

दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

Email: daulatramcollegeedu@gmail.com

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

- **Institutional Strategic Plan**

- Daulat Ram College is committed to the cultivation of knowledge through the promotion of critical thinking and democratic values.

- **Initiatives:**

- **Internal Quality Assurance Cell (IQAC):** Oversees the academic calendar by ensuring quality of international and national conferences, and curricular development programs following rigorous deliberation.

- **Teaching Programme Committee (TPC):**

- Implements strategies to ensure seamless teaching and learning experiences.

- **Library Committee:**

- Allocates annual funds to departments to ensure access to the latest academic resources aligned with course outlines.

- **Innovative Projects:**

- The college undertakes innovative projects such as the Star Innovation Project, Navdhara project (Funded by College) and engages in cross-cultural international collaborations to significantly enrich its academic capital.

- **Prizes and Scholarships:**

- Faculty members endow 49 prizes to commend outstanding achievements across various domains.

- **Infrastructure:**

- State-of-the-art ICT facilities and computer labs are provided, tailored to course requirements.
- Online platforms and G-Suite institutional IDs are utilized to streamline communication and operational processes.


Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7





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- **Administrative Structure:**

- **Governing Body:** Collaborates with committees to execute policies set forth by relevant authorities.
- **Staff Council:** Works alongside the Principal and council committees to ensure the effective implementation of institutional plans.
- **Adherence to University Service Rules:** Governs staff conduct, recruitment, welfare, and recognition of exemplary service.

- **Support Mechanisms:**

- Utilization of E-Samarth for examination and admission processes.
- Assistance to the School of Open Learning through PCP classes.
- Provision for staff welfare, including medical reimbursement and leaves for study and development.
- Vidya Vistra Scheme where support is provided to college in remote area of the country in academic and co- curricular activities through online mode.

- **Social Responsibility:**

- Provision of medical facilities to all students facilitated by the World University Society (WUS).
- Counselling services for mental health and well-being of the students and staff.

- **Conclusion:**

The systematic integration of these initiatives and administrative frameworks underscores Daulat Ram College's commitment to fostering a vibrant academic community rooted in critical thinking, democratic values, and inclusive excellence.


- Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7



Daulat Ram College
University of Delhi

S.NO	Particular	Link
1	University Non-Teaching Employees (Terms and Conditions of Service) Rules-2013	https://www.du.ac.in/uploads/Rules_Policies_Ordinances/Non_teaching/71013_New%20Terms%20&%20Conditions%20of%20Non%20teaching%20employees%202013_1%20.pdf
2	Recruitment Rules (Non-Teaching Employees) 2020 [Under Ordinance XXII-D]	https://crl.du.ac.in/03112020_REcruitment%20Rules%202020(E_C).pdf
3	CAS 2018 Promotion of Teachers	https://www.du.ac.in/uploads/27082020_CAS-colour.pdf
4	Leave Rules - 2013 for permanent University and College teachers	https://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/171013_Leave_Rules_2013.pdf

Governing Body - Effective & efficient

Functioning of the Institutional Bodies

1. Definitions:

Unless the context otherwise provides:

- (a) The expression "Governing Body" occurring hereinafter shall mean the Governing Body of _____ College Society.
- (b) The expression "University" occurring hereinafter means the University of Delhi.
- (c) The expression "College" occurring hereinafter shall mean _____ College maintained and administered by the College Society.

2. Applicability of Rules:

The Rules hereinafter contained shall apply to the Society and the College subject to such Acts, Statutes and Ordinances, Regulations and Resolutions of the University as are in force and as may be amended or revised from time to time.

3. The constitution, composition, term of office of members and the chairmanship of the Governing Body or the Society shall be in accordance with Statute 30 read with Ordinance XVIII of the University of Delhi.

4. Vacation of Office:

A member of the Governing Body shall cease to hold office if he/she -

- (a) dies or voluntarily resigns his office;
- (b) is adjudged to be an insolvent or of unsound mind;
- (c) is convicted of any offence involving moral turpitude;
- (d) ceases to hold the qualifications, if any, required for nomination or election or appointment as member of the Society.

5. Proceedings not invalidated by vacancies:

No action or proceedings of the Governing Body shall be invalid or called in question merely by reason of the existence of any vacancy or vacancies among its members, or any irregularity in the nomination or election of any of its members.

6. Powers and Duties of the Governing Body:

Subject to the Act, Statutes and Ordinances and Regulations of the University of Delhi, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its proceedings which shall be open to inspection by the inspection authority of the University. The Governing Body shall hold, control and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating to the finance. The Governing Body shall, in addition to other duties vested in it, have the following powers:-

- (i) To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.
- (ii) To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- (iii) To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
- (iv) To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject to any limitations laid down by the Delhi University).

- (v) To appoint Principals and other members of teaching and non-teaching staff excluding Class-IV employees of the College in accordance with the procedure laid down under Ordinance XVIII.

Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in contravention of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.

- (vi) To grant on the recommendation of the principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.
- (vii) To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.
- (viii) To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.
- (ix) To take such insurance in respect of property or employees of the College, as the Governing Body may think fit.
- (x) To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi.
- (xi) To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.
- (xii) To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

Powers of Chairman:

- (i) The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their members to be Chairman of the meeting.
- (ii) In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

Treasurer:

- (a) The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII(4)(1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.
- (b) The Treasurer shall advise the Governing Body in regard to its financial policy.
- (c) The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts.
- (d) The Chairman and the Treasurer acting jointly shall be authorised to sign all contracts on behalf of the College subject to Clause 6 of the Memorandum of Association.
- (e) The Treasurer shall be the custodian of the funds and securities of the College.
- (f) Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the College and to realise interest, dividend, bonds or profit due thereon.

- (g) All suits and proceedings by or against the College affecting property, investment and other financial matters, shall be filed and defended in the name of the Treasurer.
- (h) The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

9. Powers of Principal:

- (a) The Principal being the Head of the College under the Act is the Chief Executive Officer of the College.
- (b) The Principal shall realise and receive all grants or other money due to the College from the Central and State Governments, and the University and other persons, bodies and authorities.
- (c) The Principal shall not accept the membership of the Governing Body of any other College of the University of Delhi.
- (d) The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University.
- (e) The Principal shall be responsible for the organisation of teaching and co-curricular activities of the College.
- (f) The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only with the prior approval of the Governing Body.
- (g) The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules.
- (h) The Principal shall sanction all types of leave, excepting Study Leave and leave without pay to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.
- (i) The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by him without the prior approval of the Governing Body.
- (j) Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students' Fund (ii) have powers to appoint Class-IV staff, and suspend and dismiss such staff and report the same to the Governing Body.
- (k) The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII(6).
- (l) The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.
- (m) The Principal, in order to keep the members of the Governing Body informed of the progress of statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.

10. Domestic Bursar:

The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII(4)(2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College.



DAULAT RAM COLLEGE University of Delhi

(Annexure – 7)



DAULAT RAM COLLEGE University of Delhi

Minutes of the Meeting of Governing Body and UGC Building committee

Venue: Committee Room at 3.09 pm January 31, 2022

Agenda—

1. To confirm the minutes of Building Committee meeting dated 12.01.2022 which was earlier circulated.
2. Status of submission of MCD drawings. Architect is to address the issue of non- approval of credentials of his structure engineer in MCD portal and upload drawings aspects.
3. Review of NDT test results and Architect's decision for the same.
4. Finalising Architect's agreement as draft preparation.
5. Review the Architect preliminary estimate of cost. Architect to resubmit the same after incorporating the corrections.
6. Finalise the demolition tender.
7. Review progress/Status of preparation of Architect's end of BOQ. Detailed estimate and contracture drawing to be submitted by 10/2/2022 and 15/2/2022.
8. Any other matter with the permission of Chair.

Members Present:

Mr. Mukul Gupta (Chairman, Governing Body, Daulat Ram College)
Mr. Deepak Sikand (Member Governing Body and Coordinating Officer)
Prof Kavita Sharma (Member, Governing Body) (online)
Prof Anil Rai (University Representative) (online)
Prof. Savita Roy (Principal)
Mr. Vineet Khanna, Architect, Space Ace
Mr. R.K.Jindal (Engineer RITES Representative) (Online)
Dr Sarita Nanda (Vice-Principal)
Dr Madhu (Teacher-Representative)
Mr. Rakesh (Section-Officer Accounts)
Mr. Negi (S.O Admin. officiating)
Mr. Devan (Caretaker & Assistant), Invitee
Dr. Rama Pasricha (Convenor, Maintenance and Development Committee)

Minutes of the Proceedings:

Item No. 1: Building committee approved the minutes of combined meeting of the Governing Body and UGC Building committee of the college held on January 12, 2022.

Item No. 2: Status of submission of MCD drawings. Architect is to address the issue of non-approval of credentials of his structure engineer in MCD portal and upload drawings aspects



DAULAT RAM COLLEGE

University of Delhi

Minutes of the Combined Meeting of the Building Committee of Governing
Body and of UGC Building Committee

Venue: Committee Room at 11 am December 21, 2021

Agenda—

1. To confirm the minutes of building committee meeting dated 14.12.2021
2. To review the progress of building project with M/s Space Ace, Architect.
3. To Consider repair and renovation of
 - (i) Sadbhavana Bhawan basement and to develop it into Girls' Common Room.
 - (ii) The College boundary wall.
 - (iii) To construct Basketball Court and athletic track in sports Ground and develop the spectator gallery.
4. Any other matter with permission of chair
The college boundary wall is in a very dilapidated state and is security hazard for College, students and residents. The porous boundary wall has been breached several times by outsiders and there were thefts reported in recycling unit and sports complex. So it is of utmost importance that boundary wall be strengthened.

Members Present:

Mr. Mukul Gupta (Chairman, Governing Body,) - Chairman
Mr. Deepak Sikand (Member, GB and Coordinating Officer)
Prof. Kavita Sharma (Member, Governing Body)
Prof. Savita Roy, (Principal)
Mr. Vineet Khanna, Architect, Space Ace
Mr Areeb, Architect, Space Ace (Online)
Dr Sarita Nanda (Vice-Principal)
Mr. Rakesh (section-officer accounts)
Mr. Devan (Caretaker & Assistant), Invitee
Dr. Rama Pasricha (Convenor, Maintenance and Development Committee)

Minutes of the Proceedings:

Item No. 1: Building committee approved the minutes of combined meeting of the Governing Body and UGC Building committee of the college held on Dec. 14, 2021 (Annexure I).

Item No. 2: To review the progress of building project with M/s Space Ace, Architect.

DAULAT RAM COLLEGE
University of Delhi
Delhi 110007
(NAAC accredited 'A' Grade with DBT Star Status and 26th in NIRF)

GOVERNING BODY MEETING

Date: 23 December 2021 at 4pm **Venue:** College Committee Room and Zoom Platform

AGENDA

1. To confirm the minutes of Governing Body meeting held on 1st October, 2021.
The last meeting of GB was held on 1st October 2021 under the chairmanship of Mr. Mukul Gupta. The minutes of the meeting is placed on table (being a large file is not uploaded)
The minutes shall be placed on table in the Governing Body meeting for confirmation.
2. Matters, if any, arising out of Minutes of the Governing Body at its meeting held on 01.10.2021
 - a) In terms of Governing Body minutes dated 01.10.2021 item no 9(iii) a report on 'Weeding out of old and termites infected library books' is placed. **Annexure 1**
3. To report and record the leave sanctioned by Leave committee in its meeting held on 12.11.2021. **Annexure 2**
4. To report and record the decision taken by Building committee held on 30.10.2021 **Annexure 3**, 14.12. 2021 **Annexure 4** and 21.12.2021(will be placed on table).
5. To report and record the decision taken by Hostel committee in its meeting held on 30.10.2021 **Annexure 5**.
6. To submit the deliberations by Hostel Committee in its meeting held on 14.12.2021 on the issue of three persons namely Shri Prem Singh, Shri Rajinder Singh and Shri Suraj Singh. Recommendations and deliberation of the Committee is placed at **Annexure 6**.
7. To institute Suneeta Sudershan Memorial award: Daughters of Late Mrs Suneeta Sudershan vide letter dated 15/12/21 has requested College to make a corpus of Rs. 4,00,000/- in the form of FD. The interest accrued out of corpus shall be used to give "Suneeta Sudershan Memorial award "to one needy and deserving second year student whose academic record is excellent in 1st year. The amount shall be given annually on college orientation/annual day in the presence of daughter Ms. Sapna Kumar and Ms. Sonya Gomes.
8. To consider the minutes of Finance committee dated 23.12.2021.
The minutes will be placed on the table.
9. Any other matter under the permission of Chair.

Jaijit Roy
20/12/21
Principal

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI



Ref.No.Estab.(T)/V/VI/045/2013
Delhi; the 11th October, 2013

NOTIFICATION

In terms of Executive Council Resolution No. 22 dated 17th August 2013, the Leave Rules – 2013 for permanent University and College teachers has been notified.

Alta Shaheen
REGISTRAR

The Dean/ Director/ Head/Professor-in-Charge,
Faculty / Department of _____
Deputy Registrar (South Delhi Campus/ V.C. Office/Finance-I/II/Estate),
Deputy Registrar (Colleges/ Recruitment),
Assistant Registrar (Estab.-Teaching/Non-Teaching/Finance-I/II)
Officers/Branch in-Charges
University of Delhi/ North/ South Campus,
Delhi- 110007/ 110021

UNIVERSITY OF DELHI

E.C. 17.08.2013
Res. No. 22



22/ Resolved that the recommendation of the Committee constituted by the Vice-Chancellor for amendments to Regulations of Leave Rules for the Teachers of the University and its Colleges be approved. (Appendix-14).



**REGULATIONS
LEAVE RULES – 2013 FOR
PERMANENT UNIVERSITY AND COLLEGE TEACHERS**

- A. These Leave Rules shall come in to force with effect from the date of approval of the Executive Council.
- B. Leave of any kind cannot be availed as a matter of right. It can be refused/revoked by the sanctioning authority in the interest of the institution. Leave shall always be got sanctioned in advance, except in case of urgency.
- C. Subject to (B) above, the University and College teachers shall be eligible for the following kinds of leave:

1. DUTY LEAVE

Duty Leave of the maximum of 30 days in an academic year may be granted for the following:

- (a) Attending Conferences, congresses, symposia and seminars on behalf of the University and with the permission of the University/College.
- (b) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University/College, and accepted by the Vice-Chancellor/Governing Body of the College.
- (c) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University/College.
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the University Grants Commission, a sister University or any other academic body, and
- (e) For performing any other duty for the University/College.
- (f) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (g) The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- (h) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

-
- (i) Duty Leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share expertise with academic bodies, government or NGO.

2. STUDY LEAVE



1. The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D/ Post-doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowships shall not be linked to the recipient's pay / salary paid to her / him by his / her parent institution. The awardees shall be paid salary for the entire duration of fellowship/scholarship, provided of course s/he does not take up any other remunerative jobs like teaching in the host country.
2. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council/ Governing Body of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his/ her employer.
3. Study leave may be granted to entry-level appointees as Assistant professor / Assistant Librarian / Assistant Director of Physical Education and Sports/College DPE & S (other than an Associate Professor or Professor of a University/College/ institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the University/College/institution or to make a special study of the various aspects of university organization and methods of education giving full plan of work.
4. Study Leave shall be granted by the Executive Council/ Governing Body on the recommendation of the Head of the Department/Principal concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/institution.
5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.

6. Study leave may be granted not more than twice during one's career. However, when study leave is taken in combination of Earned Leave/ Extra-Ordinary-Leave/ Half-Pay-Leave, under no circumstances, shall the maximum period during the entire service exceed five years.
7. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work period done during the of earlier leave as also give details of work to be done during the proposed study spell of leave.
8. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive council/ Governing Body. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/ Governing Body to treat the period of short-fall as Extra-Ordinary leave has been obtained.
9. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
10. Subject to fulfillment of the stipulated conditions of grant of study leave laid down under the study leave bond, the period of study leave shall count as service for the purposes of retirement benefits (new pension scheme/pension / contributory provident fund), provided that the teacher rejoins the University/College/institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.
11. Study leave granted to a teacher shall be deemed to be cancelled availed in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
12. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the University/college/institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.


13. A teacher –

- a) who is unable to complete his/ her studies within the period him of study leave granted to him / her, or
- b) who fails to rejoin the service of the University on the expiry of his/ her study leave, or
- c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- d) who within the said period is dismissed or removed from the service by the University; shall be liable to refund to the University/College/institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

14. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

15. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

EXPLANATION:



If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council/Governing Body may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Governing Body may in any other exceptional case, waive or reduce, for reasons to recorded, the amount refundable by a teacher under these guidelines.

16. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond on the prescribed format appended with rules, in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in the foregoing paragraph and give security of immovable property to the satisfaction of the Registrar /Principal or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institution.

3. SABBATICAL LEAVE:



- (i) Permanent, whole time teachers of the University and Colleges who have completed seven years of service as Reader/Associate Professor or Professor/Principal may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University/College and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training programme of duration of one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Governing Body may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the University/College on the expiry of his/her leave.

4. Casual Leave



- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

5. Special Casual Leave



- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted:
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
 - (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

6. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
- (a) 1/30th of actual service including vacation; *plus*
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave..
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

7. Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

8. Commuted Leave



Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

9. Extraordinary Leave



- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

10. Leave Not Due



- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (ii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council/Governing Body.

Provided that the Executive Council/Governing Body may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.


11. Maternity Leave



- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.


- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

12. Child Care Leave



Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a guest substitute teacher with intimation to the UGC.

13. Paternity Leave



Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall granted only up to two children.

14. Adoption leave



Adoption leave may be provided as per the rules of the Central Government.

Staff Council Meeting held on 24th April, 2019

Agenda –

1. Formation of Committees
2. Any other matter

Minutes-

1. ARISING out of the minutes of the staff Council meeting on 1st April, 2019, it was brought to the notice of the council that Dr. Jyotsana Singh (Zoology) who was appointed as the Convener of Grievance Committee will be on Child Care Leave. Members also pointed out that the names of Ms. Shivali Aggarwal (Political Science) and Ms. Sushma Devi (Sanskrit) were mentioned under wrong Categories in the Grievance Committee.
2. Following teachers were made the Convenors of various Staff Council Committees.
 - i.) B.A programme – Dr. Sonia Mehta (Philosophy)
 - ii.) Grievance Committee – Dr. Jyoti Singh (Zoology)
Members – Ms. Rakhi Singh (Economics) SC/ST
MS. Mansi (Commerce) SC/ST
 - iii.) Time Table - Dr. Sushma Arora (Commerce)
Co-Convenor – Dr. Amar Jyoti (Zoology)
 - iv.) Prize Committee – Dr. Nidhi Gautam (Botany)
 - v.) Purchase Committee – Dr. Amar Jyoti (Zoology)
 - vi.) Placement Cell – Dr. Indu Jain (Commerce)
Members – Dr. Meenakshi (Botany)
Ms. Suman Rana (English)
MS. Saachi Bhtani (Economics)
DR. DIVYA MATHUR (Chemistry)
Two names to be given by Commerce Department.
 - vii.) Canteen Committee – Name to be given by the English Department
 - viii.) Women's Development Center- Dr. Leena Vij (Bio-Chemistry)



Member – Dr. Anita Minz (Hindi)

Mrs. Reema Dehal (Commerce)

x.) Gender Champion – Dr. Anju Jain (Zoology)

Dr. Rajni Sahni (Psychology)

xi.) North East Cell – Dr. Sandhyarani Hawbaum

xii.) Staff Amenities – Dr. Suranjita Ray

xiii.) Garden Committee – Dr. Rama Pasricha

xiv.) Students Amenities – Dr. Meetu Khosla

xv.) Students Advisory Board –

Convenor – Economics Department

Co- Convenor English Department

(Both to be permanent staff)

xvi.) College Magazine – Dr Sunita Kumari Yadav (Zoology)

xvii.) ECA – Dr. Neha Niharika

xviii.) Development & Maintenance – Dr. Pooja Jain (NHE)

xix.) Fine Arts Society – Dr. Darshan (Chemistry)

xx.) Dramatics Society – Dr. Moitree Bhattacharya (Political Science)

xxi.) Indian Music & Dance Society – Mrs. Sneh Lata (History)

xxii.) Western Music & Dance Society – Dr. Seema Rani (Hindi)

xxiii.) Debating Society – Dr. Shachi Chawla (Political Science)

xxiv.) Enabling Unit – Ms. Megha Jain (Commerce)

xxv.) Film & photography Society – Dr. Sunita Durangal (Hindi)

xxvi.) SPIC MACAY –Dr. Meenakshi Thakur (Zoology)

xxvii.) Gandhi Study Circle – Dr. Vandana Tripathi (Political Science)

xxviii.) Eco Club – Ms. Raman Arora (Commerce)



- xxix.) Quiz Society – Dr. Smarika (History)
- xxx.) Poetry Society – Dr. Neera Jalchhatri (Hindi)
- xxxi.) Discipline Committee – Dr. Shuchi Sharma (Chemistry)
- xxxii.) Help Desk – Dr. Sandhyarani (Psychology)
- xxxiii.) College Grievance Committee – Dr. Asha (Chemistry)

3. For In-House Skill Development, Dr. Pooja V. Anand (Psychology) would be the Convenor

4. For Alumni Cell, the Principal suggested that it should have Senior most members of all the Departments with a three member core Committee. For Compilation of data of alumnis, the following names were included

Dr. Sarita Nanda (Bio-Chemistry)

Dr. Kamna Vimal (Sanskrit)

Dr. Aarti (Chemistry)

Ms. Kshitija Wason (English)

Mr. Naresh . K. Kodam (Maths)

Principal suggested that a meeting should be held with the current alumni Cell and newly formed alumni Committee.

5. The Principal informed the staff members that the advance money taken by the teachers for various college tasks should be settled within **One month**. If it is delayed then interest on the same would be charged from teachers account. College will issue a certificate in case advance is deposited in teachers account.

6. Teachers should use the Association fund as per rules made regarding it. Food bill should not exceed 25% of the total budget of the programme. Food stalls should not be put in functions. No cash should be received without a receipt. The receipt book can be taken from Usha Chaudhary, Cashier A/Cs.

7. The principal informed the house that Ms. Apourva, a student of English department was debarred from attending classes and taking exams for 3 years as

she was caught cheating in all the four papers. So all the invigilators have to be extra careful by while invigilating.

8. It was decided that a resolution be passed from the staff Council regarding implementation of 14-16 workload with EWS expansion. Principal said that it would be submitted to the VC, Delhi University and UGC.
9. Dr. Asha pointed out that the 'No Smoking Zone' boards in the College need to be re-painted.
10. Dr. Indu Jain Suggested the formation of a Committee of ethical code of Conduct.

Jamita B
26/4/19
Principal

D. Bansal
Secretary
Staff Council



Staff Council Committees (2019-20)

Internal Complaints Committee

The following members were a part of Internal Complaints committee during the period 2018-21.

- 1) Dr. Chitra Bhasin (Convenor)
- 2) Dr. Alok Deep (External Member)
- 3) Dr. Rajni Sahni (Teaching Faculty)
- 4) Dr. Amarjyoti (Teaching Faculty)
- 5) Mr. P.L. Nair (Non-teaching staff member)
- 6) Mrs. Usha Chaudhary (Non-teaching staff member)
- 7) Ms. Nidhi Upadhyay (Student member) elected
- 8) Ms. Amiti Pandey (Student member) elected
- 9) Ms. Jyoti Chaudhary (Student member) elected

Admission Grievance Committee (2019-20)

The Admission Grievance Committee consisted of the following members during 2019-20:

1. Dr. Jyoti Singh (Convener)
2. Dr. Gunjan Gupta (Commerce Department)
3. Dr. Meeta Mathur (Commerce Department)
4. Dr. Samarika Nawani (History Department)
5. Dr. Shivali Aggarwal (Political Science Department)
6. Ms. Rakhi Solanki (Economics Department)

Discipline Committee (2019-20)

The following were the members of the committee in 2019-20:

1. Dr. Shuchi Sharma (Chemistry, Convenor)
2. Dr. Neeraj Dohare (Biochemistry Department)
3. Dr. Neeti Yadav (Botany Department)

Principal
Daulat Ram College
University of Delhi
Maurice Nagar, Delhi-7

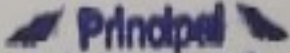
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4. Dr. Sunita (Commerce Department)
5. Dr. Samrika (History Department)
6. Dr. Neha Bhatia (Mathematics Department)
7. Dr. Sapna Kachroo (Music Department)
8. Ms. Priyanka Verma (NHE Department)
9. Dr. Shweta Satyam (Philosophy Department)
10. Dr. Onkar Mangla (Physics Department)
11. Dr. Deepak Bhaskar (Political Science Department)
12. Dr. Kamna Vimal (Sanskrit Department)
13. Dr. Madhu (Zoology Department)

JR
26/4/2019

AD
25/4/19


Principal
Daulat Ram College
University of Delhi
Aurice Nagar, Delhi-7

STAFF COUNCIL MEETING



The staff council meeting was held online on 5th July, 2021, at 2.30 pm over Zoom platform:

The following agenda were taken up for discussions & deliberations which resulted in some decisions given below.

1. Confirmation of minutes:
 - a) Amendment of corrigenda [A(iii)] - Dr. Sunita (Commerce department) requested to be recused of the in-charge-ship of the Commerce department due to medical issues (Covid) that she & her family members were suffering from at that time. Also, that her daughter's under-grad admissions will take place this academic year, clashing with her admission duties. A meeting, convened by Mrs. Sushma Arora (the then T.I.C.) with the principal as special invitee, to this effect, took place. It was decided therein that Dr. Gurmeet Kaur would take over as T.I.C., Department of Commerce for 2021-2022 & that Dr. Sunita would be the T.I.C. in 2022-2023.
 - b) Arising out of 'confirmation of minutes'(B)- Dr. Anju Jain requested that it be reported that the matter referred between Dr. Anju Jain & Dr. Jyoti Taneja was 'IPR' matter. Dr. Roy again re-iterated that the matter had been resolved but if all the aggrieved parties were in disagreement again, a committee would be re-constituted. She also emphasized that 'unless proven guilty, the said person cannot be penalized.' And that Dr. Jyoti Taneja would continue as the T.I.C., Department of Zoology. It was even suggested to take up the matter in DRCTA.
2. Formation of the remaining Committees & Societies:
 - (i) Decisions regarding convenors of various committees & societies was carried out. The members had submitted their names for membership through a google form. An earnest

effort to have each member in at least two committees was made.

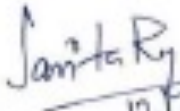
- (ii) The Discipline Committee & the Staff Amenities Committees are in abeyance till the college begins off-line.
- (iii) A new committee, 'Ranking Work Committee' was formed.
- (iv) The principal informed the house that Vidya Vistar is not part of Staff Council since it is a partnership project with another institution. However, the activities related to it to be reported in the council meeting.
- (v) The house was informed that CYBER CELL is not part of staff council.
- (vi) Dr. Archana Gupta (IQAC member) who is collating material on Academic Calendar, 2021-2022, requested the various departments, committees & societies to submit the calendar at the earliest. She also informed the house that only 9 departments had so far submitted the academic calendar.
- (vii) A few members were requesting for letters regarding the staff council decision on extension of T.I.C.-ship, convenorship, membership, etc., which followed the lockdown in 2020. The principal advised the members to keep the staff council minutes regarding this decision for their reference.
- (viii) List of members & the convenors of various committees & societies is attached below.

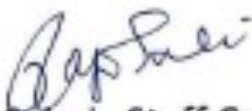
3. Any other matter:

- (i) A request for an e-mailed copy of salary slips & Form 16 was made to which Dr. Roy informed the house that the work was in progress.
- (ii) A discussion regarding relevance of filling up APAR form by all permanent faculty & bringing about some changes in its format took place. Everyone was however advised that for the ranking of the college, it was important that it be submitted by all.

- (iii) Answering a query, Dr. Roy informed the house that the TA for the month of June was paid up but its deduction for the next two months would be done.

The meeting ended with a note of thanks to the chair.


12/3/21
Prof.(Dr.) Savita Roy
Principal


Dr. Rajni Sahni , Staff Council Secretary

Staff Council Committees

ECA

1. Dr. Darshan : Convener (Chemistry)
2. Dr. Violina : Commerce
3. Ms. Hritanshu Jeph : Commerce
4. Mr. Ravi Kumar Meena : Sanskrit
5. Dr. Smarika Nawani : History
6. Dr. Divya Mathur : Co-Convener (Chemistry)
7. Dr. Anuradha : Chemistry

Fine Arts

1. Dr. Deepesh Rathore : Psychology – Convener
2. Ms. Vandana : English
3. Dr. Jyoti Chathan : Physical Education
4. Dr. Minakshi Paliwal : Commerce
5. Ms. Soumya Sharma : Commerce

College Magazine (CM)

1. Dr. Jyoti Sharma : Hindi – Convener
2. Dr. Kusumlata : Hindi
3. Ms. Saneya : English
4. Ms. Rashmi Yadav : English
5. Ms. Megha Jain : Commerce

Poetry (PO)

1. Dr. Anita Minz : Hindi – Convener
2. Dr. Gajwata Gajyam : Philosophy
3. Ms. Saneya : English
4. Ms. Binusha Joycell : Psychology
5. Ms. Mansi Katojia : Commerce

Spic Macay (SP)

1. Dr. Maha Niharika : Zoology – Convener
2. Dr. Jyoti Sharma : Maths
3. Dr. Shivali Sharma : English
4. Ms. Shikha Singh : Economics
5. Dr. Rakhi Singh : Psychology

Kindly Note: Members of Time Table Committee, Admission Committee, Teaching Programme Committee, B.A. (Prog.) Committee & the Conveners & Co-Conveners of these Committees, were decided on 21st May, 2021 & reported in the staff council meeting dated 1st June 2021.

Music & Dance (W)

1. Dr. Prastavana Mohan : English – Convener
2. Ms. Richa Kaur : Commerce
3. Dr. Meenakshi : Hindi
4. Dr. Tonika Rana : Commerce
5. Dr. Sangya Upadhyaya : Hindi
6. Dr. Isha Goel : Commerce

Music & Dance (Indian)

1. Dr. Sonika Sharma : Convener (Zoology)
2. Binusha Joycell : Psychology
3. Dr. Prastavana Mohan : English
4. Shyamalima Borgohain : Philosophy
5. Dr. Preeti Chadha : Chemistry

NSS

1. Dr. Omwati : Physical Education
2. Dr. Madhu Damani : Political Science
3. Dr. Shivali Aggrawal : Political Science
4. Ms. Raman Arora : Commerce
5. Dr. Shashi Sharma : Sanskrit
6. Dr. Rita Rani : Convener (Economics)

Canteen Committee (CC)

1. Dr. Preeti Malhotra : Chemistry – Convener
2. Mr. Virendra Kumar : Maths
3. Mr. Pravesh K. Choudhary : History
4. Ms. Shivali Aggrawal : Political Science
5. Dr. Anita Goel : Biochemistry

Students Advisory Board (SAB)

1. Entire Hindi Department
2. Dr. Seema Rani : Hindi – Convener

SMC

1. Ms. Haritha P. : English – Convener
2. Dr. Nitisha Khalkho : Hindi

Library Committee (LB)

1. Dr.V. Sujata Raju : Philosophy – Convener
2. Dr.Meetu Khosla : Psychology
3. Dr. Sharda – Gautam : Sanskrit
4. Dr. Archana Gupta : Chemistry
5. Dr.NeeraJalchchatri : Hindi
6. Dr. Shefali Jain : Physical Education
7. Dr.Nooti Yadav : Botany
8. Dr. Neha Bhatia : Maths
9. Dr. Vandana Tripathi : Political Science
10. Dr. Deepak Naorem : History
11. Dr. Reema : Commerce
12. Dr. Neha Niharika : Zoology
13. Dr.NeeruDhamija : Biochemistry
14. Mr. Nitish Kashyap : Economics
15. Dr.SumitaChakravorty : Music
16. Ms. Priyanka Verma : NHE
17. Dr. Kavita Sharma : Physical Education
18. Ms. Sangeeta Gupta : English

Internal Compliant Committee (ICC)

1. Dr. Rajni Sahnii : Psychology – Convener
2. Dr. Malini Sharma : Economics
3. Dr.Shachi Chawla : Political Science
4. Mr. Rajbir Giri : Biochemistry (non-teaching)
5. Ms. Babita : Office
6. Ms. Veena Ralli : Advocate (NGO)

Film & Photography Society (FP)

1. Ms. Sangeeta Gupta : English – Convener
2. Dr. Manish K. Choudhary : Hindi – Co-convener
3. Dr. Leena Vig : Biochemistry
4. Dr. Gunjan Gupta : Commerce
5. Dr.Tarang Kapoor : Philosophy
6. Dr. Manika Prabhakar : Philosophy
7. Ms. Richa Dawar : English

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|--------------------------|-------------------------|
| 1. Dr. Pooja V. Anand | : Psychology – Convener |
| 2. Dr. Shagun Danda | : Botany |
| 3. Dr. Anita Garg Mangla | : Biochemistry |
| 4. Dr. Rashmi Yadav | : English |
| 5. Ms. Smita Yadav | : Political Science |
| 6. Dr. Akanksha Dochania | : Psychology |

Purchase Committee (PC)

- | | |
|--------------------------|----------------|
| 1. Dr. Jyoti Taneja | : Zoology |
| 2. Dr. Rajni Sahni | : Psychology |
| 3. Dr. Shuchi Sharma | : Chemistry |
| 4. Dr. Meenam Bhatia | : Botany |
| 5. Dr. Neeru Sehdev | : Physics |
| 6. Dr. Padamshree Mudgal | : Biochemistry |
| 7. Dr. Seema Khurana | : Maths |
| 8. Dr. Deepti Bansal | : Music |
| 9. Dr. Gurmeet Kaur | : Commerce |

Recycling Cell (RE)

- | | |
|------------------------------|---------------------------|
| 1. Dr. Sarita Nanda | : Biochemistry – Convener |
| 2. Dr. Rekha Rani | : Political Science |
| 3. Mr. Vikas Dhaka | : Maths |
| 4. Ms. Saachi Dhutani Bhagat | : Economics |
| 5. Dr. Meenakshi Thakur | : Zoology |
| 6. Dr. Arif Ahmad | : EVS |

Gandhi Study Circle (GSC)

- | | |
|----------------------|--------------------------------|
| 1. Dr. Shachi Chawla | : Political Science – Convener |
| 2. Dr. Madhu Damani | : Political Science |
| 3. Ms. Isha Bhatt | : Commerce |
| 4. Ms. Soumya Sharma | : Commerce |
| 5. Ms. Vandana | : English |
| 6. Ms. Menka Singh | : History |
| 7. Ms. Sana Bano | : History |

Debating Society (DS)

1. Dr. Disha Wadhawan : Physics
2. Ms. Jyoti Chauhan : Physics
3. Dr. Minakshi Paliwal : Commerce
4. Dr. Vandana Tripathi : Convenor (Political Science)
5. Dr. Gunjan Gupta : Commerce
6. Dr. Preeti Chadha : Chemistry

Gender Champion (GC)

1. Dr. Meenakshi Thakur : Zoology – Convener
2. Mr. Deepak Bhaskar : Political Science
3. Ms. Trisha Mitra : English
4. Dr. Radhika Gupta : Biochemistry
5. Dr. Anita Mangla : Biochemistry

Eco Club (EC)

1. Dr. Anju Jain : Zoology – Convener
2. Dr. Leena Vig : Biochemistry
3. Dr. Aradhana Yadav : Botany
4. Ms. Trisha Mitra : English
5. Dr. Neetu Agrawal : Physics
6. Dr. Avneet Kaur : Chemistry

Dramatics (DM)

1. Dr. Sharda Gautam : Sanskrit – Convener
2. Dr. Rohini Arya : Zoology
3. Dr. Shivali Sharma : English
4. Mr. Owais Farooq : English
5. Ms. Vidhu Jain : Philosophy

AISHE

1. Dr. Sunita : Convenor (Commerce)

Students' Amcnicita (SA)

1. Ms. Meeta Mathur : Commerce
2. Dr. Sapna Kachroo : Music
3. Ms. Kahiru L. : English
4. Mr. Ravi Kumar Meena : Sanskrit
5. Dr. Aarti : Political Science
6. Dr. Sunita Kumari Yadav : Zoology
7. Dr. Omwati Rana : Physics

Garden Committee (G)

1. Entire Botany Department (4+10)
2. Dr. Jyotsana Singh : Zoology
3. Dr. Neeru Dhamija : Biochemistry
4. Dr. Nidhi Gautam : Convener (Botany)

Skill Development (SD)

1. Dr. Meetu Khosla : Psychology – Convener
2. Ms. Ruby Singh : History
3. Dr. Renu Yadav : Commerce
4. Ms. Richa Duwar : English
5. Mr. Sameer : Psychology

North-East cell

1. Dr. Violina Borah : English – Convener
2. Mr. Deepak Naoren : History
3. Ms. Omega Chanu : Psychology
4. Dr. Akanksha Dochanin : Psychology
5. Mr. Ashok Kumar : Economics

Development & Maintenance

1. Dr. Rama Pasricha Girotra : Botany – Convener
2. Dr. Padamshree Mudgal : Biochemistry
3. Dr. Seema Khurana : Maths
4. Dr. Rajni Sahni : Psychology
5. Dr. V. Sujata Raju : Philosophy

Quiz Society

1. Dr. Kshitija Wasan : Psychology
2. Dr. Disha Wadhawan : Physics
3. Ms. Shuchita Verma : Commerce
4. Ms. Haritha : English
5. Dr. Smarika Nawani : History

Placement Cell

1. Dr. Kalpana Vaish : Convener (Commerce)
 2. Ms. Richa Kaur : Commerce
 3. Ms. Deepika Jindal : Commerce
 4. Dr. Neetu Agrawal : Physics
 5. Dr. Divya Mathur : Chemistry
 6. Mr. Vikas Dhaka : Maths
 7. Mr. Nitish Kashyap : Economics
-

- | | | |
|--------------------------|---|------------|
| 8. Ms. Roopshikha | : | Commerce |
| 9. Dr. Akanksha Dochania | : | Psychology |

Sports Board

- | | | |
|-------------------------|---|-------------------------------|
| 1. Dr. Kavita Sharma | : | Convenor (Physical Education) |
| 2. Dr. Avneet Kaur | : | Chemistry |
| 3. Dr. Rekha Meena | : | Maths |
| 4. Dr. Kamlesh Kumari | : | Botany |
| 5. Dr. Anamika Debnath | : | Chemistry |
| 6. Ms. Hitanshu Jeph | : | Commerce |
| 7. Ms. Geetanjali Kumar | : | Political Science |
| 8. Dr. Manjula Rath | : | PWD (Convenor, Enabling Unit) |

Prize Committee

- | | | |
|------------------------------|---|--------------------|
| 1. Dr. Jyoti Taneja | : | Zoology |
| 2. Dr. Sonia Mehta | : | Philosophy |
| 3. Dr. Seema Rani | : | Hindi |
| 4. Dr. Shuchi Sharma | : | Chemistry |
| 5. Dr. Seema Khurana | : | Maths |
| 6. Ms. Snehlata | : | History |
| 7. Dr. Padamshree Mudgal | : | Biochemistry |
| 8. Dr. Kavita Sharma | : | Physical Education |
| 9. Dr. Deepti Bansal | : | Music |
| 10. Dr. Deepshikha Mohanti | : | English |
| 11. Dr. Raini Saini | : | Psychology |
| 12. Dr. Meenam Bhatia | : | Convenor (Botany) |
| 13. Dr. Pooja Sharma | : | Economics |
| 14. Dr. Gurmeet Kaur | : | Commerce |
| 15. Dr. Kamna Vimal | : | Sanskrit |
| 16. Dr. Neeru Sehdev | : | Physics |
| 17. Dr. Suranjita Ray | : | Political Science |
| 18. Dr. Pooja Jain | : | N.I.L.E. |
| 19. Dr. Moitree Bhattacharya | : | B.A. Prog. |
| 20. Dr. Ritu Gupta | : | B.Sc. Life Science |
| 21. Dr. Manisha Jaiswal | : | B.Com. Prog. |

Ranking Work Committee

- | | | |
|-------------------------------------|---|------------|
| 1. Dr. Sarita Nanda, Vice Principal | : | Convenor |
| 2. Dr. Onkar Mangla | : | Physics |
| 3. Dr. Poonam Lakhotia | : | Maths |
| 4. Mr. Narsh Kodam | : | Maths |
| 5. Dr. Deepesh Rathore | : | Psychology |
| 6. Ms. Soumya Sharma | : | Commerce |
| 7. Ms. Roopshikha | : | Commerce |

DAULAT RAM COLEGE : DELHI
(University of Delhi)

Minutes of the meeting of the duly constituted Selection Committee constituted for making appointments against 7 permanent posts of Lab Attendant (one post reserved for SC, one reserved for ST, three reserved for OBC and two reserved for EWS) held on 13th August 2021 at 1 p.m. in the college.

The following members were present:

- | | |
|-------------------------------------------|------------------------------------------|
| 1. Prof. Savita Roy, Principal | - Chairperson |
| 2. Dr. Sarita Nanda, Vice Principal | - Sr. Teacher representing Science Dept. |
| 3. Dr. Rohan Rai, Joint Registrar, DU | - Expert Member |
| 4. Dr. Naresh Kumar, Asstt. Registrar, DU | - SC/ST Representative |
| 5. Mr. P. L. Nair | - Administrative Officer (C) |

The Principal welcomed the committee members and informed that 7 permanent posts of MTS Lab Attendant (one reserved for SC, one reserved for ST, three reserved for OBC and two reserved for EWS) were advertised as per the roster approved by the University of Delhi. Further Principal informed that a written test was held on 15.7.2021 and a merit list placed on each category i.e. SC, ST, OBC and EWS was made separately (merit list of SC, ST, OBC & EWS category is attached) on the basis of written test.


After examining the applications, roster and other relevant particulars of candidates, the Committee recommends the following candidates may be appointed on regular basis in order of merit for the SC, ST, OBC and EWS posts as per Non-teaching Staff Recruitment Rules 2020 of University of Delhi:


- | | |
|-----------------------|--------------------------|
| 1. Manish Kumar (EWS) | 5. Knilash Kumar (OBC) |
| 2. Lalit Sharma (EWS) | 6. Asheshwar Patel (OBC) |
| 3. Anil Kumar (SC) | 7. Jai Prakash (ST) |
| 4. Sachin Giri (OBC) | |


Wait listed:

- | | |
|----------------------------|-----------------------|
| 1. Ankit (SC) | 6. Neha Kumari (ST) |
| 2. Yogendra Pal Singh (SC) | 7. Bharat Kumar (ST) |
| 3. Neerja Saini (OBC) | 8. Deepak Kumar (EWS) |
| 4. Gaurav Bhalla (OBC) | |
| 5. Gyan Singh (OBC) | |


(Prof. Savita Roy)
Principal & Chairperson


(Dr. Sarita Nanda)
Vice Principal &
Sr. Teacher Representing Science Dept.


Expert Member


SC/ST Observer


(P. L. Nair)
Administrative Officer (C)

COLLEGE APPOINTED TEACHERS

Ord. XI-A.

Notwithstanding anything contained in Ordinance XI or in any other Ordinance, the Executive Council of the University may make appointment to any post covered by the second proviso to clause (2) (i) of Statute 6 on such emoluments, terms and conditions as the Council may in each case determine.

Ord. XII. College Appointed Teachers

1. In this Ordinance, unless the context otherwise requires, a teacher includes a Principal of a College.

1-A. Every whole-time teacher shall be engaged by a College as a member of its staff on salaries in the scales prescribed by the University for the various categories of its teachers.

2. No whole-time teacher shall be engaged by any College as a member of its staff except on an Agreement of Service in the form annexed hereto or an agreement substantially to like effect and every teacher shall sign the Agreement before he enters upon his duties.

2-A. Promotion of College Appointed teachers (including Directors of Physical Education) under the Merit Promotion Scheme of 1987 as accepted by the Executive Council, shall be made in accordance with the eligibility conditions and in the manner prescribed in this scheme in this behalf.

2-B. Promotion of College Appointed Lecturers as Lecturers in Senior Scale/ Reader's Grade (Selection Grade/Readers/Professors) shall be made under the Merit Promotion Schemes as accepted by the Executive Council, in accordance with the eligibility conditions under the relevant scheme.

3. (1) All vacancies of teachers shall be filled after advertisement and by open recruitment, save in the cases of vacancies, appointment to which may be required to be made urgently in the interest of organisation of teaching in the college concerned for a period not exceeding four months or beyond the term in which it is made whichever is earlier.

(2) A temporary appointment of a teacher may be made against a post sanctioned for a specified period or in the leave vacancy of another teacher; the said appointment may be terminated after the expiry of that period or on such teacher resuming duty after the expiry of his leave, as the case may be. Each temporary appointment shall be reported to the University as soon as it is made.

ORDINANCE XII

(3) (a) The temporary appointment of a teacher shall not be made to terminate before the end of the term in which it is made or continued; and

(b) If a teacher has been in service in a College or Department of the University on or before the first day of its re-opening in the second term and has continued to be in service without any break till the end of the third term in any College or Department of the University he shall be entitled to an *ex-gratia* payment equivalent to the amount of emoluments he would have received had his appointment continued till the end of the long vacation, if he is not holding any salaried post elsewhere during the period. Such *ex-gratia* payment shall be made by the College or the University, as the case may be, in which the teacher was in service immediately preceding the end of the third term.

(4) A teacher who has been in service up to the last day of the preceding session/term shall be entitled to vacation salary provided he has been reappointed and is in position on the reopening day after the vacation. In such cases the vacations will not constitute a break in service.

3-A. (1) Subject to the provision of clauses 6,7 and 8 of the Agreement of Service, a person appointed permanently as Principal of a College or Institution or as a teacher therein shall be entitled to be in the service of that College or Institution until he/she completes the age of sixty two.

(2) The Governing Body of a College or an Institution may, with the approval of the Vice-Chancellor, re-employ any distinguished teacher after he/she has attained the age of 62 years for a period not exceeding 3 years on the whole but not beyond his/her completing the age of 65 years, if the Governing Body is satisfied that such re-employment is in the interest of the College or Institution.

(3) Subject to the provisions of sub-clause (2), the terms and conditions of service of a re-employed teacher including his/her salary, leave and other benefits admissible to him/her will be in accordance with the rules prescribed by the Govt. of India from time to time.

Explanation :- A Principal who has been a distinguished teacher may also be re-employed under the provisions of this Clause."



DAULAT RAM COLLEGE University of Delhi

Minutes of the meeting of the duly constituted Selection committee under clause 7(4)(a) of ordinance XVIII vide EC resolution dated 01-02.07.2019 for considering promotion of Associate Professor (Stage 4 Academic level 13A) in the Psychology Department, Daulat Ram College (University of Delhi) to the post of Professor (Stage 5 Academic Level 14) Under CAS 2018 was held on 11th October, 2023 at 03:30 p.m. in the Committee room of Daulat Ram College (University of Delhi).

The following members were present: -

1. Shri Mukul Gupta, Chairman, Governing Body
2. Prof. Balaram Panj, Vice - Chancellor Nominee, Non-Subject Expert
3. Prof. Nandita Bhanu, Vice-Chancellor Nominee, Subject Expert
4. Prof. Sameet Verma, Subject Expert, DU
5. Prof. N. K. Choudha, Subject Expert, DU
6. Prof. Hanant Gandhi, Representative of SC/ST/OBC/Minority/Women/PwBD
7. Prof. Savita Roy, Principal, Daulat Ram College
8. Prof. Rajni Saini, Psychology department

The principal welcomed the duly constituted Selection committee under clause 7(4)(a) of ordinance XVIII vide EC resolution dated 01-02.07.2019. The case of Dr. Pooja V. Anand Associate Professor (Stage 4 Academic Level 13A) was considered on the basis of details, submitted in the self-assessment proforma under CAS 2018.

The committee has examined the candidate's publications in the designated period. The case of Dr. Pooja V. Anand eligible Associate Professor (Academic Level 13A) was considered on the basis of details, submitted in the self-assessment proforma under CAS 2018. On the basis of the details, submitted by the candidate PRAS and APAR, & recommendation of Screening Committee, CAS 2018, the Selection committee recommends Dr. Pooja V. Anand to be promoted from Associate Professor (Stage IV Academic Level 13A) to (Stage V Academic Level 14) with effect from her date of eligibility i.e. w.e.f. 01.09.2021 as per rules subject to Statutes/Ordinances/regulations of University of Delhi (vide Delhi University notice No. Datsa-11/17/2018-20019 dated 27.8.2020).

Shri. Mukul Gupta (Chairman, GB)	Prof. Balaram Panj Vice - Chancellor Nominee (Non-Subject Expert)	Vice - Chancellor Nominee (Subject Expert, DU)
(Subject Expert, DU)	(Subject Expert, DU)	/PwBD/Minority)
Prof. Rajni Saini Psychology Department		Prof. Savita Roy (Principal, DRC)
<u>Submitted for your approval:</u>		
Shri Mukul Gupta (Chairperson, GB)		

दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 27667863 फॅक्स: 27666990

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



Daulat Ram College
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,

DELHI-110007

PHONE : 27667863 FAX : 27666990

Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

A Star Status by G.O.I & NAAC Accredited 'A' Grade College

DRC/Notice/2022/ 73

Date: - 03/10/2022

NOTICE

This is to notify that the following has been selected for the post of Assistant Professor in the Bio- chemistry department on the permanent basis in response to Advt. No. DRC/11-Advt/T/2020(1) dated 18.11.2020, corrigendum dated 13.12.2020 and corrigendum notice dated 12.04.2022.

Sr. no.	Application Number	Name of Teacher	Department	Category
1	ADR5361081	Ms. Anita Garg Mangla	Bio- Chemistry	UR
2	ADR5503951	Ms. Radhika Gupta	Bio- Chemistry	UR
3	ADR5489100	Mr. Narendra Kumar	Bio- Chemistry	UR
4	ADR5371016	Ms. Neeru Dhamija	Bio- Chemistry	UR
5	ADR5513588	Ms. Anita Goel	Bio- Chemistry	UR
6	ADR5480483	Mr. Neeraj Dohare	Bio- Chemistry	SC

Principal
(Prof. Savita Roy)

Daulat Ram College

(University of Delhi)

Selection List for the Post of Librarian under UR category

23.05.2022

Sr. No	Name	Father/Spouse Name	Remarks
1	Mr.Pawan Tripathi	Ram Mohan Tripathi	Selected

Sanita Raj
23/5/22
Principal

Dr. Anita Garg Mangla
D-78, Phase-1, Ashok Vihar
Delhi-110052

Madam,

With reference to your application dated **26.11.2020** for the post of **Assistant Professor** in the **Bio-Chemistry**, I am to inform you that on the recommendation of a duly constituted Selection Committee, it has been decided to offer you an appointment as **Assistant Professor** in the **Bio-Chemistry** under **UR Category** in this College on the following terms and conditions, subject to the approval of Governing Body of the College, University of Delhi and the University Grant Commission and further subject to the University of Delhi recognizing you as a teacher of the University.

1. You will be on probation for a period of one year with effect from the date of your joining the appointment and this probation period may further be extended by not more than 12 months by the Governing Body.
2. You will receive an initial basic pay of Rs. 57,700/- per month in the pay scale of Rs. 15,600-39,100+ AGP 6000/-.In addition to pay, you will receive Dearness, City Compensatory and House Rent Allowance at the rates and according to the Rules in force in the Delhi University from time to time.
3. On confirmation in your appointment, you will be entitled to retirement benefits as per rules applicable in the University of Delhi.
4. You will be expected to do teaching, administrative and research work as may be assigned to you from time to time.
5. In all matters relating to leave and conditions of service, you will be governed by the Ordinances and the rules in force in the Delhi University from time to time.
6. You will be required to enter into an "Agreement of Services" with the College Governing Body. A copy of the form of Agreement of Service is enclosed herewith.
7. Your appointment is subject to your being found medically fit for which you are required to submit a fitness certificate from any one of the following within fifteen days:
 - (i) The Medical Officer In-Charge, W.U.S. Health Centre, Chhatra Marg, Delhi.
 - (ii) Professors/Assistant Directors or Associate Professors or Readers/Senior Research Officers/Assistant Professor of any of the Medical College/Institution in Delhi or outside Delhi.
 - (iii) Any of the senior or Junior Hon. Physicians/Surgeons attached to Irwin Hospital, New Delhi.

Daulat Ram College (University of Delhi)

DRC/Office- Note/2022/97

Date: - 11.10.2022

Office Order

The following Assistant Professor, Academic (Level -10) having an initial Basis pay of Rs. 57,700 per month in the pay band of Rs. 15,600-39,100/- have joined duty in the following department on the permanent basis: -

Sr. No.	Name of Faculty	Department	Date of Joining	Category
1	Ms. Anita Garg Mangla	Bio- Chemistry	03.10.2022(A/N)	UR
2	Ms. Radhika Gupta	Bio- Chemistry	03.10.2022(A/N)	UR
3	Ms. Neeru Dhanija	Bio- Chemistry	03.10.2022(A/N)	UR
4	Ms. Anita Goel	Bio- Chemistry	03.10.2022(A/N)	UR
5	Mr. Neeraj Dohare	Bio- Chemistry	03.10.2022(A/N)	SC
6	Mr. Onkar Mangla	Physics	03.10.2022(A/N)	UR
7	Mrs. Omwati Rana	Physics	03.10.2022(A/N)	UR
8	Ms. Shivani Agarwal	Physics	03.10.2022(A/N)	PwBD
9	Ms. Renu	Physics	04.10.2022(F/N)	UR
10	Mr. Manoj Gir	Physics	04.10.2022(F/N)	OBC
11	Ms. Nisha Bala	Physics	04.10.2022(F/N)	SC

Account ^{section} ~~section~~ may please note the above for necessary action.

Savita Roy
Principal
(Prof. Savita Roy)

Copy to: -

1. Account Section
2. Person file all concerned
3. Office copy

12/10/22

SC/82(SC)/2019/ 699

Niraj,
SLAB/609,
House No-09, Gali No-C8,
Pooji Enclave,
Jafgarh, New Delhi-110043.

11.09.2019

12

With reference to your application dated ~~18.12.2017~~ for the post of laboratory attendant, I am inform you that you are appointed as laboratory Attendant (MTS) (Under UR category) with effect from ~~12.09.2019~~ on the following terms condition, subject to the approval of University of Delhi.

1. You will be on probation of one year from the date of joining.
2. Your appointment is in Pay level 01, Rs. 18000/- per month (7th CPC). In addition to pay, you will receive Dearness and House Rent allowances at the rates and according to the rules in force in the College and the University of Delhi from time to time.
3. In all matters relating to Leave and conditions of service, you will be governed by rules and regulations in force in the College and University of Delhi from time to time.
4. You will be allowed to join the College only on production of Medical fitness certificate from any authority listed, given to you.
5. Your appointment is further subject to verification of your certificates regarding age, qualification, date of birth and submission of attestation from etc.

Jain B
Principal

DAULAT RAM COLLEGE

(UNIVERSITY OF DELHI)

Phone : 27667863

999 21/6/2021 730 21/6/2021

Application for claiming refund of medical expenses incurred in connection with medical attendance and / or treatment of University / College Employees and their families.
B. - Separate form should be used for each patient.

1. Designation of the Employee : **NIRAJ**
(BLOCK LETTERS)

2. Whether married or unmarried : **Married**

3. If married the place where wife / husband of the employee is employed (where applicable)

In case employee, a joint declaration duly countersigned by the wife employer / husband of the child may be furnished at the time of first bill in each financial year.

Indian Overseas Bank Saving Bank Account No. **034901000024769**

2. Pay of University / College employee, and any other emoluments, which should be shown separately : **Basic - 18, 500**

3. Actual residence address : **H.No.- 9, Street No. C-8, M.S. Block Ranaji Enclave, Najafgarh, Delhi - 110043**

4. Name of the patient and his/her relationship to the University / College employee. **Abhinav Singh / SON / 10 Years**
B. - In case of the children state age also.

5. Place at which the patient fell ill : **Delhi**

6. Whether member of W. U.S. Health Centre or not **Yes (17999)**

7. Is there any Medical Store run by the Corp. Society or Govt. within 2 kms. from the residence of claimant?

8. Details of the amount claimed :

MEDICAL ATTENDANCE:		
(i) Fee for consultation, including :	Consultation	- 250.00 - 6/03/2021
(a) The name, qualification and designation of the medical officer consulted and the hospital or dispensary to which attached.	Medicine	- 366.09 - 18/03/2021
(b) The number and dates of consultation and fee paid for each consultation.		- 366.09 - 4/04/2021
(c) The number and dates of injections and fee paid for each injection.		- 730.80 - 15/04/2021
(d) Whether consultations and / or injections were had at the hospital at the consulting room of the medical officer or at the residence of the patient.		- 667.10 - 12/05/2021
		- 366.09 - 09/06/2021
		- 335.00 - 11/06/2021
	Total	- 3081.17 - 2981
(ii) Costs of medicines purchased from the market (List of cash memos and the essential certificates should be attached)	Bill No. 1	- 3081.17
	Bill No. 2	- 750.00 - 750
	Total	3831.17 - 3731-

9 Total amount claimed - **Rupees Three thousand eighty one & seventeen paise only**

10. List enclosures - **Consultation & Medicine Bill**

11.

DECLARATION TO BE SIGNED BY THE UNIVERSITY / COLLEGE EMPLOYEE

I hereby declare that statements in this application are true to the best of my knowledge and belief and that the person for whom medical expenses were incurred is wholly dependent upon me.

Dated: - 21/06/2021

@ SO Accounts
S. Janda
28/6/21

Niraj (PRE-RECEIPTED)
Signature of the Government Servant and Office which attached.
Signature of the Controlling Authority with office seal.



Register Page No. 17

DAULAT RAM COLLEGE, DELHI

University of Delhi, Delhi-7

Application For Leave

Name of applicant..... Meenam Bhatia

Post held..... Assistant Professor

Department/Section..... Botany

Period of leave applied for

From 5th March 19 To 15th March 19 Total days..... 11 days

Sunday and holidays, if any, proposed to be prefixed/suffix to leave
No

Nature of leave applied for..... E.L

Ground on which leave is applied for..... Personal

I propose/do not propose to avail myself of leave travel concession for the blockyears..... NA..... during the ensuing leave.

Address during leave..... Flat No. 9, Teacher's flat, D.R.C.

Certified that this is the minimum period of leave required by me.

te. 5/3/19

Signature of applicant

For Office Use

Recommendations by the Department Section-in-charge

Balance of leave applied

Balance after leave deduction

Remarks by sanctioning authority

Handwritten notes and signatures:
S. Kulkarni - 11
P. S. ...
Sanctioned
Jan 13
213
17/11



DAULAT RAM COLLEGE

(University of Delhi)
4, PATEL MARG, DELHI-110007

Date 23/05/2019

Ref. No. DRC/95/383

OFFICE MEMORANDUM

MR./MRS./MISS *Ms. Meenam Bhatia*

Designation ASSISTANT PROFESSOR

department BOTANY

has been granted 11 days EARNED

leave from 05/03/2019

to 15/03/2019 Balance of EARNED

leave at his/her credit after the grant of present leave is 66 days.

23/5/19

Meenam Bhatia
PRINCIPAL



DAULAT RAM COLLEGE (UNIVERSITY OF DELHI)



4, PATEL MARG, MAURICE NAGAR, DELHI-7 PH. : 27667863

Identity Card for Medical Treatment In The Approved Hospitals



1. Name of the Employee : Dr. Neeraj Dohare
2. Father's/Husband's Name : Mr. Pankaj Dohare
3. Designation : Assistant Professor
4. Department : Biochemistry
5. Present Scale : Level - 10
6. Res. Address : 44-C, Sarai Jullena, Near Escort Hospital, New Delhi-110025
7. Phone / Mobile No. (if any) : 9654558245
8. Health Centre Membership No. : 18284
9. Date of Initial Appointment : 03-10-2022
10. Date of Retirement : 31-08-2052

(Dr Neeraj Dohare)

Signature of Employee

Santa R

Principal Signature

INSTRUCTIONS

'प्रत्यक्ष भुगतान सुविधा' के तहत चिकित्सा उपचार कार्ड का दुरुपयोग एक दंडनीय अपराध है। जान-बूझकर तथ्यों को छुपाने पर तथा झूठी जानकारी या सूचना देने पर उचित कार्रवाई सहित चिकित्सा कार्ड रद्द किया जाएगा। सेवारत कर्मचारियों के संदर्भ में उचित अनुशासनिक कार्रवाई की जाएगी।



Misuse of Medical I-Card "Under Direct Payment Facility" is a criminal offence. Suitable action including cancellation of medical I-card shall be taken in case of willful suppression of facts or submission of false information/statements. Suitable disciplinary action shall be taken in case of serving employees.

Details of Family Members

S. No.	Name	D.O.B.	Relationship
1.	Dr. Neeraj Dohare	[REDACTED]	Self
2.	Mr. Pankaj Dohare	[REDACTED]	Mother
3.	Smt. Kamla Devi	[REDACTED]	Father
4.			
5.			
6.			