

KALINDI COLLEGE NAAC Accredited with Grade 'A' (University of Delhi)

KALINDI COLLEGE

## Criteria 6: Governance, Leadership and Management

6.3.1: The institution has effective welfare measures for teaching and non-teaching staff



**Submitted to** National Assessment and Accreditation Council (NAAC) (2016-21)

**6.3.1:** The institution has effective welfare measures for teaching and non-teaching staff

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PRINCIPAL KALINDI COLLEGE (UNIVERSITY OF DELHI) EAST PATEL NAGAR NEW DELHI-110008

NITIN KUMAR	24000
MAMTA SACHDEVA	80000
MOHD. MUSTAQ	24000
KAPIL DEV	22513
SHILPIKA BALI MEHTA	83390
POONAM TYAGI	17858
VANDANA RANÍ	96174
RASHID KHAN	356
KUNDAN SINGH	800
Tuition Fee-2020-21	L
RAJNI	54000
NISHA BAKSHI	54000
SHILPIKA BALI MEHTA	27000
ANJANI KUMAR	27000
ANITA TAGORE	27000
TARKESHWAR	40500
ANITA VERMA	27000
KALPANA KUMARI	54000
MANJU SHARMA	54000
VANDANA GUPTA	54000
RANJAN ROY MISHRA	27000
SANGITA DHAL	27000
PANKAJ KUMAR	54000
ANJALI GUPTA	27000
AJIT SINGH	54000
ASHA KHANTWAL	27000
ASHA RAWAT	54000
BHAWNA MUNJAL	27000
BHUWAN CHANDRA	54000
DEEPAK KUMAR ARORA	27000
DEVENDER KUMAR	54000

DEVENDER KUMAR 54000 54000 **DEVI PRASAD TIWARI** HEMANT NANDA 27000 27000 KALPNA 54000 **KAPIL DEV** 54000 **KUNDAN SINGH** 27000 MAMTA SACHDEVA NARESH KUMAR BHARDWAJ 27000 27000 NITIN KUMAR 54000 **OM PARKASH** 27000 PRAVEEN KUMAR BABLOO 27000 **RAJENDER MEENA** 27000 **RAJESH KUMAR** 27000 RAKESH 27000 **RUSTAM HIND KACHI** 27000 SANDEEP

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#### 18000 NEFT/09, RENU BALA 18000 NEFT/14, CHARU KHANNA 9000 NEFT/14, ASHA RAWAT NEFT/14, KUNDAN SINGH 18000 NEFT/31, PANKAJ KUMAR 48000 NEFT/31, ANITA VERMA 3000 NEFT/31, VANDANA GUPTA 36000 18000 NEFT/31, SUNITA NEFT/31, SANDEEP 3150 NEFT/31, OM PRAKASH 9000 NEFT/57 KUNDAN SINGH 12027 NEFT/57 ASHA KAHNTWAL 18000 TO NEFT/95 MANISHA ARORA 36000 PANDIT 9000 TO NEFT/104 AJTI SINGH TO NEFT/104 MAMTA SACHDEVA 4500 TO NEFT/126 SUDHA GULATI 18000 72000 TO NEFT/126 MONIKA BASSI TO NEFT /142 BHAWNA MUNJAL 36000 36000 TO NEFT /142 DEEPAK YADAV TO NEFT/210 RENU GUPTA 72000 TO NEFT/211 RANJANA ROY 18000 MISHRA TO NEFT/274, 06/02/19-ASHA 18000 KHENTWAL TO NEFT/274, 06/02/19-18000 DEVENDER KUMAR TO NEFT/274, 06/02/19-DEVI 34148 PRASAD TIWARI TO NEFT/274, 06/02/19-SANJAY 12630 KUMAR TO NEFT/274, 06/02/19-KUNDAN 34845 SINGH 36000 TO NEFT/274, 06/02/19-SUNIL TO NEFT/274, 06/02/19-KAPIL 36000 DEV TO NEFT/274, 06/02/19-MAMTA 18000 SACHDEVA TO NEFT/274, 06/02/19-ANJANI 18000 KUMAR TO NEFT/274, 06/02/19-SANGITA 18000 DHAL 36000 TO NEFT/274, 06/02/19-RAJNI TO NEFT/274, 06/02/19-SHILPIKA 18000 BALI MEHTA TO NEFT/291,186/02/19-ANITA 18000

ERMA

#### Tuition FEE 2018-19

SANJAY KUMAR	27000
SARVESH KUMAR	27000
SHISH KUMAR	27000
SUNIL DHAYNI	54000
VIKAS SHARMA	27000

TO NEFT/291,186/02/19-RAKESH	18000
TO NEFT/300, 28/02/19-HEMANT	
NANDA	18000
TO NEFT/309, 11/03/19-	
DEVENDER KUMAR	18000
TO NEFT/309, 11/03/19-SANDEEP	18000
TO NEFT/309, 11/03/19-SUNITA	18000
TO NEFT/311, 14/03/19-KALPNA	18000
TO NEFT/311, 14/03/19-RUSTAM	
HIND KACHI	10145
TO NEFT/311, 14/03/19-OM	
PRAKASH	36000
TO NEFT/311, 14/03/19-NITIN	
KUMAR	18000
TO NEFT/311, 14/03/19-BHUWAN	
CHANDRA	36000
TO NEFT/311, 14/03/19-NIDHI	
ARORA	36000
TO NEFT/316,25/03/19-SHISH	
KUMAR	18000
TO NEFT/316,25/03/19-SARVESH KUMAR	18000
LTC 2018-19	
PRAKSHI	86462
NITIN KUMAR	129693
Mohinder Kaur	86462
	172924
	64638
	124248
TO NEFT/125 INDU CHAUDHARY	107355
TO NEFT/125 ANITA TAGORE	75708
	171880
	84678
TO NEFT/273, 06/02/19-ISHA	
VERMA	133631
	89966

Tuition FEE 2019-20	
TO NEFT/19-20/04, 02/04/19 - PRAVEEN KUMAR BABLOO	
	36000
TO NEFT/19-20/04, 02/04/19 -N K BHARDWAJ	
	18000
TO NEFT/19-20/04, 02/04/19 - KALPANA KUMARI	
TO NEFT/19-20/04, 02/04/19 -	36000
RAJESH KUMAR	
TO NEFT/19-20/04, 02/04/19 -	18000
DEEPAK KUMAR ARORA	10000
TO NEFT/19-20/07, 10/04/19-DR	18000
NIDHI KAPOOR	54000
TO NEFT/19-20/07, 10/04/19-DR	54000
MANJU SHARMA	36000
TO NEFT/19-20/07, 10/04/19-DR	30000
NISHA BAKSHI	18000
TO NEFT/19-20/07, 10/04/19-DR	10000
AJIT SINGH	36000
TO NEFT/19-20/13, 23/04/19-	30000
MANISHA ARORA PANDIT	36000
TO NEFT/19-20/13, 23/04/19-	50000
SUDHA GULATI	18000
TO NEFT/19-20/13, 23/04/19-	10000
ANJALI GUPTA	18000
TO NEFT/19-20/13, 23/04/19-	10000
BHAWNA MUNJAL	18000
TO NEFT/19-20/21, 30/04/19-	
RAJINDRA MEENA	15380
TO NEFT/19-20/23, 01/05/19-	
TARKESHWAR	36000
TO NEFT/19-20/37, DT-16/05/19	18000
TO NEFT/19-20/40-VANDANA	
GUPTA	36000
TO NEFT/19-20/67- RENU GUPTA	36000
TO NEFT/19-20/67- RANJANA	
ROY MISHRA	18000
TO NEFT/82 ASHA RAWAT	36000
TO NEFT/111 TUITION FEE	
ARREAR TO AJIT SINGH	31500
ASHA RAWAT	31500
BHAWNA MUNJAL	15750
DEVENDER KUMAR	31500
DEVI PRASAD TIWARI	31300
HEMANT NANDA	
	15750
KALPNA	15750
KAPIL DEV	31500
KUNDAN SINGH	28590
NARESH KUMAR BHARDWAJ	22500
OM PRAKASH	31500

#### Tuition FEE 2019-20

PRAVEEN KUMAR BABLOO	
RAJINDER MEENA	3150
RAKESH	1162
RUSTAM HIND KACHI	900
SANDEEP	3346
SANJAY KUMAR	1678
SARVESH KUMAR	2034
VIKAS SHAMRA	900
TO NEFT/111 TUITION FEE	15750
ARREAR TO ANITA VERMA	4575
ANJALI GUPTA	15750
ANJANI KUMAR	22500
CHARU KHANNA	9000
DEEPAK YADAV	6750
INDU CHAUDHARY	13500
KALPANA KUMARI	6750
MANISHA ARORA PANDIT	31500
MANJU SHARMA	31500
MONIKA BASSI	31500
NIDHI ARORA	13500
NIDHI KAPOOR	31500
NISHA BAKSHI	15750
PANKAJ KUMAR	9750
RAJNI	6750
RANJANA ROY MISHRA	31500
RENU BALA	15750
RENU GUPTA	6750
SANGEETA DHAL	31500
	15750
SHILPIKA BALI MEHTA	15750
SUDHA GULATI	15750
SUNITA	15750
TARKESHWAR	31360
ANDANA GUPTA	31500
O NEFT/113 TUITION FEE	
RREAR TO ASHA KHENTWAL	22500
	28740
EEPAK KUMAR ARORA	15750
IAMTA SACHDEVA	15750
	15750
AJESH KUMAR	15480
HISH KUMAR	9000
	31500
O NEFT/114 TO INDU HAUDHARY	
	27000
O NEFT/124 DEEPAK YADAV	54000
Tuition FEE 201	9-20
O NEFT/19-20/06, 08/04/19 -DR. ALPANA KUMARI	6
	170512

TO ANJOO SHARMA	85274
TO NEFT/19-20/10, 11/04/19-	
DEEPAK YADAV	9510
TO NIDHI KAPOOR	171836
TO NEELAM BAREJA	182487
TO ANAND RAM ARYA	86402
TO RAJINDER KUMAR	216005
TO GAURAV BHARTY	43201
TO RAJESH KUMAR	129603
TO PRABHAKAR MISHRA	86402
TO ANAND SINGH BISHT	172804
TO SUDHA GULATI	148579
TO RAM NIWAS	82234
TO ASHOK KUMAR	94468
TO BHUWAN CHANDRA	152234
TO YASHPAL	123351
TO ASHA KHANTWAL	167920
TO ANJANI KUMAR	98883
TO NISHA BAKSHI	163468
TO NEFT/144 TO AMIT GUPTA	3201
TO DEEPAK NATH	21252
TO ANJALI GUPTA	151536
TO NEFT/154 SITA RAM	2640
TO NEFT/170 TO PANKAJ KUMAR	13618

दिल्ली विश्वविद्यालय <u>UNIVERSITY OF DELHI</u>



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

#### **NOTIFICATION**

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

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REGISTRAR

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

#### **UNIVERSITY OF DELHI**



E.C. 17.08.2013 Res. No. 22

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

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

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

#### 1. DUTY LEAVE

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

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

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

#### 2. STUDY LEAVE

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

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Study leave may be granted not more than twice during one's career. However, when study leave is taken in combination of Earned Leave/ Extra-Ordinary-Leave/ Half-Pay-Leave, under no circumstances, shall the maximum period during the entire service exceed five years.

7. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work period done during the of earlier leave as also give details of work to be done during the proposed study spell of leave.

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

13. A teacher –

- a) who is unable to complete his/ her studies within the period him of study leave granted to him / her, or
- b) who fails to rejoin the service of the University on the expiry of his/ her study leave, or
- c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- d) who within the said period is dismissed or removed from the service by the University; shall be liable to refund to the University/College/institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.
- 14. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- 15. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

#### EXPLANATION:

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

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

scheduled bank or furnish security of two permanent teachers for the amount

#### 3. SABBATICAL LEAVE:

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

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

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

which might become refundable to the University/College/Institution.

#### 4. Casual Leave

(i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.

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(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### 5. Special Casual Leave

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

#### Earned Leave

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(i) Earned leave admissible to a teacher shall be:

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

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

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

For avoidance of doubt, it may be noted:

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

#### 7. Half-pay Leave

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

#### Explanation:

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

#### **Commuted Leave**

8.

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

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

#### 9. Extraordinary Leave

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

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

#### 10. Leave Not Due

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

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

#### 11. Maternity Leave

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

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

#### 12. Child Care Leave

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

#### 13. Paternity Leave

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

#### 14. Adoption leave

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

10

कोलिन्दीमहाविद्यालय (दिल्लीविश्वविद्यालय) पूर्वीपटेलनगर, नईदिल्ली-110008 =: 011-2578/2504 : Par Na: 011-2578/2505 E-mail: kalindisumark.du@email.cum Website: www.kalindi.du.ac.in



KALINDI COLLEGE (University of Delhi) East Patel Nagar, New Delhi T10008 # 101125787604 ; Fan Avo. 011-25782505 E-meil: halindisaunpark-du@gmail.com Webnite: <u>ywww.</u>kalindi.du.ac.in

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NAAC ACCREDITED 'A' GRADE COLLEGE

KC/ Reply/Criteria-6/

Date- 15-12-2021

## TO WHOM SO EVER IT MAY CONCERN

Number of Employees as at the respective ending of Financial Year:-

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Salary					
Teaching Staff (Permanent)	86	80	78	74	77
Non-teaching Staff (Permanent)	57	57	57	57	55
Pensioners	112	114	117	122	118
Group Insurance Scheme	140	140	133 ,	131	132
LTC/HTC	16	15	12	24	9
Retirement Benefits					
GPF	48	44	42	44	43
CPF	3	3	3	-	•
NPS	92	90	90	87	89
Tution Fee	40	42	47	51	41
Medical Reimbursement	111	96	110 .	94	90

This certificate is being issued with reference to email dated-14.12.2021 regarding Number of Employees as at the respective ending of Financial Year.

Principal

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# KALINDI COLLEGE UNIVERSITY OF DELHI



Annual Report 2020- 2021 Sonia Singh, Ms. Charu, Ms. Aditi and Ms.Shilpi. Technical support by Mr. Vinay and above all our Principal Prof. Naina Hisija for her commendable support and encouragement throughout the series. The students made an effort to write a report of all the webinars which is attached herewith.

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The Office bearers of Swar Gunjan Music Society played a vital role in organizing all these events and worked hard for its success.

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## Report on 7<sup>th</sup> International Yoga Day Celebration 21<sup>st</sup> June 2021 and completion of three weeks Yoga Workshop ( $1^{st}$ June – $21^{st}$ June 2021) -Kalindi College

The Second wave of Covid 19 pandemic shook India up and made us relive the horrors of personal losses resulting in trauma, affecting our psyche and disorienting us to a large extent. Kalindi College, Delhi University made an attempt to battle this situation by coming up with a novel idea of organizing early morning yoga classes for its staff and students to help them reenergize their soul through personal fitness. The classes kickstarted on 29<sup>th</sup> April 2021 under the guidance of Dr. Naina Hasija, Principal, Kalindi College and were conducted by Dr. Sunita Sharma, Director- Department of Physical Education, Kalindi College. The Teaching/Non-teaching staff and students of the College benefitted from these rejuvenating and invigorating sessions to such a great extent that a 7- day workshop titled *Swasthya hi Sampada- Health is Wealth* from 25<sup>th</sup> May to 31<sup>st</sup> May was envisioned under the Convenorship of Dr. Nivedita Giri of NCWEB, Kalindi College center, to extend its outreach to all students, staff and their families across Delhi University.

The tremendous marathon of such sessions led to the conception of yet another workshop, this time a 21-day one from 1<sup>st</sup> June to 21<sup>st</sup> June 2021 titled *Integrating Mind*, *Body and Soul* organized by Dr. Renu Bala and Convened by Dr. Sunita Sharma. The unique feature of this workshop was the immense popularity that it garnered right from its inception with word spreading and online participation coming in from the various parts of the country like Rewa, Himachal Pradesh, Haryana, Uttar Pradesh, Bangalore, Kolkata and even international participation with people joining in from the US and Bhutan . It has now become a socially inclusive platform where people of all age groups, with myriad health concerns are joining and availing of the benefits of a holistic voga session. More than 1200 participants registered for this Yoga workshop from all segments of the society and different field. Today, on 21<sup>st</sup> June 2021, 7<sup>th</sup> International Yoga Day was celebrated in virtual mode along with all the participants of this Yoga workshop. It was attended by many prominent professors, scientists, directors and teachers and students from many colleges of Delhi and other universities. Dr. Rajni Nagpal, Chairperson, Governing body, Kalindi College was the chief guest of this occasion. The workshop and the International Yoga Day celebration were ended with a huge success under the supervision of Dr. Naina Hasija, Principal, Kalindi College.

Report submitted by

Dr. Renu Bala

Organizer

Dr. Sunita Sharma Convenor



## KALINDI COLLEGE **UNIVERSITY OF DEI HI** NACC ACCREDITED 'A' GRADE

Under the Aegis of IQAC



### Presents

Integrating Mind, Body and Soul by practice of Yoga and Excercise

All are cordially invited in the celebration of

# INTERNATIONAL YOGA DAY

# 21st JUNE 2021 Time: 6:30am to 7:30 am

Venue: Microsoft Teams

**Google Meet** 

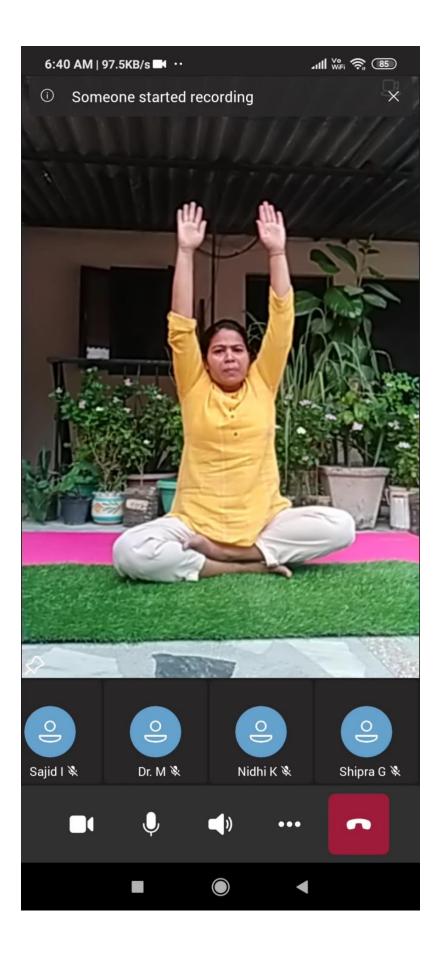
Chief Guest

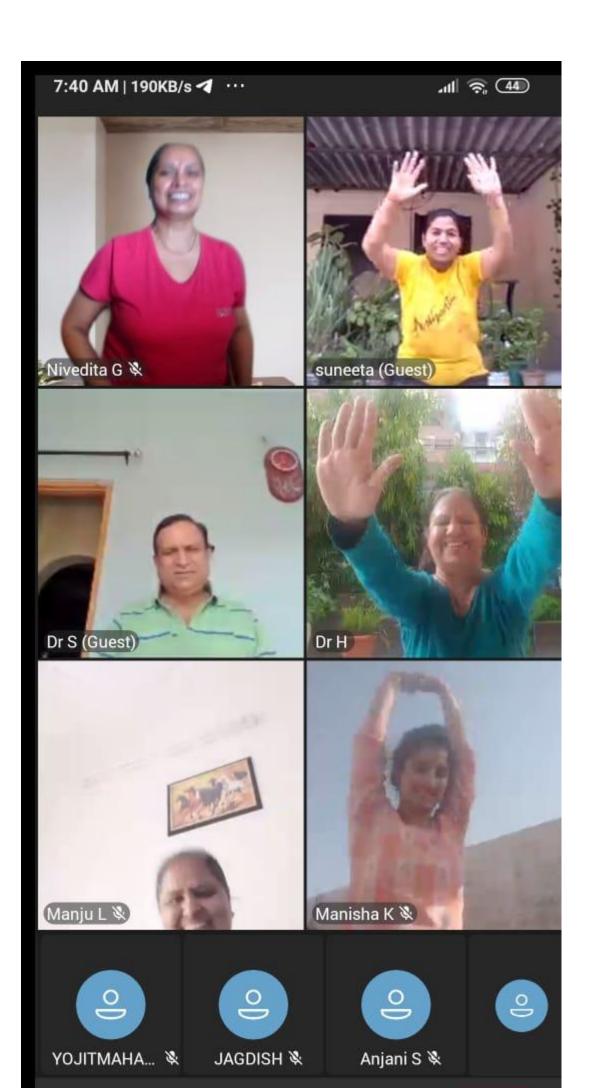
**MS. RAJNI NAGPAL** CHAIRPERSON, GOVERNING BODY

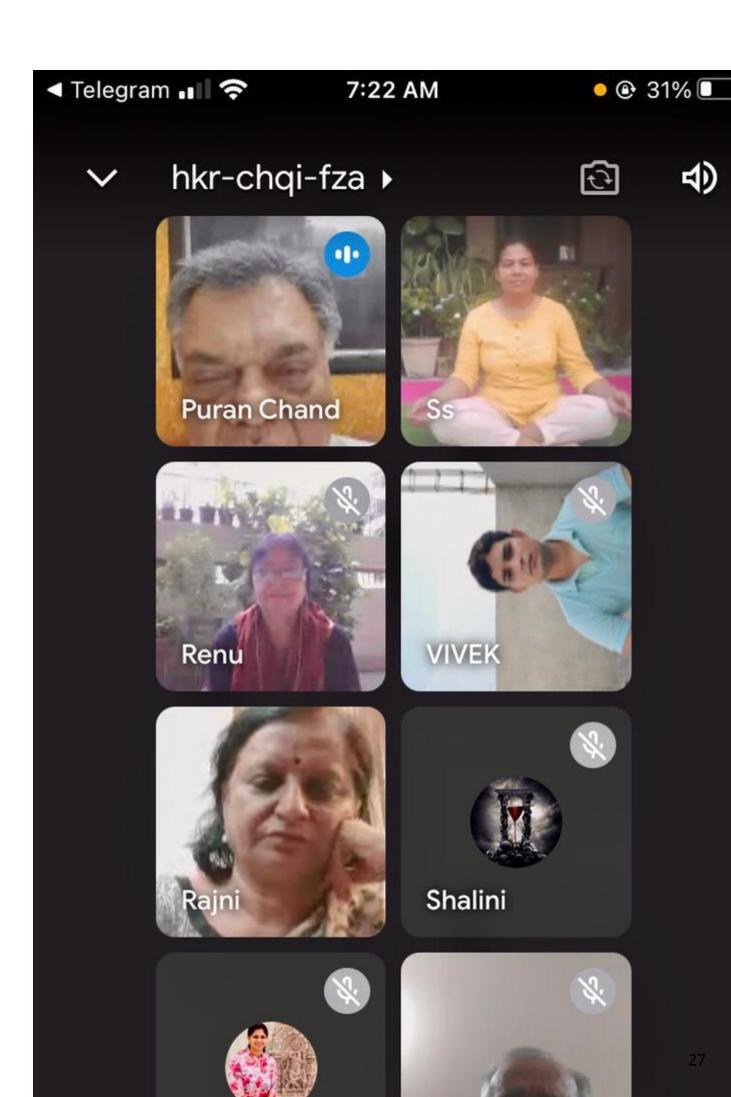
DR.RENU BALA WORKSHOP ORGANIZER CONVENOR

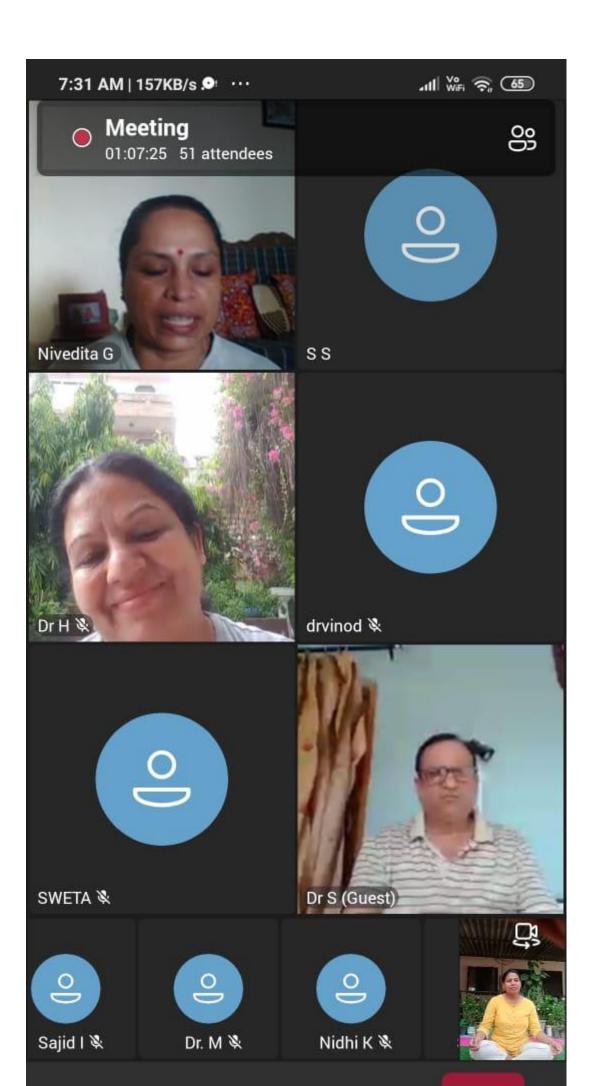
DR. SUNITA SHARMA

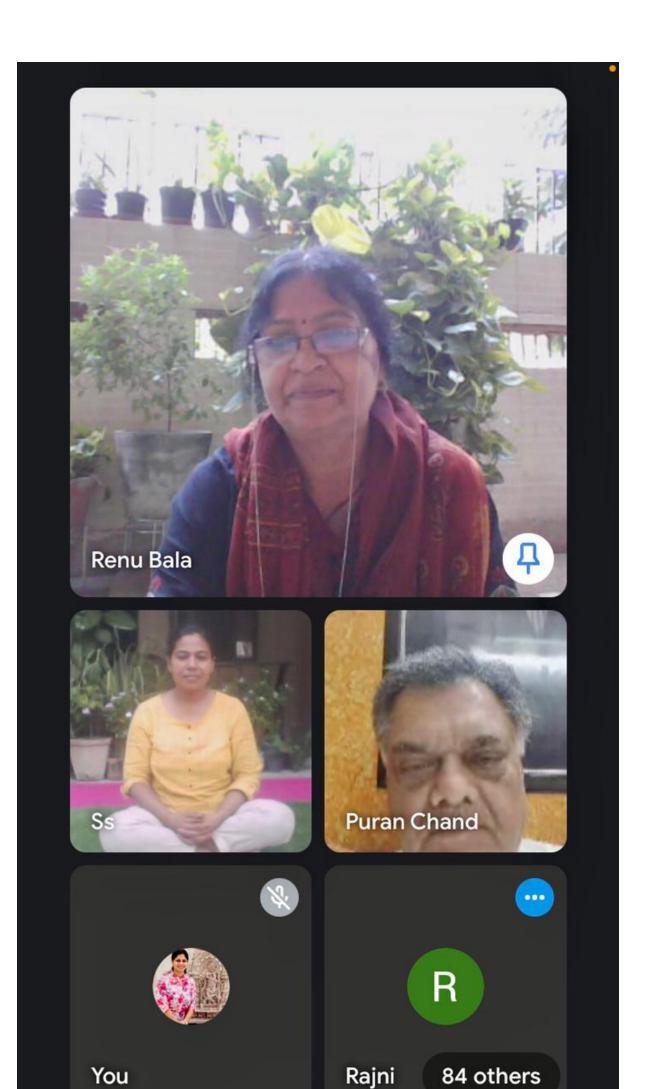
DR. NAINA HASIJA PRINCIPAL

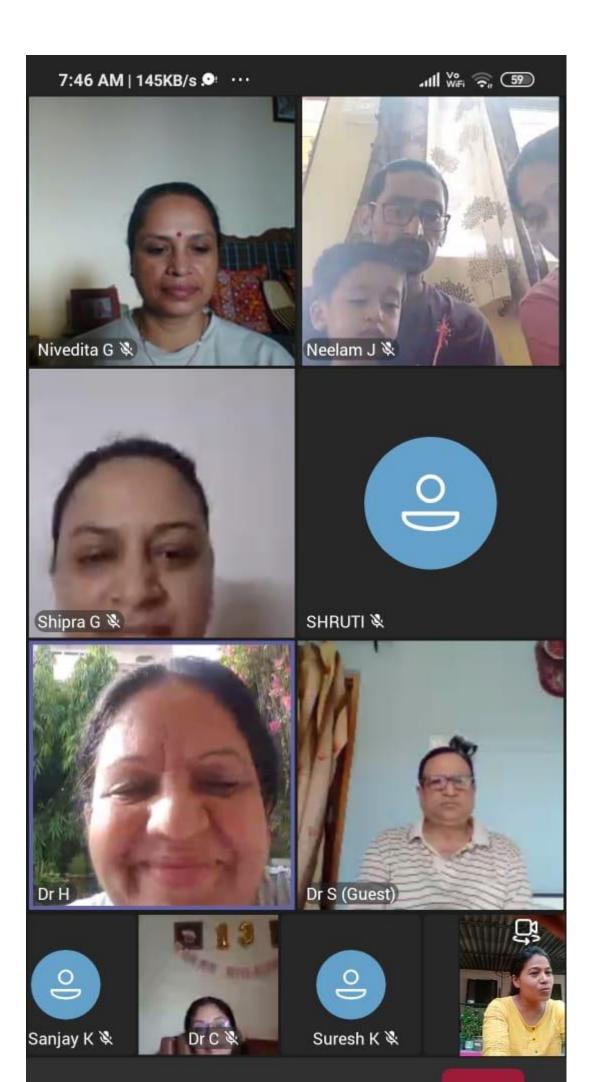


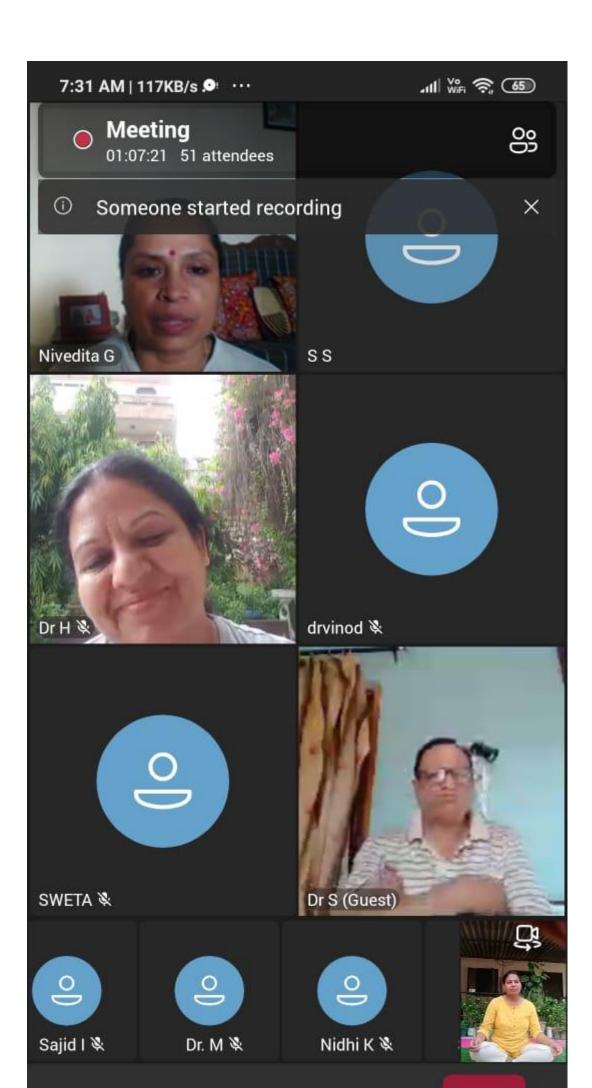


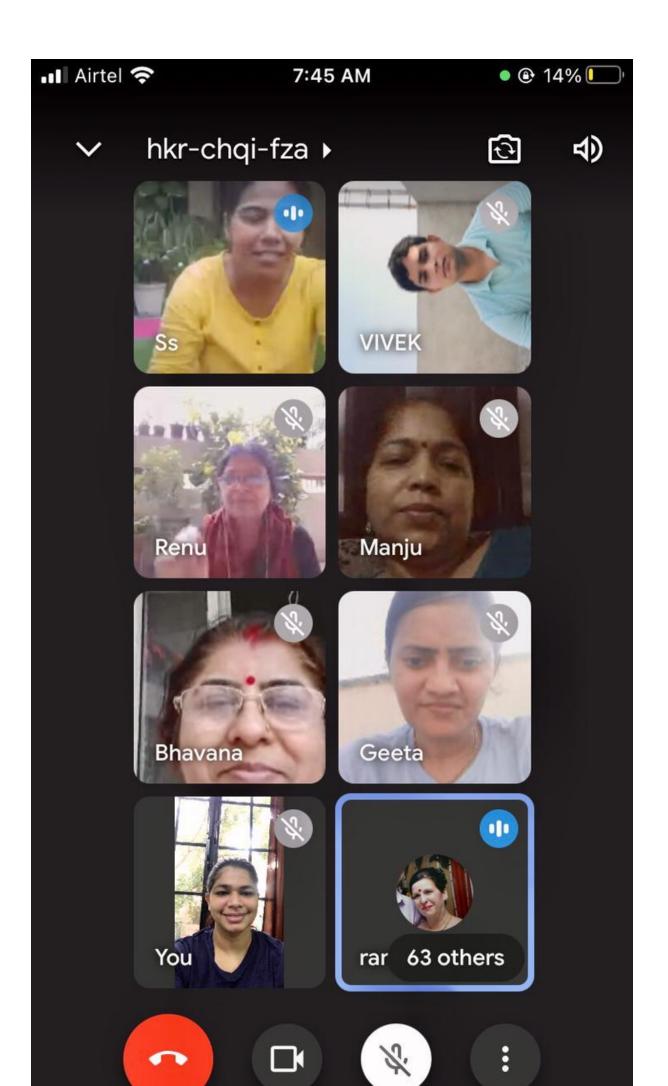














It was published in Navbharat Times dated 23-06-2021.

- 3. On 16th Feb 2021, Basant Panchami was celebrated in the college by the Principal, Teachers abiding by all the social distancing norms. The Students joined the celebration through online mode and also presented Saraswati Vandana, video performed and compiled by them. The Department teacher also gave their musical offerings on the occasion. As a ritual prasad was distributed in whole college.
- 4. As a small endeavour to add musical flavour to the colourful festival of Holi, a poem of great poet "**Raskhan** " was composed and arranged by Dr. Renu Gupta which was performed, recorded and presented as a video by the students of music society. The sound recording was done by Ms. Anuradha Kotiyal, hindi write up by Ms. Baljeet and Tabla by Mr. Vibhas.
- 5. An Intra College Vocal/Instrumental Music Competition was organized for young talented music club students and other students of kalindi college. On 23rd Feb 2021, the first round was held where many students participated with full enthusiasm.
- 6. The office bearers of Swar Gunjan Music Society organized this event very nicely which involved all the members of music club also. Eight (8) most talented students were selected for the next round which was judged by the teachers of the department. The overall result is as follows :

1st prize : Aditi jha B.A Program 19501231

2nd prize : Nivedita Basetia - B.A (prog) 20501098

3rd prize : Disha Gupta- B.A (prog) 20501268 & Shilpi - B.A (prog) 20501088

- 7. A special lecture in the form of webinar was organized on 7th April 2021. The topic " Bhartiye Sangeet Ka Lokpriye Taal Vadhya Tabla " was well curated and presented by Tabla artist Mr. Vibhas, Kalindi College. This programme not only enhanced the knowledge of the students about tabla but also created their interest in the instrument. Mr. Vibhas was applauded by the department for his presentation.
- 8. On 23rd April 2021, a webinar on the topic "Various Form Of Hindustani Music " by young, talented and upcoming vocalist Shri Garun Mishra of banaras gharana. The Webinar was attended by the principal,teachers and the student. Overwhelmed by his performance he was requested by the audience to perform more compositions. He presented " Khayal , Tappa , Thumri , Chaity and Bhajans, the various different forms of hindustani music thus enriching the knowledge of the students.
- 9. The five series of webinar "Bhajans & Compositions " was an initiative taken by The Department Of Music during May-June 2021 with the guidance of Principal Prof. Naina Haija. The series received wide acclaim, applause and participation from not only the Principal, Teachers, Students but also the governing body members, Kalindi College, retired faculty, teachers from other colleges, non-teaching staff, parents as well as alumni. Organised under the aegis of IQAC, this online event was a community outreach programme to rejuvenate through music therefore all the stakeholders was invited to attend the session. First and third, amongst the five series were presented by the Alumni association Ms. Sonal Margret, Ms. Sophia Khan, Ms. Aradhna and Ms. Kajal, Presented soulful bhajans enthralling the audience with their melodious voices. This endeavour of participation from young and talented alumni was highly appreciated. Second series was held on 21st May 2021 was a scintillating performance by Shri Rakesh Kalotra. His soulful performance brought positivity and healing effort on the audience and was highly appreciated Fourth series held on 5th June 2021 was the presentation of Bhajans from Ms.Anuradha Kotiyal of Department of Music Kalindi College. Her mesmerizing compositions kept the audience connected to music for a long time and created an atmosphere of Bhakti Ras. The final series held on 12 June 2021, was the presentation of bhajans by the Department Incharge Dr. Renu Gupta. She performed bhajans of Kabir Das, Tulsidas, Surdas, Meerabai etc. Her enthralling performance had a hypnotic effect on the audience thus creating a devotional atmosphere. With the blessing of all, the webinar ended with a vote of thanks to all performers, audiences. Students (Poster & Comparing) Ms.

Sonia Singh, Ms. Charu, Ms. Aditi and Ms.Shilpi. Technical support by Mr. Vinay and above all our Principal Prof. Naina Hisija for her commendable support and encouragement throughout the series. The students made an effort to write a report of all the webinars which is attached herewith.

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#### Kalindi College

#### Report on Yoga workshop 2021

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Under the Aegis of IQAC



**Presents** 

Integrating Mind,Body and Soul by practice of Yoga and Excercise

All are cordially invited in the celebration of

# **INTERNATIONAL YOGA DAY**

# 21st JUNE 2021 Time: 6:30am to 7:30 am

Venue: Microsoft Teams &

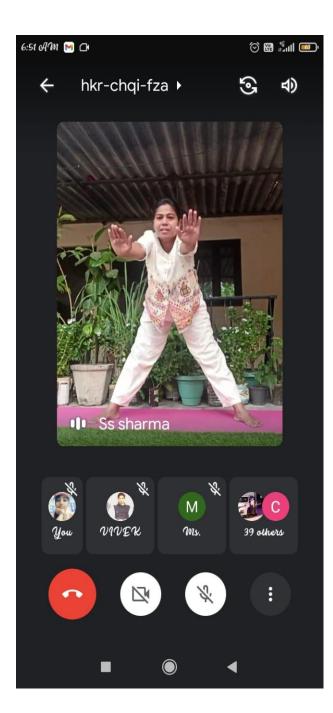
**Google Meet** 

Chief Guest

MS. RAJNI NAGPAL CHAIRPERSON, GOVERNING BODY

**DR.RENU BALA** 

DR. SUNITA SHARMA CONVENOR DR. NAINA HASIJA PRINCIPAL

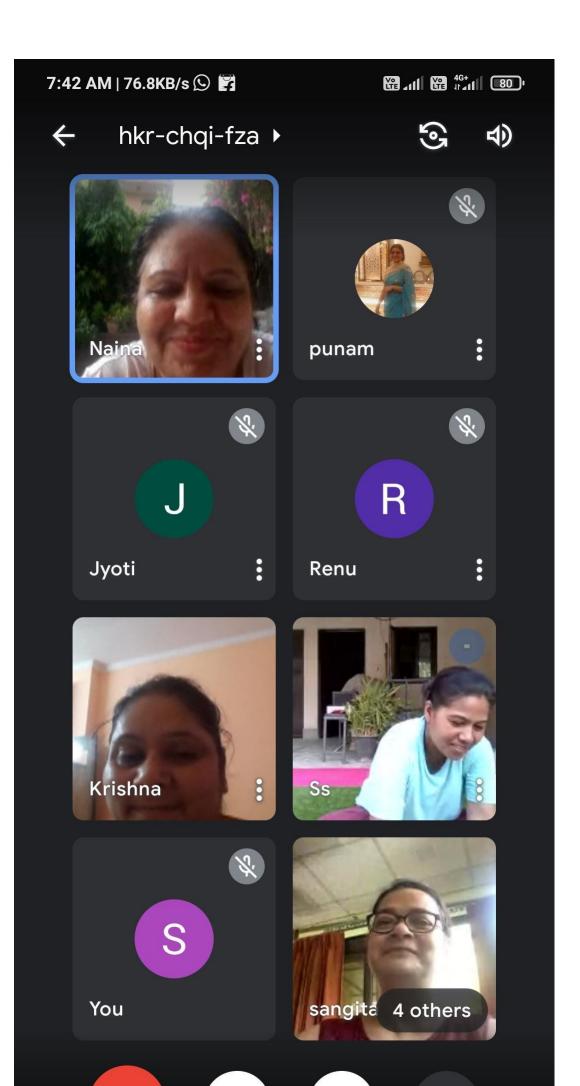


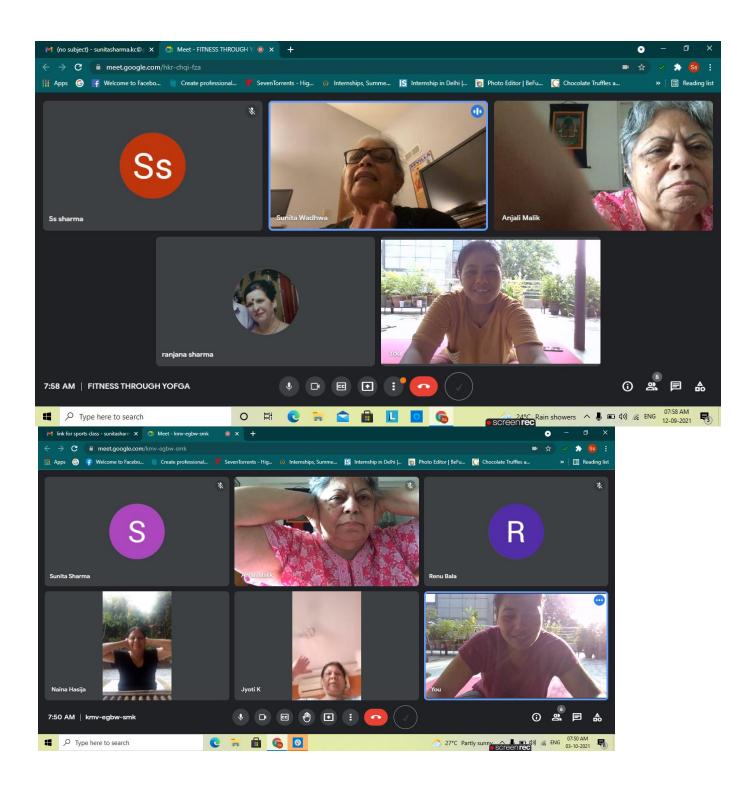


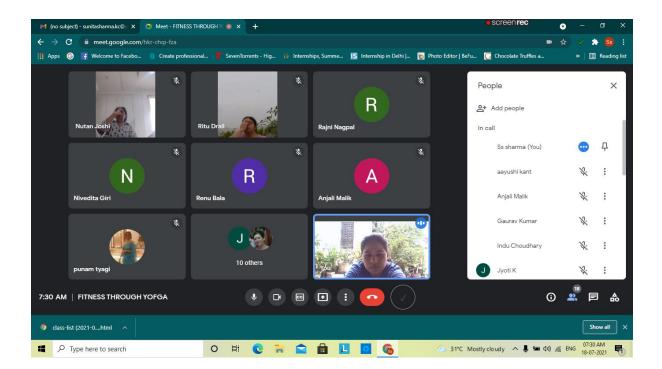
#### Kalindi College

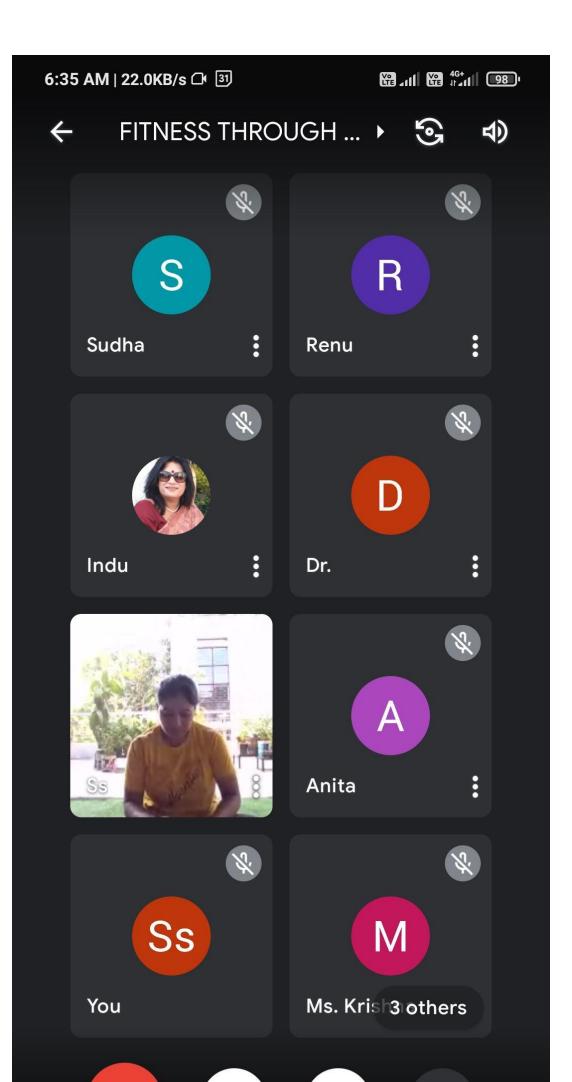
#### Weekly Yoga and Fitness Class 2021

Kalindi College has been conducting weekly yoga classes from 27 June 2021 till now, for the health and well being of the College staff, in the continuation to serve the society. On every Sunday in the morning, yoga and fitness classes organize by Dr Sunita Sharma, Director Department of Physical Education, Kalindi college, under the supervision and motivation of Principal Mam, Dr. Naina Hasija. In these classes exercise, asana and pranayama are practiced and health tips also shared during every class.









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### Medical and Counselling Room



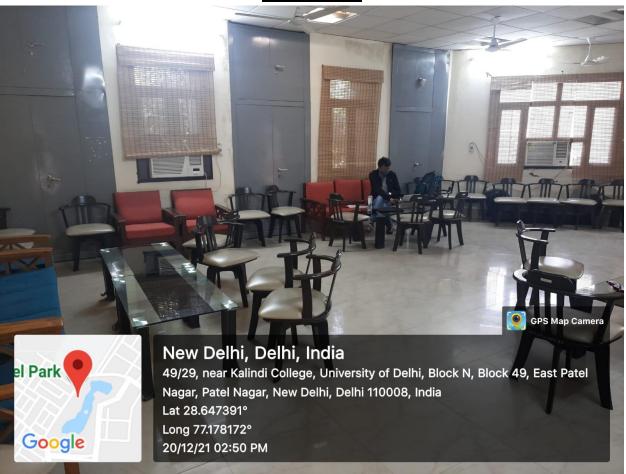
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Google

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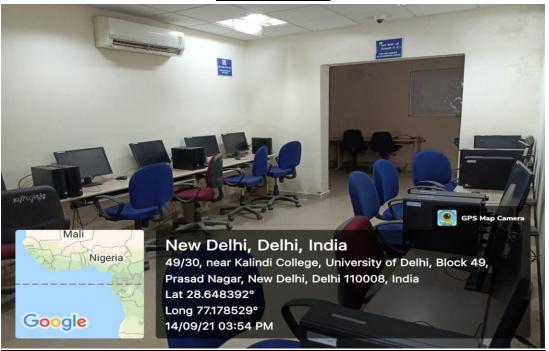
#### Staff Room

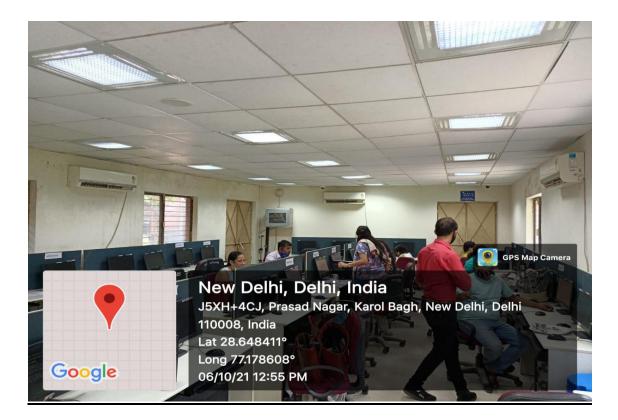


**Classroom with projector** 

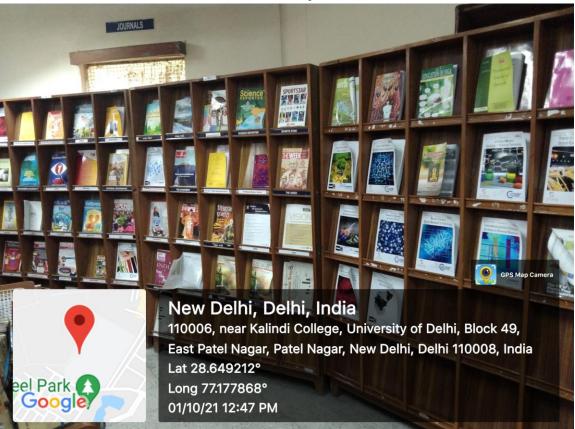


#### Cyber centre





#### **Library**









#### About us

Home

The college has a well-stocked library. The library has a collection of over 84,970 books including Book Bank and Student Aided Fund books on different disciplines that students make use of to excel in their field of study. The Library users have been able to enlighten themselves by going through the newly added books. At present the library is subscribing to 67 magazines/journals and 14 newspapers in English and Hindi languages on different areas of interest for its readers.

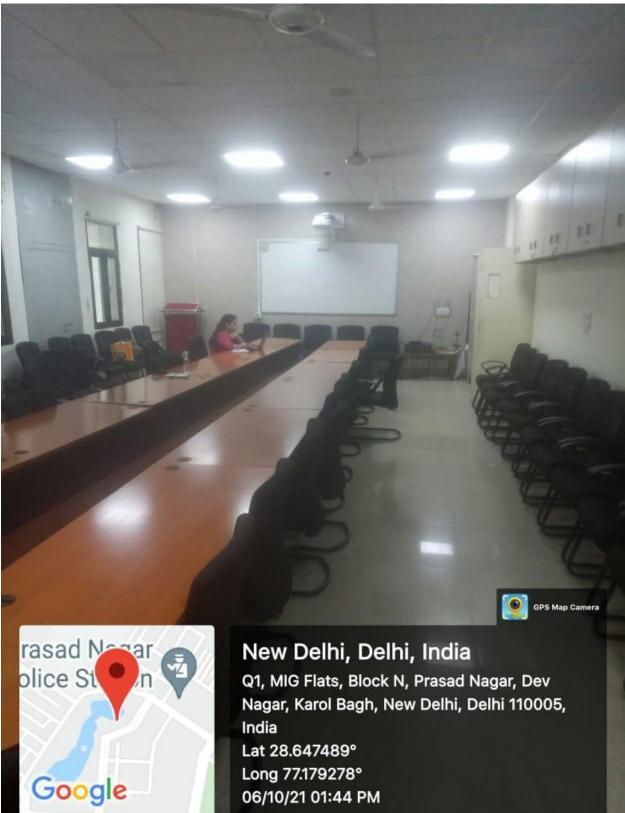
The library with its open rack system, web centre and spacious reading room for consultation purposes provides an atmosphere conducive to study. A competent and friendly library staff guides and counsels the students regarding books and the library facilities. Students are encouraged to become regular and responsible users of the library. Photostat facility has been provided in the library, which is equally accessible to both teachers and students. Web centre is available for accessing Eresources available through DULS (Delhi University Library System), N-LIST and DELNET (Developing Library Network) for the students and faculty members. The students can access N-LIST and DELNET through remote login access also.

Under the Green initiative, the library procures recycled material in lieu of library waster paper. Facility of E books to Print Disabled student is provided through DU Braille library and two screen reading software i.e. NVDA and Hindi OCR are available in the library.



About Us- Administration- Academics- Admissions- Students- IQAC- Facilities-

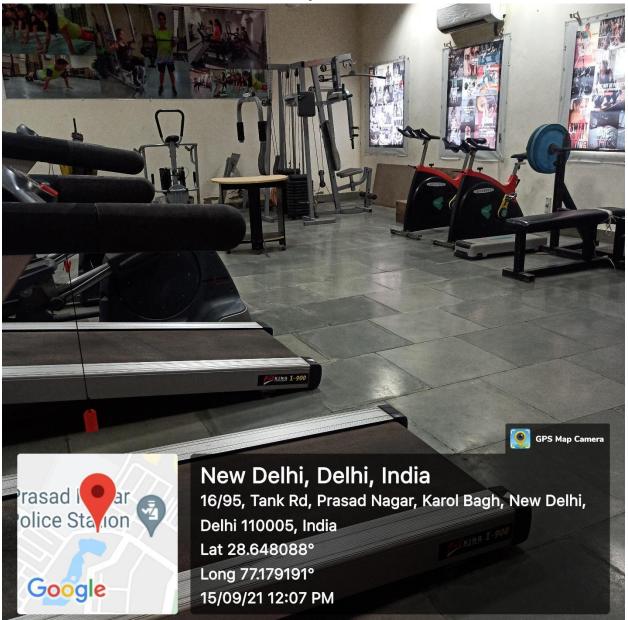
#### Seminar room



Conference Room

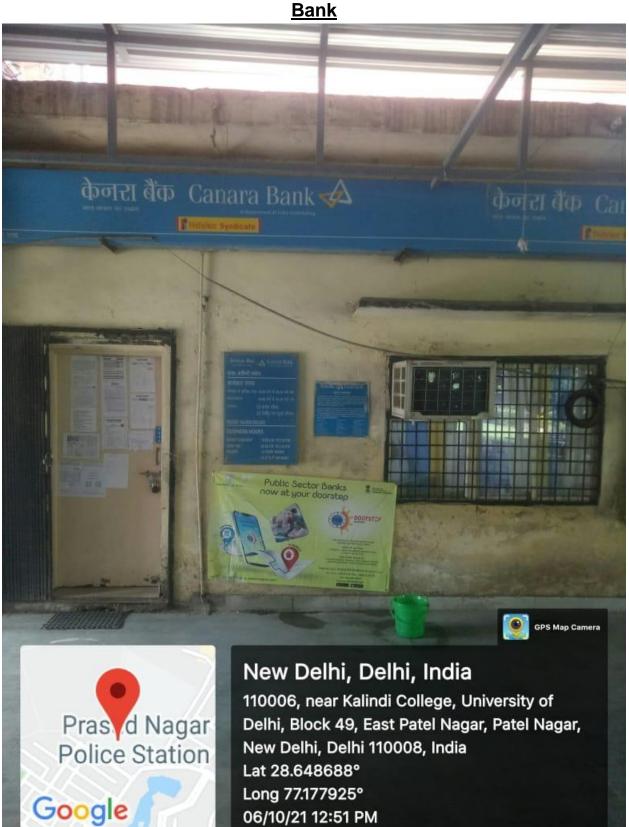


## <u>Gym</u>

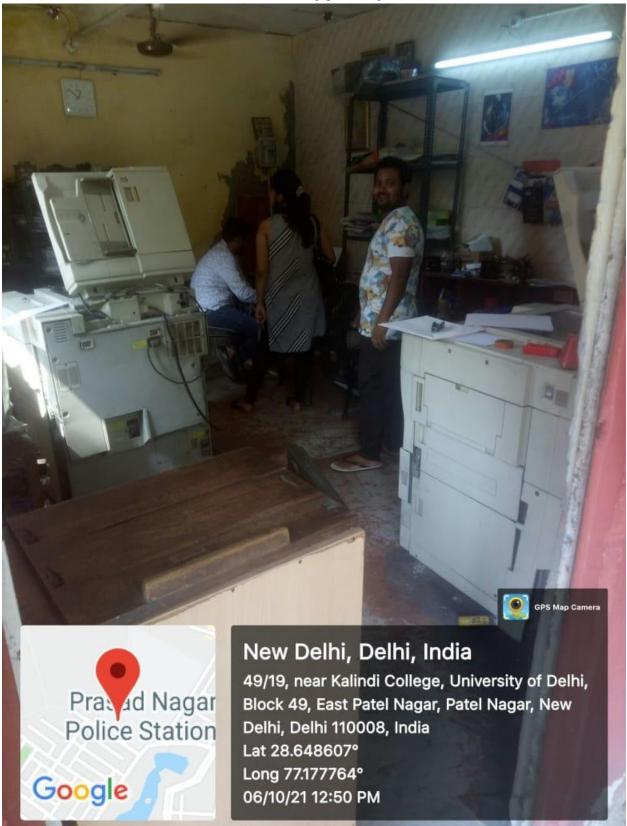


#### **Campus security with CCTV**

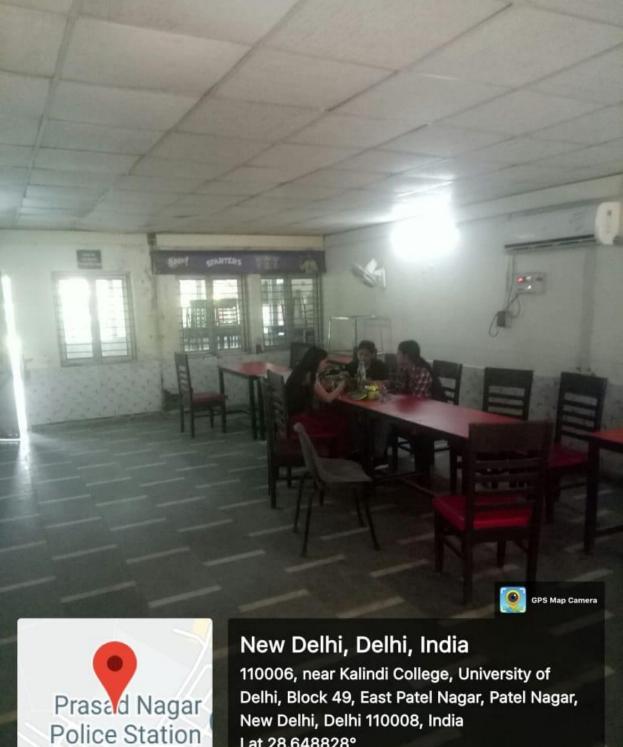




# Photocopy Shop



#### **Canteen**



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Google

#### **Cafeteria**



06/10/21 12:51 PM

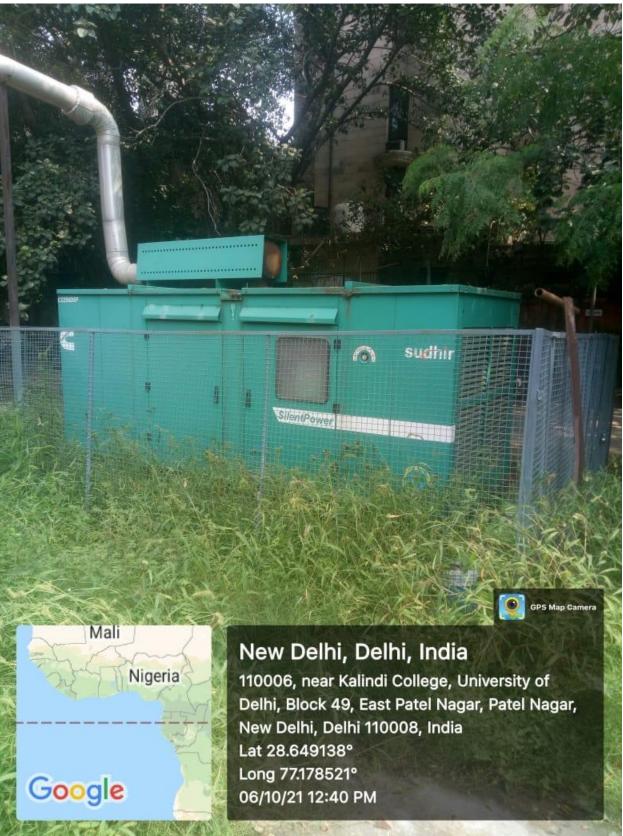
#### Mother dairy booth





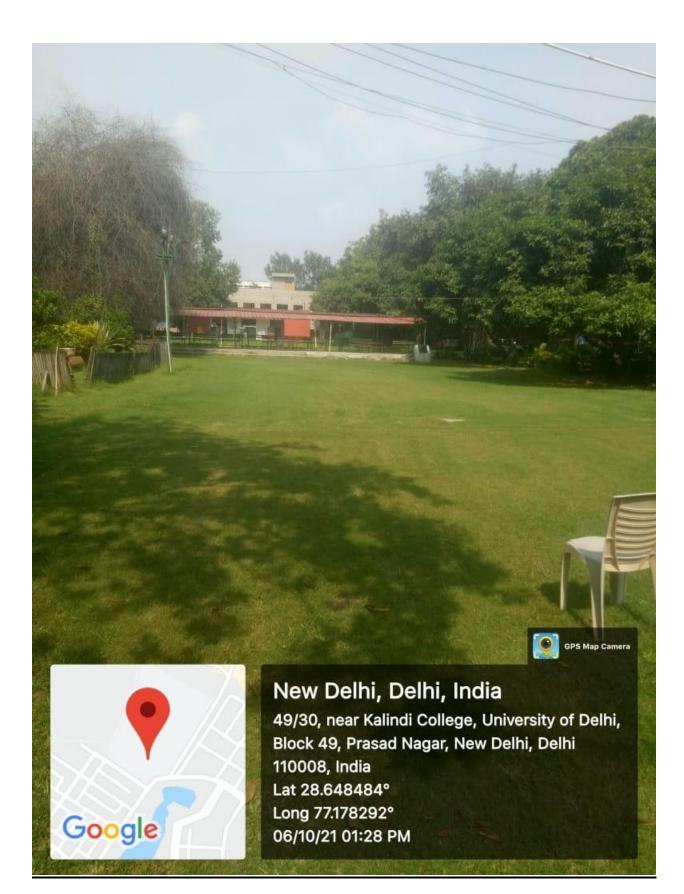
49/22, near Kalindi College, University of Delhi, Block 49, East Patel Nagar, Patel Nagar, New Delhi, Delhi 110008, India Lat 28.648536° Long 77.177894° 06/10/21 12:50 PM





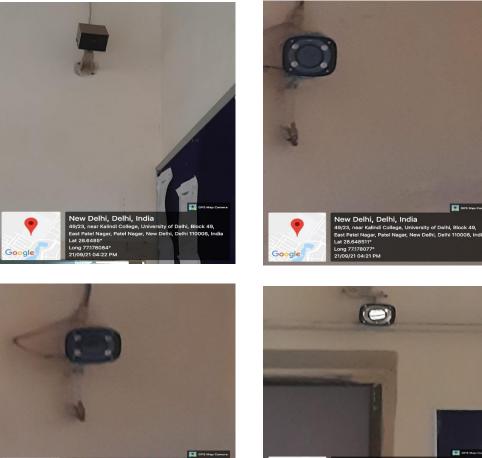
#### Eco friendly park





Safety and security CCTV cameras, 57 in number have been installed at strategic locations for continuous surveillance of the premises and for tightening security in the college.

(i) CCTV cameras installed inside the building.







(ii) CCTV cameras installed outside the building.

