

DEEN DAYAL UPADHYAYA COLLEGE

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

MINUTES OF THE GOVERNING BODY MEETING


Tuesday, 16th November, 2021 at 3:00 p.m.

A meeting of the Governing Body was held on **Tuesday, 16th November, 2021 at 3:00 p.m.** in the blended mode (College premises/Virtually through Google Meet). The following were present:

- | | | | |
|----------------------------|---|------------------|-------------|
| 1) Prof. N. C. Pant | - | Chairman GB | Google Meet |
| 2) Prof. Monica Singhania | - | Treasurer | Google Meet |
| 3) Ms. Sunita Nadir | | | |
| 4) Dr. (Ms.) Reema Chhabra | | | |
| 5) Prof. Hem Chand Jain | - | Member Secretary | |


The Agenda items were taken *ad seriatim*

1) Confirmation of Minutes


- The Minutes of the Governing Body Meeting held on 20.09.2021 were confirmed. 
- Appropriate actions were taken wherever required.

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:

- in approving the recommendation of Departmental Promotion Committee meeting held on 29.09.2021 for promotion of Mr. Bhopal Singh Negi, Assistant to the post of Senior Assistant in the Pay Matrix Level 6 against vacancy arisen due to demise of Mrs. Mamta Malik, the then Senior Assistant. 



Note : Mr. Bhopal Singh Negi has joined his duties w.e.f. 01.11.2021 (F/N). He will be on probation for a period of one year from the date of his joining duties.

- In approving the recommendation of Departmental Promotion Committee meeting held on 14.10.2021 for promotion of Mr. Jitender Solanki, Junior Assistant to the post of Assistant in the Pay Matrix Level 4 against vacancy arisen due to promotion of Mr. Bhopal Singh Negi, as Senior Assistant. 


Note : Mr. Jitender Solanki has joined his duties w.e.f. 02.11.2021 (F/N). He will be on probation for a period of one year from the date of his joining duties.

iii) in approving the recommendation of the Provident Fund Committee meeting held on 28th September, 2021 regarding declaration of interest @ 7.1% (for each quarter) to be paid annually at the end of the financial year 2020-21 on the deposits of the individual Provident Fund Subscriber for the financial year 2020-21 as per Gazette Resolution No.5(1)-B(PD)/2020 dated 7th April, 2020, 13th July, 2020. 27th October, 2020 and 6th January, 2021 of Ministry of Finance, Government of India. 


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



- i) in permitting extension of contract awarded for hiring of Car to M/s Vivek Travels Pvt. Ltd. for a period of 10 days beyond 25.09.2021 i.e. upto 05.10.2021 on existing terms and conditions keeping in view the process of awarding contract through GeM was under process. 
- ii) in permitting award of contract to M/s Vivek Travels Pvt. Ltd. for hiring of a car for the Principal in terms of Directorate of Higher Education, GNCT of Delhi letter No. DHE-13(002)/100% Colleges/DDU/Staff Car/2019/4917 dated 02.09.2019. 

The Car has been hired by following the codal formalities through GeM @ Rs. 47,300/- per month (inclusive of GST) from M/s Vivek Travels Pvt. Ltd. for a period from 06.10.2021 to 05.10.2023. M/s Vivek Travels Pvt. Ltd. has submitted a Performance Bank Guarantee amounting to Rs. 22,704/- i.e. 2% of total value of the contract.

iii) in appointing the Guest Faculties as per details given below for the academic year 2021-22: 


S. No.	Name	Designation	Department
1.	Ms. Shivani Sharma	Guest Faculty	Mathematics
2.	Dr. Anita Kumari Rao	Guest Faculty	Mathematics
3.	Ms. Shiva Kapoor	Guest Faculty	Mathematics


4) **Revised Budget Estimates (2021-22):** The House considered the directions of the Directorate of Higher Education regarding exclusion of arrear pertaining to salary due to MACP, promotion & Financial Upgradation from RE-2021-22 and including the same in BE 2022-23 vide their e-mail dated 27.9.2021 and approved the Revised Budget Estimates for the financial year 2021-22 and Budget Estimates for the financial year 2022-23. 


- 5) **LFA Audit Report for the financial year 2019-20:** The Governing Body considered the Audit Report from LFA (Govt. of NCT of Delhi) for the financial year 2019-20 and approved its para-wise replies.  

Further,

a. Disciplinary Matter

- b. **The LFA Audit Para No.5 of 2011-12 & Para 2 of 2012-13 regarding recovery of wrongful grant of LTC:** In the light of clarification regarding relaxation of purchases of air tickets from authorized Travel Agencies for the purpose of LTC issued by Ministry of Personnel, Public Grievance and Pensions, Government of India OM No.43020/2/2016-Estt.(A.IV) dated 19-2-2020 was considered. After prolonged deliberations the house resolved that all the staff members who availed LTC by air to visit J&K or North East Region during the period of January, 2010 – June, 2014 and booked tickets through travel agents other than the authorised travel agents due to lack of awareness of rules, air fares paid and claimed by staff fulfils the fare limit of LTC-80 and other LTC conditions prevalent at the time of performance of journey by them, on submission of undertaking that bonafide mistake has occurred and no undue benefit has accrued to/obtained by them, and which are directly covered by this DOPT circular are hereby given one time relaxation. 

- 6) **Audited Accounts (Govt. Grants):** The Combined Balance Sheets and other accounts pertaining to Maintenance Grant Account and Non-Recurring Grant Account for the Financial Year 2020-21, as audited by the statutory auditors M/s Suratna Goel & Co. (Chartered Accountants) were considered and approved by the House. 

- 7) **Appointment of Teaching and Non-Teaching Staff including regular Principals:** The University of Delhi vide letter No. CB-II/Appt-T&NT Staff 2021/328 dated 13.10.2021 regarding appointment of Teaching and Non-Teaching Staff including regular Principals of the various Colleges/ Institutions of the University was considered and resolved as under: 

- a. **Advertisement for the Post of Principal:** As matter pertained to consider the advertisement for the post of Principal and Prof. Hem Chand Jain, Officiating Principal might be a perspective candidate for this post, he himself opted to abstain during discussion and went out with the permission of the Chair.

The Chairman Governing Body informed the house that draft advertisement along with necessary annexures as per template as mentioned in the aforesaid letter has already been sent to the University of Delhi by him vide letter no. DDUC/Advertisement/Principal/2021/658 dated 2/11/2021. The same was placed before the house. After due deliberations it was resolved to advertise the post of Principal with the approval of the University of Delhi

under the signatures of the Chairman, Governing Body in one English News Daily and the Employment News and same be posted on the website of the University and college. Further, it was resolved that applications be invited online through the link provided by University of Delhi.


Further, the Chairman was authorized to take all steps and make all necessary correspondence with University of Delhi and/or any other authority/official/person in this regard and procedure to be followed for the appointment of Principal.

Prof. Hem Chand Jain joined the House immediately, thereafter.

- b. **Advertisement for the Post of Assistant Professors:** In terms of the above letter and after due deliberations, it was resolved to advertise the Post of Assistant Professors in various subjects as per details given below:

S. No.	Subjects	Assistant Professor						Total
		UR	SC	ST	OBC	EWS	PwBD	
1.	Botany	-	1	1	-	-	-	2
2.	Commerce	1	-	-	3	1	1(VI)	6
3.	Computer Science	2	-	-	2	1	-	5
4.	Economics	-	-	-	-	-	1 (LD)	1
5.	Electronics	1	1	-	1	-	-	3
6.	English	1	-	-	1	-	-	2
7.	Hindi	-	1	-	-	-	-	1
8.	History	1	-	-	-	-	-	1
9.	Management Studies	1	-	-	-	-	-	1
10.	Mathematics	2	1	1	1	-	-	5
11.	Political Science	-	-	1	-	-	-	1
12.	Sanskrit	-	1	-	-	-	-	1
13.	Zoology	-	1	-	1	1	-	3
Total		9	6	3	9	3	2	32

UR-Unreserved, **OBC**-Other Backward Classes, **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **PwBD**-Persons with Benchmarks Disability, **EWS**-Economically Weaker Section, **VI**-Visually Impaired, **LD**-Locomotor Disability

The House also resolved to invite applications online through the link provided by the University of Delhi. This is however, subject to approval of University of Delhi to the same, along with approval of relevant Reservation Rosters. 

Further, it was decided that Advertisement be published in one English News Daily and the Employment News and same be posted on the website of the University and college.


- c. **Advertisement for the Post of Non-Teaching Staff:** In terms of the above letter and after due deliberations, it was resolved to advertise various Non-Teaching Posts as per details given below:

S. No.	Name of the posts	Pay Level	Category						Total
			UR	OBC	SC	ST	PwBD	EWS	
1	Senior Technical Assistant (Computer)	6	1	2	-	-	1 (VI-LV)	-	4
2	Junior Assistant	2	1	2	-	-	-	-	3
3	Library Attendant	1	-	1	-	-	1(HI)	-	2
4	Laboratory Attendant (Department)*	1	3	3	2	1	1(LD)	1	11
5	Computer Laboratory Attendant (Department)*	1	2	-	-	-	-	-	2


UR-Unreserved, **OBC**-Other Backward Classes **SC**-Scheduled Caste
ST-Scheduled Tribe **PwBD**-Persons with Benchmarks Disability,
EWS-Economically Weaker Section, **LV**-Low Vision, **HI**-Hearing Impaired,
LD-Locomotor Disaibility

*These posts are from sanctioned strength of various departments as per details


S. No.	Name of the Posts	Deptt.	UR	OBC	SC	ST	PwBD	EWS	Total
1	Laboratory Attendant	Botany	-	-	-	-	1(LD)	-	1
		Chem.	1	1	1	-	-	1	4
		Elect	1	1	-	-	-	-	2
		Physics	-	1	1	1	-	-	3
		Zoology	1	-	-	-	-	-	1
2	Computer Laboratory Attendant	Bus. Stud.	1	-	-	-	-	-	1
		Comp. Centre	1	-	-	-	-	-	1

The House also resolved to invite applications subject to approval of University of Delhi to the same, along with approval of relevant Reservation Rosters. 




Further, it was decided that Advertisement be published in one English News Daily and the Employment News and same be posted on the website of the University and college.


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

S. No	Name	Deptt.	Date of Promotion	Fixation of Pay on promotion	University Approval Letter No. and date
1.	Dr. Rampal Singh	Comp.Sc.	01.01.2020	Rs.1,57,600/-	CS-I/(111)/Pay Fix./Promotion/DDU/2021/73 dated 06.10.2021
2.	Dr. Nisha Rana	Commerce	18.07.2018	Rs.1,77,400/-	CS-I/(111)/Pay Fix./Promotion/DDU/2021/84 dated 11.10.2021
3.	Dr. Deepak Jain	Physics	18.07.2018	Rs.1,62,300/-	CS-I/(111)/Pay Fix./Promotion/DDU/2021/83 dated 11.10.2021
4.	Dr. Ratnesh Rajan Saxena	Mathematics	18.07.2018	Rs.1,88,200/-	CS-I/(111)/Pay Fix./Promotion/DDU/2021/184 dated 28.10.2021


- 9) **Fixation of Pay on Promotion to Assistant Professor (Stage-III) and subsequent revision of pay as per 7th CPC recommendation:** The fixation of pay in the Pay scale of Rs. 15,600 – 39,100 (PB-3) with AGP of Rs. 8000/- followed by revision of pay as per 7th CPC recommendation in the Academic Pay Level Matrix 12 w.e.f. 01.01.2016 in respect of following faculty members, on promotion/placement from Assistant Professor (Stage –II) to Assistant Professor (Stage-III), as approved by University of Delhi vide letter No. mentioned against each was reported and recorded: 

S. No	Name	Deptt.	On placement from Stage II to Stage III		On revision of pay as per 7 th CPC recommendation		University Approval Letter No. and date
			Date of Promotion/ Placement	Fixation of Pay on promotion/ placement	Date of revision	Fixation of Pay	
1.	Dr. Monika Bansal	Mgmt. Studies	30.04.2014	Rs.22,100/-	01.01.2016	Rs.82,200/-	CS-I/(111)/PayFix./Promotion/DDU/2021/118 dated 21.10.2021
2.	Dr. Yogieta S. Mehra	Mgmt. Studies	30.04.2014	Rs.22,280/-	01.01.2016	Rs.84,700/-	CS-I/(111)/Pay Fix./Promotion/ DDU/2021/119 dated 21.10.2021




- 10) **Fixation of Pay on Promotion to Assistant Professor (Stage-III) & Associate Professor and subsequent revision of pay as per 7th CPC recommendation:** The following in respect of Dr. Sujata Khatri, as approved by University of Delhi vide letter No. CS-I/(111)/Pay Fix./Promotion/DDU/2021/160 dated 26.10.2021 was reported and recorded: 
- a) Pay fixation at Rs. 22,700/- in the Pay Scale of Rs. 15,600 – 39,100 (PB-3) with AGP of Rs. 8000/-, on promotion/placement as Assistant Professor (Stage –II) to Assistant Professor (Stage-III) w.e.f. 19.08.2010.
 - b) Pay fixation at Rs. 37,400/- in the Pay Scale of Rs. 37,400 – 67,000 (PB-4) with AGP Rs. 9000/- on promotion/placement as Assistant Professor (Stage-III) to Associate Professor w.e.f. 19.08.2013.
 - c) Revision of pay at Rs.1,31,400/- in the Academic Pay Level Matrix 13A as per 7th CPC recommendation w.e.f. 01.01.2016.
- 11) **Fixation of Pay on Promotion to Assistant Professor (Stage-III) & Associate Professor and subsequent revision of pay as per 7th CPC recommendation:** The following in respect of Dr. Anuja Soni, as approved by University of Delhi vide letter No. CS-I/(111)/Pay Fix./ Promotion/DDU/2021/176 dated 08.11.2021 was reported and recorded: 
- a) Pay fixation at Rs. 21,320/- in the Pay Scale of Rs. 15,600 – 39,100 (PB-3) with AGP of Rs. 8000/-, on promotion/placement as Assistant Professor (Stage –II) to Assistant Professor (Stage-III) w.e.f. 08.02.2011.
 - b) Pay fixation at Rs. 37,400/- in the Pay Scale of Rs. 37,400 – 67,000 (PB-4) with AGP Rs. 9000/- on promotion/placement as Assistant Professor (Stage-III) to Associate Professor w.e.f. 16.09.2014.
 - c) Revision of pay at Rs. 1,31,400/- in the Academic Pay Level Matrix 13A as per 7th CPC recommendation w.e.f. 01.01.2016.
- 12) **Fixation of Pay on Promotion to Assistant Professor (Stage-III) and subsequent revision of pay as per 7th CPC recommendation:** The following in respect of Dr. Abhijeet Sinha, Librarian as approved by University of Delhi vide letter No. CS-I/(111)/Pay Fix./Promotion/DDU/ 2021/9 dated 28.09.2021 was reported and recorded: 
- a) Pay fixation at Rs. 22,380/- in the Pay scale of Rs. 15,600 – 39,100 (PB-3) with AGP of Rs. 8000/- on promotion/placement from Stage –II to Stage-III w.e.f. 12.11.2012
 - b) Revision of pay at Rs. 95,300/- in the Academic Pay Level Matrix 12 as per 7th CPC recommendation w.e.f. 01.01.2016.

- 13) **Change in date of grant of financial upgradation to Non-Teaching Staff under MACP:** The change in date of grant of financial upgradation to Non-Teaching Staff under MACP in respect of following as approved by University of Delhi vide letter No. CS-III/009/MACP/DDUC/2021/1656 dated 29.09.2021 was reported, recorded and approved: 



S. No	Name of the employee	Designation	No. of MACP	Earlier date	Revised date	Ref. GB Res. No.
1.	Mr. Prem Singh Rawat	Section Officer (Admin.)	3rd	20.12.2018	08.09.2018	30 dated 15.02.2021
2	Mr. Ashwani Thakur	Assistant	2nd	09.11.2008	01.09.2008	21 dated 09.12.2011

- 14) **Change in Date of Eligibility for promotion/placement:** The University of Delhi letter No. CS-I/III/Pay Fixation-Promo./DDU/2021/386 dated 29.10.2021, regarding change of the date of eligibility for promotion/placement in respect of following faculty members was considered and the revised dates were approved: 

S. No.	Name	Deptt.	Date of Eligibility From Stage I To Stage II		Date of Eligibility From Stage II To Stage III	
			Earlier	Revised	Earlier	Revised
1	Dr. Reema Chhabra	Chemistry	21.07.2014 GB Res. No. 2 (xxxviii) dated 15.02.21	22.07.2014	21.07.2019 GB Res. No. 16 dated 25.03.21	22.07.2019
2	Dr. Charu Kalra	Botany	08.04.2015 GB Res. No. 2 (xxxix) dated 15.02.21	09.04.2015	08.04.2020 GB Res. No. 16 dated 25.03.21	09.04.2020
3	Dr. Reeta Kumari	Botany	09.04.2015 GB Res. No. 2 (xxxix) dated 15.02.21	10.04.2015	09.04.2020 GB Res. No. 16 dated 25.03.21	10.04.2020
4	Dr. Priya Goel	Zoology	22.01.2015 GB Res. No. 2 (xxxv) dated 15.02.21	23.01.2015	22.01.2020 GB Res. No. 16 dated 25.03.21	23.01.2020
5	Dr. Nityananda Agasti	Chemistry	21.07.2014 GB Res. No. 2 (xxxviii) dated 15.02.21	22.07.2014	21.07.2019 GB Res. No. 16 dated 25.03.21	22.07.2019
6	Dr. Chetna Angrish	Chemistry	21.07.2014 GB Res. No. 2 (xxxviii) dated 15.02.21	22.07.2014	21.07.2019 GB Res. No. 16 dated 25.03.21	22.07.2019

- 15) **Approval Resignation of Mr. Jyotishman Kalita:** The University of Delhi vide letter No. CS-I/(III)/Tech.Resignation/DDU/2021/98 dated 03.11.2021 conveying therein the approval of the competent authority of University to the Decision of the Governing Body for acceptance of the Technical Resignation of Mr. Jyotishman Kalita, Assistant Professor in English w.e.f. 29.07.2020 (A/N) (Ref. G.B. Res. 5(i) dated 20.09.2021) was reported and recorded. 
- 16) **Renewal of contract of running the Photocopy/Stationery/Toiletries/Grocery Shop:** The request of Mr. Ankur Dhir, a physical spastic person, for renewal of his contract of running the photocopy/stationery/toiletries/grocery shop in the college premises for another year beyond 14.11.2021 on the existing terms and conditions was considered. As a social welfare measure to support a physically challenged person the house resolved to approve his request. 
- 17) **Promotion of Associate Professors to Professor:** 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	Department/ Subject	Date of Selection Committee Meeting	Proposed date of eligibility
1.	Dr. Monika Bansal	Mgt. Studies	25.10.2021	01.09.2021
2.	Dr. Yogieta S. Mehra	Mgt. Studies	25.10.2021	01.08.2021
3.	Dr. Neeraj Tyagi	Electronics	26.10.2021	18.07.2018
4.	Dr. Ravinder Kaur	Electronics	26.10.2021	29.04.2020
5.	Dr. Virendra Kumar Gautam	Botany	02.11.2021	18.07.2018

- 18) **Ex-gratia Payment to Teacher (2021):** The grant of ex-gratia payment in lieu of summer vacation (from 29.05.2021 to 19.07.2021) salary in respect of Mr. Ranbeer Kumar, Assistant Professor in English on adhoc basis, who had worked till the end of academic session 2020-21, i.e. 28.05.2021 and was re-appointed on the opening day of the academic session 2021-22 i.e. 20.07.2021 in this college, on the basis of undertaking submitted by him that he has not held any salaried post elsewhere (permissible in terms of Clause 3(4) of Ordinance XII of University of Delhi) was considered and approved: 
- 19) **Electricity/Water charges from the Boys & Girls Hostels during the year 2020-21:** It was reported by the Member Secretary that during the FY 2020-21 the college received Rs.4,05,000/- from Boys' Hostel and Rs. 4,05,000/- from Girls Hostel pertaining to the Academic session 2019-20. However, during the Academic Year 2020-21 students did not joined the hostels due to lock down on account of COVID-19 and online classes & examination. In the absence of students the hostels did not receive any amount against Electricity/Water charges for the session 2020-21, hence, no remittance. 

- 20) **ICT Up-gradation:** The House considered the recommendation of ICT Up-gradation Committee regarding purchase of following ICT equipments:

S.No.	Item Name	Qty.	Rate per Item (Rs.)	Total (Rs.)
1.	Physical Server	02	18,32,028	36,64,056
2.	NMS	01	20,87,000	20,87,000
3.	Next Gen. Firewall	01	49,26,600	49,26,600
4.	Desktop	350	88,600	3,10,10,000
5.	Laptop	130	1,01,500	1,31,95,000
6.	Server Rack	01	54,800	54,800
Grand Total				5,49,37,456

After due deliberations and urgent needs of the college due to blended mode of teaching and learning to be followed in future, the house resolved to approve the purchase of above ICT items and sanction a sum of Rs. 5,49,37,456/- out of the past savings of the following heads accumulated in Misc. head of Students Society Fund Account:

- a. Laboratory Development Fund
- b. ICT Maintenance and Development Fund

The GFR 2017 and all other rules and regulations are to be followed while making purchases of these ICT items.

- 21) **Deposition of money received on account booking of college facilities:** The House reconsidered the deposition of money received on account of the following and resolved that:

- a) **The Rent received for booking of Auditorium/College Ground/Seminar Hall/Lecture Theatre/Multi-purpose Hall/Class Room /Placement of Canopy** in the college premises be treated as Government income and deposited in MG Account. (Ref: GB Resolution No.11 dated 1-3-2017).
- b) **The Infrastructure Charges** received from various agencies for holding examinations in the college premises be treated as Government income and deposited in MG Account.
- c) **The Charges on account of booking of Guest House** be deposited in Guest House head of Students Society Account as the Guest House is run in Self-Financing Mode. Henceforth, all the expenses of Guest House be met out of this head only.

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

- 22) **Setting up of a Recording Room:** The email dt. 11/11/2021 received from Chairperson-Delhi University Digital Infrastructure Support Committee for Colleges and Departments regarding selection of our college for providing grant for Digitalization by them and setting up of a recording room by the college was reported and recorded. The member secretary informed the house that the Room No. 601 has been identified for setting up of a recording room and a committee has been constituted for execution and implementation of the same. The House resolved to approve the setting up of recording room with assistance of University of Delhi and authorised the officiating Principal in inviting a detailed proposal with the help of experts in this field.
- 23) **Confidential**
- 24) **Revision of salary of Non-Teaching contractual Staff:** The letter No. Estab.II(i)/012/2007/08/2101 dated 12.11.2021 issued by University of Delhi regarding revision of pay to Non-Teaching contractual employees applicable w.e.f. 01.11.2021 was reported and recorded. Accordingly, the Pay Matrix Level and Basic Pay applicable to each post is given hereunder:

S. No.	Name of the Post	Pay Level	Minimum Basic Pay
1.	Multi Tasking Staff (including Mali/Electrician/ Plumber)	1	Rs. 18,000/-
2.	Laboratory Attendant	1	Rs. 18,000/-
3.	Computer Laboratory Attendant	1	Rs. 18,000/-
4.	Library Attendant	1	Rs. 18,000/-
5.	Junior Assistant	2	Rs. 19,900/-
6.	Sr. Technical Assistant (Computer)	6	Rs. 35,400/-
7.	Manager (Boys/Girls) Hostel equitable to House Keeper as per Recruitment Rules (Non-Teaching Employees - 2020) of University of Delhi	4	Rs. 25,500/-

- 25) **Disciplinary Matter**

Meeting ended with a vote of thanks to the chair.

S/d
Professor Hem Chand Jain
OFFICIATING PRINCIPAL
& MEMBER SECRETARY

S/d
Professor N. C. Pant
CHAIRMAN
GOVERNING BODY