

DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)



Sector-3, Dwarka, New Delhi-110078

MINUTES OF 157th MEETING OF THE GOVERNING BODY


The 157th meeting of the Governing Body was held on **Wednesday the 26th March, 2025 at 3.30 p.m.** in the college Premises. The following were present:


1. Prof. Anil Kumar, University Representative - Chairman
2. Prof. Subhash Anand, University Representative – Treasurer
3. Prof. Ashutosh Trivedi, Member
4. Prof. Girish Chandra Maheshwari, Member
5. Prof. Hem Chand Jain, Principal and Member Secretary
6. Dr. Anubha Mukherji Sen, Teacher's Representative
7. Dr. Renu Solanki, Teacher's Representative
8. Shri Mukesh Kumar (Representative of staff, other than teachers)-Special Invitee

The Agenda items were taken *ad seriatim*:



- 1) Confirmation of Minutes:
 - a) The Minutes of the 155th and 156th Meetings of the Governing Body held on 28.01.2025 & 12.03.2025 respectively 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 advertisement of additional two posts (one in English & one in Political Science) of Assistant Professor which have fallen vacant due to technical resignation of the faculty members, in addition to 39 posts already approved for advertisement. (Ref. GB Res. No. 10 dated 28.04.2023). 

- ii. In constituting Provident Fund Committee consisting of following: 
1. Prof. Subhash Anand, University Representative & Treasurer – Chairman
 2. Prof. Ashutosh Trivedi, Member Governing Body
 3. Prof. Sachin Mittal, Bursar
 4. Prof. Pradip Kumar Jha, PF Subscriber's Nominee
 5. Mr. Vijay Kumar, PF Subscriber's Nominee (till 31.03.2025)
 6. Mr. Shri Kant Tiwari, PF Subscriber's Nominee (w.e.f. 01.04.2025 for a period of 2 years)
 7. Prof. Hem Chand Jain, Principal – Convenor

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

- i. in reporting change of numbers of posts of Junior Assistant from 6 to 5 as approved by the Governing Body vide Res. No. 9 dated 28.04.2023, in view of the letter No. CB-II/110/Roster/DDUC/2024/197 dated 10.06.2024 from the Deputy Registrar (Colleges), University of Delhi, wherein the College was not permitted to convert the nature of post of Driver to Junior Assistant. 
- ii. in appointing the following Guest Faculty in the Academic Session 2024-25: 

S.No.	Name of the Faculty	Department	Category	Date of Joining
1.	Mr. Naresh Kumar Kodam	Mathematics	UR	11.02.2025
2.	Mr. Atul Kumar	Mathematics	UR	11.02.2025
3.	Dr. Anshika Naugain	Mathematics	UR	20.02.2025
4.	Dr. Javed Charan	Pol. Science	UR	24.02.2025

- iii. Confidential
- iv. Confidential
- v. in extending the contract of Mr. Ankur Dhir, to run the photocopy shop w.e.f. 15.02.2025 to 14.05.2025 on existing terms and conditions. 

- vi. in accepting Resignation of following Guest Faculty appointed in the Academic Session 2024-25:

S. No.	Name	Department	Date of Resignation
1.	Dr. Nikhil Jain	Political Science	18.02.2025

- vii. in appointing the following sports coaches (Part-time) for the Academic Session 2024-25:

S. No.	Name	Appointed As	Period of Appointment
1.	Mr. Manish Sharma	Yoga Trainer	17.03.2025 to 25.05.2025
2.	Mr. Shubham	Fencing Coach	17.03.2025 to 25.05.2025


- viii. in permitting curtailment of Child Care Leave sanctioned to Prof. Monika Bansal, Professor in Management Studies from 28.03.2025 to 06.03.2025 as she has resumed her duties on 06.03.2025. (Ref. GB Res. No. 2(i) dated 09.10.2024)
- ix. in terminating appointment of Ms. Sneha Gupta, Guest Faculty in Management Studies w.e.f. 05.03.2025, consequent upon teacher on leave resumed her duties.

- 4) **Fixation of Pay in the Academic Pay Level 13A:** The Fixation of Pay in the Academic Pay Level 13A in respect of following faculty members, on their promotion from Assistant Professor (Stage-III) to Associate Professor (Stage-IV), as approved by University of Delhi vide letter No. mentioned against each were reported and recorded:

S. No.	Name	Department Subject	Date of Promotion	Fixation of Pay on Promotion	University Approval letter No.
1.	Dr. Sunny Manohar	Chemistry	29.07.2024	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2025/10047 Dated 04.02.2025
2.	Dr. Jyoti	Chemistry	03.08.2024	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2025/10048 Dated 04.02.2025
3.	Dr. Shailly Anand	Zoology	10.08.2024	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2025/10046 Dated 03.02.2025
4.	Dr. Renu Solanki	Zoology	22.09.2024	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2025/10044 Dated 03.02.2025



- 5) **Fixation of Pay:** The fixation of pay in respect of following Non-Teaching Staff members on account of Grant of Financial up-gradation under MACP as approved by University of Delhi vide letter No. mentioned against each were reported and recorded:


S. No.	Name of the Employee	Designation	Nature of event from apptt.	Pay fixed with applicable Pay Scale/ Level and Cell	Univ. approval Letter No.
1	Mr. Mukesh Kumar	MTS	(2 nd MACP) 16.08.2024	Rs. 34,000/- (Level-03, Cell-16)	CB-III/050 7 th CPC/DDU/ 2025/ 187 dated 14.02.2025
			01.07.2025	Rs. 36,100/- (Level-03, Cell-18)	


- 6) **Fixation of Pay of Professors:** The fixation of pay in the Academic Pay Level 14 in respect of following faculty members, on their promotion from Associate Professor to Professor, as approved by University of Delhi vide letter No. mentioned against each were reported and recorded: 









S. No.	Name	Designation/ Subject	Date of Promotion	Fixation of Pay on promotion	University approval letter No.
1.	Prof. Kulvinder Singh	Physics	18.07.2018	Rs. 1,82,700/- (Level-14, Cell-9) w.e.f. 18.07.2018 to 30.06.2019	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10043 dated 04.02.2025
				Rs. 1,93,800/- (Level-14, Cell 11) w.e.f. 01.07.2019	
2.	Prof. Anju Agarwal	Physics	18.05.2024	Rs. 2,05,600/- (Level-14, Cell-13) w.e.f. 18.05.2024 to 30.06.2024	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10039 dated 04.02.2025
				Rs. 2,18,200/- (Level-14, Cell 15) w.e.f. 01.07.2024	
3.	Prof. Nupur Verma	Physics	15.07.2023	Rs. 1,77,400/- (Level-14, Cell-8) w.e.f. 15.07.2023 to 30.06.2024	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10037 dated 04.02.2025
				Rs. 1,88,200/- (Level-14, Cell 10) w.e.f. 01.07.2024	
4.	Prof. Paramjeet Kaur Bedi	Physics	27.07.2022	Rs. 2,05,600/- (Level-14, Cell-13)	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10045 dated 03.02.2025
5.	Prof. Palvit Rudram	Physics	17.07.2022	Rs. 1,48,500/- (Level-14, Cell-2) w.e.f. 17.07.2022 to 31.12.2022	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10038 dated 04.02.2025
				Rs. 1,57,600/- (Level-14, Cell 4) w.e.f. 01.01.2023	
6.	Prof. Mahaveer	Chemistry	25.08.2022	Rs. 1,53,000/- (Level-14, Cell-3) w.e.f. 25.08.2022 to 30.06.2023	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10041 dated 04.02.2025
				Rs. 1,62,300/- (Level-14, Cell 5) w.e.f. 01.07.2023	
7.	Prof. Poonam Kasturi	Electronics	24.04.2022	Rs. 1,72,200/- (Level-14, Cell-7) w.e.f. 24.04.2022 to 30.06.2022	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10042 dated 04.02.2025
				Rs. 1,82,700/- (Level-14, Cell 9) w.e.f. 01.07.2022	
8.	Prof. Rajni Bala	Computer Science	16.04.2024	Rs. 1,88,200/- (Level-14, Cell 10) w.e.f. 16.04.2024 to 30.06.2024	CS-I/(111)/Pay Fix./ Promotion/ DDUC /2025/10040 dated 04.02.2025
				Rs. 1,99,600/- (Level-14, Cell 12) w.e.f. 01.07.2024	


7) **Confidential**

- 8) **LFA Audit Report:** The Governing Body considered the Audit Report from LFA for the financial year 2022-23 and approved its para-wise replies.  


- 9) **Child Care Leave to Dr. Lathika Nair:**  The request of Dr. Lathika Nair, Associate Professor in Zoology for grant of Child Care Leave for the period w.e.f 01.05.2025 to 30.04.2026 (365 days), she is eligible for grant of Child Care Leave on full salary for first 354 days i.e. 01.05.2025 to 19.04.2026 and 80% of salary for the period w.e.f. 20.04.2026 to 30.04.2026 (11 days), was considered. After due deliberation the Governing Body resolved to approve the same and permitted to appoint a Guest Teacher as her substitute.

- 10) **Appointment of Bursar:** In terms of Clause 4(2) of Ordinance XVIII of the Ordinances of University of Delhi, the Governing Body resolved to approve the recommendation of Principal to appoint Prof. Sachin Mittal, Professor in Chemistry, as Bursar of the college for the period w.e.f. 01.04.2025 to 31.03.2026. 

- 11) **Appointment of Warden Girls Hostel:** The Governing Body resolved to approve the recommendation of Principal to appoint Dr. Jayini Adhyapak, Associate Professor in English as Warden Girls Hostel for the period w.e.f. 01.04.2025 to 31.03.2027. (Ref. GB Res. No. 21 (Part-A) dated 25.03.2021.) 
- 12) **Appointment of Warden Boys Hostel:** The Governing Body resolved to approve the recommendation of Principal to appoint Dr. Abhijeet Sinha, Librarian as Warden Boys Hostel for the period w.e.f. 01.06.2025 to 31.03.2027. (Ref. GB Res. No. 21 (Part-A) dated 25.03.2021.) 
- 13) **Estimates Submitted by PWD:** The following Preliminary Estimates submitted by PWD were considered and after due deliberations resolved to approve the same and sanction the amount mentioned against each out of Campus Maintenance and Development Fund (College Development Fund A/c):
- a) The Preliminary Estimate of Rs. 19,76,928/- from the Office of the Executive Engineer (E), PWD EMD (South-West) NCT (Delhi Govt.) Brar Square, Delhi Cantt., New Delhi-110 010, regarding RMO E & M Services at DDU College, Sector-3, Dwarka, New Delhi (SH: Replacement of damaged/burnout supply cable at Substation to Main Building). 
 - b) The Preliminary Estimate of Rs. 27,71,117/- from the Office of the Executive Engineer (E), PWD EMD (South-West) NCT (Delhi Govt.) Brar Square, Delhi Cantt., New Delhi-110 010, regarding RMO E& M Services at DDU College, Sector-3, Dwarka, New Delhi (SH: Replacement of over lived SMF batteries for 3x100 KVA UPS system). 
 - c) The Preliminary Estimate of Rs. 74,80,700/- from the Office of the Executive Engineer, B-6, NCC Building Safdarjung Enclave, New Delhi-110029, regarding Emergent work in cable trench of demolishing of RCC Slab & CC pavement on cable trench, Rising of side wall of cable trench, RCC M-25 cover on trench, CC pavement and other misc work in DDU college, Sector-3, Dwarka, New Delhi during 2024-25. 
- 14) **Purchase of Laboratory Equipments Zoology:** The proposal for purchase of Laboratory equipment received from Teacher In-charge, Department of Zoology, essentially required as per NEP-UGCF in for upcoming 4th year with tentative cost of Rs.30,13,594/- was considered. After due deliberations the Governing Body resolved to approve the same and sanctioned a sum of Rs. 30,13,594/- out of Capital Reserve of Students Security A/c. 
- 15) **RFID Based Library Operation:** The proposal of convenor, library committee to implement RFID based library operation for efficient functioning with the tentative cost of Rs. 26,70,000/- was considered. After due deliberation the Governing Body resolved to request the DHE to give its administrative approval and expenditure sanction for the same. 
- 16) **Confidential**
- 17) **Stock Verification Report of Library Books:** The Stock Verification Report of Library books for the year 2023-24 was considered and approved including writing off 8 books. 

18) Stock Verification Reports: The Stock Verification Reports of Various Departments for the year 2023-24 along with the list of unserviceable items were reported, recorded and approved. The Governing Body resolved to constitute a Survey Committee as per University of Delhi guidelines consisting of the following for inspecting and recommending, writing-off and disposal of the unserviceable goods: 

- i. Prof. Subhash Anand, Treasurer and University Representative
- ii. Prof. Ashutosh Trivedi,
- iii. Dr. Hem Chand Jain, Principal
- iv. Dr. Sachin Mittal, Bursar.
- v. Teachers-in-charge / Laboratory-in-charge of the concerned department / Administrative Officer / Librarian / LPE

19) Extension of Study Leave of Dr. Sudhir Verma: The request of Dr. Sudhir Verma, Assistant Professor in Zoology for extension of study leave without pay by 5 days beyond permissible maximum three years in one spell and allow him to resume duties w.e.f. 01.05.2025 instead of 26.04.2025 was considered and approved. 

20) Constituting Governing Body Committees: The Governing Body considered reconstitution of Governing Body Committees and approved the following:

i. Finance Committee:

- i. Prof. Subhash Anand, Treasurer and University Representative: Chairman
- ii. Prof. Ashutosh Trivedi,
- iii. Prof. Hem Chand Jain, Principal : Convenor
- iv. Dr. Sachin Mittal, Bursar
- v. Dr. Renu Solanki, Teachers Representative

ii. Leave Advisory Committee:

- i. Prof. G. C. Maheshwari: Chairperson
- ii. Prof. Hem Chand Jain, Principal: Convenor
- iii. Dr. Anubha Mukherji Sen, Teachers Representatives
- iv. Dr. Renu Solanki, Teachers Representatives

iii. Residential Flat Allotment Committee:

- i. Prof. G. C. Maheshwari: Chairperson
- ii. Prof. Hem Chand Jain, Principal: Convenor
- iii. Dr. Anubha Mukherji Sen, Teachers Representatives
- iv. Dr Renu Solanki, Teachers Representatives

iv. Grievance Committee for Teachers:

- i. Prof. Anil Kumar, Chairman and University Representative : Chairman
- ii. Prof. Subhash Anand, Treasurer and University Representative
- iii. Prof. Hem Chand Jain, Principal : Convenor
- iv. Prof. Ram Pal Singh, Secretary Staff Council
- v. Dr. Renu Solanki, Teachers Representatives
- vi. Dr. Reeta Kumari, L.O., SC-ST
- vii. Dr. Raj Kumari Sana, L.O., OBC
- viii. Prof. Anurag Mishra L.O., EWS
- ix. Dr. Sachchidanand Tripathi L.O., PWBD

- v. **Purchase Committee:** In case of purchase of an item exceeding Rs.25,00,000/- and above or hiring an outsourced service Prof. Subhash Anand, Treasurer and University Representative will be the Chairperson along with other members of the respective committee

Additional Agenda with the permission of the Chair

- 21) Estimates Submitted by PWD:** The following Preliminary Estimates submitted by the Executive Engineer (Electrical), PWD EMD (South-West) NCT (Delhi Govt.) Brar Square, Delhi Cantt., New Delhi were considered and after due deliberations resolved to approve the same and sanction the amount mentioned against each out of Campus Maintenance and Development Fund (College Development Fund A/c):

- a. ARMO EI. Compound Lights, Lifts, Water Supply Pumps, Fire Fighting System, Fire Alarm and PA System, Sub-Station and DG Sets, AC Plant, CCTV, EPABX, Telephone, Water Softening Plant, 3 x 100 KVA UPS at DDU College Dwarka, New Delhi
 - i. (SH : Comprehensive Maintenance of Johnson make Lifts) of Rs. 66,57,758/-).
 - ii. (SH : Comprehensive Maintenance of LAN system of D-Link make i/c routine operation & maintenance of Rs. 28,31,487/-).
 - iii. (SH : Comprehensive Maintenance of CCTV and surveillance system of Rs. 20,97,160/-).
 - iv. (SH : Comprehensive Maintenance & Operation of HVAC, VRV & ST/WT AC's of Rs. 72,93,319/-).




- b. ARMO of Lifts, Audio Video system, Centralized AC Plant, 3 x 100 KVA UPS, LAN WIFI and IP based EPABX, Telephone, Solar Water Heating System, CCTV at DDU College, Dwarka, New Delhi
 - i. (SH : Comprehensive Maintenance and RMO of AV system of Rs. 38,17,655/-).
 - ii. (SH : Comprehensive Maintenance of 3x100 KVA UPS system of Emerson make of Rs. 14,60,096/-).
- c. ARMO Electrical and Mechanical services (SH: Comprehensive maintenance of lift voice announcement and floor status display system at Hostel Block & lift intercom, voice announcement and floor status display system of Sagar System Make for Rs. 21,12,771/-).
- d. The Preliminary Estimate of Rs. 45,12,975/- from the Office of the Executive Engineer (E), PWD EMD (South-West) NCT (Delhi Govt.) Brar Square, Delhi Cantt., New Delhi-110 010, regarding Modification and repairing of existing 150 KLD STP plant of MBR technology at DDU college.

22) **Estimates Submitted by PWD:** The following Preliminary Estimates submitted by the Executive Engineer (CIVIL), B-6, NCC Building Safdarjung Enclave, New Delhi-110029 were considered and after due deliberations resolved to approve the same and sanction the amount mentioned against each out of Campus Maintenance and Development Fund (College Development Fund A/c):

- a. Repair work and Tiles on the walls in the canteen of DDU College of Rs. 15,21,300/-.
- b. (SH: Repair work of Seepage in Bathroom & Toilets in 6 Nos. Staff Quarters, replacement of deteriorated C.I. Pipe in Shaft, broken ceramic & vitrified tiles in 6 Nos. Staff Quarters, Replacement of termite wooden shelves & Almirah 6 Nos. Staff Quarters and other misc. works in the Residential Staff Quarters of Rs. 67,02,400/).
- c. Shortcreting/guniting, false ceiling, SBR Polymer and finishing work at DDU College of Rs. 98,70,500/-).
- d. Replacement of Floor Tiles on the Terrace of Institutional (Main Admin.) Building (SH : Grading roof for water proofing treatment and crazy tile on roof to rectify the seepage problem during rainy season of Rs. 84,76,000/-).
- e. Providing and fixing Wall Tiles upto windowsill in the Lecture Room and Lecture Theatre Room in DDU College of Rs. 53,58,600/-).

End of Part-A

HOSTEL ITEMS: PART-B

- 23) **Refund of Hostel Fee on Compassionate Ground:** Ms. Harshita, D/o Mr. Kamal Vij, a student of B.A. (Prog.) bearing roll no. 24BAP9424 was a resident of the Girls' Hostel for the session 2024-25. She paid a sum of Rs. 49,900/- towards annual charges including Rs.5,000/- (refundable caution money) and Rs. 28,500/- including Rs.10,000/- Security for Air Conditioners (refundable) towards quarterly charges till December. She joined the hostel on 02.09.2024, but left the hostel in midst of the session due to health issues. After due deliberations the Governing Body resolved to refund 50% of the annual fees (i.e. Rs. 22,450/-) on compassionate ground alongwith security deposits. 
- 24) **Refund of Hostel Fee on Compassionate Ground:** Ms. Pallavi Singh, D/o Mr. Om Pal Singh, a student of B.Sc (H) Zoology, bearing roll no. 24HZL7135 was a resident of the Girls' Hostel for the session 2024-25. She paid a sum of Rs. 49,900/- towards annual charges including Rs.5,000/- (refundable caution money) and Rs. 28,500/- including Rs.10,000/- Security for Air Conditioners (refundable) towards quarterly charges till December. She joined the hostel on 28.08.2024, but left the hostel in midst of the session due to health issues. After due deliberations the Governing Body resolved to refund 50% of the annual fees (i.e. Rs. 22,450/-) on compassionate ground alongwith security deposits. 
- 25) **Hostel Fee Waiver:** Ms. Mahak Verma, D/o Late. Shri Harishankar Verma, a student of B. Com (H), bearing roll no. 23COM1672 is a resident of the Girls' Hostel for the Session 2024-25. She is requesting for full fee waiver for the session 2024-25 due to financial hardship arising on account of death of her father. After due deliberations the Governing Body resolved to grant full fee Rs. 98,900/- (Annual fee of Rs. 44,900/- plus Quarterly fee of Rs. 13,500/-) waiver for the Session 2024-25 on compassionate ground. 

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

S/d
Prof. Hem Chand Jain
Principal & Member Secretary

S/d
Prof. Anil Kumar
Chairman, Governing Body