

DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)
Sector-3, Dwarka, New Delhi-110078

MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body was held on **Thursday, 28th March, 2024 at 4:00 p.m.** in the Committee Room, CPDHE (ILLL), University of Delhi, Delhi-110007. 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 (Online)
6. Shri Arun Kumar Singh (Representative of staff, other than teachers)-Special Invitee.



The Agenda items were taken *ad seriatim*

1) Confirmation of Minutes





- a) The Minutes of the Governing Body Meetings held on 29.11.2023, 16.01.2024, and 02.02.2024 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 recommending vide letter No. DDUC/Actg-Offg.Principal/2023/872 dated 28.12.2023 addressed to The Dean of Colleges, University of Delhi for the extension of Prof. Hem Chand Jain as Officiating Principal and Vice-Principal of the College for a period of six months w.e.f. 01.01.2024 to till such time the appointment of regular Principal takes place, whichever is earlier. 
- ii. In permitting Prof. Yogieta S Mehra, Professor in Management Studies to proceed on Deputation on Short Term contract basis, as Chief (Eco) at Central Electricity Regulatory Commission (CERC), for a period of Three years as per their offer letter No. Admin-12012/1/2019-CERC dated 08.03.2024 and appointment of two guest faculties against her leave vacancy. She proceeded on deputation on 27.03.2024 (F.N.) 

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

- i. In extending the contract awarded to M/s Shiv Shakti Enterprises for running the College Canteen w.e.f. 12.01.2024 to 11.02.2024 as the process of awarding contract to new vendor could not be finalized. Subsequently, the contract was further extended w.e.f. 12.02.2024 to 29.02.2024 and thereafter w.e.f. 01.03.2024 to 31.03.2024 on existing terms and conditions. 
- ii. In sanctioning Child Care Leave to Prof. Monika Bansal, Professor in Management Studies w.e.f. 13.02.2024 to 29.02.2024 with full pay and allowances. 
- iii. In sanctioning Maternity Leave to Ms. Renu, MTS on contractual basis for a period of 126 days w.e.f. 30.01.2024 to 03.06.2024 in terms of University of Delhi Notification No. Estab.I/Mat.Leave/Contract/2019/2917 Dated 04.01.2022. 
- iv. in appointing the following Assistant Professors on ad-hoc basis, at 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 08.04.2024: 


S.No.	Name	Department	Category	Date of Joining
1	Dr. Sandeep Kumar	Botany	SC	15.12.2023 (F/N)
2	Ms. Deepti Gupta	Commerce	UR	15.12.2023 (F/N)
3	Dr. Meghna Aggarwal	Commerce	UR	15.12.2023 (F/N)
4	Mr. Deepak Mittal	Computer Science	UR	15.12.2023 (F/N)
5	Mr. Sanjeet Kumar	Computer Science	OBC	15.12.2023 (F/N)
6	Ms. Neha	Electronics	UR	15.12.2023 (F/N)
7	Mr. Naveen Kumar	Electronics	SC	15.12.2023 (F/N)
8	Mr. Ajit Singh	Electronics	OBC	15.12.2023 (F/N)
9	Dr. Vandana Sharma	EVS	UR	15.12.2023 (F/N)
10	Mr. Ashish Kumar Tripathi	History	UR	15.12.2023 (F/N)
11	Dr. Rashmi Gupta	Mathematics	UR	15.12.2023 (F/N)
12	Mr. Amlendu Kumar	Mathematics	SC	15.12.2023 (F/N)
13	Mr. Tarachand Prajapati	Mathematics	OBC	15.12.2023 (F/N)
14	Mr. Ravi Kumar Meena	Mathematics	ST	15.12.2023 (F/N)
15	Dr. Anina James	Zoology	UR	15.12.2023 (F/N)

- v. In accepting resignation of following Assistant Professors appointed on Adhoc basis w.e.f. the date mentioned against each: 


S. No.	Name of The Teacher	Department	Date of Resignation
1.	Ashish Kumar Tripathi	History	05.03.2024 (F/N)
2.	Ravi Kumar Meena	Mathematics	08.03.2024 (A/N)
3.	Anina James	Zoology	31.01.2024 (A/N)

- vi. In appointing the following Part-Time Coaches in Department of Physical Education out of Sports Fund (College Student Welfare Fund) w.e.f. the date mentioned against each till 31.03.2024 for the Academic Session 2023-24: 


S.No.	Name of Teacher	Deptt.	Date of Appointment
1	Mr. Manish Sharma	Yoga Coach	12.02.2024
2	Mr. Jitender	Fitness Coach	05.02.2024
3	Mr. Dilip Kumar	Base Ball Coach	05.02.2024
4	Mr. Masum Nain	Basketball/Neball	05.02.2024

- vii. In appointing the following Guest Faculties in different Departments out of the Maintenance Grant Account for the Academic Session 2023-24: 


S. No.	Name	Category	Date of Appointment	Department
1	Mr. Santroop Tanwar	SC	14.03.2024	Commerce
2	Dr. Nidhi Aggarwal	UR	06.03.2024	Commerce
3	Dr. Versha	SC	06.03.2024	Commerce
4	Ms. Priyanka	OBC	29.02.2024	Commerce
5	Ms. Jhanvi Khurana	UR	20.02.2024	Commerce
6	Ms. Inderpreet Kaur	UR	28.02.2024	English
7	Mr. Vikram Singh Nirwan	OBC	11.01.2024	English
8	Ms. Nancy Kaushik	UR	11.01.2024	English
9	Dr. Anu Kumari	UR	02.11.2023	Mathematics
10	Dr. Rohit Jamwal	EWS	14.03.2024	Zoology
11	Ms. Anu Bala	UR	14.03.2024	Zoology
12	Dr. Sravan Kumar Gupta	OBC	14.03.2024	Hindi
13	Dr. Archita Singh	UR	14.03.2024	Hindi

- viii. In accepting the resignation of the following Guest Faculties appointed for the Academic Session 2023-24 w.e.f. the date mentioned against each: 

S.No.	Name of Teacher	Category	Department	Date of Resignation
1	Ms. Amreen	OBC	Commerce	29.02.2024
2	Mr. Anil Kumar	OBC	Commerce	23.02.2024
3	Ms. Bhawna Thakran	SC	Commerce	02.03.2024
4	Dr. Rashmi Goel	UR	Commerce	17.02.2024
5	Narottam Kumar	OBC	Commerce	14.03.2024
6	Ms. Pooja Rana	UR	Computer Science	18.01.2024
7	Ms. Shubra Dubey	UR	English	02.12.2023
8	Ms. Shweta Singh	UR	English	23.02.2024
9	Dr. Tanuja	SC	Hindi	07.03.2024
10	Mr. Naveen Gupta	UR	Mathematics	27.10.2023
11	Dr. H. Zohmingmawia	ST	Pol. Scieene	26.02.2024
12	Mr. Rajkumar	EWS	Political Science	07.03.2024
13	Dr. Vagisha Rawal	UR	Zoology	12.02.2024

- ix. 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. 08.12.2023 (F/N) for the period upto 05.06.2024 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)

- 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. 08.12.2023 (F/N) for the period upto 05.06.2024 to be paid out of the College Student Welfare Fund A/c: 


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

- xi. 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 w.e.f. 08.12.2023 (F/N) for the period upto 05.06.2024:


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. Attdt.	Computer Centre
8.	Mr. Parveen Kumar	Comp. Lab. Attdt.	Computer Centre
9.	Mr. Amit Kumar	Comp. Lab. Attdt.	Computer Centre
10.	Mr. Budh Ram	Comp. Lab. Attdt.	Business Studies
11.	Mr. Nitin Kumar	Comp. Lab. Attdt.	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


- xii. In permitting the revision of rates in respect of SBC Export Ltd. who has been awarded contract for providing 4 Nos. of Junior Assistants on Outsource basis, in terms of Minimum Wages notified by Govt. of NCT of Delhi vide Notification No. (142)/02/MW/VII/Part File/5206 – 5224 dated 23.10.2023, which was effective from 01.10.2023. The revision has been effective from the date of initial date of contract i.e. 20.10.2023. The comparison is given hereunder: 




Details	For Junior Assistant	
	Previous Rates	Revised rates w.e.f. 20.10.2023
Minimum Wages (per month) as prescribed by the Labour Department, GNCTD	Rs. 20,357/-	Rs. 21,215/-
ESI contribution @ 3.25% of monthly wages (applicable till the wages are less than Rs. 21,000/-)	Rs. 662/-	Not Applicable
EPF contribution @ 13% (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/- p.m.	Rs. 1,696/-	Nil
Total	Rs.24,665/-	Rs. 23,165/-
Administrative Charges	Rs. 1/-	Rs. 1/-
GST	18% Extra	18% Extra

- xiii. In permitting the revision of rates in respect of SBC Export Ltd. who has been awarded contract for providing 4 Nos. of Computer Laboratory Attendant on Outsource Basis, in terms of Minimum Wages notified by Govt. of NCT of Delhi vide Notification No. (142)/02/MW/VII/Part File/5206 – 5224 dated 23.10.2023, which was effective from 01.10.2023. The revision has been effective from the date of initial date of contract i.e. 20.10.2023. The comparison is given hereunder: 


Details	For Computer Laboratory Attendant	
	Previous Rates	Revised rates w.e.f. 20.10.2023
Minimum Wages (per month) as prescribed by the Labour Department, GNCTD	Rs. 20,357/-	Rs. 21,215/-
ESI contribution @ 3.25% of monthly wages (applicable till the wages are less than Rs. 21,000/-)	Rs. 662/-	Not Applicable
EPF contribution @ 13% (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/- p.m.	Rs. 1,696/-	Nil
Total	Rs.24,665/-	Rs. 23,165/-
Administrative Charges	Rs. 1/-	Rs. 1/-
GST	18% Extra	18% Extra

- xiv. In permitting remittance of NSS/NCC fee for the academic session 2022-23 & 2023-24 in respect of students of 1st/2nd/3rd year collectively from College Student Welfare Fund A/c (Misc. Head). 


- xv. Disciplinary
- xvi. Disciplinary
- xvii. In permitting curtailment of Maternity Leave sanctioned to Dr. Shailly Anand, Associate Professor in Zoology, from 26.03.2024 to 21.03.2024 (6 days) as she has resumed duties w.e.f. 21.03.2024 after availing Maternity Leave w.e.f. 29.09.2023 to 20.03.2024. (Ref. GB Res No. 3(d) dated 10.10.2023 

- 4) **Non-coverage of Mr. Sandeep Mago from NPS to GPF:** The Non-coverage of Mr. Sandeep Mago, Senior P.A. for conversion from New Pension Scheme to General Provident Fund Scheme under DOPT OM No. 57/05/2021-P&PW(B) dated 03.03.2023 as per University of Delhi letter No. CS-III/DDU/07/2022/891-II dated 29.01.2024 was reported and recorded. 
- 5) **Non-applicability of OM dated 03.03.2023 to Autonomous Bodies:** The letter No. CS-III/DDU/07/2022/891-II dated 29.01.2024 received from University of Delhi regarding conversion from NPS to GPF wherein it has been mentioned that OM dated 03.03.2023 is applicable to Central Govt. employees and not for employees of Autonomous bodies was reported and recorded. 
- 6) **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, 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. Charu Kalra	Botany	09.04.2023	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2023/6997 Dated 26.12.2023
2.	Dr. Reeta Kumari	Botany	10.04.2023	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2023/6998 Dated 26.12.2023
3.	Dr. Priya Goel	Zoology	23.01.2023	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2024/7487 Dated 22.02.2024


- 7) **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 Meeting	Proposed date of Eligibility
1.	Dr. Varnika Bhatia	Botany	20.02.2024	02.09.2023

- 8) **Re-fixation of Pay in the Academic Pay Level 14:** The re-fixation of Pay in the Academic Pay Level 14 in respect of following faculty members, on their promotion from Associate Professor (Stage-IV) to Professor due to change of option, as approved by University of Delhi vide letter No. mentioned against each as per details given below were reported and recorded: 

S. No.	Name of the Employee	Department	Date of Promotion	Fixation of Pay on promotion	University approval letter No.
1.	Prof. Rampal Singh	Computer Science	01.01.2020	Rs. 1,53,000/- (Cell No. 3)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6870 Dated 21.12.2023
			01.07.2020	Rs.. 1,62,300/- (Cell NO. 5)	
2.	Prof. Arpita Sharma	Computer Science	18.07.2018	Rs. 1,88,200/- (Cell No. 10)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6867 Dated 21.12.2023
			01.07.2019	Rs.. 1,99,600/- (Cell NO. 12)	
3.	Prof. Deepak Jain	Physics	18.07.2018	Rs. 1,57,600/- (Cell No. 4)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6869 Dated 21.12.2023
			01.07.2019	Rs.. 1,67,200/- (Cell NO. 6)	
4.	Prof. Nisha Rana	Commerce	18.07.2018	Rs. 1,72,200/- (Cell No. 7)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6868 Dated 21.12.2023
			01.07.2019	Rs.. 1,82,700/- (Cell NO. 9)	
5.	Prof. Pradip Kumar Jha	Physics	18.07.2018	Rs.. 1,67,200/- (Cell NO. 6)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6866 Dated 21.12.2023
			01.07.2019	Rs.. 1,77,400/- (Cell NO. 8)	
6.	Prof. Anurag Mishra	Electronics	18.07.2018	Rs.. 1,67,200/- (Cell NO. 6)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6864 Dated 21.12.2023
			01.07.2019	Rs.. 1,77,400/- (Cell NO. 8)	
7.	Prof. Manoj Saxena	Electronics	18.07.2018	Rs.. 1,44,200/- (Cell NO. 1)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6871 Dated 21.12.2023
			01.07.2019	Rs.. 1,53,000/- (Cell NO. 3)	
8	Prof. Sanjay Kumar	Mathematics	18.07.2018	Rs.. 1,62,300/- (Cell NO. 5)	CS-1/(111) /Promotion/ DDUC/ 2023/ 6865 Dated 21.12.2023
			01.07.2019	Rs. 1,72,200/- (Cell No. 7)	

- 9) **Extension of Study Leave (Without Pay) to Dr. Sudhir Verma:** The request dated 17.01.2024 received from Dr. Sudhir Verma, Assistant Professor in Zoology for extension of study leave (without pay) upto 31.05.2025 to pursue his Post-Doctoral Research in the college of Optometry at the University of Houston, USA, in continuation to previous spell of two years leaves w.e.f. 26.04.2022 to 25.04.2024, was considered. It was resolved to sanction the Study Leave (Without Pay) for a period of one year w.e.f. 26.04.2024 i.e. till 25.04.2024 (Ref. GB Resolution No. 20 dated 05.03.2022 and Resolution No. 8 dated 06.07.2022) 


- 10) **Approval of Extra Ordinary Leave as qualifying service for pensionary benefits in respect of Prof. Himanshu Prasad Roy:** The request of Prof. Himanshu Prasad Roy, Professor in Political Science for considering the period of Extra Ordinary Leave from 01.05.2019 to 30.04.2021 as qualifying service for pensionary benefits and crediting of Earned Leave to his leave account, during which he had joined Nehru Memorial Museum and Library as fellow was considered. 


The House noted that the Nehru Memorial Museum and Library vide letter No. 36-6/2019-Admin dated 03.01.2024 has remitted the Leave Salary and Pension contribution which was duly vetted by the University of Delhi vide letter No. Fin./Pen.Cell/F-16/2022-23/7114 dated 13.01.2023 as per details given below:

- a) Leave Salary: Rs. 2,70,116/-
- b) Pension Contribution: Rs. 9,91,403/-


The above amount has been deposited in the M.G. Account.

In view of the above it was resolved to approve the same



- 11) **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 01.01.2024 to 31.03.2024 vide University of Delhi Letter No. CS-I/(114)/VP/DDUC/2023/7159 dated 03.01.2024 or till the appointment of a regular Principal takes place, whichever is earlier was reported and recorded. 



- 12) **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. 01.04.2024 or till such time the appointment of regular Principal takes place, whichever occurs earlier.

- 13) **Confidential**



- 14) **Appointment of Bursar:** In terms of Clause 4(2) of Ordinance XVIII of the Ordinances of University of Delhi, Delhi, the House resolved to approve the recommendation of Officiating Principal to appoint Dr Sachin Mittal, Associate Professor in Chemistry, as Bursar of the college for the financial year 2024-25. 

- 15) **Temporary Creation of a post of Nurse:** The request of Coordinator, IQAC to appoint a Nurse for Medical Room was considered. The “UGC Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well Being at Higher Educational Institutions of India”, and other notifications and guidelines of NAAC, NIRF, and University of Delhi were placed before the House. On perusal of all these documents it is imperative to have a full-time nurse to cater to students (2500+ students) who report minor health related issues. The college has submitted to DHE a proposal for creation of a post of Nurse vide Letter No. DDUC/Posts Requirement/2019/743 dated 13.09.2019. The decision of DHE in this regard is awaited. The college charges a sum of Rs. 60/- per annum from students under the Head “Medical Facilities (College Students Welfare Fund A/c)”. After due deliberations in the light of above the House resolved to

approve temporary creation of a post of Nurse as per University rules. The appointment of a full-time Nurse be made on contractual/outsourced basis. The expenditure on salary of the nurse be met out of the Head “Medical Facilities (College Students Welfare Fund A/c)”.  

- 16) **Temporary Creation of a post of Counsellor:** The request of Coordinator, IQAC to appoint a **Counsellor** for students was considered. The “UGC Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well Being at Higher Educational Institutions of India”, and other notifications and guidelines of NAAC, NIRF, and University of Delhi were placed before the House. On perusal of all these documents it is imperative to have a Counsellor to cater to counselling needs of students (2500+ students). The college has submitted to DHE a proposal for creation of a post of Counsellor vide DDUC/Posts Requirement/2019/743 dated 13.09.2019. The decision of DHE in this regard is awaited. The college charges a sum of Rs. 60/- per annum from students under the Head “Medical Facilities (College Students Welfare Fund A/c)”. After due deliberations in the light of above the House resolved to approve temporary creation of a post of Counsellor as per University rules. The appointment of counsellor be made on Part-time (Three days a week) on contractual/outsourced basis. The expenditure on salary of the Counsellor be met out of the Head “Medical Facilities (College Students Welfare Fund A/c)”.  

Accordingly, to meet the expenditure on the salary of Nurse and Counsellor the amount charged under the Head “**Medical Facilities**” (College Students Welfare Fund A/c) be **increased to Rs.400/- per annum w.e.f. the Academic Year 2024-25 from all the students.**





- 17) **Extension of Contract of M/s SBC Export Ltd. for providing 4 Nos. of Junior Assistants:** The extension of the contract initially awarded for a period of 6 months to M/s SBC Export Ltd. for providing 4 Nos. of Junior Assistants on Outsource Basis beyond 19.04.2024 was considered. As the process of awarding the contract on GeM to new vendor will take more time, it was resolved to approve extension by three months w.e.f. 20.04.2024 on same terms and condition. 
- 18) **Extension of Contract of M/s SBC Export Ltd. for providing 4 Nos. of Computer Laboratory Attendant:** The extension of the contract initially awarded for a period of 6 months to M/s SBC Export Ltd. for providing 4 Nos. of Computer Laboratory Attendant on outsource basis beyond 19.04.2024 was considered. As the process of awarding the contract on GeM to new vendor will take more time, it was resolved to approve extension by three months w.e.f. 20.04.2024 on same terms and condition. 

- 19) **Extension of Contract of Hiring of Staff Car:** The extension of contract beyond 05.04.2024 to M/s Vivek Travel Pvt. Ltd. for hiring of staff car was considered. In pursuant to the Audit Para No. 07 for the Financial Year 2020-21 the college sought permission from the DHE, GNCT of Delhi vide letter No. DDUC/Staff Car/Delhi Govt./2024/1338 dated 29.02.2024 for hiring an Electric Staff Car for Principal. As the reply of DHE is awaited, it was resolved to extend the contract of M/s Vivek Travel Pvt. Ltd., for hiring of staff car, for three months w.e.f. 06.04.2024 on same terms and condition.
- 20) **Booking Charges of Various Premises:** The following recommendation of the committee, constituted to deliberate upon the issue of procedure, rules and charges for booking of various premises of the college, in accordance with the University of Delhi Notification No. Estate/073/2024/New Booking Rules-charges/9314 dated 05.02.2024, of its meeting held on 20.03.2024 was considered and approved the following charges:

Venue	Existing Rates (Per Day)		Proposed Rates (Per Day)	
	Govt. Institutions/ DU Colleges (Cat.I)	Private Educational Institutions/ NGO's (Cat.II)	Govt. Institutions/ DU Colleges (Cat.I)	Private Educational Institutions/ NGO's (Cat.II)
Auditorium	Rs. 10,000/-	Rs. 30,000/-	Rs. 30,000/-	Rs. 80,000/-
Seminar/Conference Hall (R.No.-307, 509, 607 A & B)	Rs. 2,000/-	Rs. 5,000/-	Rs. 4,000/-	Rs. 10,000/-
Computer Centre (2 nd Floor) with Desktop			Rs. 10,000/- + Rs. 250/- (per desktop)	Rs. 20,000/- + Rs. 250/- (per desktop)
Lecture Theatre	Rs. 2,000/-	Rs. 5,000/-	Rs. 3,000/-	Rs. 6,000/-
Lecture Room	Rs. 2,000/-	Rs. 5,000/-	Rs. 2,000/-	Rs. 5,000/-
Exhibition Hall (6 th Floor)			Rs. 10,000/-	Rs. 20,000/-
College Ground		Rs.25,000/-	Rs. 20,000/-	Rs. 50,000/-
Placement of Canopy in the College premises	Rs. 2,000/-	Rs. 5,000/-	Rs. 3,000/-	Rs. 6,000/-

Provided further:

- If the premises are to be used for half a day or less, the amount be reduced by 40%.
- In case of any event at any of the venues mentioned above being organised in collaboration with the college by any organisation i.e. where the college is joint organiser the charges may be waived-off fully.
- In case of any event being organised by services department viz. Delhi Police, D.D.A., P.W.D., M.C.D., Delhi Jal Board, etc., it is recommended that power for waiving of booking charges to the extent as deemed fit, be delegated to the Principal.
- The amount of rent collected will be deposited in M.G. A/c.
- In addition to above GST at applicable rates will be charged extra.


- 21) **Approval of Proposal of PWD for Additional CCTV Coverage of College Campus:** The Preliminary Estimate of Rs. 99,86,880/- vide letter No. DB/20(5)/PWD EMD(South-West)/23-24/705 dated 23/3/2024 submitted by Office of the Executive Engineer (E) PWD EMD (South-West), GNCT of Delhi for providing CCTV Cameras at various critical location in the college premises for the safety and security of the students as recommended by the Committee constituted to identify the updated requirements for CCTV coverage vide GB Resolution No. 11 of its meeting held on 29.11.2023 was considered. After due deliberations the House resolved to approve the estimates and sanctioned a sum of Rs. 99,86,880/- out of Misc Head of College Students Welfare Fund A/c. Further, it was resolved that the work be got done from PWD itself on deposit basis. 
- 22) **Payment of Rs. 50 lakhs to PWD Electrical Division:** The payment of Rs. 50 lakhs only vide Cheque No. 099428 dated 28.02.2024 out of Campus Maintenance & Development Fund (CDF) to PWD Electrical Division for Maintenance of Electrical Works (Reference GB Resolution No. 3 dated 16.01.2024) was reported and recorded. 
- 23) **Increase in Charges under the Head ‘Campus Maintenance and Development Fund’:** The increase of Rs. 2,000/- in the amount charged from students under the head Campus Maintenance and Development Fund (College Development Fund A/c) to meet increase in the expenditure on account of electrical repair and maintenance through PWD was considered. After due deliberation the House resolved to approve the increase in the amount charged under the head Campus Maintenance and Development Fund (College Development Fund A/c) from Rs. 4,000/- to Rs. 6,000/- w.e.f. the Academic Year 2024-25 from all the students. 
- 24) **License Fees, Water and Electricity Charges to be charged from the Contractors:** The fixation of License Fees, Water and Electricity Charges to be charged from the contractors who are awarded contract for running the College Cafeteria, Hostel Mess, Amul Kiosk, ATM, and Photocopy Shop, in view of Audit Para was considered. As per existing terms and conditions, these contractors were required to pay the following amount as License Fee: 
- i. Cafeteria: Rs. 10000/- p.a.; Electricity: Rs.2000/- p.m.; and Water Rs. 1000/- p.m.
 - ii. Amul Kiosk: Rs. 2000/- p.m.; Electricity: Actual; and Water: Rs. 200/- p.m.
 - iii. Photocopy Shop: Free Photocopy to College 2000 p.m.; Electricity: Actual; Water: n.a.
 - iv. Hostel Mess: Rs. 1000/- p.m.; Electricity: Rs.2000/- p.m.; and Water: Rs. 1000/- p.m.
 - v. ATM: Vacant

The amount of the license fee was approved by the College GB keeping in view that ours is a public funded educational institution and solely runs for the purpose of imparting education and not for the purpose of the profit.

College Cafeteria, Amul Kiosk and Hostel Mess are providing food to the students and staff of the College only and not to the public. Similarly, the college has allotted space for running the photocopy/stationery/toiletries/grocery shop in the college premises to Mr Ankur Dhir (spastic physically challenged person) as a social welfare measure. The ATM space is vacant as the college banker has vacated the premises.

Since a large number of students are from economically backward community, increasing the license fee for these facilities will raise the prices of the food items, photocopying, stationary items, etc., which will subsequently raise the burden of the economically weaker students.

Therefore, after due deliberations the House resolved in the interest of students community to seek approval of the Funding Agency to allow the college to continue to charge the existing amount as License Fee, Electricity, and Water Charges.

The House also resolved that if college do not receive the approval of Funding Agency by 31.05.2024 than the college will be constrained to charge the following revised License Fee (as per applicable Government Rates), Electricity Charges, and Water Charges w.e.f. 01.06.2024 and allow contractors to revise rates of items served/provided by them: 

I. License Fee:

- i. **College Cafeteria:** Rs. 96,449/- per month Plus GST @18%
(Kitchen Area of Cafeteria 63.08 sqm Approx. X Rs.1529/- per sqm per month (License Fee as on 01.02.2024 to be increased by 8% per annum on Feb. 1 each year at the applicable Government rate).

The College will award the Cafeteria contract through GeM/E-procurement Portal, based on the QCBS with Technical criteria (quality and documentation for Fixed Menu and Rate List) and Financial Criteria (amount of License Fee offered by the Contractor).

- ii. **Hostel Mess:** Rs. 57,338/- per month Plus GST @18%
(Kitchen Area of Mess 37.5 sqm Approx. X Rs.1529/- per sqm per month (License Fee as on 01.02.2024 to be increased by 8% per annum on Feb. 1 each year at the applicable Government rate).

The College will award the Hostel Mess Contract through GeM/E-procurement Portal, based on the QCBS with Technical criteria (quality and documentation for Fixed Menu and Rate List) and Financial Criteria (amount of License Fee offered by the Contractor).

- iii. **Food Kiosk:** Rs. 14,204/- per month Plus GST @18%
(Kiosk Area 9.29 sqm Approx. X Rs.1529/- per sqm per month (License Fee as on 01.02.2024 to be increased by 8% per annum on Feb. 1 each year at the applicable Government rate).

The College will award the Food Kiosk Contract through GeM/ E-procurement Portal, based on the QCBS with Technical criteria (quality and documentation) and Financial Criteria (amount of License Fee offered by the Contractor).

- iv. **Photocopy Shop:** Rs. 16,620/- per month Plus GST @18%
(Shop Area 10.87 sqm Approx. X Rs.1529/- per sqm per month (License Fee as on 01.02.2024 to be increased by 8% per annum on Feb. 1 each year at the applicable Government rate).

The College will award the Photocopy Shop Contract through GeM/E-procurement Portal based on the QCBS with Technical criteria (quality and documentation) and Financial Criteria (amount of License Fee offered by the Contractor).

- v. **Existing ATM:** Rs. 12,415/- per month Plus GST @18% (Vacant as on date)
(ATM Area 8.12 sqm Approx. X Rs.1529/- per sqm per month (License Fee as on 01.02.2024 to be increased by 8% per annum on Feb. 1 each year at the applicable Government rate).



The College will award the ATM space to Home Bank only.




II. **Electricity Charges:** As per actual meter reading and rates.

III. **Water Charges:**

- i. College Cafeteria: Rs. 2,000/- per month
ii. Hostel Mess: Rs. 2,000/- per month
iii. Food Kiosk: Rs. 500/- per month

Further, the House resolved to allow the revision of existing rates of items served by College Cafeteria and Hostel Mess in view of the above revision of License Fee, Electricity and Water Charges. The Principal is authorized to constitute a committee to supervise and approve the revision of rates of the College Cafeteria and Hostel Mess.

- 25) **Amul Kiosk:** The request of Mr. Nitin, representative of M/s Gujrat Cooperative Milk Marketing Fed. Ltd., who was running the “Amul Kiosk, in the college premises, for extension of contract was considered. The contract was initially for a period of three years w.e.f. 21.02.2018. The same was extended for Two years w.e.f. 21.02.2021 and, further, for one year w.e.f. 21.02.2023 on existing terms and conditions. The present contract expired on 20.02.2024. After due deliberation, it was resolved to extend the contract for one year w.e.f. 21.02.2024 on same terms and conditions except to charge Revised License Fee @ Rs. 14,204/- per month Plus GST @18%, w.e.f. 01.06.2024 Plus Electricity Charges as per actual meter reading and rates Plus Water Charges @ Rs. 500/- per month. (Ref. Resolution No. 24 above) 
- 26) **College Cafeteria:** The extension of the contract awarded to M/s Shiv Shakti Enterprises for running the College Cafeteria beyond 31.03.2024, considering the fact that the process of awarding contract to new vendor shall take more time, was considered. After due deliberation resolved to extend the contract for Three months or award of contract to contractor through GeM whichever occur earlier on same terms and conditions except to charge Revised License Fee Rs. 96,449/- per month Plus GST @18%; Electricity on actual; and Water Charges @Rs.2,000/- per month w.e.f. 01.06.2024 (Ref. Resolution No. 24 above). In view of the increased charges the Principal is authorized to approve the revision in the rate list of cafeteria on the recommendation of a committee constituted by him for this purpose. 

- 27) **NSS/NCC Fee:** The increase in University Fee by a sum of Rs. 20/- towards National Service Scheme (NSS) / National Cadet Corps (NCC) Fee (to be collected in CSWF A/c) from the academic session 2024-25 onwards was reported recorded and approved. 
- 28) **Sports Fund:** The recommendation of the Sports Committee meeting held on 20.03.2024 to increase the Sports Fund from Rs. 700/- to Rs. 2,500/- was considered. After due deliberation resolved to increase the Sports Fund (College Students Welfare Fund A/c) from Rs. 700/- to Rs. 1,500/- w.e.f. the Academic Year 2024-25 from all the students. 
- 29) **IWF Weightlifting Competition Bar and Plates:** The recommendation of Sports Committee for purchasing following IWF Weightlifting Competition Bar and Plates at a total cost of Rs. 6,00,000/- was considered: - 
- IWF weightlifting competition bar, men (1 pc @ 20 Kg),
 - IWF weightlifting competition bar, women (1 pc @ 15 kg),
 - IWF weightlifting competition Plates (4 Pcs @ 10 kg each, 4 Pcs @ 15 kg each, 4 Pcs @ 20 kg each and 4 Pcs @ 25 kg each) and
 - IWF weightlifting competition Plates (6 Pcs @ 0.5 kg each, 6 Pcs @ 1.0 kg each, 6 Pcs @ 1.5 kg each and 6 Pcs @ 2.0 kg each)

After due deliberation the House resolved to approve and sanction a sum of Rs. 6,00,000/- out of the Head 'Sports Fund' (College Students Welfare Fund).

- 30) **Movable Basketball Post: Deferred** 
- 31) **Five GYM Wall Bars: Deferred** 
- 32) **Financial Powers: Deferred**  
- 33) **Constitution of Governing Body Committees:** The Governing Body considered reconstitution of Governing Body Committees and approved the following:
- I. Finance Committee:**
- Prof. Ajit Kumar Mahapatro, Chairman, GB, and University Representative: Chairman
 - Prof. Monica Singhanian, Treasurer, GB, and University Representative
 - Prof. Hem Chand Jain, Officiating Principal : Convenor
 - Dr. Sachin Mittal, Bursar
 - Dr. Sangeeta Talwar, Teachers Representative
- II. GPF Committee:**
- Prof. Ajit Kumar Mahapatro, Chairman, GB and University Representative: Chairman
 - Prof. Monica Singhanian, Treasurer, GB and University Representative
 - Prof. Hem Chand Jain, Officiating Principal : Convenor
 - Dr. Sachin Mittal, Bursar
 - Dr. Sangeeta Talwar, Teachers Representative
 - Prof. Pradip Kumar Jha, Elected Subscribers' Nominee
 - Mr Vijay Kumar, Elected Subscribers' Nominee

III. Leave Advisory Committee:

- i. Prof. Ajit Kumar Mahapatro, Chairman, GB and University Representative: Chairman
- ii. Prof. Hem Chand Jain, Officiating Principal : Convenor
- iii. Dr. Sangeeta Talwar, Teacher's Representative
- iv. Dr. Sunny Manohar, Teacher's Representative


IV. Residential Flat Allotment Committee:

- i. Prof. Monica Singhanian, University Representative: Chairperson
- ii. Prof. Hem Chand Jain, Officiating Principal : Convenor
- iii. Dr. Sangeeta Talwar, Teacher's Representative
- iv. Dr. Sunny Manohar, Teacher's Representative

V. Grievance Committee for Teachers:

- i. Prof. Ajit Kumar Mahapatro, Chairman, GB and University Representative: Chairman
- ii. Prof. Monica Singhanian, Treasurer, GB and University Representative
- iii. Prof. Hem Chand Jain, Officiating Principal : Convenor
- iv. Dr. Sachin Mittal, Bursar
- v. Dr. Sangeeta Talwar, Teachers Representative
- vi. Prof. Ram Pal Singh, Secretary Staff Council
- vii. Sh Anil Kumar, L.O., SC-ST
- viii. Dr. Rakesh Kumar L.O., OBC
- ix. Prof. Anurag Mishra L.O., EWS
- x. Dr. Sachchidanand Tripathi L.O., PWBD

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


- 34) **Declaration of rate of interest (GPF) for FY-2023-24:** The recommendation of the Provident Fund Committee meeting held on 28.03.2024 regarding declaration of interest @ 7.1% for 1st, 2nd, 3rd and 4th Quarters (As per University of Delhi Notification dated Fin.VIII/268/2023-24 dated 24-1-2024 and Resolution F.No.5(3)-B(PD)/2023 dated 10-4-2023, 04-07-2023, 04-10-2023 and 02-01-2024 of Ministry of Finance, Government of India) to be paid annually to individual (GPF) subscriber for the financial year 2023-24 were reported, recorded and approved. 

END OF INSTITUTIONAL AGENDA

HOSTELS AGENDA: PART-B

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

Contractual Appointments Girls' Hostel

- (i) in appointing the following staff on contractual basis for the Girls' Hostel w.e.f 09.12.2023 upto 07.06.2024: 
1. Ms. Ekta Sinha as Manager
 2. Ms. Kanika Bhatia as Junior Assistant






Contractual Appointments Boys' Hostel

- (ii) in appointing the following staff on contractual basis for the Boys' Hostel w.e.f 09.12.2023 upto 06.06.2024: 
1. Ms. Usha Verma as Junior Assistant
 2. Mr. Devender Pratap Singh as MTS

END OF HOSTELS AGENDA

The following items were taken up with the permission of the Chair:

INSTITUTIONAL AGENDA: PART A

- 36) **Conversion from CPF to GPF:** The approval of conversion from CPF to GPF in respect of Dr. Trilok Nath Chhabra, Ex-Associate Professor in Commerce, who superannuated on 31.08.2016, vide University of Delhi Letter No. Fin./Pen.Cell/F-15/2023/614 dated 24.03.2023 in response to our letter No. DDUC/Pension/F.1(9)/2022/696 dated 14.10.2022 sent therewith the case file of Dr. Trilok Nath Chhabra in pursuant to judgement of Hon'ble Supreme Court of India, delivered on 10.05.2022 in case No., CA No. 003797-003809/2022 arising out of SLP (C) No. 008892 - 00894 in Diary No. 13901 of 2017 and 17007 of 2017 in respect of Litigant and Non-Litigant of Category I & Category II, communicated by University of Delhi vide letter No. Fin/Pen. Cell/CPF-GPF/SLP/2022 dated 06.06.2022 was reported and recorded.    
- 37) **Financial Upgradation under MACP in r/o Mr. Sikander Aggarwal, Administrative Officer:** The recommendations of Screening Committee, constituted for considering cases of Non-Teaching Staff members, of its meeting held on 28.03.2024 for grant of Financial Upgradation (2nd) under Modified Assured Career Progression (MACP) scheme in respect of Mr. Sikander Aggarwal, Administrative Officer in Pay Level 12 w.e.f. 13.09.2023 was considered and approved. 
- 38) **Disciplinary**

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

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

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