

# 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 **Friday, 7<sup>th</sup> June, 2024 at 11:00 a.m** in the Committee Room, Delhi University Guest House, 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

### The Agenda items were taken *ad seriatim*

- 1) **Confirmation of Minutes**
  - a) The Minutes of the Governing Body Meeting held on 28.03.2024, 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. Confidential
- 3) **Principal's Actions:** The following actions taken by the Principal were reported, recorded and confirmed:
  - i. In permitting extension of contract awarded to M/s Vivek Travels Pvt. Ltd. through GeM (GEMC-511687727273373 dated 21.08.2023 for providing Bus Services beyond 09.04.2024 till the end of current Academic Session 2023-24 i.e. 06.06.2024 on existing terms and conditions
  - ii. In sanctioning Half Pay Leave to Dr. Shalini Bhatia, Associate Professor in Commerce w.e.f. 24.07.2024 to 21.11.2024 (121 days) on personal ground and appointment of substitute against her leave vacancy.
  - iii. In appointing Ms. Beenashaw N. Soni, Advocate on University of Delhi panel to appear in the Hon'ble High Court of Delhi on behalf of the College in the matter of Rajesh Kumar Ahirwar Vs Deen Dayal Upadhyaya College & Anr (WP(C) 5096/2024.

- 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 till the end of Academic Session 2023-24 i.e. upto 06.06.2024 and further extending it upto 13.06.2024 in terms of Letter No. Acad.I/299/Academic Calender/R-4498 dated 16.05.2024 wherein the Academic session was extended: 

S. No.	Name	Department	Category	Date of Joining
1.	Dr. Sandeep Kumar	Botany	SC	10.04.2024 (F/N)
2.	Ms. Deepti Gupta	Commerce	UR	10.04.2024 (F/N)
3.	Dr. Meghna Aggarwal	Commerce	UR	10.04.2024 (F/N)
4.	Mr. Deepak Mittal	Computer Science	UR	10.04.2024 (F/N)
5.	Mr. Sanjeet Kumar	Computer Science	OBC	10.04.2024 (F/N)
6.	Ms. Neha	Electronics	UR	10.04.2024 (F/N)
7.	Mr. Naveen Kumar	Electronics	SC	10.04.2024 (F/N)
8.	Mr. Ajit Singh	Electronics	OBC	10.04.2024 (F/N)
9.	Dr. Vandana Sharma	Environmental Studies	UR	10.04.2024 (F/N)
10.	Dr. Rashmi Gupta	Mathematics	UR	10.04.2024 (F/N)
11.	Mr. Amlendu Kumar	Mathematics	SC	10.04.2024 (F/N)
12.	Mr. Tarachand Prajapati	Mathematics	OBC	10.04.2024 (F/N)


- v. In appointing the following guest faculties in different departments out of the Maintenance Grant Account for the Academic Session 2023-24: 

S. No.	Name	Date of Appointment	Department
1	Ms. Rebekah Borgoyary	08.04.2024	Political Science
2	Ms. Revathy V Meena, Asstt. Professor, Deshbandhu College	18.04.2024	Political Science
3	Mr. Subhodh Kumar Sajjan Motilal Nehru College (Eve)	18.04.2024	Political Science


- vi. In appointing the following part-time coaches in Department of Physical Education out of sports Fund (College Student Welfare Fund) for the Academic Session 2023-24: 

S.No.	Name of Teacher	Department	Period of Appointment
1	Mr. Manish Sharma	Yoga Coach	01.04.2024 to 04.06.2024
2	Mr. Jitender	Fitness Coach	01.04.2024 to 30.06.2024
4	Mr. Dilip Kumar	Base Ball Coach	01.04.2024 to 30.04.2024

- vii. In deputing Mr. Sunil Gupta, Technical Assistant, Department of Physics to look after the seat work of Section Officer (Admin.) in diverted capacity during leave absence of Mr. Prem Singh Rawat, Section Officer (Admin.) who has proceeded on long leave for the period from 4.6.2024 to 3.7.2024 (EL) and from 4.7.2024 to 2.8.2024 (HPL).

- 4) **Pay Fixation of Non-Teaching Staff:** 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. Rajkumar	MTS Farash	(3 <sup>rd</sup> MACP) 17.11.2023	Rs. 38,600/- (Level-04, Cell-15)	CB-III/050/7 <sup>th</sup> CPC /DDU/2024/145 dated 10.05.2024
			01.07.2024	Rs. 41,000/- (Level-04, Cell-17)	
2	Mr. Manoj Kumar Tyagi	Lab. Assistant	(3 <sup>rd</sup> MACP) 19.03.2023	Rs. 49,000/- (Level-06, Cell-12)	CB-III/050/7 <sup>th</sup> CPC /DDU/2024/144 dated 10.05.2024
			01.07.2023	Rs. 52,000/- (Level-06, Cell-14)	
3	Mr. Bhawan Singh Rawat	MTS	(3 <sup>rd</sup> MACP) 16.11.2023	Rs. 38,600/- (Level-04, Cell-15)	CB-III/050/7 <sup>th</sup> CPC /DDU/2024/168 dated 21.05.2024
			(3 <sup>rd</sup> MACP) 17.11.2023	Rs. 41,000/- (Level-04, Cell-17)	

- 5) **Revision of License Fees:** The Letter No. DHE-13(2)/DDUC/License Fee/2024/781/dated 27.05.2024 received from Dte. of Higher Education, GNCT of Delhi in response to letter No. DDUC/License Fee/2024/76 dated 15.04.2024 regarding revision of License Fees/Water & Electricity charges from various contractors was considered. After due deliberation the House resolved to give suitable reply to the letter and keep on hold the revision of License Fees vide GB Res. No. 24 dated 28.03.2024 till such time the final decision in this regard is conveyed by the DHE. Further, as an adhoc measure, it was resolved to float the fresh bid on GeM for outsourcing of College Cafeteria, Hostel Mess, and Food Kiosk for one year with revision of License Fees as per details given below w.e.f. 01.08.2024: 

**a. License Fee:**

- i. College Cafeteria: Rs. 10,000/- per month Plus GST @18%
- ii. Hostel Mess: Rs. 5,000/- per month Plus GST @18%
- iii. Food Kiosk: Rs. 2,500/- per month Plus GST @18%
- iv. Photocopy Shop: Rs. 1,000/- per month Plus GST @18%

- b. Electricity Charges:** Install a separate electricity meter/sub-meter and recover the electricity charges on actual basis from College Cafeteria, Hostel Mess, Food Kiosk, and Photocopy Shop.

**c. Water Charges:**

- i. College Cafeteria: Rs. 2000/- per month
- ii. Hostel Mess: Rs. 2000/- per month
- iii. Food Kiosk: Rs. 500/- per month

- 6) **Hiring of Staff Electric Car for Principal:** The Letter No. DHE-13(002) 100% Colleges/DDUC/Staff Car/2019/780 dated 27.05.2024 received from Dte. of Higher Education, GNCT of Delhi in response to letter No. DDUC/Staff Car/Delhi govt./2024/338 dated 28.02.2024 regarding hiring of staff Electric Car for Principal was considered. It was noted vide notification No.F.20/08/2019-AC/JSFina/53 dated 10.01.2023 issued by Policy Division, Department of Finance, GNCTD, to hire an electric car on monthly basis for Principal (HOD) the maximum amount approved is Rs. 85000/-. Further, as per notification F.No.DC/EV/TPT/2021/224 dated 17/01/2023 the hiring charges for an electric car for Principal (HOD) is Rs.83,100/-. After due deliberation it was resolved to:


- a. float a bid on GeM for hiring an electric car suitable for Principal
- b. float a bid on GeM for hiring a Non-electric car suitable for Principal

If an electric car suitable for Principal is available within the limits prescribed by the letter dated 27.05.2024 than electric car will be hired else Non-electric car within the prescribed limits will be hired.

- 7) **Pay Fixation of Faculty Member:** The Fixation of Pay in the Academic Pay Level 13A in respect of following faculty member, on her 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. Varnika Bhatia	Botany	02.09.2023	Rs. 1,31,400/-	CS-1/(111)/Promotion/DDUC/2024/8137 Dated 24.05.2024

- 8) **Confirmation of Mr. Bablu Kumar as Senior Assistant:** The House considered the confirmation of Mr. Bablu Kumar on his Promotion to the post of Senior Assistant and resolved to approve the same w.e.f. 18.04.2023 i.e the date of Promotion. (Ref. GB Res. No. 2(iii) dated 28.04.2023)
- 9) **Confirmation of Mr. Rajesh Kumar as Assistant:** The House considered the confirmation of Mr. Rajesh Kumar on his Promotion to the post of Assistant and resolved to approve the same w.e.f. 18.05.2023 i.e the date of Promotion. (Ref. GB Res. No. 2(x) dated 17.07.2023).
- 10) **Confirmation of Mr. Kuldeep Rawat as Laboratory Assistant:** The House considered the confirmation of Mr. Kuldeep Rawat on his Promotion to the post of Laboratory Assistant in the Department of Physics and resolved to approve the same w.e.f. 01.05.2023 i.e the date of Promotion. (Ref. GB Res. No. 2(ix) dated 17.07.2023).
- 11) **Running Skill-Based Courses of NIELET:** The proposal of Coordinator NIELET for running Skill-Based Courses (both short term & long term) of NIELET, Ministry of Electronics & Information Technology Government of India in our college on chargeable basis in terms of MoU dated 25.04.2024 with NIELET to enhance the skill of the students was considered. After due deliberation it was resolved to approve running of all the skill-based courses (both short term & long term) of NIELET in our college on chargeable basis as per mutually agreed terms and conditions from time to time.

- 12) **Delegation of Financial Powers:** The OM No. DR(Fin)/2022/59 dated 17.01.2022 of University of Delhi (Copy attached), Letter of DHE-14(30)/100%College/Minor Work/2022-23/2091-2110 Dated 06.04.2023 and OM No. 20/08/2019/AC/js-fina/2575-2674 dated 7/8/2019 (Copy Attached) of GNCT of Delhi, Finance (Accounts) Department, “A” Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi regarding Delegation of financial powers to Principal (HOD) and Administrative Secretaries of the Departments of NCT of Delhi were considered. After due deliberations the House, in supersession to all earlier resolutions of Governing Body, resolved that the financial powers of Principal, Chairman/Treasurer and Finance Committee will be as per details given below: 

**A) Financial Powers to Principal**

- a. MG A/c: Recurring Expenditure (such as Salaries including all dues of Staff, Pension, Arrears, Utility Bills, Repair and Maintenance, Stationary, Hiring of Outsourced Services, Taxes, AMC, Insurance, Hiring of Vehicles, and all other Misc expenses): Full Powers.
- b. MG A/c and NR A/c: Purchase of Fixed Assets upto Rs. 2,50,000/- on each occasion.
- c. UGC Grant A/c and DBT Grant A/c: Full Powers for all approved heads by UGC, DBT, and Other Funding Agency.
- d. College Student’s Welfare Fund A/c, College Development Fund A/c, Student Security A/c, Add-on Course A/c, Fee A/c, Hostels A/c, etc:
  - i. Purchase of Fixed Assets upto Rs. 2,50,000/- on each occasion.
  - ii. For Other Items of Expenses (such as Repairs and Maintenance of Equipment’s, Repairs and Maintenance of College Building and Electricity Establishment (including Funds Sanction against PWD Estimates), organising various Functions, Conference, Seminar, FDP, Annual Cultural Festivals, Debates, Sports, Placement, Career Counselling, and other Expenditure which in the opinion of the Principal are essential and in the interest of the College): Full Powers.











**B) Financial Powers of Chairman/Treasurer GB:**

- a. MG A/c and NR A/c: Purchase of Fixed Assets Rs. 2,50,001/- to Rs. 10,00,000/- on each occasion on the recommendation of Principal.
- b. Student’s Society A/c, College Development Fund A/c, Student Security A/c, Add-on Course A/c, Fee A/c, Hostels A/c, etc: Purchase of Fixed Assets Rs. 2,50,001/- to Rs. 10,00,000/- on each occasion on the recommendation of Principal.

**C) Financial Powers of GB on the recommendations of Finance Committee**

- a. MG A/c and NR A/c: Purchase of Fixed Assets Rs. 10,00,001/- onwards on each occasion on the recommendation of Principal.
- b. Student’s Society A/c, College Development Fund A/c, Student Security A/c, Add-on Course A/c, Fee A/c, Hostels A/c, etc: Purchase of Fixed Assets Rs. 10,00,001/- onwards on each occasion on the recommendation of Principal.

The house further resolved that in the absence of Chairman and Treasurer Governing Body the Principal is authorised to exercise the Powers of Chairman and Treasurer Governing Body.

- 13) **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 2023-24, as audited by the statutory auditors M/s JMG & Associates, Chartered Accountants were considered and approved by the House.
- 14) **Confidential**
- 15) **Estimates submitted by PWD:** The following estimates submitted by PWD were considered and resolved that:
- a. The Proposal for providing and fixing Wall Tiles in the Basement Parking area in the college at a cost of Rs.77,49,000/- (During 2024-25) was considered and approved to be sent to Directorate of Higher Education, Government of NCT of Delhi for administrative approval and budget sanction. 
  - b. The Proposal for Dismantle of front wall tile and plaster, texture exterior paint on right side of Principal Office to 1st expansion Joint of Admin Block in the college at a cost of Rs.52,09,600/- was considered. After due deliberation it was resolved to defer it. 
  - c. The Proposal for A/R & M/O to college during 2024-25 (SH:- Providing services of skilled and unskilled labours for day to day maintenance and supply of materials) at a cost of Rs.66,28,400/- was considered. After due deliberation it was resolved to approve the same and sanction a sum of Rs. 66,28,400/- out of Campus Maintenance and Development Fund (College Development Fund A/c). 
  - d. The Proposal for ARMO Comprehensive maintenance of CCTV and Surveillance system in the college at a cost of Rs.19,97,328/- was considered. After due deliberation it was resolved to approve the same and sanction a sum of Rs. 19,97,328/- out of ICT Infrastructure Development Fund (College Development Fund A/c).
  - e. The Proposal for ARMO Comprehensive maintenance of LAN System of D-Link make i/c routine operation and maintenance at a cost of Rs.27,93,575/- was considered. After due deliberation it was resolved to defer it. 
  - f. The Proposal for ARMO Comprehensive maintenance & operation of HVAC, VRV & ST/WT AC's at a cost of Rs.67,76,345/- was considered. After due deliberation it was resolved to defer it 
- 16) **Revision of Guest Room Charges and Hostel Share:** The recommendation of Hostel Committee for increase in Guest Room Charges due to increased operational cost was considered. After due deliberation it was resolved to increase the Guest Room Charges from Rs.1000/- to Rs. 1200/- per day. Further, resolved to increase the Hostel share from Rs. 300/- to Rs. 500/- per day to meet the increased operational cost. 
- 17) **Upgradation of Auditorium Sound System:** The recommendation of IQAC for upgradation of Auditorium Sound System was considered. The PWD Electrical has submitted a proposal for this at an estimated cost of Rs. 22,53,092/-. After due deliberation it was resolved to approve the same and sanction a sum of Rs. 22,53,092/- out of ICT Infrastructure Development Fund (College Development Fund A/c). 

- 18) **Additional Sanction for LED Video Wall in Auditorium:** The recommendation of the LED Video Wall Committee to sanction an additional sum of Rs. 15,00,000/- approx. to cope up with the new technology for the college auditorium was considered. After due deliberation it was resolved to approve the same and sanction an additional sum of Rs. 15,00,000/- out of ICT Infrastructure Development Fund (College Development Fund A/c).
- 19) **Revision of Rates of Dearness Allowance:** The Circular No. CS.III/Circular/2024/36 dated 19.03.2024 towards revision of rates of Dearness Allowance to the College Staff w.e.f. 01.01.2024 was reported and recorded.
- 20) **Enhancement in the Rates of Various Allowances:** The Circular No. Estb.II(i)/330/Misc./2024/612 dated 13.05.2024 towards Enhancement in the rates of various Allowances on account of revision of rates of Dearness Allowance w.e.f. 01.01.2024 was reported and recorded.
- 21) **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. 01.04.2024 or till the appointment of a regular Principal, whichever is earlier, vide University of Delhi Letter No. CS-I/(III)/VP/DDUC/2024/7839 dated 03.04.2024 was reported and recorded.
- 22) **Revision of AMC of ERP Package:** The request of M/s Indocon Micro Engineers Ltd. regarding revision of charges for Annual Maintenance Contract for providing the following modules of ERP Package duly recommended by IQAC Coordinator was considered and approved:

**Existing Rates:**

Student Administration Module	Rs. 44,100/- per annum (with GST)
Web Based Internal Assessment Module	Rs. 60,000/- per annum (GST Extra)
College Website	Rs. 9,000/- per annum (GST Extra)

**Revised Rates:**

The vendor has proposed to increase the AMC to Rs. 1,80,000/- Plus taxes if any for all the three modules which will be effective from 01.06.2024. The payment shall be made in quarterly instalments on satisfactory report out of ICT Infrastructure Development Fund (College Development Fund A/c)..

- 23) **Hiring of Professional Services for RTI Matters:** The proposal to hire professional services for RTI matters which include drafting RTI responses, orders by First Appellate Authority and handling all matters at Central Information Commission such as representing the public authorities during the CIC hearings apart from handling public grievances was considered. It was felt that over a period the RTI related work has increased manifold and require professional services. It was noted that Mr. Subhash Chandra Agarwal is an eminent RTI consultant for a number of public authorities. After due deliberation the house resolved to hire the services of Mr. Subhash Chandra Agarwal on a fixed Professional Fees of Rs.25,000/- + 18% GST (per case) to represent the college in CIC. This expenditure will be met out of Misc. Head (College Students Welfare Fund A/c)

**End of Part-A**

## HOSTEL ITEMS: PART-B

- 24) **Revision of Hostel Fees:** The recommendation of Hostel Committee for Rationalization and revision of Hostel Fees was considered and resolved to approve the same as per details given below:

**a. Quarterly Charges** (To be deposited at the beginning of each Quarter)

Sr. No.	Particulars	Amount in Rs.
1	Electricity Charges*	6,000
2	Water Supply Charges*	1,500
3	Security and House Keeping Charges	6,000
4	Mess Charges*	15,000
	<b>Total for Each Quarter</b>	<b>28,500</b>

\*Electricity, water supply, and Mess charges are subject to Rates of respective agencies and shall be recovered on actual basis.

**b. Annual Fee** (To be paid at the time of Admission to Hostel)

Sr. No.	Particulars	Amount in Rs.
1	Admission Fees	500
2	Identity Card	100
3	Utensils and Furniture	2,500
4	WUS and Medical	500
5	Garden Fees	100
6	Recreation Room Fees	500
7	Hostel Union Fees	500
8	Repairs & Maintenance of Premises	3,000
9	Electrical Appliances	3,000
10	Development Fee	5,000
11	Establishment Fees	12,000
12	Magazine/News Paper Fees	200
13	Student Activity Fee	1,000
14	Room Rent (for Ten Months @Rs.1000/- p.m.)	10,000
15	Contingency	6,000
16	Caution Money (Refundable/Adjustable)	5,000
	<b>Annual Total</b>	<b>49,900</b>

- 25) **Revision in Hostel Room Charges:** The recommendation of Hostel Committee for revision in per day Hostel Room charges for Research Scholars & others was considered and resolved to increase it from existing Rs.300/- to Rs. 500/- per day.
- 26) **Replacement of AC in Boys' Hostel:** The recommendation of Hostel Committee in respect of Replacement of 10 unserviceable AC in Boys Hostel rooms at a total cost of Rs. 4,50,000/- was considered and approved. The expenditure shall be met out of the Electrical Appliances Head of Deen Dayal Upadhyaya College Boys' Hostel A/c
- 27) **Up-gradation of CCTV:** The recommendation of Hostel Committee in respect of proposal submitted by PWD for a sum of Rs. 9,68,812/- for up-gradation of CCTV in Boys Hostel was considered and approved. The expenditure shall be met out of the Electrical Appliances Head of Deen Dayal Upadhyaya College Boys' Hostel A/c

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

**Prof. Hem Chand Jain**

**OFF. PRINCIPAL & MEMBER SECRETARY**

**Prof. Ajit Kumar Mahapatro**

**CHAIRMAN, GOVERNING BODY**