



विवेकानन्द कॉलेज
VIVEKANANDA COLLEGE
(दिल्ली विश्वविद्यालय)
(UNIVERSITY OF DELHI)
विवेक विहार, दिल्ली-110095
VIVEK VIHAR, DELHI-110095
GRADE 'A' ACCREDITED By NAAC

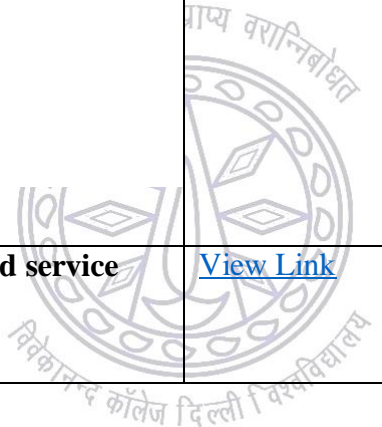
VIVEKANANDA COLLEGE
UNIVERSITY OF DELHI

SUPPORTING DOCUMENTS FOR 6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

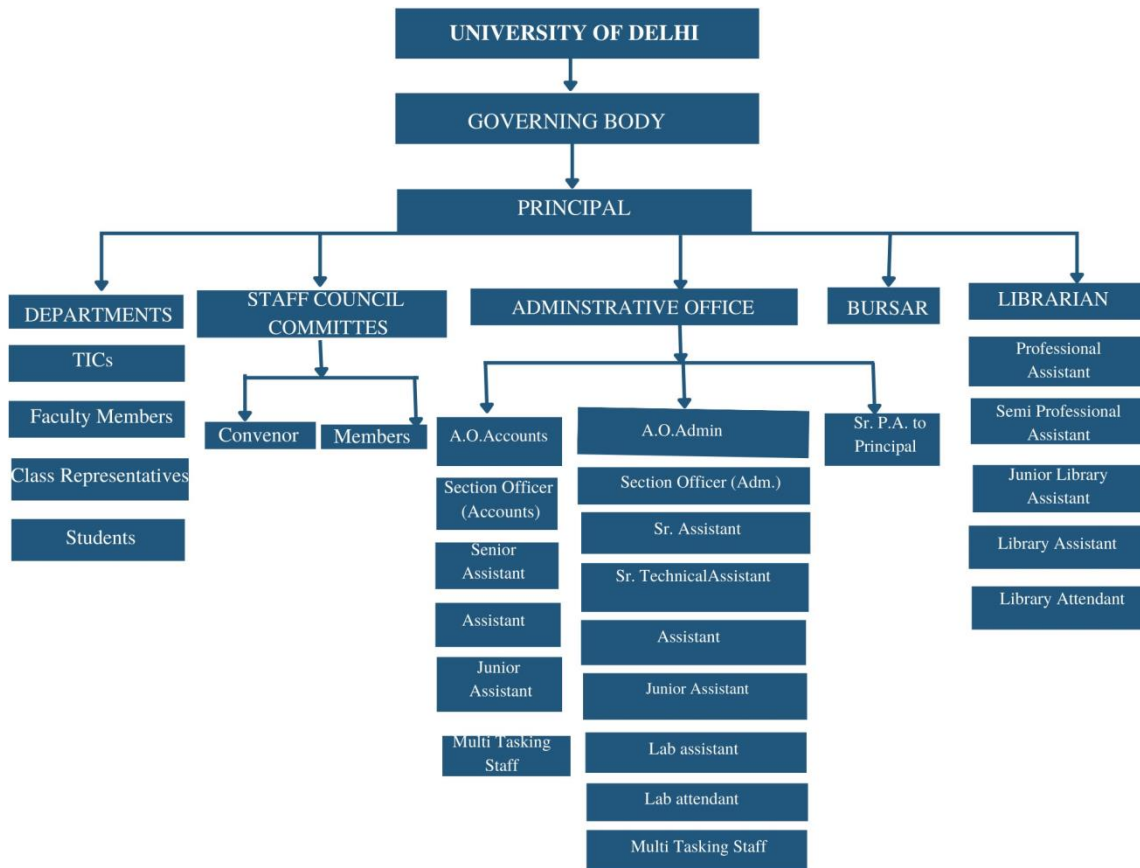
S.No	Content	Link	PageNo.
1	Administrative Setup: a. https://www.vivekanandacollege.edu.in/administration/organogram	View Link	2-7

	<pre> graph TD Root[] --> DEPARTMENTS Root --> STAFF_COUNCIL[STAFF COUNCIL COMMITTEES] DEPARTMENTS --> TICs DEPARTMENTS --> Faculty_Members[Faculty Members] DEPARTMENTS --> Class_Rep[Class Representatives] DEPARTMENTS --> Students STAFF_COUNCIL --> Convenor STAFF_COUNCIL --> Members </pre>		
2	2. Appointment and service rules	View Link	7



2. Administrative Setup:

a. <https://www.vivekanandacollege.edu.in/administration/organogram>





ADMINISTRATION

- Administrative Staff
- Annual Report
- Governing Body
- Grant In Aid
- Organogram
- Proctorial Committees
- Roster
- RTI
- Seniority List
- Staff Council Committees

Organogram



b. Governing Body: <https://www.vivekanandacollege.edu.in/administration/governingbody>

The screenshot shows the website for Vivekananda College, University of Delhi. The page is titled "Governing Body" and displays a list of members. The navigation menu includes Home, About Us, Administration, Academics, Admissions, Students' Corner, Students' Enrichment, Facilities, Library, Research, NAAC, and IQAC. The header includes the college logo, name, and accreditation information. The main content area features a table of Governing Body members.

S.No.	Name	Designation
1.	Prof. Amita Chandra	Hon'ble Chairperson, Governing Body (University Representative)
2.	Prof. Vijay Laxmi Singh	Hon'ble Treasurer, Governing Body (University Representative)
3.	Mrs. Anita Bakshi	Teachers' Representative, Governing Body
4.	Mrs. Seema Taneja	Teachers' Representative, Governing Body
5.	Mr. Sudhir Gidh	Non-Teaching Staff Representative, Governing Body
6.	Dr. Hina Nandrajog	Member-Secretary, Governing Body (Officiating Principal)

Minutes of GB meeting held on 01.08.2023 Minutes of GB meeting held on 25.04.2023

c. Departments:

<https://www.vivekanandacollege.edu.in/academics/departments>

The screenshot shows a web browser displaying the website www.vivekanandacollege.edu.in/academics/departments. The page has a header with the word "Departments" in white text over a background image of a building with colorful balloons. Below the header is a navigation menu on the left with the following items: "ACADEMICS" (highlighted in orange), "Courses", "Departments" (highlighted in orange), "Programme & Course Outcome", and "Study Centres". The main content area is a white box containing a grid of department buttons in dark purple with white text. The departments listed are: Applied Psychology, Commerce, Computer Science, Economics, English, Environmental Science, French, Hindi, History, Home Science & Food Technology, Mathematics, Music, Political Science, and Sanskrit.

ACADEMICS			
Courses	Applied Psychology	Commerce	Computer Science
Departments	English	Environmental Science	French
Programme & Course Outcome	History	Home Science & Food Technology	Mathematics
Study Centres	Political Science	Sanskrit	Music

b. Staff Council Committees

<https://www.vivekanandacollege.edu.in/administration/staffcouncilcommittees>

The screenshot shows a web browser window with the URL [vivekanandacollege.edu.in/administration/staffcouncilcommittees](https://www.vivekanandacollege.edu.in/administration/staffcouncilcommittees). The page features a navigation menu on the left under the heading "ADMINISTRATION". The menu items are: Administrative Staff, Annual Report, Governing Body, Grant-In-Aid, Organogram, Proctorial Committees, Roster, RTI, Seniority List, and Staff Council Committees (which is highlighted in red). The main content area on the right lists the following roles and names:

- Offg. Principal**
Dr. Hina Nandrajog
- Staff Council Secretary**
Dr. Salma Seth
- PIO**
Mrs. Meenakshi Agrawal
- APIO**
Mr. Javed Siddiqui

At the bottom of the main content area, there are two dark blue buttons: "Staff Council Committees (2021 – 2023)" and "Staff Council Committees (2018 – 2020)".



c. Non-Teaching Staff: Administration and Accounts:

<https://www.vivekanandacollege.edu.in/administration/administrativestaff>

← → ↻ [vivekanandacollege.edu.in/administration/administrativestaff](https://www.vivekanandacollege.edu.in/administration/administrativestaff) 🔍 📄 ⭐ 🏠 📱 🌐

Administrative Staff

ADMINISTRATION

- Administrative Staff
- Annual Report
- Governing Body
- Grant In Aid
- Organogram
- Proctorial Committees
- Roster
- RTI
- Seniority List
- Staff Council Committees

Administrative Staff		
S.No.	Name	Designation
1	Dr. Hina Nandrajog	Officiating Principal
1	Mrs. Ruchika Arora	Sr. P.A. to Principal & Officiating Administrative Officer (Accounts)
ADMINISTRATION		
2		Administrative Officer (Admin.)
3	Mrs. Archana	Assistant
4	Mrs. Piyanka	Assistant (Contract)
5	Mr. Javed Siddiqui	Junior Assistant
6	Mrs. Nisha Devi Chauhan	Junior Assistant
7	Mr. Sharan Kumar	Drafts & Offg. J.A.C.T
8	Mr. Naresh Kumar	Drafts & Offg. J.A.C.T
9	Mr. Ashok Kumar Panchal	Office Attendant
10	Ms. Usha Rani	Office Attendant
11	Mr. K.S. Negi	Office Attendant & Offg. J.A.C.T
12	Mr. Bijay Kishore	Office Attendant
13	Mr. Ramakant	Office Attendant
14	Mr. Bahadur Singh Bora	Office Attendant
15	Mr. Abeeran Singh	Chowkidar
16	Mr. Manoj Kumar Harjhi	Chowkidar
17	Mr. Ram Charit	Mali
18	Mr. Praduman	Mali
19	Mr. Mangal Das	Mali
20	Mr. Raj Pal	Safai Karamchari
21	Mr. Ashish Mehra	Safai Karamchari

← → ↻ [vivekanandacollege.edu.in/administration/administrativestaff](https://www.vivekanandacollege.edu.in/administration/administrativestaff) 🔍 📄 ⭐ 🏠 📱 🌐

ACCOUNTS

ACCOUNTS		
1	Mrs. Anuradha Arora	Senior Assistant & Officiating Section Officer
2	Mrs. Vijay Bala	Assistant & Officiating Senior Assistant
3		Jr. Assistant
4		Junior Assistant
5	Mr. Rajesh Kumar	Office Attendant
6	Mr. Bhupinder	Office Attendant
LAB STAFF/ MEDICAL		
1		Sr. Technical Assistant (Computer Lab)
2	Dr. Sanjeev Kaushik	Lab. Assistant (Applied Psychology Dept.)
3	Mr. Suresh Kumar	Lab. Assistant (Food Technology Dept.)
4		Lab. Attendant (Applied Psychology Dept.)
5	Mr. Praveen Katarjya	Lab. Attendant (Food Technology Dept.)
6	Mr. Sumit Kumar	Lab Attendant (Computer Lab/Contract)
7	Mr. Udayveer Singh	Lab Attendant (Computer Lab/Contract)
8		Nurse (Medical Room)
TABLA ACCOMPANIST		
1	Mr. Majeed Hilal Khan	Tabla Accompanist
LIBRARY STAFF		
1	Dr. Rajiv Jindal	Librarian
2	Mrs. Veena Sharma	Professional Assistant
3		Professional Assistant
4	Mrs. Rajni Sabharwal	Semi Prof. Assistant
5		Semi Prof. Assistant
6	Mr. Chandur Pal Singh	Library Assistant
7	Mr. Sudhir Gidh	Library Assistant
8		J.A.C.T
9	Mrs. Rekha	Library Attendant (Contract)
RTI CELL		
1	Dr. Hina Nandrajog	Appellate Authority & Officiating Principal
2	Mrs. Meemakshi Agrawal	Public Information Officer (PIO)

2. Appointment and service rules

a. Teaching Staff: http://www.du.ac.in/uploads/new-web/Advt-2021/15112021_Guidelines-for-Screening.pdf

b. Non-Teaching Staff

http://www.du.ac.in/uploads/new-web/10052022_RR.pdf

