

MANUAL NO. 01

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

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

1. Aims and Objectives of the organization :

Delhi College of Arts and Commerce is a premier educational institution since 1987 that provides a platform for nurturing talent by stimulating them to pursue excellence. Over the years, DCAC 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 :

Delhi College of Arts and Commerce 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 :

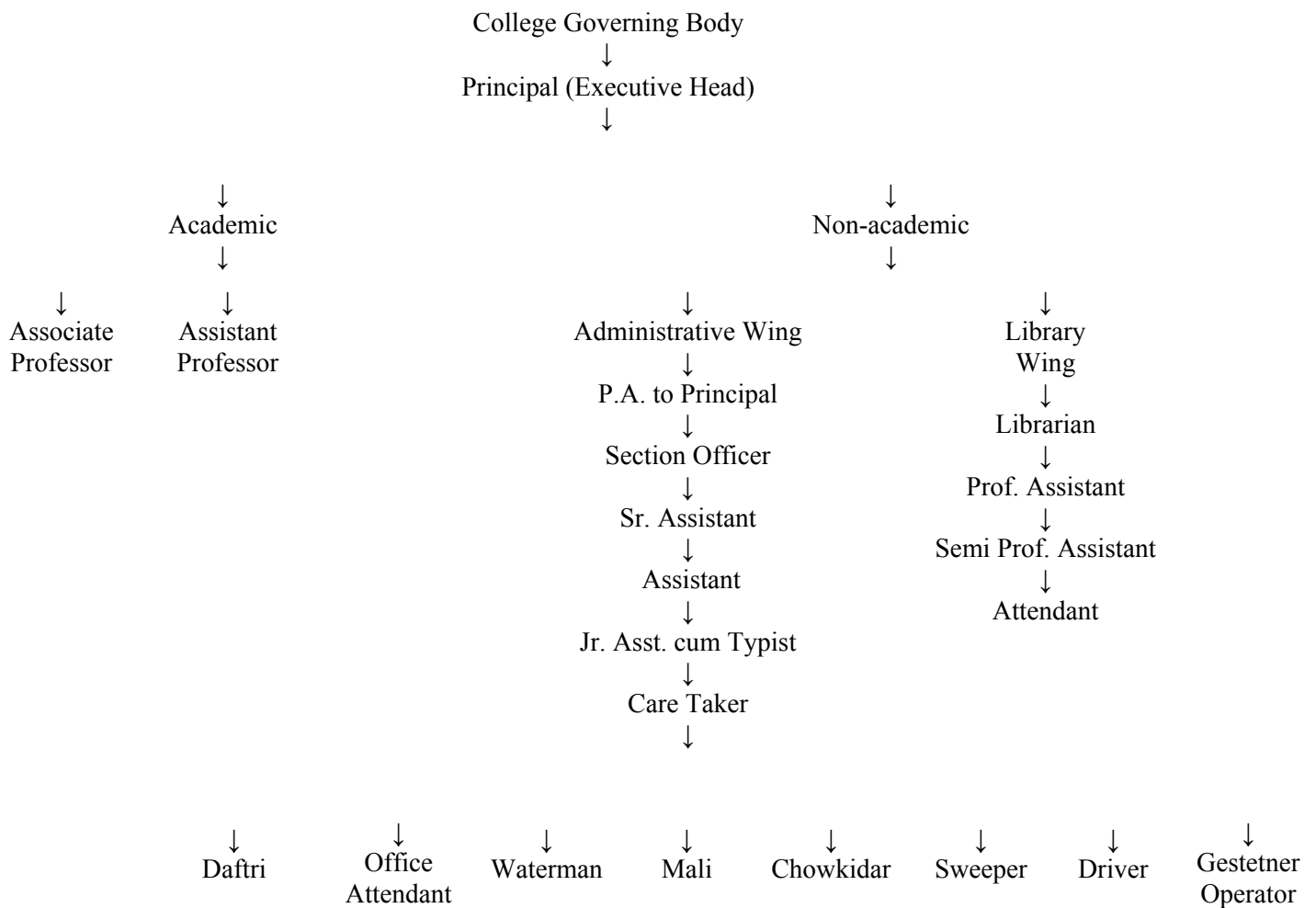
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The college nurtures and offers a unique space for social transformation and is committed to enlighten students to go together and shape minds to think critically and analytically. The DCAC community is constantly sensitizing all pertinent issues.

4. Organsisation Chart: Organizational set-up of DCAC

Delhi College of Arts & Commerce University of Delhi

ORGANIZATION CHART



5. Allocation of Business :

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

- Administrative work by the administrative staff
- Teaching, extracurricular and co-curricular activities by the faculty and students in collaboration with the non teaching staff.

6. Duties to be performed to achieve the mission:

Ever since the establishment of college in 1987, the college has been playing a significant role in imparting education in Commerce and Arts 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 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 vicechancellor's student's fund of the University.
- Students are encouraged to participate in cultural programs, quiz, debates, poster competitions and sports competitions etc.

8. Courses Offered by College

Sl.No.	Name of Course	Year Started	Level UG PG Dipl	Type FT PT	Nature Regular Self Fin.	Annual Fees [in Rs.] Approx.	Selection Past merit National Test State Test University Test College Test
1.	B.A.(Prog.)	1987	UG	FT	Regular	5825	Merit Basis
2.	B.Com. (Prog.)	1987	UG	FT	Regular	5925	Merit Basis
3.	B.Com (Hons.)	1987	UG	FT	Regular	5950	Merit Basis
4.	English (Hons.)	1987	UG	FT	Regular	5850	University Test
5.	Economic (Hons.)	1987	UG	FT	Regular	5850	Merit Basis
6.	History (Hons.)	1987	UG	FT	Regular	5850	Merit Basis
7.	Pol. Sci. (Hons.)	1987	UG	FT	Regular	5850	Merit Basis
8.	B.J (Hons.)	1989	UG	FT	Regular	7750	College Test/Merit

- 1 **Address of the College:**
- 2 **Working Hours of the College:**

Principal, Delhi College of Arts & Commerce Netaji Nagar New Delhi, New
Delhi-110023

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