

DEEN DAYAL UPADHYAYA COLLEGE

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

MINUTES OF THE GOVERNING BODY MEETING HELD ON **Thursday, 25th March, 2021 at 3:00 p.m.**

A meeting of the Governing Body was held on Thursday, 25th March, 2021 at 3:00 p.m. in Room No. 307 of the college. The following members were present:

- 1) Prof. Vinay Gupta - Chairman
- 2) Prof. Shashi Bhushan Babbar
- 3) Ms. Rajni Sodhi
- 4) Sh. Anil Kumar Chaudhary
- 5) Sh. Chhote Lal Aggarwal
- 6) Sh. Ambrish Trikha
- 7) Sh. Sumit Dixit
- 8) Captain (IN) Alok Bansal
- 9) Dr. Vivek Mishra
- 10) Dr. Kavita Kakkar
- 11) Adv. Prashant Shukla (Online Through Google Meet)
- 12) Brig. K.D. Malhotra
- 13) Ms. Sunita Nadir
- 14) Dr. (Ms.) Reema Chhabra
- 15) Dr. Hem Chand Jain – Member Secretary
- 16) Dr. Sanjai Sharma – Special Invitee

The agenda for the meeting was taken up ad seriatim:

1.
 - a) **Confirmation of Minutes:** The Minutes of the Governing Body Meeting held on 15/2/2021 were confirmed. However, one member dissented.
 - b) **Action taken on Minutes:** Appropriate action was taken wherever required.
 - c) **Matter arising out of minutes:** The desired details of expenditure against funds sanctioned in item Nos. 3 (i) to (v) of Part – A of the minutes of meeting held on 15/2/2021 shall be placed in the next meeting of Governing Body.

PART-A: INSTITUTIONAL ITEMS

2. **AGCR (Govt. of India) Audit Report:** The Governing Body considered the AGCR (Govt. of India) Audit Report for the financial years from 2013-14 to 2017-18 and approved its para-wise replies.

3. **LFA Audit Report:** The Governing Body considered the Audit Report from LFA for the financial year 2017-18 and approved its para-wise replies.

As regard **Para No.17 (4) of the year 2017-18: Confidential**

4. **Audited Accounts (Govt. Grants):** The Balance Sheets and other accounts pertaining to Maintenance Grant Account, Non-Recurring Grant Account, UGC Grant Account and DBT Grant Account for the financial year 2019-20, as audited by the statutory auditors M/s Suratna Goel & Co. (Chartered Accountants) were considered and approved by the House.
5. **Audited PF Accounts:** The Balance Sheet and other accounts pertaining to Provident Fund for the financial year 2019-20 as audited by the Statutory Auditors M/s Suratna Goel & Co. (Chartered Accountants) were considered and approved by the House.
6. **Audited DDUC Fee Account:** The Balance Sheet and other accounts pertaining to DDUC Fee Account for the financial year 2019-20 as audited by the Statutory Auditors M/s Suratna Goel & Co. (Chartered Accountants) were considered and approved by the House.
7. **Audited Accounts (other than Govt. Grants):** The Balance Sheets and other accounts pertaining to Student's Society Account, College Development Fund Account, Student Security Account and Add-on Course Account for the financial year 2019-20 as audited by the Statutory Auditors M/s Suratna Goel & Co. (Chartered Accountants) were considered and approved by the House.

Additional Agenda Items

8. **Appointment of Public Information Officer (PIO):** The action taken by the Principal in designating Dr. Sachin Mittal as Public Information Officer (PIO) under Right to Information Act-2005 and also to act as Nodal Officer for dealing with the online applications on Govt. of NCT of Delhi Portal who has been appointed as Bursar for the year 2021-22 was reported, recorded and confirmed
9. **Child Care Leave Rules:** The OM NO. 11020/01/2017-Estt.(L) dated 30.08.2019 issued by DOPT, Govt. of India, Ministry of Personnel PG & Pensions, Department of Personnel & Training, circulated by University of Delhi vide Circular No. EstabII(i)/038/1990/1/285 dated 28.01.2021, amending thereby Leave Rules, the Child Care Leave, in particular, consequent upon the implementation of recommendations of 7th CPC was reported and recorded.

10. **Special Cash Package equivalent in lieu of Leave Travel Concession Fare:** The OM NO. 12(2)/2020/-EII-(A) dated 12.10.2020 of Department of Expenditure, Ministry of Finance, Govt. of India circulated by University of Delhi, vide Circular No. Estab.II(i)/2012/39/944 dated 19.11.2020 regarding Special Cash Package equivalent in lieu of Leave Travel Concession Fare for Central Govt. Employees during the Block Year 2018-21 was reported and recorded.
11. **Recruitment Rules for Non-Teaching:** The Recruitment Rules for Non-Teaching staff of University & its Colleges notified vide letter No. Estab.IV/047/2018/RR(NTS)/2020/10 Dated 03.11.2020 and subsequent amendments made on 09.12.2020 and further on 02.03.2021 were reported and recorded.
12. **Promotion Rules of Teachers:** The University Notification No. Estab.IV/017/2018-2020/9 dated 27.08.2020 regarding promotion of teachers of University & its Colleges under Career Advancement Scheme (CAS-2018) were reported and recorded.
13. **Standard Operating Procedure (SOP) for Processing of Applications for Promotion of Teachers:** The University Notification No. Estab-IV/017/2018-20/11 dated 05.11.2020 regarding promotion of teachers, Librarian and Physical Education under Career Advance Scheme (CAS- 2018) alongwith Standard Operating Procedure (SOP) for processing of applications for promotion in the University and its colleges were reported and recorded.
14. **Modified Career Assured Progression Scheme (MACP):** The recommendation of College Level Screening Committee of its meeting held on 24.03.2021 for grant of financial upgradation to 5 Non-Teaching Staff Members under Modified Career Assured Progression Scheme (MACP) were approved:

S. No.	Name of the Employee	Designation	Pay Level as per 7 th CPC	Effective Date	Upgradation 1 st / 2 nd / 3 rd
1.	Mr. Mukesh Gupta	Assistant	5	05.04.2020	2 nd
2.	Ms. Sunita Rana	Library Attendant	3	06.04.2020	2 nd
3.	Ms. Sunaina Sharma	Library Attendant	3	06.04.2020	2 nd
4.	Mr. Vinod Kumar	Laboratory Assistant	6	10.03.2020	3 rd
5.	Mr. Sanjai Sharma	Laboratory Assistant	6	29.03.2021	3 rd

15. **Promotion of Associate Professors to Professor in Commerce:** The recommendations of duly constituted Selection Committee for promotion of following Associate Professors (Academic Pay Level-13A) to Professor (Academic Pay Level 14) were approved:

S. No.	Name of the teacher	Department/ Subject	Date of Selection Committee meeting	Recommended date of eligibility
1	Dr. Hem Chand Jain	Commerce	19.03.2021	18.07.2018
2	Dr. Nisha Rana	Commerce	19.03.2021	18.07.2018

16. **Placement of Assistant Professors from Stage-II to Stage-III:** The recommendation of Screening-cum-Evaluation Committees for placement of following Assistant Professors from Stage-II (AGP-Rs. 7,000/Academic Pay Level-11) to Stage-III (AGP-Rs. 8,000/Academic Pay Level-12), and their proposed date of eligibility mentioned against each were approved:

S. No.	Name of the teacher	Department/ Subject	Date of Screening-cum-Evaluation Committee Meeting	Proposed Date of Eligibility
1	Ms. Deepa Kamra	Management Studies	28.01.2021	02.09.2016
2	Dr. Rakesh Kumar	Management Studies	28.01.2021	30.04.2018
3	Mr. Anil Kumar	Computer Science	11.02.2021	30.11.2016
4	Dr. Mamta Amol Wagh	Mathematics	23.02.2021	26.05.2019*
5	Dr. Sunil Kumar	Commerce	24.02.2021	26.07.2015
6	Dr. Rajkumari S. Devi	Botany	25.02.2021	02.07.2018
7	Dr. Varnika Bhatia	Botany	25.02.2021	02.09.2020
8	Dr. Charu Kalra	Botany	25.02.2021	08.04.2020
9	Dr. Sachchidanand Tripathi	Botany	25.02.2021	19.09.2019
10	Dr. Reeta Kumari	Botany	25.02.2021	09.04.2020
11	Dr. Chayannika Singh	Chemistry	02.03.2021	02.08.2019
12	Dr. Chetna Angrish	Chemistry	02.03.2021	21.07.2019
13	Dr. Reema Chhabra	Chemistry	02.03.2021	21.07.2019
14	Dr. Nityananda Agasti	Chemistry	02.03.2021	21.07.2019
15	Dr. Anek Goel	Physical Education	15.03.2021	06.06.2011
16	Dr. Priya Goel	Zoology	22.03.2021	22.01.2020

*The day following the date on which she completed the requirement of her refresher course which is beyond the span period of 5 years in Stage-II for being eligible to be placed at Stage-III. In rest of the cases, span period of five years has been taken.

17. **Promotion of Dr. Abhijeet Sinha to Academic Pay Level-13A:** The recommendation of duly constituted Selection Committee of its meeting held on 15.03.2021 for promotion of Dr. Abhijeet Sinha, College Librarian from AGP - Rs. 8,000/- Academic Pay Level-12 to AGP-Rs. 9,000/- Academic Pay Level-13A, from date of his eligibility i.e. 12.11.2015 (Proposed) were approved.
18. **Promotion of Assistant Professors to Associate Professor:** The recommendation of duly constituted Selection Committee for promotion of following Assistant Professors (AGP-Rs.8,000/Academic Pay Level-12) to Associate Professor (AGP-Rs. 9,000/Academic Pay Level-13A), and their proposed date of eligibility mentioned against each were approved:

S. No.	Name of the teacher	Department/ Subject	Date of Selection Committee meeting	Proposed Date of eligibility
1	Dr. Monika Bansal	Management Studies	10.02.2021	30.04.2017
2	Dr. Yogieta S. Mehra	Management Studies	10.02.2021	30.04.2017
3	Dr. Anuja Soni	Computer Science	01.03.2021	16.09.2014*
4	Dr. Sujata Khatri	Computer Science	01.03.2021	19.08.2013

*Date of Ph.D which is beyond the span period of 3 years as Assistant Professor (Stage-III) to be eligible for promotion as Associate Professor. In rest of the cases, span period of three years has been taken.

19. **Performance Bank Guarantee from 10% to 3%:** The request of M/s Rulux Security Group Pvt. Ltd., vendor awarded contract for providing Security Services and M/s Miraz Securitas Pvt. Ltd., vendor awarded contract for Sanitation (HK) services for reducing the amount of Performance Bank Guarantee from 10% to 3% of the contract value in the light of OM No. F.9/4/2020-PPD dated 12.11.2020 issued by the Department of Expenditure, Ministry of Finance, were considered and after due deliberations the same was approved.
20. **Waiver of Electricity, Water Charges & Yearly License Fees of Cafeteria:** The request of M/s Ronit Enterprises, vendor running the college cafeteria, for waiver of Electricity, Water Charges & Yearly License Fees for the period w.e.f. 01.03.2020 to 28.02.2021 due to closure of Cafeteria in view of pandemic Covid-19 was considered and after due deliberations the same was approved w.e.f. 01.04.2020 to 28.02.2021 as one time exception not to be quoted as precedence.

21. **Procedure for Appointment of Warden of Hostels:** The Resolution No. 3 (xiii) of Governing Body Meeting held on 18.05.2018 with regard to procedure for appointment for Warden of Boys & Girls Hostel was revisited in the light of Executive Council Resolution No. 77 dated 24.05.1980 and Judgement of Hon'ble Supreme Court of India dated 05.01.2020 in Civil Appeal No. 13 of 2021 (Arising out of SLP (C) No. 8053 of 2019) in the case of the Chairperson, Governing Body, Daulat Ram College (Appellant) versus Dr. Asha & Ors (Respondent).

After prolonged discussion it was resolved that the Governing Body, on the recommendation of the Principal, shall appoint a Warden each for Girls and Boys Hostel separately who shall be a member of the teaching staff and/or Librarian. The Warden shall assist the Principal in the management of administrative affairs, maintenance of accounts & financial affairs of the respective hostels. The Principal and Warden shall jointly operate the Bank accounts of the respective Hostels.

Any other items with the permission of Chair

22. Confidential
23. The Member Secretary informed the House that the issue regarding payment of Property Tax has been resolved. A payment of Rs. 2,38,47,847/- have been made. With the effective intervention of Ms. Kamal Jeet Sehrawat, an alumna of the college and Former Mayor of SDMC, and Sh Ambrish Trikha, Member GB, the full amount of interest i.e. Rs. 1,01,34,013/- was waived off and a sum of Rs. 2,28,530/- was reduced in base tax. Further all our accounts are now operational. The GB appreciates the efforts of Ms. Kamal Jeet Sehrawat and Sh Ambrish Trikha in resolving this issue amicably.

*****End of Part-A*****

HOSTELS ITEMS: PART-B

24. **Creation of Post of Plumber for Hostel:** The college hostels have been facing frequent plumbing related issue and water loss due to leakage etc. In order to effectively address such issue the Hostel Committee recommended employing a full time plumber on contractual basis whose monthly salary of MTS level shall be borne equally by the two hostels out of their respective Hostel funds. The House considered the recommendation of Hostel committee and found merit in the case and resolved to approve creation of post of a Plumber the expenditure of which shall be borne equally by the two hostels out of their respective Hostel funds.
25. **Audited Accounts (Boys Hostel):** The Balance Sheet and other accounts pertaining to Boys Hostel for the financial year 2018-19 as audited by the Statutory Auditors M/s Suratna Goel & Co. (Chartered Accountants) was considered and approved by the House.

26. **Audited Accounts (Girls Hostel):** The Balance Sheet and other accounts pertaining to Girls Hostel for the financial year 2018-19 as audited by the Statutory Auditors M/s Suratna Goel & Co. (Chartered Accountants) was considered and approved by the House.
27. **Stock Verification Reports (Boys Hostel):** The Stock Verification Reports of Boys' Hostel for the financial year 2018-19 were reported, recorded and approved.
28. **Stock Verification Reports (Girls Hostel):** The Stock Verification Reports of Girls' Hostel for the financial year 2018-19 were reported, recorded and approved.
29. **Audited Accounts (Boys Hostel):** The Balance Sheet and other accounts pertaining to Boys Hostel for the financial year 2019-20 as audited by the Statutory Auditors M/s Suratna Goel & Co. (Chartered Accountants) was considered and approved by the House.
30. **Audited Accounts (Girls Hostel):** The Balance Sheet and other accounts pertaining to Girls Hostel for the financial year 2019-20 as audited by the Statutory Auditors M/s Suratna Goel & Co. (Chartered Accountants) was considered and approved by the House.
31. **Stock Verification Reports (Boys Hostel):** The Stock Verification Reports of Boys' Hostel for the financial year 2019-20 were reported, recorded and approved.
32. **Stock Verification Reports (Girls Hostel):** The Stock Verification Reports of Girls' Hostel for the financial year 2019-20 were reported, recorded and approved.

Meeting ended with a vote of thanks to the chair.

Sd/-
(Dr. Hem Chand Jain)
Officiating Principal &
Member Secretary

Sd/-
(Professor Vinay Gupta)
Chairman,
Governing Body