

DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)

Sector-3, Dwarka, New Delhi-110078


MINUTES OF 154th MEETING OF THE GOVERNING BODY

The 154th meeting of the Governing Body was held on **Tuesday, 10th December 2024 at 12:30 p.m. in the College Premises.** The following were present:

1. Prof. Ajit Kumar Mahapatro, University Representative - Chairman
2. Prof. Monica Singhanian, University Representative - Treasurer
3. Prof. Hem Chand Jain, Member Secretary
4. Dr. Sangeeta Talwar, Teacher's Representative
5. Dr. Sunny Manohar, Teacher's Representative


The Agenda items were taken *ad seriatim*

1) Confirmation of Minutes

- a) The Minutes of the 153rd Meeting of the Governing Body held on 09.10.2024, were confirmed. 
- b) Appropriate actions taken wherever required were reported.

INSTITUTIONAL ITEMS: PART-A

2) Emergency Actions of the Chairman: The following actions taken by the Chairman under his emergency powers were reported, recorded and confirmed:

- i. In permitting extension of Half Pay Leave for a period of 151 days w.e.f. 27.11.2024 to 26.04.2025 to Dr. Shalini Bhatia, Associate Professor in Commerce on personal ground and appointment of substitute against leave vacancy of Dr. Shalini Bhatia. 

3) **Principal's Actions:** The following actions taken by the Principal were reported, recorded and confirmed:

- i. In appointing the following Assistant Professors on ad-hoc basis, at the minimum Basic Pay i.e. Rs. 57,700/- of the Pay Level 10 of Pay Matrix for teachers plus usual allowances thereon, w.e.f. the date of joining mentioned against each for the period upto 27.03.2025:

S. No.	Name	Department	Category	Date of Joining
1.	Dr. Sandeep Kumar	Botany	SC	30.11.2024 (F/N)
2.	Ms. Deepti Gupta	Commerce	UR	30.11.2024 (F/N)
3.	Dr. Meghna Aggarwal	Commerce	UR	30.11.2024 (F/N)
4.	Mr. Deepak Mittal	Computer Science	UR	30.11.2024 (F/N)
5.	Mr. Sanjeet Kumar	Computer Science	OBC	30.11.2024 (F/N)
6.	Dr. Neha	Electronics	UR	30.11.2024 (F/N)
7.	Mr. Naveen Kumar	Electronics	SC	30.11.2024 (F/N)
8.	Dr. Ajit Singh	Electronics	OBC	30.11.2024 (F/N)
9.	Dr. Vandana Sharma	EVS	UR	30.11.2024 (F/N)
10.	Dr. Rashmi Gupta	Mathematics	UR	30.11.2024 (F/N)
11.	Mr. Tarachand Prajapati	Mathematics	OBC	30.11.2024 (F/N)

- ii. In appointing the following Guest Faculty for the Academic Session 2024-25:

S. No.	Name of the Faculty	Department	Category	Date of Joining
1.	Ms. Anjali	Zoology	UR	21.10.2024
2.	Dr. Vinay Singh Dagar`	Zoology	UR	21.10.2024
3.	Ms. Anu Bala	Zoology	UR	21.10.2024
4.	Ms. Parikha Monga	Zoology	UR	21.10.2024
5.	Dr. Jai Kumar	Zoology	SC	21.10.2024
6.	Dr. Rohit Jamwal	Zoology	EWS	21.10.2024
7.	Dr. Guddu Kumar	Zoology	OBC	21.10.2024
8.	Ms. Nisha Yadav	Zoology	OBC	21.10.2024
9.	Ms. Shivani Gupta	Operational Research	UR	04.11.2024


- iii. In extending term of Mr. Dilip Kumar, as Part-time Base Ball Coach, @Rs.900/- per day, beyond 28.11.2024 to 25.05.2025.
- iv. In extending the contract awarded to M/s SBC Exports Ltd. for supply of Manpower Services i.e. 04 Computer Laboratory Attendants w.e.f. 01.11.2024 to 30.11.2024 and 01.12.2024 to 31.12.2024 on existing terms and conditions, as the process of awarding contract to new vendor through GeM required more time .
- v. In extending the contract of Mr. Ankur Dhir, to run the Photocopy shop w.e.f. 15.11.2024 to 14.02.2025 on existing terms and conditions alongwith payment of License Fee @ Rs. 1000/- per month + 18% GST thereon and Electricity Charges as per actual on sub-meter basis.
- vi. In engaging an agency namely M/s PRA Telehealth (P) Ltd. for counselling of students for a period of one year on the following conditions:
- Thrice a week (At least Two Hrs. per visit) Offline Counselling Charges: Rs. 3,000/- per day + 18% GST
 - Online counselling and Monthly Wellness Reports: Rs.6,000+ 18% GST p.m.
 - Wellness Workshops: Rs. 7,000/- + 18% GST per workshop
- (The expenditure on remuneration of the Counsellor be met out of the Head "Medical Facilities" (College Students Welfare Fund A/c) Ref. GB Res. No. 16 dated 28.03.2024)

- vii. In permitting award of contract to M/s Truth Solutions Pvt. Ltd. for providing 4 Junior Assistants @Rs.28227/- per person per month (including GST and Service Charges) (Total amounting to Rs. 27,09,835.60) for a period of two years w.e.f. 02.12.2024 to 01.12.2026 on outsource basis by following the codal formalities through GeM (GEMC: 511687750108068 Dated 27.11.2024), the Vender selected in autorun mode by GeM System.
- viii. In appointing the following Non-Teaching Staff member on contractual basis at Minimum Basic Pay of Rs.25,500/- of pay Level 4, plus Dearness Allowance thereon at applicable rates w.e.f. 19.11.2024 (F/N) for the period upto 16.04.2025 to be paid out of the Head “Medical Facilities” (College Students Welfare Fund A/c):


Sr.No.	Name	Designation	Deptt.	Salary Head
1.	Ms. Deepa	Staff Nurse	Medical Room	Medical Facilities (CSWF A/c)

- ix. In appointing the following non-teaching staff members on contractual basis at Minimum Basic Pay of Pay Level for each category of posts plus Dearness Allowance thereon at applicable rates with effect from 06.12.2024 (F/N) to 04.06.2025:

Sr. No.	Name	Designation	Posted at Lab./ Deptt./Lib./Centre
1.	Mr. Satish Kumar Sah	Section Officer	Accounts
2.	Mr. Sandeep Bhardwaj	S.T.A. (Computer)	Computer Centre
3.	Mr. Hari Om Sharma	S.T.A. (Computer)	Computer Centre
4.	Mr. Upendra Singh	S.T.A. (Computer)	Computer Science
5.	Mr. Sachin Kumar	Jr. Assistant	Accounts Section
6.	Mr. Sagar	Jr. Assistant	Admin. Office
7.	Mr. Gaurava Vashishth	Comp. Lab. Attendant	Computer Centre
8.	Mr. Parveen Kumar	Comp. Lab. Attendant	Computer Centre
9.	Mr. Amit Kumar	Comp. Lab. Attendant	Computer Centre
10.	Mr. Budh Ram	Comp. Lab. Attendant	Business Studies
11.	Mr. Nitin Kumar	Comp. Lab. Attendant	Business Studies
12.	Mr. Lalit Giri	Laboratory Attendant	Botany
13.	Mr. Gurdas	Laboratory Attendant	Chemistry
14.	Ms. Sunita Vishwakarma	Laboratory Attendant	Chemistry
15.	Mr. Thakur Adhikari	Laboratory Attendant	Chemistry
16.	Mr. Upender Shah	Laboratory Attendant	Chemistry
17.	Mr. Bhuwan Chander	Laboratory Attendant	Electronics
18.	Mr. Pankaj Kanwal	Laboratory Attendant	Physics
19.	Ms. Shabnam	Laboratory Attendant	Physics
20.	Mr. Motilal Hembram	Laboratory Attendant	Physics
21.	Mr. Amit Kumar	Laboratory Attendant	Research Centre
22.	Mr. Daya Kishan Khulbe	Laboratory Attendant	Zoology
23.	Mr. Saurabh Saxena	Laboratory Attendant	Administration
24.	Mr. Nagender Pal	Laboratory Attendant	Zoology
25.	Mr. Vidya Sagar	Library Attendant	Library
26.	Mr. Nitish Mittal	Library Attendant	Library
27.	Mr. Harendra Kumar	Multi-Tasking Staff	Administration
28.	Mr. Bharat Chhabra	Multi-Tasking Staff	Administration
29.	Mr. Durga Prasad	Multi-Tasking Staff -Mali	Administration
30.	Mr. Vikram Kumar	Multi-Tasking Staff -Mali	Administration
31.	Mr. Pawan Kumar	Multi-Tasking Staff -Mali	Administration
32.	Mr. Vinod Kumar Yadav	Multi-Tasking Staff -Mali	Administration

- x. In appointing the following Non-Teaching Staff member on contractual basis at Minimum Basic Pay of Pay Level of post plus Dearness Allowance thereon at applicable rates w.e.f. 06.12.2024 (F/N) to 04.06.2025 to be paid out of College Development Fund A/c: 

Sr.No.	Name	Designation	Deptt.	Salary Head
1.	Mr. Yogesh Kumar	Multi Tasking Staff	Admin. Office	Campus Maintenance and Development Fund (CDF A/c).

- xi. In appointing the following Non-Teaching Staff member on contractual basis at Minimum Basic Pay of Pay Level of post plus Dearness Allowance thereon at applicable rates w.e.f. 06.12.2024 (F/N) for the period upto 04.06.2025 to be paid out of the College Student Welfare Fund A/c: 

Sr.No.	Name	Designation	Deptt.	Salary Head
1.	Ms. Renu	Multi Tasking Staff	Girls Common Room	Misc. Head (CSWF A/c)


xii. Confidential


xiii. Confidential

4) Confidential


5) Confidential

6) Confidential

7) **Full and Final Payment of GPF to Professor Himanshu Prasad Roy:** The payment of full and final balance of GPF amounting to Rs.54,89,695/-in respect of Professor Himanshu Prasad Roy on his Technical Resignation from the college was reported and recorded. 

8) **Promotion from Assistant Professor (Academic Pay Level-12) to Associate Professor (Academic Pay Level-13A) under CAS 2018:** The recommendations of duly constituted Selection Committee for Promotion of following Assistant Professors (Academic Pay Level-12, Stage-III) to Associate Professors (Academic Pay Level-13A, Stage-IV) under CAS 2018 and their date of eligibility as per details given below were reported, recorded and approved: 

S. No.	Name	Department/ Subject	Date of Selection Committee Meeting	Proposed date of eligibility
1.	Dr. Sunny Manohar	Chemistry	04.12.2024	29-07-2024
2.	Dr. Jyoti	Chemistry	04.12.2024	03-08-2024
3.	Dr. Renu Solanki	Zoology	06.12.2024	22-09-2024
4.	Dr. Shailly Anand	Zoology	06.12.2024	10-08-2024
5.	Dr. Sangeeta Mohan	Management Studies	06.12.2024	10-04-2023

9) **Promotion of Associate Professors to Professor:** The recommendations of duly constituted Selection Committee for promotion of following Associate Professors (Academic Pay Level-13A) to Professor (Academic Pay Level 14) were reported, recorded and approved: 

S. No.	Name	Department/ Subject	Date of Selection Committee Meeting	Proposed date of eligibility
1.	Dr. Rajni Bala	Computer Science	04.12.2024	16.04.2024
2.	Dr. Vinod Kumar	Chemistry	04.12.2024	20.09.2022
3.	Dr. Sachin Mittal	Chemistry	04.12.2024	20.09.2022
4.	Dr. Mahaveer	Chemistry	04.12.2024	25.08.2022
5.	Dr. Poonam Kasturi	Electronics	06.12.2024	24.04.2022
6.	Dr. Kulvinder Singh	Physics	06.12.2024	18.07.2018
7.	Dr. Paramjeet Kaur Bedi	Physics	06.12.2024	27.07.2022
8.	Dr. Anju Agrawal	Physics	06.12.2024	18.05.2024
9.	Dr. Nupur Verma	Physics	06.12.2024	15.07.2023
10.	Dr. Palvit Rudram	Physics	06.12.2024	17.07.2022

10) **Principal Internship Scheme for College Students:** The recommendation of IQAC to institute “Principal Internship Scheme” for students in line with the Vice-Chancellor Internship Scheme of University of Delhi were placed before the House. The Coordinator IQAC presented the Scheme wherein it was proposed to offer following Internships to students:

- a. **Academic Administration Internship:** Merit cum Mean Internship for 120 Hrs at a token stipend of Rs. 200/- per hour subject to a maximum of Rs. 24,000/- for each Intern in a financial year. Total number of Academic Administration Internship to be offered to the existing college students are Ten (10).
- b. **Summer Research Internship:** On-Campus Summer Research Internship would be for 8 Weeks for students currently enrolled in the college. The College will pay Rs. 5,000/- per month as stipend subject to Maximum of Rs. 10,000/- in a year to each Intern. The total No. of Summer Research Internships to be offered by the College in an academic session to the existing college students are Thirty (30). In case of outstation students (selected as Intern), free accommodation and mess facility shall be provided by the College. However, the maximum number of interns to be accommodated in Hostel shall not be more than Ten (10). The Hostel Expenditure/Bill will be reimbursed by the college.

The Expenditure for both types of Principal Internship will be met out of Research Endowment Fund (College Students Welfare Fund). The detailed scheme of Principal Internship are attached as Appendix-I. After due deliberations the House resolved to approve the Principal Internship scheme proposed above w.e.f. Financial Year 2025-26



11) **ICT Committee Proposals:** The following proposals of ICT Committee were placed before the House for consideration and approvals:

i. To purchase 220 Desktops at a total cost of Rs. 1,87,00,000/-: The requirement of Desktop PC with following specifications is required to be purchased based on the requests of the various departments, whose details and approximate expenditure are as follows:

S. No.	Item Name	Specifications	Department/ Quantity		Total Qty.	Rate	Total Amount
1.	Desktop PC	Details Specifications for the Desktop Computer is below:	Skill Enhancement Lab	96	220	85,000	1,87,00,000
			Library	30			
			Physics	30			
			Computer Science	48			
			Commerce	06			
			Computer Center	10			
Total Amount							1,87,00,000

The Justification for Purchase of 220 Desktops are as under:

Department	Qty	Justification
Skill Enhancement Lab	96	Replacement of Existing outdated desktop computer system
Library	30	Increased requirement due to implementation of NEP
Physics	30	Increased requirement due to implementation of NEP
Computer Science	48	Replacement of Existing outdated desktop computer system and Increased requirement due to implementation of NEP
Commerce	06	Replacement of Existing outdated desktop computer system
Computer Center	10	Replacement of Existing outdated desktop computer system and Increased requirement due to implementation of NEP

The Detailed Specifications for the Desktop Computers are as under:

S.No.	Component	Description
1	Processor	i7- Core -10 or higher, 12 th Generation onwards
2	RAM	16 GB DDR5-4800 MHz or Higher
3	RAM Expandability	Upto 64 GB or higher
4	Operating System	Latest version of Windows preloaded By OEM.
5	Graphics	Integrated
6	SSD	M.2: 1 TB NVMe or higher
7	Display Monitor	LED/(FHD) Non-Touch 23.8" or higher
8	Display / Video Ports	1 HDMI 1.4
9	Ethernet	1 RJ-45
10	USB Ports	i) Minimum 6 USB - USB 3.2 Gen 1 or higher
		ii) Preferably at least 1 USB type C with other ports
11	Wireless and Blue tooth	Both Yes
12	Power Supply	260 watts
13	Keyboard	USB Wired Keyboard
14	Mouse	USB Optical Wired Mouse
15	Form Factor	Tower
16	Warranty	5 years onsite OEM comprehensive
17	Certifications	RoHS, Energy star Compliant, EPEAT ,TCO from OEM

After due deliberations the House approved the Purchase of 220 Desktop computer systems and sanctioned a sum of Rs. 1,87,00,000 /-(One Crore Eighty Seventy Lakh






only) out of the ICT Head of the College Development Fund A/c. All purchases shall be made strictly following the GFR from GeM Portal. A Technical Committee consisting of following is hereby constituted to finalize the detailed specification, evaluate the technical bids, and overall supervision of purchase of these Desktops:



1. Both the University Representatives
2. Principal
3. Convenor and members of ICT Committee
4. Convenor ADC
5. Coordinator, IQAC
6. Convenor, Purchase Committee

ii. **Purchase of 13 Smartboards and other ICT Items:** The requirement of 13 Smartboards and other ICT items as required in various departments, with detailed specification and approximate cost are as follows:

S. No.	Item Name	Specification	Department/ Quantity	Qty	Rate	Total Amount (Rs)	
1	Smart-Board	Interactive Panel/Pen Touch PTw/75/85/96 Inches or higher. All-in-One Interactive Flat Panel 4k Resolution Android 14.0,8 Gb RAM, 128GB Storage; multiple I.O. Interface and Wi-Fi and lan connectivity, Built in Speakers 25*2 Watts, AI Features. Accessories: 2 Stylus Pen, Remote & Wall Mount, Sliding cover whiteboard. Warranty: 5 years on wall mount kit. Smart Board Software License	Computer Science	3	13	3,00,000	39,00,000
			Math	1			
			Commerce	1			
			Language Lab	1			
			Electronics	1			
			Physics	2			
			Seminar Hall (509)	1			
			Zoology	1			
			Botany	1			
Seminar Hall (307)	1						
2	Photocopy Machine	Digital Photocopier Machine, with wifi, duplex, network, 55 ppm, scan, A3, A4, photocopy, SPDAS	Principal Office	1	7,50,000	7,50,000	
3	Patron Traffic Counter-PTC in the Library	5 ft. height Metallic Kiosk of 1.6 mm thickness, able to capture inward/ outward patron traffic with identification through Barcode/ QR Code/ Biometric/ Facial Identification/ System with minimum 22 inch touch screen interface; With storage capability of minimum 10 million transactional records pertaining to minimum 20,000 unique patrons. 3-Years On-Site OEM Warranty.		1	1,80,000	1,80,000	
4	OPAC Kiosk in the Library	1.6 mm MS metal sheet vandal proof kiosk; 19"/22" touch screen, Brightness:225 nits; Multi touch; Windows 10/raspberry pi 4B machine; 240V/5A; 3 Pin Connector; 10/100 Ethernet/ WiFi 802.11 bgn; OPAC Kiosk uses the software interface of existing Library. 3-Year On-site Warranty. Management System to implement the required functionality. It does not come with any additional software system apart from the basic operating system		1	1,35,000	1,35,000	
Total Amount						49,65,000	



After due deliberations the House approved the Purchase of 13 Smart Boards, One Photocopy Machine, One Patron Traffic Counter-PTC and One OPAC Kiosk and sanctioned a sum of Rs. 49,65,000/- out of the ICT Head of the College Development Fund A/c. All purchases shall be made strictly following the GFR from GeM Portal. The Technical Committee constituted for purchase of desktops shall also finalize the detailed specifications, evaluate the technical bids, and overall supervision of purchase of these ICT equipments.

- 12) **Establishment of Pearl, Zooplankton and Ornamental Fish Culture Facility:** The proposal of Zoology Department for establishment of Pearl, Zooplankton and Ornamental Fish Culture Facility as a Skill Development Centre at a total cost of Rs. 3,00,000/- was considered. After due deliberations the House approved the same and sanctioned a sum of Rs. 3,00,000/- out of the Lab Development Fund Head of the College Development Fund A/c. All purchases and expenditures shall be made strictly following the GFR. 
- 13) **Establishment of Mushroom Cultivation Facility:** The proposal of Botany Department for establishment of Mushroom cultivation Facility as a Skill Development Centre at a total cost of Rs. 7,50,000/- was considered. After due deliberations the House approved the same and sanctioned a sum of Rs. 7,50,000/- out of the Lab Development Fund Head of the College Development Fund A/c. All purchases and expenditures shall be made strictly following the GFR. 
- 14) **Employees Provident Fund Scheme (EPF) for Contractual Employees:** The University of Delhi Letter No. CB-III/149/Circulars/2024/579 dated 5.12.2024 received from College Branch vide email dated 5.12.2024 for implementation of the Employees Provident Fund Scheme (EPF) for Contractual Employees was considered. After due deliberations the House resolved to constitute a committee consisting of the following to find out the modalities in this regard: 
- | | | |
|---------------------------|----|-------------|
| i. Treasurer | -- | Chairperson |
| ii. Officiating Principal | -- | Convenor |
| iii. Bursar | | |
| iv. Dr. Sangeeta Talwar | | |
- 15) **Payment of Conveyance/Honorarium:** The University Letter No. CS.III/Circular/2024/576 dated 04.12.2024 regarding payment of Conveyance/Honorarium for late sitting and working on Saturdays/Closed Days received from College Branch vide email dated 4.12.2024 was reported and recorded. 
- 16) **Approval of extension of tenure of Prof. Hem Chand Jain as Officiating Principal:** The approval of extension of tenure of Prof. Hem Chand Jain as Officiating Principal as well as Vice-Principal of the college for a period of three months w.e.f. 01.10.2024 or till the appointment of a regular Principal is made, whichever is earlier, vide University of Delhi Letter No. CS.I/III/VP/DDUC/2024/9250 dated 09.10.2024 was reported and recorded. 

- 17) **Extension of term of Prof. Hem Chand Jain as Officiating Principal as well as Vice-Principal:** With reference to Governing Body Resolution No. 1 dated 21.12.2018,  the Governing Body considered and resolved to extend the term of Prof. Hem Chand Jain as Officiating Principal as well as Vice-Principal, for a period of six months w.e.f. 01.01.2025 or till such time the appointment of regular Principal takes place, whichever occurs earlier.
- 18) **Disposal of Raddi from Library:** The receipt of amount accrued from sale of Library Raddi, as per G.B. Resolution No. 30, dated 09.10.2024, with details as under were reported, recorded and approved:
- i). As per the recommendation of the Survey Committee, constituted by the Governing Body, vide Resolution No. 39, dated 29.12.2022:
- a. 216 out of the 2275 volumes of weeded out library books, were sold to the students/ staff @ Rs. 10 per book, accruing a sum of Rs. 2160/-
- b. the remaining 2059 volumes were sold as to M/s Ishan Industries on the basis of GeM Bid, accruing Rs 9075/-.
- ii). A sum of Rs. 53,730/- was also realized through the sale of Library Raddi comprising of old newspaper, magazine and waste loose-paper. 

End of Part-A

HOSTEL ITEMS: PART-B

- 19) **Principal's Actions:** The following actions taken by the Principal were reported, recorded and confirmed:
- i. In appointing the following staff on contractual basis for the Girls' Hostel w.e.f 07.12.2024 upto 04.06.2025. 
1. Ms. Ekta Sinha as Manager
2. Ms. Kanika Bhatia as Junior Assistant
- ii. In appointing the following staff on contractual basis for the Boys' Hostel w.e.f 07.12.2024 upto 04.06.2025. 
1. Ms. Usha Verma as Junior Assistant
2. Mr. Devender Pratap Singh as MTS

End of Part B

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

S/d
Prof. Hem Chand Jain
OFFICIATING PRINCIPAL &
MEMBER SECRETARY

S/d
Prof. Ajit Kumar Mahapatro
CHAIRMAN,
GOVERNING BODY