

# DEEN DAYAL UPADHYAYA COLLEGE

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

## MINUTES OF THE GOVERNING BODY MEETING HELD ON FRIDAY THE 15<sup>th</sup> December, 2017 AT 3:00 p.m.

A meeting of the Governing Body was held on Friday the 15<sup>th</sup> December, 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. Sanjay Tandon, Teacher's Representative
- 4) Dr. Rajkumari S. Devi, Teacher's Representative
- 5) Dr. S.K. Garg (Principal & Member Secretary)
- 6) Mr. Manmohan Pushkarna, Special Invitee (rep. of staff, other than teachers)

The agenda for the meeting was taken up ad seriatim:

1.
  - a) **Confirmation of Minutes:** The minutes of the Governing Body meeting held on 11<sup>th</sup> May & 24<sup>th</sup> May, 2017 were confirmed.
  - b) **Action taken on Minutes:** Appropriate action was taken wherever required, except in Item No. 13 regarding Exhaust Funnels in Chemistry Laboratories, where PWD is exploring various options in this regard.
2. **Emergency actions of the Chairman :** The following action taken by the Chairman under his emergency powers were reported, recorded and confirmed :
  - i) Confidential.
  - ii) Confidential.
  - iii) Confidential.
  - iv) Confidential.
  - v) Confidential.
  - vi) sanctioning, an additional sum of Rs. 66,300/- for purchasing basic amenities for various departments of the college in addition to Rs. 3 lakhs sanctioned by the Governing Body vide Res. No. 4 of its meeting held on 1.3.2017 out of Miscellaneous Head (Student Society Account).
  - vii) permitting, opening of Bank Accounts with ICICI Bank Ltd. for the Boys & Girls Hostels separately, to be operated jointly by the Principal and the Warden of respective Hostel.
  - viii) permitting, opening of Bank Account in Oriental Bank of Commerce for the Centre of Non-Collegiate Women's Education Board (NCWEB) to be operated jointly by the Principal and Teacher-in-charge (NCWEB).

- ix) deciding the qualification of Manager/Matron for Boys/Girls Hostel (as the case may be) as Post-Graduation to be appointed on contractual basis for a period not beyond six months at a consolidated salary of Rs. 25,000/- per month.
- x) approving award of Mess contract of both the hostels to M/s. STRI Shakti who are running the college cafeteria at the rate of Rs. 3000/- per month, per resident plus taxes as applicable, if any, for providing all three meals i.e. Breakfast, Lunch and Dinner. The contractor shall raise separate bill for each hostel.
- xi) approving the request of Dr. Sujata Khatri, Assistant Professor in Computer Science for Child Care Leave for the period from 2.1.2018 to 27.4.2018 to help her twin children in their studies who would be appearing in Class-X Board Examination next year and permitting to appoint a Guest Faculty against her leave vacancy.
- xii) approving the request of Ms. Shweta Wadhera, Assistant Professor in Computer Science for Child Care Leave for the period from 18.9.2017 to 31.12.2017 to take care of her daughter and permitting to appoint a Guest Faculty against her leave vacancy.
- xiii) considering the Audit Report from ELFA for the financial year 2015-16 and approving its para-wise replies.
- xiv) approving the revised Budget Estimates for the financial year 2017-18 and Budget Estimates for the financial year 2018-19.
- xv) accepting the applicability of 18% GST on Housekeeping bill w.e.f. 1<sup>st</sup> July, 2017. Since the Higher Educational Institutions were earlier exempted from Service Tax and are not exempted from GST, there is a net increase in the bill from Rs. 4,00,571/- to Rs. 4,72,673.78 excluding sixth floor. There will be a net increase in the bill from 4,42,272/- to Rs. 5,21,880.96 once the sixth floor is operational and got cleaned.
- xvi) approving the request of Mr. Ankur Dhir, a spastic (physically challenged) who was running the photocopy shop in the old campus at Karampura for award of the Photocopy/Toiletries/Groceries shop in the new building for a period of one year renewable on year to year basis subject to satisfactory performance. Modalities of the contract are as per **Appendix-1**.
- xvii) approving the proposal of the Department of English for increasing the fees for the Add-on course ECPDT (Effective communication and personality development through theatre) from Rs. 6000/- at present to Rs. 8000/- w.e.f. the academic session 2018-19. The proposal to pay an additional sum of Rs. 500/- per lecture on account of conveyance during the current session (2017-18) was also approved.
- xviii) approving the appointment of Junior Assistant to look after the needs of compiling various statistical data for submission to different agencies like NAAC report, RUSA, NIRF, Annual Report, AISHE etc.
- xix) approving the proposal of Warden of Boys Hostel for installation of two tonne Window Air-conditioners, one each in Warden's Office and Recreational Rooms of the students, an Electric Kettle for the Warden's Office and a fully automatic Washing Machine at an estimated cost of 1,22,500/- to be paid out of Miscellaneous Head (Student Society Account).

It was further resolved that this amount shall be repayable back to the college from the savings in the hostels, in future.

- xx) approving the proposal of Warden of Girls Hostel for installation of two tonne Window Air-conditioners, one each in Warden's Office and Recreational Rooms of the students, an Electric Kettle for the Warden's Office and a fully automatic Washing Machine at an estimated cost of 1,22,500/- to be paid out of Miscellaneous Head (Student Society Account).

It was further resolved that this amount shall be repayable back to the college from the savings in the hostels, in future.

- xxi) approving the proposal from the Vice-Principal for purchase of the following items for making the Guest House functional at an estimated cost of Rs. 6,46,000/- to be paid out of the Miscellaneous Head, (Student Society Account) :

<b>Items</b>	<b>Qty.</b>	<b>Rate</b>	<b>Amount</b>
1.5 Ton Windows AC in Room No. 701 to 708 of Boys Hostel to be used as Guest House	8	Rs.40,000/-	Rs.3,20,000/-
Bed sheets	80	Rs.600/-	Rs.48,000/-
Blanket	32	Rs.4,000/-	Rs.1,28,000/-
Pillow and Pillow Covers	32	Rs.1000/-	Rs.32,000/-
Bucket & Mug	16	Rs.500/-	Rs.8,000/-
Towel Sets	40	Rs.1000/-	Rs.40,000/-
Electric Kettle	8	Rs.2,500/-	Rs.20,000/-
Utensils (Jug, Glasses, Cup Plate, Glass Cover, Tea Thermos, and other misc items)			Rs.50,000/-
<b>Total</b>			<b>Rs.6,46,000/-</b>

On suggestion of a member the House resolved to book this expenditure to Lapsed Security Account instead of Miscellaneous Head of Student Society Account.

- xxii) approving the request of Dr. Veena Jain, Associate Professor in Operational Research for appointment of a Guest Faculty to do justice with the students in view of the increased workload.
- xxiii) permitting appointment of a Guest Lecturer in the Department of Computer Science for the Odd Semester of 2017-18.
- xxiv) granting Maternity Leave to Dr. Renu Solanki, Assistant Professor in Zoology for a period of 180 days w.e.f. 1.8.2017 to 27.1.2018 and permitting appointment of a substitute against her vacancy.
- xxv) approving the revised rate of consolidated salary for the following categories of non-teaching staff members appointed on contractual basis w.e.f. 1.7.2016, as per University of Delhi Notification No. Estab.II(i)/012/2007/08/1134 dated 21.8.2017 :
- | S.No. | Name of the Post              | Previous Rates | Revised Rates |
|-------|-------------------------------|----------------|---------------|
| 1.    | Sr. Technical Assistant(Comp) | Rs. 19,800/-   | Rs. 23,760/-  |
| 2.    | Junior Assistant              | Rs. 15,800/-   | Rs. 18,960/-  |
| 3.    | MTS-Library (Lib. Attendant)  | Rs. 11,000/-   | Rs. 15,070/-  |
| 4.    | MTS-Laboratory/Computer Lab.  | Rs. 11,000/-   | Rs. 15,070/-  |
| 5.    | MTS (Office Attendant/Mali)   | Rs. 11000/-    | Rs. 15,070/-  |
- xxvi) accepting the adoption of the “General Financial Rules-2017” notified by the Department of Expenditure, Ministry of Finance, Govt. of India vide O.M. No. F. 14(3)/2015-EII(A) dated 8.3.2017 by the college.
- xxvii) approving registration of college in Government e-Marketplace (GeM) portal and Procurement of goods & services through GeM in terms of letter No. E-governance/GeM/FO/2017/255 dated 12<sup>th</sup> September, 2017, from the Finance Officer, University of Delhi, Delhi.
- xxviii) approving the waiver of Foreign Student Fee amounting to Rs. 20,000/- and reduction in Hostel Security Fee to 50%, in respect of two Afghan Nationals admitted in BMS – I yr. during the current academic session 2017-18 under Special Scholarship Scheme for Afghan Nationals administered by Ministry of External Affairs, Govt. of India against reserved seats for Foreign students in terms of the request from Indian Council for Cultural Relations as a special case.
- xxix) approving the proposal for Atal Incubation Centre worth Rs. 10 crores (approx..) prepared by the committee constituted vide Notification dated 21.7.2017 and permitting to make a commitment for Rs. 25 lakhs on the part of the college from the Miscellaneous Head (Students Society Account), for this purpose.
- xxx) Confidential.
- xxxi) Confidential.
- xxxii) Confidential.
- xxxiii) Confidential.
- xxxiv) Disciplinary Matter.
- xxxv) Disciplinary Matter.

- xxxvi) approving ex-gratia payment in lieu of summer vacation (from 20.5.2017 to 19.07.2017) salary in respect of Ms. Sonal Singh who had worked till the end of the academic session 2016-17 i.e. 19.5.2017 and was re-appointed on the opening day of the academic session 2017-18 i.e. 20.07.2017 in another college, on the basis of undertaking submitted by her that she has not held any salaried post elsewhere during vacations (permissible in terms of Clause 3(4) of Ordinance XII of University of Delhi) and subsequent clarification received from University of Delhi vide letter No. CB.I/Adhoc/salary/2007/912 dated 17.9.2007.
- xxxvii) approving grant of Compensatory Earned Leave to the teaching staff including Principal who had performed various duties during vacations in the academic year 2016-17 (**Appendix-2**).
- xxxviii) approving the request of Dr. Nisha Rana, Associate Professor in Commerce for Child Care Leave for the period from 2.1.2018 to 23.2.2018 to help her daughter in her studies who would be appearing in Class-IX Examination next year and permission to appoint a Guest Faculty against her leave vacancy.
- xxxix) approving ex-gratia payment in lieu of summer vacation (from 20.5.2017 to 19.07.2017) salary in respect of the following adhoc teachers, who had worked till the end of the academic session 2016-17 i.e. 19.5.2017 and were re-appointed on the opening day of the academic session 2017-18 i.e. 20.07.2017 in this college, on the basis of undertaking submitted by them that they have not held any salaried post elsewhere (permissible in terms of Clause 3(4) of Ordinance XII of University of Delhi.) :

<b>S.No.</b>	<b>Name</b>	<b>Subject</b>
01	Dr. Sandeep Kumar	Botany
02	Ms. Geeta Devi	Botany
03	Mr. Sanjeet Kumar	Computer Science
04	Mr. Ankit Rajpal	Computer Science
05	Ms. Trasha Gupta	Computer Science
06	Ms. Preeti	Computer Science
07	Ms. Divya Kundra	Computer Science
08	Dr. Meghna Aggarwal	Commerce
09	Ms. Deepti Gupta	Commerce
10	Mr. Amol Deepak Nerkar	Commerce
11	Ms. Anubhuti Yadav	Commerce
12	Ms. Reena Yadav	Commerce
13	Ms. Upasana dhanekar	History
14	Ms. Inakshi	Management Studies
15	Dr. Dinesh Kumar	Mathematics
16	Ms. Rashmi Gupta	Mathematics
17	Mr. Amlendu Kumar	Mathematics
18	Mr. Tarachand Prajapati	Mathematics
19	Ms. Neha	Electronics
20	Mr. Ajit Singh	Electronics
21	Mr. Naveen Kumar	Electronics
22	Dr. Vandana Sharma	Environmental Studies
23	Mr. Promod Kumar	Environmental Studies
24	Dr. Kamlesh Kumari	Zoology
25	Dr. Manish Sharma	Zoology
26	Ms. Vaishali Kapoor	Economics

- xl) in approving handing over of the remaining portion of New Block and entire old block of the Karampura campus along with fixture and other items lying therein to Ambedkar University Delhi (**Appendix-3** (i & ii) and **Appendix-4** (i to xix) (pre-reference Res.No. 9 dated 13.7.2016) .

The Governing Body noted that the entire campus alongwith a number of fixtures and other items worth Rs. 4,86,450.94 from Non-Recurring Grant Account, Rs. 4,19,066.26 from Students Society Account, Rs. 9439.92 from Development Fund Account, Rs. 26,680.12 from UGC Grant Account and Rs. 4527/- from Add-on Courses Account, Total Rs. 9,46,164.24 (depreciated value as on 31.3.2017) has been handed over to Ambedkar University Delhi. After due deliberation, it was resolved to write them off from respective Books of Accounts and reduce the assets accordingly.

- xli) approving the Annual Quality Assurance Report (AQAR) 2016-17 for submission to NAAC.
- xlii) Confidential.
- xliii) approving the recommendation of the Provident Fund Committee meeting held on 19.8.2017 regarding declaration of interest @ 8.1% for 1<sup>st</sup> & 2<sup>nd</sup> Quarter and @ 8% for 3<sup>rd</sup> & 4<sup>th</sup> Quarter to be paid annually to individual (GPF) subscriber for the financial year 2016-17 as per Gazette Notification No. 5(1)-B(PD)/2016 dated 2.6.2016, 30.6.2016, 3.10.2016 and 18.1.2017 of Ministry of Finance, Govt. of India.
- xliv) approving the recommendation of Flat Allotment Committee constituted vide Resolution No. 16 (ii) dated 11.5.2017 for allotment of flats to various staff members. Accordingly the following flats have been allocated to them as per details below :

**One Bedroom Flats :**

<b>S.No.</b>	<b>Name of the Allottee</b>	<b>Designation</b>	<b>Flat No.</b>
1.	Mr. Subhash Rana	Driver	301
2.	Mr. Om Prasad Aryal	Daftri	401
3.	Mr. Mukesh Kumar	M.T.S.	501

**Two Bedroom Flats :**

<b>S.No.</b>	<b>Name of the Allottee</b>	<b>Designation</b>	<b>Flat No.</b>
1.	Dr. Sanjay Kumar	Assoc. Prof. in Mathematics & Warden Boys Hostel	303
2.	Dr. Nityanand Agasti	Asstt. Prof. in Chemistry & Warden Girls Hostel (to be occupied by him within a year of his appointment as Warden)	302
3.	Mr. Sandeep	Asstt. Prof. in Physics	402
4.	Dr. Vipin Meena	Asstt. Prof. in Mgmt. Studies	403
5.	Dr. Lalit Kumar	Asstt. Prof. in English	502
6.	Dr. Rohith P.	Asstt. Prof. in English	503

Allotment as at Sr. No. 3,4,5 & 6 of the two bedroom flats has been done by draw of lots.

It was reported by the Member Secretary that allotment letters have been issued to the allottees but except Mr. Subhash Rana and Mr. O.P. Aryal, possession has not been taken by rest of the allottees due to non-installation of separate electricity meters by BSES although sub-meters are already installed for each flat. BSES officials have visited the campus 3 to 4 times in this regard and were of the opinion that the estimated cost would be somewhere around Rs. 25 lakhs. Detailed estimates are yet to be received from them.

It was resolved to constitute a committee of the following to discuss the matter with rest of the allottees and resolve the issue within a month:

- i) Dr. K.K. Jha, Associate Prof. in Chemistry - Convener
- ii) Dr. P.K. Jha, Associate Prof. in Physics & President Staff Association
- iii) Mr. Bharat Bhushan, Semi-Prof. Assistant & President, Non-Teaching Staff, College Karamchari Union.
- iv) Mr. Lalit Kumar, Assistant Prof. in English and one of the Allottees.

3. The following actions taken by the Treasurer during the period when the Chairman, Governing Body was out of India were reported, recorded and confirmed :

- i) sanctioning a sum of Rs. 56,211/- out of Miscellaneous Head (Student Society Account) to purchase a Split A.C. for the research laboratory allocated to Dr. Avnindra Kr. Singh, Associate Professor in Physics for his Major Research Project from Department of Science & Technology (DST).
- ii) approving one time extensive and deep cleaning of Boys Hostel at an amount of Rs. 41,300/- (Rs. 35,000/- plus GST @ 18% i.e. Rs. 6300/-) & Girls Hostel at an amount of Rs. 35,400/- (Rs. 30,000/- plus GST @ 18% i.e. Rs. 5400/-) including rooms to be allocated to students, attached toilets and balconies, to be paid out of the Miscellaneous Head, Student Society Account.

On suggestion of a member the House resolved to book this expenditure to Lapsed Security Account instead of Miscellaneous Head (Student Society Account).

- iii) approving regular cleaning of Boys Hostel at an amount of Rs. 23,608.26 per month (Rs. 20,007/- plus GST @ 18% i.e. Rs. 3601.26) & Girls Hostel at an amount of Rs. 20,657.08 per month (Rs. 17,506/- plus GST @ 18% i.e. Rs. 3151.08) excluding the rooms to be allocated to students, attached toilets and balconies w.e.f. 1.8.2017 on pro-rata basis, based on sanitation rates for Institutional Building. The expenditure in this regard for each hostel is to be met out of its own funds.

4. The following actions taken by the Principal were reported, recorded and confirmed :

- i) appointing the following as Assistant Professor on adhoc basis for a period not beyond 120 days with effect from date of joining 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	20.7.2017(F/N)
2)	Dr. Geeta Devi	ST	Botany	20.7.2017(F/N)
3)	Mr. Sanjeet Kumar	OBC	Comp.Sc.	20.7.2017 (F/N)
4)	Mr. Ankit Rajpal	UR	Comp.Sc.	20.7.2017 (F/N)
5)	Ms. Trasha Gupta	UR	Comp.Sc.	20.7.2017 (F/N)
6)	Ms. Preeti	OBC	Comp.Sc.	20.7.2017 (F/N)
7)	Ms. Divya Kundra	UR	Comp.Sc.	20.7.2017 (F/N)
8)	Ms. Deepti Gupta	UR	Commerce	20.7.2017 (F/N)
9)	Ms. Reena Yadav	OBC	Commerce	20.7.2017 (F/N)
10)	Dr. Meghna Aggarwal	UR	Commerce	20.7.2017 (F/N)
11)	Ms. Anubhuti Yadav	OBC	Commerce	20.7.2017 (F/N)
12)	Mr. Amol Deepak Nerkar	OBC	Commerce	20.7.2017 (F/N)
13)	Ms. Vaishali Kapoor	UR	Economics	20.7.2017 (F/N)
14)	Ms. Neha	UR	Electronics	20.7.2017 (F/N)
15)	Mr. Ajit Singh	OBC	Electronics	20.7.2017 (F/N)
16)	Mr. Naveen Kumar	SC	Electronics	20.7.2017 (F/N)
17)	Dr. Vandana Sharma	UR	Env.Studies	20.7.2017 (F/N)
18)	Mr. Pramod Kumar	OBC	Env.Studies	20.7.2017 (F/N)
19)	Mr. Ranbeer Kumar	OBC	English	20.7.2017 (F/N)
20)	Ms. Upasana Dhankar	UR	History	20.7.2017 (F/N)
21)	Ms. Inakshi	UR	Mgmt. Studies	20.7.2017 (F/N)
22)	Ms. Rashmi Gupta	UR	Mathematics	20.7.2017 (F/N)
23)	Dr. Dinesh Kumar	UR	Mathematics	20.7.2017 (F/N)
24)	Mr. Amlendu Kumar	SC	Mathematics	20.7.2017 (F/N)
25)	Mr. Tarachand Prajapati	OBC	Mathematics	20.7.2017 (F/N)
26)	Ms. Chimat Ladol	ST	Pol.Sc.	20.7.2017 (F/N)
27)	Dr. Kamlesh Kumari	SC	Zoology	20.7.2017 (F/N)
28)	Dr. Manish Sharma	UR	Zoology	20.7.2017 (F/N)

- ii) appointing Dr. S. Naga Chandrudu, as Assistant Professor in Chemistry on adhoc basis w.e.f. 20.7.2017 (F/N) for a period upto 29.9.2017 against the Maternity Leave of Dr. Chayannika Singh, Asstt. Prof. in Chemistry.
- iii) appointing Dr. Shashibala Kumari (UR) as Assistant Professor in Zoology on adhoc basis w.e.f. 21.8.2017 for a period not beyond three months against leave vacancy of Dr. Renu Solanki who is on maternity leave.



- iv) appointing the following on contractual basis for a period w.e.f. 6.9.2017 till 5.3.2018, 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)	23,760/-
2)	Mr. Vinay Kr. Gupta	UR	STA (Computer)	23,760/-
3)	Mr. Upendra Singh	OBC	STA (Computer)	23,760/-
4)	Mr. Hari Om Sharma	UR	STA (Computer)	23,760/-
5)	Mr. Devender Kumar Bisht	UR	Jr. Assistant	18,960/-
6)	Mr. Varun Kumar Sharma	UR	Jr. Assistant	18,960/-
7)	Mr. Nagendra Pal	UR	MTS-Laboratory	15,070/-
8)	Mr. Gurdas	UR	MTS-Laboratory	15,070/-
9)	Ms. Sunita Vishwakarma	OBC	MTS-Laboratory	15,070/-
10)	Mr. Thakur Adhikari	UR	MTS-Laboratory	15,070/-
11)	Mr. Upender Shah	ST	MTS-Laboratory	15,070/-
12)	Mr. Pankaj Kanwal	SC	MTS-Laboratory	15,070/-
13)	Mr. Bhuwan Chander	UR	MTS-Laboratory	15,070/-
14)	Ms. Shabnam	OBC	MTS-Laboratory	15,070/-
15)	Mr. Kush Kumar	SC	MTS-Laboratory	15,070/-
16)	Mr. Motilal Hembram	ST	MTS-Laboratory	15,070/-
17)	Mr. Lalit Giri	OBC	MTS-Laboratory	15,070/-
18)	Mr. Daya Kishan Khulbe	UR	MTS-Laboratory	15,070/-
19)	Mr. Saurabh Saxena	UR	MTS-Laboratory	15,070/-
20)	Mr. Budhram	OBC	MTS-Comp. Lab.	15,070/-
21)	Mr. Gaurava Vashishth	UR	MTS-Comp. Lab.	15,070/-
22)	Mr. Nitin Kumar	SC	MTS-Comp.Lab.	15,070/-
23)	Mr. Amit Kumar	UR	MTS-Comp.Lab.	15,070/-
24)	Mr. Parveen Kumar	OBC	MTS-Comp.Lab.	15,070/-
25)	Mr. Vidya Sagar	UR	MTS-Library	15,070/-
26)	Mr. Harendra Kumar	UR	MTS	15,070/-
27)	Mr. Bharat Chhabra	UR	MTS	15,070/-

- v) appointing Ms. Priyanka Sharma, Junior Assistant on contractual basis w.e.f. 6.9.2017 to 5.3.2018 on a consolidated salary of Rs. 18,960/- per month in the Administration Section of the college. The expenditure to be met out of Examination Fees collection from the students (Students Society Account).
- vi) appointing Ms. Renu, as Multi-Tasking Staff (MTS) on contractual basis w.e.f. 6.9.2017 to 5.3.2018 on a consolidated salary of Rs. 15,070/- per month in the Girls Common Room of the college. The expenditure to be met out of Miscellaneous Head (Students Society Account).

- vii) appointing the following as Assistant Professor on adhoc basis for a period not beyond 120 days with effect from date of joining 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	20.11.2017(F/N)
2)	Dr. Geeta Devi	ST	Botany	24.11.2017 (F/N)
3)	Ms. Deepti Gupta	UR	Commerce	20.11.2017 (F/N)
4)	Ms. Reena Yadav	OBC	Commerce	20.11.2017 (F/N)
5)	Dr. Meghna Aggarwal	UR	Commerce	20.11.2017 (F/N)
6)	Ms. Anubhuti Yadav	OBC	Commerce	20.11.2017 (F/N)
7)	Mr. Amol Deepak Nerkar	OBC	Commerce	20.11.2017 (F/N)
8)	Ms. Trasha Gupta	UR	Comp.Sc.	20.11.2017 (F/N)
9)	Ms. Preeti	OBC	Comp.Sc.	20.11.2017 (F/N)
10)	Mr. Ankit Rajpal	UR	Comp.Sc.	20.11.2017 (F/N)
11)	Mr. Sanjeet Kumar	OBC	Comp.Sc.	20.11.2017 (F/N)
12)	Ms. Vaishali Kapoor	UR	Economics	20.11.2017 (F/N)
13)	Ms. Neha	UR	Electronics	20.11.2017 (F/N)
14)	Mr. Naveen Kumar	SC	Electronics	20.11.2017 (F/N)
15)	Mr. Ajit Singh	OBC	Electronics	20.11.2017 (F/N)
16)	Mr. Ranbeer Kumar	OBC	English	20.11.2017 (F/N)
17)	Dr. Vandana Sharma	UR	Env.Studies	20.11.2017 (F/N)
18)	Mr. Pramod Kumar	OBC	Env.Studies	20.11.2017 (F/N)
19)	Ms. Inakshi	UR	Mgmt. Studies	20.11.2017 (F/N)
20)	Ms. Rashmi Gupta	UR	Mathematics	20.11.2017 (F/N)
21)	Dr. Dinesh Kumar	UR	Mathematics	20.11.2017 (F/N)
22)	Mr. Amlendu Kumar	SC	Mathematics	20.11.2017 (F/N)
23)	Mr. Tarachand Prajapati	OBC	Mathematics	20.11.2017 (F/N)
24)	Ms. Chimat Ladol	ST	Pol.Sc.	20.11.2017 (F/N)
25)	Dr. Kamlesh Kumari	SC	Zoology	20.11.2017 (F/N)
26)	Dr. Manish Sharma	UR	Zoology	20.11.2017 (F/N)

- viii) appointing Mr. Vinod Kumar Yadav, MTS, for looking after the gardening work on contractual basis w.e.f. 8.12.2017 (F/N) for a period not beyond six months on a consolidated salary of Rs. 15,070/- per month.

5. **Appointment of Vice-Principal as Acting Principal:** Appointment of Dr. Hem Chand Jain, Vice-Principal as Acting Principal from 5.6.2017 to 9.7.2017, during the period Dr. S.K. Garg, Principal availed summer vacations which had the approval of University of Delhi vide its letter No. CS-I/(114)/P/VP/(TS)/DDU/2013/853 dated 13.6.2017 was reported and recorded.
6. **Resignation of Mr. Kuldeep Rawat :** Resignation of Mr. Kuldeep Rawat, MTS-Lab. on contractual basis w.e.f. 31.5.2017 (A/N) was reported and recorded.
7. **Joining of Mr. Kuldeep Rawat :** Joining of Mr. Kuldeep Rawat as Multi-Tasking Staff – Laboratory w.e.f. 2.6.2017 (F/N) against substantive post (on compassionate ground) at a minimum pay of Rs. 5200/-in the Pay Band of Rs. 5200-20200 (PB-1) with Grade Pay of Rs. 1800/- alongwith usual allowances admissible from time to time was reported and recorded.

8. **Joining of Dr. Sanjay Kumar :** The joining back of Dr. Sanjay Kumar, Associate Professor in Mathematics after availing of Sabbatical Leave for one year w.e.f. 21.7.2016 to 20.7.2017 and submission of detailed report of the work done by him was reported and recorded (Ref. GB Res. No. 4 dated 13.7.2016).
9. **Appointment of the Warden of Boys Hostel :** The appointment of Dr. Sanjay Kumar, Associate Professor in Mathematics as the Warden of the Boys Hostel for a period of two years with Residential facilities in one of the Staff Quarters as per his entitlement in the college campus, based on the recommendation of the Selection Committee held on 1.8.2017 in University Guest House, University of Delhi was reported and recorded. Dr. Sanjay Kumar had joined w.e.f. 4.8.2017 and is being paid a sum of Rs. 3000/- per month as Warden Allowance from the Boys Hostel Funds. It was also reported that he had expressed his inability to occupy the residence due to personal reasons till October, 2017 but has still not occupied the same.
10. **Appointment of Multi-Tasking Staff :** The appointment of following as Multi-Tasking Staff (MTS) to look after the Gardening work of the college on contractual basis for a period of six months w.e.f. date of joining, till such time Govt. of NCT of Delhi provides funds to PWD for Horticulture work was reported and recorded (Ref. GB Res. No. 23 dated 20.1.2017) :

S.No.	Name	Date of Joining	Salary (Rs.)
i)	Mr. Vinod Kumar Yadav	7.6.2017 (F/N)	11,000/-
ii)	Mr. Durga Prasad	30.6.2017 (F/N)	11,000/-
iii)	Mr. Vikash Choudhary	30.6.2017 (F/N)	11,000/-

11. **Appointment of the Warden of Girls Hostel :** The appointment of Dr. Nityananda Agasti, Assistant Professor in Chemistry as the Warden of the Girls Hostel for a period of two years with the condition that he will shift to the college campus within a span of one year as he expressed his inability to reside on the campus, as of now, based on the recommendation of the Selection Committee held on 1.8.2017 in University Guest House, University of Delhi was reported and recorded. Dr. Nityananda Agasti had joined w.e.f. 4.8.2017 and is being paid a sum of Rs. 3000/- per month as Warden Allowance from the Girls Hostel Funds.
12. **Appointment of Matron (Manager) of the Girls Hostel:** The appointment of Ms. Pinky Barak as Matron (Manager) of the Girls Hostel on contractual basis w.e.f. 11.8.2017 (F/N) for a period of six months at a consolidated salary of Rs. 25,000/- per month being paid out of Girls Hostel Funds with requirement to stay in the Hostel with free Mess facility (as the Warden of the Girls Hostel is not residing in the campus as of now, Ref. G.B. Resolution No. 20 (a) dated 11.5.2017, was reported and recorded.
13. **Appointment of Non-Teaching Staff for Boys Hostel :** The appointment of following non-teaching staff on contractual basis for Boys Hostel for a period of six months w.e.f. date of joining and consolidated salary mentioned against each, being paid out of Boys Hostel Fund, was reported and recorded :

S.No.	Name	Post	Date of Joining	Salary (Rs.)
i)	Mr. Sachin Kumar	Jr. Assistant	1.8.2017	15,800/-
ii)	Mr. Anjaneya Mishra	MTS	1.8.2017	11,000/-

14. **Resignation/Appointment/Termination from the post of MTS:** The resignation of Mr. Anjaneya Mishra, MTS w.e.f. 10.8.2017 (A/N) and appointment of Mr. Aayush Mittal w.e.f. 14.8.2017 in his place and subsequent termination of Mr. Aayush Mittal from the post of MTS due to non-reporting for duty, was reported and recorded.
15. **Appointment of MTS in Boys Hostel:** The appointment of Mr. Pankaj Mahajan as MTS in Boys Hostel on contractual basis w.e.f. 18.8.2017 (F/N) for a period of six months at a consolidated salary of Rs. 11,000/- per month (pre-revised), was reported and recorded.
16. **Appointment of Non-Teaching Staff for Girls Hostel :** The appointment of following non-teaching staff on contractual basis for Girls Hostel for a period of six months w.e.f. date of joining and consolidated salary mentioned against each, being paid out of Girls Hostel Fund, was reported and recorded :
- | S.No. | Name              | Post          | Date of Joining | Salary (Rs.) |
|-------|-------------------|---------------|-----------------|--------------|
| i)    | Ms. Kanika Bhatia | Jr. Assistant | 2.8.2017        | 15,800/-     |
| ii)   | Ms. Kajal         | MTS           | 2.8.2017        | 11,000/-     |
17. **Confidential.**
18. **Foreign Language Courses:** Starting of Certificate courses in German & Spanish w.e.f. July, 2017 was reported and recorded. It was also brought to the notice of the Governing Body by the Member Secretary that the Governing Body vide Resolution No. 13 of its meeting held on 20.1.2017 had approved an amount of Rs. 3000/- per month as remuneration for the Dealing Assistant for a period of 10 months each year for running the Language course in French. After due deliberation, it was resolved that the Dealing Assistant be paid an extra sum of Rs. 1000/- per month for each extra add-on course. It was also resolved to pay the Coordinator of Foreign Language courses a sum of Rs. 5000/- per month for one course and Rs. 1000/- per month for each extra add-on course retrospectively for a period of 10 months, each year.
19. **Certificate Course in Chinese, Japanese and Korean Language:** The approval of Department of East Asian Studies of the University of Delhi for starting of Certificate Course in Chinese, Japanese and Korean Languages was reported and recorded. It was further reported that the fee for the course was fixed at Rs. 15,000/- per student in consonance with the fee already approved by Governing Body for French, German & Spanish. However, due to insufficient response from the students these courses could not be started this year. The Governing Body resolved to approve the same fee structure for these courses.
20. **Purchases made out of Non-Recurring Grant:** The purchases worth Rs. 69,87,950/- made out of Non-Recurring Grant and Rs. 27,43,000/- made out of grant sanctioned for Promotion of Sports, during the financial year 2016-17 were reported, recorded and approved.
21. **Purchase of 30 user “Mathematica” Software :** The purchase of 30 user “Mathematica” Software from M/s. SCUBE Scientific Software Solutions (P) Ltd. for a sum of Rs. 14,12,224/- (Ref. GB Res. No. 16 dated 20.1.2017) was reported, recorded and approved.

22. **Agreement made with the Department of Posts:** An agreement made with the Department of Posts, Govt. of India for Speed Post facility under BNPL Scheme in which their representative will collect the Post daily and generate monthly bill, was reported, recorded and approved.
23. **Security Services:** Letter No. DHE-13(7)/DDUC/security/2016-17/2964 dated 10.7.2017 received from Directorate of Higher Education, GNCT of Delhi in response to our letter No. DDUC/Security/2017/2234 dated 28.3.2017 (Ref. GB Res. No. 31 dated 1.3.2017) wherein our request for retaining 28 guards for security was not acceded to was reported and recorded. It was further informed that consequent to the above, the entire security is to be managed with 24 guards and one supervisor. Accordingly, the number of guards in the Institutional building has been reduced from 21 to 18 and for the hostels from 7 to 6 (three male for boys hostel and three female for girls hostel).

The expenditure for Institutional building is to be met out of Maintenance Grant and for each hostel from its own funds.

24. **Changes in Reservation Policy regarding admission in Hostels:** The changes in reservation policy in the light of Bulletin of Information of Delhi University for under-graduate courses regarding admission of OBC students in Hostels of the college as earlier approved by the Governing Body vide Res. No. 16 of its meeting held on 11.5.2017 was reported and recorded.
25. **Appointment of Junior Assistant:** The appointment of Mr. Vikram as Junior Assistant on contractual basis w.e.f. 7.9.2017 for a period not beyond six months on a consolidated salary (revised) of Rs. 18,960/- per month was reported and recorded (Ref. 2(xviii))
26. **Purchase out of Students Society Account:** The purchases worth Rs. 15,67,115/- (including a sum of Rs. 13,38,163/- as an advance given to NICS) made out of Students Society Account during the year 2016-17 were reported, recorded and approved.
27. **Disciplinary Matter.**
28. **Disciplinary Matter.**
29. **Disciplinary Matter.**
30. **Resignation :** The resignation of Ms. Divya Kundra, Assistant Professor in Computer Science working on adhoc basis w.e.f. 27.10.2017 (A/N) was reported and recorded.
31. **Confidential.**
32. **Appointment of Hostel Mess Contractor:** The appointment of M/s. Bedi & Bedi Associates, F-53, D.B. Gupta Market, Karol Bagh, New Delhi-110 005 as Hostel Mess Contractor for a period of one year w.e.f. 22.11.2017 by the Wardens of the two hostels at a rate of Rs. 97/- per person, per day for providing Breakfast, Lunch, Tea & Snacks and Dinner to the Hostel Residents through e-procurement on National Public Procurement Portal of Govt. of India, was reported and recorded.

33. **Disciplinary Matter.**
34. **Payment of Sanitation Charges:** The payment of sanitation charges @ Rs. 2951/- inclusive of GST for the guest house floor is to be made from the college funds i.e. Miscellaneous Head (Students Society Account) (Difference between the charges of Boys Hostel & Girls Hostel), was reported, recorded and confirmed.
35. **Opening of an Amul Kiosk in the college campus:** The recommendation of the Cafeteria Committee for opening of an Amul Kiosk in the college campus was reported and recorded. The Governing Body also approved to charge a consolidated amount of Rs. 2000/- per month as license fee, Rs. 200/- per month for water consumption and electricity charges at actual rates, as per the sub-meter to be installed.
36. **Disciplinary Matter.**
37. **Day Care Creche :** The proposal of Day Care Creche as submitted by Dr. (Ms.) Abha Wadhwa, Convener of Creche Committee was placed before the Governing Body (**Appendix-6**). The Governing Body after considering the proposal of Day Care Creche Committee and subsequent recommendation dated 17.10.2017 submitted by another committee constituted for this purpose (**Appendix-7**) agreed in principle to start the creche and provide adequate funds for furnishing it with essential infrastructure. It further resolved that the running expenses of the crèche shall be borne by the users who will manage the crèche themselves. For this purpose, a committee consisting of Dr. Rajkumari S. Devi (Convener), Dr. Reeta Kumari, Dr. Priya Goel, Dr. Chayannika Singh, Dr. Jyoti & Dr. Mamta Amol Wagh, was constituted to submit a feasibility report.
38. **Print-out and Photocopying services in the Library:** The Governing Body considered the recommendations of the Library Committee regarding Print-out and Photocopying services in the Library. After due deliberation, it was resolved not to approve it as the photocopy shop has now become operational in the college campus.
39. **Confidential.**
40. **Child Care Leave to Dr. Poonam Kasturi :** The Governing Body considered the request of Dr. Poonam Kasturi, Associate Professor in Electronics for grant of Child Care Leave w.e.f. 1.8.2018 to 31.10.2018 for helping her son in his studies who would be appearing for Class-XII Board Examination. The Governing Body after some discussion resolved to sanction Child Care Leave to Dr. Poonam Kasturi w.e.f. 1.8.2018 to 31.10.2018 and also permitted appointment of a guest faculty against her leave vacancy.
41. **Child Care Leave to Dr. Renu Solanki :** The Governing Body considered the request of Dr. Renu Solanki, Assistant Professor in Zoology for grant of Child Care Leave for a period of three months w.e.f. 28.1.2018, to take care of her newly born child and also permitted appointment of a guest faculty against her leave vacancy.

42. **Screening Committee for Financial Upgradation** : The recommendation dated 17.11.2017 of the College Screening Committee for grant of first financial upgradation in the form of ACP to Mr. Manmohan Pushkarna, Senior Technical Assistant (Computer) w.e.f. 8.8.2008 was considered by the Governing Body and it was resolved to approve the same.
43. **Screening Committee for Financial Upgradation** : The recommendation dated 17.11.2017 of the College Screening Committee for grant of second financial upgradation in the form of MACP scheme from the effective dates to following six members of Non-Teaching Staff was considered by the Governing Body :
- i) Mr. Kanhiya Singh, MTS (Office Attendant)
  - ii) Mr. Ishwari Prasad, MTS (Office Attendant)
  - iii) Mr. Parmanand, MTS (Office Attendant)
  - iv) Mr. Sheikh Jallaludin, MTS (Office Attendant)
  - v) Mr. Vijay Kumar, Lab. Assistant (Physics)
  - vi) Mr. Awadh Kishor Pd. Yadav, MTS Comp. Lab. (Lab. Attendant)

The Governing Body resolved to approve the same.

44. **Air-conditioners in Laboratories:** The demand of the College Karamchhari for providing Air-conditioners in the Preparation Room of the Laboratories was considered by the Governing Body. It was brought to the notice of the Governing Body that the PWD has already completed the entire work of air-conditioning and are in the testing phase as of now. The Governing Body felt that providing air-conditioners in all the laboratories is not feasible. However, it was resolved to provide air-conditioners in the Culture laboratories of the Botany and Zoology departments and in the material and optics laboratory of Physics Department.
45. **Award of Research Grant** : The Governing Body considered the recommendations of the external experts and resolved to approve the award of Research Grant for a period of two years to the following teachers :
- | S.No. | Name                | Amount of Research Grant (Rs.) |
|-------|---------------------|--------------------------------|
| i)    | Dr. Kulvinder Singh | 3 lakhs                        |
| ii)   | Dr. H.P. Roy        | 2 lakhs                        |
| iii)  | Dr. Shailly Anand   | 2 lakhs                        |

46. **Standard Operating Procedure for Utilisation of Research Grant:** The Governing Body considered the recommendation of the Convenor, Research Committee, laying down SOP's for Award & Utilisation of Research Grant and approved the same.
47. **Balance Sheets:** The Balance Sheets of Maintenance Grant Account, Non-Recurring Grant Account and UGC Grant Account for the financial year 2016-17 duly audited by the statutory auditors M/s. Princy Singhal & Co. (Chartered Accountants) were considered and approved by the House.
48. **Balance Sheets:** It was reported by the Member Secretary that the Balance Sheets of Students Society Fund Account for the year 2015-16 has to be revised due to inadvertent error in the totalling. The Governing Body resolved to approve the revised Balance Sheet of Students Society Account for the year 2015-16. Further the Balance Sheets for Students Society Fund Account, Security Account, College Development Fund Account, DDUC Fee Account and Add-on-courses Account for the financial year 2016-17 duly audited by the Statutory Auditors M/s. Princy Singhal & Co. (Chartered Accountants) were also considered and approved by the House.

49. **Balance Sheet:** The Balance Sheet of General Provident Fund Accounts for the financial year 2016-17 as audited by the Statutory Auditors M/s. Princy Singhal & Co. (Chartered Accountants) was considered and approved by the House.

50. **Stock Verification Report of the Library for the year 2016-17 :** Stock Verification Report of the Library for the year 2016-17 was placed before the House. The Governing Body noted the following :

- a) 14 books are found untraceable in the three consecutive stock verification of the year 2015, 2016 and 2017 which is normal in an open access system and is within the prescribed limits as per Rule 194(ii) of GFR 2005.

After due deliberations, the Governing Body resolved to write-off these 14 books amounting to Rs. 2323.10

51. **Operating System Windows Servers 2016 and MS Office:** The Governing Body considered the purchase of Operating Systems Windows Server 2016 with 20 User License and MS Office for 20 Users for the Server and 20 Desktop computers purchased for the administration and resolved to sanction a sum of Rs. 2.25 lakhs from the ICT Head of Students Society Account for the same.

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

52. **Attendance Management System:** The Member Secretary informed the House that the University of Delhi has communicated the implementation of Real time Attendance marking system on the directions of the Vice-Chancellor, University of Delhi through e-mails dated 8.12.2017 and 13.12.2017. After some discussion the Governing Body resolved to defer its implementation for the time being.

53. **Disciplinary Matter.**

54. **Sanction for the Department of Zoology:** The Governing Body considered the proposal of the Teacher-in-charge, Department of Zoology for sanction of a sum of Rs. 2,19,482/- for purchase of Glassware for the Zoology laboratories out of Miscellaneous Head (Student's Society Fund) and resolved to approve the same.

55. **Confidential.**

56. **Receipt of New Endowment Fund for awarding Sultan Chand Dropadi Devi Memorial Scholarship:** Receipt of a sum of Rs. 50,000/- from M/s. Sultan Chand Dropadi Devi Education Foundation towards the New Endowment Fund for Awarding "Sultan Chand Dropadi Devi Memorial Scholarship" out of its interest was reported and recorded. The House was informed that the money has been deposited in the college account but the details of the award have not been specified by Sultan Chand Dropadi Devi Education Foundation. The house resolved that an official be deputed to meet the donor to clarify the terms of award and authorized the Principal to act accordingly.

57. **Transfer of Assets of CA Foundation Account:** Transfer of assets worth Rs. 7496/- (WDV as on 31.3.2016) from the CA Foundation Account to Add-on Course Account as CA Foundation Account has been closed was reported, recorded and approved.



58. **Reconstitution of IQAC :** The Member Secretary reported the reconstitution of the Internal Quality Assurance Cell (IQAC) :
- 1) Chairperson : Dr. S.K. Garg
  - 2) Few Officers : Dr. Kulvinder Singh, Bursar  
Mr. Sikander Aggarwal, Admin. Officer  
Dr. Abhijeet Sinha, Librarian
  - 3) Three to Eight Teachers : Dr. Jayini Adhyapak  
Dr. Anita Gulati  
Dr. Sachin Mittal  
Dr. Anuja Soni  
Dr. Yogieta S. Mehra  
Dr. Rajkumari S. Devi
  - 4) One member from Management: Prof. Brajesh Choudhary,  
University Nominee on Governing Body
  - 5) One or two nominees from local:  
Society, Students and Alumni Ms. Kawaljeet Sehrawat,  
Mayor, South Delhi Municipal Corporation  
Mr. Bhoovan Soren, Alumunus
  - 6) One or two nominees from : Mr. Anuj Rathi,  
Employers, Industrialists and Director,  
(SystemApplication Management)  
Synopsis, A-12/Sector-2, Noida.  
Mr. Devesh Lalwani,  
President,  
Taurant Projects Ltd.,  
WH-47, Ist Floor, Mayapuri, Ph.-1, New Delhi
  - 7) One senior teacher as Coordinator : Dr. Manoj Saxena
59. **Opening of Bank Account:** The Governing Body permitted opening of a Bank Account in the Oriental Bank of Commerce, Karampura in the name of “Second Lecture Workshop on History Aspects and Prospects of Electronics in India” to be operated upon by Dr. Manoj Saxena and Dr. Poonam Kasturi jointly to handle the grant received from CSIR and on account of Registration Fees. The Governing Body further resolved to authorize the Principal to permit the opening of such accounts in future.
60. **Termination of College Cafeteria Contract:** One month notice dated 15.12.2017 for termination of the Cafeteria Contract by M/s. STRI SHAKTI, was placed before the House and was accepted. The Governing Body resolved to float fresh tenders. Till such time a new contractor takes over, M/s. STRI SHAKTI be requested to continue.

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

sd/-  
**CHAIRMAN,  
GOVERNING BODY**

sd/-  
**PRINCIPAL & MEMBER SECRETARY**