

DEEN DAYAL UPADHYAYA COLLEGE

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

MINUTES OF THE GOVERNING BODY MEETING HELD ON FRIDAY THE 11th May, 2017 AT 3:00 p.m.

A meeting of the Governing Body was held on Friday the 11th May, 2017 at 3:00 p.m. in the office of the Principal. The following members were present:

- 1) Prof. B.C. Choudhary, Chairman
- 2) Prof. N.C. Pant, Treasurer
- 3) Dr. Abha Wadhwa, Teacher's Representative
- 4) Dr. S.N. Tripathi, Teacher's Representative
- 5) Dr. S.K. Garg (Principal & Member Secretary)
- 6) Mr. Vinod Kumar, Special Invitee (rep. of staff, other than teachers)
- 7) Dr. Hem Chand Jain, Vice-Principal – Special Invitee.

The agenda for the meeting was taken up ad seriatim:

1.
 - a) **Confirmation of the Minutes:** The minutes of the Governing Body meeting held on 1st March, 2017 were confirmed.
 - b) **Action taken on Minutes:** Appropriate action was taken wherever required.
 - c) **Matters arising out of Minutes :**
 - i) **Disciplinary Matter**
 - ii) **Disciplinary Matter**
 - iii) **Ref. Res. No. 28:** B.A. (H) Journalism & Mass Communication be read as B.A. (H) Multimedia & Mass Communication. Further, a letter from Dr. Mahaveer, President, Staff Association was also placed before the House and the contents noted. The Governing Body resolved to clarify that any New Course will be started only if teachers for that course are sanctioned by the Govt. of NCT of Delhi. The sanction of new courses has nothing to do with shortage of teachers on other accounts.

2. **Emergency actions of the Chairman** : The following action taken by the Chairman under his emergency powers were reported, recorded and confirmed :

- i) sanctioning Commuted Leave (on Medical Ground) to Dr. S.K. Garg, Principal of the college for a period of 36 days i.e. from 14.3.2017 to 18.4.2017 and extending the same till 24.4.2017.
- ii) appointing Dr. Hem Chand Jain, Vice-Principal of the college to act as the Principal w.e.f. 21.3.2017 till such time, Dr. S.K. Garg, Principal resumes his duties after leave.
- iii) permitting grant of Maternity Leave to Dr. Chayannika Singh, Assistant Professor in Chemistry for a period of 180 days w.e.f. 5.4.2017 to 1.10.2017 and appointment of a substitute against her leave vacancy.

3. The following action taken by the Principal/Acting Principal were reported, recorded and confirmed :

- i) appointing the following as Assistant Professor on adhoc basis till the end of Academic Session 2016-17, w.e.f. the date mentioned against each :

<u>S.No.</u>	<u>Name</u>	<u>Cat.</u>	<u>Subject</u>	<u>Date of Joining</u>
1)	Dr. Sandeep Kumar	SC	Botany	21.3.2017(F/N)
2)	Dr. Geeta Devi	ST	Botany	21.3.2017(F/N)
3)	Mr. Sanjeet Kumar	OBC	Comp.Sc.	21.3.2017 (F/N)
4)	Mr. Ankit Rajpal	UR	Comp.Sc.	21.3.2017 (F/N)
5)	Ms. Trasha Gupta	UR	Comp.Sc.	21.3.2017 (F/N)
6)	Ms. Preeti	OBC	Comp.Sc.	21.3.2017 (F/N)
7)	Ms. Divya Kundra	UR	Comp.Sc.	21.3.2017 (F/N)
8)	Ms. Deepti Gupta	UR	Commerce	21.3.2017 (F/N)
9)	Dr. Meghna Aggarwal	UR	Commerce	21.3.2017 (F/N)
10)	Ms. Vaishali Kapoor	UR	Economics	21.3.2017 (F/N)
11)	Ms. Rashmi Gupta	UR	Mathematics	21.3.2017 (F/N)
12)	Ms. Neha	UR	Electronics	21.3.2017 (F/N)
13)	Mr. Ajit Singh	OBC	Electronics	21.3.2017 (F/N)
14)	Mr. Naveen Kumar	SC	Electronics	21.3.2017 (F/N)
15)	Dr. Vandana Sharma	UR	Env.Studies	21.3.2017 (F/N)
16)	Mr. Promod Kumar	OBC	Env.Studies	21.3.2017 (F/N)
17)	Dr. Kamlesh Kumari	SC	Zoology	21.3.2017 (F/N)

- ii) appointing Mr. Deepak Kumar from UR category as Assistant Professor in Commerce on adhoc basis w.e.f. 6.3.2017 (F/N) till 27.4.2017 against leave vacancy of Dr. Shalini Bhatia.

- iii) appointing the following as Assistant Professor on adhoc basis till the end of Academic Session 2016-17, w.e.f. the date mentioned against each :

<u>S.No.</u>	<u>Name</u>	<u>Cat.</u>	<u>Subject</u>	<u>Date of Joining</u>
1)	Ms. Anubhuti Yadav	SC	Commerce	5.4.2017(F/N)
2)	Dr. Ritu Saluja	UR	English	5.4.2017(F/N)
3)	Ms. Inakshi	UR	Mgmt. Studies	5.4.2017 (F/N)
4)	Mr. Jitendra Kr. Verma	SC	Comp.Sc.	5.4.2017 (F/N)

5)	Mr. Tarachand Prajapati	OBC	Mathematics	5.4.2017 (F/N)
6)	Ms. Jyoti Yadav	OBC	Commerce	6.4.2017 (F/N)
7)	Mr. Amol Deepak Nerkar	OBC	Commerce	6.4.2017 (F/N)
8)	Dr. Rinki Sharma	UR	Electronics	6.4.2017 (F/N)
9)	Ms. Sonal Singh	UR	Electronics	6.4.2017 (F/N)
10)	Dr. Dinesh Kumar	UR	Mathematics	6.4.2017 (F/N)
11)	Dr. Manish Sharma	UR	Zoology	6.4.2017 (F/N)
12)	Mr. Mayank Saini	OBC	Comp.Sc.	7.4.2017 (F/N)
13)	Dr. Raj Kumar Sharma	UR	Comp.Sc.	10.4.2017 (F/N)
14)	Ms. Reena Yadav	OBC	Commerce	11.4.2017 (F/N)
15)	Ms. Pooja Pal	OBC	Electronics	12.4.2017 (F/N)

- iv) appointing the following on contractual basis for the period w.e.f. 2.3.2017 till 1.9.2017, on a consolidated salary mentioned against each :

<u>Sl.No.</u>	<u>Name</u>	<u>Cat.</u>	<u>Designation</u>	<u>Amount (Rs.)</u>
1)	Mr. Sandeep Bhardwaj	UR	STA (Computer)	19,800/-
2)	Mr. Vinay Kr. Gupta	UR	STA (Computer)	19,800/-
3)	Ms. Chanda Kumari	OBC	STA (Computer)	19,800/-
4)	Mr. Upendra Singh	OBC	STA (Computer)	19,800/-
5)	Mr. Hari Om Sharma	UR	STA (Computer)	19,800/-
6)	Mr. Nagendra Pal	UR	MTS-Laboratory	11,000/-
7)	Mr. Parveen Kumar	OBC	MTS-Comp.Lab.	11,000/-
8)	Mr. Gurdas	UR	MTS-Laboratory	11,000/-
9)	Ms. Sunita Vishwakarma	OBC	MTS-Laboratory	11,000/-
10)	Mr. Thakur Adhikari	UR	MTS-Laboratory	11,000/-
11)	Mr. Upender Shah	ST	MTS-Laboratory	11,000/-
12)	Mr. Budhram	OBC	MTS-Comp. Lab.	11,000/-
13)	Mr. Gaurav Vashishth	UR	MTS-Comp. Lab.	11,000/-
14)	Mr. Nitin Kumar	SC	MTS-Comp.Lab.	11,000/-
15)	Mr. Pankaj Kanwal	SC	MTS-Laboratory	11,000/-
16)	Mr. Bhuwan Chander	UR	MTS-Laboratory	11,000/-
17)	Ms. Shabnam	OBC	MTS-Laboratory	11,000/-
18)	Mr. Kush Kumar	SC	MTS-Laboratory	11,000/-
19)	Mr. Motilal Hembram	ST	MTS-Laboratory	11,000/-
20)	Mr. Lalit Giri	OBC	MTS-Laboratory	11,000/-
21)	Mr. Saurabh Saxena	UR	MTS-Laboratory	11,000/-
22)	Mr. Amit Kumar	UR	MTS-Comp.Lab.	11,000/-
23)	Mr. Vidya Sagar	UR	MTS-Library	11,000/-
24)	Mr. Daya Kishan Khulbe	UR	MTS-Laboratory	11,000/-
25)	Mr. Kuldeep Rawat	UR	MTS-Laboratory	11,000/-
26)	Mr. Devender Kumar Bisht	UR	Jr. Assistant	15,800/-
27)	Mr. Varun Kumar Sharma	UR	Jr. Assistant	15,800/-
28)	Mr. Bharat Chhabra	UR	MTS	11,000/-
29)	Mr. Harendra Kumar	UR	MTS	11,000/-

- v) appointing Ms. Priyanka Sharma, Junior Assistant on contractual basis w.e.f. 2.3.2017 to 1.9.2017 on a consolidated salary of Rs. 15,800/- per month in the Administration Section of the college. The expenditure is to be met out of Examination Fees collection from the students (St. Society Account).

- vi) appointing Ms. Renu, as Multi-Tasking Staff (MTS) on contractual basis w.e.f. 2.3.2017 to 1.9.2017 on a consolidated salary of Rs. 11,000/- per month in the Girls Common Room of the college. The expenditure is to be met out of Misc. Head (St. Society Account).
 - vii) accepting the resignation of Ms. Chanda Kumari, Sr. Technical Assistant (Computers) w.e.f. 28.4.2017 (A/N) due to personal reasons.
4. **Curtailement of Leave of Mr. Nitin Luthra :** To report curtailement of leave from 20.5.2017 to 18.5.2017 by Mr. Nitin Luthra, Assistant Professor in English who was on leave from 6.8.2016 to 20.5.2017 in order to avail Fulbright Language Teaching Assistant (FLTA) Scholarship 2016, at Ohio University (USA) and termination of services of Ms. Gurpreet Kaur w.e.f. 18.5.2017 who was appointed on adhoc basis till 20.5.2017 against his leave vacancy. The curtailement of leave from 20.5.2017 to 18.5.2017 was reported and recorded.
 5. **Approval of Vice-Principal:** Approval of University of Delhi vide its letter No. CS-I/(114)/P/VP/(TS)/ DDU/2013/772 dated 15.3.2017 to the appointment of Dr. Hem Chand Jain, Associate Professor in Commerce as Vice-Principal for a period of two years w.e.f. the date of joining was reported and recorded. Dr. Hem Chand Jain has taken over the charge of Vice-Principalship w.e.f. 16.3.2017 (F/N).
 6. **Approval of Acting Principal:** The approval of University of Delhi vide its letter No. CS-I(114)/P/ VP/(TS)/DDU/2013/796 dated 12.4.2017 to the appointment of Dr. Hem Chand Jain, Vice-Principal as Acting Principal of the college w.e.f. 21.3.2017 till Dr. S.K. Garg, Principal of the college resumes his duties or for a period of six months, whichever is earlier in terms of Clause 7(3) of Ordinance XVIII of the University of Delhi was reported and recorded. Dr. S.K. Garg, Principal has resumed office on 25.4.2017.
 7. **Business Studies Laboratory:** The merger of the Computer Laboratories of Department of Commerce and Department of Management Studies into one laboratory namely Business Studies Laboratory was reported and recorded.
 8. **Investment of Provident Fund :** The letters written by the Provident Fund Subscriber Nominees during the last one month were placed before the House. The House felt that any change in Investment policy of Provident Fund is to be done by the Provident Fund Committee itself and not by individual members. After some discussion, it was resolved to hold a Provident Fund Committee meeting at the earliest and till such time the present arrangement of investments be continued.
 9. **Payment to Ms. Beenashaw N. Soni :** The Governing Body considered payment of six bills amounting to Rs. 31,600/- to Ms. Beenashaw N. Soni, counsel who has been appointed to represent the college in various court cases pending in the Hon'ble High Court of Delhi as per the Fee Schedule of University of Delhi, Delhi and resolved to approve the same.

10. **Additional Charge Allowance to Dr. Hem Chand Jain :** The Governing Body considered the payment of Additional Charge Allowance to Dr. Hem Chand Jain, Vice-Principal of the college, as per Clause 7(3) of Ordinance XVIII of Ordinances of University of Delhi, who has acted as Principal of the college for the period from 21.3.2017 to 24.4.2017 during the leave of absence of Dr. S.K. Garg, Principal who was on Commuted Leave (on medical ground) during this period and resolved to approve the same.
11. **Appointment on Compassionate Ground:** Letter No. CS-III/149/DDU/2017/278 dated 3rd / 10th April, 2017 received from University of Delhi in response to our letter No. DDUC/Compassionate Appt./2017/1947 dated 21.2.2017 (Ref GB Resolution No. 18 dated 20.1.2017) regarding compassionate appointment of Mr. Kuldeep Rawat S/o Late Sh. Surender Singh Rawat, ex-employee (deceased while in service) was placed before the House. The representations of Karamchhari Unions of the College, DUCKU & DUCULSA were also considered sympathetically. After due deliberation the House resolved to constitute a committee of three Associate Professors as per the DoPT rules for balanced and objective assessment of the financial condition of the family of deceased employee taking into account its assets and liabilities and all other relevant factors such as the presence of an earning members, size of the family, ages of the children and the essential needs of the family etc.
- 1) Dr. Hem Chand Jain, Associate Professor in Commerce and Vice-Principal as Chairman
 - 2) Dr. Abha Wadhwa, Associate Professor in Commerce and Teacher Representative on Governing Body as Member.
 - 3) Dr. P.K. Jha, Associate Professor and Teacher-in-charge in Physics as Member.

The committee be requested to submit its report within three days. It was also brought to the notice of the House that the college has 23 posts (MTS-6, MTS Lab.-10, MTS-Comp.Lab.-4, and MTS Lib.-3) sanctioned by the Governing Body and 6 posts (MTS-1, MTS Lab.-4 and MTS Lib.-1) sanctioned by the funding agency i.e. Govt. of NCT of Delhi in Group 'C' (erstwhile Group 'D' in Pay Band of Rs. 5200-20200 with Grade Pay 1800/-) under direct recruitment category. Five percentage of these posts taken together comes out to $1.45 \approx 1$. Out of 29 (23 + 6) posts, 18 posts (MTS-3, MTS Lab.-11, MTS-Comp.Lab.- 2, and MTS Lib.-2) are lying vacant. The Governing Body further resolved that on the basis of report of the committee and existence of a sanctioned vacant post from Govt. of NCT of Delhi, the appointment of Shri Kuldeep Rawat, elder son of Late Sh. Surender Singh Rawat can be made against the vacant post of MTS-Lab. The Governing Body, authorised the Chairman to write to Dean of Colleges, University of Delhi, Delhi for seeking clarification in this regard.

12. **Replacement of Broken Apparatus:** The request of Teacher-in-charge, Department of Chemistry for devising a new policy regarding replacement of broken apparatus during practical classes in Chemistry Laboratories was placed before the House. After due deliberations the House resolved to create an Instrument Mishandling and Breakage Penalty Head in the Students Society Account to collect the penalty on account of breakage. The same shall be utilised by the Department of Chemistry.

13. **Exhaust Funnels in Chemistry Laboratories** : The request of Teacher-in-charge, Department of Chemistry for providing and fixing of Exhaust funnels at each seat, in the Chemistry laboratories at an estimated cost between Rs. 10 lakhs and Rs. 15 lakhs was placed before the House. The House was informed that there is no fume cupboard provided by the PWD in any of the Chemistry Laboratories and they choke with dangerous fumes whenever the students are using hot acids in the laboratories, which is a very big health and environmental hazard. After due deliberation the Governing Body resolved to sanction a sum of Rs. 15 lakh out of Misc. Head, St. Society Account for appropriate exhaust mechanism in the three laboratories and constituted the following committee to supervise and ensure implementation of the same during forthcoming summer vacation :
- Prof. N.C. Pant, Treasurer, Governing Body.
 - Dr. K.K. Jha, Teacher-in-charge in Chemistry.
 - Dr. Sangeeta Talwar, Assoc. Prof. in Chemistry.
 - Dr. Sachin Mittal, Assoc. Prof. in Chemistry.
 - Mr. Vinod Kumar, Representative of Non-Teaching Staff other than teachers.
14. **Confidential Matter.**
15. **Expansion of committee for allotment of hostels and residential flats** : The Member Secretary informed the House that the committee for allotment of Boys and Girls Hostels and allocation of flats constituted by the Governing Body vide Resolution No. 19 of its meeting held on 20.1.2017 was expanded with consent of the Chairperson of the committee and the Treasurer of the Governing Body Prof. N.C. Pant to include the following additional members :
- Shri Harender Tiwari, Alumni, DDU College, Assistant Professor in Commerce & Warden, Boys Hostel, Shri Ram College of Commerce.
 - Dr. Nityanand Agasti, Assistant Professor in Chemistry.
 - Dr. Hem Chand Jain, Vice-Principal to coordinate the functioning of the committee.

One member raised an objection about co-option of Sh. H.N.Tiwari, stating that he is an outsider. It was clarified by the Hon'ble Treasurer and the Hon'ble Chairman, Governing Body that Sh. H.N. Tiwari is an Alumunus of our college and is also the Warden of Boys Hostel in Sri Ram College of Commerce, thus having broad experience in managing hostel affairs. Inclusion of an Alumunus in the Management of Hostels is a positive step as per the NAAC guidelines also. Hence inclusion of his name in the committee is justified.

16. **i) Allotment of Hostels and Guest House** : The report of the committee constituted for allocation of hostels was placed before the House. After prolonged discussion and due deliberation the report was accepted by the Governing Body.
- ii) Allotment of Residential Flats:** The report of the committee for allotment of Residential Flats was placed before the House. After due deliberation the same was accepted by the Governing Body. The Chairman, Governing Body nominated Prof. N.C. Pant as his nominee to the following committee constituted for allotment of residential flats :
- Prof. N.C. Pant, Treasurer, Governing Body - Chairman
 - Dr. S.K. Garg, Principal

- c) Dr. Hem Chand Jain, Vice-Principal
d) Dr. Kulvinder Singh, Bursar

Report of the committee is annexed as **Annexure-I**.

17. **Centre for NCWEB:** The letter No. NCWEB/2017/97 dated 18.4.2017 followed by letter No. NCWEB/2017/148 dated 3.5.2017 received from Non-Collegiate Women's Education Board for running its Centre in our college on Saturdays and Academic Holidays was reported, recorded and approved.

It was also reported that Dr. Jayini Adhyapak, Associate Professor in English has been appointed as the Teacher-in-charge of the Centre.

18. **Allocation of Space for Research :** The Member Secretary, informed the House that there are requests from different teachers for allocation of additional space (apart from the cubicles and the departmental research laboratories already allotted to each department) for their research activities. Most of them have minor research projects of about Rs. 3-5 lakhs. The House deliberated over the issue and resolved the following :

- a) In cases where theoretical work is being done and no special equipment other than computers is to be installed, the work can be done within the cubicles and the departmental laboratories.
- b) In projects where experimental work is to be done and specific instruments are to be purchased from the Project Grant and installed ; separate laboratory may be considered subject to the following :
 - i) The project is a major research project amounting to a sum of Rs. 30 lakhs or more.
 - ii) There should be provision of appointment of atleast one JRF in the project.
 - iii) The project should be sanctioned for a minimum of three years.
 - iv) A teacher who has been allotted separate space for research purpose will vacate that space after six months of the expiry of the project and hand it over to the Principal unless there is a fresh major sanctioned project under that teacher.
 - v) The allocation shall be subject to availability of proper space in the colleges premises.

19. **Day Care Creche Facility:** A request from several female teachers of the college for starting up a Day Care Creche Facility in the college premises was placed before the House. After due deliberation, the Governing Body resolved to constitute a committee of the following to identify the space and work out other modalities for running the Day Care Creche on self-financing basis :

- a) Dr. Abha Wadhwa, Assoc. Prof. in Commerce – Convener
- b) Dr. Rajkumari S. Devi, Asstt. Prof. in Botany.
- c) Dr. Priya Goel, Asstt. Prof. in Zoology.
- d) Ms. Mamta Amol Wagh, Asstt. Prof. in Mathematics.
- e) Dr. Reeta Kumari, Asstt. Prof. in Botany.

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

20. **Appointment of Warden:** The issue of appointment of Warden in the two hostels, their management and providing essential facilities was considered by the Governing Body. After a prolonged discussion, the Governing Body resolved as follows :

- a) There shall be a Warden in each hostel who will be appointed after inviting applications from the willing teacher of the college. The selection of Warden will be made by a selection committee whose composition shall be the same as that for appointment of Vice-Principal. The Warden will ordinarily stay on the campus and shall be allocated a two bedroom flat with other terms and conditions of providing government accommodation. If the Warden does not stay in the college flat, a full-time Manager will be appointed. Further, if no teacher is willing to become warden the Vice-Principal of the college shall look after the duties of the Warden of such hostel(s) and to assist him/her in managing the hostel a full-time manager be appointed. The Manager so appointed will be required to stay in the Warden's office and paid a consolidated salary to be decided by the Governing Body from time to time.
- b) **MESS:** A reputed caterer with experience in managing the services in hostel be appointed before the hostels are made operational. Cooking in rooms is not allowed.
- c) Following essential facilities should be arranged for the hostel :
 - Water Cooler with Water Purifier on Ground Floor of both the Hostels.
 - TV with DTH service in Recreation Room of both the Hostels.
 - Hot Water during Winter.
 - Access to Library Reading Room in the Main Building for Extended Hours.
 - Laundry Services to be out-sourced on payment basis.
 - Efforts be made to install Washing Machines in each Hostel.
- d) Use of Electric Equipment's such as Heater, A.C., Hot Plate, T.V., Kettle, Iron, Immersion Rod, Refrigerator, Cooler etc. is strictly prohibited inside the Hostel Room.
- e) Use of Electronic Equipment's such as Computer, Laptop, Mobile Charger, Radio & Music system is permitted, but playing music with loud volume is strictly prohibited.

For the current year the Governing Body also resolved to bring out the first prospectus of the hostels and for this purpose constituted a Prospectus Committee consisting of the following:

- a) Dr. Hem Chand Jain, Assoc. Prof. in Commerce & Vice-Principal - Convener
- b) Dr. Abha Wadhwa, Assoc. Prof. in Commerce
- c) Dr. Arpita Sharma, Assoc. Prof. in Comp. Sc.
- d) Dr. Sachchandinand Tripathi
- e) Dr. Nityananand Agasti

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

sd/-

**CHAIRMAN,
GOVERNING BODY**

sd/-

PRINCIPAL & MEMBER SECRETARY