

**SWAMI SHRADDHANAND COLLEGE  
(UNIVERSITY OF DELHI)  
ALIPUR, DELHI- 110036**

DATED: - 03.08.2025

Dear colleagues,

The admission process is going on smoothly and most probably will be over in few days. Needless to say that these students need detailed information about the courses and seek your guidance. For this, orientation programme for various courses will be held at 9.30 a.m. onwards on 7<sup>th</sup> August, 2025 as given below. The names of the coordinators are also mentioned against each course. **I may also add here that it is not only the coordinators that are to be present but every teacher has to contribute to these programmes and this is possible only when they make it a points to attend these programmes.**

**List of Coordinators (course-wise) Old Campus**

1. Prof. Saroj Bala :-B.A. Prog. Reading Room , Old Campus  
Dr. Vipin Kumar At: 9.30 A.M.  
Mr. Ranjan Kumar  
Prof. Pradeep Kumar  
Prof. A.K.Dubey  
Prof. Meera Sharma  
Dr. Deepika  
Mr. Rajveer -Pol. Science  
Dr. Kavinder - Proctorial Board and Anti Ragging Committee  
Mr. Om Dutt- Examination Branch  
Mr. Shikhar Raj - Dealing Assistant
2. Prof. D.R.Jalwani : B.Com. Programme and B.Com. (Hons.)  
Prof. Renu Sobti Seminar Hall, Old campus  
Sh. K.K.Joshi At: 9.45 A.M.  
Dr. L.R.Paliwal  
Dr. Manish Kumar Dubey  
Dr. Rekha Gupta  
Ms. Ritu - Proctorial Board and Anti Ragging Committee  
Mr. Om Dutt- Examination Branch  
Ms. Leena Bhardwaj- Dealing Assistant

**List of Coordinators (course-wise) New Campus**

1. B.A. (Hons.) Hindi Room No- 210 ( New Campus)  
(Dr. Parveen Adhna) At: 10.00 A.M.  
Mr. Manoj Kumar - Dealing Assistant
2. B.A. (Hons.) Geography Room No- 224 ( New Campus)  
(Prof. Anjali Yadav) At: 10.15 A.M.  
Dr. Ajay Kumar Singh- Proctorial Board and Anti Ragging Committee

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| 3. B.A. (Hons.) English<br>(Dr. Bijay Padhan)<br>Mr. Deepak Hathwala- Proctorial Board and Anti Ragging Committee   | Room No- 209 (New Campus)<br>At: 10.30 A.M.       |
| 4. B.A. (Hons.) History<br>(Dr. Devender)<br>Mr. Deepak Hathwala - Proctorial Board and Anti Ragging Committee  | Room No- 223 ( New Campus)<br>At: 10.45 A.M.      |
| 5. B.Sc. Prog.<br>Physical Sci/Life Sci/ Applied Sci.<br>Dr. Chhagan Lal<br>Prof. Vinod Prasad<br>Prof. Rajni Arora<br>Dr. Narender Sharma<br>Dr. Saraswati Kanodia<br>Mr. R.K.Srivastava<br>Dr. Neetu Sharma<br>Dr. (Ms.) Sadhna Kushwaha - Proctorial Board and Anti Ragging Committee<br>Dr. Anil Kumar- Examination Branch<br>Mr. Sachin Kumar- Dealing Assistant | Room No- 320 ( New Campus)<br>At: 11.00 A.M.      |
| 6. B.Sc. (Hons.) Physics<br>(Dr. Shiva Updhayay)<br>Dr. (Ms.) Sakshi Talwar - Proctorial Board and Anti Ragging Committee   | Physics Lab. – I ( New Campus)<br>At: 11.15 A.M   |
| 7. B.Sc. (Hons.) Botany<br>(Dr. Amit Vashistha)   | Botany Lab. –II ( New Campus)<br>At: 11.15 A.M.   |
| 8. B.Sc. (Hons.) Microbiology<br>(Dr.Bhupender Kumar)   | Microbiology Lab- I, New Campus<br>At: 11.15 A.M. |
| 9. B.Sc. (Hons.) Zoology<br>(Dr. Smita Shukla)  | Zoology Lab. -II( New Campus)<br>At: 11.30 A.M.   |
| 10. B.Sc. (Hons) Chemistry<br>(Dr. Seema Gupta)   | Room No. 102 ( New Campus)<br>At: 11.30 A.M.      |

The following points need to be focused on:-

1. Proctorial Board and Anti-Ragging Committee
2. Attending regular classes/Attendance Rules/ Time Table
3. Internal Assessment Rules
4. Regarding NEP System ( complete NEP structure)
5. SEC,VAC,AEC Courses

Wishing you a smooth academic session 2025-26

Sincerely yours,

(Prof. Parveen Garg)  
Principal