

DEEN DAYAL UPADHYAYA COLLEGE

(UNIVERSITY OF DELHI)

Shivaji Marg, Karampura, New Delhi – 110015.

MINUTES OF THE GOVERNING BODY MEETING HELD ON SATURDAY, THE 20th February, 2016 AT 3.00 p.m.

A meeting of the Governing Body was held on Saturday the 20th February, 2016 at 3.00 p.m. in the New College Building premises at Sector-3, Dwarka, New Delhi. The following members were present:

- 1) Mr. R.N. Vats - Chairman
- 2) Mr. Rajeev Kumar Tiwari
- 3) Prof. (Ms.) Kusum Sharma
- 4) Prof. M.M. Misro
- 5) Mr. Pratipal Singh Kalra
- 6) Dr. V.K. Jain
- 7) Mr. Krishan Lal
- 8) Prof. A.K. Pandey
- 9) Prof. Brajesh Choudhary
- 10) Dr. Deepak Sehgal
- 11) Dr. Rohith P.
- 12) Dr. S.K. Garg (Principal & Member Secretary)
- 13) Mr. Krishanveer, Special Invitee (rep. of staff, other than teachers)

Mr. Anil Kr. Goswami, Mr. Rajinder Kr. Goel and Dr. (Ms.) Sarika Verma, were granted leave of absence.

The agenda for the meeting was taken up ad seriatim:

1. a) **Confirmation of the Minutes:** The minutes of the Governing Body meeting held on 15th October, 2015 were confirmed.
- b) **Action taken on Minutes:** Appropriate action was taken wherever required.
- c) **Matters arising out of Minutes:**
 - i. It was pointed out by some members that constitution of the Grievance Redressal Committee had been left out from the Minutes. It was decided to include the same as a part of minutes. Accordingly, the following Grievance Redressal Committee for teachers was constituted :
 - a) Prof. A.K. Pandey, Univ. Nominee on Governing Body : Chairman
 - b) Mr. Rajeev Kr. Tiwari
 - c) Mr. Pratipal Singh Kalra
 - d) Mr. Krishan Lal

2. **Emergency actions of the Chairman** : The following actions taken by the Chairman, Governing Body under his emergency powers were reported, recorded and confirmed :
- i. permitting to invite applications online for the re-advertised vacant posts of Assistant Professor (s) in Commerce, Computer Science and Mathematics (Ref. GB Res. No. 9 dated 15.10.2015) and also charging Application fee @ Rs. 500/- in case of General/OBC Category and Rs. 250/- in case of SC/ST/PwD category from candidates by online mode through University of Delhi's software and its payment gateway. The University of Delhi will remit the fees collected through the payment gateway after deducting convenience fee charged by the banker at the rate ranging between 2% to 5%. depending upon the mode of payment used by the candidate viz. Net Banking/Credit Card/Debit Card etc.
 - ii. permitting duty leave for a period of one year w.e.f. 5.1.2016 to 4.1.2017 to Dr. Nityananda Agasti, Assistant Professor in Chemistry to enable him to pursue Master of Research (MRes) at University of Nottingham and also appoint a substitute against his leave vacancy. Dr. Agasti was selected for this programme by University of Delhi under the Faculty Training Programme. However, he proceeded on leave w.e.f. 18.1.2016 due to late receipt of Visa & Ticket.
Note: The period of leave of Dr. Agasti shall be from 18.1.2016 (the date he left) till 4.1.2017 or the day when he arrives in India. Travelling time from Nottingham to India after completion of his Faculty Training Programme will also be treated as duty leave.
 - iii. in approving proposal of renewal of Insurance of 766 Laptops, received from University of Delhi for the use of students of the college, with Oriental Insurance Company Ltd. @ Rs. 85.50 each (depreciated premium value) and approving the total expenditure of Rs. 65,493/- to be met out of ICT Maintenance & Development Fund (Student Society A/c).
3. The following actions taken by the Principal, were reported, recorded and confirmed :
- i) appointing Mr. Upender Singh as Senior Technical Assistant (Computer) under OBC category on contractual basis w.e.f. 14.10.2015 till 17.2.2016 on a consolidated salary of Rs. 19,800/- per month.
 - ii) accepting the resignation of Mr. Ashutosh Meena from the post of Assistant Professor (ad hoc) in Mathematics appointed under ST category w.e.f. 16.10.2015 (A/N).
 - iii) accepting the resignation of Mr. Amar Jyoti from the post of Assistant Professor (ad hoc) in Zoology appointed under OBC category w.e.f. 16.10.2015 (A/N).
 - iv) accepting the resignation of Ms. Jyotsna Singh from the post of Assistant Professor (ad hoc) in Zoology appointed under SC category w.e.f. 16.10.2015 (A/N).
 - v) in appointing Mr. Saurabh Saxena as Multi-Tasking Staff (MTS) Laboratory under UR category on contractual basis for the period w.e.f. 20.10.2015 (F/N) till 17.2.2016 on a consolidated salary of Rs. 11,000/- per month.

- vi) appointing Ms. Lalita Sharma as Multi-Tasking Staff (MTS) Library under UR category on contractual basis for the period w.e.f. 20.10.2015 (F/N) till 17.2.2016 on a consolidated salary of Rs. 11,000/- per month.
- vii) accepting the request of Dr. Yogieta S. Mehra, Assistant Professor in Management Studies for curtailment of leave by one day and her Child Care Leave may be treated from the period 3.9.2015 to 17.12.2015 instead of upto 18.12.2015 (Ref. G.B. Res. No. 2 (vii) dated 18.9.2015).
- viii) accepting the resignation of Mr. Gaurav Sharma, Senior Technical Assistant (Computer) on contractual basis w.e.f. 5.1.2016 (F/N)
- ix) accepting the resignation of Mr. Hari Om Sharma, Multi Tasking Staff (MTS)–Library on contractual basis w.e.f. 11.1.2016 (A/N).
- x) appointing Mr. Hari Om Sharma as Senior Technical Assistant (Computer) on contractual basis w.e.f. 12.1.2016 till 17.2.2016 on a consolidated salary of Rs. 19,800/- per month.
- xi) appointing Mr. Vidya Sagar as Multi Tasking Staff (MTS)–Library on contractual basis w.e.f. 19.1.2016 till 17.2.2016 on a consolidated salary of Rs. 11,000/- per month.
4. **Appointment of Vice-Principal :** Approval of University of Delhi vide its letter No. CS-I/(114)/P/VP(TS)/DDU/2013/373 dated 18.12.2015 to the appointment of Dr. (Ms.) Nisha Rana, Associate Professor in Commerce as Vice-Principal for a period of one year w.e.f. 1.1.2016 and her taking over the charge of Vice-Principalship w.e.f. 1.1.2016, was reported and recorded.
5. **Adhoc appointment :** Appointment of Dr. Pooja Verma as Assistant Professor in Economics on adhoc basis under OBC category for the period not beyond 120 days w.e.f. 27.11.2015 (F/N) was reported, recorded and confirmed.
6. **Adhoc appointment :** Appointment of Ms. Priyanka Thakral as Assistant Professor in Chemistry on adhoc basis against the leave vacancy of Dr. Nityanand Agasthi for the period not more than three months w.e.f. 18.1.2016 (F/N) was reported, recorded and confirmed.
7. **Adhoc appointments :** Appointment of the following as Assistant Professor on adhoc basis for the period not beyond three months w.e.f. the date mentioned against each, was reported, recorded and confirmed :

<u>S.No.</u>	<u>Name</u>	<u>Category</u>	<u>Subject</u>	<u>Date of Joining</u>
1)	Ms. Geeta Devi	ST	Botany	4.1.2016 (F/N)
2)	Dr. Kamlesh Kumari	SC	Zoology	4.1.2016 (F/N)
3)	Ms. Thingreila Muinao	ST	Zoology	4.1.2016 (F/N)
4)	Mr. Vineet Girdharwal	OBC	Zoology	5.1.2016 (F/N)

8. **Adhoc appointments** : Appointment of the following as Assistant Professor on adhoc basis for a period not beyond 120 days w.e.f. the date mentioned against each, was reported, recorded and confirmed :

<u>S.No.</u>	<u>Name</u>	<u>Category</u>	<u>Subject</u>	<u>Date of Joining</u>
1)	Dr. Akhilesh Kr. Yadav	OBC	Botany	18.11.2015 (F/N)
2)	Dr. Sandeep Kumar	SC	Botany	18.11.2015 (F/N)
3)	Ms. Deepti Sehgal	UR	Commerce	18.11.2015 (F/N)
4)	Ms. Aarti Verma	OBC	Commerce	18.11.2015 (F/N)
5)	Dr. Meghna Aggarwal	UR	Commerce	18.11.2015 (F/N)
6)	Mr. Arunesh Chaudhary	PH	Commerce	18.11.2015 (F/N)
7)	Ms. Divya Kundra	UR	Computer Science	18.11.2015 (F/N)
8)	Ms. Trasha Gupta	UR	Computer Science	18.11.2015 (F/N)
9)	Ms. Preeti	OBC	Computer Science	18.11.2015 (F/N)
10)	Mr. Ankit Rajpal	UR	Computer Science	18.11.2015 (F/N)
11)	Mr. Sanjeet Kumar	OBC	Computer Science	18.11.2015 (F/N)
12)	Ms. Vaishali Kapoor	UR	Economics	18.11.2015 (F/N)
13)	Ms. Neha	UR	Electronics	18.11.2015 (F/N)
14)	Mr. Naveen Kumar	SC	Electronics	18.11.2015 (F/N)
15)	Mr. Ajit Singh	OBC	Electronics	18.11.2015 (F/N)
16)	Ms. Vandana Sharma	UR	Environmental Studies	18.11.2015 (F/N)
17)	Mr. Pramod Kumar	OBC	Environmental Studies	18.11.2015 (F/N)
18)	Ms. Rashmi Gupta	UR	Mathematics	18.11.2015 (F/N)
19)	Mr. Dinesh Kumar	UR	Mathematics	18.11.2015 (F/N)
20)	Ms. Ruchi Gupta	UR	Mathematics	18.11.2015 (F/N)
21)	Mr. Rohit Kumar	SC	Mathematics	18.11.2015 (F/N)
22)	Ms. Mansi Agrawal	UR	Physics	18.11.2015 (F/N)

9. **Pensionary Benefits of Dr. Neeraj Tyagi** : Receipt of Leave Salary and Pension Contribution in respect of Dr. Neeraj Tyagi, Associate Professor in Electronics who was on deputation as Dy. Dean (Works) in University of Delhi vide cheque No. 417444 dated 2.11.2015 amounting to Rs. 58,896/- (Rs. 25,456/- towards Leave Salary Contribution & Rs. 33,440/- towards Pension Contribution) for the period from 1.4.2015 to 31.7.2015 was reported and recorded. The same has been deposited in Retirement Benefit Head, Maintenance Grant Account vide receipt no. 5427 dated 3.12.2015.

10. **Opening of accounts in OBC** : The opening of six new accounts by the following faculty members in the Oriental Bank of Commerce in whose name Innovation Projects have been sanctioned by the University of Delhi, was reported and recorded :

<u>S.No.</u>	<u>Name of Faculty</u>	<u>Project</u>
1.	Dr. P.L. Meena/Dr. Sanjay Tandon/Dr. Mahaveer	DDU-301
2.	Dr. Manoj Saxena/Dr. Poonam Kasturi/Dr. Mamta Amol Wagh	DDU-302
3.	Dr. Chayannika Singh/Dr. P.K Jha/Dr. Sangeeta Talwar	DDU-303
4.	Dr. Varnika Bhatia/Dr. Reeta Kumari/Dr. Sudhir Verma	DDU-304
5.	Dr. Jyoti/Dr. Poonam Suri/Dr. Sunny Manohar	DDU-305
6.	Mr. Vipin Kr. Meena/Dr. Sunil Kumar/Mr. Pawan Kr. Jain	DDU-306

11. **Recommendations of Finance Committee :** The recommendations of the Finance Committee meeting held on 26.11.2015 regarding re-allocation of available funds under UGC General Development Assistance-XII Plan, was reported and recorded (Annexure-I).
12. **Payment of Gratuity:** The Notification No. Fin./Pen Cell/Gratuity/2015 dated 14.10.2015 issued by Finance Officer, University of Delhi regarding adoption of “Payment of Gratuity Act 1972” for the employees who are retiring/have retired from the service or die while in service, was reported and recorded. Further, the payment of difference of Gratuity Amount due and disbursed to the following ex-employees was approved :

Name of the employee/ Designation	Date of Retirement	Gratuity Paid as per CCS (Pension) Rules	Calculation as per Gratuity Act*	Diff. (If any)
Teaching Staff				
Prof. R. G. Saxena Ex-Principal	31.08.1997	Rs. 3,50,000 (Max.)	Rs. 3,50,000 (Max.)	Nil
Dr. Anil Kr. Karn Ex-Associate Prof. in Mathematics	01.08.2011	Rs. 6,19,163/-	Rs. 7,14,419/-	Rs. 95,256/-
Dr. Madhu Chawla Ex-Associate Prof. in Sanskrit	30.11.2014	Rs. 10,00,000/- (Max.)	Rs. 10,00,000/- (Max.)	Nil
Non-Teaching Staff				
Mr. Jarnail Singh (Ex-Admn. Officer)	31.08.2005	Rs. 3,27,228/-	Rs. 3,50,000 (Max.)	Rs. 22,772/-
Mrs. Kamla (Ex-Daftri)	31.08.2003	Rs. 25,045/-	Rs. 28,899/-	Rs. 3,854/-

13. **Recommendation of Screening Committee:** Approval of the recommendations of the Screening Committee Meeting held on 11.6.2015 for grant of financial upgradation under Modified Assured Career Progression Scheme (MACP) to Non-Teaching Staff Members from the Assistant Registrar (Colleges-NT), University of Delhi, vide its Letter No. CS-III/009/MACP/DDU/2015/Min./569 dated 15.10.2015 was reported and recorded.
14. **Constitution of IQAC :** The item could not be taken up inadvertently.
15. **UGC National Seminar in Management Studies :** Grant of financial assistance of Rs. 1,50,000/- by University Grants Commission (UGC) for organizing National Seminar on “Emerging Issues in International Trade and Finance in Post Recession Period” was reported and recorded. Dr. Rakesh Kumar, Convener and Mr. Vipin Kr. Meena, Co-Convener from the Department of Management Studies have been authorized to open a Bank Account in Oriental Bank of Commerce to be operated jointly by both of them. The same was approved by the Governing Body.

16. **UGC National Seminar in Computer Science** : Grant of financial assistance of Rs. 1,50,000/- by University Grants Commission (UGC) for organizing National Seminar namely “A Step Towards Soft Computing : Techniques and Applications” was reported and recorded. Dr. (Ms.) Anuja Soni, Convener and Dr. Sujata Khatri, Co-Convener from the Department of Computer Science have been authorized to open a Bank Account in Oriental Bank of Commerce to be operated jointly by both of them. The same was approved by the Governing Body.
17. **Recommendations of Provident Fund Committee:** The Governing Body considered the recommendations of Provident Fund Committee of its meeting held on 26.11.2015 with regard to disbursement of interest @ 8.7% to the subscribers of Provident Fund (GPF/CPF) for the year 2014-15 and resolved to approve the same.
18. **Panel of Auditors** : The Governing Body considered and approved the panel of the following three auditors to audit the college accounts for the financial year 2015-16, 2016-17 and 2017-18 and permitted its submission to the University of Delhi for approval :
- | | | |
|----|--|--------------|
| a) | M/s. Princy Singhal & Co. Chartered Accountants
H-1/104, Sector-16, Rohini, Delhi-110089. | M No. 528659 |
| b) | M/s. D N A & Co., Chartered Accountants
315, RG Mall, Sector-9, Rohini,
New Delhi-110085. | M No. 525915 |
| c) | M/s. Singh & Singh, Chartered Accountants
34/22, Ground Floor, East Patel Nagar,
New Delhi-11 008. | 018320N |
19. **Recommendation of the Screening Committee** : The House considered the recommendations of the Screening Committee meeting held on 1st January, 2016 for grant of financial upgradation under Modified Assured Career Progression Scheme (MACP) to the Non-Teaching Staff Members and resolved to approve the same (Annexure-II).
20. **Audit Report and its replies:** The Audit Report from Directorate of Audit (Examiner Local Fund Accounts), Govt. of NCT of Delhi for the financial year 2014-15 and its para-wise draft replies was considered by the House. The Governing Body resolved to approve the same.
21. **Recommendations of Survey Committee:** Recommendations of the Survey Committee (constituted vide Res. No. 19 dated 18.9.2015 for inspecting and recommending disposal of unserviceable items) made at its meeting held on 17.12.2015, were placed before the House. The House resolved to approve the same and permitted its disposal as per rules.
22. **Weeding out of old/unwanted records:** The Member Secretary informed the House that all the records of the college for the last 25 years are stacked in the stores. As per University of Delhi rules, as well as the rules of Govt. of India/Govt. of NCT of Delhi, different types of records have different lives. It is therefore, desirable to identify which records are unnecessary baggage and could be weeded out before the college moves to its New Campus. For drawing modalities of weeding out and recommending

the records which can be weeded out, a committee consisting of the following was constituted by the Governing Body :

- i. Prof. Brajesh Choudhary (Chairperson)
- ii. Mr. Krishan Lal
- iii. Dr. (Ms.) Nisha Rana (Vice-Principal)

The committee may be requested to submit its report within a month's time after notification, so as to enable the Governing Body to deliberate on the same in next meeting.

23. **Guidelines for Hostels:** The Member Secretary informed the House that the New Campus at Sector-3, Dwarka, New Delhi has both Boys and Girls Hostels. Since the college is likely to start its new academic session in the New Campus, it is desirable that modalities for admission to hostels, as well as other issues related to hostel management be worked out and deliberated well in time. For this purpose, the Governing Body resolved to constitute a committee consisting of the following :

- i. Prof. A.K. Pandey (Chairperson)
- ii. Prof. (Ms.) Kusum Sharma
- iii. Dr. V.K. Jain
- iv. Dr. Rohith P.

The committee may study the guidelines of Govt. of NCT of Delhi regarding Hostels, functioning of different hostels in the University of Delhi and other Universities/Colleges and frame guidelines for the approval of the Governing Body in its next meeting. The committee may be requested to submit its report within a month's time after notification.

24. **Extension of Canteen Contract:** The Member Secretary informed the House that the contract with the existing Canteen contractor will expire on 31.3.2016. Since the college has to move to its New Campus for the next session, it is desirable to extend the term of the existing Canteen contractor for a period of three months or shifting of the college to the New Campus at Sector-3, Dwarka, New Delhi, whichever is earlier. The Governing Body resolved to approve the same.

In any other matter, the following items were taken up with the permission of Chair:

25. **Emergency Action of the Chairman :** in permitting to open a Saving Bank Account in Oriental Bank of Commerce as advised by Director, Directorate of Higher Education regarding Institutional Development Plan (IDP) under Rashtriya Uchchar Siksha Abhiyan (RUSA) for receiving grants/financial aids under RUSA as per RUSA guidelines, was reported, recorded and confirmed.
26. **Actions taken by the Principal :** The following action taken by the Principal was reported, recorded and confirmed :
- a) accepting the resignation of Mr. Arunesh Chaudhary from the post of Assistant Professor (ad hoc) in Commerce w.e.f. 15.2.2016 (F/N) in view of his selection in a permanent capacity in Kirorimal College.

- b) accepting the resignation of Ms. Deepti Sehgal from the post of Assistant Professor (ad hoc) in Commerce w.e.f. 16.2.2016 (F/N), due to her selection in Ph.D programme of the University of Delhi and the requirement of two years residency period.
27. **Funds from Examination Branch:** Receipt of a sum of Rs. 2,53,000/- vide Cheque No. 403017 dated 19.1.2016 drawn on State Bank of India, from University of Delhi on account of additional work of examination being done by the college was reported and recorded.
28. **Solar PV Plant on rooftop of college buildings in the New Campus:** Member Secretary reported, receipt of Letter No. GM(T)/Solar/F-6/2015-16/184 dated 10.2.2016 from Indraprastha Power Generation Company Limited and Letter No. F.11(121)/2008/Power/3962-88 dated 18th September, 2015 from Govt. of NCT of Delhi regarding Implementation of Solar PV plant on rooftops of government buildings in Delhi. The Governing Body appreciated the idea of implementing Solar PV Plant on rooftop of the new college building and authorized the Principal to take all necessary steps with regard to the same.
29. **Recommendations of the Leave Advisory Committee :** The following recommendations of the Leave Advisory Committee meeting held on 20.2.2016 were taken up by the Governing Body :
- a) **Child Care Leave to Dr. Shalini Bhatia :** The Governing Body approved the recommendation of Leave Advisory Committee to sanction CCL to Dr. Shalini Bhatia, Associate Professor in Commerce from 20.7.2016 i.e. the date of beginning of next academic session till 13.11.2016 i.e. the date on which her daughter would attain the age of 18 years. The Governing Body also permitted appointment of a Guest Lecturer, against her Leave vacancy.
- b) **Child Care Leave to Dr. Poonam Garg :** The Governing Body approved the recommendation of Leave Advisory Committee to sanction CCL to Dr. Poonam Garg, Associate Professor in Mathematics from 20.7.2016 i.e. the date of beginning of next academic session till the probable date of last day of odd semester of the session i.e. 19.12.2016. The Governing Body also permitted appointment of a Guest Lecturer, against her Leave vacancy.
- c) **Sabbatical Leave to Dr. Sanjay Kumar:** The Governing Body considered the recommendation of the Leave Advisory Committee in granting Sabbatical Leave for a period of one year w.e.f. 20.7.2016 i.e. the date of beginning of next academic session to Dr. Sanjay Kumar, Associate Professor in Mathematics for carrying out the following activities as mentioned by him in his proposal :
- i. for pursuing intensive research at IISc, Bangalore in collaboration with Prof. Kaushal Verma,
 - ii. for spending more time with his Ph.D scholars in discussing their research problems.
 - iii. for writing a problem oriented book, and
 - iv. for organizing out-reach programme for under-graduate students of Mathematics in Centre of Excellence in Mathematical Sciences at Kumaon University, Almora.

The Governing Body resolved to approve the recommendation of the Leave Advisory Committee in sanctioning Sabbatical Leave to Dr. Sanjay Kumar for a period of one year w.e.f. 20.7.2016 i.e. the date of beginning of next academic session, subject to approval of the University of Delhi. The Governing Body further resolved that he would be required to submit documentary evidence of having done the above mentioned work at the time of joining i.e. he would submit the list of Publications, copy of the book which he intends to write and evidence of any other work undertaken, like chairing of session in Seminars etc. Further, he would be required to submit evidence of his contribution to the under-graduate students in Almora in terms of quantifiable parameters i.e. the effect he has caused to their performance in Mathematics. The Governing Body also permitted appointment of a substitute teacher during his leave vacancy.

30. **College Correspondence on Social Networking sites:** Prof Brajesh C. Choudhary brought to the notice of the House that someone has uploaded a letter written by the Principal to some college teacher along with a representation of the Staff Association on the Facebook. Prof. Choudhary even carried print outs of the same. All members felt that the correspondence between teachers and authorities should not go in public domain as it not only lowers the prestige of the college, but is also against the official procedure and the rules. The House took a serious view of it and expressed its concern and displeasure on the same. The Governing Body advised the entire teaching and non-teaching fraternity to refrain completely from putting such comments in public domain, as otherwise it will be seriously viewed as subversive of discipline. The Governing Body authorized the Principal to convey the same to all staff members of the college.
31. **Conduct Case.**

The meeting ended with a vote of thanks to the Chair.

sd/-
**CHAIRMAN,
GOVERNING BODY**

sd/-
PRINCIPAL & MEMBER SECRETARY