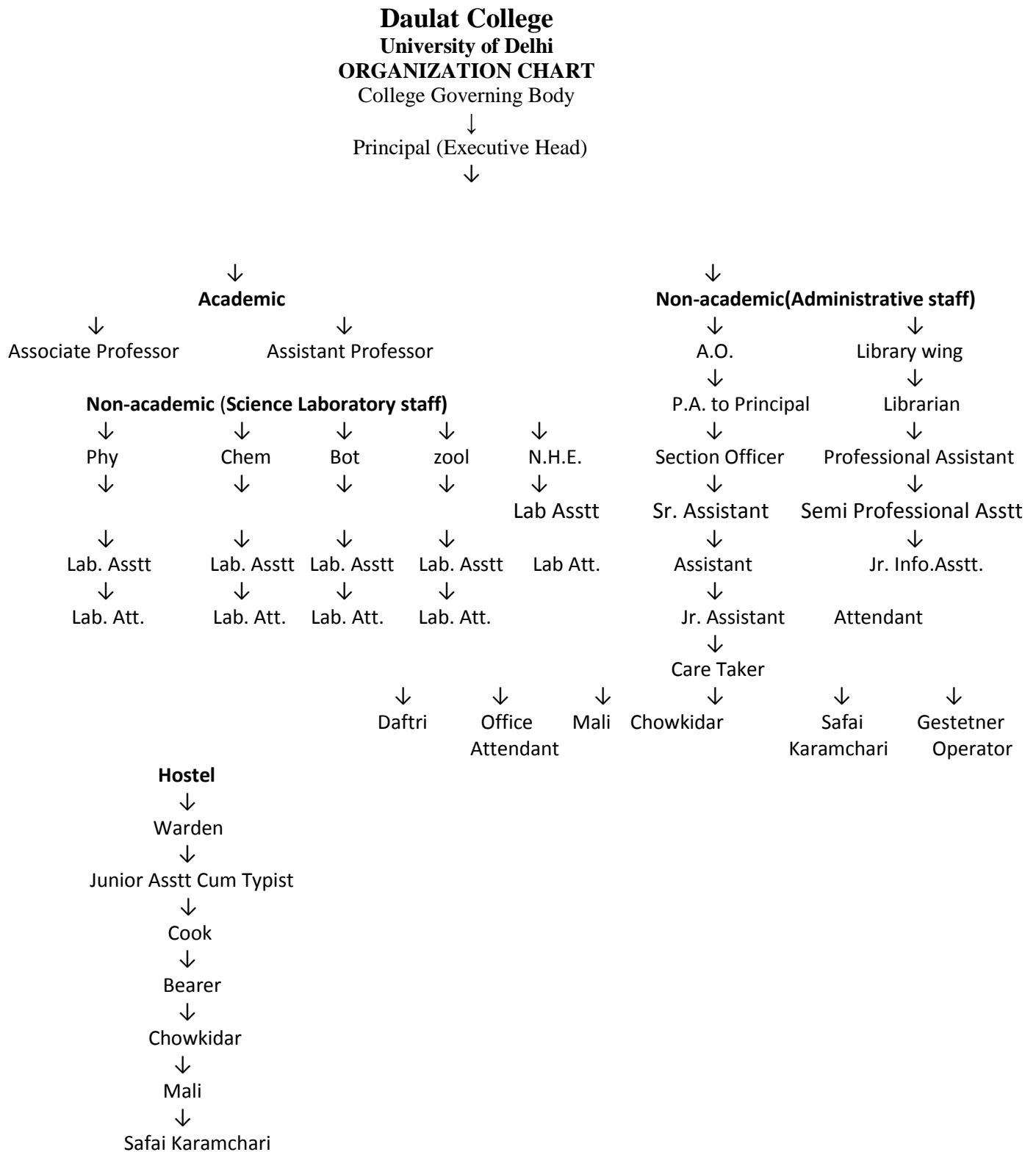
Co-curricular activities like various interest clubs, societies, subject associations, the N.S.S. and N.C.C. apart from sports, in which our college is doing commendably well and enjoy a place of distinction, are available for the further development of the personality of our students. The Women Development Centre (WDC) is an important platform in which plays an active role in spreading awareness among students on gender issues and in providing counseling to the students who require help.

The college provides for hostel facilities with an in-take capacity of 125 students. It caters mainly to outstation students. Due to the limited number of seats only meritorious students are selected for admission to the Hostel.

The college celebrated its Silver Jubilee year in 1985. As part of the celebrations, seminars, symposia, debates and a number of cultural activities were held. The foundation stone of the College Auditorium was laid by Late Shree Rajiv Gandhi as a part of the Silver Jubilee Celebrations. The auditorium with an imposing structure named 'Sadbhavana Bhavan has a seating capacity of about 1300 and has one of the largest stages.

At present the college has over 2350 students on rolls, about 130 teaching staff and about 100 non teaching staff. It has 18 Departments.

4. Organization Chart: Organizational set-up of Daulat Ram College



5. Allocation of Business:

- Decision making by College Governing Body, Principal and Staff Council

- Administrative work by the administrative staff
- Teaching, extra-curricular and co-curricular activities by the faculty and students assisted by the non teaching staff.

6. Duties to be performed to achieve the mission:

Ever since the establishment of college in 1960, the college has been playing a significant role in imparting education in Science/Commerce and Humanities In order to achieve its objectives and vision the college has formulated various schemes/activities.

7. Details of Service Rendered:

- Students are advised to go to various institutions for their growth through participation in Inter College and the co-curricular activities.
- Teachers and students take part in Seminars/Symposia/Workshops to enhance their knowledge.
- Teachers are allowed to go on study leave in order to promote their career.
- A few teachers have done research work and published their books.
- Encouragement to needy students by providing free-ships by way of giving them scholarships and grants through the Students Aid Fund of the College/Vice Chancellor's Students Aid Fund of the University.
- Students are encouraged to participate in cultural programs, quiz, debates, poster competitions and sports competitions etc.

