# DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)

Sector-3, Dwarka, New Delhi-110078

### MINUTES OF 158th MEETING OF THE GOVERNING BODY

The 158th meeting of the Governing Body was held on Friday the 30<sup>th</sup> May, 2025 at 3.00 p.m. in the College Premises in hybrid mode. The following were present:

- 1. Prof. Anil Kumar, University Representative Chairman
- 2. Prof. Subhash Anand, University Representative Treasurer
- 3. Prof. Ashutosh Trivedi, Member Online
- 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 157<sup>th</sup> Meeting of the Governing Body held on 26.03.2025 was 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 appointment of two guest faculties against the leave vacancy of Prof. Hem Chand Jain, Professor in the Department of Commerce, who has been appointed as Principal of this College w.e.f. 07.03.2025 (A/N) for a period of five years.
  - ii. In sanctioning a sum of Rs.9,85,400/- out of lapsed security / reserve and surplus head of Student's Security A/c, to purchase 26 Air Conditioners required for preparing rooms for implementing fourth year of NEP starting from the forthcoming academic session i.e. July 2025.
  - iii. In accepting the recommendation of PF Committee, of its meeting held on 26.03.2025, for disbursement of interest @7.1 % for 1st, 2nd. 3rd and 4th quarters of the FY 2024-25 to the individual (GPF) subscriber's A/c.

iv. In approving recommendation of Departmental Promotion Committee meeting held on 15.05.2025 for promotion of Mr. Bharat Bhushan Sarswat, Semi-Professional Assistant to the post of Professional Assistant in the Library in the Pay Matrix Level 6 against the vacancy arisen due to superannuation of Mr. Gyanesh Prasad Soti.

Note: Mr. Bharat Bhushan Sarswat has joined his duties w.e.f. 19.05.2025 (F/N). He will be on probation for a period of one year from the date of his joining duties.

- 3) Principal's Actions: The following actions taken by the Principal were reported, recorded and confirmed:
  - i. Confidential
  - ii. Confidential
  - iii. In appointing the following Assistant Professors on ad-hoc basis @ Rs. 57,700/-i.e. the minimum Basic Pay of 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 28.06.2025:

S.No.	Name	Department	Category	Date of Joining
1.	Dr. Sandeep Kumar	Botany	SC	29.03.2025
2.	Dr. Deepti Gupta	Commerce	UR	29.03.2025
3.	Dr. Meghna Aggarwal	Commerce	UR	29.03.2025
4.	Mr. Deepak Mittal	Computer Science	UR	29.03.2025
5.	Mr. Sanjeet Kumar	Computer Science	OBC	29.03.2025
6.	Dr. Neha	Electronics	UR	29.03.2025
7.	Mr. Naveen Kumar	Electronics	SC	29.03.2025
8.	Mr. Ajit Singh	Electronics	OBC	29.03.2025
9.	Dr. Vandana Sharma	EVS	UR	29.03.2025
10.	Dr. Rashmi Gupta	Mathematics	UR	29.03.2025
11.	Mr. Tarachand Prajapati	Mathematics	OBC	29.03.2025

iv. In appointing following Guest Faculty during the Academic Year 2024-25:

S.No	Name of the Faculty	Department	Category	Date of Joining
1	Dr. Prachi Jain	Physics	UR	08.04.2025

- v. In extending term of contractual appointment in respect of Ms. Deepa, Staff Nurse, beyond 16.04.2025 upto 30.04.2025 due to exigencies related to sports and other activities. (Ref. GB Res. No. 2(vii) dated 10.12.2024).
- vi. In appointing the following Non-Teaching Staff member on contractual basis at Minimum Basic Pay of Rs. 25,500/- per month of Pay Level 4 plus Dearness Allowance thereon at applicable rates w.e.f. 02.05.2025 for the period upto 04.06.2025:

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

vii. In permitting the revision of rates in respect of SBC Export Ltd. who had been awarded a contract for providing 4 Nos. of Junior Assistants on Outsource basis upto 30.11.2024, in terms of Minimum Wages notified by Govt. of NCT of Delhi vide Notification No. (142)/02/MW/VII/Part File/3478 - 3495 & (142)/02/MW/VII/Part File/3502 - 3519 dated 26.09.2024, which were effective from 01.04.2024 & 01.10.2024 respectively. The comparison is given hereunder:

	For Junior Assistant			
<b>Details</b>	Previous Rates	Revised rates w.e.f. 01.04.2024	Revised rates w.e.f. 01.10.2024	
Minimum Wages (per month) as prescribed by the Labour Department, GNCTD	Rs. 21,215/-	Rs. 21,813/-	Rs. 21,917/-	
ESI contribution @ 3.25% of monthly wages (applicable till the wages are less than Rs. 21,000/-)	N.A.	N.A.	N.A.	
EPF contribution @ 13% (12% + 0.5% + 0.5%) of monthly minimum wages or 15,000/- whichever is less	Rs. 1,950/-	Rs. 1,950/-	Rs. 1,950/-	
Bonus @ 8.33% (Monthly minimum wages or 7000 whichever is higher subject to the condition that the wages should not exceed Rs. 21,000/- p.m.	Nil	Nil	Nil	
Total	Rs.23,165/-	Rs. 23,763/-	Rs. 23,867/-	
Administrative Charges	Rs. 1/-	Rs. 1/-	Rs. 1/-	
GST	18% Extra	18% Extra	18% Extra	

viii. In permitting the revision of rates in respect of SBC Export Ltd. who had been awarded a contract for providing 4 Nos. of Computer Laboratory Attendant on Outsource basis upto 31.12.2024, in terms of Minimum Wages notified by Govt. of NCT of Delhi vide Notification No.(142)/02/MW/VII/PartFile/3478-3495 & (142)/02/MW/VII/Part File/3502-3519 dated 26.09.2024, which were effective from 01.04.2024 & 01.10.2024 respectively. The comparison is given hereunder:

	For Computer Laboratory Attendant			
Details 💆	Previous	Revised rates	Revised rates	
Details -	Rates	w.e.f. 01.04.2024	w.e.f. 01.10.2024	
Minimum Wages (per month) as prescribed by the Labour Department, GNCTD	Rs. 21,215/-	Rs. 21,813/-	Rs. 21,917/-	
ESI contribution @ 3.25% of monthly wages (applicable till the wages are less than Rs. 21,000/-)	N.A.	N.A.	N.A.	
EPF contribution @ $13\%$ ( $12\% + 0.5\% + 0.5\%$ ) of monthly minimum wages or $15,000$ /- whichever is less	Rs. 1,950/-	Rs. 1,950/-	Rs. 1,950/-	
Bonus @ 8.33% (Monthly minimum wages or 7000 whichever is higher subject to the condition that the wages should not exceed Rs. 21,000/- p.m.	Nil	Nil	Nil	
Total	Rs.23,165/-	Rs. 23,763/-	Rs. 23,867/-	
Administrative Charges	Rs. 1/-	Rs. 1/-	Rs. 1/-	
GST	18% Extra	18% Extra	18% Extra	

ix. In extending the contract of Mr. Ankur Dhir, to run the photocopy shop w.e.f. 15.05.2025 to 14.08.2025 on existing terms and conditions.

- x. In permitting fixation of rent amounting to Rs. 25,000/- p.m. (Exclusive of taxes), of newly constructed ATM Counter near Gate No. 1, for the ATM services offered by the Home Bank PNB.
- xi. In permitting transfer of a sum of Rs.3,48,770.17 available in Reserves and Surplus head of DDU College Fee A/c to College Development Fund A/c as per Balance Sheet as on 31.03.2025.
- xii. Confidential.
- xiii. In permitting curtailment of Child Care Leave sanctioned to Prof. Poonam Kasturi, Professor in Electronics, from 24.04.2025 to 03.04.2025 (22 days) as she has resumed duties w.e.f. 03.04.2025 after availing Child Care Leave w.e.f. 03.01.2025 to 02.04.2025 (Ref. GB Res No. 25(ii) dated 09.10.2024).
- xiv. In permitting the revision of rates in respect of IM Facilite Pvt. Ltd. who has been awarded a contract for providing 4 Nos. of Computer Laboratory Attendants on Outsource basis, in terms of Minimum Wages notified by Govt. of NCT of Delhi vide Notification No. (142)/02/MW/VII/Part File/211-241 dated 15.04.2025, which were effective from 01.04.2025 The comparison is given hereunder:

Details	For Computer Laboratory Attendant	
	Previous Rates	Revised rates w.e.f. 01.04.2025
Minimum Wages (per month) as prescribed by the Labour Department, GNCTD	Rs. 21,215/-	Rs. 22,411/-
ESI contribution @ 3.25% of monthly wages Applicable if monthly wages are not more than Rs. 21,000/-)	Not Applicable	Not Applicable
EPF contribution @ 13% (12%+0.5%+0.5%) (Monthly minimum wages or 15,000/- whichever is less)	Rs. 1,950/-	Rs. 1,950/-
Bonus @ 8.33% (Monthly minimum wages or 7000 whichever is higher subject to the condition that the wages should not exceed Rs.21,000/-)	Nil	Nil
Total	Rs.23,165/-	Rs 24,361/-
Administrative Charges	Rs. 891.88	Rs. 891.88*
GST	18% Extra	18% Extra

<sup>\*</sup> To be remain fixed during the entire contract period.

xv. In permitting the writing-off of the below mentioned two items from fixed assets and subsequently from fixed assets fund in the books of Add-on course for the FY 2024-25.

S1.	Fixed Assets	QTY.	Balance as on
No.			31.03.2025 (In Rs.)
1	AC for Ambassador Car	1	140.51
2	Two in one kanwood (Staff car)	1	1

Fixation of Pay in the Academic Pay Level 13A: The Fixation of Pay at Rs. 1,31,400/- (Cell No. 1) in the Academic Pay Level 13A w.e.f. 10.04.2023 in respect of Dr. Sangeeta Mohan, on her promotion from Assistant Professor (Stage-III) to Associate Professor (Stage-IV), as approved by University of Delhi vide letter No. CS-1/(111)/Promotion/DDUC/2025/62 dated 24.04.2025 was reported and recorded.

- Fixation of Pay of Prof. Hem Chand Jain as Principal. The fixation of pay at Rs. 2,18,200/- (Cell No. 15) of the Academic Pay Level 14, with effect from 08.03.2025 in respect of Prof. Hem Chand Jain, on appointment as Principal, as approved by University of Delhi vide letter No. CS-I(111)/Promotion/DDUC/2025/160 dated 01.05.2025 was reported and recorded.
- 6) Confidential
- 7) Confidential
- 8) Extension of contract of Security Services: The extension of contract in respect of Security Services awarded to M/s Miraz Securitas Pvt. Ltd., beyond 18.06.2025 after expiry of contract period of two years, as the bid process through GeM for new tender may take time was considered. It was reported by the Member Secretary that as per GeM, the contract can be extended by 6 months on existing terms and conditions. After due deliberations it was resolved to extend the term of contract for Security Services awarded to M/s Miraz Securitas Pvt. Ltd., for six months beyond 18.06.2025.
- Sanitation of Contract of Sanitation Services: The extension of contract in respect of Sanitation (Housekeeping) Services awarded to M/s Miraz Securitas Pvt. Ltd., beyond 18.06.2025 after expiry of contract period of two years, as the bidding process through GeM for new tender may take time was considered. It was reported by the Member Secretary that as per GeM, the contract can be extended by 6 months on existing terms and conditions. After due deliberations it was resolved to extend the term of contract for sanitation services awarded to M/s Miraz Securitas Pvt. Ltd., for six months beyond 18.06.2025
- 10) Centenary Year Gift of Wristwatch: The University of Delhi letter No. CB-III/Circular/2025/Vol.II/226 dated 28.04.2025 regarding gifting a wristwatch to each employee working or retired from the College in the Centenary year of University i.e. from 01.05.2022 to 30.06.2023 to make the celebration more memorable was considered. After due deliberation it was resolved to purchase enough wristwatches for distribution as Centenary year memorable gift to each employee (Permanent, Adhoc and Contract) working or retired from the college services in the centenary year of University of Delhi i.e. 01.05.2022 to 30.06.2023 and sanctioned required funds out of Add on Course A/c.
- Shifting of Internet Payment Gateway from ICICI Bank Ltd. to PNB (Home Bank): The shifting of Internet Payment Gateway from ICICI Bank Ltd. to PNB (Home Bank) in view of poor services rendered by ICICI Bank was considered. After due deliberations resolved to shift the Internet Payment Gateway from ICICI Bank Ltd. to PNB (Home Bank).
- 12) Best Teacher Award 2023-24: The recommendation of Best Teacher Award Committee 2023-24 in awarding Best Teacher Award to Dr. Jayini Adhyapak, Associate Professor in English was approved.
- 13) Fixation of Pay of Dr. Lalit Kumar: The Fixation of Pay at Rs. 82,200/- (Cell No. 2) in the Academic Pay Level 12 w.e.f. 30.01.2023 in respect of Dr. Lalit Kumar, Department of English, on his placement/promotion from Assistant Professor (Stage-II) to Assistant Professor (Stage-III), as approved by University of Delhi vide letter No. CS-1/(111)/Promotion/ DDUC/2023/7047 dated 26.12.2023.

- 14) Confidential
- **Revision of the University Fee w.e.f. 2025-26:** The revision of the University Fee for the students taking admission w.e.f. Academic Session 2025-26 in terms of Univ. Notification No. Acad. I/ Fee/2025-26/195 dt. 30.04.2025 as per details given below were reported and recorded:

Sl.	Particulars	Academic	Academic	Difference
No.		Session	Session	
		2025-26 (₹)	2024-25	(₹)
			(₹)	
1	University Development Fund	1,500	1,200	300
2	University Student Welfare Fund	250	250	NIL
3	University Facilities and Services Charges	1,500	1,250	250
4	Economically Weaker Section Support	250	200	50
	University Fund			
	Total	3,500	2,900	600

**Revision of Fee in respect of Foreign Students:** The revision of fee in respect of Foreign Students as per Admission Bulletin 2025-26 Foreign Students' Registry (University of Delhi) were reported and recorded:

S.	Particulars	Academic	Academic	Diff.
NO.		Year 2025-26	Year 2024-25	
1	Annual Registration Fee* payable at College by	₹23,958/-	₹21,780/-	₹2,178/-
	Foreign National Students			
	(other than Tibet)			
2	Special Fees for Professional Courses (i.e. B.Sc.	₹2,58,214/-	₹2,34,740/-	₹23,474/-
	Hons. Comp. Sc., B.Sc. Hons. Elect. Sc. &			
	Bachelor of Management Studies- BMS) – (for			
	other than Tibet and SAARC countries)			

Application for EOL (Without Pay) of Dr. Shalini Bhatia: The Recommendation of Leave Advisory Committee in respect of application for EOL (without Pay) of Dr. Shalini Bhatia, Associate Professor in Commerce was considered. As Dr. Shalini Bhatia remained on Extra Ordinary Leave (Leave without Pay) for a period of 04 months and 09 days only, it was resolved that she may be granted Extra Ordinary Leave (Leave Without Pay) for the period of One Year Nine Months and Six Days w.e.f. 23.07.2025 to 28.04.2027.

The Recommendations of Provident Committee in respect of Agenda item Nos. 18-19 were approved as per details given below:

- **Audited Accounts (Provident Fund A/c):** The Audited Balance Sheet & other accounts pertaining to Provident Fund A/c for the financial year 2024-25 by the Statutory Auditor M/s Princy Singhal & Co, Chartered Accountants were considered and approved.
- 19) Disbursement of Interest for the FY 2025-26 onwards: The Disbursement of Interest to Provident Fund Subscriber's for the FY 2025-26 onwards was considered. It was noted since the FY-2005-06 the college is disbursing interest to PF Subscriber's at the

rate of interest notified by the Government of India as mandated by University of Delhi. As on date, the college have a sum of Rs.1,90,10,223/- in the Reserve Fund to ensure disbursement of interest to PF Subscriber's at the rate of interest notified by the Government of India. On the recommendation of the Provident Fund Committee it was resolved that the Principal, being DDO, be authorised to disburse the Interest to PF Subscriber's (in consultation with subscriber's Nominees) at the rate of interest notified by the Government of India.

The Recommendations of Finance Committee meeting Dated 29.05.2025 in respect of Agenda Item Nos. 20 to 31 were considered and approved as per details given below:

- **20)** Revision of Fee: In modification of recommendation of Finance Committee the matter of revision of fee was referred to a committee consisting of Bursar, convenor Campus Maintenance Committee, Convenor ICT Development Committee, Secretary Staff Council, Convenor ADC, Coordinator IQAC Committee, and one representative of Students Union for wider consultation.
- 21) Estimates Submitted by PWD: The Preliminary Estimate of Rs. 4,02,674/- submitted by the Executive Engineer (Electrical), PWD EMD (South-West) NCT (Delhi Govt.) Brar Square, Delhi Cantt., New Delhi regarding providing and replacement of Split Air-Conditioners in DDU College, Sector-3, Dwarka, New Delhi were considered and after due deliberations resolved to approve the same and sanction a sum of Rs. 4,02,674/- out of Campus Maintenance and Development Fund (College Development Fund A/c).
- **Estimates Submitted by PWD:** The Preliminary Estimate of Rs. 10,56,700/submitted by the Office of the Executive Engineer, B-6, NCC Building Safdarjung Enclave, New Delhi-110029, regarding Construction of RCC Load bearing Stage above the Basement in the College Ground at DDU College Sec-3, Dwarka, New Delhi were considered and after due deliberations resolved to approve the same and sanction a sum of Rs. 10,56,700/- out of Campus Maintenance and Development Fund (College Development Fund A/c).
- 23) Purchase of Laboratory Equipments Botany: The proposal for purchase of Laboratory equipment received from Teacher In-charge, Department of Botany, essentially required as per NEP-UGCF in for upcoming 4th year with tentative cost of Rs. 21,96,000/- was considered. After due deliberations the Recommendation of the Finance Committee to constitute a committee consisting of Two Professors from Department of Botany, University of Delhi, as external experts; TIC Botany; Bursar and Principal to evaluate the proposal in the light of UGCF of NEP 2022 was approved.
- **Purchase of Laboratory Equipments Physics:** The proposal for purchase of Laboratory equipment received from Teacher In-charge, Department of Physics, essentially required as per NEP-UGCF with tentative cost of Rs. 54,63,400/- was considered. After due deliberations the Recommendation of the Finance Committee to constitute a committee consisting of Two Professors from Department of Physics, University of Delhi, as external experts; TIC Physics; Bursar and Principal to evaluate the proposal in the light of UGCF of NEP 2022 was approved.

- Audited Accounts (Govt. Grants): The Audited Balance Sheets and other accounts pertaining to Consolidated Delhi Government Funds, Maintenance Grant Account, and Non-Recurring Grant Account for the financial year 2024-25, as audited by the Statutory Auditors M/s Princy Singhal & Co, Chartered Accountants were considered and approved.
- Audited Accounts (Consolidated Balance Sheet): The Audited Consolidated Balance Sheet pertaining to all the accounts of the college for the financial year 2024-25 by the Statutory Auditor M/s Princy Singhal & Co, Chartered Accountants were considered and approved.
- Audited Accounts (UGC and DBT): The Audited Balance Sheet & other accounts pertaining to UGC Grant A/c and DBT Grant A/c for the financial year 2024-25 by the Statutory Auditor M/s Princy Singhal & Co, Chartered Accountants were considered and approved.
- **Audited Accounts (DDUC Fee A/c):** The Audited Balance Sheet & other accounts pertaining to DDUC Fee A/c for the financial year 2024-25 by the Statutory Auditor M/s Princy Singhal & Co, Chartered Accountants were considered and approved.
- Audited Accounts (Self-Generated Funds): The Audited Balance Sheet & other accounts pertaining to College Student Welfare Fund (Student's Society) A/c . College Development Fund A/c , Student Security A/c and Add-on Course A/c for the financial year 2024-25 by the Statutory Auditor M/s Princy Singhal & Co, Chartered Accountants were considered and approved.

### **HOSTEL ITEMS: PART-B**

- **Audited Accounts (DDUC Boys Hostel A/c):** The Audited Balance Sheet & other accounts pertaining to DDUC Boys Hostel A/c for the financial year 2024-25 by the Statutory Auditor M/s Princy Singhal & Co, Chartered Accountants were considered and approved.
- Audited Accounts (DDUC Girls Hostel A/c): The Audited Balance Sheet & other accounts pertaining to DDUC Girls Hostel A/c for the financial year 2024-25 by the Statutory Auditor M/s Princy Singhal & Co, Chartered Accountants were considered and approved.

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