

# **HINDU COLLEGE**

University Enclave, Delhi-110007



## **Manual of**

## **Duties and Responsibilities**

## **For**

## **Non-Teaching Staff**

## **PREFACE**

Hindu College recognizes that all employees are part of the educational excellence being imparted at the College. The College is proud of its efficient and very supportive non-academic staff. For that reason, the College seeks to promote among its staff the same kind of dedication to intellectual excellence and growth, respect for the truth and human dignity that are the hallmarks of education and bring about a clear overview of the duties and responsibilities along with a summary of various relevant policies as per the University of Delhi Calendar. The objective behind this manual for Non-Teaching Staff is –

- To provide a standard reference in understanding their duties and carrying out their responsibilities diligently.
- To encourage continuity and consistency in the administration and application of University / College rules and policies.
- To provide a direction and clarity in the day to day administration of college.

The manual is designed to be a reference document for communicating and interpreting the job responsibilities assigned to each designation / position in the non-academic staff at Hindu College.

The manual supersedes all inconsistent official statements which have been issued till date. However, in case of any difference of opinion in the application, the relevant Ordinances of The University of Delhi shall prevail.

This manual is approved by the Governing Body of Hindu College and applies to all Non-Teaching staff of the College.

The Governing Body of Hindu College reserves the right to add / delete / change or otherwise revise the material contained in this manual with or without the prior notice to the employees whenever such action is warranted and by following the Ordinances of the University of Delhi Calendar.

--Issued by the Authority of Governing Body

Date:

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#### **Qualifications for all Designations:**

As per existing Delhi University Rules.

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<b>Job title</b>	<b>Chairman</b>
<b>Reports to</b>	<i>Governing Body of Hindu College</i>

### **Governing Body**

The powers and duties of the Governing Body are as per Statute 30 and Ordinance XVIII of the University of Delhi and is specified in Governance of Colleges, University of Delhi.

### **Duties and responsibilities**

- The Chairman shall preside over the meetings of the Governing Body, In the absence of the chairman at any particular meeting, the member present shall elect one of their member to be Chairman of the meeting.
- In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinions 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.
- Chairman may nominate any of the trust nominees of Governing Body as acting Chairman during his absence or non-availability.

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Treasurer</b>
<b>Reports to</b>	<i>Governing Body of Hindu College</i>

The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) to supervise the receipts and expenditure of the governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

### **Duties and responsibilities**

- The Treasurer shall advise the Governing Body in regard to its financial policy.
- 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 Statement of Accounts
- The Chairman and the Treasurer acting jointly shall be authorized to sign all contracts on behalf of the college subject to Clause 6 of the Memorandum of Association.
- The Treasurer shall be custodian of the funds and securities of the College.
- 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 realize interest, dividend, bonus and profit due thereon.
- All suits and proceedings by or against the college affecting property, investments and other financial matter, shall be filed and defended in the name of the Treasurer.
- The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Principal</b>
<b>Reports to</b>	<i>Governing Body of Hindu College</i>

### **Job purpose**

Principal is the Chief Executive and Academic Officer of the college. S/He is responsible for appropriate administration and organisation, of teaching and extracurricular activities in the college.

### **Duties and responsibilities**

- The Principal being the Head of the College under the Delhi University Act is the Chief Executive Officer of the College.
- The Principal shall realize 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.
- The Principal shall be the Member-Secretary of the Governing Body and shall not accept the membership of the Governing Body of any other College of the University of Delhi. It shall be the duty of the Member-Secretary to summon meetings with the consent of the Chairman and in accordance with the Regulations framed by the Governing Body for the purpose and to record proceedings of the meetings.
- The Principal shall be responsible for the organisation of teaching and co-curricular activities of the College.
- 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/her in accordance with the Rules.
- 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 a. leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.
- 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/her without the prior approval of the Governing Body.
- Subject to control by the Governing Body the Principal shall in addition to his/her 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.

- 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).
  - The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the College shall submit a half-yearly statement of income and expenditure of the College to the Treasurer/ Governing Body for information according to the Budget heads.
  - 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.
  - 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 teacher constituted for the purpose.
  - The Principal shall, in addition to his/her duties as Principal is also required to undertake teaching work in the College or the University.
  - The Principal is an ex-officio head of various College Committees as constituted by Statutory Council from time to time.
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<b>Date:</b>		<b>Date:</b>	



<b>Job title</b>	<b>Vice Principal</b>
<b>Reports to</b>	<i>Governing Body of Hindu College</i>

### **Job purpose**

Vice Principal is to assist the Principal in the day to day administration and will also be responsible for discharging all duties of the Principal in sudden absence of Principal.

### **Duties and responsibilities**

- The Vice Principal is responsible for discharging all duties of the Principal in sudden absence of Principal.
  - Other duties as assigned by the Principal from time to time.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Bursar</b>
<b>Reports to</b>	<i>College Governing Body/Principal</i>

### **Job purpose**

The Governing Body after considering 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.

### **Duties and responsibilities**

- General supervision over the funds of the College and he/she shall advise as regards the financial policy.
  - The Bursar shall –
    - subject to the control of the Governing Body, manage the property and investments of the College and be responsible for the preparation of the annual accounts and the financial estimates and for their presentation to the Governing Body.
    - be responsible for seeing that all monies are expended on the purpose for which they are granted or allotted by the Governing Body.
    - convene meetings of the Finance Committee; and
    - exercise such other powers as may be prescribed by the Ordinances of the Delhi University and also the Governing Body of the College.
    - Shall prepare the Accounts on half yearly basis viz 1<sup>st</sup> April to 30<sup>th</sup> September and 1<sup>st</sup> October till 31<sup>st</sup> March with the assistance of Section Officer(Accounts) and submit the same to the Principal for onward transmission to the Treasurer/GB.
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<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Administrative Officer</b>
<b>Reports to</b>	<i>Principal</i>

### **Job purpose**

Administrative Officer is responsible for supervising & executing all Administration and Accounts functions of the college.

### **Duties and responsibilities**

#### • **STUDENT ADMISSION PROCESS**

- Supervision for communication of cut-offs on College website and to the University after Interface with Central Admission Committee\* (CAC).
- Supporting CAC with admission related data & its clarification (as received from the University) while the admission process is progressing.
- Verifying SC/ST/ OBC/ Disability related admissions.
- Foreign Language Admissions & Management:
  - MoU finalization with respective Foreign Language Institutes (German/ French/ Spanish)
  - Supervision of printing and sale of admission forms.
  - Supervision of releasing cut offs and completing admissions as against no of seats.
  - Supervision of receipt of fee & accounts reconciliation in cognizance with the bank.
  - Supervision of making payments to Foreign Language institutes (German/ French/ Spanish).
  - Support/ coordination for/ with the faculty/ administrators of foreign language courses respectively.

#### • **STUDENT SUPPORT ACTIVITIES**

- Authorizing & Attestation of bonafide certificates/ provisional certificates/ transcripts/ mark sheets/ degrees/ Caste certificates/ Disability Certificates to students etc.
- Interface and coordination with Students' Parliament for execution of various academic/ cultural activities of the college.
- Interface and resolution of student grievances related to administration & accounts sections.

- Maintaining general discipline in the college and involving Disciplinary Resource Committee\*/ any other college committee wherever required.
- **GENERAL ADMINISTRATIVE ACTIVITIES**
  - Coordination with respective college committees for rendering administrative support.
  - Assisting & consulting Principal/ Bursar with University/ GOI rules.
  - Maintenance of college – Taking periodic rounds of the college and identifying maintenance requirements. Instructing SO (Administration) / Caretaker/ Electricians/ Plumbers of the requirements and ensuring compliance.
  - Member of Purchase Committee\* of the college for enabling purchase of furniture/ equipment/ other items for the college/ administration department. Providing administrative support/ consultation on rules to college departments while such procurement is happening.
  - Interacting with vendors for procurements of various articles and supervising issuance of work orders as per recommendations of the Purchase Committee.
  - Managing the whole process of allotment of Photocopier facility, Book Shop and College Canteen etc in the campus.
  - Supervision of general cleanliness of the college.
  - Assisting Principal/ College Governing Body in driving any new projects.
  - Providing information related to RTI, queries from external sources like University/UGC etc as when requested by PIO or other competent authority.
- **STAFF RELATED ACTIVITIES**
  - Carrying out and facilitating the Principal in staff management of Administration and/or Accounts functions, which may involve recruitment and selection, appraisals, support and development, disciplinary action, staff training, as well as allocating daily tasks.
  - Supervision of report-making related to recruitment and appraisals of the teaching/ non-teaching staff, appointment of teaching/ non-teaching on regular/ adhoc/ contract basis to be put to the Principal.
  - Review and verification of teaching / Non- teaching roster.
  - Supervision of processing cases for fixation of pay, fixation of pay under ACP/ MACP cases, annual increments of teaching and non-teaching staff taking in cognisance with UGC and University rules.
  - Supervision & management of staff on contract and Daily Wages.
  - Supervision of verification & review of entries in Service Books.

- Authorizing Staff Identification Cards/ Medical Cards.
  - Supervision of verification and review of employees records in service book and Personnel file of each employee (Teaching and non-teaching). It includes maintaining records of dependants and nominees for purposes like PF, medical, LTC etc.
  - Resolving staff grievances.
  - Supervision and approval for overtime and leave for direct reporting staff.
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- Assigning duties and sanctioning of leave to all in Administration and Accounts function through respective Section Officers.
  - Supervision of work submitted by all Section Officer(s).
  - Any other responsibility as allocated by the Principal/ Vice Principal/ College Governing Body.

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\* Refer Annexure

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Senior Personal Assistant</b>
<b>Reports to</b>	<i>Principal/Administrative Officer</i>

### **Job purpose**

Senior Personal Assistant is responsible for supervising & executing all Administration functions of the college.

### **Duties and responsibilities**

- Responsible for providing all secretarial assistance to Principal's office.
  - Managing daily calendar of the Principal.
  - Managing all communication related to Principal's official mail box.
  - Co-ordination of all Governing Body meetings and providing secretarial assistance like taking dictation, typing etc. as instructed by the Principal.
  - Preparation of agenda points of the Governing Body meetings as directed.
  - Consolidation of important reports like Founder's Day report etc.
  - Processing of study leave cases by co-ordinating with Chairman's office.
  - Communication of cut-offs on College website and to the University.
  - Preparing cases related to promotions of teaching staff and co-ordination with University thereof.
  - Providing information related to RTI, queries from external sources like University/UGC etc as when requested by PIO or other competent authority.
- Any other responsibility as allocated by the Principal/ Vice Principal/ Administrative Officer.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Section Officer-Administration</b>
<b>Reports to</b>	<i>Administrative Officer</i>

### **Job purpose**

Section Officer-Administration is responsible for supervising & executing all Administration functions of the college and to assist the A.O. and work under the A.O.'s directions as given from time to time.

### **Duties and responsibilities**

#### • **STUDENT ADMISSION PROCESS**

- Facilitating the Prospectus Committee\* in data compilation and consolidation of data for the prospectus in each academic year which involves follow-up and feedback from the members of the committee and respective HODs.
- Facilitating the co-ordination with the selected vendor for printing and delivering the final prospectus and admission forms.
- Ensuring timely delivery of the prospectus and admission forms.
- Sale of prospectus and admission forms (for admissions under Sports and ECA categories).
- Interface for work related to Admissions with Central Admission Committee\* & Administration excepting fee and cash related matters.
- Providing admissions related data as received from the Universities to concerned HODs for determining cut-offs.
- Communication of cut-offs on College website and to the University.
- Supervision of admission activities like scheduling of admission activities, accepting and storing admission related documents from students, updating admission records of the college, publish admission status of college website on regular basis, review of admissions related data prepared by the assistants for sending to university. etc.
- Verifying SC/ST/ OBC/Disability related admissions.
- Supervision of issuance of ID cards/ bus pass/ train pass/bonafide certificate

#### • **GENERAL STUDENT SUPPORT ACTIVITIES**

- Supervision of recording students' choice of subjects and further communicating to the University.
- Supervision of issuance of examination tickets/ provisional certificates/ transcripts/ mark sheets/ degrees to students etc.

- Facilitating authorizing & attestation of bonafide certificates/ provisional certificates/ transcripts/ mark sheets/ degrees/ Caste certificates/ Disability Certificates to students etc.
  - Consolidating student attendance from teachers for publishing over college website.
  - Supervision of booking of college resources like auditorium, seminar hall, college space for kiosks/ canopy.
  - Putting up student grievances related to administration through the A.O to the Principal.
- **EXAMINATION PROCESS**
    - Supervision of consolidating internal assessment marks of students and submission to university.
    - Coordination with examination team of the college for executing examinations in the college. Assigning duties to administrative staff for this purpose.
- **GENERAL ADMINISTRATIVE ACTIVITIES**
    - Maintenance of college – Taking periodic rounds of the college and identifies maintenance requirements. Instructing caretaker and electricians etc. of the requirements and ensuring compliance.
    - Interacting with vendors for procurements of various articles and and issuing them work orders as per recommendations of the Purchase Committee.
    - Supervision of general cleanliness of the college.
    - Processing cases related to promotions, deputation of the teaching/ non-teaching staff, appointment of teaching/ non-teaching on regular/ adhoc/ contract basis to be put to the Principal and implementation thereof.
    - Supervision / verification / review of entries made in Service Books & Stock Registers.
    - Issuing Employee identification Cards
    - Issuing Medical Cards to existing staff and retired staff.
    - Verification and review of employees records in service book and Personnel file of each employee (Teaching and non-teaching). It includes maintaining records of dependants and nominees for purposes like PF, medical, LTC etc.
    - Supervision of maintenance of Leave records of all teaching & non-teaching employees.
    - Processing of ACP/MACP cases as required and forwarding to AO for verification and further action through College Screening Committee\* and putting them up to University.



- Managing allotment of teaching, non-teaching residential houses in the campus.
- Assisting the Administrative Officer in managing the whole process of allotment of Photocopier facility, Book Shop and College Canteen etc in the campus.
- Providing information related to RTI, queries from external sources like University/UGC etc as when requested by PIO or other competent authority.
- Supervision of work in relation to work submitted by all Assistants of Administration Section.
- Any other responsibility as allocated by the Principal/ Vice Principal/ Administrative Officer.

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\* Refer Annexure

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Senior Assistant-Administration</b>
<b>Reports to</b>	<i>Section Officer - Administration</i>

### **Job purpose**

Senior Assistant-Administration is responsible for executing assigned Administration functions of the college.

### **Duties and responsibilities**

- **STUDENT ADMISSION PROCESS**

- Facilitating the co-ordination with the selected vendor for printing and delivering the final prospectus and admission forms.
- Execution of admission activities like preparation of admission activities as per schedule, accepting and storing admission related documents from students, updating admission records of the college, publish admission status of college website on regular basis, preparing admissions related data for sending to university etc.
- Verifying SC/ST/ OBC/Disability related admissions.

- **GENERAL STUDENT SUPPORT ACTIVITIES**

- Recording students' choice of subjects and further communicating to the University.
- Consolidating student attendance from teachers for publishing over college website.
- Booking of college resources like auditorium, seminar hall, college space for kiosks/ canopy.
- Maintaining records of students absent due to medical reasons.

- **EXAMINATION PROCESS**

- Consolidating internal assessment marks of students and uploading and submission to university portal.
- Working with examination team of the college for executing examinations in the college. Assigning duties to administrative staff for this purpose.
- Preparation of Internal Assessment records for Teachers.

- **GENERAL ADMINISTRATIVE ACTIVITIES**

- Assisting in maintenance of college by taking periodic rounds of the college and identifying maintenance requirements. Instructing caretaker and electricians etc of the requirements and ensures compliance.
  - Assists SO in interacting with vendors for procurements of various articles and giving them work orders.
  - Processing of bills of College maintenance work.
  - Supervising all maintenance work of whole College complex, faculty flats, quarters etc.
  - Supervise complete College Electrical maintenance, plumbing works
  - Supervise all maintenance work done by contractors.
  - Supervising for provision and maintenance of all furniture and fixtures which includes all electric and non-electric items like tables, chairs, fans, lights, LCD, mike, OHP, computers etc.
  - Purchase of goods as per college needs and maintenance of stocks register.
  - Supervising all logistics for emergency services.
  - Assisting Section Officer in all aspects of cleanliness on campus.
  - Supervising and assigning duties to all Chowkidars, Safai Karamcharis and Malis.
  - Facilitate infrastructural facilities on all College events.
  - Providing gate / Building security schedule and review Sub contracted work force.
  - Preparing cases related to promotions of non-teaching staff, fixation of pay and roster of teaching/non-teaching staff,
  - Issuing Employee identification Cards
  - Issuing Medical Cards to existing staff and retired staff.
  - Maintenance of Leave records of all teaching & non-teaching employees.
  - Preparation of ACP/MACP cases as required and forwarding to AO/SO for verification and further action through College Screening Committee\* and putting them up to University.
- Any other responsibility as allocated by the Principal/ Vice Principal/ Section Officer / Administrative Officer.

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\* Refer Annexure

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Assistant-Administration</b>
<b>Reports to</b>	<i>Section Officer - Administration</i>

### **Job purpose**

Assistant-Administration is responsible for executing assigned Administration functions of the college.

### **Duties and responsibilities**

#### • **STUDENT ADMISSION PROCESS**

- Providing admissions related data as received from the Universities to concerned HODs for determining cut-offs.
- Execution of admission activities like preparation of admission activities, accepting and storing admission related documents from students, updating admission records of the college, publish admission status of college website on regular basis, preparing admissions related data for sending to university.
- Issuance and distribution of ID cards/ bus pass/ train pass/bonafide certificate.

#### • **GENERAL STUDENT SUPPORT ACTIVITIES**

- Recording students' choice of subjects and further communicating to the University.
- Preparation and issuance of examination tickets/ provisional certificates/ transcripts/ mark sheets/ degrees to students etc.
- Consolidating student attendance from teachers for publishing over college website.
- To provide all assistance for students' association and societies.
- Maintaining records of students absent due to medical reasons.
- Collection of attendance records of the students and dispatch of warning letters in concurrence with the Teacher In-charges

#### • **EXAMINATION PROCESS**

- Consolidating internal assessment marks of students and uploading and submission to university portal.
- Working with examination team of the college for executing examinations in the college. Assigning duties to administrative staff for this purpose.

- **GENERAL ADMINISTRATIVE ACTIVITIES**

- Maintenance of college – Takes periodic rounds of the college and identifies maintenance requirements. Instructs caretaker and electricians of the requirements and ensures compliance.
  - Supervising for provision and maintenance of all furniture and fixtures which includes all electric and non-electric items like tables, chairs, fans, lights, LCD, mike, OHP, computers etc.
  - Purchase of goods as per college needs and maintenance of stocks register.
  - Arranging for printing of stationary, calling quotations and keeping records of indents.
  - Supervising all logistics for emergency services.
  - Preparing cases related to promotions of non-teaching staff, fixation of pay and roster of teaching/non-teaching staff,
  - Documenting entries in Service Books & Stock Registers, records of dependants and nominees for purposes like PF, medical, LTC of teaching and non-teaching staff
  - Maintenance of all Leaves records of all teaching & non-teaching employees.
  - Distribution of Identity Cards for Teaching and Non-Teaching staff.
  - Providing gate / Building security schedule and review Sub contracted work force.
  - Typing / data processing work given by SO/AO.
- Any other responsibility as allocated by the Principal/ Vice Principal/ Section Officer/ Administrative Officer.
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<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Junior Assistant-Administration</b>
<b>Reports to</b>	<i>Section Officer-Administration</i>

### **Job purpose**

Junior Assistant-Administration is responsible for executing assigned Administration functions of the college.

### **Duties and responsibilities**

- **STUDENT ADMISSION PROCESS**

- Providing admissions related data as received from the Universities to concerned HODs for determining cut-offs.
- Execution of admission activities like preparation of admission activities, accepting and storing admission related documents from students, updating admission records of the college, publish admission status of college website on regular basis, preparing admissions related data for sending to university etc.
- Distribution of ID cards/ bus pass/ train pass etc.

- **GENERAL STUDENT SUPPORT ACTIVITIES**

- Arranging records of Sports and ECA category students.
- Issuance of examination tickets/ provisional certificates/ transcripts/ mark sheets/ degrees to students etc.
- To provide all assistance for students' association and societies.
- Preparation / processing of Railway concession forms.
- Maintaining records of students absent due to medical reasons.
- Collection of attendance records of the students and dispatch of warning letters in concurrence with the Teacher In-charges.
- Bonafide Certificate / Internship Certificate to students
- Verification of students record related to University like enrolment form, migration form etc.
- Data entry of marks.

- **EXAMINATION PROCESS**

- Consolidating internal assessment marks of students and uploading and submission to university portal.

- Uploading of student attendance and internal assessment marks on college website.
  - Working with examination team of the college for executing examinations in the college. Assigning duties to administrative staff for this purpose.
- **GENERAL ADMINISTRATIVE ACTIVITIES**
- Processing of utility bills of College ie telephones, water and electricity.
  - Assisting of maintenance of college by taking periodic rounds of the college and identifies maintenance requirements. Informing caretaker and electricians etc. of the requirements and ensures compliance.
  - Supervising for provision and maintenance of all electronics items, LCD, mike, OHP, computers etc.
  - Arranging for printing of stationary, calling quotations and keeping records of indents.
  - Distribution of Identity Cards for Teaching and Non-Teaching staff.
  - Preparing cases related to promotions of non-teaching staff, fixation of pay and roster of teaching/non-teaching staff,
  - Documenting entries in Service Books & Stock Registers, records of dependants and nominees for purposes like PF, medical, LTC of teaching and non-teaching staff.
  - Attendance records of daily wagers and contracted workers and processing of payments to them based on the data.
  - Processing of Earned leave / Medical leave and Casual leave records for Teaching and Non-Teaching staff.
  - Typing / data processing work given by Section Officer (Admn)/A.O.
  - Maintaining dispatch register
- Any other responsibility as allocated by the Principal/ Vice Principal/ Section Officer/ Administrative Officer.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Attendant-Administration</b>
<b>Reports to</b>	<i>Section Officer-Administration</i>

### **Job purpose**

Attendant is responsible for facilitating the smooth functioning of Administration department.

### **Duties and responsibilities**

- Dusting and Cleaning of assigned areas / Class Rooms /Offices.
- To keep track of bell timing as per time table with primary responsibility.
- Delivery and receipt of dak.
- Facilitating the process of internal communication within the College.
- To register / verify DTC forms of students.
- To assist all the members of office staff and to do the job of Daftry as and when he is absent/required.
- Photocopy for Students/Staff/Officers
- Maintaining and upkeep of records in respective files and Records Room.
- Maintaining Archive Section, albums and historical records.
- To attend all staff and visitors and providing pantry services like serving water/tea/coffee etc.
- Assisting senior staff members in retrieval of records.
- Helping Office staff in procuring Stationary items from local market and further distribution among staff and students as and when required
- Attending to the telephone calls.
- Any other duty/responsibility as allocated by the SO-Administration/AO / Vice Principal / Principal.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	



<b>Job title</b>	<b>Nurse (On Outsourcing basis only)</b>
<b>Reports to</b>	<i>Section Officer-Administration</i>

### **Job purpose**

Nurse is a health care representative in college responsible for facilitating the health care and medical norms.

### **Duties and responsibilities**

- Providing first-aid and other basic medical assistance to college students and staff.
  - Maintaining the instruments/ machines and general upkeep of Medical Room.
  - Ensuring the consumable stocks in medical room are available and keeping a check on their expiry dates.
  - Ensuring the cleanliness and hygiene of the medical room.
  - Carrying out health assessments of college students and staff.
  - Providing health education and advice to students.
  - Advising and supporting college with their public health agendas for example healthy eating advice, stop smoking programmes etc.
  - Any other duty/responsibility as allocated by the SO-Administration/AO / Vice Principal / Principal.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Electrician (On Contract basis only)</b>
<b>Reports to</b>	<i>Section Officer-Administration / Caretaker</i>

### **Job purpose**

Electrician is responsible for the installation, maintenance and upkeep of all electrical and electronic wiring, circuits, fixtures, appliances and apparatus of college and hostel.

### **Duties and responsibilities**

- Maintain college generator equipment, manage and optimise fuel usage and regularly report to Caretaker / SO (Administration).
- Keep track of all electricity bills and timely payment by the College.
- Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and to ensure compliance with electrical codes.
- Facilitate management on whether continued operation of equipment could be hazardous and assist in preparing written work cost estimates for negotiating maintenance or construction contracts, as required.
- Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures to ensure compatibility and safety of system.
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
- Any other duty/responsibility as allocated by the Caretaker / SO-Administration /AO / Vice Principal / Principal.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Plumber (On Contract basis only)</b>
<b>Reports to</b>	<i>Section Officer-Administration / Caretaker</i>

### **Job purpose**

The Plumber is responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution and waste water disposal in college buildings including hostels.

### **Duties and responsibilities**

- Ensure all water supply networks and waste and drainage systems are installed, repaired and maintained to meet all standards of building codes and safety.
- Perform scheduled maintenance service on plumbing systems and fixtures like overhead tanks, water pumps, motors etc., ensuring minimising wastage of water and electricity.
- Keeping track of all water related bills and their timely payment by the college.
- Keeping the Caretaker and other authorities informed of the status of the plumbing equipment and infrastructure, also making them aware regarding any future contingencies.
- Work in cooperation with other trades and labourers to ensure that all specifications, legislation and policies are met and to ensure efficient completion of any project.
- Facilitate in preparing written work cost estimates for negotiating maintenance or construction contracts, as required.
- Study building plans and inspect structures to assess material and equipment needs, to establish the sequence of pipe installations, and to plan installation around obstructions such as electrical wiring.
- Keep records of assignments and produce detailed work reports.
- Any other duty/responsibility as allocated by the Caretaker / SO-Administration / AO / Vice Principal / Principal.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Section Officer-Accounts</b>
<b>Reports to</b>	<i>Administrative Officer</i>

### **Job purpose**

Section Officer-Accounts is responsible for all Finance, Accounts and Audit functions; their processing and execution in the college.

### **Duties and responsibilities**

#### **STUDENT RELATED ACTIVITIES**

- Supervision of all activities pertaining to collection of admission/ examination fee and other fees.
- Monitoring & disbursement of scholarship funds to meritorious students.
- Monitoring funds under students' Parliament and societies.
- Supervision of students 'security deposits.

#### **STAFF RELATED ACTIVITIES**

- Computation of all cases of fixation of pay, review of fixation of pay under ACP/ MACP cases, review of annual increments and disbursement of salaries of teaching and non-teaching staff taking in cognizance with UGC and University rules.
- Supervision of disbursement of staff benefits and claims e.g. medical reimbursement, CGHS claims and other benefits as per University rules.
- Supervision of processing of HTC/LTC claims of teaching and non-teaching staff.
- Resolution of Pension preparation/ fixation related issues.
- Dealing with Provident Fund for teaching and non teaching staff in cognizance with PF Committee\*. Management of employee contributions under NPS.
- Supervision of processing of retirement benefits/resignation cases etc.
- Co-ordination of Group Insurance and supervision of timely premiums and claims, if required.

#### **GENERAL ACCOUNTS AND FINANCE ACTIVITIES**

- Scrutiny and review of day books and ledgers.

- Approval of various vouchers as per the financial powers assigned / delegated.
- Review of Budget Estimates annually.
- Fund monitoring and FDR review.
- Preparing reports on funds for management review.
- Review of the budgets against actual expenditure on quarterly basis with Bursar/ Principal/Treasurer (Governing Body).
- Co-ordination with Bursar and auditors on all Income Tax related matters.
- Monitoring of preparation & finalization of all books of accounts and facilitation of audit process with external agency.
- Member of Purchase Committee(s)\* of the College.
- Assisting the Administrative Officer in managing the whole process of allotment of Photocopier facility, Book Shop and College Canteen etc in the campus.
- Supervision of all vendor payments and related work like cheque preparation, invoice preparation, data entry in related software, bank reconciliation etc.
- Monitoring of Dak and allocation of daily work to the accounts team.
- Facilitating all correspondence with any Government Agency, UGC & University.
- Providing information if required for any RTI through PIO or other competent authority.
- Public interaction for accounts queries or grievances.
- Monitoring the expenditure under each subhead of various funds like Student Fund, Building & Infrastructure Fund, OBC Fund etc.
- Reporting and keeping the Governing Body informed regarding annual Tax returns pertaining to the college.
- Allocation and supervision of work to all staff of Accounts Section.
- Any other responsibility as allocated by the Administrative Officer/ Bursar/ Principal.

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\* Refer Annexure

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Senior Assistant-Accounts</b>
<b>Reports to</b>	<i>Administrative Officer</i>

### **Job purpose**

Senior Assistant-Accounts is responsible for handling cash and maintaining Accounts of the college.

### **Duties and responsibilities**

- Handling cash disbursal on account of –
  - Salary of Contractual Employees
  - Distribution of Cancellation of Admission Refund
  - Distribution of Merit Scholarship
  - Distribution of Annual Day Prizes
  - Distribution of Fees concession Amount
- Getting signatures of competent authority after preparation of cheques.
- Posting and maintaining of Cash Book.
- Preparation of Withdrawal Vouchers.
- Pay fixation of various categories of staff.
- Processing of annual increment of all staff.
- Processing of HTC/LTC claims of teaching and non-teaching staff.
- Facilitating medical re-imbursement of the staff.
- Processing of retirement benefits/resignation cases etc.
- Income Tax quarterly returns preparation.
- Maintenance of NSS accounts.
- Preparation of Budget Estimates annually.
- Budgeting against actual expenditure on quarterly basis with Bursar/ Principal/Treasurer (Governing Body).
- Managing clearance of students at the time of examinations.
- Public interaction for accounts queries pertaining to the assigned scope of work.
- Any other work assigned by S.O. Accounts, A.O, Bursar, Principal.

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Assistant-Accounts</b>
<b>Reports to</b>	<i>Senior Assistant-Accounts</i>

### **Job purpose**

Assistant-Accounts is responsible for handling cash and maintaining some Account Heads of the college.

### **Duties and responsibilities**

- Handling cash receipts on account of –
  - Admissions fees
  - Monthly Fees
  - Examination Fees
- Handling cash disbursement on account of –
  - Salary of Contractual Employees
  - Distribution of Cancellation of Admission Refund
  - Distribution of Merit Scholarship
  - Distribution of Annual Day Prizes
  - Distribution of Fees concession Amount
- Generation of fee slips.
- Posting and maintaining of Cash Book.
- Preparation of withdrawal vouchers.
- Preparation of all transfer vouchers.
- Voucher posting in tally or any other accounting software.
- Processing of HTC/LTC claims of teaching and non-teaching staff.
- Facilitating medical re-imbursment of the staff.
- Processing of annual increment of all staff.
- Processing of retirement benefits/resignation cases etc.
- Preparation of pension to be processed.
- Managing data for the National Pension Scheme.
- Maintaining the Accounts files of salaries of various categories of staff.
- Preparation of Salary and related work for the following -
  - Teaching Staff
  - Administrative Staff
  - Library Staff
  - Subordinate Staff
  - Hostel/Mess Staff

- Contractual staff.
  - Calculation of Income Tax of above staff.
  - Income Tax quarterly returns preparation
  - Maintaining the Accounts files of LTC/HTC of various categories of staff
  - Facilitating Audit work by maintaining methodical accounts and ledgers.
  - Processing and verification of re-imbursement of Tuition Fee bills of above staff as per college rules.
  - Calculation and processing of payment of Arrears, if any.
  - Preparation and processing of various allowances like Children Education Allowance, Monthly Allowance, Daily Wages through vouchers.
  - Maintenance of PF A/c of above staff.
  - Processing of miscellaneous bills like payment of Guest Lectures, Building Repair Bills, A.C. Bills, Computer Bills and Liveries to IV Class employee bills etc.
  - Reconciliation of Salary Cash Book, P.F. Cash Book, General Fund Ledger and all book of accounts.
  - Processing payments of retirement benefits to eligible staff.
  - Preparing UGC statement for salary.
  - Public interaction for accounts queries pertaining to the assigned scope of work.
  - Any other work assigned by S.O. Accounts, A.O, Bursar, Principal.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	



<b>Job title</b>	<b>Junior Assistant-Accounts</b>
<b>Reports to</b>	<i>Assistant-Accounts</i>

### **Job purpose**

Junior Assistant-Accounts is responsible for handling maintaining some Account Heads of the college.

### **Duties and responsibilities**

- Handling cash receipts on account of –
  - Admissions fees
  - Monthly Fees
  - Examination Fees
- Generation of fee slips.
- Maintenance of scholarship register and processing all scholarship related matters.
- Processing fee concession related cases.
- Preparation of cheques.
- Preparation of all transfer vouchers.
- Preparation of withdrawal vouchers.
- Maintaining caution money/security money records and lapsed caution money records.
- Processing of Teaching and Non-Teaching staff's salary and related work.
- Processing of all medical bills of Teaching, Non-Teaching staff & Pensioners.
- Bank Reconciliation of various accounts as assigned
- Public interaction for accounts queries pertaining to the assigned scope of work.
- Any other work assigned by S.O. Accounts, A.O, Bursar, Principal.

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Attendant-Accounts</b>
<b>Reports to</b>	<i>SO-Accounts</i>

### **Job purpose**

Attendant is responsible for facilitating the Accounts section in the smooth functioning of their department.

### **Duties and responsibilities**

- Dusting and Cleaning of assigned areas / Class Rooms /Offices.
  - Depositing cheques in banks.
  - Depositing various utility bills or the like.
  - Photocopy for Students/Staff/Officers
  - Maintaining and upkeep of records in respective files and Records Room.
  - Maintaining Archive Section, albums and historical records.
  - To attend all staff and visitors and providing pantry services like serving water/tea/coffee etc.
  - Assisting senior staff members in retrieval of records.
  - Helping Office staff in procuring Stationary items from local market and further distribution among staff and students as and when required
  - Attending to the telephone calls.
  - Any other duty/responsibility as allocated by the SO-Accounts/ AO / Vice Principal / Principal.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Care Taker-Administration (Utility Staff)#</b>
<b>Reports to</b>	<i>Section Officer-Administration</i>

### **Job purpose**

Care Taker-Administration is responsible for maintenance of Utility works of the college.

### **Duties and responsibilities**

- Maintenance of furniture, fixtures, electrical fittings, plumbing and sanitary items.
- Taking periodic rounds of the college.
- Maintenance of Assets Register/ Stock Register after periodic physical verification of stocks.
- Placing orders with vendors for procurement of various items and maintenance of stationary stocks register.
- Execution of repair and maintenance work along with Plumbers/ Electricians etc.
- Supervise and assign duties to all Chowkidars, Safai Karamcharis and Malis.
- Execution of instructions given by SO (Administration)/ AO/ Maintenance & Development Committee\* of the college.
- Any other work assigned by the Principal/ Vice Principal/ A.O. /S.O (Administration).

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# Post of Caretaker has been merged with Junior Assistant as per University letter no. CS-III/149/Circular/2014/47225 (EC resolution no 88 dated 16/11/2013)

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Daftry-Administration / Record Keeper</b>
<b>Reports to</b>	<i>Junior Assistant-Administration</i>

### **Job purpose**

Assistant-Administration is responsible for executing some Administration functions of the college.

### **Duties and responsibilities**

- Providing degree certificates to students and maintaining their records.
  - Making bonafide certificates for UG/PG students.
  - Stamping documents prepared by administration section further to be verified and attested by AO/ Principal.
  - Receiving telephone calls in the section answering the queries accordingly.
  - Maintaining & fetching all kinds of records in the section especially admissions.
  - Maintenance of Central Daak diary of the college (to receive the post/courier from security staff, from Principal's Office, daak from within the Office etc.)
  - Typing work of student societies.
  - Any other work assigned by the Principal/ A.O. /S.O Admn.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Gestetner Operator</b>
<b>Reports to</b>	<i>Senior Assistant-Administration</i>

### **Job purpose**

Gestetner Operator is responsible for helping the Section Officer in running function of the administration section.

### **Duties and responsibilities**

- Preparation / processing of Railway concession forms.
  - Providing mark sheets to UG/PG students and maintaining their records.
  - Making bonafide certificates for UG/PG students.
  - Stamping documents prepared by administration section further to be verified and attested by AO/ Principal.
  - Any other work assigned by the Principal/ A.O. /S.O Administration.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Multi Tasking Staff - Mali</b>
<b>Reports to</b>	<i>Section Officer-Administration</i>

### **Job purpose**

Mali is responsible for all horticultural and landscaping activities of the whole college campus including hostels.

### **Duties and responsibilities**

- Responsible for creation and maintenance of all lawns, gardens and plants/trees in the college campus.
- Purchase of all material related to gardening like seeds, saplings, manure, tools etc with the approval of competent authority.
- Responsible for green waste management and maintenance of compost unit.
- Following instructions of SO-Administration and College Garden Committee\*.
- Any other responsibility as allocated by the Principal/ Vice Principal/ Administrative Officer/Section Officer –Administration.

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\* Refer Annexure

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Multi Tasking Staff - Security Guard</b>
<b>Reports to</b>	<i>Section Officer-Administration</i>

### **Job purpose**

Security Guard is responsible for security of the whole college campus including hostels.

### **Duties and responsibilities**

- Responsible for protecting college-property against any illegal activity and damage.
  - Responsible for monitoring the points of access of the campus and the flow of people and employees.
  - Monitoring to allow entry only to individuals with the correct identification or authorization.
  - Maintaining visitor register.
  - Maintaining the parking facility and collecting parking fee from visitors.
  - Maintaining surveillance of the campus by patrolling the grounds and/or using closed-circuit monitoring or alarm systems.
  - Investigating and reporting signs of damage or unlawful entry as it occur to competent authority by making written or verbal reports.
  - Following instructions of SO-Administration/ AO.
  - Any other responsibility as allocated by the Principal/ Vice Principal/ Administrative Officer/Section Officer –Administration.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Safai Karamchari</b>
<b>Reports to</b>	<i>Section Officer-Administration</i>

### **Job purpose**

Safai Karamchari is responsible for cleanliness of the whole college campus including hostels.

### **Duties and responsibilities**

- Responsible for keeping the assigned area(s) of college buildings and grounds in clean and orderly condition.
  - Performing cleaning duties, such as sweeping and mopping floors, cleaning and maintaining hygiene of the toilets, washing of mops/dusters or any other cleaning material, cleaning/washing walls and windows and removing rubbish.
  - Duties may include performing routine maintenance activities, maintaining stock of cleaning material, notifying Care Taker of need for replenishment and/or repairs, and cleaning of debris from sidewalk of the campus by patrolling the grounds.
  - Following instructions of SO-Administration/ AO.
  - Any other responsibility as allocated by the Principal/ Vice Principal/ Administrative Officer/Section Officer –Administration.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	



<b>Job title</b>	<b>Laboratory (or Scientific/Technical) Assistant</b>
<b>Reports to</b>	<i>Teacher Incharge / HOD</i>

### **Job purpose**

Laboratory (or Scientific / Technical) Assistant is responsible for facilitating the Teacher In-charge with maintenance of respective laboratories.

### **Duties and responsibilities**

- Custody and Maintenance of equipment and related material in class, museum and in Research Laboratories.
- Providing general assistance in class and research work.
- Preparation and maintenance of support material as per the subject like microscopic slides, graphs, charts, figures, photographs, projection slides etc for research and teaching.
- Checking faults and repairing of minor nature on various types of apparatus/instruments.
- Facilitating students with operation and technical aspects of various types of equipment.
- Verification and reporting of new instruments/material purchased for the Lab.
- Organize projection of slides/transparencies in Lecture rooms.
- Supervision of duties of subordinates in the Laboratory.
- Planning and participating in local purchase of components for apparatus.
- Facilitating teachers in any other manner required for proper functioning the laboratories.
- Maintenance of stores, stock ledgers issues connected with Non-consumable/Consumable items of laboratory.
- Supervision of work in relation to work submitted by attendant(s) of respective laboratory.
- Any other responsibility as allocated by the Teacher In-charge / HOD.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Laboratory Attendant</b>
<b>Reports to</b>	<i>Laboratory Assistant / Teacher In-Charge</i>

### **Job purpose**

Laboratory Attendant is responsible for facilitating the Laboratory Assistants with maintenance of respective laboratories.

### **Duties and responsibilities**

- Dusting and Cleaning of laboratories (Working tables, Doors, Windowpanes, specimens and Racks) and Teacher's Research Rooms.
- Cleaning of black boards before and after the classes in the Laboratories and procuring chalk boxes, dusters etc.
- Cleaning of glassware, Dissection trays and other apparatus.
- Bringing chemicals, specimens, apparatus equipment and other requirements from stores/workshop and distributing them to the students and research Works in the Laboratories and maintaining record thereof.
- Bringing Chemical apparatus item and equipment from the stores to the teacher for their research work and return the same to the stores (if required).
- To report any breakage or defect in the instruments used in the Laboratories to Laboratory Assistant /Teacher In-Charge.
- Opening and closing of the Departmental Laboratories and teachers Research rooms.
- Ensuring general cleanliness in the laboratories through Safai- Karam chari.
- Maintaining laboratory Store as and when required.
- Filling up of the bench and side shelf reagents and to assist the Laboratory Assistants in preparing them.
- To have the requirements for Plants, animals and Chemicals for practical classes entered in the diary by the teachers in advance.
- Helping the laboratory Assistants in collecting and preserving plant materials.
- To attend to the needs of the students when practical Classes are being held.
- To fetch and keep adequate stock of water distilled water in the teaching and research laboratories.

- To assist Lab Assistant/ teachers in shifting the equipment, apparatus and fixture etc. for purposes of repairs and rearrangement of laboratories etc.
  - Any other duty/responsibility as allocated by the Teacher Incharge / HOD/ Lab Assistant.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Librarian</b>
<b>Reports to</b>	<i>Principal</i>

### **Job purpose**

Librarian is responsible for a vast amount of information, from the classic management of books and periodicals to more modern responsibilities involving digital resource for information for assisting the departments in achieving their objectives by supervising and monitoring all activities of the College Library.

### **Duties and responsibilities**

- The Librarian is responsible for general administration of the College Library.
- Supervision of organization of Library resources which along with books and other study material includes managing the facility, furniture and equipment.
- Literature retrieval services to researches and analysis of reports.
- Supervising of literature retrieval services to researches and analysis of reports.
- Carrying out and facilitating the Principal in library staff management, which may involve recruitment and selection, appraisals, support and development, disciplinary action, staff training, as well as allocating daily tasks.
- Driving annual budgetary activity by co-ordinating with Departmental In-charges.
- Supervision of departmental library allocated budgets and purchasing resources with due approvals as per College Rules.
- Maintaining relationships with external bodies, such as suppliers.
- Supervision of management of reading lists by selecting, acquiring and cataloguing information using library and information software.
- Providing information towards updating college website/ annual day report/ University/ UGC with activities and information related to College Library.
- Development, organization and management of e-resources and library related software(s) including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. as per the resources provided by the College / University /UGC.
- Coordination with teaching staff for organizing book exhibitions for showcasing journals / articles published by them.
- Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.

- Resolving grievances and complaints with support of library staff when ever required.
  - Keeping up to date with relevant professional developments in the library sector and by participating in professional groups or networks.
  - Providing information related to RTI, queries from external sources like University/UGC etc as when requested by PIO or other competent authority.
  - Supervision of work in relation to all Assistants/ Attendants of the Library.
  - Any other responsibility as allocated by the Principal.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Professional Assistant</b>
<b>Reports to</b>	<i>Librarian</i>

### **Job purpose**

Semi-Professional Assistant is responsible for facilitating the operational aspects of running the Library smoothly.

### **Duties and responsibilities**

- Assisting the Librarian in the general administration and operations of the Library.
- Responsible for the Library counter.
- Organization of Library resources which along with books and other study material includes managing the facility, furniture and equipment.
- Maintenance of books, journals, reports and all study material.
- Cataloguing and classification of books and journals.
- Ensuring effective library reader- services by maintaining discipline.
- Literature retrieval services to researches and analysis of reports.
- Managing and supporting the provision of reading lists by selecting, acquiring and cataloguing information using library and information software.
- Maintaining the discipline in the library.
- Authorizing No Dues for the students.
- Supervision of the general cleanliness of the Library.
- Public interaction and resolving grievances and complaints with support of library staff when ever required.
- Allocation of daily activities to the Library staff with proper reporting to The Librarian.
- Maintenance of books, journals, reports and all study material.
- Registration of students and teachers
- Issuance of membership cards.
- Maintenance of membership records
- Collection of overdue books, fine etc.
- Issuance of clearance certificate
- Facilitating the process of providing library reader- services.
- Managing and supporting the provision of reading lists by selecting, acquiring and cataloguing information using library and information software.

- Maintaining the discipline in the library.
  - Supervision of work in relation to all Assistants of Library.
  - Any other responsibility as allocated by the Librarian.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Semi Professional Assistant</b>
<b>Reports to</b>	<i>Librarian</i>

### **Job purpose**

Semi-Professional Assistant is responsible for facilitating the operational aspects of running the Library smoothly.

### **Duties and responsibilities**

- Cataloguing and classification of books and journals.
  - Ensuring effective library reader- services by maintaining discipline.
  - Literature retrieval services to researches and analysis of reports.
  - Maintaining the discipline in the library.
  - Maintenance of books, journals, reports and all study material.
  - Maintenance of membership records
  - Collection of overdue books, fine etc.
  - Issuance of clearance certificate for the students.
  - Be prepared to give practical help in any part of the Library should the need arise.
  - Any other responsibility as allocated by the Librarian.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	



<b>Job title</b>	<b>Library Assistant / Jr Library Information Assistant</b>
<b>Reports to</b>	<i>Librarian</i>

### **Job purpose**

Library Assistant is responsible for facilitating the record keeping and maintenance of the Library.

### **Duties and responsibilities**

- Preparing Purchase orders, Receipts, bills etc for acquiring and purchasing of books and journals.
  - Maintenance of Bill Register & Expenditure Registers with approval of competent authority.
  - Order/Renewal of Periodical's Subscription with approval from competent authority.
  - Data entry into computer regarding issue and return of books and any other data feeding job pertaining to Library.
  - Issuance of Library cards to students.
  - Performing stacking tooling jobs and any other books related technical job.
  - Budget entry according to Subject wise allotment and Department wise Books entry.
  - Cataloguing of books and journals.
  - Maintenance of books, journals, reports and all study material.
  - Any other responsibility as allocated by the Librarian.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Library Attendant</b>
<b>Reports to</b>	<i>Librarian</i>

### **Job purpose**

Library Attendant is responsible for cleanliness, maintenance and facilitating the functioning of Library.

### **Duties and responsibilities**

- Dusting and cleaning of library (Working tables, Doors, Windowpanes, books, shelves and Racks).
- Collecting, picking of books and journals from tables to be kept back in respective order.
- Repairing old books, if required
- To report any wear & tear or loss in assets and books to the Librarian.
- Opening and closing of the Library.
- Issuance of Library cards to students.
- Issue and return of books.
- Monitors and manages the reserve section of the library.
- Managing the reading room/stack hall.
- Responsible for monitoring the point of entry of the Library for valid identification.
- Responsible for monitoring the point of exit of the Library for students taking books which have been issued and recorded on that day.
- Assisting safai karamcharis in maintaining cleanliness in the Library.
- Store work as and when assigned.
- To help in locating or issue of books etc to the students and teachers.
- Any other duty/responsibility as allocated by the Librarian.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Senior Technical Assistant (Computer)</b>
<b>Reports to</b>	<i>Teacher In charge / Administrative Officer</i>

### **Job purpose**

Senior Technical Assistant is responsible for facilitating Information and Technology Management of the college by setting up and managing a secure network environment and taking care of all hardware/software problems.

### **Duties and responsibilities**

- To manage the day to day operations of IT systems, ensuring that planning, end-user impact, change management, training, quality management are properly addressed and monitored.
- To organise and implement servicing and support of all IT systems (hardware and software) to agreed service level standards.
- To monitor use of the IT systems by staff and stakeholders.
- To ensure Information technology and management are in-line with agreed strategy and policy.
- To ensure regular updation and maintenance of the college website.
- To manage development and implementation of projects such as the Online Records, Online Learning Hub, Student database/ attendance etc.
- Facilitating the process of commissioning of appropriate and cost effective procurement and contractual arrangements related to IT hardware and software.
- To report any wear & tear or loss in machines and software to the Teacher In charge/ Administrative Officer.
- Managing the classes in Computer Lab.
- To help students and teachers in any user interface issues or minor technical glitches etc while using computers in the Lab.
- Any other duty/responsibility as allocated by the Administrative Officer / Teacher In charge.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>MTS Computer Lab</b>
<b>Reports to</b>	<i>Senior Technical Assistant (Computer)/ Teacher In Charge</i>

### **Job purpose**

MTS Computer Lab is responsible for cleanliness, maintenance and facilitating the functioning of Computer Lab.

### **Duties and responsibilities**

- Monitoring the opening and closing of the Computer Lab.
  - Issuance of Computer Lab cards to students.
  - Managing the classes in Computer Lab.
  - Assisting Senior Technical Assistant in his responsibilities.
  - Responsible for monitoring the point of entry and exit of the Computer Lab for valid identification.
  - Assisting safai karamcharis in maintaining cleanliness in the Computer Lab.
  - To help students and teachers in any user interface issues or minor technical glitches etc while using computers in the Lab.
  - Store work as and when assigned.
  - Any other duty/responsibility as allocated by the Senior Technical Assistant (Computer) / Administrative Officer / Teacher In charge.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Warden</b>
<b>Reports to</b>	<i>Principal</i>

### **Job purpose**

Warden shall function under the overall supervision of the Principal and is responsible for complete set-up, administration and operations of the hostels and mess.

### **Duties and responsibilities**

- The Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostel.
- Responsible for framing policy on the running of the hostel, messes and other facilities within the hostel.
- To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- To plan for up-gradation of facilities in the hostels with approval from competent authority / Principal.
- To ensure maintenance of discipline in and around the Hostel.
- To supervise the hostel staff responsible for general administration, mess, common room, health and recreational facilities, and maintenance and sanitation of the hostel.
- To prepare an Annual Budget Estimates of the Hostel. The Budget should not be a deficit budget, it should be on the Cost Plus basis with no subsidy from the college. The surplus to be used for development of hostel's infrastructure.
- Authority to impose fines (upto the limit set as per hostel rules) or waive fines.
- Regulation of expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.
- Maintenance of imprest accounts and for the custody of imprest money as allocated by the Governing Body.
- Sanction of payment of security deposit to suppliers for goods to be supplied or services rendered.
- Sanction refund of all kinds of security money of the existing resident student.

- Securing timely completion of and examining the bank reconciliation statement of all accounts pertaining to the hostel.
- Ensure proper checking by Office In charge and verifying the wage bills pertaining to the mess, sanitary and other staff especially if provided by the private manpower service provider.
- Sanctioning repairs to furniture and fittings of the hostel.
- Proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc. In hostels.
- Recommend overtime of the hostel staff in accordance with rules.
- Sanctioning or recommending leave in respect of mess and other staff of the hostel.
- Allotment of hostel rooms to students as per the Hostel Committee recommendations.
- Supervision of the resident students register and the guest room register.
- Initiating appropriate disciplinary action against erring resident as per the rules of the hostel/college.
- If required can order double-locking of rooms of resident students and their re-opening.
- Responsible to take action for the eviction of defaulting resident students in consultation with the Principal for mess bill defaulters.
- Responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the College/University.
- Will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.
- Keeping the Principal informed of any deviation from routine running of the hostel
- Any other responsibility as allocated by the Principal.
- The powers and the duties of the hostel wardens shall be such as assigned by the Governing Body from time to time.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Deputy Warden</b>
<b>Reports to</b>	<i>Warden</i>

### **Job purpose**

Deputy Warden is responsible for assisting the Warden in complete set-up, administration and operations of the hostels and mess and officiate when the Warden is on leave.

### **Duties and responsibilities**

- As per the Governing Body resolution of 28<sup>th</sup> Dec 2010, the Deputy Warden is responsible to assist the Warden and will be required to officiate the administration and operations of hostels and Mess when the Warden is on leave.
  - Any other responsibility as allocated by the Warden / Principal.
  - The powers and the duties of the hostel Deputy Warden shall be such as assigned by the Governing Body.
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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Junior Assistant- Administration &amp; Accounts</b>
<b>Reports to</b>	<i>Warden</i>

### **Job purpose**

Junior Assistant-Administration & Accounts is responsible for executing administration activities of the hostel and also maintaining all Account Heads of the warden.

### **Duties and responsibilities**

#### • **ADMINISTRATIVE DUTIES**

- Maintenance of hostel – Takes periodic rounds of the hostel and identifies maintenance requirements. Instructs caretaker and electricians of the requirements and ensures compliance.
- Assists Warden in interacting with vendors for procurements of various articles and giving them work orders for the hostel.
- Processing of bills of Hostel maintenance work.
- Supervising all maintenance work of whole Hostel
- Purchase of goods as per hostel needs and maintenance of stocks register.
- Supervising all logistics for emergency services to be provided for in the Hostel.
- Assist Warden in all aspects of cleanliness on hostel campus.
- Supervise all Chowkidars, Safai Karamcharis and Malis assigned for the Hostel campus of the college.
- Facilitate infrastructural facilities on all Hostel events.
- Providing gate / Building security schedule for the Hostel.
- Maintenance of Leave records of all hostel employees.

#### • **ACCOUNTS DUTIES**

- Preparation of cheques, vouchers etc pertaining to hostel functions.
- Getting signatures of competent authority after preparation of cheques.
- Posting and maintaining of Cash Book of the hostel.
- Bank Reconciliation of various accounts as assigned.
- Preparation of Hostel Budget Estimates annually in consultation with the Warden.
- Budgeting and monitoring against actual expenditure on quarterly basis with Warden/Bursar/ Principal/Treasurer.



- Public interaction for accounts queries pertaining to hostel residents and staff.
  - Any other work assigned by Warden, A.O, Bursar and Principal.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Mutli Tasking Staff - Cook</b>
<b>Reports to</b>	<i>Warden</i>

### **Job purpose**

Cook is responsible for executing the menu and supporting the functioning of the Hostel Mess as directed by the Mess Committee through the Warden.

### **Duties and responsibilities**

- Plans and prepares food for all hostel residents availing mess services.
  - Arranges for the food to be served in an appropriate manner.
  - Set up and stock the kitchen with all necessary supplies by keeping the Mess In-charge well informed.
  - Answer, report and follow Mess In-charge's instructions.
  - Ensuring for cleaning up of the cooking area(s).
  - Managing and taking care of leftover food.
  - Ensures that food comes out in high quality and as per planned schedules.
  - Comply with nutrition and sanitation standards.
  - Providing practical help in any part of the kitchen should the need arise.
  - Any other work assigned by Mess Incharge/Warden.
- 

<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

<b>Job title</b>	<b>Bearer</b>
<b>Reports to</b>	<i>Warden</i>

### **Job purpose**

Mess Attendant is responsible for supporting the functioning of the Hostel Mess.

### **Duties and responsibilities**

- Prepare menus and food within the guidelines issued.
- Assistance in preparation of food and serving food.
- Washing of utensils, cleaning of mess and disposing of trash and garbage.
- Dusting and cleaning of dining area, furniture and surrounding area of the Mess.
- Order and receive stock from suppliers and maintain stock for preparation of daily meals.
- Maintaining stock registers and supervising daily purchase of stock.
- Review all invoices pertaining to the Mess to ensure they are accurate.
- Maintaining and providing all financial records as requested by Accounts.
- The checking and recording of all food received, quantities of ingredients used and the number of meals produced and served.
- Ensure the cleanliness of the kitchen, its equipment, dining area and surround.
- Ensure the security and pest control of the kitchen, associated stores and surround.
- Report faults in equipment and request necessary day to day maintenance of Mess premises.
- Providing practical help in any part of the kitchen should the need arise.
- Any other work assigned by Warden/S.O. Accounts, A.O, Bursar, Principal.

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<b>Reviewed by:</b>		<b>Approved by:</b>	
<b>Date:</b>		<b>Date:</b>	

**COUNCIL CONSTITUTION  
HINDU COLLEGE, DELHI**

Subject to the provisions of Delhi University Act, Ordinance XVII (6-A), there shall be a Staff Council in every College with the Principal being the ex-officio Chairman of the Staff Council. The Administrative staff of the College will not be within the purview of the Staff Council.

The Staff Council shall function through Committees appointed by the Council as detailed below. Ordinarily -

- (i) no person shall be member of more than two Committees at a given time and
- (ii) no person shall hold office as a member of a Committee for more than two consecutive terms.

**1. Administrative Affairs and Grievance Committee**

A. **Functions:** This committee shall discuss and make recommendations pertaining to the following matters.

- (i) relating to all kinds of leave of teachers.
- (ii) concerning intra-departmental and inter-departmental procedures.
- (iii) regarding regularization of services and confirmation of teachers.
- (iv) pertaining to re-employment of teachers.
- (v) relating to official press-release about the College affairs.
- (vi) concerning interpretation of acts, statutes, ordinances and resolutions of the University.
- (vii) regarding grievances of the teachers reported to the committee.
- (viii) any other administrative matter.

B. **Composition:** The committee shall have five members elected by the Council.

**2. Academic Affairs and Research Committee**

A. **Functions:** This committee shall discuss and make recommendations pertaining to the following matters :

- (i) regarding introduction of new teaching course in the various departments as well as the opening of new departments in the college.
- (ii) regarding filling of the existing vacancies of teachers in the various departments and such other matters as connected to implementations of decision for filling up of new posts.
- (iii) on matters pertaining to teaching, examination duties and research activity.

B. **Composition :** The committee shall have seven members elected by the Council as under:

- (i) Five elected members preferably one each from the following groups:
  - a) English , Hindi, Sanskrit, Philosophy.
  - b) History, Political Science, Sociology, Economics
  - c) Botany, Zoology
  - d) Physics, Chemistry
  - e) Mathematics, Statistics, Commerce
- (ii) Two more elected members

### 3. **Central Admission Committee** :

A) **Functions:** This committee shall have the following functions:

- i) implement the admissions policy decided by the staff Council.
- ii) organize admissions and process applications for the migration of students.
- iii) report to the council regarding the admissions made in the various courses (preferably in August) and migrations effected(preferably in November) to various courses.

B) **Composition:** The committee shall have seven members elected by the council as under:

- i) Five elected members preferably one each from the following groups :
  - a) English , Hindi, Sanskrit, Philosophy.
  - b) History, Political Science, Sociology, Economics
  - c) Botany, Zoology
  - d) Physics, Chemistry
  - e) Mathematics, Statistics, Commerce
- ii) Two more elected members.

### 4. **Time-table, Attendance and Prospectus Committee** :

A) **Functions:** This committee shall have the following functions:

- i) To prepare and help publishing the college prospectus.
- ii) Framing of time-table of various classes.
- iii) Maintenance of the attendance records and shortages of attendance, preceptorials, tutorial records of students.
- iv) Preparation of attendance-registers and tutorial note books.

B) **Composition:** This Committee shall have five members as under :

Five elected members preferably one each from the following groups:

- a) English, Hindi, Sanskrit, Philosophy.
- b) History, Political Science, Sociology, Economics
- c) Botany, Zoology
- d) Physics, Chemistry
- e) Mathematics, Statistics, Commerce

## **5. Scholarship, Prizes and Free Concession Committee :**

A) **Functions:** This committee shall discuss and make recommendations about :

- i) policy regarding institution and award of scholarships and prizes to the students.
- ii) make arrangements for maintenance of records of such meritorious students as awarded the prizes on academic grounds.
- iii) Guidelines for distribution of free-ships and recommend names of students to be awarded free-ships and half free ships.

B) **Composition:** This committee shall have five members elected by the Council. The Bursar shall be the special invitee.

## **6. Maintenance and Development Committee:**

A) **Function:** The Maintenance and Development Committee shall

- i) To lay guidelines for purchase (except books)
- ii) formulate policy regarding general maintenance of the College building including white-washing, painting and repairs)
- iii) make recommendations regarding the future plans of the development of the college.

B) **Composition:** This committee shall have seven members as under:

- i) Bursar
- ii) Convenor of Garden and Horticulture Committee
- iii) Director of Physical Education
- iv) Four members elected by the Council.

## **7. Library Committee :**

i) Library Committee shall be a committee of teacher-in-charges. Staff Council should form a Library purchase committee as under :

Five elected members preferably one each from the following groups:

- a) English , Hindi, Sanskrit, Philosophy
  - b) History, Political Science, Sociology, Economics
  - c) Botany, Zoology
  - d) Physics, Chemistry
  - e) Mathematics, Statistics, Commerce
- ii) Librarian shall be the ex-officio Convenor of this committee.

## **8. Sports Committee :**

A) **Functions:** This committee shall have the following functions:

- i) To organize admissions on the basis of sports.
- ii) To discuss and make recommendations regarding budget allocation. This should be circulated among the teachers.

- iii) To formulate the policy and recommend procedure for the purchase of sports equipments.
- iv) To organize sports activities and initiate healthy habits among students.
- v) To arrange for participations of students in different competitions by providing proper equipment, proper training and such other activities as required from time to time.
- vi) To maintain playgrounds for the practice of the students and to arrange outside practice where the facilities are not available in the college.
- vii) To arrange for such other pertaining to sports as decided upon by Sports Committee.

B) **Composition:** This committee shall consist of five members as under:

- i) The Director of Physical Education who shall be Ex-officio Convener.
- ii) Four members elected by the council.

### **9. Committee on Parliament & Students Activities :**

A) **Functions :** This committee shall

- i) Discuss and make recommendations regarding organization of celebration of Founder's Day and other cultural activities in the college e.g. MECCA, magazine etc.
- ii) Recommend policy regarding Boys & Girls Common Room.

B) **Composition :** This committee shall have members as under:

- i) Speaker of the Parliament
- ii) Teacher-in-Charge of the College Magazine
- iii) Four elected members
- iv) Prime Minister & Leader of Opposition in Parliament are to be permanent invitees to the deliberations of the committee.
- v) The convener of Founder's Day Committee
- vi) Secretary of concerned society may be invited whenever necessary.

### **10. Joint Consultative Committee (JCC) :**

A) **Functions:** The JCC shall

- i) Formulate guidelines regarding arrangements for residence and welfare of students in consultation with appropriate students' bodies.
- ii) Make recommendations regarding various activities and other matters concerning the students and the teachers.

B) **Composition:** The JCC shall have the following members :

- i) One teacher elected from each of the department
- ii) One student elected by Honours & Post –graduate students of each department
- iii) One student each from B.A. (Pass) and B.Sc. (Genl.) classes
- iv) Prime Minister of the College Parliament.

- v) Leader of Opposition of the College Parliament.
- vi) Librarian
- vii) Hostel Warden.
- viii) Director of Physical Education
- ix) Principal (ex-officio Chairperson)

#### **11. Hostel Committee :**

A) **Functions:** This committee shall discuss and make recommendations.

- i) Regarding Hostel admissions, and report the admissions to the Staff Council at the time of reporting of admissions by central admission committee.
- ii) Discipline of resident students.
- iii) Maintenance and development of the Hostel
- iv) Any other matter pertaining to the Hostel

B) **Composition:** The Hostel Committee shall have five members as under:

- i) Warden, who shall be ex-officio Convenor
- ii) Three members elected by the Council, preferably one of whom be ex-warden of the Hostel.
- iii) One member nominated by the Warden in consultation with the Principal.

#### **12. Extra- Curricular Activities Committee :**

A) **Functions :**

- (i) to organize admissions on the basis of extra- curricular activities as laid down by the Staff Council.
- (ii) to organize cultural activities including Founder's Day activities.
- (iii) The Convenor should report the admission to the Council.

B) **Composition:** Five members elected by the Council.

#### **13. Garden & Horticulture Committee:**

A) **Functions :**

- (i) To maintain the garden and lawns in the College, including those in the Principal's bungalow and the Staff Quarters.
- (ii) The general Horticultural development and maintenance in the College.

B) **Composition:** Five members elected by the Council.

**NOTE : THE FOLLOWING TWO COMMITTEES WILL BE THE COLLEGE COMMITTEES. HOWEVER THE TEACHERS REPRESENTATIVES TO THESE COMMITTEES SHALL BE ELECTED BY THE STAFF COUNCIL.**

#### **1) Provident Fund Committee :**

A) **Functions:** The Provident Fund Committee shall



- i) Formulate policy regarding grant of loans in consistence with Provident Fund rules and investment of Provident Fund.
- ii) Recommend investment of Provident Fund and rate of interest to be paid to the subscribers.
- iii) Make suggestions regarding any other matter pertaining to Provident Fund.

B) **Composition:** This committee shall have the following members:

- i) Bursar, who will be ex-officio Convenor
- ii) Administrative Officer, (ex-officio)
- iii) Section Officer (Accounts) (ex-officio)
- iv) Two teachers elected by the Staff Council
- v) Two non- teaching members.

## 2) **Café Committee :**

A) **Functions :** The Café Committee shall discuss and make recommendations

- i) regarding terms and conditions on which the contract for running the café is to be awarded
- ii) to process the tenders and make recommendations for the award of contract to caterer
- iii) fix rates of the caterer with regard to the quality and quantity of materials in accordance with the contract
- iv) check periodically the goods supplied
- v) supervise the maintenance and functioning of the College Café.

B) **Composition :** This committee shall have nine members as under :

- i) Principal, who shall be ex-officio Convener
- ii) Four members elected by the Staff Council
- iii) Four Non-teaching members.

### **Function and Composition of College Screening Committee**

- A. **Functions:** This committee shall screen and review and make recommendations for awarding ACP/MACP.
- B. **Composition:** The committee shall have the following members-
- Principal
  - Bursar
  - Administrative Officer
  - Section Officers
  - Dealing Assistant

### **Function and Composition of Disciplinary Resource Committee**

The functions and composition of the Disciplinary Resource Committee is as per the following Guidelines issued by Proctor's Office, Delhi University-

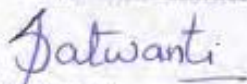
**PROCTOR'S OFFICE  
UNIVERSITY OF DELHI, DELHI-110007**

**GUIDELINES**

1. All matters relating to maintenance of discipline among students in the University/affiliated colleges and institutions/departments/faculties will be governed by **Ordinance XV (B) and XV (C). Kindly refer Clause 3 - Ordinance XV (B)** which defines categorically the acts of gross indiscipline on the part of student.
2. Detailed rules of discipline and proper conduct of students shall be framed at local level by the Deans of Faculties/Heads of Departments/Principals/Provosts of Halls of Residence/ Wardens of College Hostels. These rules are to supplement rather than substitute guidelines available from the University.
3. Full publicity should be given to the existing Ordinances XV (B), XV(C) of the University & **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013)** - website <http://wcd.nic.in/wcdact/womenactsex.pdf> ; and also the local level rules and regulations enforcing good conduct of students.
4. **As identified in Clause 5, Ordinance XV(B) the local Heads of Institutions "shall have the authority to exercise all such disciplinary powers" over students in their respective institutions. Further, they may identify a Disciplinary Resource Person (DRP) in each college/hostel/ department/faculty. The name, address and telephone number of the DRP should be immediately intimated to the Proctor's Office for record and reference. The DRP may directly liaison with the Proctor's Office at the University level.**
5. **The Institutions may erect suitable hoardings/bill boards/banners in prominent places within the respective Campus to exhort the students to prevent or not to indulge in ragging and also indicating therein the names of the officials and their telephone numbers to be contacted in case of ragging.**
6. Along with the DRP, senior teachers, NCC/NSS officers, if any, and senior students may be involved to form a Disciplinary Resource Committee (DRC)/Disciplinary Committee (DC) at the college/faculty/ department level.
7. The DRC/DC shall be expected to maintain law and order inside the college/department. The Committee shall facilitate the process of induction of new entrants, election of new office bearers of union/association/society, organisation of functions and related activities - all activities of the student community in the premises of any Delhi University institution.
8. Vigilance squads may be constituted (in addition to the DRC/DC) taking help of NCC/NSS student volunteers wherever possible to keep constant vigil to avoid cases of indiscipline amongst students and any kind of untoward incident. Such squads may be specifically instructed to take timely action to prevent incidents of hooliganism, ragging, eve-teasing and any other undesirable event. The Vigilance squads should also be directed to take care of activities in and around the institutional premises including the cafeteria/canteen/dhaba/student common rooms/visitors' room/play-grounds and other places where students are likely to organise any group activity. Special attention should be given and vigilance exercised day and night over hostels and mess associated to it.
9. **Sealed complaint boxes be placed in front of the Principal's Office, especially in those undergraduate colleges which have hostels, for the benefit of the potential victims of ragging to enable them to put their complaints/suggestions to College authorities. Officials in each college on whom the responsibility has been entrusted will look into those complaints and take prompt necessary action, as per University norms.**
10. The Vigilance squads and the DRC/DC must act in complete coordination because ultimately action with regard to any incident of indiscipline involving any student or group of students will be recommended by the DRC/DC and thereupon local Head of Institution will initiate the disciplinary action.
11. Each student is expected to carry his/her own identity card. Entry to the institution should be strictly governed on the verification of identity cards carried by students. To enforce such regulated entry, Security Guards and other associated staff may be engaged. Such security staff along with the Vigilance squads may organise, from time to time, some surprise raids on the premises of cafeteria/canteen/hostels/student union rooms/general common rooms/ parking lots etc.



12. The use of institutional premises beyond office hours and for specific purposes such as extra-mural activities should be allowed only with the prior approval of the institutional head. The use of institutional premises for any illegal/immoral/ undesirable purposes and activities will be strictly dealt with as per the disciplinary rules and guidelines in force. The caretaker of the building must be instructed to be alert and vigilant such that no unauthorised use of institutional premises takes place any time.
13. Extra-curricular activities, e.g. drama, debates, quizzes, etc. should be planned in such a way that the student community is kept engaged in constructive activities.
14. The system of personal/moral tutor may be introduced in colleges and departments, if necessary. All new entrants may be attached both individually and collectively in a group to specific faculty member who should devote a little time and energy for helping the students individually or collectively to overcome any emotional problems resulting from adjustment to new environment, staying away from home, so on and so forth. Ideally speaking, a student of science discipline should be given a moral tutor belonging to other disciplines such as humanities or commerce and vice-versa. Such a system can be a very effective step towards development of confidence and personality in young students.
15. The institutional head is authorised to negotiate directly with external agencies like Police, DTC/Metro etc. The University will render help and support towards maintenance of atmosphere of peace and harmony among students. For example, the matters like instituting a police picket, getting a PCR van for patrolling around the institution, arranging U-specials etc. can be directly taken up with appropriate authorities by the College Principal/Head of the Institution.
16. Special care must be taken to avoid harassment of any student on the basis of caste, sex, religion etc. In this regard preventive actions are more important than punitive actions.
17. The proctorial system as applicable in the University intends to maintain a federal character of the University. It is, therefore, as per our Ordinance that local level decision and actions with regard to matters of discipline may be taken with intimation to the University Proctor's Office. Any kind of help and support that is required from the Office of the University Proctor will be made available on request and on availability of timely information. Any "distress call" to take care of any emergency situation may be made directly to the Office of the Proctor and/or Joint Control Rooms located on both North and South Campus.
18. The telephone numbers of the Principal (Head of the Institution), the Teacher designate (Disciplinary Resource Person), Warden of the Hostel, University Proctor should be prominently displayed on the Notice-Boards of the College/Institute so that students can contact them freely in case of need.
19. **The UGC has recently formulated very strict guidelines to curb the menace of ragging which is available on their web site [www.ugc.ac.in](http://www.ugc.ac.in)**
20. As per "UGC regulations on curbing the menace of ragging in higher educational Institutes, 2009", the Principal/Head/Provost shall during the first three months of an academic year, submitted weekly report on the status of compliances with Anti-ragging measures under these regulations and monthly report on such status thereafter. The report can be sent by email to [proctor@du.ac.in](mailto:proctor@du.ac.in)
21. **The Ministry of Human Resource Development (MHRD), Government of India has also launched a 24x7 toll free anti-ragging helpline No. 1800-180-5522 and an e-mail facility at [helpline@antiragging.in](mailto:helpline@antiragging.in) This information may please be given wide publicity.**
22. **A Control Room, jointly manned by Delhi Police and the University Officials at Room No. 13, 1<sup>st</sup> Floor, Proctor's Office, Conference Centre Opposite Department of Botany, University of Delhi, Delhi-7, would function to deal with any untoward incident. Telephone Number of Joint Control Room in North Campus is 27667221. The Joint Control Room Telephone Number in South Delhi Campus is 24119832. It is, therefore, requested that Principals, Heads of the Departments and Provosts of Halls/Hostels, disseminate information to students and University residents about the location and functioning of the Joint Control Room.**  
**The Joint Control Room will function from 21<sup>st</sup> July 2014 to 31<sup>st</sup> July 2014.**
23. **An Affidavit as suggested by the UGC should be taken from the students/Hostel residents as well as his/her parents/guardian, on the prescribed Proforma which is enclosed herewith for doing the needful at your end at the time of admission. These affidavits can also be filled-in/obtained from any of the below mentioned two websites:**  
<http://www.antiragging.in>  
<http://www.amanmovement.org>

  
PROCTOR

**Relevant Extracts from CHAPTER IV of the University Non-Teaching  
Employees (Terms & Conditions of Service) Rules 2013 applicable w.e.f  
17<sup>th</sup> August 2013, regarding -**

**LEAVE**

**SECTION I**

**29. Extent of Application**

Save as otherwise provided in these rules, these rules shall apply to the employees of the University/Colleges other than teachers of the University/Colleges, persons appointed on contract, daily wage and ad-hoc basis and such other employees as may be specially exempted by the Executive Council / Governing Body.

**30. INTERPRETATION**

In these rules, unless the context otherwise requires:-

- (a) "authority competent to grant leave" means the authority specified at Column (4) of the Annexure-V of the subject Rules.
- (b) "completed years of service" or "one year's continuous service" means continuous service of specified duration under the University/ College and includes period spent on duty as well as on leave including extra-ordinary leave.
- (c) "date of retirement" or "date of his retirement" in relation to an employee, means the afternoon of the last day of the month in which the employee attains the age prescribed for retirement under the terms and conditions governing his services.
- (d) "earned leave, half-pay leave, leave not due, commuted leave, extraordinary leave etc.", means the leave as provided in these rules.
- (e) "earned leave" means leave earned in respect of period spent on duty.
- (f) "Employee in permanent employ" means an employee who holds substantively or provisionally substantively a permanent post or who holds a lien on a permanent post or who would have held a lien on permanent post had the lien not been suspended.
- (g) "half-pay leave", means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.

**SECTION II**

**GENERAL CONDITIONS**

**31. Right to leave**

- (1) Leave cannot be claimed as of right.
- (2) When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it.

In case an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

### **31-A. Regulation of claim to leave**

An employee's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

### **31-B. Combination of different kinds of leave**

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

**EXPLANATION-Casual leave which is not recognised as leave under these rules shall not be combined with any other kind of leave admissible under these rules.**

### **31-C. Commencement and Termination of leave**

- (1) Leave ordinarily begins on the day on which the transfer of charge is affected and ends on the day preceding that on which the charge is resumed.
- (2) Saturdays/Sundays and other holidays may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave. Provided further the restricted holiday can be prefixed or suffixed to regular leave or casual leave.
- (3) If an employee is transferred to Foreign Service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave salary.

### **31-D. Effect of dismissal, removal or resignation on leave at credit**

- (1) Except as provided in Rule 31-F and this rule, any claim to leave to the credit of an employee, who is dismissed or removed or who resigns from service, ceases from the date of such dismissal or removal or resignation.
- (2) Where an employee applies for another post in other organisation (UPSC/Government of India Departments /Autonomous Bodies/ Central Universities and Colleges of Delhi University) and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one, such resignation shall not result in the lapse of the leave to his credit.
- (3) An employee, who is dismissed or removed from service and reinstated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.

### **31-E. Encashment of Earned Leave along with Leave Travel Concession while in service**

An employee may be permitted to encash earned leave upto ten days at the time of availing Leave Travel Concession, while in service, subject to the conditions that:

- (i) the total leave so encashed during the entire career does not exceed sixty days in the aggregate;
- (ii) a balance of at least thirty days of earned leave may be available to his credit after taking into account the period of encashment as well as leave being availed of;
- (iii) the cash equivalent for encashment of leave shall be calculated as follows namely:-

$$\text{Cash Equivalent} = \frac{\text{Pay admissible on the date of availing of Leave Travel Concession plus dearness allowance admissible on that date}}{30} \times \text{Number of days of EL being encashed subject to the maximum of ten days at one time}$$

- iv) No House Rent Allowance shall be included in the cash equivalent calculated under sub-rule (iii).
- v) The period of earned leave encashed shall not be deducted from the quantum of leave that can normally be encashed by the employee under Rules 31-F, 43-B, 43-C, 43-D, and 43-E.
- vi) If the employee fails to avail the Leave Travel Concession (LTC) within the time prescribed under the LTC Rules, then he shall be required to refund the entire amount of leave so encashed along with interest at the rate of two percent above the rate of interest as applicable to Provident Fund balances and shall also be entitled for credit back of leave so debited for leave encashment.

**31-F. Leave/Cash payment in lieu of leave beyond the date of retirement, compulsory retirement or quitting of service**

(1) No Leave shall be granted to any employee beyond:-

- (a) the date of his retirement or
- (b) the date of his final cessation of duties, or
- (c) the date on which he retires by giving notice to University/College or he is retired by University/College by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or
- (d) the date of his resignation from service.

(2) (a) Where an employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall, suo motu, issue an order granting cash equivalent of leave salary for both earned leave and half pay leave (H.P.L.), if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.

(b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No House Rent Allowance shall be payable.

(i)

$$\text{Cash Equivalent for earned leave} = \frac{\text{Pay admissible on the date of retirement plus dearness plus dearness allowance (DA) admissible on that date}}{30} \times \text{Number of days of unutilised EL at credit on the date of retirement subject to the maximum of 300 days}$$

(ii)

$$\begin{array}{l} \text{Cash} \\ \text{Equivalent} \\ \text{in lieu of} \\ \text{half pay} \\ \text{leave} \\ \text{component} \end{array} = \frac{\begin{array}{l} \text{Half Pay Leave salary} \\ \text{admissible on the date of} \\ \text{retirement plus dearness} \\ \text{allowance (DA) on that date} \end{array}}{30} \times \begin{array}{l} \text{Number of days of} \\ \text{unutilised HPL at credit} \\ \text{not exceeding 300 days} \end{array}$$

NOTE.- The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

For other details under this section, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

#### **31-G. Commutation of one kind of leave to another**

- (i) At the request of an employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such commutation as a matter of right. Provided that no such request shall be considered unless received by such authority, or any other authority designated in this behalf, within a period of 30 days of the concerned employee joining his duty on the expiry of the relevant spell of leave availed of by him.
- (ii) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

NOTE- Extra-ordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of Rule 36.

#### **31-H. Leave on medical grounds and resumption of duty**

The authority competent to grant leave may, at its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness before resuming duty.



### **31-I. Re-joining of duty before the expiry of the leave and Return from leave**

- (i) Except with the permission of the sanctioning authority no employee on leave may join duty before the expiry of the period of leave sanctioned to him.
- (ii) Return from leave- An employee shall report his return to duty to the authority which granted him leave or to the authority, if any, specified in the order granting him the leave.

### **31-J. Application for leave**

Leave should be applied for in the prescribed form given in Annexure VI of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013.

**It should be applied for sanction before it is availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority.**

**31-K.** Continuous temporary service followed by permanent service without any break, shall be included in the permanent service for the purpose of computation of leave.

For details under the following section, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

### **31-L. Increment during Leave**

### **31-M. Maximum amount of continuous leave**

**31-N.** Leave account will be made for each employee in the prescribed form

### **31-O. Absence after expiry of leave**

- (1) Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extra-ordinary leave.
- (2) Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

### **31-P. Combination of holidays with leave**

- (1) (i) When the day, immediately preceding the day on which an employee's leave (other than leave on medical certificate) begins or immediately following the day on which his leave expires, is a holiday or one of a series of holidays, the employee shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays.
- (ii) In the case of leave on medical certificate-
- (i) When an employee is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and
- (ii) When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.
- (2) Unless the authority competent to grant leave in any case otherwise directs-
- (a) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and
- (b) if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

Note- A compensatory leave granted in lieu of duty performed by an employee on Sunday or a holiday for a full day may be treated as a holiday for the above purpose.

### **SECTION – III KINDS OF LEAVE**

**32.** The following kinds of leave shall be admissible to the employees:

**(i) Leave earned by duty:**

Earned leave, half pay leave, commuted leave and leave not due.

**(ii) Leave not earned by duty:**

Casual leave, special casual leave, maternity leave, paternity leave, child care leave, hospital leave, study leave and extra-ordinary leave.

### **33 Earned leave admissible to employees**

- 1 (a) The leave account of every employee shall be credited with earned leave, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.
- (b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- (iii) The maximum amount of Earned Leave (E.L.) that can be granted to an employee at a time shall be 180 days.
- (iv) A period spent in Foreign Service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

For other details under this section, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

## **2. Limits of accumulation and grant**

- (a) An employee shall cease to earn leave under Clause 1 (a) of Rule 33 when the earned leave due amounts to 300 days.
- (b) The maximum amount of earned leave that can be granted to an employee at a time shall be 180 days.

For other details under this section, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

## **34. Half Pay leave**

- (1) The half-pay leave account of every employee shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.
- (2) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.

For other details under this section, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

- (3) Half-pay leave may be granted to an employee on medical certificate or on private affairs. No half-pay leave may be granted to an employee in temporary appointment except on medical certificate.
- (4) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

### **35. Commuted leave**

For other details under this section, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

### **36. Leave not due**

1. Save in the case of the leave preparatory to retirement, leave not due may be granted to an employee in permanent employment limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:-

- (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
- (b) leave not due shall be limited to the half pay leave he is likely to earn thereafter;
- (c) leave not due shall be debited against the half pay leave the employee may earn subsequently;

Provided, however, in order to mitigate the hardship of the temporary employees who are suffering from T.B., Leprosy, Cancer or mental illness, leave not due may be granted to such employees for a period not exceeding 360 days during entire service subject to the fulfilment of conditions in clauses (a) to (c) above and also subject to the following conditions, namely:-

- (i) that the employee has put in a minimum of one year's service;
- (ii) that the post from which employee proceeds on leave is likely to last till his return to duty; and
- (iii) that the request for grant of such leave is supported by a medical certificate.

For other details under this section, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

SECTION IV  
**LEAVE NOT DEBITABLE TO LEAVE ACCOUNT**

**37. Casual Leave**

- (i) Casual leave is not earned by duty. An employee on Casual Leave is not treated as absent from duty and his pay is not intermitted. Casual Leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to **a maximum of 8 days in a calendar year**, which shall run from 1st January to 31st December each year.

Provided that persons who join service in the middle of a year may avail casual leave proportionately or the full period at the discretion of the competent authority.

- (ii) Casual leave can be combined with Special Casual Leave and compensatory leave in lieu of Saturdays and other holidays but not with any other kind of leave.
- (iii) it cannot be combined with joining time.
- (iv) Casual Leave may be granted as and when occasion arises up to 5 days at any one time. Sundays / Public holidays/ restricted holidays/ weekly offs can be prefixed/suffixed to casual leave.
- (v) Saturdays/Sundays and recognised holidays falling in between the casual/compensatory leave shall not be counted as part of casual leave.
- (vi) Casual Leave can be taken for half-day also.
- (vii) LTC can be availed during Casual Leave.
- (viii) Late Coming

Half a day's casual leave shall be debited to the casual leave account of an employee for each late attendance but late attendance upto an hour, on not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons e.g., illness in a family, vehicle breakdown, late running of buses / train etc.

**38. Special Casual Leave**

**A. For Participation in Sports and Cultural Activities**

**B. For Family Planning**

**1. In the case of male employees.**

Male employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding five working days.

## **2. In the case of Female Employees.**

- (a) Female employees who undergo tubectomy operations – whether puerperal or non puerperal – may be granted special casual leave not exceeding 10 working days.
- (b) Female employees who have insertions of intrauterine contraceptive devices (IUCD) may be granted special casual leave on the date of the IUCD insertion.

## **3. Male Employees whose wives undergo tubectomy operation**

- (a) Male employees whose wives undergo either Puerperal or non puerperal tubectomy operation for the first time or for the second time due to failure of the first operation (Under Family Welfare Programme) may be granted special casual leave for 3 working days, subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation.
- (b) Male employees whose wives undergo tubectomy, salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days, subject to the production of the medical certificate stating that their wives have undergone tubectomy, salpingectomy operation after Medical Termination of Pregnancy.

- (c) **Special casual leave has to follow the date of operation..**

- 4. **Special casual leave for women employees when their husbands undergo vasectomy operation.** Special casual leave for one day, on the day when their husband undergo vasectomy operation may be given to women employees, to enable them to attend on their husbands.

## **5. Post-sterilisation complications**

An employee who requires special casual leave beyond the limits laid down for undergoing sterilisation operation owing to the development of post-operation complications may be allowed special casual leave to cover the period for which he or she is hospitalised on account of post-operational complications, subject to the production of a certificate from the concerned hospital authorities/an Authorised Medical Attendant.

## **6. For undergoing recanalisation operation**

Employees who undergo operation for recanalisation may be granted special casual leave upto a period of 21 days or actual period of hospitalisation as certified by the Authorised Medical Attendant, whichever is less. In addition special casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of special casual leave for recanalisation operation (without any commitment to the reimbursement of medical expenses) is subject to the conditions specified as per the Service Rules.

## **7. Combining with regular/casual leave**

Special casual leave connected with sterilisation, recanalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave should not be allowed to be prefixed both to regular leave and casual leave. Special casual leave should either be prefixed to regular or to casual leave and not both. Similarly, special casual leave may be suffixed either to regular leave or to casual leave and not both. The intervening holidays and/or Saturdays/Sundays may be prefixed /suffixed to regular leave, as the case may be.

## **C. Miscellaneous**

- (i) An employee summoned to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interest are not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.
- (ii) Special Casual Leave not exceeding ten days in a calendar year may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences of educational gathering of learned and professional society in the interests of the University/College or other academic work which will include working on the committees appointed by the University/Government/U.G.C., lecturing and examination work and U.P.S.C. work, or such other work as may be specified by the University.
- (iii) Special Casual Leave may granted to an employee where the staff is prevented to attend office during civil disturbances, curfews or strikes.

## **38-A. Compensatory Leave**

Compulsory attendance on Saturdays/Sundays or other public holidays justifies the grant of compensatory leave for the number of days an employee is compelled to attend the office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under the previous orders of the office-in-charge. The number of days of compensatory leave earned will be noted in the casual leave register and the grant of leave also noted therein. Compensatory leave to the extent actually earned may be allowed under the same conditions as prescribed for grant of casual leave.

**The compensatory leave earned by non-teaching employees should be allowed to be availed of within a period of four months of its becoming due.**

## **39. Maternity Leave**

- 1. A female employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.

2. Maternity leave not exceeding 45 days may also be granted to a female employee (irrespective of number of surviving children) during the entire service of that female employee in case of miscarriage including abortion on production of Medical certificate.

### **39-A. Child Care Leave (CCL):**

- (1) Women employee having minor children below the age of eighteen years may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of her two eldest surviving children, whether for rearing or to look after any of their needs like education, sickness and the like. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care leave shall not be debited against the leave account. Child care leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.
- (2) Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the leave sanctioning authority.
- (3) The leave is to be treated like Earned Leave and sanctioned as such.
- (4) Consequently, Saturdays, Sundays, Gazetted holidays, etc. falling during the period of leave would also count for Child Care Leave, as in the case of earned leave.
- (5) Child care leave is also admissible to women employees with disabled children upto the age of 22 years.
- (6) Child Care Leave may not be granted for a period less than 15 days at a time.
- (7) Child Care Leave may not be granted in more than three spells in a calendar year.
- (8) LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

### **39-B. Paternity Leave**

1. A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife for childbirth, i.e. upto 15 days before, or upto six months from the date of



delivery of the child. During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave).

NOTE.- The Paternity Leave shall not normally be refused under any circumstances.

#### **39-BB Paternity Leave for Child adoption**

1. A male employee with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

NOTE.- The paternity leave shall not normally be refused under any circumstances.

#### **39-C. Child Adoption Leave**

1. A female employee, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave, for a period of 180 days immediately after the date of valid adoption.

#### **40. Hospital Leave**

- (i) Hospital leave may be granted to an employee for medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of official duty. This leave will be available to such employee only, whose duties expose them to such illness or injury.

#### **41. Extra-Ordinary Leave**

- (1) Extra-ordinary leave may be granted to an employee in special circumstances-
  - (a) when no other kind of leave is admissible:
  - (b) when other leave is admissible, but the employee applied in writing for the grant of extra-ordinary leave.
  - (c) The period of extra-ordinary leave shall not count for increment.

Note- The power of commuting retrospectively the period of absence without leave into extraordinary leave is absolute and not subject to any conditions.

#### **42. Quarantine Leave:** deleted (EC 172, 14.1.1993)

**43.** An employee shall be eligible for **Study leave** in accordance with the rules as may be prescribed by the Executive Council from time to time.

#### **43-A. Leave Salary**

**43-D. Payment of cash equivalent of leave salary in case of death, etc. of employee**

**43-E. Cash equivalent of leave salary in case of permanent absorption in other organisation (UPSC/Government of India Departments / Autonomous Bodies/ Central Universities/Colleges of Delhi University)**

**43-F. General**

(a) The benefit of encashment of unutilised earned leave is 300 days in respect of the following categories:-

- (i) retirement on attaining the age of superannuation.
- (ii) cases where the service of an employee has been extended in the interest of public service, beyond the date of retirement on superannuation.
- (iii) voluntary/pre-mature retirement.
- (iv) where the services of an employee are terminated by notice or by payment of pay & allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment.
- (v) in the case of termination of re-employment after retirement.
- (vi) in the case of death of an employee while in service to the family of the deceased.
- (vii) in the case of leave preparatory to retirement.
- (viii) in the case of transfer of an employee to an industrial establishment and
- (ix) on absorption of an employee in the Central Public Sector Undertaking/ autonomous body wholly or substantially owned or controlled by the Central/State Government.

(b) An employee who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days. Leave entitlement for the incumbents granted Temporary status will be as under:-

1. One day Leave after every 10 working days which will be earned over at their credit on their regularisation.
2. No casual or any other leave will be granted in addition to as referred to at (1) above.
3. The temporary status employee will not be entitled to Leave encashment on termination of service or their quitting service unless they are regularised as group 'D' post against substantive post.

**43-G. Interpretation**

If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council/ Governing Body whose decision thereon shall be final.

**43-H Power to relax**

Where Executive Council / Governing Body is satisfied that the operation of any of these rules causes undue hardship in any particular case, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

#### **43-I Repeal and saving**

On the commencement of these rules, every rule, regulation or order, in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate.

Notwithstanding such cessation of operation, anything done or any action taken or any leave earned by, or granted to, or accrued to the credit of an employee, under the old rule, shall be deemed to have been done, taken, earned, granted or accrued under the corresponding provisions of these rules.

For other details under all sections, please refer to the current **CHAPTER IV of the University Non-Teaching Employees (Terms & Conditions of Service) Rules 2013**

## **FORMS**

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7	Application for Leave	xxxii
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## HINDU COLLEGE UNIVERSITY OF DELHI

OPTION FORM FOR THE STUDENTS OF B.A. PROGRAMME  
SEMESTER-I [2016-2017]

Name (In Block letters): \_\_\_\_\_

Class up to which you have studied:-

a) English: \_\_\_\_\_

b) Hindi: \_\_\_\_\_

c) Sanskrit: \_\_\_\_\_

College will offer Courses for B.A. Programme students as per the details given below.

Guidelines for filling up the option forms for Courses offered by the College.

1. Please tick in the space provided against your choice of the Courses. You are required to choose two Discipline Courses, one Language Course and one Ability Enhancement Compulsory Course (AECC) for Semester-I.
2. Kindly note that no request for any change shall be entertained later.

➤ **DISCIPLINE COURSES (CHOOSE ANY TWO):**

ECONOMICS	ENGLISH	HINDI	HISTORY	SANSKRIT	PHILOSOPHY	POLITICAL SCIENCE

➤ **LANGUAGE COURSES; ENGLISH/HINDI/SANSKRIT (ANY ONE):**

ENGLISH	HINDI	SANSKRIT

➤ **ABILITY ENHANCEMENT COMPULSORY (AECC) (ANY ONE):**

ENGLISH	HINDI	SANSKRIT

Signature of the Student

Admission-In-Charge



**HINDU COLLEGE  
UNIVERSITY OF DELHI  
GE & AECC OPTIONS FOR B.A. (H) SEMESTER I  
ACADEMIC YEAR (2016-2017)**

Name ( In Block Letters ): \_\_\_\_\_

Course to which admission is sought: \_\_\_\_\_

Choice of Generic Elective (GE) Course (One only ): \_\_\_\_\_

Choice of Ability Enhancement Compulsory Course (AECC) (One only): \_\_\_\_\_

Signature of Applicant

Admission-In-Charge

**Notes and Instructions:-**

1. The College will offer GE Courses for Semester I in the various Departments as per the details given in Table 1.
2. The College will offer Courses in English/Hindi/Sanskrit (Any One) as AECC in Semester I for all B.A (H) students

**TABLE 1**

GE Courses offered by various departments for Semester I:			
S.NO	Department	Titles of the Papers offered	Paper Code
1	Botany	Biodiversity (Microbes, Algae, Fungi & Archegoniatae)	BOT-1
2	Commerce	Insurance & Risk Management	COM-1
3	Chemistry	Atomic Structure, Bonding, General Organic Chemistry & Aliphatic Hydrocarbons	CHEM-1
4	Economics	Introductory Micro-Economics	ECO-1
5	English	Academic Writing and Composition	ENG-1
6	Hindi	हिन्दी सिनेमा और उसका अध्ययन	HINDI-1
7	History	Issues in Contemporary World	HIS-1
8	Mathematics	Calculus	MATHS-1
9	Political Science	Nationalism in India	POL.SC.-1
10	Philosophy	Ethics in the Public Domain	PHIL-1
11	Physics	Electricity and Magnetism	PHY-1
12	Sanskrit	Sanskrit and other Modern Indian Languages	SANS-1
13	Sociology	Indian Society: Images and Realities	SOCIO-1
14	Statistics	Statistical Methods	STATS-1
15	Zoology	Insect Vectors and Diseases	ZOO-1





**HINDU COLLEGE  
UNIVERSITY OF DELHI  
GE & AECC OPTIONS FOR B.Sc. (H) / B.COM (H) SEMESTER I  
ACADEMIC YEAR (2016-2017)**

Name ( In Block Letters ): \_\_\_\_\_

Course to which admission is sought: \_\_\_\_\_

Choice of Generic Elective (GE) Course (One only ): \_\_\_\_\_

Signature of Applicant

Admission-In-Charge

**Notes and Instructions:-**

1. The College will offer GE Courses for Semester I in the various Departments as per the details given in Table 1.
2. The College will offer EVS as AECC in Semester I for B.Sc. (H) & B.Com (H)

**TABLE 1**

GE Courses offered by various departments for Semester I:			
S.NO	Department	Titles of the Papers offered	Paper Code
1	Botany	Biodiversity (Microbes, Algae, Fungi & Archegoniatae)	BOT-1
2	Commerce	Insurance & Risk Management	COM-1
3	Chemistry	Atomic Structure, Bonding, General Organic Chemistry & Aliphatic Hydrocarbons	CHEM-1
4	Economics	Introductory Micro-Economics	ECO-1
5	English	Academic Writing and Composition	ENG-1
6	Hindi	हिन्दी सिनेमा और उसका अध्ययन	HINDI-1
7	History	Issues in Contemporary World	HIS-1
8	Mathematics	Calculus	MATHS-1
9	Political Science	Nationalism in India	POL.SC.-1
10	Philosophy	Ethics in the Public Domain	PHIL-1
11	Physics	Electricity and Magnetism	PHY-1
12	Sanskrit	Sanskrit and other Modern Indian Languages	SANS-1
13	Sociology	Indian Society: Images and Realities	SOCIO-1
14	Statistics	Statistical Methods	STATS-1
15	Zoology	Insect Vectors and Diseases	ZOO-1

HINDU COLLEGE

OPTION FORM FOR DISCIPLINE CENTRED COURSES (DCC-I)

ACADEMIC YEAR (2015-2016) EVEN SEMESTER

NAME: \_\_\_\_\_ ROLL NO.: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ MOBILE NO. \_\_\_\_\_

EMAIL: \_\_\_\_\_

College will offer DCC-I in the various Departments as per the details given below.

Guidelines for Filling up the Option form for DCC-I offered by the College.

1. Please tick in the space provided against your choice of DCC-I.
2. You may select any course offered by any Department other than your parent Department.
3. Kindly note that no request for any change shall be entertained later

SEMESTER → DEPARTMENT	IV
ECONOMICS	Principles of Economics
ENGLISH	a) Cultural Diversity b) Modern Indian Literature
HINDI	Hindi Literature
HISTORY	a) Ancient Delhi b) Cultures in India: Ancient
MATHEMATICS	a) Linear Algebra[ For Eco(H) only ] b) Real Analysis[ For Eco(H) only ]
PHILOSOPHY	Formal Logic
POLITICAL SCIENCE	Citizenship in a Globalizing World
SANSKRIT	Sanskrit Literature
SOCIOLOGY	Sociology of Contemporary India



Telephone : 27667184

हिन्दू महाविद्यालय, दिल्ली  
HINDU COLLEGE, DELHI  
(दिल्ली विश्वविद्यालय)  
(UNIVERSITY OF DELHI)



Certified that.....  
Son/daughter of Shri.....  
is/was a bonafide student of this college studying in.....  
class. He/She joined on.....

He/She bears a good moral character, and has my best wishes for  
a successful career.

Verified .....

Dated.....

Principal/Administrative Officer

© 27667184

**HINDU COLLEGE, DELHI**  
(UNIVERSITY OF DELHI)



Certified that \_\_\_\_\_

Son/daughter of Shri \_\_\_\_\_

is/was a bonafide student of this college studying in \_\_\_\_\_

class. He/She joined on \_\_\_\_\_

He/She has appeared in \_\_\_\_\_ Examination, held

in April/May 20\_\_\_\_, vide University Examination Roll No. \_\_\_\_\_

He/She has offered the following subjects :

Main \_\_\_\_\_

Subsidiary \_\_\_\_\_

Qualifying \_\_\_\_\_

His/Her result is awaited.

He/She bears a good moral character and has my best wishes for a successful career.

Verified \_\_\_\_\_

Dated \_\_\_\_\_

PRINCIPAL



# HINDU COLLEGE

UNIVERSITY OF DELHI  
DELHI-110007

Telephone : 27667184

## APPLICATION FOR LEAVE

Name \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_

Nature of leave applied \_\_\_\_\_ (Casual/Medical/Earned/Academic)

Period of leave applied for \_\_\_\_\_ days

From \_\_\_\_\_ to \_\_\_\_\_

Reasons \_\_\_\_\_

Date of applying \_\_\_\_\_

Recommended :

\_\_\_\_\_

\_\_\_\_\_ Department

\_\_\_\_\_  
SIGNATURE OF APPLICANT

leave already taken

\_\_\_\_\_ days

Sanctioned

ADMINISTRATIVE  
OFFICER

PRINCIPAL

FOR OFFICE USE

Leave entered in the leave register page No. \_\_\_\_\_

Dealing Asstt.



Estd: 1899

## HINDU COLLEGE DELHI

Application Form For Re-Admission / Migration

Date : \_\_\_\_\_

The Principal  
Hindu College  
Delhi - 110007

Roll No. :

Details of Previous Years :

1. Year of admission first Year \_\_\_\_\_  
Roll No. \_\_\_\_\_ Result \_\_\_\_\_ Remarks \_\_\_\_\_
2. Second Year \_\_\_\_\_  
Roll No. \_\_\_\_\_ Result \_\_\_\_\_ Remarks \_\_\_\_\_
3. Third Year \_\_\_\_\_  
Roll No. \_\_\_\_\_ Result \_\_\_\_\_ Remarks \_\_\_\_\_
4. Attendance record of First Year \_\_\_\_\_ Second Year \_\_\_\_\_
5. N.O.C. Form College Library \_\_\_\_\_
6. N.O.C. for Migration case (form previous College) \_\_\_\_\_

Remarks :  
S.O. Administration :

Yours faithfully

Name :  
Class :  
Roll No. :  
Ph. No. :  
Address :

# HINDU COLLEGE DELHI

Admission Form for UG/PG

CATEGORY \_\_\_\_\_

For Office use :-

College Roll No. \_\_\_\_\_

Fee Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

Cashier \_\_\_\_\_



Latest Self Attested  
Photograph to be  
pasted

Class to which admission is sought \_\_\_\_\_

Delhi University Enrolment No. (if any) \_\_\_\_\_

C Concurrent Courses for Hons. Courses

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Subjects for B.A./B.Sc. Programme

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(Please see the college prospectus for above courses/subjects)

Name (In Block Letters) \_\_\_\_\_ M/F \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_ Designation \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation Ph.No. \_\_\_\_\_

Resi. Ph. No. \_\_\_\_\_ Occupation \_\_\_\_\_ Designation \_\_\_\_\_

Date of Birth (in Figures) \_\_\_\_\_ (in words) \_\_\_\_\_

Age as on 1st October 20..... Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

Whether you belong to S/C, S/T, OBC, Gen. Category, if Yes, state the Caste/Tribe \_\_\_\_\_

Do you belong to differently abled category? \_\_\_\_\_ Yes/No \_\_\_\_\_

If yes, indicate the kind (i) Visual (ii) Speech & Hearing (iii) Orthopaedic (iv) Spastic (v) Any Other \_\_\_\_\_

Did you graduate from Hindu College (Yes/No) \_\_\_\_\_ (Applicable for PG Admissions)

Permanent Address : \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-mail : \_\_\_\_\_ Annual Income \_\_\_\_\_

College last attended with Address \_\_\_\_\_

\_\_\_\_\_ Year of Leaving \_\_\_\_\_

Union Territory / State to which you belong \_\_\_\_\_ City/Town \_\_\_\_\_

Local Guardian's Name and Address : \_\_\_\_\_

Examination Passed	University or Board	Year	Roll No.	Subject	Max. Marks	Marks Obtained	% age
				<b>Total</b>			

**Distinction in Sports/Games/Extra-curricular activities (if any)**

I declare that the information given above is correct. I further declare that I shall submit myself to the disciplinary jurisdiction of the Principal, and other authorities of the University, who may be vested with power to exercise discipline under the Act, Statutes and Ordinances of the University. I undertake that I shall abide by the attendance rules of the University of Delhi

I am seeking admission with the consent of my father/guardian.

Signature of Applicant

**ADMISSION ORDER**

Admit provisionally \_\_\_\_\_ Son/Daughter of \_\_\_\_\_  
to \_\_\_\_\_ Course on payment of prescribed fees, and subject to the approval of the University.

**ALL THE ABOVE ENTRIES & ORIGINAL CERTIFICATES CHECKED**

\_\_\_\_\_  
Admission Incharge  
(Department)

\_\_\_\_\_  
Admission Incharge  
(Central Admission Committee)

\_\_\_\_\_  
PRINCIPAL



HINDU COLLEGE  
UNIVERSITY OF DELHI  
DELHI-110007

NO DUES CERTIFICATE

Name of Employee : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department : \_\_\_\_\_  
Resigned / Retired : \_\_\_\_\_

I am surrendering my ID-Card and Medical Card with the officer (strike off, if not applicable).

I may please be issued "No Dues Certificate".

Signature of Employee

This is to certify that nothing is due from Dr./Mr./Ms. \_\_\_\_\_

- |                                |   |       |
|--------------------------------|---|-------|
| 1. In charge of the Department | : | _____ |
| 2. S.O. Administration         | : | _____ |
| 3. Librarian                   | : | _____ |

(In case anything is due a separate sheet may be attached with this certificate)

- |                    |   |       |
|--------------------|---|-------|
| 4. Account Section | : | _____ |
|                    | : | _____ |
|                    | : | _____ |
| Total              | : | _____ |

Remarks of the office : \_\_\_\_\_

Nothing is due from Dr. /Mr. /Ms. : \_\_\_\_\_

Section Officer (Admin)

Administrative Officer

Principal



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

(विश्वविद्यालय प्रवेश-सह-नामांकन हेतु आवेदन पत्र)

APPLICATION FOR ADMISSION CUM ENROLMENT TO THE UNIVERSITY

(अभ्यर्थी द्वारा सभी कॉलम भरे जाएं-फार्म भरने से पहले पीछे दी गई टिप्पणी देखें)

(All the columns to be filled in by the Applicant-Before filling in the Form see Note on reverse)

विद्यार्थी की हाल की  
स्वयं साक्ष्यांकित फोटो

Recent self-  
attested photo of  
Student

1. पुरा नाम (हिन्दी में) - \_\_\_\_\_  
 (स्पष्ट अक्षरों में)  
 Name (in Eng.) \_\_\_\_\_  
*(In Block Letters).*

2. जन्म तिथि (अंकों में) Date of Birth (In figures) .....  
 प्रवेश वर्ष के पहली अक्टूबर को आयु (वर्ष) (महीने) (दिन)  
 Age on 1st October of the Year in which the Admission is sought.....Years.....Months.....Days

3. लिंग पुरुष महिला अन्य  
 Gender M F Others  
 (जो भी लागू हो उसे चिह्नित ✓ करें) (Tick ✓ whichever is applicable)

4. क्या अभ्यर्थी अ.जा.(अनुसूचित जाति)/अ.ज.जा.(अनुसूचित-जनजाति)/ पी.डब्ल्यू.डी.(शारीरिक रूप से अक्षम व्यक्ति)/ खिलाड़ी वर्ग/अ.पि.व.(अन्य पिछड़ा वर्ग) / सामान्य / सी.डब्ल्यू.(अर्धसेनिक कर्मियों सहित सशस्त्र बलों के अधिकारियों एवं कर्मियों की संतान / विधवा )/ के.एम.(कश्मीरी प्रवासी) से संबंधित हैं। (जो भी लागू हो उसे चिह्नित ✓ करें।)  
 Whether belongs to SC (Scheduled Caste)/ST (Scheduled Tribe)/PWD (Persons with Disabilities)/Sportsman Category /OBC (Other Backward Classes)/ GEN (General)/CW (Children/Widows of Officers and Men of the Armed Forces including Para-Military Personnel/KM (Kashmiri Migrants). (Tick ✓ whichever is applicable)

5. पिता का नाम माता का नाम  
 Father's Name.....Mother's Name.....

6. स्थायी पता Permanent Address .....

7. स्थानीय पता Local Address .....

8. दूरभाष संख्या Tel. No. .... मोबाइल नं० Mobile No. .... ई-मेल E-mail.....

9. इस विश्वविद्यालय में प्रवेश से पूर्व उत्तीर्ण परीक्षा  
 Examination passed Prior to admission in this University.....  
 (विश्वविद्यालय/University/बोर्ड Board) .....

वर्ष	अनुक्रमांक	प्राप्तांक	अधिकतम अंक	प्रतिशत
Year.....	Roll No.....	Marks obtained.....	Max. Marks.....	Percentage.....

10. क्या इस विश्वविद्यालय द्वारा पहले भी नामांकन संख्या आबंटित की गई है? यदि ऐसा है तो कृपया नामांकन संख्या का उल्लेख करें।  
 Whether Enrolment Number has already been assigned by this University ? If so, please indicate the Enrolment Number.....

दिनांक Date .....201

आवेदक के हस्ताक्षर Signature of the Applicant

**पंजीकरण का विवरण PARTICULARS OF REGISTRATION**

(महाविद्यालय/ विभाग/ संस्था कार्यालय द्वारा भरा जाए)

(To be filled in by the College/Department/Institution Office)

पाठ्यक्रम Course.....कक्षा Class .....प्रवेश तिथि Date of Admission.....

- (i) यदि नियत तिथि के बाद प्रवेश लिया है, तो कुलपति ने दिनांक.....के पत्र सं. ....द्वारा विलंब को माफ कर दिया था।  
If admitted after the prescribed date, the delay was condoned by the Vice-Chancellor  
Vide Letter No. .... Dated .....

(ii) प्रमाणित किया जाता है कि उपर्युक्त विवरण को आवेदक द्वारा प्रस्तुत मूल दस्तावेजों से सत्यापित कर लिया गया है।

Certified that the entries given above have been verified from the original documents produced by the applicant.

प्रधानाचार्य/विभागाध्यक्ष/संस्था/महाविद्यालय  
Principal/Head of the Deptt./Institution/College  
(रबड मोहर Rubber Stamp)

दिनांक Date.....

कूलसचिव कार्यालय द्वारा भरा जाए To be filled in by the Registrar's Office

नामांकन सं. Enrolment No.

सभी संदर्भों में आवेदन की जांच की गई Application checked in all respects.

अनुभाग अधिकारी  
Section Officer

सहायक के हस्ताक्षर  
Assistant's Signature



Note : (1) फार्म में उल्लिखित आवेदक का नाम एवं उसके पिता का नाम तथा जन्मतिथि उसकी मैट्रिकुलेशन/सेकेंडरी स्कूल परीक्षा अथवा समतुल्य परीक्षा प्रमाणपत्र के समान होना चाहिए।

The Name of the applicant and his/her father's Name and Date of Birth, given should correspond with those given in his/her Matriculation/Secondary School Examination or an equivalent Examination.

(2) आवेदक को सभी प्रविष्टियां स्पष्ट हस्तलेख में स्याही से भरनी चाहिए तथा किसी भी कॉलम को खाली नहीं छोड़ना चाहिए।  
The entries should be made by the applicant in his/her own handwriting in ink and legibly written and no column should be left blank.

(3) जिन विद्यार्थियों का नामांकन इस विश्वविद्यालय के किसी भी महाविद्यालय/विभाग/संस्था में नियमित विद्यार्थी के रूप में हो चुका है या जिनका नामांकन पत्राचार पाठ्यक्रम एवं सतत शिक्षा विद्यालय (एस.ओ.एल.), एक्सटर्नल कैंडीडेट सेल, नॉन कॉलेजिएट महिला शिक्षा बोर्ड अथवा टीचर कैंडीडेट्स के रूप में पहले किसी समय हो चुका है, उन्हें दोबारा यह नामांकन फार्म भरने की आवश्यकता नहीं है।

Those Students who are enrolled as regular students in any of the Colleges/Departments/Institutions or enrolled with the School of Open Learning (SOL), External Candidate Cell, Non-Collegiate Women's Education Board and the Teacher Candidates at one time or the other need not fill in this Form again.

(कुलसचिव कार्यालय द्वारा भरा जाए To be filled in by the Registrar's Office)

1 .....महाविद्यालय/विश्वविद्यालय में स्थानान्तरित।

Migrated to.....College/University

2. विश्वविद्यालय की दी गई परीक्षा University Examination taken	वर्ष Year	अनुक्रमांक Roll No.	परीक्षा परिणाम Result	सहायक के हस्ताक्षर Signature of Assistant
(i) .....				
(ii) .....				
(iii) .....				
(iv) .....				

3. छोड़ने की तिथि  
Date of Leaving.....

4. विश्वविद्यालय/संस्था में प्रवेश लेने के लिए प्रवास-प्रमाण पत्र संख्या .....दिनांकित .....जारी किया गया।  
Migration Certificate No. ....Dated.....issued.  
for joining the University/Institution

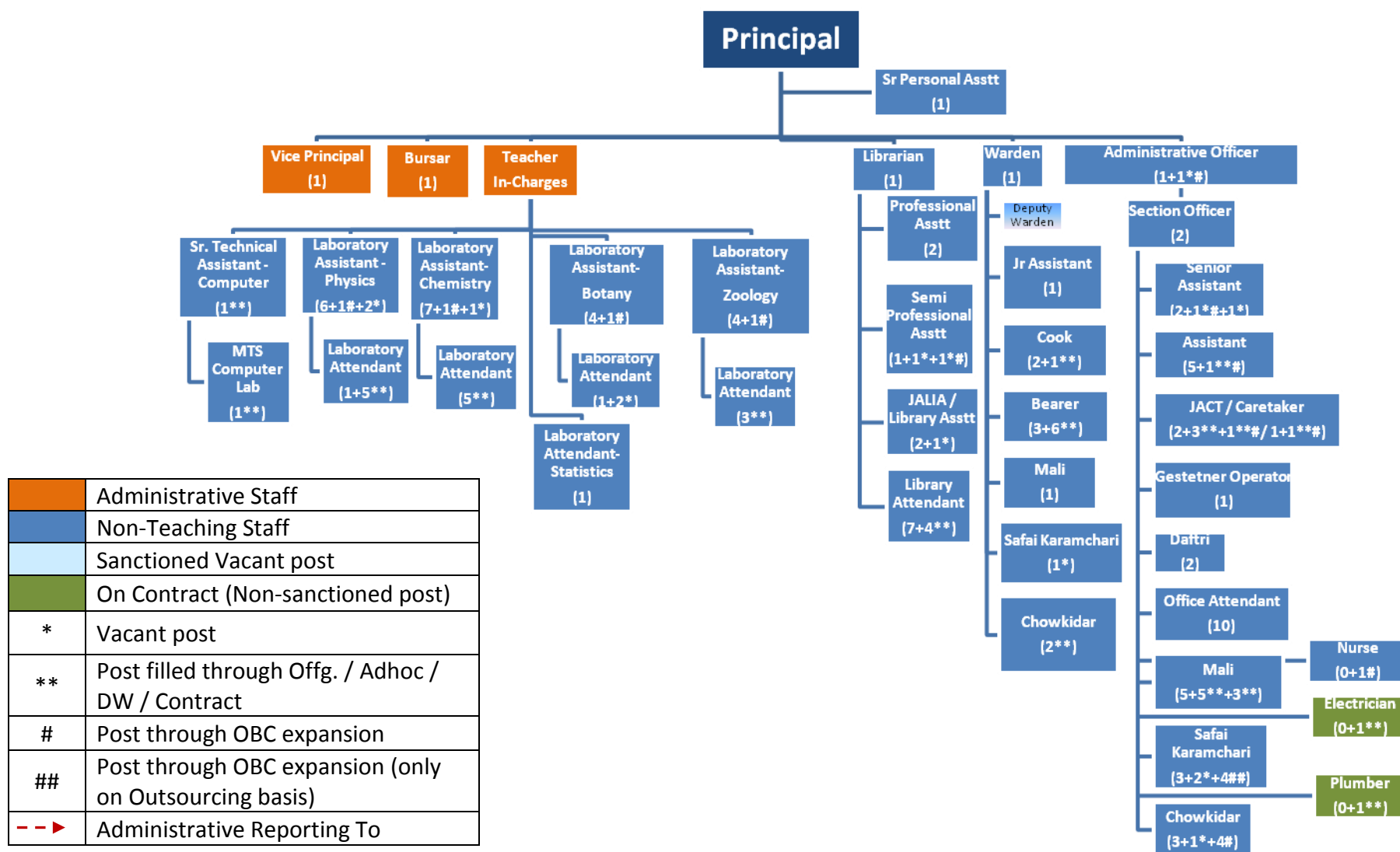
5. अनंतिम-प्रमाणपत्र संख्या .....दिनांकित .....जारी किया गया।  
Provisional Certificate No. ....Dated.....issued.

अनुभाग अधिकारी  
Section Officer

संबंधित सहायक  
Dealing Assistant

**Pay Scales of the Non-Teaching Employees as per Delhi University  
(as on 12.9.2016)**

<b>Designation</b>	<b>Existing Pay Scale</b>
Administrative Officer	Scale (15600-39100), GP – 5400
Senior Personal Assistant	Scale (9300-34800) , GP - 4600
Section Officer	Scale (9300-34800) , GP - 4600
Senior Assistant	Scale (9300-34800) , GP - 4200
Assistant	Scale (5200-20200), GP -2400
Junior Assistant (JACT)	Scale (5200-20200), GP - 1900
Caretaker	N.A – No direct recruitment
Daftari	Scale (5200-20200) , GP - 1800
Gestetner Operator	Scale (5200-20200) , GP – 1800
Multi-Tasking Staff - Office Attendant	Scale (5200-20200) , GP - 1800
Multi-Tasking Staff- Mali	Scale (5200-20200) , GP - 1800
Multi-Tasking Staff- Chowkidar	Scale (5200-20200) , GP - 1800
Multi-Tasking Staff- Safai Karamchari	Scale (5200-20200), GP - 1800
Nurse (On Outsourcing basis (OBC Exp))	(On Outsourcing basis (In OBC Expansion))
Electrician (On Contract basis)	(On Contract basis)
Plumber (On Contract basis)	(On Contract basis)
Cook	Scale (5200-20200), GP - 1900
Bearer	Scale (5200-20200), GP - 1800
Laboratory Assistant	Scale (5200-20200) , GP - 2400
Laboratory Attendant	Scale (5200-20200) , GP - 1800
Senior Technical Assistant (Computer)	Scale (9300-34800), GP - 4200
MTS Computer Lab	Scale (5200-20200) , GP - 1800
Librarian	Scale (15600-39100) , GP - 6000
Professional Assistant ( P. A. Library)	Scale (9300 - 34800) , GP - 4200
Semi Professional Assistant	Scale (5200-20200) , GP - 2800
JALIA (now 'Library Assistant')	Scale (5200-20200) , GP - 2000
Library Attendant	Scale (5200-20200) , GP - 1800



## ORGANSATION CHART OF NON-TEACHING STAFF OF HINDU COLLEGE

As on 12.9.2016