



जानकी देवी मेमोरियल कॉलेज

JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय) / (University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060

Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष / Tel. : 49876630, ई-मेल : jdmcollege@hotmail.com, वेबसाइट / Website : <http://jdm.du.ac.in>

आइ एस ओ 21001 : 2018 व आइ एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय

An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

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

As a **constituent college** of the **University of Delhi**, the Institution functions according to the **rules, policies, and ordinances** of the University in its everyday academic and administrative functioning. The University's policies and procedures are broadly based on the guidelines of the University Grants Commission and the Ministry of Education, Government of India.

The college also follows the ordinances of the University with respect to the **recruitment, service conditions, leave, promotion**, etc of its teaching and non-teaching staff.

Rules/Policies/Ordinances of the University of Delhi:

<http://www.du.ac.in/index.php?page=rules-and-policies>

The Institution follows the special rules and provisions of the Government of India with respect to persons with disability, grievance redressal, appointment of anti-discriminatory officers, RTI Act, code of conduct, etc.

<https://jdm.du.ac.in/rules.php>

<https://jdm.du.ac.in/pdf-2025/Reservation-Policies.pdf>

<https://jdm.du.ac.in/anti-discriminatory-officer.php>

<https://jdm.du.ac.in/pdf-2025/College-Bulletin-2025-26.pdf>

<https://jdm.du.ac.in/pdf-2025/Help-Desk-and-Grievance-Redressal.pdf>

<https://www.jdmcentres.in/samarth-aboutus.html>

<https://www.jdmiqac.in/student-grievance-form/>

<https://jdm.du.ac.in/rti-rules.php>

<https://jdm.du.ac.in/download-section.php>

The faculty, staff and students at the College adhere to all the norms of the University



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in academic matters like **admissions, examinations, internal assessment, attendance, workload, timetable, etc.**

Guidelines/Notifications of the University of Delhi:

<http://www.du.ac.in/index.php?page=guidelines-and->

[notificationshttps://jdm.du.ac.in/pdf-2019/Code-of-](https://jdm.du.ac.in/pdf-2019/Code-of-)

<Professional-Ethics.pdf>

The Institution has framed multiple policy documents to provide clarity to its stakeholders on various institutional processes and protocols.

<https://jdm.du.ac.in/policy->

<documents.php>

The College is in **constant communication** with all stakeholders regarding the notifications and information received from the University. The **College Website** is regularly updated to provide all the necessary information with ease of access.

<https://jdm.du.ac.in/jdmc-Highlight.php>

<https://jdm.du.ac.in/important->

<links.php>

The Institution has developed modalities for its staff and students to manage medical and emergency situations.





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The Institution is managed by the **Shri Banarasidas Chandiwela Sewa Smarak Trust Society**.

- The **Governing Body** is the highest decision-making body of the Institution. It includes representatives of the Trust, the University, the Principal and teacher-representatives. The Governing Body meets regularly to discuss and decide on important matters of college functioning.
- The **Principal** is the Chief Executive and Academic Officer, who plays an advisory and supportive role in relation to all the constituencies. The Principal is assisted by the Vice-Principal.
- The **Staff Council, Departments**, and the **Student-Faculty Committees** help in the everyday conduct of the academic and curricular activities of the College.
- The **Administrative Officers** with Section Officers and the non-teaching staff manage all administrative matters.
- The Library is headed by the **Librarian** and her assistant staff. Similarly, the concerns of the Hostel are managed by the **Hostel Committee, Provost and Warden**.
- The **IQAC** is engaged with developing all-round quality in all activities of the Institution. The various statutory committees play a vital role in fulfilling many important responsibilities of the college.
- The nine **Centres** are committed to developing excellence in their respective fields – Research, Extension and Outreach Activities, Gender-Equity Studies, e-Resource, Career Counselling and Career Opportunities, the Study of Indian Knowledge Systems, Study of Disability Inclusion, Skill Enhancement and National and International Programmes
- The various **Clubs and Societies** provide avenues for the students to engage in co-curricular and extra-curricular pursuits. The **Staff Advisors and Students' Union** organise several student-related activities.

The **organogram** maps the organisational set-up and structure of the College. It is the well-defined roles and responsibilities of each designation that ensures efficient and effective functioning within the Institution.

Link to Organogram

[https://jdm.du.ac.in/organisational-](https://jdm.du.ac.in/organisational-structure.php)

[structure.php](https://jdm.du.ac.in/organisational-structure.php)