

SUNDAY, MARCH 6, 2022 (PAGE 14)



DOGRA GROUP OF COLLEGES

(Recognized by J&K Govt. & Affiliated to the University of Jammu)

Bari Brahmara (Dist. Samba), Jammu-181133

Ph No.: 01923-295246, 9086800509

ISO 9001:2015
Certified

APPOINTMENT NOTICE

Applicants are required to apply as per below mentioned posts

- Assistant Professor in Commerce, Law, English, EVS, Maths & Education - PG in concerned subject with min 55% marks (50% in case of SC, ST and differently abled candidates) and NET/SET qualified. Preferably Ph.D with evidence of published work and research and having minimum two years of teaching experience.
- Teaching Assistant in Commerce, Law, English, EVS, Maths & Education - PG in concerned subject with min 55% marks in respective subject. NET/SET will be preferred.
- Head Assistant/Section Officer - Minimum Graduate, Computer Savvy, well versed in office work. ESM (Army/Navy/AF) clerical category can also apply.

Eligible candidates may submit their CV in the College office or via email dogra@gmail.com by 14.03.2022. Handsome salary for deserving candidates.

DOGRA DEGREE COLLEGE
(A Unit of Dogra Educational Trust)
BASSI KALAN, BARI BRAHMANA, JAMMU

TEACHER'S DUTY SHEET

1. You are expected to study the complete syllabus of your subject in the semester and split it up so that weekly coverage, monthly coverage is well planned taking into consideration, the total No of working days/periods available per week/month as per your time table. It shall allow sufficient time to cover the syllabus on time and also to allow time for revision of the syllabus, test & retest etc, as required.
2. Prepare a list of the Assignment & Projects to be given to the students in your subjects for various semesters and get it approved from the Director/Principal of your college.
3. Keep the records of the projects/assignments submitted by the students and also the grades/marks awarded to each of the students and submit a copy of the grades to the Director/Principal.
4. Plan your class test and internal assessment test, well in time, to ensure the quality of question papers; you may get it approved through your Director/Principal.
5. Marked Answer sheets should be shown to the students and discussed with them, so that it becomes a remedial exercise for the students to give better performance, next time.
6. Marks/Grades of the tests/practicals etc conducted by you should be submitted to the Director/Principal within a week from the date of completion of the test, in addition to your own records.
7. To ensure the speedy academic progress of the students one to one counseling should be conducted by the subject teacher and maintain the records.
8. Teachers are expected to be the role models and be in formal dress, punctual and regular in the college and create conducive environment for learning.
9. You shall be the Guardian Teacher/Teacher incharge for a group of students. It is expected that the well being of the students is ensured at all the time, through you and in case of absenteeism or any unbecoming conduct, contact the parents and seek their help.
10. Amplitude of the influence of a teacher on his/her students is tremendous. Hence it is expected that you will leave no stone unturned to shape the overall development of the students.

(Signature of the Teacher Concerned)

Name: Kochhar Devi

Date: 16 July 2022

**DOGRA EDUCATIONAL TRUST
CHARAK BHAWAN, SHASTRI NAGAR, JAMMU (J&K)**

SERVICE RULES

These rules called "Dogra Educational Trust Service Rules 2015", shall come into force with effect from 1st April 2015, and shall apply to the employees of DET.

1. DEFINITIONS

a) **DET** herein referred to as Educational Trust stands for Dogra Educational Trust and includes:-

- i) Dogra College of Education
- ii) Dogra Law College
- iii) Dogra Degree College
- iv) Any other College / wing/ centre established by the Management hereinafter within J&K State or outside J&K.

b) **Employees** include all those individuals who are employed for carrying out the assigned duties by DET and paid salary for the same. They are classified under two heads.

i) **Teaching** This category includes those employees who are directly associated with the conduct of classes and/or teaching different courses that are offered under the aegis of DET.

ii) **Non-Teaching**

Level I - This category includes all those employees of DET who are mainly associated with the day-to-day functioning, administration and management of the institutions in different capacities. This also includes personnel engaged for research, I.T, library, laboratories, workshops, environment, engineering and similar services of the Colleges. Employees falling under this category shall be graduates with requisite specialized training/skills/experience.

Level II - This category includes all those employees of DET who are mainly associated with the upkeep, maintenance, functioning and security of the institution in different capacities e.g. (a) Office/Lab/Library Assistants, and (b) peons, safai karamcharies, maids or maids, gatekeepers, care takers, drivers, cooks, helpers, gardeners, plumbers, carpenters, electricians, photographers, genset operators, mechanics and technically skilled/unskilled workers. Such employees shall be appointed on contractual basis and shall also be categorized as contractual employees.



v) The employees in different wings of DET are further classified as under:

- i) **Ad hoc** - An individual possessing necessary qualification for a job/post but having little or no experience of service for the particular post shall be termed as an ad hoc employee. Such an employee shall be appointed on a consolidated salary for a short period of time which will not extend one academic session/current financial year. Teaching and non-teaching employees who are otherwise eligible to work in DET, Dogra College of Education, Dogra Law College, Dogra Degree College and any of the Departments/Wings/Centers of DET shall be appointed on ad hoc basis in the first instance. They shall continue to serve in that capacity till their eventual selection or otherwise as temporary employees through normal selection process prescribed for that post by the competent authority.
- ii) **Temporary** - An individual who is appointed against a sanctioned/vacant post and who is selected for that post through the prescribed process shall be termed as a temporary employee. A temporary employee shall be deemed to be appointed on probation for a period of two years. Such employees will be entitled to a salary according to the grade and permissible allowances under institutional rules. Teachers working in Dogra College of Education, Dogra Law College, Dogra Degree College and other Departments/Wings under the jurisdiction of University of Jammu and other statutory bodies shall be appointed on temporary basis only after due clearance by the prescribed Selection and Managing Committees respectively. Teachers in the school wing shall be recruited after completing the process of recruitment prescribed by the management of DET.
- iii) **Permanent** - An employee, who has rendered service in the institutions working under DET on temporary basis for two years to the entire satisfaction of the management and whose service has been duly confirmed after the completion of the temporary probationary period, will be termed as a permanent employee. If the services are not confirmed earlier, an employee completing three years of his/her uninterrupted service in the temporary capacity will be deemed as confirmed.
- iv) **Contractual** - Individuals (a) who are not selected through a duly constituted selection committee; (b) who have been appointed after attaining the age of 60 years; (c) who have retired from State/Central/Union Territory services, Educational Institutions, Armed/Para-Military Forces/any other Body; and (d) non-teaching employees of level II are termed as "contractual employees". Contractual employees shall be retained in the services of DET for a limited period only which will not exceed one financial year at a time or till the end of the current academic year. Contractual employees are not entitled to all service benefits accruing to the temporary and confirmed employees as permissible under institutional rules. However, they shall be entitled to EPF/PSF under institutional rules up to the age of 60 years only.

- d) **Competent Authority** The Competent Authority shall be Secretary DET or any official nominated by the Chairman from time to time for the purpose. The Competent Authority shall be entrusted with all the powers of appointing, discharging and allied matters. However, the Chairman, DET or in his/her absence, the Secretary DET will function as the final authority with regard to any dispute so far as the effective enforcement of the Service Rules of the institute is concerned.



c) **Academic Session** means the time period required to complete specified annual programmes being conducted in the various wings of the Colleges under the aegis of DET, Allahabad. It will comprise period between April 1st to March 31st.

f) **Year** means the current financial year.

g) **Disciplinary Authority** Disciplinary Authority constituted under the service rules will be concerned with effective implementation of these rules and suggest disciplinary measures with regard to defaulters whose cases are referred to the authority. It will be constituted by the Secretary DET who will be Ex-Officio chairperson with Director DGC or Registrar or a senior officer who will be Ex-Officio Convener. Three other nominees from amongst the employees of the Institute will be nominated by the Secretary to be the members of the said authority. Out of these, one nominee would be a Joint Director DGC or the Principal or HOD concerned.

2. RULES

1. (a) **Age limits for service** The prescribed age limits for service for the regular employees of DET shall be eighteen to sixty years.

(b) For individuals who attain the age of sixty years while in the regular service of the Institute in the position of Professor, Joint Director, Principal or equivalent and who have rendered at least 10 years of service in the Institute before attaining the age of 60 years, the prescribed age limit for regular employment (with service benefits) shall be 65 years or more as approved by the Management of DET.

2. The management reserves the right to engage an individual in any capacity to safeguard interests of the Institution depending upon Institutional needs. Such an engagement shall, however, be purely on contractual basis on a consolidated remuneration decided at the time of such engagement. Such an engagement may also be on part time/assignment basis. Further, individuals engaged shall not be entitled to service benefits permissible for regular employees of the Institution.

3. The placement of an employee in a particular category (at the time of his/her employment) shall solely depend upon the discretion of the management. The employee cannot claim any right for changing his/her category once he/she has accepted the employment.

4. All employees will be entitled to leave or other vacation benefits as defined for different categories of employees in "Dogra Educational Trust, Leave Rules 2015".

5. Services of those employees, who fall under 1(c) of the Classified category, except permanent employees, can be terminated at any time after administering two warning notes without any other formality in case the warnings so administered prove ineffective within the period specified in the said warning notes. However, in case of confirmed employees, the services can be terminated at any time after holding an enquiry against them after having administered three such warning notes. Such cases will be decided by the Disciplinary Authority after affording an opportunity of being heard to the concerned employee.



6. Employees of the DET shall not apply for admission in any academic/ professional course, public examination, coaching scheme and training programme or for appointment to any job whether in Government or private sector etc. without specific permission in writing of the Management and completing the prescribed formalities for the same. However, any application submitted prior to leaving the DET resulting in appointment elsewhere shall form an exception and would be viewed sympathetically, if the Competent Authority is informed about the same in writing at the time of appointment. All employees at the time of appointment will be required under these rules to furnish an undertaking on the prescribed proforma/ format declaring if they have applied anywhere else for selection / training / admissions/ appointment or job etc. Violation of the above will be viewed seriously and may lead to termination of services without any formal notice.
7. An employee of the institute who intends to improve his/ her qualifications by pursuing his/ her studies in a course (Academic/ professional), which is offered in the institute, can do so with the approval of the Management.
8. Any improvement in academic and professional qualifications while in service without the prior approval of the management will not entitle the incumbent to claim any additional benefits whatsoever as a matter of right.
9. Proceeding on leave frequently, not getting leave pre-sanctioned as a general policy, absenting from the official duty and availing frequent short spells of leave will be taken as acts of willful neglect of duty. This will be seriously taken note of for disciplinary action.
10. All eligible employees under Employee Provident Fund (EPF) Rules shall be required to deposit not less than 12% of their gross salary under EPF Scheme subject to a maximum of rupees one thousand eight hundred only. The share of the institute limited to 12% of the gross salary up to a maximum of rupees one thousand eight hundred only, will be admissible as provided in the P.F. Rules in force.
11. All employees as defined in Rule 1(c) shall be required to deposit an amount equivalent to their gross one-month salary as security in the institute. This amount shall be refunded to them without interest as and when their services are dispensed with under rules of the institute. The security amount will be deposited in first four months of the service in equal installments and whole, at any given time during the service, be equal to the amount of one month's gross salary of the employee. In case of non-teaching employees of level II, this security shall be deposited in the first six months of service in equal installments.
12. Ordinarily, no employee will be allowed to leave service in the middle of the session/ semester during vacation/ holidays or before completing the assignment given to him/ her unless the management has been duly informed in advance about the same. In case he/ she takes unilateral decision to do so, his/ her credits (pay and security) in the DET shall stand forfeited.
13. Unless otherwise specified, all temporary employees shall be on probation for two years. In case their performance, efficiency and behavior are satisfactory during this period, their service may be confirmed in writing. If not confirmed, their probationary period shall be deemed to have been extended automatically by one year more. Services of such employees, if continued beyond three years, shall deem to have been confirmed.



14. A confirmed employee in the service of DET will enjoy all facilities and privileges as such, but shall approved by the Management such as FPL, gratuity, maternity leave, study leave, privilege leave, shall pay leave and/or other benefits notified by the management from time to time. Confirmed employees will be required to enter into a formal agreement with the management on a stamped paper of appropriate value duly notified to receive the benefits of confirmation. Refusal to enter into an agreement within one month of confirmation will lead to automatic termination of services.
15. The confirmed employees who have completed five years of uninterrupted service in DET are entitled to gratuity benefits in accordance with the provisions of The Payment of Gratuity Act, 1972 (and amendments therein) and the Group Gratuity Scheme of the Institute.
16. On expiry of the contract of a contractual employee, a fresh contract may be entered into on such terms and conditions as the management may decide after recording a break in service of the employee not exceeding six days for which no emoluments shall be paid nor any attendance recorded. Further, for the purpose of experience certificate, each period of contract shall be considered as separate tenure and will not be added to denote continuity of service.
17. After the expiry of the ad hoc period of an employee, his/her services shall be converted to the category of temporary employee, (provided there is a suitable vacancy and he/she is eligible for the post) after recording a break in his/her services. The service rendered as an ad hoc employee will not be counted for the purpose of determining the total length of regular service in the institute. A separate certificate for the same, however, will be available on request in writing.
18. Inability to join after availing long leave, vacation, holidays and/or unauthorized absence from duties would constitute a break in the service of the employee. The decision regarding re-employment of the defaulters would rest with the Competent Authority.
19. Notwithstanding anything otherwise contained in Rule 6, services can be discontinued/terminated on 15 days notice or 15 days salary in lieu thereof from either side in case of contractual and ad hoc employees. However, services can be discontinued/terminated on one month's notice or one month's salary in lieu thereof from either side in case of temporary employees. A minimum notice of three months or three month's salary in lieu thereof will be required in case of permanent employees. During notice period, if an employee's behavior, performance, attitude, conduct is not satisfactory or he/she does not comply with the orders issued during notice period, his/her services can be discharged even earlier by the management. In that case, all his legitimate dues will be paid till that date and not till the expiry of the notice period.
20. A confirmed employee shall be required to serve the institution in that capacity for at least one year from the date of his/her confirmation. In case any employee does not fulfill the above stipulation and leaves the service unilaterally within one year of confirmation, he/she shall forfeit the benefits/compensation accruing to him/her as a confirmed employee till date. In addition, he/she shall forfeit the right to claim refund of the security deposit and pay encashment in lieu of notice period of three months.
21. The services of an employee (including duly confirmed employee) of the DET can be terminated by giving him/her notice under service rules (or pay in lieu thereof) at any time of the year on the following grounds:-



- (i) Misconduct, Malpractices, Unauthorized collection and Misappropriation of funds, Tampering of records and documents, Insubordination and willful neglect of duties, Leakage of information documents, Involvement in criminal and anti social activity etc.
 - (ii) Consistent bad results, Inability to cope up with curricular responsibilities/ assignments, Lack of motivation and commitment, Non-compliance of orders, Lack of classroom control and Lack of accountability, Refusal and inability to implement Institute's policies, calendar and directions etc.
 - (iii) Inciting students and colleagues to disrupt institutional functioning/activities, Physical punishment, assault on colleagues or damage to body parts of students, Exploitation, victimization and harassment to student or colleague before, during or after institutional hours and misbehaviour with parents or visitors etc.
 - (iv) Poor health, sickness, taking leaves in excess of the permissible limits, not getting leaves pre-sanctioned as a general rule.
 - (v) Refusal to attend a training/ re-orientation programme, professional improvement programme, field work, conference, workshop, function, rehearsal, games and sports event or meeting etc.
 - (vi) Appearing for an interview for a job in semi-government/ government/ private organization or seeking admission in any academic/ professional course without prior permission in writing from the authorities, attending any event, training or coaching programme without prior approval and leaving the station on any pretext or ground, without seeking permission in writing.
 - (vii) Inability or refusal to improve performance despite warning notes as stipulated in rule 6.
 - (viii) Inability to meet the quality objectives of the deptying institution within the specified time period.
 - (ix) Any reason not contained in the items (i) to (viii) above which, in the opinion of management, is serious enough to merit termination.
 - (x) Abolition of the post.
 - (xi) The management can ~~randomly~~ initiate proceedings under these service rules against an employee on receiving specific information/complaint against him/her and take necessary action against him/her in case the allegation is substantiated.
22. Efficient discharge of duties allotted and strict observance of rules and regulations of the DET alone shall entitle a person to continue in service in the DET. This holds good for the permanent employees as well. The Competent Authority will take up special measures from time to time whereby the accountability and performance of all employees in respective fields is assessed and improved up to the expected level and for this training programmes etc. shall also be organized. It is mandatory for the employees to attend the same.



23. The management reserves the right to refuse or defer the annual increment of an employee if his/her performance and conduct are not satisfactory and he/she does not meet the deadline/assignment given to him/her. Similarly, the management may grant additional increments to an employee in case his/her performance is exceptionally good.
24. Employees of the DET shall not take up any whole time or part time assignment/activities which are liable to interfere with their legitimate duties in the DET directly or indirectly, and which are inauspicious to institutional interest, without specific permission in writing from the Competent Authority. Forcing students and guardians for tuition shall be regarded as exploitation of students and may result in termination from service if a complaint is received about the same.
25. All employees are expected to remain within institutional premises during working hours specified for them. Reporting late for work or leave earlier than the stipulated hours and meeting outsiders during working hours without permission, carrying on personal work/job and disturbing fellow employees visitors during working hours and bunking the class work shall be taken as willful neglect of duties for which suitable disciplinary action shall be taken.
26. Employees requiring relaxation in their time of reporting or departure for some pressing reasons may be allowed to do so in writing. In that case, their remuneration shall be deducted proportionately in terms of working hours for the said period. The minimum relaxation in timing will be one hour. The maximum period for which relaxation can be allowed will be one month at a time subject to the condition that (a) the relaxation will be allowed sparingly and on the discretion of the Management. (b) normal teaching/ administrative work or other assignment entrusted to the employee will not be affected (c) relaxation for less than seven days will not be allowed.
27. Direct or indirect evasion of duties on flimsy excuses and misuse of institutional time, facilities, supplies, equipment and other resources will expose the employees to such disciplinary action as may be deemed fit by the Management.
28. No employee shall be entitled to avail any leave or other benefits except those covered under DET Leave Rules promulgated from time to time. Leaves of all kinds shall ordinarily be got sanctioned in advance. To dissuade habitually erring employees or flouters of Service Leave Rules, the Management may impose penalties as it deems fit to deter them from taking such liberties.
29. The Management reserves the right to transfer any employee from one wing/ Deptt/ Branch/ Location to any other, at any time of academic session. In such cases the transferred employees shall be governed by the calendar and other practices of the new department he/ she joins. Refusal to do so will invite disciplinary action.
30. (a) Unless otherwise specified, there will be 8 working hours in a normal working day. However, the working hours and timings may vary in keeping with the nature of duty assigned to an employee. The working hours for the teaching staff may be fixed as per the norms/requirements of the teaching department/statutory body if approved by the management.
(b) Some categories of staff, especially the staff engaged in maintenance, security, administration and up-keep of the institution, may be required to attend the institution on an off day/ holiday to perform their day-to-day duties according to a pre-notified calendar/roster of duties. Failure to attend on a holiday/off day would be counted as an absence for the calculation of months.



only. All staff employees who does not remain on the premises during his working hours shall be marked absent for the day.

31. Employees in different departments may be required to adhere a uniform dress code if the management so deems fit and they will be required to abide by the same as notified.
32. No employee of the Institute should collect or retain any collections (cash/money) in or out documents, equipment etc. with him, but unless authorized to do so by the Competent Authority. He/She should be required to hand it over to the concerned superior officer on the same day against proper receipt. Unauthorised retention of money, documents etc. will warrant strict action under rules. Further, the outstanding amount will be deducted from the amount due to be paid to the employee.
33. During the period of service of any consultant visit of DET, all work produced by an employee in the shape of ideas, projects, publications, lecture notes, tutorials, video lectures, study reports, consultancy assignments, intellectual property and the like shall become the exclusive property of DET. DET reserves the right to use them in any manner it deems fit. Incentives due to the employee, if any, shall be paid under the Incentive Scheme of the DET in vogue at the time.
34. Any publication, article, paper, monograph, book, document, design software, hardware, patent or information based upon these can be presented/shared/published only when written permission is granted for this by the management (Chairman, Secretary, Director or Joint Director). Making use of such information in any format (digital, electronic, printed etc.) shall require prior permission of the management. Formal acknowledgement of the same will also be required to be made in the publication/presentation product when published/shared.
35. Scholarly papers/professional/technical publications on topics approved for the purpose can be published after obtaining clearance from the Research and Publication Committee of the Institute. It will be mandatory to mention the name of DET/DCE/DLC/DDC/Department as show institutional affiliation of the author. Further, one copy of the said publication shall have to be submitted for institutional records. Approved papers shall be submitted for publication in refereed/reviewed journals recommended by the Research and Publication Committee. Further, approved publications alone shall be considered for Research/Publication awards.
36. Employees of DET are encouraged to offer consultancy services to external agencies after seeking prior approval of the management. Revenue generated from the approved consultancy assignments shall be shared between the employee and the institute in accordance with the policy in vogue at the time. Violation, if any, shall invite disciplinary action under DET Service Rules.
37. Writing books/monographs, lecture notes, help books or lessons on any topic or subject for any publisher or external academic agency other than DET, shall require the written consent of the management.
38. Every employee to be discharged from the service of DET shall be required to produce a 'No Due Certificate' from the office countersigned by his/her respective HOD/Principal after clearing his/her outstanding payments/advances/collections and after handing over his/her charge (library, canteen, laboratory, records, results, answer sheets and other documents etc.) to a person nominated. The settlement of full and final dues of employee shall be kept on hold till the time the employee hands over his/her charge to the nominated officer and produces 'No



Due Certificate" from the office. This document will stand frozen in case the regular "No Due Certificate" and other formalities are not completed within 45 days of leaving their services and no claim shall be entertained thereafter on this account.

10. The claims of employees such as pay, security etc. shall be settled within a period of 30 days whereas EPF claims and gratuity, if any, will be cleared as per the norms of the respective agencies from the date of submission of the "No Due Certificate". In case, the payments get delayed due to administrative reasons, non compliance or non cooperation of the employee, no interest penalty shall be paid for such a delay.
20. The Management reserves the right to amend, modify, relax or alter service rules mentioned above, in order to meet the needs of the institution.
41. Should a dispute arise in the implementation of these rules, interpretation of the Chairman/Director/Competent Authority shall be binding and final.
42. In case of any dispute regarding any matter related to any employee, the service rules and other conclusions/ regulations in force at the time of working shall be binding on the employee.
43. If a particular case does not fall under the ambit of the above service rules, the matter shall be decided on the merits of the case by the Secretary/ Chairman.

44. Repeal

- a) Dogra Educational Trust service rules, herein before in force, inconsistent with these rules shall stand repealed.
- b) These promulgated "Dogra Educational Trust Service Rules, 2015" however, shall not prevail over rules which have been passed specifically for particular categories of employees to the extent of inconsistency.

45. Savings

All actions taken and orders passed under the repealed rules, notifications and orders shall be deemed to have been passed under these service rules.




Secretary
Dogra Educational Trust
Bari Brahmana, Samba - 181133

DOGRA DEGREE COLLEGE

Ph: 01923-220063
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(Recognised by J&K Govt. & Affiliated to the University of Jammu)
"Dogra Educational Complex"

BASSI KALAN, BARI BRAHMANA, JAMMU (J&K) - 181135

Website : www.dogradegreecollege.com

E-mail ID : dogradegreecollege@gmail.com

Ref. No. DDC/2021/117

Dated 03 Mar 2021

The Director
Colleges Development Council
University of Jammu
Jammu

Subject : Request for approval of Panel of Experts for the Selection of Teaching Staff in
Dogra Degree College, Bari Brahmana

Respected Sir,

1. The Management of Dogra Degree College proposes the names of the following experts for the kind approval of the Hon'ble Vice Chancellor, University of Jammu, to conduct interview for the selection of Faculty in various subjects mentioned below to teach B.A, B.Com & BBA students.

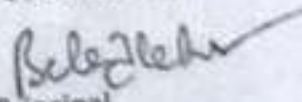
Ser No	Subjects	Subject Expert	Department
(a)	Commerce	Dr. Neetu Andotra Dr. Hardeep Chahal	Department of Commerce
(b)	English	Dr. Monika Sethi Dr. Sucheta Pathania	Department of English
(c)	Pol. Science	Prof. Baljit Singh Dr. Anurag Gangal	Department of Pol. Science
(d)	Environmental Science	Dr. Anil K Raina Dr. Raj Kumar Rampal	Department of Environmental Science
(e)	Management Studies	Dr. Alka Sharma Dr. Sameer Gupta	Department Of Management

2. It is requested to kindly get the panel approved for the selection of the faculty in the above mentioned subjects in respect of Dogra Degree College to teach B.A, B.Com & BBA Courses.

3. An early action is solicited, please.

Thanking you.

Yours sincerely,


Principal
Dogra Degree College



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Website : www.dogradegreecollege.com

E-mail ID : dogradegreecollege@gmail.com

Ref. No. DDC/2022/49

Dated 05th Feb. 2022

MINUTES OF THE UNIVERSITY SELECTION COMMITTEE

Proceedings and record note of the meeting of Selection Committee approved by the Vice Chancellor, vide University of Jammu letter No CDC/2021/4927-34 dated 22/03/2021 for the selection of faculty in respect of Dogra Degree College.

The meeting was held on 03rd February 2022 at 12:10 pm in the college premises to interview the candidates for the post of Lecturers in Environmental Science (01 Posts). These posts were advertised on 28/03/2021 and 07/11/2021 in the Daily Excelsior newspaper.

All the candidates were invited and the interview by the University Approved Selection Committee was held on 03rd February 2022 at 12:10 pm. The following members of the Selection Committee were present:-

- (a) Th. Gulchain Singh Charak
- (b) Prof. Rajni Kant
- (c) Prof. Satnam Kour
- (d) Prof. Piyush Malaviya
- (e) Prof. Raj Kumar Rampal
- (f) Mrs. Bela Thakur

- Chairman, Dogra Degree College
- Director, CDC, University of Jammu
- Nominee of the Vice Chancellor
- HOD, Department of Environment Science
- Department of Environment Science
- Principal, Dogra Degree College

On the basis of the academic qualifications and performance of the candidates in the interview, the selection committee recommended the following panel in order of merit for the appointment of lecturers in Commerce:-

Sl. No.	Subject	No of Candidates		Panel of Selected Candidates	
		Called	Attended Interview		
1	Environmental Science	06	06	Mohul Rajput	Panel-1
				Simran Devi	Panel-2
				— —	Panel-3

Those selected candidates who are not NET qualified should be advised to clear NET within the time period of one year from the date of appointment, otherwise their appointment is liable to be terminated after one year of their appointment. The appointment shall be made from the panel of the selected candidates as per the requirement of the college. The validity of the panel shall be 12 months.

The meeting ended with a vote of thanks to chair.

Dr. Gulshan Singh Charak, Chairman, DDC

Prof. Raju Kant, Director CDC, University of Jammu

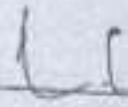
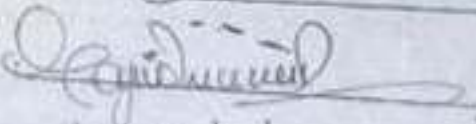
Dr. Sumat Dev Singh Charak, Secretary, DET

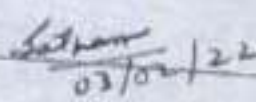
Prof. Sarwan Kaur, VC Nominee

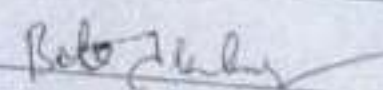
Prof. Piyush Malaviya

Prof. Raj Kumar Rampal

Dr. Deep Thakur, Principal, DDC





A DEGREE COLLEGE

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It is by J&K Govt. & Affiliated to the University of Jammu
"Dogra Educational Complex"

BASBI KALAN, BARI BRAHAMANA, JAMMU (J&K) - 181133
Website : www.dogradegreecollege.com
E-mail ID : dogradegreecollege@gmail.com

Ref. No. 72/2022/47

Dated 03rd Feb 2022

MINUTES OF THE UNIVERSITY SELECTION COMMITTEE

Proceedings and record note of the meeting of Selection Committee approved by the Vice Chancellor, vide University of Jammu letter No CDC/2021/4927-34 dated 22/03/2021 for the selection of faculty in respect of Dogra Degree College.

The meeting was held on 03rd February 2022 at 11:00 am in the college premises to interview the candidates for the post of Lecturers in English (02 Posts). These posts were advertised on 28/03/2021 and 07/11/2021 in the Daily Excelsior newspaper.

All the candidates were invited and the interview by the University Approved Selection Committee was held on 03rd February 2022 at 11:00 am. The following members of the Selection Committee were present:-

- | | |
|---------------------------------|---|
| (a) Th. Gulchain Singh Charak | - Chairman, Dogra Degree College |
| (b) Prof. Rajni Kant | - Director, CDC, University of Jammu |
| (c) Prof. Satnam Kour | - Nominee of the Vice Chancellor |
| (d) Prof. Shiv Dev Singh Manhas | - Dean, Department of Arts & Oriental Languages |
| (e) Prof. Monika Sethi | - HOD, Department of English |
| (f) Mrs. Bela Thakur | - Principal, Dogra Degree College |

On the basis of the academic qualifications and performance of the candidates in the interview, the selection committee recommended the following panel in order of merit for the appointment of lecturers in English:-

Those selected candidates who are not NET qualified should be advised to clear NET within the time period of one year from the date of appointment, otherwise their appointment is liable to be terminated after one year of their appointment. The appointment shall be made from the panel of the selected candidates as per the requirement of the college. The validity of the panel shall be 12 months.

Th. Gulcham Singh Charak, Chairman, DDC

Prof. Rajni Kant, Director CDC, University of Jammu

Kr. Samar Dev Singh Charak, Secretary, DET

Prof. Satnam Kour, VC Nominee

Prof. Shiv Dev Singh Manhas

Prof. Monika Sethi

Mrs. Usha Thakur, Principal, DDC

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Самодушев

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Satnam
03/02/22

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DOGRA DEGREE COLLEGE

Ph: 01923-220063
01923-220600

(Recognised by J&K Govt. & Affiliated to the University of Jammu)
"Dogra Educational Complex"

BASSI KALAN, BARI BRAHAMANA, JAMMU (J&K) - 181133

Website : www.dogradegreecollege.com

E-mail ID : dogradegreecollege@gmail.com

Ref. No. DDC/2022/18

Dated 03rd Feb 2022

MINUTES OF THE UNIVERSITY SELECTION COMMITTEE

Proceedings and record note of the meeting of Selection Committee approved by the Vice Chancellor, vide University of Jammu letter No CDC/2021/4927-34 dated 22/03/2021 for the selection of faculty in respect of Dogra Degree College.

The meeting was held on 03rd February 2022 at 11:30 am in the college premises to interview the candidates for the post of Lecturers in Commerce (03 Posts). These posts were advertised on 28/03/2021 and 07/11/2021 in the Daily Excelsior newspaper.

All the candidates were invited and the interview by the University Approved Selection Committee was held on 03rd February 2022 at 11:30 am. The following members of the Selection Committee were present:-

- (a) Th. Gulchain Singh Charak
- (b) Prof. Rajni Kant
- (c) Prof. Satnam Kour
- (d) Prof. Hardeep Chahal
- (e) Mrs. Bela Thakur

- Chairman, Dogra Degree College
- Director, CDC, University of Jammu
- Nominee of the Vice Chancellor
- HOD, Department of Commerce
- Principal, Dogra Degree College

On the basis of the academic qualifications and performance of the candidates in the interview, the selection committee recommended the following panel in order of merit for the appointment of lecturers in Commerce:-

Ser No	Subject	No of Candidates		Panel of Selected Candidates	
		Called	Attended Interview		
1	Commerce	10	07	Alka Devi Shivani Kashyap Rachana Devi Priya Sharma	Panel-1 Panel-2 Panel-3 Panel-4 Panel-5

Those selected candidates who are not NET qualified should be advised to clear NET within the time period of one year from the date of appointment, otherwise their appointment is liable to be terminated after one year of their appointment. The appointment shall be made from the panel of the selected candidates as per the requirement of the college. The validity of the panel shall be 12 months.

The meeting ended with a vote of thanks to chair.

Th. Gulchain Singh Charak, Chairman, DDC

Prof. Rajni Kant, Director CDC, University of Jammu

Kr. Sarnar Dev Singh Charak, Secretary, DET

Prof. Satnam Kour, VC Nominee

Prof. Hardeep Chahal

Mrs. Bela Thakur, Principal, DDC

[Handwritten signatures and dates]
 1. *[Signature]*
 2. *[Signature]*
 3. *[Signature]*
 4. *[Signature]* 23/02/22
 5. *[Signature]* 02/02/22
 6. *[Signature]*



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DOGRA DEGREE COLLEGE

Ph. : 01923-220063
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(Recognised by J&K Govt. & Affiliated to the University of Jammu)
"Dogra Educational Complex"

BASSI KALAN, BARI BRAHAMANA, JAMMU (J&K) - 181133

Website : www.dogradegreecollege.com

E-mail ID : dogradegreecollege@gmail.com

Ref. No DDC/2022/35

Dated 31/01/2022

Prof Versha Mehta
Dean, Department of Commerce
University of Jammu

Subject: Meeting of the Selection Committee

Respected Madam,

I am to inform you that the meeting of the Selection Committee of Dogra Degree College approved by the Vice Chancellor to interview the candidates for the post of lecturer in Commerce will be held on 03rd February 2022 i.e., Thursday from 11:00 am onwards in College premises.

It is requested to kindly make it convenient to participate in the deliberations of the Selection Committee on the above mentioned date and time.

With profound regards

Yours sincerely

Bele Shah

Principal
Dogra Degree College

Could not attend due to COVID



DOGRA DEGREE COLLEGE

Ph. : 01923-220061
01923-220694

(Recognised by J&K Govt. & Affiliated to the University of Jammu)
"Dogra Educational Complex"

BASSI KALAN, BARI BRAHAMANA, JAMMU (J&K) - 181133

Website : www.dogradegreecollege.com

E-mail ID : dogradegreecollege@gmail.com

Ref. No DDC/22/34

Dated 31/01/22

Prof Raj Kumar Rampal
Department of Environment Science
University of Jammu

Subject: Meeting of the Selection Committee

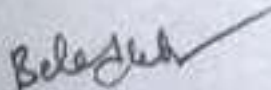
Respected Sir,

I am to inform you that the meeting of the Selection Committee of Dogra Degree College approved by the Vice Chancellor to interview the candidates for the post of lecturer in Environment Science will be held on 03rd February 2022 i.e., Thursday from 11:00 am onwards in College premises.

It is requested to kindly make it convenient to participate in the deliberations of the Selection Committee on the above mentioned date and time as subject expert nominated by the Chairman Dogra Degree College and approved by the Vice Chancellor, University of Jammu.

With regards

Yours sincerely


Principal
Dogra Degree College



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DOGRA DEGREE COLLEGE

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Ph. : 01923-220063
01923-220009

Ref. No DDC/2022/36

Dated 31/01/2022

Prof Shiv Dev Singh Manhas
Dean, Department of English
University of Jammu

Subject: Meeting of the Selection Committee

Respected Sir,

I am to inform you that the meeting of the Selection Committee of Dogra Degree College approved by the Vice Chancellor to interview the candidates for the post of lecturer in English will be held on 03rd February 2022 i.e., Thursday from 11:00 am onwards in College premises.

It is requested to kindly make it convenient to participate in the deliberations of the Selection Committee on the above mentioned date and time.

With profound regards

Yours sincerely

Principal
Dogra Degree College



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Website : www.dogradegreecollege.com

E-mail ID : dogradegreecollege@gmail.com

Ph : 01923-220001
01923-220002

Ref. No. DDC/2022/29

Dated 29/01/22

Director CDC
University of Jammu
Jammu

Subject: Intimation for conduct of selection committee for appointment of teaching faculty in Dogra Degree College

Respected Sir

1. This is for the kind information of your office that the selection committee for the appointment of teaching faculty in Dogra Degree College in the subject of Commerce, English and Environmental Science is proposed to be held on 03rd of February 2022 held on Thursday.
2. As per your letter no. CDC/2021/4927-34 dated 22/03/2021 nominee of the Vice Chancellor (Prof. Satnam Kour) & subject expert for English (Prof. Monika Sethi, HOD English) for Environmental Science (Prof. Raj Kumar & Prof. Peeyush Malaviya, HOD Environmental Science) for Commerce (Prof. Hardeep Chahal, HOD Commerce on behalf of Prof. Neetu Andotra) have been approached for their consent.
3. It is requested to kindly make it convenient to participate in the deliberations of the Selection Committee on the above mentioned date and time and kindly grant us the permission to go ahead with the same.

Regards

Principal
Dogra Degree College



UNIVERSITY OF JAMMU,
(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)
JAMMU-180006 (INDIA).
COLLEGE DEVELOPMENT COUNCIL

No.CDC/2021/117-34.
Dated: 22/03/2021.

Joint Registrar

To

The Principal,
Dogra Degree College,
Samba.

Sir,

Please refer to your letter No. DDC/2021/117 dated 08.03.2021 regarding approval of panel and nomination of nominees of the Vice-Chancellor on the Selection Committee for appointment of teaching faculty.

In this connection, as per statute 22.2(A) of the amended Statutes governing Affiliation of Colleges and other Institutions, notified vide notification No. 5 of 2014 dated 15.01.2014 under endorsement No. Coord./Statutes/14/4440-4539 dated 15.01.2014, the constitution of Selection Committee for appointment of Assistant Professor/ Physical Instructor/ Librarian is as under:-

- (i) Chairperson of the Governing Body /Managing Committee of the College to be the Chairperson of the Selection Committee, and in the absence of the Chairperson, the Dean of the concerned Faculty shall act as Chairperson of the Selection Committee.
- (ii) Dean of the Faculty concerned.
- (iii) Head of the Department or Senior Professor from the University (of concerned subject)
- (iv) Two nominees of the Vice-Chancellor of the University of whom one should be a Subject expert.
- (v) Two Subject experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor.
- (vi) Principal of the concerned college.



UNIVERSITY OF JAMMU,
(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)
JAMMU-180006 (INDIA).
COLLEGE DEVELOPMENT COUNCIL

No.CDC/2021/
Dated :

Joint Registrar

The Director, Colleges Development Council is Ex-officio member of the selection committee for the selection of teachers in Private Colleges affiliated to the University.

Further, I am to inform you that the Vice-Chancellor is pleased to approve the panel of subject experts submitted by you in terms of clause (v) and also nominate the following in terms of clause (iv) referred above:

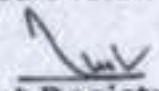
1. Prof. Satnam Kour (Nominee of the Vice Chancellor)

Subject Experts:

Commerce:	Prof. Neetu Andotra
English:	Prof. Monika Sethi
Political Science:	Prof. Anurag Gangal
Environment Science:	Prof. Raj Kumar
Management:	Prof. Sameer Gupta

You are requested to arrange the meeting of the Selection Committee in accordance with the above statutes. The panel approved by the Vice-Chancellor shall remain operative for one year only.

Yours faithfully,


Joint Registrar (CDC)

Copy to:-

1. Spl. Secretary to Vice Chancellor.
2. Sr. P.A. to Director(CDC).
3. Concerned members

DOGRA EDUCATIONAL TRUST
CHARAK BHAWAN, SHASTRI NAGAR JAMMU (J&K).

LEAVE RULES

1. Short Title and Commencement

These Rules be called "**Dogra Educational Trust, Leave Rules 2015**". These shall come into force from the 1st of April 2015 and shall apply to the employees working in the DET Group of Colleges.

2. Extent of Application

Save as otherwise provided, these Rules shall apply to all employees working in the DET and its different wings / departments as defined in the DET Service Rules 2015.

3. General

- a). The Year for the purpose of calculation of leaves shall be from 1st April to 31st March.
- b). Leave cannot be claimed as a matter of right. When the exigencies of the institute so require, leave of any kind may be refused or revoked by the competent authority.
- c). Leave shall be sanctioned on the criterion of urgency and justification, depending upon the merits of each case. Leave got sanctioned in advance shall have priority over others who submit their applications late. Normally, leave of any kind is to be got sanctioned in advance from the competent authority.
- d). The Management reserves the right to cancel the sanctioned leave of an employee in the interest of the institution.
- e). Any violation of leave rules will subject an employee to disciplinary action i.e. warning, penalty, suspension and even termination of services. The decision of the management shall be final and binding in such cases.
- f). Ignorance of leave rules shall not be regarded as an excuse under any circumstances. Every employee is expected to have read the leave rules before or after joining service in the institute. Further, employees are required to be fully aware of the Leave rules in force at all times.
- g). An employee proceeding on any kind of leave is required to cooperate with the Management in ensuring that alternate arrangements have been made for the leave period so that the work entrusted to the employee does not suffer. Further, he/she will ensure that adequate arrangements are made in consultation with HOD, Principal and are made known to the concerned colleagues/teachers/officers.



- h). Prior submission (at least a fortnight earlier, is required for availing of long leaves, e.g., privilege leave (half pay), sabbatical leave, maternity leave/ study leave etc. No long leave cases at a short notice shall be entertained. To avail any other kind of leave for a period exceeding 7 days shall require the applicants need to submit their leave applications at least 10 days in advance.
- i). An employee availing of privilege leave (half pay leave), sabbatical leave/maternity leave/study leave, compensatory leave, and leave without pay shall be required to submit a joining report in the office of the Director prior to resuming his/her duties.
- j). An employee desiring to proceed on leave or seeking extension of his/her leave must submit leave application on the prescribed proforma duly signed by him/her to the competent authority of the institute. Request for leave on telephone to Principal/Registrar/Competent Authority is allowed only in emergencies and must be followed by an application signed by the concerned employee for formal grant of leave which should be submitted /e-mailed within 24 hours after expiry of the leave. In the application/e-mail, the employee shall explain the circumstances due to which he/she could not submit leave application before or at the time of proceeding on leave. The competent authority/HOD is required to record the leave requested on telephone. In the leave register maintained.
- k). Unless the Competent Authority approves of extension in leave, an employee who remains absent after the end of the sanctioned leave will be treated as on leave without pay for the extended period (non-sanctioned) calculated under Rule 4.8 of the Leave rules. The Director/Joint director may, however, grant casual leave for the said period on the merits of each case provided the casual leaves are due to him/her under rules.
- l). No employee in the service of the institution will be allowed to appear in any interview/examination in any capacity during service which involves grant of leave for preparation, practice, contact programme or appearance in the examination, without prior permission in writing from the Management. Any contravention of this rule shall invite strict disciplinary action. Application for pursuing studies through regular, part time, open learning modes, weekend and sandwich courses leading to enhancement of professional competency etc. for contribution towards the better functioning of the institution, will, however, be considered on merits of each case provided the management receives such application at least fifteen days before applying for a course and the applicant has followed the procedure laid down for grant of permission (Refer to item 2(7) of the Service Rules).
- m). An employee who is transferred from teaching to non-teaching category or vice-versa shall be governed by the leave rules of that category from the date of transfer.
- n). The total period of leave without pay granted to an employee in one or more spells of time during the year shall extend the date of his/her annual increment as defined below.
- i). Leave without pay granted to the extent of fifteen days in a year shall not defer the date of annual increment.
 - ii). Leave without pay granted for more than fifteen days up to thirty days in aggregate, shall defer the date of increment by one month.



- iii) Leave without pay granted for more than thirty days up to sixty days in aggregate shall defer the date of increment by two months for the leaves taken in excess of two months or more.
- iv) Leave without pay granted for more than sixty days to any category of employee shall defer the date of increment proportionately.

4. Types of Leave

- (i) Casual Leave
- (ii) Privilege Leave (Half Pay Leave)
- (iii) Study Leave
- (iv) Maternity Leave/ Child Adoption Leave
- (v) Sabbatical Leave
- (vi) Compensatory Leave
- (vii) Vacation
- (viii) Leave without Pay

4.1. Casual Leave

- a) Ordinarily, casual leave will not be sanctioned unless the urgency/reason is specified and the leave is got sanctioned before proceeding on leave. However, in unforeseen circumstances justifying the absence of the employee from duty, casual leave may be availed without prior notice if the telephonic message/e-mail/SMS etc. is conveyed to competent authority/Principal/HOD well in time. This should be followed by a written leave after resuming duties. Verbal message conveyed through any other employee of the institute shall not be valid, liability to do so would be dealt under Rule 4.1(e) of the Leave rules.
- b) Casual leave may be granted to teaching and non-teaching employees of level-I and level-II for a period not exceeding 15 days in a year in aggregate. In the first twelve months of service, an employee can avail of casual leave @ 1 day after completion of each month of service.
- c) All casual leave applications will be either 'sanctioned' or 'not sanctioned'. Leaves not sanctioned and availed unauthorizedly shall lead to deduction of two days' pay for each day of unauthorized absence.
- d) The number of casual leaves taken at a time after the completion of 1 year of service shall not exceed 06 working days in case of teaching and non-teaching employees of level-I and level-II provided the leave is due to them.
- e) Casual leave accumulated under rule 4.1(b) to the credit of an employee till date in any year of service may be availed in subsequent months of the same year/session. Unutilized casual leave at the end of the year may be encashed to the extent of 50% provided it is not less than 06 days in case of teaching and non-teaching employees of level-I and level-II on production of a certificate from the Principal/ HOD to this effect.
- f) Half day casual leave is permissible and shall not exceed 03 hours and 04 hours duration in case of teaching and non-teaching staff respectively.
- g) An employee will be permitted either to prefix or suffix four days casual leave with Summer or Winter vacation in exceptional circumstances only viz. peak day, traffic, illness etc. However, if an employee proceeds on an overseas trip, it will be open for the management to allow him/her leave without pay for a longer period.

depending upon the exigencies of the case. However, such an extension cannot be coupled with any other kind of leave and can be availed more than once in three years.

4.2. Privilege Leave (Half Pay Leave)

A confirmed employee shall be entitled to a privilege leave (half pay leave) up to fifteen days in a year on medical and other genuine grounds (to be specified). However, an employee who leaves the place of duty without prior approval shall not be entitled to this benefit. Employees working on ad hoc, temporary and contractual basis are not entitled to any privilege (half pay) leave. Further, this leave will not be allowed to be combined with any other kind of leave except maternity leave/child adoption leave.

4.3. Study Leave

- a) Study leave for higher studies or training will be admissible to a confirmed employee who is deputed for the purpose by the Management with the objective that successful completion of higher study or training would enhance the capacity and outlook of the employee in giving better performance in the institution. However, the study leave cases shall be governed by the sponsorship policy, if any, notified separately for each department and the employee would have to execute a formal agreement on a stamp paper duly notarized to satisfy/fulfill conditions mentioned under 3(g) & (h) with the management before proceeding on the study leave.
- b) Study leave is admissible to confirmed employees and to those who are not likely to retire within 3 years after their return from study leave.
- c) Study leave will be admissible for not more than three times during the tenure of entire service and the gap between two such leaves will not be less than three years.
- d) Mere eligibility for study leave will not automatically entitle an employee for availing study leave. The decision to depute an employee for study leave will solely rest with the Management and the employee will have to abide by the decision whether favorable or otherwise.
- e) Failure of an employee to proceed on study leave after the leave is granted or discontinuing studies in between due to any reason or non appearance in final examination and/or failure therein will lead to disciplinary action.
- f) An employee on study leave will be allowed to draw his/her salary ranging from 25% to 100% depending upon the type of course and pace of study at the discretion of the Management. Any scholarship/ remuneration/ allowance received by the employee from any other source during study leave shall be deducted from his/her study leave salary/benefits.
- g) If an employee (a) does not show satisfactory performance during the study leave period or (b) fails to successfully complete the course/programme for which study leave was sanctioned, or (c) fails to rejoin his/her duty after successful completion of the course/study leave, or (d) fails to serve the institute for a period of three years after his/her return from study leave, he/she shall be liable to refund the whole amount incurred by the institute. The leave salary, increment and other benefits paid to him/her by the institute during study leave period shall also be recovered in full from him/her. Each employee desirous of availing the study leave shall have to execute a formal

kind undertaking stating the above conditions on a stamp paper of appropriate value duly retained before proceeding on study leave.

- i) The period for which salary is paid during study leave shall not exceed six months or sanctioned pay. Period in excess of the above duration, if any, will be treated as study leave without pay. The period of study leave may be extended upto twenty four months if the management so deems fit depending upon merits of each case. Further extension, if any, may be permitted in case of employees completing Ph.D programme only, but it shall not exceed thirty six months in any case.
- ii) Salary and dues during study period shall be released to the employee after resuming duties on completion of study leave and shall be released in instalments with the monthly salary.
- iii) During study leave period, the seniority and the date of increment of an employee shall remain unchanged.

4.4. Maternity Leave/ Child Adoption Leave

- a) A confirmed female employee may be granted maternity/child adoption leave by the Competent Authority which may extend upto sixty days from the date of its commencement/date of legal adoption. During maternity leave/child adoption leave she shall be paid leave salary equal to the salary drawn immediately before proceeding on leave. A temporary female employee may be granted maternity leave/ child adoption leave with 25% pay by the Competent Authority which may extend upto sixty days from the date of its commencement/ date of legal adoption. However, adhoc/contractual employees are not entitled to maternity leave/ child adoption leave.
 - b) Maternity Leave / child adoption leave may be combined with vacation/ privilege leave (half pay leave) upto a period of thirty days so that the total period of combined leave does not exceed ninety days subject to the production of Medical certificate to the effect that the health condition of the mother or the new born baby is such that further medical treatment and complete rest/care is absolutely necessary. In case of adopting mother, the leave shall also be extended up to thirty days if there is an absolute need for the same and justification is given thereof.
 - c) Notwithstanding any rule which states otherwise, Institution's liability for payment of salary during the maternity/adoption leave is limited to a maximum of ninety days irrespective of the length of the period of leave under the above category.
 - d) Maternity leave/ child adoption leave shall be sanctioned in favour of an applicant only if the application is supported by a Medical certificate from a qualified and authorized Medical Practitioner/ certificate of legal adoption as the case may be.
 - e) The benefit of the maternity leave ceases if the female employee has already availed of this leave on two such occasions during her service tenure. Child adoption leave is granted once during the service tenure.
- No maternity leave and benefits there under are admissible in case of miscarriage.



4.5. Sabbatical Leave

Sabbatical leave up to one year duration (including summer and winter breaks) can be granted to a confirmed employee (in the grade of Professor/Associate Professor or equivalent) only to enable him/her to travel or study in India or abroad, who has put in five years of uninterrupted service in the institution. Sabbatical leave will be granted by the competent authority when no other leave is due to him/her and when granting such leave is in the interest of the institution. Proceeding on such a leave unilaterally, without proper prior sanction would, however, lead to discontinuation of services. The total duration of sabbatical leave during the entire tenure of service will not exceed four years while the upper limit for sabbatical leave at one time will not exceed one year at a stretch (to be computed at the rate of one year sabbatical leave for 5 years service). During sabbatical period, the seniority and date of increment shall remain unchanged. In case, the sabbatical leave is utilized for furthering institutional objectives, some honorarium may be sanctioned in favour of the employee at the discretion of the management. Employees wishing to avail of sabbatical leave shall have to submit an application along with undertaking on a stamp paper duly notarized at least one month earlier along with the necessary supporting documents justifying the case.

4.6. Compensatory Leave

1. All employees are entitled to compensatory leave when recalled/detained for official/examination duty during holidays and vacation. The period of retention on duty shall be regulated in accordance with the guidelines in force. The compensatory leave granted to employees shall be availed during the same year and shall not be carried forward. This leave will be permissible in case of employees whose names are recommended by their respective HODs/Principals and approved by the competent authority prior to being recalled on duty. However, the period of retention on duty shall be regulated as under:-

- | | | |
|----|--------------------------------------|--|
| a) | For duty more than six hours a day. | - One day compensatory leave. |
| b) | For duty up to six hours a day. | - Half day compensatory leave for each day of duty. |
| c) | For duty on remunerative assignments | - One day compensatory leave in lieu of three days duty. |

4.7. Vacation

- (i) For the teaching staff who have completed one year of service in the institute, upto 45 days vacation on full pay (including both summer and winter) in a year shall be granted.
- (ii) All non-teaching employees of level-I who have completed one year of service will be entitled to a vacation of thirty days in a year on full pay.
- (iii) All non-teaching employees of level-II who have completed one year of service will be entitled to a vacation of fifteen days in a year on full pay.
- (iv) Proportionate salary for the vacation will be admissible to both teaching and non-teaching staff members of level-I at the rate of 2.5 days' pay for each completed month of service before summer vacation. However, in case of non-teaching employees of level-II, proportionate salary for vacation will be admissible at the rate of 1.25 days' pay for each completed month of service before summer vacation. The rest of the period shall be treated as vacation without pay.

(vi) In any year, if an employee whether teaching or non-teaching avails no or a portion of the vacation admissible to him/her under the orders of the competent authority, he/she shall be entitled to avail of the remaining period of vacation within the same academic year.

(vii) For administrative and academic convenience, the vacation may be granted to some selected employees in two parts at the discretion of the management depending upon the requirements of the institution.

(viii) An employee associated for a specific period of time or on specific assignment shall not be entitled for any vacation and will be paid honorarium for working days only including Sundays and institutionally approved holidays.

4.8. Leave without Pay

Leave without pay can be granted to an employee by the competent authority when no other leave is due to him/her. The duration and terms of such a leave shall be decided by the competent/sanctioning authority depending upon the merits of each case. Un-authorized leave shall be treated as defined under Rule 4.1 (c) of DET Leave Rules 2013.

5. Maintenance of Leave Record

- a) A proper leave record shall be maintained in the office of the Principal/HOD in which the employee is working. At the end of every month, a computerized leave record of every employee duly authenticated by the Principal/HOD (in case there is no Principal) shall be sent to the Director's office so as to reach the office by the last working day.
- b) Non-teaching employees of Levels I and II and the employees appointed on contractual basis: Principals, HODs, Registrar and other officers of similar rank in the Institution shall have their leave of all kinds sanctioned from the Director or an officer nominated by the Director with the approval of the Secretary DET. Record of such leave shall be maintained by the Central Office of DET (Sr. S.O) who will forward a consolidated attendance statement to the Director indicating kind of leave of the above employees at the end of the month.
- c) For all leaves other than casual leaves, the sanctioning authority will be Director. However, such leaves shall be routed through the Registrar/Principal/HOD of different departments. Moreover, title of leave and its admissibility under leave rules shall be verified before the leave cases are processed and submitted to the leave sanctioning authority. Unprocessed leave applications will not be entertained.
- d) The leave cases wherein production of Medical Certificate is required under Leave Rules, must be accompanied by a Medical Certificate duly signed by a qualified and authorized Medical practitioner / Officer.

6. Concluding Rules

These rules are in supersession of the previous leave rules. The management reserves the right to amend, alter, relax or modify these rules any time, if it is considered necessary.



16. In case of any dispute, the right of final interpretation of these leave rules shall rest with the Management of the Institute and its decision shall be considered final and binding on the employees.

17. If a particular case does not fall under the ambit of the above rules, the matter shall be decided on the merits of the case by the Director or Secretary / Chairman DET.

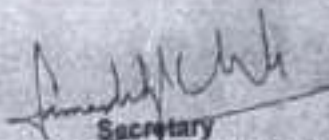
7. **Repeals**

Dogra Educational Trust Leave Rules and other instructions and orders issued from time to time which are inconsistent with these rules, stand repealed.

8. **Savings**

All the actions taken and orders passed under the repealed rules shall be deemed to have been taken / passed under these rules.




Secretary
Dogra Educational Trust
Bari Brahmana, Samba - 181133

DOGRA DEGREE COLLEGE
Bassi Kalan, Bari Brahmana, Samba
List of Faculty Registered for NDLI (2021-22)

No.	Name of the Employee	Address	Phone Numbers	Academic Qualification	Date of Birth	Nature of Appointment
1	Mr. Beta Thakur	Charak Nivas, Lane No. 20, Greater Kailash, Jammu	9018286859	MSc (Chemistry) NET, M.Ed	28 Nov 1979	Regular
2	Ms. Kirn Sharma	H. no. 109, W. no. 08, Batpur, Teh. Bari Brahmana, Distt. Samba	9018715450	M.L.B.T.Sc., PGD.L.A., MA (Psychology), B.Ed	02 July 1989	Regular
3	Mr. Anandhappa Sharma	H. No. 212 Dogra Mohalla Canal Road Jammu	9858608346	BBA & MBA (HR & Marketing) NET	22 May 1992	Regular
4	Mr. Rajinder Kumar	Ward. No. 12 H. No. 34 Bishnah Jammu	7298855349	M.Com, B.Ed, NET, SET	16 May 1992	Regular
5	Ms. Anushi Salathia	30-6/2, Chowgan Salathian, Panchirthi, Jammu	9103514358	MBA(Finance & Operations) NET	25 July 1993	Regular
6	Mrs. Sonu Gupta	H.No. 10, Sector 4, Nanak Nagar, Jammu	9296288937	MBA(Finance & HR)	02 Nov 1992	Regular
7	Ms. Kanchan Dobry	H. No. 853, Subash Nagar, Indira Chowk, Jammu	9556831145	M.A (History)	17 Jan 1993	Regular
8	Mr. Balwant Singh	Bakshi nagar (Jammu) Bhagan Singh Chowk	9682193631	M.A (Sociology), B.Ed, NET	13 Nov 1994	Regular
9	Ms. Anju Bala	B/o Ladore, Halqa, Marh	9086247509	M.A, B.Ed, NET, SET (Education)	18 April 1992	Regular
10	Ms. Shikha Gupta	H. No. 23, Sector A, Subash Nagar	9596668300	M.A(Economics), M.Ed	26 Jan 1989	Regular
11	Sanran Devi	Adlehar, Teh. Arnia, Distt. Jammu	9419214423	M.Sc, B.Ed	10 Oct. 1994	Contractual
12	Ms. Swati	H. No. 5A, Digiana Camp, Jammu	7051209723	M.Com	01 Jan 1988	Contractual
13	Ms. Shwani Kashyap	H. no. F 613, Resham Ghar Colony, Jammu	9086195932	M.Com, NET	18 May 1997	Regular
14	Ms. Priyanka Sharma	F-181, Jawahar Nagar, New Plot, Jammu	8716829995	M.A (English & Comparative Literature), B. Ed	01 March 1991	Regular
15	Ms. Aditi Khajuria	250/22 Greater Kailash, Jammu	9858389548	M.A (English Literature)	09 April 1994	Regular
16	Ms. Rachana Verma	VII, Katil, Distt. Samba	7006397547	M.Com, NET	07 June 1997	Regular
17	Mr. Navneet Charak	VIII, Laswara, P/o Deoli, Teh. Bishnah, Distt. Jammu	9858500057	M.A (Political Science), B.Ed	14 April 1995	Contractual
18	Ms. Nadia Sumbra	Sec-E, H. no. 141, Sainik Colony, Jammu	7889480703	B.Tech, MBA, PhD	20 Feb. 1988	Contractual
19	Mr. Rinkal Gupta	H. no. 87, Vikas Lane, Talab Tillo, Jammu	7006226749	M.Com, B.ED (final semester result pending)	01 March 1994	Contractual
20	Mehul Rajput	Bohri Chungi, Talab Tillo Jammu	9796425696	M.Sc	24 December 1995	Regular
21	Mr. Rohabh Bakshi	H. no. 231, Mohalla Naraian, Kachi Chawri, Jammu	8005096396	BBA, B.Ped & M.Ped	26 Feb. 1997	Contractual
22	Mr. Vishal Singh	VIII, Chak Astara, P/o & Teh. Bishnah, Distt. Jammu	7006313343	B.Com	20 Feb. 1996	Regular

DOGRA DEGREE COLLEGE
Bassi Kalan, Bari Brahmana, Samba

PRINCIPAL
DOGRA DEGREE COLLEGE
Bassi Kalan (Bari Brahmana),
Jammu-181135

**BROWSE E-RESOURCES
THROUGH NDLI,
E-VIDWAN, E-ACHARYA
PORTAL**

WORKSTATION FILLING

Computer monitor	1
System unit	1
Mouse	1
Keyboard	1
Printer	1
Scanner	1
UPS	1



 **GPS Map Camera**



HIVA CO

Google

Dogra Educational Complex

**Dogra Degree College Bari Brahmana, Dist. Samba,
Jammu. (J&K)-181133**

Lat 32.642603°

Long 74.902041°

03/09/22 11:44 AM

**BROWSE E-RESOURCES
THROUGH NDLI,
E-VIDWAN,E-ACHARYA
PORTAL**

DOGRA DEGREE COLLEGE

12th Bar College Bari Brahmana, Dist. Samba, Jammu

College Bar Bari Brahmana, Dist. Samba, Jammu

12th Bar College Bari Brahmana, Dist. Samba, Jammu

12th Bar College Bari Brahmana, Dist. Samba, Jammu

12th Bar College Bari Brahmana, Dist. Samba, Jammu

12th Bar College Bari Brahmana, Dist. Samba, Jammu

Dogra Educational Complex

Dogra Degree College Bari Brahmana, Dist. Samba, Jammu.

(J&K)-181133

Lat 32.642603°

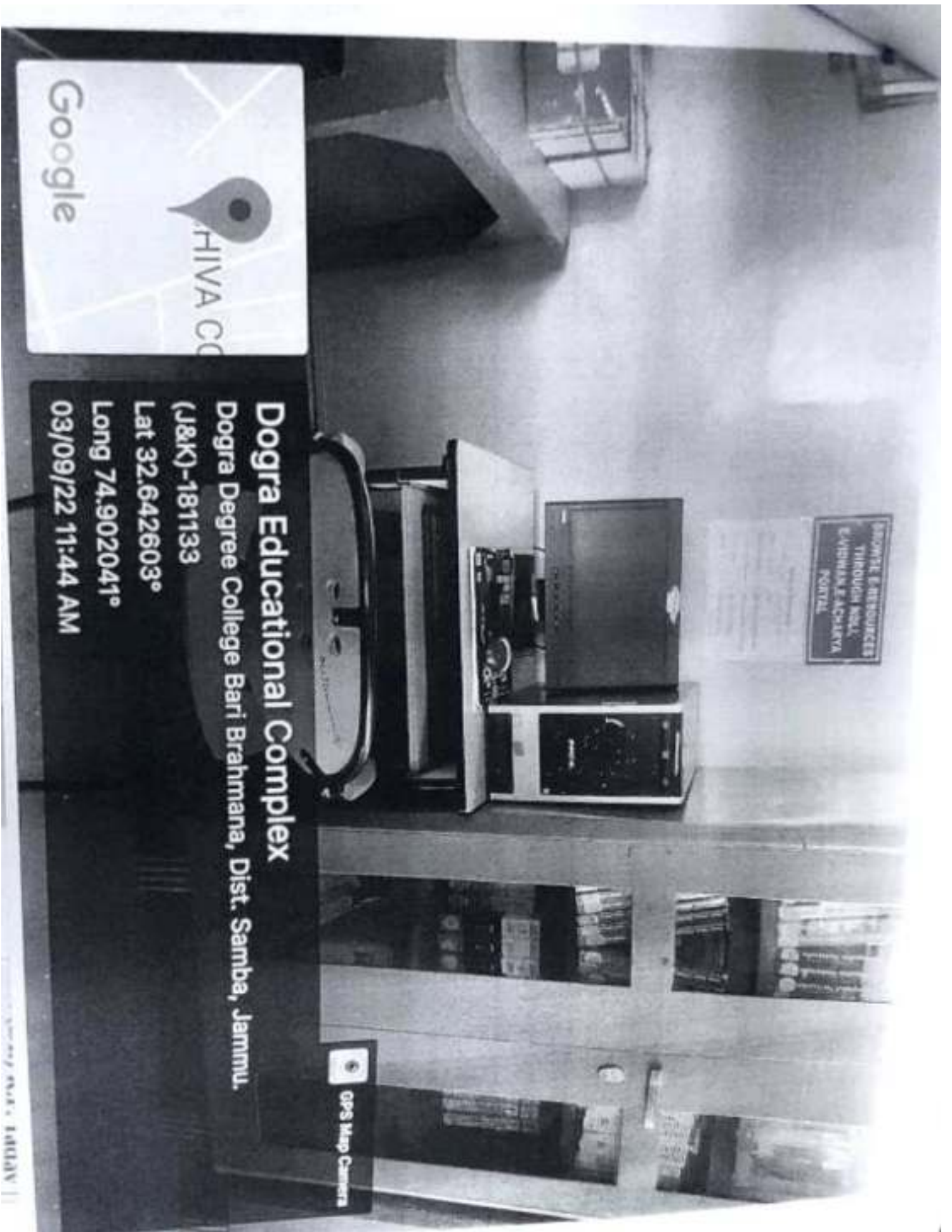
Long 74.902041°

03/09/22 11:44 AM



SHIVA CO

Google



SHOW ME E-RESOURCES
THROUGH NEW
EASYMAN E-ACADEMY
PORTAL

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OPS Map Camera

Google



GPS Map Camera

Dogra Educational Complex

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(J&K)-181133

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Long 74.902041°

03/09/22 12:14 PM



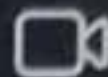
Google

Patron/Principal

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Vivek For...



TEACHERS FEEDBACK
against Students
submission is available
both in written form
and Voice recording as
well.

Download

[http://](http://www.web.wiseapp.live/download)

[www.web.wiseapp.live/
download](http://www.web.wiseapp.live/download)

Regards Vikas Gupta

9419215509

8:29 PM



24 Sep 2020



< 25



Vivek For...



measures have been taken to ensure the content and contacts of the institute and staff is not misused or put in public domain or used by the developer

1:11 PM ✓✓

Hello sir, as far as usage of WISE App is concerned, it is absolutely free.

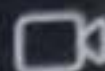
1:50 PM

 Forwarded

< 25



Vivek For...



26 Aug 2020

Hi, were you able to
explore our platform.

5:25 PM

Yes

I am planning to use
your app

10:16 PM ✓✓

And if required we can
plan for a Webinar by
experts for all teachers,
to make them familiar
with the APP. Regards

10:21 PM





A query about wise
app

I got your number from
Mr. Samar

And I am incharge of
Dogra Degree College,
Samba

My queries

#What will be the cost
an institute have to
bear for using app

#What security
measures have been
taken to ensure the
content and contacts



< 25



Vivek For...



the session Download

link: [https://
web.wiseapp.live/
download](https://web.wiseapp.live/download)

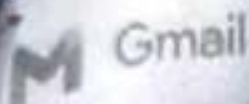
Please log in with your
phone number. Enter
your name and select
Teacher profile.

Join Zoom Meeting

[https://
us02web.zoom.us/j/
85794949353?
pwd=enkzakJMNm50
VXdjaTFWbWhlbFc4Q
T09](https://us02web.zoom.us/j/85794949353?pwd=enkzakJMNm50VXdjaTFWbWhlbFc4QT09)

3:42 PM





Principal ddc <principalddc@dograeducationstrust.com>

Fwd: Data for BULK registration for the session "2021-22" of DOGRA DEGREE College

Sat, Apr 2, 2022 at 3:07 PM

Kirti Sharma <kirti.sharma278925@gmail.com>
To: Dogra Degree College <dogradegreecollege@gmail.com>

Forwarded message

From: NDLI Support <ndli-support@itkgp.ac.in>
Date: Tue, 25 Jan 2022 at 15:05
Subject: Re: Data for BULK registration for the session "2021-22" of DOGRA DEGREE College
To: Kirti Sharma <kirti.sharma278925@gmail.com>

Dear Sir/Madam

The list you shared for registration, it has been uploaded (other than that if the e mail id has not been mentioned properly e.g

- 1) The entries where 2 mail ids mentioned in the same line,
- 2) Space with in or before after mail id or name,
- 3) ", " or "/" or "{}" mentioned in any field, @ mentioned more than one time,
- 4) @ mentioned in the wrong place,
- 5) @ mentioned in name field,
- 6) First Name field blank or any symbol mentioned,
- 7) Duplicate entries in case of email ids against same name or different name and
- 8) Already registered etc).

It is Expected that everyone will be receiving their username, password (if the email id is correct and the mail box is not full, otherwise it will be bounced back) in their respective registered e mail id with in 2-3 days. Everyone needs to check their spam folder also.

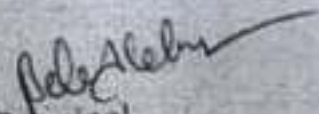
They need to login into the portal once to activate their account.
Thanks

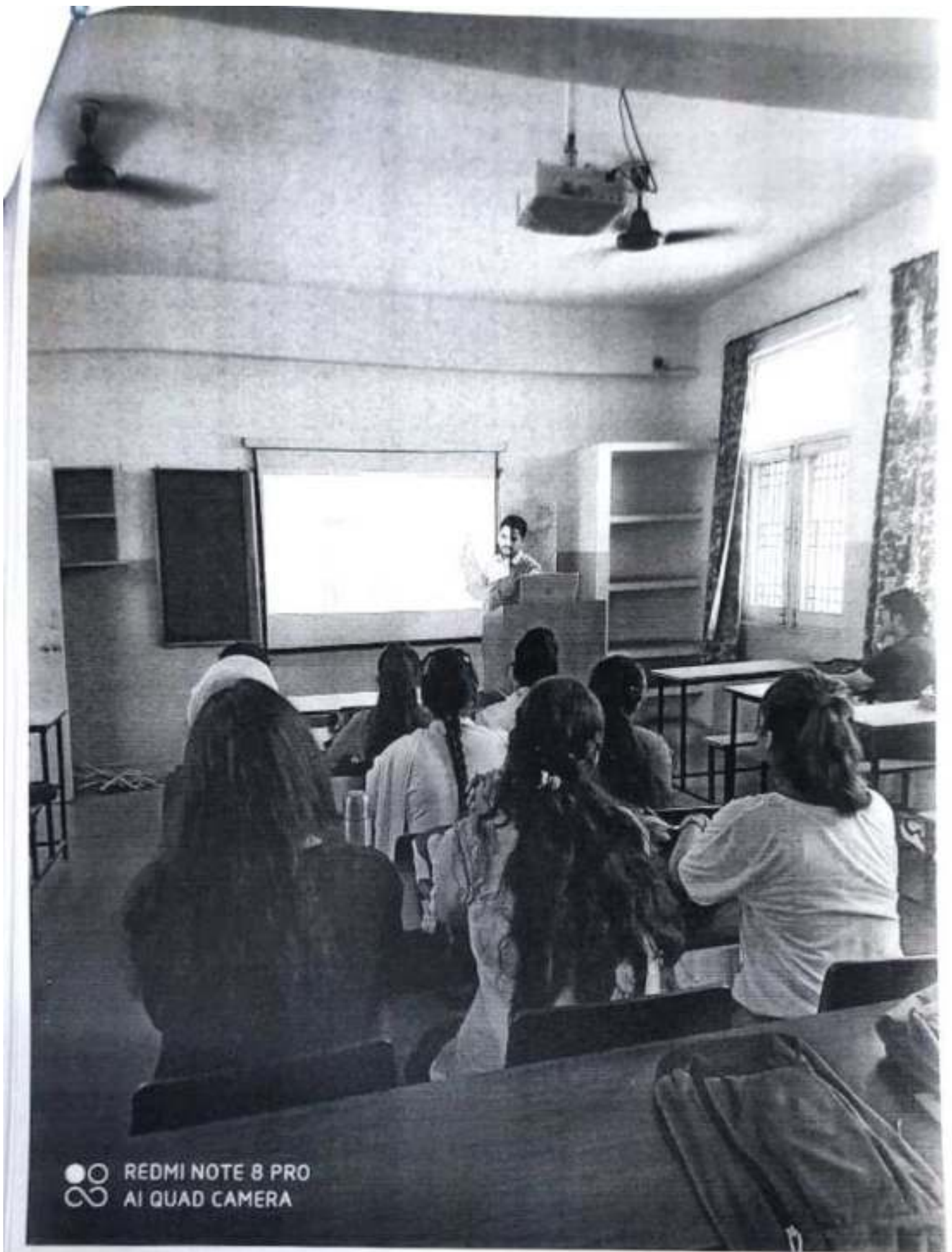
From: "Kirti Sharma" <kirti.sharma278925@gmail.com>
To: ndli-support@itkgp.ac.in
Sent: Tuesday, January 25, 2022 2:05:45 PM
Subject: Data for BULK registration for the session "2021-22" of DOGRA DEGREE College

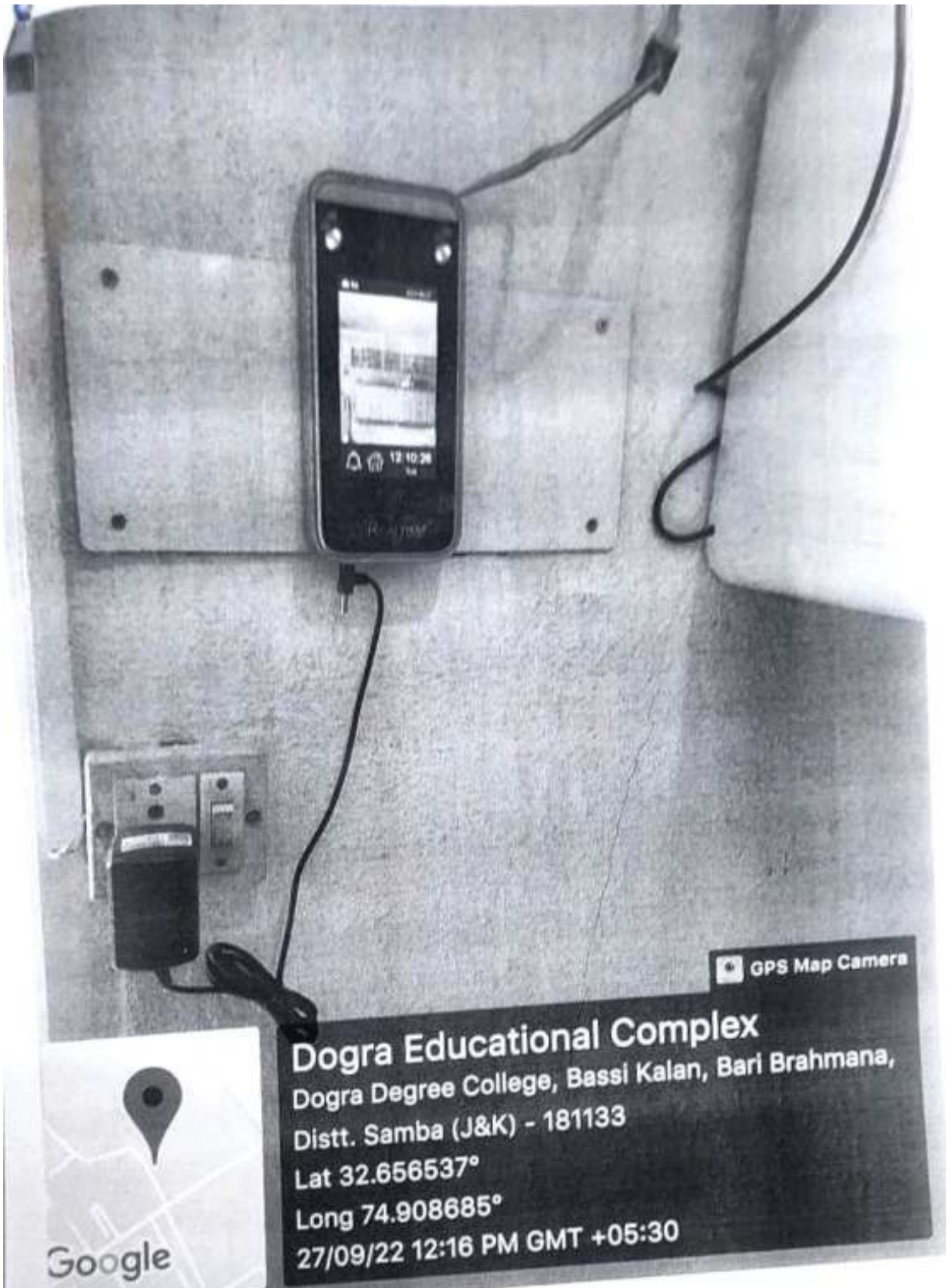
Respected Sir,
Kindly find the attached csv file & Registered our members through BULK Registrations.

With Regards,
Ms. Kirti Sharma
Librarian

LIBRARIAN
Dogra Degree College
Bari Brahmana, Samba


Principal
Dogra Degree College
Bassi Kalan, Bari Brahmana
Jammu-181133





GPS Map Camera

Dogra Educational Complex

Dogra Degree College, Bassi Kalan, Bari Brahmana,

Distt. Samba (J&K) - 181133

Lat 32.656537°

Long 74.908685°

27/09/22 12:16 PM GMT +05:30

Google

Powerpoint Presentation

CHALLENGES AND DILEMMAS POSED BY DIVERSITY

COMMUNALISM

Communalism refers to the narrowness of vision between different religious groups. It is a part of the problem. The rising separatist tendencies such as call for a Hindu national state, demand for separate states for Muslims, and other claims against inter-religious marriages threaten the secular fabric of Indian society.



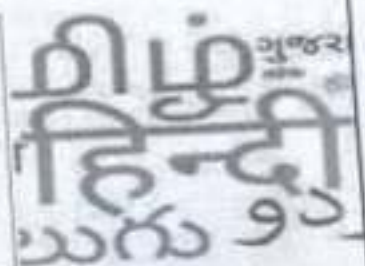
REGIONALISM

Regionalism: The demands of new states and even secession based on language (Gothland, Dnyandev) and ethnicity continue to rise the unity and integrity of nation.



LINGUISM

Linguism is a kind of linguistic nationalism. It is a demand for separate states on linguistic basis. The concentration of people for the promotion of their language. The demand for official language of the Government of India or that of states or the language of the people. Linguism leads to:
a) Regionalism
b) Demand for separate states
c) Erosion of national feeling.



CASTEISM

Casteism is considered as a social problem as it disturbs the social, governmental, political and democratic and poses the way for mutual group conflicts. Casteism is manifested in the form of clashes between various castes for higher share in the socio-economic privileges and power.



RACISM

Racism is the belief that groups of human beings differ in physical appearance and can be divided based on the superiority of one race over another.

The discrimination against people of North-east, people of South in northern states and the caste divisions is a clear violation of the article.



BUSINESS RESEARCH

RESEARCH IS...

- the application of the scientific method in searching for the truth
- a systematized effort to gain new knowledge



MEANING OF RESEARCH



- Research is an essential and powerful tool in leading man towards progress. Without systematic research there would have been very little progress.
- Word 'Research' - comprises of two words - 'Re' (search) and 'Search' (to search again).
- 'Re' is the prefix meaning 'again or over again or a new' and 'Search' is the latter meaning 'to examine closely and carefully' or 'to look and try'.
- So research means a systematic investigation or enquiry to gain new knowledge of the already existing facts.
- The study of conducting research is called Research Methodology.

What is Research ?

- According to John W. Best, "Research may be defined as the systematic and objective analysis and recording of controlled observations that may lead to the development of generalizations, principles or theories resulting in prediction and possibly ultimate control or action."
- Research fulfills the gap of knowledge.

Research Objective

- **General objective:** states what is expected to be achieved by the study in general terms.
- **Specific objectives:** It is possible (and advisable) to break down a general objective into smaller, logically connected parts.
- Specific objectives should specify what you will do in your study, where, and when.

The Objectives Of Research



1. To gain familiarity with a phenomenon or to achieve new insights into it.
2. To portray accurately the characteristics of a particular individual, situation or a group.
3. To test a hypothesis of a causal relationship between variables.
4. To find solution to theoretical and practical problems.

The primary purpose of Research

- To give answers to a questions,
- To solve problems,
- To explore phenomena,
- To establish facts, principles and laws which will help us generate new theory
- To ensure that the integrity, accuracy and reliability of the knowledge of a specific discipline is maintained which is necessary
- To attain the ultimate which is to advance the discipline
- research is conducted to gain a better understanding of something or someone or to provide a solution to a problem

BUSINESS RESEARCH



Business Research Defined

Business research is defined as the systematic and objective process of generating information for aid in making business decisions.
- including financial research, operational research, marketing research

- the application of the scientific method in searching for the truth about business phenomena
- not intuitive or haphazardly gathered and patient study and scientific investigation
- include defining business opportunities and problems, generating and evaluating ideas, monitoring performance, and understanding the business process
- designed to facilitate the managerial decision making for all aspect of the business (finance, marketing, human resources, etc.)
- an essential tool for management in all problem solving and decision making activities
- an aid to managerial decision maker not a substitute for it

the Importance of Research in Business Management

- Testing of new products
- Understanding enterprise development
- In-house research is required for professional and self development of the workers through training and mentoring
- Undertaking research can help a company avoid human failure
- Tracking the competition

GOVT. POST GRADUATE COLLEGE, BILASPUR, RAMPUR (UP)



7 Days Online National Workshop

On

NAAC : Seven Assessment Criteria for Accreditation

2nd to 8th August, 2020

Certificate



This is to certify that **Balwant Singh of Dogra Degree College** participant **I.D GDCBILASPUR/NAAC-5547** has actively participated in the **7 Days National workshop on NAAC : Seven Assessment Criteria for Accreditation 2nd to 8th August, 2020**

Dr. Avtar Dixit
Organizing Secretary

Dr. Neelima Singh
Coordinator

Prof. I.B. Mohapatra
Convener

Prof. (Dr.) R.P. Yadav
Patron/Principal

800-451-7000

All figures are in percentages.

Subject Name	1st Jan		2nd Jan		3rd Jan		4th Jan		5th Jan		6th Jan		7th Jan		8th Jan		9th Jan		10th Jan		11th Jan		12th Jan		13th Jan		14th Jan		15th Jan		16th Jan		17th Jan		18th Jan		19th Jan		20th Jan		21st Jan		22nd Jan		23rd Jan		24th Jan		25th Jan		26th Jan		27th Jan		28th Jan		29th Jan		30th Jan																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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160 pp., 1987
 160 pp., 1987
 160 pp., 1987

1998

[illegible]

Principal
Baptist College
Baptist College, Box 1111
Baptist College, Box 1111

1997

1000

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[illegible]



ST. NO. 2 /
7000 PLYWOOD DRIVE
MIDM

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Govt. of India)

CHALLENGING

This is to certify that

BALWANT SINGH

has participated in the online training programme on "Process Orientation Training Programme on Child Centre Disaster Risk Reduction," on 05 Jul 2021 to 07 Jul 2021 organized by National Institute of Disaster Management, Ministry of Home Affairs, Govt. of India in collaboration with NSS, University of Jammu.

Home Affairs, Govt. of India

Dr. Kumar Rakesh
Programme Officer
CCDIIR, NIDM

Prof. Santosh Kumar
Project Director
CICDR, NIDM

Prof. Manoj Kumar Dhar
Vice-Chancellor and Chairman NSS
Jorhat University

Maj Gen MK Bindal
Executive Director
NSRDC

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H. A. Ford
 Kantonian Pubing
 Above
 If they still exist

Student Name	1st Jan (08:00 AM - 41 min)	2nd Jan (10:02 AM - 42 min)	3rd Jan (08:03 AM - 40 min)	5th Jan (08:07 AM - 41 min)	7th Jan (01:01 AM - 43 min)	8th Jan (10:00 AM - 39 min)	10th Jan (10:00 AM - 35 min)	11th Jan (08:05 AM - 39 min)	12th Jan (08:06 AM - 37 min)	14th Jan (01:03 AM - 41 min)	15th Jan (08:09 AM - 40 min)	17th Jan (01:03 AM - 38 min)	18th Jan (08:03 AM - 38 min)	19th Jan (01:03 AM - 37 min)	21st Jan (08:03 AM - 41 min)	22nd Jan (01:04 AM - 37 min)	23rd Jan (08:02 AM - 42 min)	25th Jan (10:00 AM - 45 min)
Student Name 1	A	10	A	A	A	A	A	A	A	75	A	A	A	34	A	8	24	A
Student Name 2	90	A	10	90	74	96	54	85	53	88	A	34	102	A	84	7	11	11
Student Name 3	53	50	A	64	A	94	16	88	A	87	95	91	A	A	50	A	9	71
Student Name 4	75	50	110	34	A	95	13	57	81	10	A	15	121	A	57	95	A	1
Student Name 5	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	13	81	70
Student Name 6	A	110	40	A	39	47	17	67	53	85	60	A	A	A	74	57	57	59
Student Name 7	96	94	99	97	90	17	95	98	98	97	88	A	A	A	99	98	64	93
Student Name 8	93	91	96	A	A	70	15	94	A	86	96	88	93	93	82	49	97	64
Student Name 9	10	98	95	65	93	93	15	A	99	94	94	97	A	A	A	34	35	34
Student Name 10	99	A	A	87	A	A	A	A	A	88	A	A	A	A	A	A	98	1
Student Name 11	20	70	94	A	94	57	98	98	A	15	50	50	100	100	100	100	A	27

Total Present	72.77777	63.83036	54.54545	45.45455	72.72727	63.03030	62.50000	46.45455	90.90909	54.54545	34.34343	54.54545	62.85714	70.00000	92.92929	72.72727	83.78378
Out of Total Students	8	11	10	9	8	8	8	11	11	8	11	11	8	8	8	8	11
Percentage	72.77777	72.72727	63.83036	54.54545	45.45455	72.72727	63.03030	62.50000	46.45455	90.90909	54.54545	34.34343	54.54545	62.85714	70.00000	92.92929	72.72727

DOGRA DEGREE COLLEGE

Ph : 01923-220063
01923-220600

(Recognised by J&K Govt. & Affiliated to the University of Jammu)
"Dogra Educational Complex"

BASSI KALAN, BARI BRAHMANA, JAMMU (J&K) - 181133
Website : www.dogradegreecollege.com
E-mail ID : dogradegreecollege@gmail.com

Ref. No. DDC/2021/345

Dated 05th Oct 2021

To,
Prof. Andrew
Thompson,
NPTEL Coordinator,
3rd floor IC & SR
Building,
UT Madurai
Chennai - 600030

Subject: Establishing an SWAYAM NPTEL Local Chapter in our College.

We are glad to inform you that we are interested in establishing an SWAYAM NPTEL Local Chapter in our college. Once the request for establishing the local chapter is approved, we shall provide our college logo and SPOC photo.

For NPTEL records, we are hereby providing the details of the Principal of our college.

Principal Name:	Ms. Kirti Sharma
Email ID:	www.gdpc.dograeducationaltrust.com
Mobile number:	9618716450
Affiliated to (University):	University of Jammu
Institution type:	UGC (Degree College)
Institution address:	Dogra Degree College, Bassi Kalan, Bari Brahmana, Samba (J&K)
Pincode:	181133
City :	Jammu
State:	Jammu & Kashmir (J&K)

We nominate Ms. Kirti Sharma as the single point of contact (SPOC), whose details are as follows:

Name:	Ms. Kirti Sharma
Designation:	Librarian
Department:	Library
Email ID:	dogradegreecollege@gmail.com
Contact No:	9618716450

Thank you,

Warm Regards

Kirti Sharma
PRINCIPAL (Principal - Sign)
Dogra Degree College
Bassi Kalan (Bari Brahmana)
Jammu - 181133

mail

Principal ddc <principalddc@dograeducationaltrust.com>

DO 4588 - SWAYAM - NPTEL Local Chapter Established for DOGRA DEGREE COLLEGE

localchapter@npTEL.ac.in <localchapter@npTEL.ac.in>
To: dogradegreecollege@gmail.com
Cc: npTEL_jg@npTEL.ac.in, bharathi@npTEL.ac.in, kamala@npTEL.ac.in

Fri, Oct 22, 2021 at 6:03 PM

Dear SPOC,

Welcome to SWAYAM - NPTEL Local Chapter family!

Your college DOGRA DEGREE COLLEGE has been established as SWAYAM - NPTEL Local Chapter. We would like to inform you that your college details have been uploaded on our Local Chapter website.
Link: <https://npTEL.ac.in/LocalChapter/details.html>

Login link: https://npTEL.ac.in/LocalChapter/s poc_login/

Your Local Chapter ID (LC ID): 4588

Refer to the below link to know more details about the functionalities available as a Local Chapter.
<https://npTEL.ac.in/LocalChapter/quicklinks1.html>

LC OPEN-HOUSE: We welcome you to attend the OPEN HOUSE and get your doubts clarified related to NPTEL and Local chapter on every Thursday at 5 pm. This is a unique opportunity for our team and the SPOCs to interact with each other. It is mandatory for all the new SPOCs to join the session. The session link will be shared with you through e-mail and SMS.

LIVE Sessions for SPOCs: <https://npTEL.ac.in/LocalChapter/livesessionS poc.html>

HELP VIDEOS

Please go through the help videos available in this link: https://npTEL.ac.in/help_video.html

WHATSAPP GROUP

We have a Whatsapp group for SPOCs from various states, if interested, you may use this link to join the group.
<https://chat.whatsapp.com/G6M3C15dnh1pdtbJ9tUL7>

If you need any further information, please write to us at localchapter@npTEL.ac.in

-NPTEL TEAM

Details on SWAYAM-NPTEL Local Chapters

List of SWAYAM-NPTEL Local Chapter

Rating of Local Chapter

Show 10 entries

Search: 4588

College Name	LC ID	Status	Address	State Name	SPOC Name	SPOC coordinated By
DOGRA DEGREE COLLEGE (BASSI KALAN)	4588		BASSI KALAN, BARI BRAHMANA, JAMMU (J&K) JAMMU-181133 JAMMU AND KASHMIR	JAMMU AND KASHMIR	KIRTI SHARMA	BT Kanpur

Showing 1 to 1 of 1 entries (filtered from 4,378 total entries)

Previous 1 Next



SWAYAM ONLINE COURSE CERTIFICATION

This certificate is awarded to

BALWANT SINGH

for successfully completing the Two credit course



From ID: A010209724

ICT IN TEACHING AND LEARNING

with the consolidated score of 58% marks

in the proctored examination held on 26.03.2021

offered by **DR. K. JAMES MATHAI**

Whopalean

National Coordinator

Director

NITTTR, Chennai

James

Director

NITTTR, Bhopal

Date of Issue: 16/08/2021

To validate and check scores: <http://swayam.gov.in/>



SWAYAM ONLINE COURSE CERTIFICATION

This certificate is awarded to
Priya Kundal
for successfully completing the four credit course
Indian Government and Politics
with a consolidated score of 56%
from the evaluation based on continuous online assessments and the Proctored
examination held in month of March 2021.

Roll No. : 4019211596



This course was offered by Dr. Aijaz Ashraf Wani of University of Kashmir

Marks in Online Assignments		Marks in Proctored Exam		Total Score	
Total	Obtained	Total	Obtained	Total	Obtained
30	20	70	36	100	56

J. B. Nadda
National Coordinator
Consortium for Educational Communication (CEC),
New Delhi



Dr. Saleem Jari
Director EMRC Srinagar
University of Kashmir

Issued On : 18/06/2021

To validate and check scores: <https://swayam.gov.in>



SWAYAM ONLINE COURSE CERTIFICATION

This certificate is awarded to

ANJU BALA



Exam ID: JK02021136

for successfully completing the Two credit course

GUIDANCE AND COUNSELLING

January to March 2021

with the consolidated score of 56%

in the proctored examination held on 28.08.2021

offered by **DR R. RAJENDRAN**

Whapalean

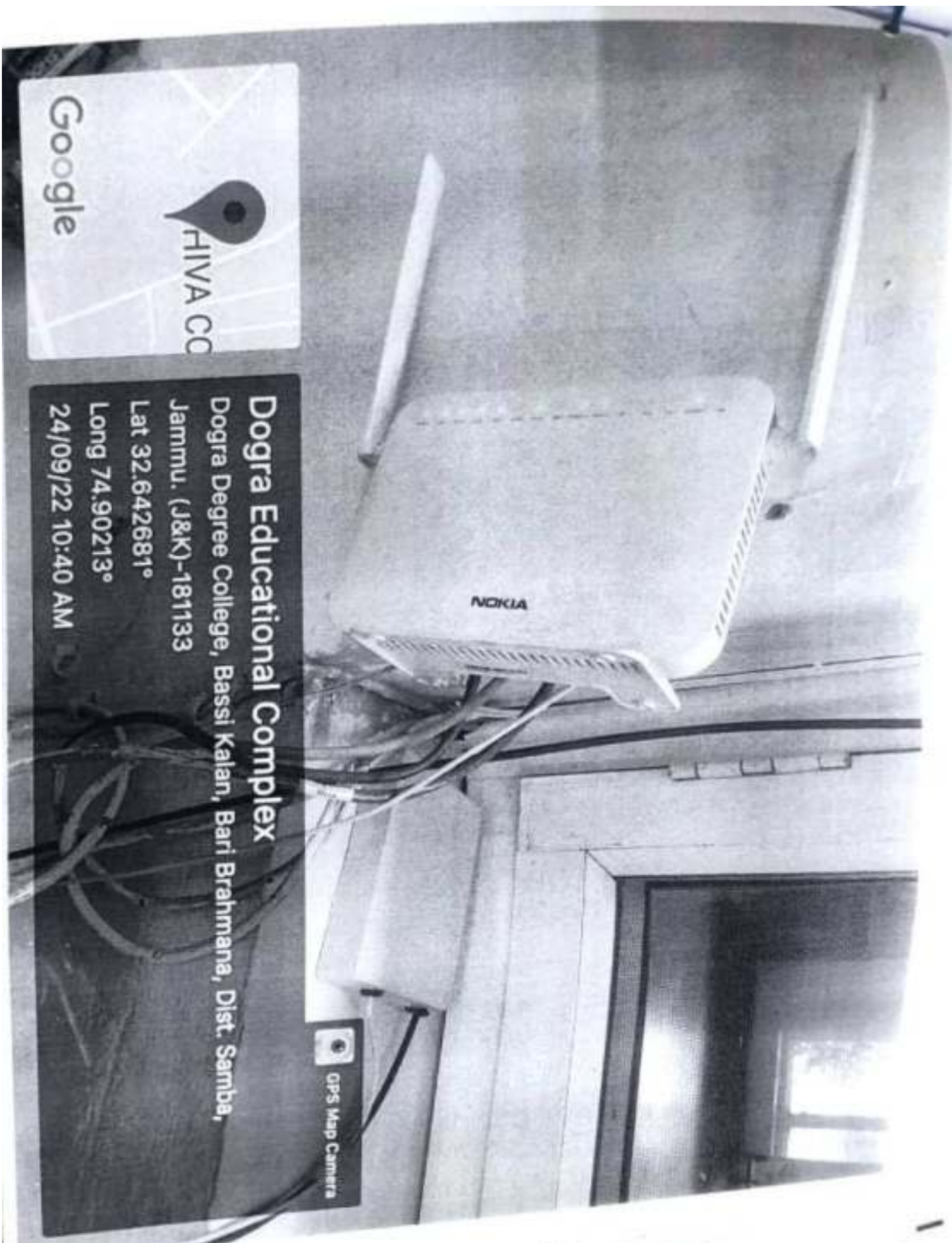
NATIONAL

COORDINATOR

Director NITTR, Chennai

COURSE COORDINATOR

NITTR, Chennai



Google



HIVA CC

Dogra Educational Complex

Dogra Degree College, Bassi Kalan, Bari Brahmmana, Dist. Samba,

Jammu. (J&K)-181133

Lat 32.642681°

Long 74.90213°

24/09/22 10:40 AM



GPS Map Camera

ERP Software JUPSOFT

Jupsoft DOGRA DEGREE COLLEGE

Session - 2021

Visitors Lead Reception Registration Student Mgmt Attendance Fee Mgmt Transport Examination

Student Mgmt

Master

Student Admission

Manage Student

Freeze Student

Student Info Dashboard

Withdrawal Certificate

Admission Cancel

Student Dossier

Student Reviews

Advance Search

Bulk Update

Reports >>

Student Admission | Page Tips

Student Details

Student Name* Enter Student Name

Date of Birth* Please enter Date of Birth (dd/mm/yyyy)
Age as on Jul-01-2021

Gender* ☐ Boy ☐ Girl ☐ Transgender

Mobile No. (For SMS)* Enter Mobile No. (For SMS)

Father Name* Mr. Enter Father Name

Mother Name* Mrs. Enter Mother Name

Res. Address* Enter Residence Address

Res. Pincode Enter Residence Pincode

Res. Tel No. Enter Residence Telephone Number

Locality Select Locality

Email Id (For Communication) Enter Email Id (For Mail)

Student Academic detail

Admission #* ENTER ADMISSION NUMBER

Alternate Adm No. ENTER ALTERNATE ADMISSION NUMBER

Webcam

Page ID : (27)

Jupsoft DOGRA DEGREE COLLEGE

Session - 2021

Visitors Lead Reception Registration Student Mgmt Attendance Fee Mgmt Transport Examination

Fee Mgmt

Masters

Settings

Fee Collection

Manage Fee Bill

Misc. Fee Collection

Cheque Bounce

Receipt Search

Student Ledger

Manage Online Fee

Refunds

Advance for Next Session

Reports >>

Fee Collection | Page Tips

Rcpt Date* 26/09/2022

Admission No.* DDC407

Standard : B. Com A

Admn Date : 13/09/2021

Father's Name : SHUBAN JI KACHROO

Mother's Name : DOLLY KACHROO

Mobile No. : 9419132988

Route No. : H NO 36 LANE 1A SEC 5 BHAGWATI NAGAR JAMMU

Receipt No. :

Group : B.Com 1st Year

Category : JK Board

Affected Month : July

Payment Frequency Annually

Active

Dues: 0.00

View Fee Summary

Auto Adjust Fee

Pay Current Fee

Pay Type Select

Pay From Select Instalment

Pay To Select Instalment

S.No.	Fee Head Name	Dues	Current Fee	Concession	Balance	Pay Amount
1		0	0	0	0	0
		Collection Point	Payment Mode	Total		
		Counter	CASH	0.00		

Print Fee Receipt

Notify by SMS

Save

Reset

Print Bill

Page ID : (582)

ERP Software Busy

Voucher Series: Main Date: 29-08-2022 (Mon) Vch No. 50

Modify Receipt Voucher

S.No	D/C	Account	Debit (Rs.)	Credit (Rs.)	Short Narration
1	C	Adhyan Sharma S/o Dinesh Kumar Bba 1		10,490.00	
2	D	Cash	10,490.00		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
			10,490.00	10,490.00	

Long Narration

Voucher Info.

Vch. Other Detail Master Other Detail Party Dash Board VCH IMAGE ACC IMAGE

Save Quit

Esc=>Quit F2=>Done F4=>Std.Hdr. F6=>Vch.Type F7=>Repeat F9=>Del.Line PgDn=>Next PgUp=>Prev

Company : DOGRA DEGREE COLLEGE [2022-2023] (F.Y. 2022-23) COMP0169 - User : DOGRA ; State : Jammu and Kashmir

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