

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 27th January 2023 at 12:00 Noon in the College Premises**. The following were present:


1. Prof. S. K. Awasthi, University Representative
2. Prof. Monica Singhanian, University Representative
3. Prof. Hem Chand Jain, Member Secretary
4. Dr. Anita Gulati, Teacher's Representative
5. Dr. Jyoti, Teacher's Representative
6. Shri Harish Chandra Tiwari (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 Meeting held on 29.12.2022 were confirmed. 
- b. Appropriate actions taken wherever required were reported.

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


- i. in granting maternity leave to Dr. Rajkumari s. Devi, Associate Professor in Botany for a period of 180 days w.e.f. 03.01.2023 upto 01.07.2023 on her second issue and permitting appointment of substitute against her leave vacancy. 

3) Fee Structure: The recommendation of Fee Revision Committee regarding Fee Structure w.e.f. the Academic Year 2023-24 as per the University Notification No.Acad.I/PG Fee/2022-23/656 dated 2-8-2022 were considered and approved as per details given below:

- a. Fee for Electricity, Water and other statutory Taxes, a part of College Facilities and Services Charges be increased to Rs.8,000/-
- b. Upgradation of Class Rooms, Laboratories, Libraries etc., a part of College Development Fund A/c be increased to Rs. 2000/- (Laboratory Development Fund - Rs. 1,500/- and Library Development Fund - Rs. 500/-)

- 4) **Resignation of Mr. Nitin Luthra, Assistant Professor in English:** The email dated 23.1.2023 of Mr. Nitin Luthra, Assistant Professor in English, was placed for consideration of the house wherein he offered to resign from his post. After due deliberations the Chairman Governing Body was authorised to take suitable actions in this regard. 




(Reference G.B. Res. Nos. : 2(vi) dated 15.02.2021, 2 dated 08.08.2020, 15 dated 20.09.2021, and 25 Dated 29.12.2022)


- 5) **Purchase of Multi-Purpose Furniture:** The recommendation of Coordinator IQAC Academic Development Committee and Examination Committee for Purchase of Multi-Purpose Furniture needed to accommodate 60 students in small classrooms and smooth conduct of Examination was considered. After due deliberations the house resolved to approve purchase of following Multi-Purpose Furniture and sanctioned a sum of Rs 80,00,000/- out of College Students Welfare Fund A/c (Misc. Head) for this purpose. 

- | | |
|-------------------------------------|-----------------|
| a. 1000 unarmred Chairs @ Rs.1000/- | =Rs.10,00,000/- |
| b. 1000 Writing Chairs @5000/- | =Rs.50,00,000/- |
| c. 500 Folding Tables @ Rs.4000/- | =Rs.20,00,000/- |

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

- 6) **Best Teacher, Non-Teaching Staff, and Students Awards: (Ref.: Resolution No. 13 dated 14.07.2021)** The guidelines submitted by the IQAC regarding Best Teacher, Non-Teaching Staff, and Students Awards were considered and approved as per details given below:

- a) **Best Teacher Award: Annexure - 1** 
- b) **Best Non-Teaching Staff Award: Annexure - 2** 
- c) **Best Student Awards: Annexure - 3** 

- 7) **Research Promotion Schemes:** The recommendations dated 17.01.2023 of committee constituted by Governing Body vide Resolution No. 46 of its meeting held on 29.12.2022 for promotion of research environment in the college were considered and approved as per details given below: 

- a) **Active Researcher Grant for Publication:** The existing schemes of Award for publication in Scopus Journal vide resolution No. 1(a) dated 03.06.2019 was reconsidered and renamed the scheme as Active Researcher Grant for Publication. The Active Researcher Grant for Publication shall be admissible to the permanent faculty members of the college who will qualify under “Active Researcher Criteria”. The criteria to define an “**Active Researcher**” is as follows:
- i. The faculty member must have published at least five research papers / patents in SCI/SCIE/Scopus/UGC Care Listed journals or IPR Agency as the case may be, during last five years to show consistency of active research.

- ii. The faculty member has to publish at least one research paper (Either as First Author or as Corresponding Author) during that Financial Year in SCI/SCIE/Scopus/UGC Care Listed journals or IPR Agency with impact factor 2 and above
 - iii. The research paper / article / patent so published may also involve the Ph. D / P.G. / U. G student associated with the faculty member.
 - iv. An amount of Rs.25,000/- annually may be given to such Active Researcher to meet annual research expenditures in any financial year. The annual research expenditure shall cover; Book/Journal purchase, Membership in professional bodies, Article Publication Charges in SCI/SCIE/Scopus/UGC Care Listed journals and Stationary purchasing etc.
 - v. The Faculty member will submit the utilisation certificate in prescribed format for such grant.
- b) **Research Award Scheme for Research Projects:** The Research Award Scheme for Research Projects may be given under two heads:
- i. **Minor Research Projects:** The existing schemes of Research Grant introduced vide resolution No. 12 dated 14.05.2016 to continue as it is and renamed as **Minor Research Projects**.
 - ii. **Major Research Projects:** In addition to existing scheme and in order to attract the faculty members towards this scheme and to ensure some valuable output getting produced in the form of quality publications or some IPR getting registered as a result of the research work carried out by investigators, it was resolved to increase the upper limit grant of the research proposals to Rs. 10 Lac maximum for science stream and Rs. 5 Lac maximum for humanities stream, respectively. This scheme shall be called as **Major Research Projects** and be completed within **three** years' time span. To promote research culture in the college the Research Project shall involve the Ph. D / P.G. / U. G students associated with the faculty member. These proposals of either category must be compulsorily closed by submission of all necessary documentation such as the Utilization certificate and other formalities described in terms and conditions. The detailed guidelines, terms, and conditions are enclosed as Annexure-4.
- c) **Travel Grant for presenting research paper:** The Research Committee deliberated on this issue of Travel Grant up to Rs. 50000/- to faculty members for presenting the research paper in an international conference, approved by the Governing Body vide Resolution No. 1(b) on 03.06.2019. In order to make these provisions of the Travel Grant guidelines attractive for the faculty members, the following modifications were approved:

- i. The Travel Grant must be given to any applicant only on the recommendation of Research Committee by the three member committee consisting of one subject expert (Nominated by Principal), Convener, Research Committee and Principal constituted for this purpose.
- ii. Air fare as per guidelines of Government of India for this purpose revised from time to time.
- iii. The break-up for the Travel Grant is proposed as follows:
 1. 80% of Registration Fee subject to Maximum of Rs. 10,000/- (As proposed earlier)
 2. Visa Fee: Rs. 5000/- maximum (New Addition for international travel)
 3. Air Fare: Rs. 35000/- maximum


Total: Rs. 50000/- (As proposed earlier)
- iv. If the permanent faculty has been granted partial grant for the same submission from other funding agency, the travel grant under this scheme shall be reduced to the deficit amount.
- v. This scheme shall be given once in a span of three years from the last date of sanction of the travel grant to an applicant.

The expenditure on account of all the above three schemes shall be met out of Research Endowment Fund.



- 8) **Confidential**
- 9) **Financial Powers:** Deferred
- 10) **Grievance Committee Minutes:** The Minutes of the Grievance Committee meetings held on 31/03/2022, 13/04/2022, 20/04/2022, 11/05/2022, 06/09/2022, 15.09.2022, 07.10.2022, and 10.12.2022 were reported, recorded and approved.
- 11) **Diploma and Advanced diploma in Foreign Language Courses:** The recommendation of Convenor Language courses were considered and after due deliberations the House resolved to seek the approval of University of Delhi in this regard. Once the approval of University of Delhi is received the college will start the Diploma and Advanced Diploma in Foreign Language Courses on self-finance basis.
- 12) a). **Promotion of Dr. Sangeeta Mohan:** The recommendations of the duly constituted Screening-cum-Evaluation Committee for promotion/placement of following Assistant Professor – Stage II (Academic Pay Level 11) to Assistant Professor – Stage III (Academic Pay Level 12) under CAS-2018 and her 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. Sangeeta Mohan	Mgt. Studies	28.12.2022	10.04.2020


- b). **Confidential**

- 13) **Promotion of Dr. Mamta Amol Wagh as Associate Professor:** The recommendations of the duly constituted Selection Committee for promotion of following Assistant Professor – Stage III (Academic Pay Level 12) to Associate Professor (Academic Pay Level 13A) under CAS-2018 and her 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. Mamta Amol Wagh	Mathematics	10.01.2023	26.05.2022








- 14) **Add on Course on Tax and Accounts Professional:** The Proposal to start add on course on Tax and Accounts Professional (Level 1: Foundation) in association with Taxmann Academy on self-finance basis was considered and approved. 
- 15) **Attendance Criteria in the Award of Scholarship:** The recommendation of fee concession committee regarding inclusion of Attendance Criteria in the Award of Scholarship to students (Ref. G.B. Resolution No 16 dated 20.09.2021) was considered. After due deliberation resolved to include 75% Attendance Criteria in the Award of Scholarship to students. 

Any other items with the permission of Chair

- 16) **Promotion of Dr. Sachchidanand Tripathi as Associate Professor:** The recommendations of the duly constituted Selection Committee for promotion of following Assistant Professor – Stage III (Academic Pay Level 12) to Associate Professor (Academic Pay Level 13A) under CAS-2018 and his 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. Sachchidanand Tripathi	Botany	24.01.2023	19.09.2022

- 17) **Disposal of Unserviceable Items:** The recommendations dated 27.01.2023 of Survey Committees constituted vide Res. Nos. 38, 53 and 54 dated 29.12.2022 for inspecting and recommending disposal of unserviceable items identified during Stock Verification for the year 2021-22 were reported, recorded and approved. 
- 18) **Weeding out of Library Books:** The recommendations dated 27.01.2023 of Survey Committees constituted vide Res. No. 39 dated 29.12.2022 for inspecting and recommending disposal of books to be weeded out identified during the year 2021-22 were reported, recorded and approved. 
- 19) **Declaration of rate of interest (GPF) for FY-2022-23:** The recommendation of the Provident Fund Committee meeting held on 27.01.2023 regarding declaration of interest @ 7.1% for 1st, 2nd, 3rd and 4th Quarters (As per University of Delhi Notification dated Fin.VIII/268/2022-23 dated 16-1-2023 and Resolution No.F.No.5(4)-B(PD)/2021 dated 1-4-2022, 14-7-2022, 3-10-2022 & 3-1-2023 of Ministry of Finance, Government of India) to be paid annually to individual (GPF) subscriber for the financial year 2022-23 were reported, recorded and approved. 

- 20) **Crediting 12 days Earned Leaves:** The University Notification No. Estab(T)/V/VI/001/2022/1645 dated 05.01.2023 regarding credit of 12 days Earned Leaves per year (Academic Sessions 2020-21, 2021-22, & 2022-23), subject to credit limit of 300 days, of all permanent Faculty members who have not been granted benefit of summer/winter/autumn vacations were reported, recorded and adopted. 
- 21) **Appointment of Warden Girls Hostel:** The House resolved to approve the recommendation of Officiating Principal to appoint Dr. Jayini Adhyapak, Associate Professor in English as Warden Girls Hostel w.e.f. 01.04.2023 for a period of two years. (Ref. GB Res. No. 21 (Part-A) dated 25.03.2021.) 
- 22) **Notification/Office Memorandum/Letters:** The University letter No. CS-III/Misc/2023/1000 dated 16.01.2023 forwarding therewith the following Notification/Office memorandum /Letters were reported and recorded: 
a. University letter No. Gen-II/123/2013-14/14E dated 07.10.2013 regarding revision of monetary ceiling for purchase/reimbursement of Briefcase/ladies Purse
b. University Office Memorandum No. GEN-II/123/2020/14E/2225 dated 19.10.2020 regarding reimbursement in respect of Newspapers purchased/supplied to Officers at their residence.
c. University Notification Ref. No. Tel/338/2020/reim/505 dated 12.11.2020 regarding reimbursement of Telephone charges
- 23) **Extension of LTC block year 2018-21:** The University of Delhi circular No. Estab.(II(i)/128/2012/19/37 dated 10.01.2023 circulating therein F. No. 31011/24/2022-Estt. A-IV dated 27.12.2022 issued by DOPT, Ministry of Personnel, Public Grievances and Pensions regarding extension of LTC block year 2018-21 (extended) for a period of three months i.e. upto 31.03.2023 was reported and recorded. 
- 24) **Payment of Gratuity to employees of New Pension Scheme:** The University letter No. Fin./Pen.Cell/NPS/Gratuity/2023 dated 13.01.2023 regarding extending applicability of Payment of Gratuity Act 1972 to the employees covered under New Pension Scheme in the Autonomous Body in case of Retirement/Death Gratuity was reported and recorded. 
- 25) **Writing-off Library books outstanding against 61 students:** The recommendation of Library Annual Stock Verification Committee regarding writing-off of 97 books, worth Rs. 23,931.57 which are long outstanding against 61 students of previously passed out students of batches: 2009-10 to 2014-15, whose security deposit stands forfeited is reported, recorded and approved. 
- 26) **Administrative Approval & Expenditure Sanction for Civil related Misc. Works:** The Letter No. F.No. DHE-10(15)/Minor Work/Major Work/DDUC/2019/502-520 dated 25/01/2023 from DHE, GNCT of Delhi conveying therewith the Administrative Approval & Expenditure Sanction of Rs. 98,81,100/- for Civil related Misc. Works at DDU College were reported and recorded. 

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

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

S/d
Prof. S. K. Awasthi
CHAIRMAN
GOVERNING BODY