

**MATA SUNDRI COLLEGE FOR WOMEN**

(UNIVERSITY OF DELHI)

MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291

FAX : 23236102

Ref. No : MSC/ADMN/.....228/2004-789

Dated : 28/10/2004

Mr. H.H. Baa,  
Deputy Registrar (Colleges),  
University of Delhi,  
Delhi -110007

Sub : Introduction of Short-term Certificate Courses in (i) Textile Designing  
(ii) Travel & Tourism Management & (iii) Computer Applications

Dear Sir,

Please refer to your letter No. CB-II/2004/220/Short Term Courses/ 24395 dated 8.10.2004 on the subject cited above. In this connection, it is hereby intimated that our college has got approval of starting three above mentioned courses from the University Grants Commission and has also received Rs. 5 lakh as seed money. The required information is submitted as under :-

- (1) A copy of Courses' Syllabus is enclosed as App. "A"
- (2) The syllabi, duration and academic structure of the courses is designed as per the guidelines provided by U.G.C. Initially the courses will be Certificate Courses of the duration of six months to one year i.e. of 30 credits (450 hours) duration. Further we plan to start Diploma and Advance Diploma in these courses of 60 credits(900 hours) and 90 credits (1350 hours) respectively. (a copy of the guidelines is enclosed as App. "B")
3. The college has to generate its resources for running the courses on No Profit No Loss basis. We have decided to charge the nominal fee from students for certificate courses as given below :-
  - (i) Rs. 10,000/- for Travel & Tourism ( to be charged in three installments)
  - (ii) Rs. 6,000/= for Textile designing (to be charged in three installments)
  - (iii) Rs. 5,000/- for Computer Applications course ( to be charged in three installments)

Continued on next page ....

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Ref. No. : MSC/ADMN/.....

Dated : .....200....

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4 The following Experts/ teachers will form part of our Guest Faculty :-

- (i) For Travel & Tourism Management -- Mr. Khare, Mr. Nahar and Mr. Samarjit from Travel Guru, 219 Okhla Phase - III New Delhi - 110020  
Tele No. : 51811431 & 51811432
- (ii) For Textile Designing -- Mrs. Sanjna and one of her colleague from South Delhi Polytechnic, A - 3 South Extn. Part - I New Delhi-49  
Tele Nos. : 24699885 & 31062929
- (iii) For Computer Applications - Mrs. Sangeeta Tele No. 951202615230

In addition to this the following staff members of our college will be working in the Vocational Centre of these courses :-

- (i) Principal as Co-ordinator
- (ii) Three readers - one for each course
- (ii) Three Non -Academic staff members to manage -- (i) Admin (ii) Accounts (iii) Secretarial tasks, and (iv) Miss Rakhi Singh as Manager.

It is requested to accord your approval at the earliest as we are already delayed in starting the courses.

With regards,

Yours faithfully,

*Sabman Kaur*  
Principal

Encl : As stated above



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MATA SUNDRI COLLEGE  
(UNIVERSITY OF DELHI)  
MATA SUNDRI LANE, NEW DELHI



WOMEN

22 100

PHONE : 23237291  
FAX : 23236102

Ref. No. MSC/ADMN/22/2005-1386

Dated : 18/2/2005

The Registrar,  
University of Delhi,  
Delhi - 110007

Dear Sir,

Our college was permitted to start the following three Vocational Courses by the UGC :-

1. Certificate Course in Textile Designing
2. Certificate Course in Tourism and Travel Management
3. Certificate Course in Beautician

We have sought permission from UGC to start Computer Course in place of Beautician Course. In this regard our letter No. MSC/ADMN/22/2004 -713 dated 21.9.2004 to your office is also referred (copy enclosed). Now the U.G.C. has permitted our college to start the Computer Course in place of Beautician vide its letter No. F. 4 - 270/2004 dated 11.1.2005 (copy enclosed) You are requested to accord your approval for the same.

With regards,

Yours faithfully,

Saba K  
Principal

Encl : As stated above

Copy to : The Dean of Colleges,  
University of Delhi

O/C



UNIVERSITY GRANTS COMMISSION  
 CAREER ORIENTED PROGRAMMES  
 35, FEROZE SHAH ROAD  
 NEW DELHI-110001

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F.No.4-270/2004 (VE)

January, 2005

✓ The Principal  
 Mata Sundri College for Women  
 Mata Sundri Lane  
 New Delhi-110002

106 JAN 2005

Subject:-Career Oriented Programmes - Change of Course – reg.

Sir,

With reference to your letter No. **MSC/ADMN/22/2004/446** dated **2.8.2004** on the subject cited above, I am directed to inform you that the University Grants Commission has agreed to your request to replace the Career Oriented Course "Beautician " with that of the Course in "Computer Application "

Yours faithfully,

(Raj Rani Kainth)  
 Section Officer

*copy to read  
 copy to Registrar  
 Deputy Registrar  
 and Dean of colleges  
 with covering letter  
 to that Hon'ble member  
 reporting for approval in  
 the committee  
 Satish  
 17.2.2005*

to



DEPARTMENT OF GERMANIC & ROMANCE STUDIES  
UNIVERSITY OF DELHI  
DELHI - 110007

Tel: 27666426, 27667725 Ext.1296  
E.mail: head@grs.du.ac.in  
grs.du.in@gmail.com

Ref.: GRS/81/2009/1659  
Dated: 28 July 2009

Dr. Satinder Kaur  
Principal  
Mata Sundri College for Women  
Mata Sundri Lane  
New Delhi-110002

Dear Madam,

I am glad to inform you that our Department has accepted your request of starting the Certificate Course in French and Spanish.

We shall soon select language teachers and send you the name. I am enclosing the general guidelines of conduct of this courses as well as a copy of the Information Bulletin.

With regards,

Yours sincerely,

*Vibha*  
(Vibha Maurya)  
Head of Department

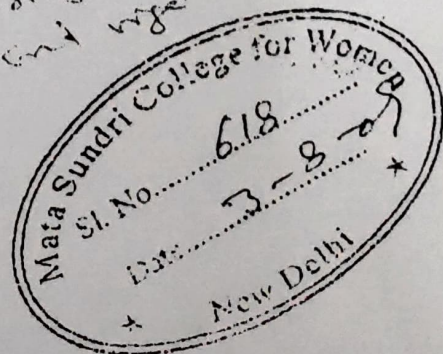
Mr. Mann  
Mr. Kapil Sharma  
for info + discussion

copy to me.

Sat 28.07.09

*Devi*  
0318

*Binding Singh*  
*Please send me the copy of the information bulletin to me.*



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(UNIVERSITY OF DELHI)

MATA SUNDRI LANE, NEW DELHI-110 002

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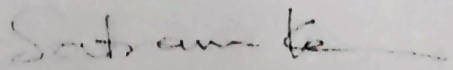
FAX : 23236102

Ref. No. : MSC/ADMN/22/2009-612

Dated : 29-07-2009

# NOTICE

It is notified with great pleasure that our college will be starting Certificate Course in Foreign languages viz. French, Spanish & Persian. These will be of one year duration and the certificates will be awarded by the University of Delhi. The course will commence on 25<sup>th</sup> August, 2009. The classes will be held thrice a week from 2.30 P.M. to 4.30 P.M. There are 25 seats in each course. All the students who want to take admission in these courses are required to submit their names to Dr. Indu Mazaldan, Reader English department up to 10<sup>th</sup> August, 2009. As the seats are limited, these will be allotted on first come first serve basis. Fee for each course will be Rs.5,000/= (one time payment).

  
Principal



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By hand  
PHONE : 011-23237291

FAX : 011-23236102



Ref. No. : MSCI/ADMN/ 22 / 2009-762

Dated : 2-9-2009

Prof. Vibha Maurya,  
Head,  
Deptt. of Germanic & Romance Studies,  
University of Delhi,  
Delhi - 110007

Dear Madam,

Accept my heartfelt thanks for allowing our college to start Certificate Course in French and Spanish languages from this academic session. We have found that there is a great demand for German Language in our college. Please permit our college to start Certificate course in German language from this academic session. I promise you that we will be able to fulfill the requisite teaching hours.

Hoping to hear from you soon.

Thanking you and with best regards,

Yours faithfully

Sodk  
Principal

Copy to : The Dean of Colleges  
University of Delhi