

**DAYALBAGH EDUCATIONAL INSTITUTE
(DEEMED UNIVERSITY)
DAYALBAGH, AGRA - 282 005**



**STUDENT DIARY
ACADEMIC SESSION: 2018-19**

Name: _____

Roll No.: _____ Enrolment No.: _____

Class: _____

Faculty/ College: _____

Residential Address: _____

Email id.: _____ Blood Group: _____

Contact phone/Mobile No. _____

IMPORTANT INSTRUCTIONS FOR STUDENTS

1. All students must be in full uniform.
2. All students must carry their I-card on their person at all times.
3. The use of plastics, tobacco, alcohol, cigarettes and mobile in the campus is strictly prohibited.
4. All students must park their vehicles at the places designated for them.
5. All students must wear helmet while driving two wheelers & carry their valid driving license.

GENERAL INSTRUCTIONS

- Every bonafide student of this Institute is required to collect a Student Diary at the beginning of the academic session.
- The Student Diary is a detailed record of the student's academic and other achievements throughout the academic session.
- The student himself/herself is responsible to maintain this Diary and keep the information up-to-date for evaluating his/her achievements and planning future progress during the academic session.
- All the rules, Bye-laws of the Institute and the instructions given in the Prospectus and this Diary are binding upon all the students.
- The Student Diary is the copyright of the Institute.

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lsok tkrh ns'k txr dh] dke cM+s dgykrs gSaA
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CALENDAR

GENERAL ACADEMIC CALENDAR: 2018-19

Odd Semester	All Programmes (excluding High School, Intermediate & Modular	High School, Intermediate & Modular Programmes
Pre-Registration (Continuing Students)	During mid-semester break	During mid-semester break of
Teaching Starts (Continuing Students)	02-JUL-2018	02-APR-2018
Admission, Registration & Fee Collection (New Students)	As per notified programme	As per notified programme
Orientation Programme (New Students)	As per notified programme	As per notified programme
First Test Series (Tentative)*	08-OCT-2018 to 13-OCT-2018	18-AUG-2018 to 25-AUG-2018
Mid Semester Break (Tentative)*	15-OCT-2018 to 20-OCT-2018	15-OCT-2018 to 20-OCT-2018
Second Test Series (Tentative)*	20-NOV-2018 to 28-NOV-2018	08-OCT-2018 to 13-OCT-2018
End Semester Exam. (Practical & Theory)	29-NOV-2018 to 18-DEC-2018	23-OCT-2018 to 02-NOV-2018
Submission of Awards and Grades of Continuous	On or before 18-DEC-2018	On or before 02-NOV-2018
Semester Break (Tentative)*	19-DEC-2018 to 24-DEC-2018	19-DEC-2018 to 24-DEC-2018
Declaration of Result	BY 14-FEB-2019	BY 31-DEC-2018
Remedial Teaching	15-02-2019 to 23-02-2019	10-01-2019 to 19-01-2019
Remedial Examinations (Tentative)*	25-02-2019 to 02-03-2019	21-01-2019 to 25-01-2019
Even Semester		
Pre-Registration (Continuing Students)	During mid-semester break of preceding	During mid-semester break of preceding
Teaching Starts (Continuing Students)	26-DEC-2018	05-NOV-2018

First Test Series (Tentative)*	11-MAR-2019 to 16-MAR-2019	03-JAN-2019 to 09-JAN-2019
Mid Semester Break (Tentative)	18-MAR-2019 to 23-MAR-2019	18-MAR-2019 to 23-MAR-2019
Second Test Series (Tentative)*	24-APR-2019 to 30-APR-2019	05-MAR-2019 to 11-MAR-2019
End Semester Exam. (Practical & Theory)	01-MAY-2019 to 21-MAY-2019	13 to 16-MAR-2019 & 25 to 30-MAR-2019
Submission of Awards and Grades of Continuous	On or before 21-MAY-2019	On or before 30-MAR-2019
Summer Vacation	22-MAY-2019 to 30-JUN-2019	22-MAY-2019 to 30-JUN-2019
Declaration of Result	By 29-JUN-2019	By 30-APR-2019
Remedial Teaching	01-JUL-2019 to 15-JUL-2019	01-MAY-2019 to 14-MAY-2019
Remedial Examinations (Tentative)*	16-JUL-2019 to 22-JUL-2019	15-MAY-2019 to 21-MAY-2019

*** Marks of each component of internal assessment should be displayed on the DEI website within one week of the date of the scheduled test.**

GENERAL ACTIVITIES CALENDAR: 2018-2019

Beautification & Tree Plantation Programme	July to Aug., 2018
Independence Day	15 Aug., 2018
Teachers' Day	05 Sept., 2018
Engineers' Day	15 Sept., 2018
Inter-Faculty Competitions (Cultural, Literary & Fine Arts): Phase - I	Oct., 2018
National Education Day	11 Nov., 2018
Values & Quality Day	7 Nov., 2018
Convocation	Nov. 2018
N.S.S. Camp	Dec., 2018
Guiding/Scouting Camp (For B. Ed)	During III Sem. Break
National Youth Day	12 Jan., 2019
Republic Day	26 Jan., 2019
Founder's Day	31 Jan., 2019
Inter-Faculty Competitions (Cultural, Literary &	Feb., 2019

Fine Arts): Phase - II	
Sports Competitions	Feb., 2019
D.E.I. Diamond Jubilee Memorial Lecture	Mar./ Apr., 2019

**CALENDAR OF CULTURAL, LITERARY, THEATRE AND FINE ARTS
ACTIVITIES FOR THE SESSION 2018-19**

Competitions at Faculty Level

S. No.	Event	Date	Day
1	Essay Writing (Hindi/English)	27.8.2018	Monday
2	Poster making & Cartooning	28.8.2018	Tuesday
3	Elocution (Hindi)	29.8.2018	Wednesday
4	Elocution (English)	30.8.2018	Thursday
5	Mime & Mimicry	31.8.2018	Friday
6	Debate (Hindi)	6.9.2018	Thursday
7	Debate (English)	7.9.2018	Friday
8	Skit	10.9.2018	Monday
9	On the Spot Painting & Collage	11.9.2018	Tuesday
10	Clay Modelling & Rangoli	12.9.2018	Wednesday
11	General Knowledge Quiz (Written)	17.9.2018	Monday
12	Spot Photography & One Act Play (Hindi/English)	18.9.2018	Tuesday
13	Light & Classical Vocal Solo	19.9.2018	Wednesday
14	Bhakti Sangeet	24.9.2018	Monday
15	Light Vocal (Group), Classical Instrumental Solo (Percussion & Non-Percussion), Folk Orchestra	25.9.2018	Tuesday
16	Theatrical Script Writing (H/E)	26.9.2018	Wednesday
17	Western Vocal (Solo & Group)	3.1.2019	Thursday
18	Folk/Tribal Dance (Solo & Group), Classical Dance (Solo)	4.1.2019	Friday
19	Satirical Creative Writing (Hindi/English/Sanskrit) & Translation (English-Sanskrit, Sanskrit-English)	5.1.2019	Saturday
20	Poetry Recitation (Self Composed) – (Hindi/English/ Sanskrit)	10.1.2019	Thursday

21	Antakshari (Hindi/English/ Sanskrit)	11.1.2019	Friday
22	Dumb Charades	12.1.2019	Saturday
23	Crazy Ideas (Hindi/English)	14.1.2019	Monday
24	Street Play (Hindi/English)	16.1.2019	Wednesday
25	Youth Parliament	17.1.2019	Thursday

Competitions at Institute Level

S.No.	Event	Date	Day
1	Inter-Faculty Competitions Phase-I Elocution, Essay, Debate, GK Quiz-Oral, Mime, Mimicry, Fine Arts, Theatrical Script Writing, One Act Play (Hindi)	29.10.2018	Sunday
2	Inter-Faculty Competitions Phase-II Indian & Western Music Items, Dance, Dumb Charades, Satirical Creative Writing, Translation, Poetry, Crazy Ideas, Street Play and Antakshari	20.1.2019	Sunday
3	Youth Parliament	2.2.2019 & 3.2.2019	Saturday Sunday

Competitions at Inter-Institute Level on the Theme "Values & Quality in Education"

S. No.	Event	Date	Day
1	Poster Making & Cartooning	8.9.2018	Saturday
2	Bhakti Sangeet (Devotional Music)	27.10.2018	Saturday
3	Elocution (Hindi/English) (Values & Quality Day)	7.11.2018	Wednesday

Other Programs

Hindi and English Drama Festivals (Inter-Schools & Colleges)

S. No.	Event	Date	Day
1	Hindi Drama Festival	29.10.2018 30.10.2018 31.10.2018	Monday Tuesday Wednesday

2	English Drama Festival	12.11.2018	Monday
		13.11.2018	Tuesday
		14.11.2018	Wednesday

Teachers' Day

S.No.	Event	Date	Day
1	Felicitation of Retired Teachers of DEI	5.9.2018	Wednesday

Annual Prize Distribution Function

S.No.	Event	Date	Day
1	Faculty of Arts	6.3.2019	Wednesday
2	Faculty of Commerce	11.3.2019	Monday
3	Faculty of Education	12.3.2019	Tuesday
4	Faculty of Engineering	2.3.2019	Saturday
5	Faculty of Science	15.3.2019	Friday
6	Faculty of Social Sciences	16.3.2019	Saturday
7	Technical College	20.3.2019	Wednesday
8	Institute Annual Prize Distribution Function	25.3.2019	Monday

CALENDAR OF INTER-FACULTY COMPETITIONS IN GAMES AND SPORTS

Dates	Games	Convenor B: (Boys) & G: (Girls)
August (Second Week)	Table Tennis	B: Prof. D. K. Chaturvedi (Engg.) G: Dr. (Ms) Priyanka Gautam (Sc.)
August (Last Week)	Football	B: Dr. Amit Gautam (Edu.) G: Dr. (Ms) Rashmi Srivastava (Arts)
August (Last Week)	Chess	B: Dr. Ankit Sahai (Engg.) G: Dr. (Ms) Sonali Bhatnagar (Sc.)
September (Second Week)	Volleyball	B: Prof. S P. Singh (Sc.) G: Ms. Surat Pyari (Soc. Sc.)
October (Last Week)	Badminton	B: Mr. Himanshu Atwal (TC) G: Dr. (Ms) Kavita Kumar (Soc. Sc.)
October (Last Week)	Kho-Kho	B: Prof. L.N. Koli (Com.) G: Dr. (Ms) Lowleen Malhotra (Arts)
October/ November	Cricket	B: Dr. A.P. Tyagi (Sc.) G: Prof. (Ms) Gur Pyari Satsangi (Edu.)

November (Second Week)	Basketball	B: Mr. Gurumukh Das (Engg.) G: Ms. Chetan Pyari (Edu.)
November (Last Week)	Hockey	B: Mr. R.C. Gupta (Engg.) G: Dr. Sunita Mehrotra (Soc. Sc.)
January & February	Athletic Meet (Intra) & Sports Day (Annual Function)	B: Dr A P. Tyagi B: Mr. Gaurav Pratap Rana (Engg.) G: Dr (Ms) Chetan Pyari G: Prof. (Ms) Gur Pyari Jandial (Arts)
Organising Secretary		Mr. Rajan Bedi
Conveners and Organising Secretaries will arrange for inter-faculty competitions.		

CO-CURRICULAR ACTIVITIES

One of the unique features of the DEI system of Education is the emphasis on co-curricular activities with the aim to provide all round development of the students' personality. Through a structured method combining evaluation in the form of marks, participation in intra- and inter-faculty competitions and events, regular weekly classes, guidance of teachers who are experts in various fields, a student at DEI receives ample opportunities to nurture his/her talent and grow into a confident individual, skilled in some artistic pursuit and/or in games and sports.

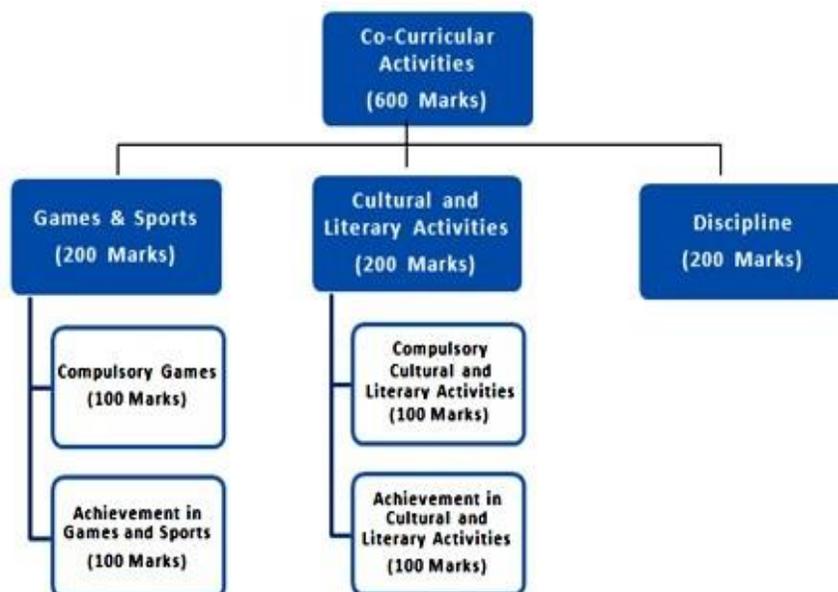
The evaluation of students' overall performance is done at the end of the even semester of an academic session. The marks awarded in the Course are displayed on the notice board as is done for other Courses.

Co-Curricular Activities are divided into three heads, each head having a weightage of 200 marks:

1. Cultural and Literary Activities
2. Games and Sports
3. Discipline

The first two heads are further divided into two sub heads each carrying 100 marks (i) Regular (Compulsory) participation and (ii) Achievements.

At the end of the session, marks are awarded, out of 200 under each head, viz. Games & Sports, Cultural & Literary Activities, and Discipline. One third of the overflow of marks under one head is added to the other head. The total marks obtained out of 600 are scaled to 200.



The Compulsory Games and Compulsory Cultural-Literary Activities are held in the regular periods allotted in the time table. For making fair assessment and imparting good training to the students during these compulsory periods, at least one teacher is deputed for every twenty students participating in regular periods of Games & Sports or Cultural & Literary Activities. For evaluating a student's achievement in these activities, competitions are organized at Intra- and Inter-Faculty level. The best performers are sent to represent the Institute in the competitions outside the Institute.

CRITERIA FOR AWARD OF MARKS UNDER CO-CURRICULAR ACTIVITIES

(A) CULTURAL AND LITERARY ACTIVITIES

The following pattern shall be adopted for awarding marks to the students in Cultural and Literary Activities:

(I) COMPULSORY ACTIVITY

For each semester of an academic session, 50 marks are assigned to the compulsory periods (classes). Out of these 50 marks 20 marks are assigned for attendance in regular periods (Marks of attendance will be awarded in linear proportion to the attended periods) and the remaining 30 marks are awarded to the students for the interest, initiative, performance and discipline displayed by them in these periods.

For making assessment in the performance part, the concerned teachers will award marks for each period and the same will be informed to the students. If desired, a

few class competitions will also be arranged for making assessment in the performance part. The students will be given different choices to opt for any one of them as compulsory activity for the semester.

(II) ACHIEVEMENT

For securing the remaining 100 marks, for the entire academic session, allotted under the sub head “Achievement” under the head “Cultural and Literary Activities” students will have to display their talent and make achievements in the competitions which will be organized in their respective faculty/college or the Institute. The details of the competitions along with the schedule are given separately in “Student Diary”. Marks under the sub head “Achievement” will be awarded as per the following criteria:

Marks for Competitions at Class or Group/College/Faculty Level

Position	Individual Item	Team Item
Participation*	5	2
III	8	5
II	10	8
I	15	10

Marks for Competitions at Institute Level

Position	Individual Item	Team Item
Participation*	8	5
III	10	8
II	15	10
I	20	15

*Participation marks will be awarded only on achieving the minimum standard set by the judges. Only Participation Marks - Maximum up to 50 including all events, at Faculty and Institute level.

Marks for Competitions at District, State and National Level

Position	District Level	State Level	National Level
Participation	10	15	20
III	15	20	25
II	20	25	30
I	25	30	35

Participation in Special Functions at Institute Level

Independence Day Song/Prayer, Republic Day Song/Prayer, Performance on Teacher's Day etc. – 5 Marks per item.

Participation in Cultural programs on Special Occasions (Convocation, Visits of Dignitaries, Conferences etc.)

10 marks per occasion.

Model Making etc. for presentation on Special occasions (like Open Day etc.)

10 marks per item (for individual), 5 marks per item (for group).

Conferences/Workshops/Seminars

Paper presentation 20

Participation 5

Marks for Posts held

Class Captain 20

Class Vice Captain 15

Batch Prefect 15

Batch Assistant Prefect 10

Coordinator of any Activity 15

Volunteership at the Faculty and Institute Level

Marks for being a Volunteer in Cultural Programmes, Engineers' Day, Founder's Day, Open Day, Independence Day, Republic Day, Teachers' Day, Medical Camp, etc. - 5 to 10 depending on the work done per event (Maximum 30 including all events).

(B) GAMES AND SPORTS

The following pattern is adopted for awarding marks to the students for participation in Games and Sports:

(I) COMPULSORY GAMES

For each semester of an academic session 50 marks are assigned to compulsory games or regular games periods allotted in the time table. Out of these 50 marks, 20 marks are assigned for attendance in the regular games periods (marks of attendance will be awarded in linear proportion to the attended periods) and the remaining 30 marks are awarded to students for the interest, initiative, performance and discipline displayed by them in the games periods.

To assess the performance of students, the concerned teachers will award marks for each period and the same will be informed to the students. If desired, a few class competitions will also be arranged for making assessment in the performance part.

(II) ACHIEVEMENT

For securing the remaining 100 marks, allotted under the sub head “Achievement” under Games and Sports for the entire session, students will have to give evidence of their talents and exhibit good performance/achievement in the competitions which will be organized at their respective faculties/College level as well as at the Institute level.

Criteria of marks under “Achievement”

Activity	Intra-mural and Faculty level	Institute Level	Outside
Games	10 Marks to team member Captain of the Team: +5	Winner: +10 Runner: +5 Captain of the Team: +5	District level, State level, regional level, National level:+10 at each level
Sports	I: 15 II: 10 III: 8 IV, V, VI: 5	I: 20 II: 15 III: 10 IV, V, VI: 8	District level, State level, Regional level, National level, All India/North Zone participation (UGC): +10 at each level

Note: A student can participate in a maximum of five events.

Member of Band Squad	20
Member of Musical Drill/Marshal Arts	10
Member of March Past Squad	10
Winner of March past	+10
Runner of March past	+5

Volunteership at the College/Faculty and Institute Level: Games Committees of the respective Faculties/College/Institute may award up to a maximum of 30 marks in the entire session to volunteer students depending upon the work done by them.

(C) DISCIPLINE

Total 200 marks (100 marks per semester) are earmarked under the head “Discipline” for every student in an academic session. In every semester, initially, every student will earn 50 marks and the award of marks out of the remaining 50 marks will be done at the end of a semester by the proctorial board of every class, separately, keeping in view the general discipline (Wearing of uniform; Attendance on National Days, Faculty and Institute functions; General behaviour with other students and teachers; Punctuality etc. during the semester) of the individual students. The Faculty Disciplinary Committee and/or Institute's Disciplinary and Results Committee may also impose punishments resulting in deduction of marks under the head of Discipline.

If a student is awarded punishment by various Committees and this results in a loss of more than 100 marks in a semester for indisciplinary activities, the marks above 100 will be deducted from the marks earned by the student in the heads (A) and (B)

Note:

1. The marks will be awarded to the students out of 50 in the compulsory games and cultural & literary activities at the end of each semester, separately, and these will be sent to the examination department after they have been duly displayed on the notice boards. However, the performance of students in co-curricular activities will be mentioned in the result card of the even semester of an academic session.
2. The total marks for achievement earned by the students in the entire academic session in (i) Games and Sports (ii) Cultural & Literary Activities will be sent, separately to the examination department at the end of the even semester of an academic session.
3. The marks for discipline out of 100 will be sent to the examination department at the end of each semester in a session.

UNIFORM

1. Students are required to wear the prescribed uniform. Failure to do so may result in a fine and/or loss of marks in discipline, or any other disciplinary action.
2. Students' uniform with the following specification shall be applicable in the Institute.

For Summer

Girls - Plain knee-long White Kurta having no design over it (Half/Three-Fourth/Full sleeves), White Salwar (Not of any other variety like Chudidar or Patiala), White dupatta or White Saree, White Shoes (Sports/Cloth made/Leather made)

Boys - White Shirt (Full/Half Sleeve), Grey Trousers, Black Belt, Black Shoes. (Sports/Leather made/Cloth made)

For Winter

Girls - Grey Cardigan/Navy-Blue Blazer

Boys - Navy-Blue Blazer/Grey Sweater

Note - Students may use muffler & caps using matching colours with the uniform i.e. boys to use grey muffler/caps & girls to use white muffler/cap. Any fancy graphics, logos or designs on the uniform is not permitted.

CULTURAL COMMITTEES OF VARIOUS FACULTIES/COLLEGES FOR ORGANIZING CULTURAL, LITERARY / FINE ARTS COMPETITIONS AT FACULTY LEVEL

Cultural Advisor, D.E.I.: Dr. (Ms) V. Prem Kumari, Professor Emeritus

Cultural Coordinator, D.E.I.: Prof. D. Ganeshwar Rao

Faculty of Arts

Cultural Coordinator: Prof. Ravi Kumar Bhatnagar

Co-Coordinator: Prof. (Ms) Gur Pyari Jandial

Activity	Members	
Music	Dr. (Ms) Rashmi Srivastava Dr. (Ms) Neetu Gupta Dr. Gautam Tiwari Dr. (Ms) Namita Bhatia	
Dance	Dr. (Ms) Neelu Sharma	
Literary and General Awareness	Prof. (Ms) Renu Josan Dr. (Ms) Suman Sharma Dr. (Ms) Namasya Dr. (Ms) Nishith Gaur Dr. (Ms) Anita Dr. (Ms) Dayal Pyari Sinha Dr. Abhimanyu Dr. Suraj Prakash	Dr. (Ms) Sonal Singh Dr. (Ms) Bani Dayal Dhir Dr. (Ms) Shashi Srivastava Dr. (Ms) Meena Pydah Dr. (Ms) Lowleen Malhotra Prof. (Ms) V. Premlata
Theatre	Prof. (Ms) Gur Pyari Jandial Dr. (Ms) Dayal Pyari Sinha	
Fine Arts	Dr. (Ms) Meenakshi Thakur Dr. (Ms) Namita Tyagi Dr. (Ms) Sonika Mr. Vijaya Kumar Mr. Amit Kumar Johri	

Faculty of Commerce

Cultural Coordinator: Prof. Shalini Dubey

Co-Coordinator: Prof. L.N. Koli

Activity	Members
Music	Dr. (Ms) Anisha Satsangi Dr. Rakesh Kumar Dr. Suneshwar Prasad
Dance	Dr. Rachna Gupta
Literary and General Awareness	Prof. Praveen Saxena Prof. P.D.Saini Dr. Saurabh Mani
Theatre	Prof. Swami Prasad Dr. Sanil Kumar Dr. (Ms) Bhawna Johri
Fine Arts	Dr. Suneshwar Prasad Dr. Rakesh Kumar

Faculty of Education

Cultural Coordinator: Dr. (Ms) Meenu Singh

Co-Coordinator: Dr. (Ms) Arti Singh

Activity	Members
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Music & Dance	Dr. (Ms) Meenu Singh Dr. (Ms) Arti Singh
Literary and General Awareness	Prof. Pahup Singh Tyagi Dr. R.L. Narayanasimha Ms. Pratima Singh
Theatre	Ms. Pallavi Dubey Dr. (Ms) Parul Bhalla Dr. (Ms) Sona Dixit
Fine Arts	Dr. (Ms) Kalpana Gupta Ms. Rinki Ms. Kanchan

Faculty of Engineering

Cultural Coordinator: Mr. Gurmukh Das

Co-Coordinator: Mr. Kumar Ratnakar

Activity	Members
Music & Dance	Prof. D. Bhagwan Das Dr. K. Srinivas Mr. V. Prem Prakash
Literary and General Awareness	Prof. V. Soami Das Mr. Ram Chand Gupta Dr. G. S. S. Babu Dr. Rahul Swarup Sharma Mr. Atul Suri Dr. Ankit Sahai Mr. Anurag Gupta
Theatre	Mr. Manoj Dixit Dr. G. S. S. Babu Dr. K. Srinivas Mr. Ishant Singhal Mr. Kumar Ratnakar Mr. Amol Gupta
Fine Arts	Mr. K. Pritham Dr. Ankit Sahai

Faculty of Science

Cultural Coordinator: Dr. Sanjay Saini

Co-Coordinator: Prof. Sukhdev Roy

Activity	Members
Music	Prof. M.M. Srivastava Prof. Gur Saran Dr. (Ms) C. Vasantha Laxmi Prof. (Ms) Shalini Srivastava Dr. Sanjay Saini

Dance	Prof. (Ms) Vibha Rani Satsangi Prof. (Ms) Shalini Srivastava Dr. (Ms) C. Vasantha Laxmi Dr. (Ms) Priyanka Gautam
Literary and General Awareness	Prof. (Ms) K.Maharaj Kumari Prof. Gur Saran Prof. Sukhdev Roy Prof. D. Prem Kumar Dr. (Ms) Sonali Bhatnagar Dr. (Ms) Shabad Preet Dr. (Ms) Sharmita Gupta Dr. (Ms) Lotika Singh Dr. Sanjay Saini Dr. (Ms) Preetvanti Singh Dr. Lalit Mohan Dr. R.S.Pavithra Dr. (Ms) Pushpa Sahni Dr. (Ms) Kavita Raizada
Theatre	Prof. Sahab Dass Prof. C. M. Markan Prof. (Ms) Alka Prakash Dr. Gur Mauj Saran Dr. Ashok Jangid Dr. (Ms) Reshma Bhatnagar
Fine Arts	Prof. (Ms) Vibha Rani Satsangi Prof. Sukhdev Roy Prof. D. Prem Kumar Prof. (Ms) Alka Prakash Prof. (Ms) Gunjan Agrawal Dr. (Ms) Antika Thapar Dr. (Ms) Pushpa Sahni

Faculty of Social Sciences

Cultural Coordinator: Prof. (Ms) Shalini Nigam

Co-Coordinator : Dr. Akshay Kumar Satsangi

Activity	Members
Music & Dance	Prof. (Ms) Shalini Nigam Dr. Akshay Kumar Satsangi Dr. (Ms) Kavita Kumar Dr. (Ms) Jyoti Satsangi

Literary and General Awareness	Dr. (Ms) Bandana Gaur Dr. Akshay Kumar Satsangi Dr. (Ms) Kavita Kumar Dr. (Ms) Rupali Satsangi Dr. (Ms) Anju Sharma Dr. (Ms) Resham Chopra Dr. (Ms) Sunder Kala Negi
Theatre	Prof. (Ms) Shalini Nigam Dr. Akshay Kumar Satsangi Dr. (Ms) Kavita Kumar Dr. (Ms) Sunder Kala Negi Dr. (Ms) Sumita Srivastava Dr. Deepika Chauhan
Fine Arts	Dr. (Ms) Jyoti Satsangi Dr. (Ms) Archana Satsangi Dr. Deepika Chauhan

Technical College

Cultural Coordinator: Dr. Mukesh Kumar

Co-Coordinator: Mr. C. Dayal Saran (Boys)

Ms. Varsha Satsangi (Girls)

Activity	Members (Boys)	Members (Girls)
Music	Mr. G.P.Mishra Mr. G.P.Hans Mr. B. Singhal	Ms. Binti Srivastava
Dance	Sh. Ravinder Kr. Singh	Ms. Pushpa Arora
Literary and General Awareness	Mr. P. Chinnaswami Mr. Mayank Agarwal Dr. Naveen Dev	Ms. Arti Nayyar Ms. Chhavi Gupta Ms. Rubina Saxena
Theatre	Mr. Majer Singh Mr. Ramesh Chandra Mr. Shabd Prakash	Ms. Meenu Jagga Ms. Deventri Saini
Fine Arts	Mr. R.N. Gautam Mr. Ravi Saini	Ms. Sant Pyari Kumar Ms. Tuhina Singh Ms. Radhika Seth

**COMMITTEES FOR ORGANIZING
CULTURAL, LITERARY, AND FINE ARTS COMPETITIONS AT INTER-FACULTY LEVEL**

S.N.	Events	Conveners & Members
INDIAN MUSIC		
Advisor : Prof. (Ms.) S. K. Satsangi		
	Vocal	
1	Classical Vocal Solo Hindustani (Carnatic)	Prof. Ravi Bhatnagar - Convener
2	Light Vocal (Indian)	Prof. (Ms) Sudha Sahgal
3	Group Song (Indian)	Dr. (Ms) Rashmi Srivastava
	Instrumental	
4	Classical Instrumental Solo (Percussion)	Dr. (Ms) Neetu Gupta
5	Classical Instrumental Solo (Non- Percussion)	Dr. Gautam Tiwari
6	Folk Orchestra	Dr. Shivendra Pratap Tripathi
WESTERN MUSIC		
	Vocal	
7	Western Vocal Solo	Dr. Ankur Das - Convener Dr. Aditya (Engineering)
8	Western Vocal (Group song)	Dr. Sanjay Saini Mr. Anand Sinha
DANCE		
9	Folk/Tribal Dance (Group)	Dr. (Ms) Neelu Sharma - Convener Dr. Shivendra Pratap Tripathi
10	Classical Dance	Dr. (Ms) Rashmi Srivastava Dr. (Ms) Reema Johri Ms Poonam Sinha
LITERARY ACTIVITIES		
Advisors: Prof. C. Patvardhan, Prof. J.K. Verma, Prof. (Ms) G.P. Jandial		
	General Awareness	
11	G.K. Quiz	Prof. Sukhdev Roy - Convener
12	Dumb Charades	Prof. (Ms) K. Maharaj Kumari Dr. (Ms) Sumita Srivastava Prof. (Ms) V. Prem Lata Dr. (Ms) Jyotika Kharbanda
	Literary Events	
13	Elocution (Hindi/English)	Hindi Prof. (Ms) Sharmila Saxena - Convener
14	Debate (Hindi/English)	Dr. Prem Shanker Singh
15	Essay Writing (Hindi/English)	Dr. (Ms) Suman Sharma Prof. (Ms) Kamlesh Kumari Ravi
16	Satirical Writing (Hindi/English/Sanskrit)	Dr. Suraj Prakash Dr. (Ms) Namasya

17	Translation (English-Sanskrit/Sanskrit-English)	Dr. (Ms) Dayal Pyari Sinha Dr. Brijraj Singh English
18	Theatrical Script Writing (H/E)	Prof. (Ms) Renu Josan - Convener Prof. (Ms) Gur Pyari Jandial
19	Poetry Recitation-Self composed (Hindi/English/Sanskrit)	Prof. (Ms) V. Prem Lata Dr. (Ms) Sonal Singh Dr. (Ms) Shashi Srivastava
20	Crazy Ideas (Hindi/English)	Dr. (Ms) Bani Dayal Dhir Dr. (Ms) Lowleen Malhotra
21	Sudoku	Dr. (Ms) Meena Pydah
22	Antakshari (Hindi/English/Sanskrit)	Dr. (Ms) Namita Bhatia Sanskrit Prof. Agam Kulshreshtha – Convener Dr. (Ms) Anita Dr. (Ms) Nishith Gaur Dr. Abhimanyu
THEATRE		
23	One Act Play (Hindi)	Prof. (Ms) Sharmila Saxena - Convener (Hindi)
24	Skit (Hindi/English)	Dr. Suraj Prakash
25	Mime	Dr. (Ms) Dayal Pyari Sinha
26	Mimicry	Dr. Brijraj Singh
27	Fancy Dress	Prof. Sahab Dass
28	One Act Play (English)	Dr. Akshay Satsangi Dr. Prem Shankar Singh Prof. (Ms) Gur Pyari Jandial - Convener (English) Prof. (Ms) Renu Josan Dr. (Ms) Sona Dixit
FINE ARTS		
29	On the Spot Painting	Prof. Ashwini Kumar Sharma - Convener
30	Collage	Dr. (Ms) Meenakshi Thakur
31	Poster Making	Dr. (Ms) Namita Tyagi
32	Clay Modeling	Mr. Vijaya Kumar
33	Cartooning	Dr. (Ms) Sonika
34	Rangoli	Dr. (Ms) Lucky Tonk
PHOTOGRAPHY		
35	Spot Photography	Mr. Ram Singh – Convener Mr. Amit Kumar Johri Mr. Manish Kumar
YOUTH PARLIAMENT		
36	Youth Parliament	Prof. (Ms) Nandita Satsangee (Edu.) Dr. (Ms) Sona Ahuja (Education) - Convener Dr. Bajrang Bhushan (Education) Dr. (Ms) Rupali Satsangi (Social Science) Dr. Vinod Khobragade (Social Science) Dr. Braj Bhushan (Social Science)

	Advisory Committee	Mr. V. Prem Prakash (Engineering) Mr. Ishant Singhal (Engineering) Dr. Aditya (Engineering) Ms. Sumita Dahiya (Science) Dr. (Ms) Ankita Thapar (Science) Dr. (Ms) Lowleen Malhotra (Arts) Dr. (Ms) Meena Pydah (Arts) Dr. (Ms) Nishit Gaur (Arts) Dr. (Ms) Vineeta Mathur (Women Poly.) Mr. Mayank Agarwal (TC) Prof. S.K. Chauhan Prof. J.K. Verma Prof. (Ms) Poornima Jain Prof. Pravin Saxena
DEVOTIONAL MUSIC		
37	Bhakti Sangeet	Prof. (Ms.) Sudha Sahgal - Convener Prof. Ravi Bhatnagar Prof. (Ms) Neelu Sharma Dr. (Ms) Rashmi Srivastava Dr. (Ms) Neetu Gupta Dr. Gautam Tiwari
CONTESTS AT INTER-INSTITUTE LEVEL ON 'VALUES & QUALITY IN EDUCATION'		
38.	Poster & Cartooning	Prof. Sanjay Bhushan – Convener Prof. (Ms) Ragini Roy
39.	Devotional Song (Bhakti-Sangeet)	Prof. Ashwini Kumar Sharma Prof. Ravi Bhatnagar
40.	Elocution (Hindi/English)	Prof. Sudha Sahgal Prof. (Ms) Renu Josan Dr. Prem Shanker Singh

YOUTH FESTIVAL	
Selection and Preparation of Team	Dr. Akshay Satsangi – Convener Prof. Ravi Kumar Bhatnagar Prof. (Ms) Ragini Roy Dr. (Ms) Parul Bhatnagar Prof. (Ms) Neelu Sharma Dr. Sanjay Saini Dr. Ankur Das Dr. (Ms) Seema Kashyap Dr. (Ms) Kavita Kumar Dr. (Ms) Sona Dixit

GREEN ROOM COMMITTEE	
Green Room upkeep & maintenance of stock	Prof. Shalini Nigam & Team

GAMES & SPORTS

ADVISORY COMMITTEE FOR ORGANISING SPORTS

Name	Faculty/College	Designation
Prof. G.S. Tyagi	Science	Sports Officer & Convener
Mr. Rajan Bedi	Games & Sports	Coach & Organising Secretary
Prof. (Ms) Sudha Sahgal	Arts	Member
Prof. P.D.Saini	Commerce	Member
Dr.Amit Gautam	Education	Member
Dr (Ms) Chetan Pyari	Education	Member
Mr. G.P. Rana	Engineering	Member
Dr. A. P.Tyagi	Science	Member
Prof. Sanjeev Bhatnagar	Soc. Sciences	Member
Ms. Surat Pyari	Soc. Sciences	Member
Mr. Ram Singh	Tech. College	Member
Ms. Madhuri Mehta	Tech. College	Member

GAMES & SPORTS INCHARGES IN FACULTIES/ COLLEGES

Name	Faculty/College	Boys/ Girls
FOOTBALL		
Dr. (Ms) Rashmi Srivastava	Arts	Girls
Prof. Swami Prasad Saxena	Commerce	Boys
Dr. (Ms) Shalini Dubey	Commerce	Girls
Mr. Umesh Sone	Education	Boys
Dr. Preeti Saini	Education	Girls
Sh. G.P. Rana	Engineering	Boys
Dr. (Ms) Richa Bansal	Engineering	Girls
Dr. Ashok Jangid	Science	Boys
Prof. (Ms) Kamal Srivastava	Science	Girls
Dr. Parvindra Kumar	Soc. Sciences	Boys
Dr. (Ms) Sunita Malhotra	Soc. Sciences	Girls
Mr. Maharaj Tyagi	Tech. College	Boys
Ms. Madhuri Mehta	Tech. College	Girls
TENNIS/TABLE TENNIS		
Dr. Gautam Tiwari	Arts	Girls
Prof. L.N. Koli	Commerce	Boys
Prof. (Ms) Nidhi Sharma	Commerce	Girls
Dr. Chhavi Lal	Education	Boys
Dr. Preeti Saini	Education	Girls
Prof. V. Soami Das	Engineering	Boys

Dr. (Ms) Shashi Srivastava	Engineering	Girls
Prof. Sant Prakash	Science	Boys
Dr. (Ms) Priyanka Gautam	Science	Girls
Mr. Abhinav Pandey	Soc. Sciences	Boys
Dr. (Ms) Archana Satsangi	Soc. Sciences	Girls
Mr. Surjan Singh	Tech. College	Boys
Ms. Pushpa Arora	Tech. College	Girls
KHO-KHO		
Dr. (Ms) Namita Bhatia	Arts	Girls
Dr. Suneshwar Prasad	Commerce	Boys
Dr. (Ms) Anisha Satsangi	Commerce	Girls
Dr. M.K.Gautam	Education	Boys
Dr. (Ms) Chetan Pyari	Education	Girls
Ms. Pallavi Dubey	Education	Girls
Dr. Ashish Saini	Engineering	Boys
Dr. (Ms) Lowleen Malhotra	Engineering	Girls
Dr. Lalit Mohan	Science	Boys
Dr. (Ms) Radhika Singh	Science	Girls
Dr. Arvind Kumar Banger	Soc. Sciences	Boys
Dr. (Ms) Priyanka Singh	Soc. Sciences	Girls
Mr. Bhuvnesh Singhal	Tech. College	Boys
Dr. (Ms) Mahima Kapoor	Tech. College	Girls
HOCKEY		
Dr. Abhimanyu	Arts	Girls
Prof. V.K. Gangal	Commerce	Boys
Dr. (Ms) Shalini Dubey	Commerce	Girls
Mr. T.K. Rao	Education	Boys
Dr. (Ms) D. Vasantha Kumari	Education	Girls
Dr. G.S. Sailesh Babu	Engineering	Boys
Dr. Dayal Pyari Sinha	Engineering	Girls
Dr. Sanjay Saini	Science	Boys
Dr. (Ms) K. Soami Daya	Science	Girls
Dr. Rohit Rajvanshi	Soc. Sciences	Boys
Dr. (Ms) Sunder Kala Negi	Soc. Sciences	Girls
Dr. A.K. Sharma	Tech. College	Boys
Ms. Renu Parmar	Tech. College	Girls
Ms. Madhuri Mehta	Tech. College	Girls
CRICKET		
Dr. Prem Shankar Singh	Arts	Girls
Dr. Sanil Kumar	Commerce	Boys
Dr. (Ms) Bhawna Johri	Commerce	Girls
Dr. R.L. Narayanasimha	Education	Boys
Dr. (Ms) Kalpana Gupta	Education	Girls
Mr. Kumar Ratnakar	Engineering	Boys
Dr. (Ms) Saumya Sinha	Engineering	Girls
Dr. Agam P. Tyagi	Science	Boys
Dr. (Ms) Richa Bansal	Science	Girls
Dr. Parvinder Kumar	Soc. Sciences	Boys
Dr. (Ms) Anjali Seth	Soc. Sciences	Girls
Dr. Naveen Dev	Tech. College	Boys

Ms. Deventri Saini	Tech. College	Girls
VOLLEYBALL		
Dr. Suraj Prakash	Arts	Girls
Prof. L.N. Koli	Commerce	Boys
Dr. (Ms) Rachna Gupta	Commerce	Girls
Dr. Amit Gautam	Education	Boys
Dr. (Ms) Parul Bhalla	Education	Girls
Shri Anurag Gupta	Engineering	Boys
Prof. (Ms) Gur Pyari Jandial	Engineering	Girls
Dr. Shambhu Sharma	Science	Boys
Dr. (Ms) Soumya Sinha	Science	Girls
Mr. Abhinav Pandey	Soc. Sciences	Boys
Dr. Deepti Priya	Soc. Sciences	Girls
Mr. G.P. Hans	Tech. College	Boys
Ms. Meenu Jagga	Tech. College	Girls
BASKETBALL		
Dr. (Ms) Dayal Pyari	Arts	Girls
Dr. P.D. Saini	Commerce	Boys
Dr. (Ms) Anisha Satsangi	Commerce	Girls
Mr. Bajrang Bhushan	Education	Boys
Ms. Chetan Pyari	Education	Girls
Mr. Gurumukh Das	Engineering	Boys
Prof. (Ms) Renu Josan	Engineering	Girls
Dr. R S Pavithr	Science	Boys
Dr. (Ms) Amla Chopra	Science	Girls
Mr. Arvind Bangar	Soc. Sciences	Boys
Dr. (Ms) Sumita Srivastava	Soc. Sciences	Girls
Mr. Puroshottam Kumar	Tech. College	Boys
Ms. Radhika Seth	Tech. College	Girls
BADMINTON		
Dr. Shivendra Pratap Tripathi	Arts	Girls
Dr. Saurabh Mani	Commerce	Boys
Dr. (Ms) Anisha Satsangi	Commerce	Girls
Dr. Mukesh Gautam	Education	Boys
Dr. (Ms) Neha Jain	Education	Girls
Dr. R. Swarup Sharma	Engineering	Boys
Dr. (Ms) Dharna Satsangi	Engineering	Girls
Mr. P S Sudhish	Science	Boys
Dr. (Ms) Sushma Mishra	Science	Girls
Mr. Gopal Krishan Parihar	Soc. Sciences	Boys
Dr. (Ms) Sundar Kala Negi	Soc. Sciences	Girls
Mr. Ravinder Kumar Singh	Tech. College	Boys
Dr. (Ms) Arti Saxena	Tech. College	Girls
CHESS		
Dr. (Ms) Namasya	Arts	Girls
Prof. (Ms) Nidhi Sharma	Commerce	Girls
Dr. Rakesh Kumar	Commerce	Boys
Mr. T.K. Rao	Education	Boys
Ms. Jyotika Kharbanda	Education	Girls

Dr. Ankit Sahai Ms. Karishma Yadav	Engineering Engineering	Boys Girls
Dr. (Ms) Radhika Singh Dr. Ashok Jangid	Science Science	Girls Boys
Ms. Jaspreet Kaur Mr. Abhinav Pandey	Social Science Social Science	Girls Boys
ATHLETICS (SPORTS)		
Dr. (Ms) Rashmi Srivastava Dr. (Ms) Richa Verma	Arts Arts	Girls Girls
Dr. Rakesh Kumar Dr. (Ms) Anisha Satsangi	Commerce Commerce	Boys Girls
Dr. Amit Gautam Dr. Chetan Pyari Dr. RLN Simha Ms. Usha	Education Education Education Education	Boys Boys Girls Girls
Mr. Gaurav P. Rana Mr. Anami Saran Mr. Kumar Ratnakar Mr. Atul Suri	Engineering Engineering Engineering Engineering	Boys Boys Boys Girls
Dr. A. P. Tyagi Dr. Sandeep Paul Dr. (Ms) Lotika Singh Dr. (Ms) Sharmita Gupta	Science Science Science Science	Boys Boys Girls Girls
Dr. Parvindra Kumar Ms. Surat Pyari	Soc. Sciences Soc. Sciences	Boys Girls
Mr. A. Dheeraj Ms. Madhuri Mehta	Tech. College Tech. College	Boys Girls
MARCH PAST		
Dr. (Ms) Nishith Gaur Dr. Suraj Prakash	Arts Arts	Girls Girls
Prof. P.D. Saini Dr. (Ms) Anisha Satsangi	Commerce Commerce	Boys Girls
Ms. Jyotika Kharbanda Ms. Neetu Singh Dr. Amit Gautam Dr. Chhavi Lal	Education Education Education Education	Girls Girls Boys Boys
Mr. Ram Chand Gupta Mr. Anurag Gupta Ms. Karishma Yadav	Engineering Engineering Engineering	Boys Boys Girls
Dr. S.K. Soni Dr. (Ms) Sonali Bhatnagar	Science Science	Boys Girls
Mr. Abhinav Pandey Dr. Parvinder Kumar Ms. Jyoti Satsangi Dr. Jaspreet Kaur Ms. Deepika Chauhan	Soc. Sciences Soc. Sciences Soc. Sciences Soc. Sciences Soc. Sciences	Boys Boys Girls Girls Girls
Mr. Manish Kumar Ms. Madhuri Mehta	Tech. College Tech. College	Boys Girls

BAND		
Prof. M.M. Srivastava Mr. Rajan Bedi	Science Games & Sports Off.	Boys & Girls

CORE COURSES

CORE COURSES ADVISORY COMMITTEE

Name	Faculty/College	Designation
Prof. (Ms) Agam Kulshrestha	Arts	Coordinator
Prof Emeritus Arun Kumar Sinha	Science	Coordinator
Prof. Emeritus D.S. Mishra	Engineering	Member
Dr. Kamaljeet Sandhu	Soc. Sciences	Member
Prof. Emeritus (Ms) Prem Kali Sharma	Arts	Member
Prof. Emeritus (Ms) Meera Sharma	Arts	Member
Prof. Emeritus Ranjit Singh	Engineering	Member
Prof. J.N. Srivastava	Science	Member
Prof. V.K. Gangal	Commerce	Member
Prof. G.P. Satsangi	Science	Member
Mr. Rajan Bedi	Games & Sports	Member

INCHARGES FOR ATTENDANCE AND RESULTS: CORE COURSES

Faculty/ College	CEC/CRC	General Knowledge	Agricultural Operations	Rural Development/ Social Service
Arts	Prof. (Ms) Agam Kulsheshtra Prof. Subhadra Satsangi Dr. (Ms) Nishith Gaur	Dr. Abhimanyu (I & II Sem.) Prof. (Ms) Agam Kulshrestha	Dr. (Ms) Rashmi Srivastava	Dr. P.S. Singh Dr. (Ms) Suman Sharma Dr. S.P. Tripathi Dr. Gautam Tiwari Mr. Vijay Kumar
Commerce	Prof. (Ms) Agam Kulsheshtra Prof. Subhadra Satsangi Dr. Bhawna Johri	Dr. (Ms) Anisha Satsangi (I & II Sem) Dr. Rakesh Kumar (III & IV Sem)	Dr. Bhawna Johri Dr. Rachna Gupta	Dr. Suneshwar Prasad Dr. Rachna Gupta
Education	Prof. (Ms) Agam Kulsheshtra Prof. Subhadra Satsangi Dr. (Ms) Savita Srivastava Dr. (Ms) Sona Ahuja, Ms. Chetan Pyari	Prof. (Ms) Lajwanti (I Sem.) Mr. Bajrang Bhushan (I Sem.)	Mr. T.K. Rao Dr. R.L. Narayanasimha	Dr. Mukesh Gautam Dr. Chhavi Lal Mr. Umesh Sone
Engg.	Prof. (Ms) Agam Kulsheshtra Prof. Subhadra Satsangi Dr Namasya Ms. Priyanka Ms. Nandini	Prof. Vishal Sahni (III & IV Sem.) Dr. K. Srinivas (V & VI Sem.)	Prof. S.K. Gaur	Prof. Manmohan Agarwal
Science	Prof. (Ms) Agam Kulsheshtra Prof. Subhadra Satsangi Dr. (Ms) Nishith Gaur	Prof. Rohit Shrivastav (I & II Sem.) Prof. Sukhdev Roy (III & IV Sem.)	Prof. Guru Prasad Satsangi	Prof. Sant Prakash Prof. (Ms) Alka Prakash
Social Sciences	Prof. (Ms) Agam Kulsheshtra Prof. Subhadra Satsangi Dr. (Ms) Nishith Gaur	Prof. K.S. Swarup (I & II Sem.) Dr. Deeptipriya (III & IV Sem.)	Prof. Guru Prasad Satsangi	Ms. Deepika Chauhan Mr. Abhinav Pandey

	Ms. Rubina			
Technical College	Prof. (Ms) Agam Kulsheshta Prof. Subhadra Satsangi Dr. (Ms) Nishith Gaur	Mr. Surjan Singh (V & VI Sem.) Mrs. V. Mathur	Mr. Shabd Prakash Mrs. Madhuri Mehta	Dr. M.R. Krishna Mr. Pritam Singh Ms. D. Husnara

NATIONAL SERVICE SCHEME

INCHARGES FOR NSS IN FACULTIES

Name	Faculty	Designation
Dr. Saurabh Mani	Commerce	Program Co-ordinator
Dr. Prem Shankar Singh	Arts	Program Officer
Dr. Gautam Tiwari		Program Officer
Dr. Shivendra Pratap Tripathi		Program Officer
Dr. Nishith Gaur		Program Officer
Dr. Lowleen Malhotra		Program Officer
Shri Vijay Kumar		Program Officer
Dr. Bhawna Johri		Program Officer
Dr. Suneshwer Prasad	Commerce	Program Officer
Dr. Rakeah Kumar	Engineering	Program Officer
Dr. Rajat Setia		Program Officer
Mr. Amol Gupta		Program Officer
Mr. V. Prem Prakash		Program Officer
Mr. Anami Saran		Program Officer
Mr. Atul Suri		Program Officer
Mr. Anurag Gupta		Program Officer
Mr. Gaurav Pratap Rana		Program Officer
Ms. Karishma Yadav		Program Officer
Dr. Rajiv Ranjan		Science
Dr. Shabd Preet	Program Officer	
Dr. Ranjeet Kumar	Program Officer	
Dr. Ashok Jangid	Program Officer	
Dr. Arun Pratap Sikarwar	Program Officer	
Dr. Anju Sharma	Program Officer	
Dr. Sunita Malhotra	Social Science	Program Officer
Dr. Sunder Kala Negi		Program Officer

INCHARGES FOR SCOUTING AND GUIDING

Name	Faculty	Designation
Prof. (Ms) Gurpyari Satsangi	Education	Coordinator
Prof. P.S. Tyagi	Education	Co- coordinator
Dr. (Ms) Arti Singh	Education	Co-coordinator

EXAMINATION AND EVALUATION

FACULTY/COLLEGE EXAMINATION COMMITTEES

Faculty	Committee Members	
Arts	Prof. (Ms) Gur Pyari Jandial Dr. (Ms) Namita Tyagi Dr. (Ms) Dayal Pyari Sinha Dr. (Ms) Charu Swami	
Commerce	Prof. Nidhi Sharma Dr. Sanil Kumar Dr. (Ms) Anisha Satsangi	
Education	Prof. (Ms) Indira Sharma Prof. A.K. Kulshrestha Dr. (Ms) Meenu Singh Ms. Pratima Singh Mr. Bajrang Bhushan Ms. Neetu Singh	
Engineering	Prof. V. Soami Das Mr. Gurmukh Das Dr. Ashok Yadav Dr. V Prem Prakash Prof. M.M. Agarwal Mr. Bhupesh Kant	
Science	Prof. (Ms) K. Maharaj Kumari Dr. (Ms) Anita Lakhani Dr. (Ms) Sharmita Gupta Dr. Lalit Mohan	Dr. (Ms) Antika Thapar Mr. Vijay Dev Mr. Mukesh Kumar Mr. Shailendra Kumar
Soc. Sciences	Prof. S.P. Srivastava (Co-ordinator) Dr. Beerpal - Incharge Dr. Ishwar Swaroop Sahai Mr. Gopal Parihar	Dr. Rupali Satsangi Dr. Jaspreet Kaur Dr. Archana Satsangi Ms. Surat Pyari
Technical College (Boys)	Mr. Bhuvnesh Singhal Mr. R.N. Gautam Mr. A. Dheeraj Mr. C. Dayal Saran	
(Girls)	Ms. D. Swanti Mrs. Vineeta Mathur Ms. Madhuri Mehta Ms. S. Saxena	

PERIODIC TESTS & END-SEMESTER EXAMINATIONS

INSTRUCTIONS TO STUDENTS

1. There is no substitute for sustained hard work and taking all the tests/end-semester examinations seriously and honestly.
2. Ensure that you do not enter the examination room/hall with any unwanted material like books, pages from books, notes, scripts, anything written on any part of your body or clothes/instrument box/calculator/admission card/identity card, old question paper etc., knowingly or unknowingly.
3. Before the start of any examination, you should, in your own interest, check your desk to see that nothing is written on it nor does it contain any papers inside it or in your immediate surroundings.
4. Do not write anything on the answer book except the essential entries on the cover page before the supply of the paper, in any case. This would be a very serious offence and would be treated just like any other case of using unfair means. Writing anything on the question paper, except your roll number, is equally a serious offence.
5. Before starting to write their answers, students should also ensure that answer books are not tampered with in any way, whatsoever. In case any tampering is noticed by them, it should be immediately brought to the notice of the concerned invigilator. Students should especially check that the alignment of the holed punch mark on each page in answer book is not disturbed, the stapling/binding of pages is not tampered with and that the total pages in the answer book are in accordance with the indicated number on the answer book. If later on, any answer book is found tampered with in any manner whatsoever, the student will be held responsible for it.
6. Enter the examination room/hall at least 10 minutes before the starting time so that there is no rush and you do not carry anything unwanted inadvertently for which you may be punished just because you were in a hurry and could not take the necessary precautions. You will have to pay dearly.
7. No one will be allowed to take the examination if he/ she comes later than 15 to 30 minutes from the start of the Class test/ End Semester Examination, respectively. However, in such cases the finishing time will remain as per schedule and no extra time will be given in any case to anyone.
8. Talking to other students during the examination amounts to use of unfair means.
9. Bring all the possible and permissible items of use like pen, pencil, scale, eraser, coloured pencil/pen, non-programmable calculator (unless not allowed) etc. yourself as borrowing them from others during the examination will not be permitted.
10. **Carry the identity card with you during the examination positively.**

11. Show due respect to all the invigilators and the members of the Flying Squad, irrespective of whether they are your direct teachers or not. Misbehaviour with the invigilators/members of the Flying Squad will be severely punished.
12. Put your roll number on the right hand top corner of the front page of your question paper before you start answering the question paper and also check that the question paper contains all the questions so that remedial action may be taken, failing which nothing will be done later.
13. If you are found using unfair means, defending the wrong action by telling lies or misbehaving then this will aggravate the guilt and increase the punishment. Refusing to make a statement or to sign relevant documents will also go against you.
14. The marks obtained in the continuous assessment can be questioned by a student only within ten days of their display on the notice board of the respective faculty/college and beyond that date the mark sheet signed by the course teacher, Head of the department and the Dean/Principal concerned shall be the conclusive proof of the marks obtained by the student and, thereafter, the marks so obtained shall not be subject to any revision/scrutiny, whatsoever. If marks are not displayed for any reason whatsoever, till six days before the semester break, students should complain in writing to the Assistant Registrar (Academic)/Director of the Institute. Finally, they should leave the Institute only after they have seen the displayed award lists.
15. Scrutiny of the awards obtained in written and/or practical end-semester examinations may be conducted on an application made not later than one month after the declaration of the results, and on payment of scheduled fee in the Institute.

CRITERIA FOR AWARD OF ATTENDANCE MARKS

Attendance Percentage	Theory Courses	Practical Courses
	Max. Marks: 10	Max. Marks: 20
Below 65%	Zero	Zero
65% to below 75%	2	4
75% to below 85%	4	8
85% to below 90%	6	12
90% to below 95%	8	16
95% and above	10	20

LATE REGISTRATION DUE TO REMEDIAL EXAMINATION

Attendance of those candidates who take remedial examination will be counted from the day they register for courses or up to one week from the date of declaration of remedial examination result, whichever is earlier.

RELAXATION IN ATTENDANCE REQUIREMENTS DURING THE PERIOD OF ILLNESS

The period of illness of a student, resulting in his/her absence from classes will not be considered for the purpose of calculation of the attendance percentage in classes provided he/she fulfils the following conditions:

- If the Institute has received information regarding his/her illness within a week of commencement of illness.
- If the period of illness is two or more weeks but not more than half a semester at a stretch.
- If the student has not availed condoning of attendance period earlier in the same semester on account of his/her illness.
- If the student has registered an attendance of more than 90% during the semester, excluding the concerned period of absence from the Institute on account of illness.

However, it is also stated that if a student is absent in a semester on account of illness for a continuous period of more than half a semester then the student concerned will have to withdraw from that semester/session.

GRADING METHODOLOGY

In order to offer a level playing field to students across different programmes, the grading system is used to evaluate individual performance. Based on their academic performance, students are graded on a 11-point scale. Further, it is ensured that a student does not lose because of the grading methodology.

In order to arrive upon the lower cut-point of various grades, the median of the scores of a course is computed, ensuring that 50% of the students of the class are above the mark and 50% are below. A histogram is normally drawn to fix the grades. A natural gap/through generally lies between any two consecutive grades. The lower cut-point of "A" grade is normally not fixed below 80% marks. "D-" is the grade for just pass and is normally awarded for scores around 30% and above.

For UG Courses, the median should preferably lie between "B-" and "C" and 10-20% students should lie in "A" and "A-" for a large class while for a normal class, majority of the students should lie in the range "B" to "C-".

For PG Courses, grades should normally lie between "A" to "C-" and grades "D" to "F" are given for poor or very poor performance.

For Laboratory Courses, grading may be restricted between "A" to "C-" with grades "D" to "F" being awarded only in case of poor and very poor performance.

For a batch that performs badly there may be lesser number of "A's", conversely there may be more if the batch performs exceptionally well.

If separate sections of a course are evaluated by separate teachers, normalization of marks may be done and then grading may be done for the entire set.

The lower cut-points of grades are displayed or notified only after they have been vetted by the Department-level Moderation Committee and the Institute-level Moderation Committee and are final and binding on all.

RECOGNITION OF ACADEMIC MERIT

The Institute awards several medals for achieving distinction in academics. Director's medals are awarded for securing highest marks in High School, Intermediate, Technical Diploma and P.G. Diploma, and various undergraduate and post-graduate examinations. Director's Medals are also awarded for securing highest marks in Cultural Education and Comparative Study of Religions to students of Technical Diploma and various undergraduate programmes. President's medals are awarded to 2 students securing highest marks in all undergraduate and post-graduate examinations. One Founder's medal is awarded to the best all-rounder among the first degree students of the Institute. (For details see the Institute website).

Students are advised to devote their time and energy to studies and co- and extra-curricular activities organised in the Institute, as per the calendar already provided, and aim at achieving distinction during their stay at the Institute.

DISCIPLINE & STUDENTS' WELFARE

DEI lays great stress on discipline. Each student is provided with an identity card at the beginning of the session and has to wear the I-card at all times in the campus so that his/her identity as a student of the Institute is obvious.

Students are not allowed to carry mobiles phones in the campus. Any student bringing a mobile phone to campus should deposit it in the Dean's/Principal's office in the morning and take it back in the evening. In case he/she wishes to make an urgent call it may be done in the presence of the Dean/Principal/ Head of the Department.

Students should not litter the campus. Use of plastic bags is also banned in the campus. Students should not carry/chew pan masala/ gutka or smoke in the campus.

If a student leaves without informing the proctor before the stipulated time will be considered as an act of indiscipline. Maintenance of class furniture and decorum is the responsibility of students. After the class is over, it is the duty of students to put stools or chairs back in place, clean tables, board and switch of lights and fans etc.

SECURITY

Security of every student is of prime importance in DEI and the Institute has adequate arrangement for the security of its students on the campus. A student

needing help regarding any issue concerning security may contact the Class Proctor/Dean of the Faculty/Principal of the College. Apart from this, the following persons may be contacted for further assistance:

- Mr. Param Preet Singh (Security Officer-Males), Contact no. 8171506007
- Major (Ms.) Amrik Parmar (Security Officer- Females), Contact no. 8791057753

DISCIPLINE & STUDENTS' WELFARE COMMITTEE

Name	Faculty	Position
Prof. J.K. Verma	Arts	Chief Proctor (Male students) & I/c Flying Squad
Prof. (Ms) Gurpyari Satsangi	Education	Chief Proctor (Female students)
Prof. (Ms) Ragini Roy (Girls)	Arts	Member
Dr. (Ms) Shashi Srivastava (Girls)	Arts	Member
Prof. Pravin Saxena (Boys)	Commerce	Member
Dr. (Ms) Shalini Dubey (Girls)	Commerce	Member
Prof. (Ms) Lajwanti (Girls)	Education	Member
Dr. (Ms) Sona Ahuja (Girls)	Education	Member
Prof. N.P.S. Chandel (Boys)	Education	Member
Dr. Rahul Swarup Sharma (Boys)	Engineering	Member
Ms. Karishma Yadav (Girls)	Engineering	Member
Dr. Sandeep Paul (Boys)	Science	Member
Dr. Shambhu Sharma (Boys)	Science	Member
Prof. (Ms.) Alka Prakash (Girls)	Science	Member
Prof. Bandana Gaur (Women's Cell)	Soc. Sciences	Member
Dr. Lajwant Singh (Boys)	Soc. Sciences	Member
Ms. (Ms) Purnima Bhatnagar (Girls)		
Dr. Anjali Seth(Girls)		
Mr. Abhinav Pandey(Boys)		
Dr. J.K. Arora (Technical) (Boys)	Tech. College	Member
Sh. Bhuvnesh Singhal (Boys)	Tech. College	Member
Ms. Deventri Arora (Girls)	Women's Poly.	Member
Ms. Swanti (Girls)	Women's Poly.	Member
Members of Proctorial Board for B.Voc. Courses		
Dr. Rajat Sethia	Automobile	
Dr. (Ms) Rachna Sharma	Apparel Design	
Prof. Prem Kumar Dantu	Dairy Technology	
Dr. (Ms) Charul Choudhary	Food Processing	
Dr. Ashok Yadav	Renewable Energy	
Dr. (Ms) Preeti Kaur Sachdeva	Textile	
NOTE:		
<ul style="list-style-type: none"> • Members of the Proctorial Board are the Chief Proctors of the faculties and 		

hence they shall look after the general welfare of students and are also authorised to check any student of other Faculty/College regarding discipline.

- There may be a Students' Welfare and Discipline Sub-Committee at the Faculty/College level. The faculty representative in the Students' Welfare and Discipline Committee will be the Ex-officio Convener of the Faculty Committee and the Dean, its Chairman, who will also nominate appropriate number of other members in the Sub-Committee.

RULES OF DISCIPLINE IN THE INSTITUTE

1. Every student is expected to abide by all the instructions, rules and regulations of the Institute and the hostel both in his own interest and in maintaining the decorum and reputation of the Institute.
2. Every student will start each semester with a opening balance of 100 marks for discipline. Thereafter, marks will be reduced for various acts of indiscipline, some of which are detailed below. When the score falls below 50 marks, the defaulter will be treated on probation for good behaviour. On his/her next act of indiscipline, his/her name may be struck off from the rolls of this Institute.

Schedule of deduction of marks for acts of commission and omission

Absence from prayer assembly	1 mark 1 st time 3 marks 2 nd time 5 marks 3 rd & each subsequent time(s)
Absence at News Reading	10 marks
Attending Institute without full uniform	5 marks each time
Absence from classes without leave/permission	5 marks each time
Absence from classes before or after long leave	10 marks each day
Unauthorised and untimely presence at other faculties and premises including Libraries	10 marks each time
Parking of Cycles/Autocycles/Scooters/Motorcycles at unauthorised places	1 mark 1 st time 3 marks 2 nd time 5 marks 3 rd & each subsequent time(s)
Absence on National Days (Independence Day/Republic Day/ National Youth, Teachers' Day etc.)	10 marks each time
Unauthorised absence on special occasions as announced by the Institute/Faculty/Department	5 marks each time
Moving in the Campus without Identity Card	5 marks each time
Any other act of indiscipline, including bringing or calling outsiders to the Campus etc.	As decided by DC/Faculty Proctorial Board
Disfiguring/destruction of Institute property	10 marks & above plus cost of repair/replacement
Use of Mobile Phone is strictly prohibited inside Institute campus. On found using/keeping cell phone	20 marks with confiscation of phone for the academic session
Act of indiscipline in class when teacher is present	5 marks first time, thereafter as decided by DC/ Faculty Proctorial

	Board
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3. In case of any dispute or problem, report the matter to any Teacher/Proctor/Incharge Discipline/Dean/ Principal instead of taking the law into your own hands.
4. Pay respect to teachers and authorities irrespective of the fact that they belong to your Faculty/College or not.
5. Students indulging in ragging activities inside or outside the Institute may be expelled from the Institute summarily.
6. List of penalties for misconduct and/or use of unfair means during examinations is given under the heading "Examination and Evaluation."

GRIEVANCE COMMITTEE

Name	Designation	Position
Prof. G. S. Tyagi	Head, Dept. of Physics & Computer Science	Convener
	Dean, Arts	Member
	Dean, Commerce	Member
	Dean, Education	Member
	Dean, Engineering	Member
	Dean, Science	Member
	Dean Social Sciences	Member
	Principal, DEI Tech. College	Member
	Principal, REI Inter College	Member
	Principal, PV Girls Inter College	Member

COMPLAINTS (GRIEVANCE REDRESSAL) COMMITTEE FOR HARASSMENT OF WOMEN AT WORKPLACE

Name	Designation	Position
Prof. Emeritus (Ms) S.P. Sinha	Psychologist, Social Sciences	Chairperson & Spl. Counsellor
Prof. (Ms) Ragini Roy	Prof., Arts	Member
Prof. (Ms) Gunjan Agarwal	Prof., Science	Member
Prof. (Ms) Alka Prakash	Prof., Science	Member
Deans/ Principals	All Faculties & Colleges	Members
Dr. (Ms) Gur Pyari Mehra	Chairperson , Nagar Panchayat, Dayalbagh	Member (Third Party)
Dr. (Ms) Meena Pydah	Asstt. Prof., Arts	Convener
Female students and staff of the Institute who feel aggrieved/ harassed on any account may address their grievances to the Convener of the Committee.		

RAGGING IS PROHIBITED

Note - Ragging is a punishable offence.

Ragging constitutes one or more of any of the following acts:

- i. any conduct by any student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- ii. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any student;
- iii. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generation of a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- iv. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- v. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. any act of financial extortion or expenditure forced upon a fresher or any other student by students;
- vii. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of person;
- viii. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- ix. any act that affects the mental health and self-confidence of a fresher or any other student with and without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Following measures are adopted by the Institute for the prevention of ragging:

- i. The Chief Proctor of the Institute, along with the proctors and Chief Wardens of hostels constitute the Anti-Ragging Committee. The Director is the Chairman of this Committee. The committee counsels the senior students with a view to curb ragging.
- ii. Anti-Ragging squads consisting of the Chief Proctor and Faculty Members are constituted to patrol campus during break, and at the start and end of the day.
- iii. Night checks are carried out at junior students' hostels.
- iv. Prominent posters are displayed at all vantage points of the Institute regarding the anti-ragging policy of the Institute.

Students should feel free to contact the Proctor, Faculty Discipline Incharge, Hostel Warden, Dean of the Faculty or any member of the staff for reporting issues related to ragging in the Institute.

Prof. K. Hans Raj, Professor, Department of Mechanical Engineering, Faculty of Engineering is the Nodal Officer for prevention of ragging and receiving complaints, if

any, in this regard. His email address is khansraj@rediffmail.com. He can also be contacted on his mobile phone No. 09358877956.

In addition, students in distress, owing to ragging related incidents, can access the toll free helpline 1800-180-5522.

The following members of staff are additionally entrusted the task of extra vigilance in each faculty/college so that no untoward incident occurs, especially during the first month after admissions.

S. No.	Faculty/College	Staff Member
1.	Faculty of Arts	Dr. (Ms) Shashi Srivastava Prof. (Ms) Sangita Saini
2.	Faculty of Commerce	Prof. Praveen Saxena Dr. (Ms) Shalini Dubey
3.	Faculty of Education	Prof. N.P.S. Chandel Prof. (Ms) Gur Pyari Satsangi
4.	Faculty of Engineering	Prof. Rahul Caprihan Mr. Ishant Singhal
5.	Faculty of Science	Prof. C. M. Markan Prof. (Ms) Alka Prakash
6.	Faculty of Social Science	Dr. (Ms) Purnima Bhatnagar Dr. Lajwant Singh
7.	Technical College	Dr. Jyoti Kumar Arora Mr. G.P. Misra Mr. Purshottam Kumar

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad award to those found guilty, one or more of the following punishments:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iii. Debarring from appearing in any test/examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. Provided that the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

MEASURES FOR STUDENTS WELFARE

CANTEEN FACILITIES

Separate canteen for male students is available near Shatabdi Bhawan. A snack-bar for female students is also available opposite to the Computer Centre near Arts Faculty.

The DEI NRSC (Non Resident Students Centre) Girl's Canteen is managed by the members of staff of the Institute. It caters to the nourishment needs of the students during the Institute's working hours and also provides hospitality to Institute guests as and when required.

The food items prepared by B. Voc. FPP students are available near Commerce faculty.

RAILWAY CONCESSION

All bonafide students of the Institute can avail the facility of Railway Concession to and from their home town during vacations, provided that the distance between Agra and the city/town is not less than 200 km. For availing this facility, they should contact their faculty/college office.

INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance Cell (IQAC) of Dayalbagh Educational Institute is entrusted with the following tasks:

1. Improvement in quality of teaching and research by regular inputs to all concerned, based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

Students and staff can give their feedback and suggestions on teaching and administrative performance in DEI by dropping their suggestions in the Suggestion Box located in DEI Computer Centre, or through email to the Coordinator, IQAC at iqac@dei.ac.in.

Additionally, suggestions can be sent at email id sujhav@dei.ac.in.

TRAINING & PLACEMENT

DEI TRAINING & PLACEMENT CELL

Name	Faculty	Position
Sh. Sahab Das	Engineering	Training & Placement Officer
Prof. (Ms) Sangita Saini Dr. (Ms) Namita Bhatia	Arts Arts	Convener Co-Convener

Ms. Hema Panwar	Arts	Co-Convener
Prof. P.D. Saini	Commerce	Convener
Dr. Suneshwar Prasad	Commerce	Co-Convener
Dr. (Ms) Sona Dixit	Education	Convener
Mr. T.K. Rao	Education	Co-Convener
Prof. D.K. Chaturvedi	Engineering	Convener
Mr. Kumar Ratnakar	Engineering	Co-Convener
Mr. Anami Saran Mandal	Engineering	Co-Convener
Mr. Atul Suri	Engineering	Co-Convener
Mr. V Prem Prakash	Engineering	Co-Convener
Mr. Nishant Singhal	Engineering	Co-Convener
Mr. K. Pritam	Engineering	Co-Convener
Prof. (Ms) Kamal Srivastava	Science	Convener
Dr. Ashok Jangid	Science	Co-Convener
Mr. R.S. Pavitra	Science	Co-Convener
Prof. (Ms) Shalini Nigam	Soc. Sciences	Convener
Dr. (Ms) Sumita Srivastava	Soc. Sciences	Co-Convener
Ms. (Ms) Purnima Bhatnagar	Soc. Sciences	Co-Convener
Dr. (Ms) Resham Chopra	Soc. Sciences	Co-Convener
Dr. (Ms) Kavita Kumar	Soc. Sciences	Co-Convener
Shri G.P. Mishra	Tech. College	Convener
Mr. Mayank Agarwal	Tech. College	Co-Convener
Mr. A. Dheeraj	Tech. College	Co-Convener
Mr. Abhishek	Tech. College	Co-Convener
Dr. (Ms) Vineeta Mathur	Women's Poly.	Co-Convener

INSTITUTE INDUSTRY PARTNERSHIP CELL

Name	Faculty	Designation
Prof. K. Hansraj	Engineering	Chief Co-ordinator
Prof. (Ms) Sangita Saini	Arts	Member
Dr. (Ms) Sonika	Arts	Member
Prof. P.D. Saini	Commerce	Member
Dr. Suneshwar Prasad	Commerce	Member
Ms. Pratima Singh	Education	Member
Mr. Bajrang Bhushan	Education	Member
Prof. Emeritus Ranjit Singh	Engineering	Member
Mr. Sahab Das	Engineering	Member
Prof. D. Bhagwan Das	Engineering	Member
Prof. C. Patvardhan	Engineering	Member
Prof. R. Caprihan	Engineering	Member
Prof D G Rao	Engineering	Member
Prof. Sahab Dass	Science	Member
Prof. (Ms) Shalini Nigam	Soc. Sciences	Member
Dr. (Ms) Sumita Srivastava	Soc. Sciences	Member
Ms. Purnima Bhatnagar	Soc. Sciences	Member
Sh. Major Singh	Tech. College	Member

Prof. Soami Piara Satsangee	USIC	Member
Dr. Ratan Saini	Computer Centre	Member

CENTRAL FACILITIES

DEI COMPUTER CENTRE

The Centre provides facility for Information Technology laboratory related classes for various courses at certificate, diploma, undergraduate and post graduate level, organised by the faculties of Arts, Commerce, Education, Science, Social Sciences in addition to various vocational courses for students of Technical College and Women's Polytechnic. New students interested in using the Centre's facility have to create their login and password at <http://10.2.1.200>. To verify the account, the student has to submit a signed photocopy of his/her ID card in the Computer Centre office.

Usage Policy: Students with authorized accounts may use the facilities, as long as such use:

- is for academic and research work, related to course of study.
- does not lead to any kind of offence or offend any other person.
- does not violate any law or IT Act of the Government of India.

Other Rules:

- Entry to Computer Centre is permitted in full uniform with ID card only, based on availability of seats and class bookings.
- Shoes/ Footwear should always be put in shoe bags available on rack to be taken inside the lab and kept under chair. While leaving the Centre the shoe bag must be put back in the box marked for the same.
- Every website visit is recorded for every individual and machine.
- Users must not allow any other person to use their login/password by sharing their account details.
- All important data must be backed up by everyone and uploaded to email account of self or Google Drive is a good option.
- No food or drink is permitted in the Centre. Making noise either through games/ music or even talking and/or singing loudly is prohibited.
- Playing of games in Institute laboratories or using Institute facilities for such activities is strictly prohibited. Internet chat is also banned.
- Unauthorized software downloads and peer to peer connections for recreational purposes are banned.
- User Quota Limit is being implemented on experimental basis.
- Any kind of mishandling/tampering with equipment or other facilities in the centre will be strictly dealt with.

- Logins not used for more than a month may be blocked and may be reactivated on request.
- Any kind of abuse, indiscipline or misbehaviour will be liable for stern disciplinary action and the account will be disabled immediately.

Complete details about the facilities and rules of use at the Computer Centre may be seen at Centre website <http://cc.dei.ac.in/cc>. Students may contact Computer Centre staff for any problem or clarification, while using the services.

The timings of the Computer Centre are from 7.00 a.m. to 5.00 p.m. and may be changed any time as required.

CENTRAL LIBRARY

DEI Central Library is fully computerized and any student of DEI may consult the library with their valid Identity card. Besides the Central Library, there are three faculty libraries in the faculty of Commerce, Education, and Engineering in DEI.

Books are issued for fourteen days to a student and the quota of books is as under:

UG Students – 2

PG Students – 4

PhD (Research Scholar) – 6

Students have to maintain silence and discipline in the library. At the beginning of every session, new students are oriented about library services and operations etc.

Timing – Central library opens at 8.30 am to 5.00pm every day except Sunday and holidays (approved by the DEI).

Central Library provides the following facilities to its readers:

- Book transaction (issue/return)
- Photocopy Service
- Scanning Service
- Printing Service
- Internet Access
- Reference Service
- E- journal Access
- Consultation Services
- OPAC (Online Public Access Catalog) <http://10.23.0.50:8080/newgenlibtxt>
- Document Delivery Service through INFLIBNET (on request)
- Inter-Library-Loan (on request)

The Central Library also has computer systems for its users for access to e-journal, internet and OPAC (Online Public Access Catalogue) etc.

For e-journal access, Mr. P. D. Sharma may be consulted in the Central Library. The Incharge, Central Library may be consulted for upload of PhD/M. Phil. thesis/dissertation and synopsis on Shodhganga and Shodhgangotri.

For any other information regarding library, Incharge Central Library, Dr Mange Ram may be consulted or an email may be sent to cldei81@rediffmail.com.

The home webpage of Central Library may be accessed through DEI website at the link: <http://www.dei.ac.in/dei/library/>

Multi-Media Centre, University Science & Instrumentation Centre, Quantum-Nano Systems Centre Research & Technology Park, and Centre for Consciousness Studies are some of the other prominent, special purpose centres in the Institute.

VEHICLE PARKING IN THE CAMPUS

The Institute does not permit plying of vehicles within the campus. Parking space, with attendant between 8.00 a.m. and 5.00 p.m., is provided in the campus for staff/students/visitors, on nominal charge, as detailed below:

1. Rate/Fee (in Rupees):

- 200/- per semester for two-wheelers
- 300/-per semester for four-wheelers
- 100/- monthly charges for two-wheelers (only for temporary staff)
- 5/- per day for temporary parking for two-wheelers (only for visitors)
- 10/- per day for temporary parking for four-wheelers (only for visitors)

2. Parking place:

For Staff

All motorized four-wheelers & two-wheelers of the staff of the institute shall be parked in the field opposite the Faculty of Engineering. Those using bicycles can park their bicycles in the space provided on the left side inside the DEI main gate parking stand.

For Male Students

Cycles/scooters/motorcycles/cars of all male students shall be parked in the field opposite the Faculty of Engineering.

For Female Students

Female students shall park their cycles/cars/scooters in the parking space provided on the left side inside the DEI main gate.

For Women's Polytechnic

Parking of cycles and scooters of students/staff shall be at the designated place within the polytechnic campus.

For Visitors

Visitors shall park their vehicles at the staff parking lot.

DEI NEWS COMMITTEE

Patron	Prof. P.K. Kalra
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Chief Editor	Prof. J.K. Verma
Editors	Dr. (Ms) Sona Dixit Dr. (Ms) Sonal Singh Dr. Akshay Kumar Satsangi

Faculty Co-ordinators:

Arts	Dr. (Ms) Charu Swami
Commerce	Dr. Sanil Kumar
Education	Ms. Neha Jain
Engineering	Prof. Sanjay Srivastava
Science	Dr. (Ms) Soumya Sinha
Social Sciences	Dr. Rohit Rajwanshi
Technical College	Mr. R.R. Singh

Advisor	Prof. S.K. Chauhan
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DEI MAGAZINE COMMITTEE

Patron	Prof. P.K. Kalra
Chief Editor	Prof. J.K. Verma
Editors	Prof. (Ms) Renu Josan Dr. (Ms) Namasya Dr. (Ms) Anita Lakhani

Faculty Co-ordinators:

Arts	Dr. (Ms) Namita Bhatia Dr. (Ms) Nisith Gaur
Commerce	Dr. Suneshwar Prasad
Education	Dr. (Ms) Sona Ahuja
Engineering	Prof. Sanjay Srivastava
Social Sciences	Dr. (Ms) Jyoti Gogia
Science	Dr. (Ms) Anita Lakhani
Technical College	Sh. Mayank Agarwal

Advisor	Prof. S.K. Chauhan
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DEI STUDENTS' CHAPTER OF THE INSTITUTE OF ENGINEERS (INDIA)

1.	Prof. D.K. Chaturvedi	Advisor, Elect. Engg.
2.	Sh. Ishant Singhal	Advisor, Civil Engg.
3.	Sh. Amol Gupta	Advisor, Footwear Engg.
4.	Dr. Ashok Yadav	Advisor, Mech. Engg.

LIST OF HOLIDAYS FOR THE SESSION 2018-2019

Holidays	No. of day(s)	Day(s) of week	Date(s)
Raksha Bandhan	1	Sunday	26 August 2018
Independence Day	1	Wednesday	15 August 2018
Janamashtami	1	Monday	3 September 2018
*Idu'l Zuha (Bakrid)	1	Wednesday	22 August 2018
Dussehra	1	Friday	19 October 2018
*Muharram	1	Friday	21 September 2018
Gandhi Jayanti	1	Tuesday	2 October 2018
Deepawali	1	Wednesday	7 November 2018
Holiday**	1	Thursday	8 November 2018
Guru Nanak Birthday & Kartik Purnima	1	Friday	23 November 2018
*Idu'l Milad-Un-Nabi / Bara Wafat	1	Wednesday	21 November 2018
Christmas Day	1	Tuesday	25 December 2018
Republic Day	1	Saturday	26 January 2019
Basant Panchami	1	Sunday	10 February 2019
Shiv Ratri	1	Monday	4 March 2019
Holi	1	Thursday	21 March 2019
Ram Navmi	1	Saturday	13 April 2019
Ambedkar Jayanti	1	Sunday	14 April 2019
Mahavir Jayanti	1	Wednesday	17 April 2019
Good Friday	1	Friday	19 April 2019
Budh Purnima	1	Saturday	18 May 2019

* Subject to visibility of the Moon.

** On student request.

Note: The students will have the following vacations:-

Vacations	No. of days	Days of Week	Dates
Mid Semester Break	6	Monday to Saturday	15 Oct to 20 Oct 2018
Semester Break	6	Tuesday to Sunday	19 Dec. to 24 Dec.,2018
Mid Semester Break	6	Monday to Saturday	18 March to 23 March 2019
Summer Vacation	40	Tuesday to Saturday	22 May to 30 June 2019

CALENDAR FOR THE SESSION 2018-2019

2018

<u>July</u>							<u>August</u>							<u>September</u>						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30							

<u>October</u>							<u>November</u>							<u>December</u>						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
													30	31						

2019

<u>January</u>							<u>February</u>							<u>March</u>							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5						1	2							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	24	25	26	27	28	29	30			
													31								

<u>April</u>							<u>May</u>							<u>June</u>						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
													30							

STUDENT'S INSTITUTE RECORD

Every student will deposit this record, duly filled in, to his/her Proctor/Tutor when he/she submits his/her Clearance Form prior to the May End-Semester Examination)

Name: _____

Father's Name: _____

Class: _____ Faculty/ College: _____

Mailing Address: _____

Period of stay in the Institute: July _____ to June _____

Major Subjects: (1) _____ (2) _____
(3) _____ (4) _____

Elective/ Half Course:

Faculty _____ Non-Faculty _____

Work Experience: _____

Name of Tutor/ Proctor: _____

All activities mentioned below should be verified by concerned Incharges

Participation in N.S.S. Camp: _____

Participation in Social Service: _____

Participation in Games & Sports:

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

Participation in Cultural & Literary Activities:

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

Remarks of Faculty Discipline Incharge: _____

Any other Information: _____

Signature of the Student

NOTES & REMARKS

