

## Manual 1

### Particulars of organisation, functions and duties

#### **Vision Statement**

To attain excellence in all aspects and become a Premier institution of higher education by creating healthy and congenial academic environment helpful for innovation and experimentation. Quest for knowledge, freedom of expression and respect for culture is the hallmark of the college.

#### **Objective and Brief History**

Shivaji College started as W.A.F.M. Shivaji College in July 1961 to serve the educational needs of West Delhi, especially the rural areas. This was the result of the efforts of the then President of the Bharat Krishak Samaj and Minister of Agriculture, Govt. of India, Dr. Panjabrao S. Deshmukh. After a few months' stay at Najafgarh, it was shifted to Matiala and was accommodated in a primary school building. On October 16, the College was taken over by Delhi Administration retaining its substantial name Shivaji. In 1976, the then Vice-President of India, Shr. B.D.Jatti performed the inaugural ceremony of the permanent building in which the College is now functioning.

\*\* The College imparts instruction and training in the following courses\*\*

1. B.A. (H) Business Economics
2. B.A. (Prog.)
3. B.A. (H) Economics
4. B.A. (H) English
5. B.A. (H) Geography
6. B.A. (H) Hindi
7. B.A. (H) History
8. B.A. (H) Political Science
9. B.A. (H) Sanskrit
10. B.Com (Prog.)
11. B.Com (Hons.)
12. B.Sc Life Science
13. B.Sc Physical Science
14. B.Sc. (H) Bio-Chemistry
15. B.Sc. (H) Botany

16. B.Sc. (H) Chemistry
17. B.Sc. (H) Mathematics
18. B.Sc. (H) Physics
19. B.Sc. (H) Zoology
20. B.Sc. (H) Applied Physical Science (Comp. Science.)
21. M.A. Hindi
22. M.A. Political Science
23. M.A. Sanskrit

**Expectation of the college from the public for enhancing its effectiveness and efficiency**

The college expects objective and considered support from citizens of Delhi as well as persons directly associated with the affairs of the college and the University of Delhi.

**Arrangements and methods made for seeking public participation / contribution**

Public involvement in the affairs of the college is through nomination of people from various walks of public life on its Governing Body as per provisions of statute 30(1)(c)(i) of Delhi University Act, 1922.

**Mechanism available for monitoring the service delivery and public grievance resolution**

Management of the various activities of the college is supervised by the Principal through designated committees. Monitoring of the affairs of the college is through its Governing Body and Academic Council & Executive Council of the University of Delhi.

Organisational Chart for teaching and non-teaching staff:

List of Teaching Staff

Dr. Shashi Nijhawan  
Principal

Department of Biochemistry

1. Dr (Mrs.) Shashi Nijhawan
2. Dr (Mrs.) Neena R. Wadehra
3. Dr.(Mrs.) Roshmi Wardhan
4. Dr. (Ms.) Darshan Malik
5. Dr. (Ms.) Dipika Yogesh (Deputation)  
(12.11.07 to 14 12.09)
6. Dr. (Ms.) Sunita Singh (Adhoc) (LV of S.No4)

Department of Botany

- 1 Dr. Vijay Mohan
- 2 Dr. (Ms.) Geta Sharma
- 3 Dr. (Ms.) Anuradha mal
- 4 Dr. (Ms.) Anita Kapur
- 5 Dr. Vijay Kumar
- 6 Dr. Pratima Rani Sardar
- 7 Dr. Manju
- 8 Dr. V Prabhavathi
- 9 Dr. Kiran Bamel, Adhoc

Department of Chemistry

- 1 Dr. R.N. Virmani
- 2 Dr. (Ms.) Promila Mathur
- 3 Dr. Devender Singh
- 4 Dr. (Ms.) Manjula Singh
- 5 Dr. Anil Kumar Aggarwal
- 6 Dr. Prasanta Kr. Sahu
- 7 Ms. Rajni Kanojia
- 8 Dr. Bhaskar Mohan Kandpal
- 9 Dr. Neena Khanna

Department of Economics

- 1 Sh. R. S. Bhardwaj
- 2 Ms. Anushu Chopra
- 3 Ms. Mamta Datt
- 4 Ms. Iti Tripathi
- 5 Ms. Retika Rana
- 6 Mr. Sumeet Singh Raheja
- 7 Mr. Krishna Ram
- 8 Ms. Mansi Sachdeva (Guest)

Department of English

- 1 Dr. A.K. Bhargava
- 2 Dr. (Ms.) Poonam Singh
- 3 Ms. Anjali Raman
- 4 Ms. Sonali Garg
- 5 Ms. Siamlianvung Hangzo
- 6 Mr. Arjun Ghosh
- 7 Ms. Ritu madan
- 8 Ms. Leisangthem Geetarani  
Devi
- 9 Mr. Animesh  
Mohapatra(Adhoc)
- 10 Ms. Manisha Saluja (Adhoc)

Department of Geography

- 1 Dr. B.S. Dahiya
- 2 Dr. D.V. Chhikara
- 3 Dr. Surender Singh
- 4 Dr. (Ms.) Lalita Rana
- 5 Dr. Tejvir Singh Rana
- 6 Ms. Preeti Tewari
- 7 Mr. Jagmohan (Adhoc)
- 8 Mr. Dilip Kumar (Adhoc)
- 9 Ms. Pooja Chowdhary  
Mehtani

- 10 Mr. Mahendra Kumar Meena (Adhoc)  
11 Dr. Vandana Katoch  
12 Mr. Nand Gopal Giri  
13 Mr. Rahul Singhal  
14 Dr. Rajiv Kumar

Department of Commerce

- 1 Sh Ashok K. Bagrial  
2 Dr. G.P. Mishra  
3 Dr. Daryab singh  
  
4 Ms. Usha Sharda  
5 Sh. Dhananjaya Sharma  
6 Sh. P.R. Chadha  
7 Ms. Renu Malhotra  
8 Ms. Suman Kharbanda  
  
9 Sh. Rabinarayan Samantara  
10 Mr. Rajesh Kumar  
11 Mr. Ramesh Kumar  
12 Mr. Rajinder Singh  
13 Ms. Kiran chaudhary  
14 Ms. Preeti malik (Adhoc)  
15 Ms. Vanitha Chawla (Adhoc)

Department of Hindi

- Dr. (Ms.) Usha Kanta  
1 Chaturvedi  
2 Dr. Sarvesh Kr Debey  
3 Dr. (Ms.) Ruchira Dhingra  
Dr. Virender Bhardwaj  
(E.O.L.)  
4 (From 19.09 to 31.8.09)  
5 Mr. Vikas Sharma  
6 Ms. Jyoti Sharma  
7 Dr. Darshan Pandey  
8 Ms. Raj Kumari  
Mr. Chaitanya Prakash Yogi  
9 (Adhoc)  
10 Dr. Deendyal (Adhoc)  
11 Ms. Neetu Gupta (Guest)

SHIVAJI COLLEGE (University of Delhi), Ring Road, New Delhi-110 0027  
List of Teaching Staff as on 23.12.2008

Department of Computer Sc.

- 1 Sh Rakesh Yadav  
2 Ms. Preeti Sharma  
Department of History  
1 Dr. Jai Gopal  
Ms. Khurshid Khan (Study Leave)  
2 (24.10.07 to 23.10.2010)  
3 Dr. Amarjiva Lochan  
4 Dr. (Ms.) Shama Mitra Chenoy  
5 Sh Mukesh Kumar Singh  
6 Ms. Nishtha Srivastava  
Ms. Aditi Choudhary (Adhoc)(L.V. of  
7 Sl. No 2)  
8 Mr. Jaspal Singh Kaul (Adhoc)

Department of Sociology

- 1 Ms. Neena Malhotra  
2 Ms. Anuja (Guest)  
Department of Sanskrit  
1 Dr. Ravindra Kr. Vasishtha

Department of Mathematics

- 1 Dr. (Ms.) Saroj Sharma
- 2 Dr. Shiv Kumar Sahdev
- 3 Dr. Babita Gupta
- 4 Ms. Aparna Jain
- 5 Ms. Mridula Budhraja
- 6 Ms. Surabhi Madan  
Sh Pankaj Kr Das (Study Leave)  
(16.10.08 to 15.10.2011)
- 7 Mr. Ashesh Kumar Jharwal
- 8 Dr. Kumari Prinyanka
- 10 Mr. Jeetendra Aggarwal (Adhoc)
- 11 Ms. Deepika Dhall (Adhoc)
- 12 Mr. Lalit Sharma (Guest)

Department of Zoology

- 1 Dr. V.K. Mehta
- 2 Dr. Balraj Gupta
- 3 Dr. Sudhir Vasal
- 4 Dr. (Ms.) Indira Chaudhary
- 5 Dr. Sunita Gupta
- 6 Mr. Manish Kumar Sachdeva
- 7 Ms. Nimita Kant
- 8 Dr. Deepika Yadav

Department of Physics

- 1 Sh. Ravi Khaneja
- 2 Dr. Pramod Sagar
- 3 Dr. Triyug Singh
- 4 Dr. S.K. Soni
- 5 Dr. (Ms.) Manju Banerjee
- 6 Dr. S.C. Goel
- 7 Dr. Ashok Kr. Shukla  
Dr. Arun Vir Singh (On Deputation)  
(From 12.2.08 to 11.2.2010)
- 8 Dr. S.K. Yadav
- 10 Ms. Bharti
- 11 Miss Mamta
- 12 Mr. Amit Tanwar (Adhoc) (LV of 8)
- 13 Ms. Anju Gupta (Adhoc)
- 14 Dr. (Mrs.) Joshi (Guest)

Department of Physical Education

- 1 Sh. Gaurav Goel

LIBRARIAN

- 1 Sh. K.C. Dixit

Department of Pol Science

- 1 Dr. D.K. Singh
- 2 Ms Santosh Duggal
- 3 Dr. Dinesh Yadav
- 4 Dr. V.P.S. Malik
- 5 Dr. S.K. Nagpal
- 6 Sh. Surender Singh Rana
- 7 Dr. B.S. Dalal
- 8 Mr. Vikas Verma (Adhoc)

List of Non-teaching staff On Permanent Basis

Office	1.	Mr. Dipin Arora	Administrative Officer
	2.	Ms. Usha Golani	PA to the Principal
	3.	Sh. A. C. Jain	S.O. Acctt.
	4.	Mrs. Neelam Kumari	S.O. Admn.
	5.	Sh. R. S. Rathee	Senior Assistant
	6.	Sh. A. K. Bhatia	Senior Assistant
	7.	Sh. Raj Kumar	Assistant
	8.	Sh. Attar Singh	Assistant
	9.	Sh. Rajesh Kumar	Assistant
	10.	Mrs. Joyce Jane	Assistant
	11.	Sh. Pawan Kumar	J.A.C.T
	12.	Sh. Prahlad Singh	Caretaker
	13.	Sh. Bed Singh	Chowkidar
	14.	Sh. Ram Bhilak	Gestenerator operator
	15.	Sh. Hawa Singh	Daftri
	16.	Sh. Dharambir Singh	Daftri
	17.	Sh. Jagdish Parshad	Office Attd.
	18.	Sh. Sadhu Ram	Office Attd.
	19.	Sh. Ram Kishor	Office Attd.
	20.	Mrs. Raj Rani	Office Attd.
	21.	Sh. Shri Kant	Office Attd.
	22.	Sh. Anil Kumar	Office Attd.
	23.	Sh. Santosh Kumar Mishra	Office Attd.
	24.	Mrs. Sharbati Devi	Safai Karamchari
	25.	Sh. Wazir Chand	Safai Karamchari
	26.	Sh. Jai Kumar	Safai Karamchari
	27.	Sh. Satpal	Safai Karamchari
	28.	Mrs. Santosh	Safai Karamchari
	29.	Sh. Pyare Lal	Safai Karamchari
	30.	Sh. Bhagwati Prashad	Head Mali
	31.	Sh. Chhebi Lal	Mali
	32.	Sh. Hukam Singh	Mali
	33.	Sh. Chhedi Lal	Mali
	34.	Sh. Jaganath	Mali
	35.	Sh. Hawa Singh	Chowkidar
	36.	Sh. Rakesh Kumar	Chowkidar
	37.	Sh. Jeet Maan	Chowkidar

	38.	Sh. Narender Singh	Chowkidar
Library	39.	Sh. K. C. Dixit	Librarian
	40.	Sh. Jai Bhagwan	S.P.A
	41.	Sh. Ravi Kumar	S.P.A
	42.	Sh. Shankar Majumdar	Lib. Attendant
	43.	Sh. Vijay Kumar	Lib. Attendant
	44.	Sh. Anand Kumar	Lib. Attendant
	45.	Sh. Bijender Singh	Lib. Attendant
	46.	Sh. Ravinder Kumar	Lib. Attendant
	47.	Sh. Ved Prakash	Lib. Attendant
	48.	Sh. Pradeep Sharma	Lib. Attendant
	49.	Sh. Chander Singh Meena	Lib. Attendant
	50.	Ms. Pooja Chandelia	Lib. Attendant
	51.	Mr. Vijay Kumar Chawla	Lib. Attendant
Computer Sc.	52.	Mrs. Mamta Sharma	Scientific Asstt.
Bio-Chemistry	53.	Sh. Sushil Goswami	Technical Asstt.
	54.	Sh. Soraj Singh	Lab. Assistant
	55.	Sh. Surender Singh	Lab. Assistant
	56.	Sh. Virender Singh	Lab. Attendant
Computer Sc.			
Geography	57.	Sh. Virender Singh	Lab. Assistant
	58.	Sh. Deepak Rana	Lab. Attendant
Botany	59.	Sh. Ramji Chaturvedi	Lab. Assistant
	60.	Sh. Raj Pal	Lab. Assistant
	61.	Sh. Chandroop Singh	Lab. Assistant
	62.	Sh. Anil Kumar Sehrawat	Lab. Attendant
	63.	Sh. Avinash Kalyan	Lab. Attendant
	64.	Sh. Lalta Parsad	Lab. Attendant
Chemistry	65.	Sh. R.K. Sharma	Gas Mechanic
	66.	Sh. H.K. Katyal	Lab. Assistant
	67.	Sh. Y.P. Bakshi	Lab. Assistant
	68.	Sh. I.S. Dahiya	Lab. Assistant
	69.	Sh. S.N. Jha	Lab. Assistant
	70.	Sh. Ranvir Singh Sehrawat	Lab. Assistant
	71.	Sh. Bacche Singh Negi	Lab. Assistant
	72.	Sh. Naresh Kumar Sharma	Lab. Assistant
	73.	Sh. Subash Chand	Lab. Assistant
	74.	Sh. Ranjit Singh	Lab. Assistant

	75.	Sh. Parveen Kumar	Lab. Attendant
	76.	Sh. Sandeep Dalal	xLab. Attendant
	77.	Sh. Davinder Rai	Lab. Attendant
	78.	Sh. Rohit Passi	Lab. Attendant
	79.	Ms. Jyoti	Lab. Attendant
	80.	Sh. Suresh Shah	Lab. Attendant
Physics	81.	Sh. Kartar Singh	Lab. Assistant
	82.	Sh. G.B. Upreti	Lab. Assistant
	83.	Sh. Azad Sigh	Lab. Assistant
	84.	Sh. P.K. Natrajan	Lab. Assistant
	85.	Sh. Yoginder Singh	Lab. Assistant
	86.	Sh. Mohan Chander	Lab. Assistant
	87.	Sh. Satish Kumar	Lab. Assistant
	88.	Sh. Tarun Kumar	Lab. Assistant
	89.	Sh. Satyavir Singh Chauhan	Lab. Attendant
	90.	Sh. Vinod Kumar	Lab. Attendant
	91.	Mrs. Sunita Hooda	Lab. Attendant
	92.	Mr. Sachin Kumar	Lab. Attendant
	93.	Mr. Neeraj Kumar	Lab. Attendant
	94.	Mr. A.T.Subhash	Lab. Attendant
Zoology	95.	Sh. S.V.S. Chauhan	Museum Curator For Botany & Zoology
	96.	Sh. M.S.Bisht	Lab. Assistant
	97.	Sh. Onkar Singh	Lab. Assistant
	98.	Sh. Rajbir Singh	Lab. Assistant
	99.	Sh. Satbir Singh	Lab. Attendant
	100.	Sh. Rama Shankar Sah	Lab. Attendant
	101.	Sh. Anil Kumar	Lab. Attendant
	102.	Sh. Raj Kumar	Lab. Attendant

Address of the College

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Working hours of the College

Hours of office are from 9:00 a.m. to 5:30 p.m. (Monday to Friday).



