

# DEEN DAYAL UPADHYAYA COLLEGE

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

## MINUTES OF THE GOVERNING BODY MEETING HELD ON FRIDAY THE 18<sup>th</sup> May, 2018 AT 3:00 p.m.

A meeting of the Governing Body was held on Friday the 18<sup>th</sup> May, 2018 at 3:00 p.m. in the Conference Room of the college. The following members were present:

- 1) Mr. S.C. Nagpal
- 2) Mr. Ambrish Trikha
- 3) Prof. Viveka Nand Singh
- 4) Mr. O.P. Bhardwaj
- 5) Mr. Kapil Bhardwaj
- 6) Ms. Madhuri Varshney
- 7) Prof. Anupama Goel
- 8) Dr. Rahul Singh
- 9) Prof. Brajesh C. Choudhary
- 10) Dr. Sanjay Tandon
- 11) Dr. Rajkumari S. Devi
- 12) Dr. S.K. Garg (Principal & Member Secretary)
- 13) Mr. Manmohan Pushkarna, Special Invitee (rep. of staff, other than teachers)

Prof. N.C. Pant, Prof. S.D. Siddiqui and Dr. Renuka Agarwal were granted leave of absence.

The agenda for the meeting was taken up ad seriatim:

1. a) **Confirmation of Minutes:** The minutes of the Governing Body meetings held on 16<sup>th</sup> February & 14<sup>th</sup> April, 2018, were confirmed.
- b) **Action taken on Minutes:** Appropriate action was taken wherever required.
- c) **Matters arising out of Minutes : Meeting dated 16.2.2018**
  - i) **Res.No. 2(ii):** One member raised that the amount of Rs. 21,58,890/- being paid to the security agency for one quarter is too high. It was clarified that the agency M/s. Jagan Deep Sandhu Security Agency is sponsored by Directorate General Resettlement (DGR) and the payment is as per DGR rates. We have been keeping the security from DGR, not only for quality but also to fulfill our social responsibility of rehabilitating the ex-servicemen who normally retire in their early 40's. The House however, felt that the DGR rates are too high and we should hire agency on competitive rates. After some discussion the Governing Body resolved to hire the agency in future through GeM / Open Tender.
  - ii) **Res. No. 6:** It was reported by the Member Secretary that the college has written to Directorate of Higher Education for either sanctioning a sum of Rs. 23,42,808/- for installation of separate electricity meters at each of the nine residential flats in the college premises or else permit the college to give advantage of subsidy and slabbing (as per Delhi Govt. policy) at its own level. Despite having sent a reminder, there is no response from the Directorate of Higher Education, GNCT of Delhi.

The Governing body resolved to authorize the Chairman and Treasurer, Governing Body to take up the issue with the concerned authorities of Delhi Govt.

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

- i) approving the waiver of hostel fees in respect of Mr. Suraj Jha, a blind student of B.A. (H) English-I yr., for three months during the even semester of the academic year 2017-18 as one time exception on compassionate ground.
- ii) approving the request of Dr. Savita Gahlaut, Associate Professor in Physics for Child Care Leave for the period from 19.3.2018 to 3.4.2018 to help her son in his studies who appeared for Class XII Board Examination.
- iii) approving the extension of term of Dr. Kulvinder Singh, Associate Professor in Physics as Bursar for a period of one more year w.e.f. 1.4.2018.
- iv) permitting award of “Shri Ghasi Ram Memorial Scholarship” to the topper of B.A. (Programme) I yr. instead of B.A. (H) Economics – I yr. as the later course does not exist in the college any more.
- v) sanctioning Maternity Leave to Dr. Priya Goel, Assistant Professor in Zoology for a period of 180 days w.e.f 25.4.2018 to 21.10.2018 and permitting appointment of a substitute against her leave vacancy as and when required.
- vi) accepting the proposal submitted by three faculty members of the Department of Computer Science for starting of an Add-on Certificate course on “On-line retailing : an Industry Orientation to under-graduate students”.

Note: One member suggested that in the interest of the students the course be collaborated with NSDC Skill Sector, as their Certification will provide better prospects for employment. After some discussion, it was resolved to authorize the Hon'ble Treasurer, Governing Body and Dr. Rahul Singh, Member, Governing Body to coordinate with NSDC about the said collaboration. In the meantime, the teachers were allowed to go ahead with the proposed course.

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

- i) appointing Mr. Vikram, Junior Assistant on contractual basis w.e.f. 8.3.2018 (F/N) for the period upto 6.9.2018 on a consolidated salary of Rs. 18,960/- per month.
- ii) appointing the following on contractual basis for the period w.e.f. 7.3.2018 till 6.9.2018, 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. Upendra Singh	OBC	STA (Computer)	23,760/-
3)	Mr. Hari Om Sharma	UR	STA (Computer)	23,760/-
4)	Mr. Vinay Kumar Gupta	UR	STA (Computer)	23,760/-
5)	Mr. Devender Kumar Bisht	UR	Jr. Assistant	18,960/-
6)	Mr. Nagendra Pal	UR	MTS-Laboratory	15,070/-
7)	Mr. Parveen Kumar	OBC	MTS-Comp.Lab.	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. Budhram	OBC	MTS-Comp. Lab.	15,070/-
13)	Mr. Gaurav Vashishth	UR	MTS-Comp. Lab.	15,070/-
14)	Mr. Nitin Kumar	SC	MTS-Comp.Lab.	15,070/-
15)	Mr. Pankaj Kanwal	SC	MTS-Laboratory	15,070/-
16)	Mr. Bhuwan Chander	UR	MTS-Laboratory	15,070/-
17)	Ms. Shabnam	OBC	MTS-Laboratory	15,070/-
18)	Mr. Kush Kumar	SC	MTS-Laboratory	15,070/-
19)	Mr. Motilal Hembram	ST	MTS-Laboratory	15,070/-
20)	Mr. Daya Kishan Khulbe	UR	MTS-Laboratory	15,070/-
21)	Mr. Lalit Giri	OBC	MTS-Laboratory	15,070/-
22)	Mr. Saurabh Saxena	UR	MTS-Laboratory	15,070/-
23)	Mr. Amit Kumar	UR	MTS-Comp.Lab.	15,070/-
24)	Mr. Vidya Sagar	UR	MTS-Library	15,070/-
25)	Mr. Nitish Mittal	UR	MTS-Library	15,070/-
26)	Mr. Bharat Chhabra	UR	MTS	15,070/-
27)	Mr. Harendra Kumar	UR	MTS	15,070/-

Note : The Governing Body resolved that, in future, contractual appointments of non-teaching staff shall be made by a committee consisting of the Principal, the Administrative Officer and Incharge of the concerned department/unit.

- iii) appointing Ms. Priyanka Sharma, Junior Assistant on contractual basis w.e.f. 7.3.2018 (F/N) for the period upto 6.9.2018 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 (St. Society Account).
- iv) appointing Ms. Renu, as Multi-Tasking Staff (MTS) on contractual basis w.e.f. 7.3.2018 (F/N) for the period upto 6.9.2018 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 Misc. Head (St. Society Account).
- v) accepting the resignation of Mr. Vinay Gupta, Senior Technical Assistant (Computer) on contractual basis w.e.f. 12.3.2018 (A/N) due to his selection as TGT in Delhi Govt. School.
- vi) appointing the following as Assistant Professor on adhoc basis till the end of Academic Session 2017-18, 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	21.3.2018(F/N)
2)	Ms. Deepti Gupta	UR	Commerce	21.3.2018 (F/N)
3)	Ms. Reena Yadav	OBC	Commerce	21.3.2018 (F/N)
4)	Dr. Meghna Aggarwal	UR	Commerce	21.3.2018 (F/N)
5)	Ms. Anubhuti Yadav	SC	Commerce	21.3.2018 (F/N)
6)	Mr. Amol Deepak Nerkar	OBC	Commerce	21.3.2018 (F/N)
7)	Ms. Trasha Gupta	UR	Comp.Sc.	21.3.2018 (F/N)
8)	Ms. Preeti	OBC	Comp.Sc.	21.3.2018 (F/N)
9)	Mr. Ankit Rajpal	UR	Comp.Sc.	21.3.2018 (F/N)
10)	Mr. Sanjeet Kumar	OBC	Comp.Sc.	21.3.2018 (F/N)
11)	Ms. Vaishali Kapoor	UR	Economics	21.3.2018 (F/N)
12)	Ms. Neha	UR	Electronics	21.3.2018 (F/N)
13)	Mr. Naveen Kumar	SC	Electronics	21.3.2018 (F/N)
14)	Mr. Ajit Singh	OBC	Electronics	21.3.2018 (F/N)
15)	Mr. Ranbeer Kumar	OBC	English	21.3.2018 (F/N)
16)	Dr. Vandana Sharma	UR	Env.Studies	21.3.2018 (F/N)
17)	Mr. Promod Kumar	OBC	Env.Studies	21.3.2018 (F/N)
18)	Ms. Inakshi	UR	Mgmt. Studies	21.3.2018 (F/N)
19)	Ms. Rashmi Gupta	UR	Mathematics	21.3.2018 (F/N)
20)	Dr. Dinesh Kumar	UR	Mathematics	21.3.2018 (F/N)
21)	Mr. Amlendu Kumar	SC	Mathematics	21.3.2018 (F/N)
22)	Mr. Tarachand Prajapati	OBC	Mathematics	21.3.2018 (F/N)
23)	Ms. Chimat Ladol	ST	Pol. Science	21.3.2018 (F/N)
24)	Dr. Kamlesh Kumari	SC	Zoology	21.3.2018 (F/N)

- vii) appointing Mr. Rajan Gupta as Assistant Professor in Computer Science on adhoc basis w.e.f. 6.4.2018 (F/N) till the end of Academic session 2017-18.
- viii) appointing Dr. Geeta Devi (ST) as Assistant Professor in Botany on adhoc basis w.e.f. 27.3.2018 (F/N) till the end of Academic session 2017-18.
- ix) granting commuted medical leave to Dr. Ratnesh R. Saxena, Associate Professor in Mathematics w.e.f. 10.2.2018 to 30.4.2018 and further permitting curtailment of his medical leave from 30.4.2018 to 27.4.2018.
- x) appointing Mr. Ashutosh Rajput as Assistant Professor in Mathematics on adhoc basis w.e.f. 8.3.2018 (F/N) in place of Dr. Ratnesh R. Saxena who is on commuted medical leave, till 26.4.2018 or Dr. Saxena resumes his duties, whichever is earlier.
- xi) accepting the resignation of Mr. Vikram, Junior Assistant on contractual basis w.e.f. 28.3.2018 (A/N) due to his selection for a regular job.
- xii) approving curtailment of one day leave from 27.4.2018 to 26.4.2018 in respect of Dr. Renu Solanki, Assistant Professor in Zoology who has availed Maternity leave w.e.f. 1.8.2017 to 27.1.2018 followed by Child Care Leave w.e.f. 28.1.2018.

- xiii) making the following changes for appointment of Warden of Boys and Girls Hostel (Ref. GB Res. No. 20(a) dated 11.5.2017) :
- a) Deletion of word “Ordinarily” from the condition of stay of warden in the college campus, thus making it compulsory.
  - b) Making all members of Staff Council eligible to apply for wardenship instead of all faculty members thus including Librarian.

Note : The Member Secretary informed the House that despite the post having been notified twice, only two applications were received for Boys Hostel and none for the girls hostel. Even out of these two, one teacher withdrew his application before the interviews. Members were inquisitive about the disinterest in Wardenship. It was clarified that the Honorarium of Rs. 3000/- is hardly any incentive to the teachers to take up this additional responsibility. Rather they lose their HRA and have to also pay Licence Fee, which together comes out to be much higher than the prevailing market rate of flats in the area. Further, the appointment of warden is for two years only and people are not very inclined to uproot for a period of two years. The Governing Body then unanimously resolved to raise the term of wardenship to five years.

The final resolution shall be as follows:

*There shall be a Warden in each hostel who will be appointed after inviting applications from the willing teacher of the college including Librarian. 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 stay on the campus and shall be allocated a two bedroom flat with other terms and conditions of providing government accommodation. 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. The term of the Warden shall be five years.*

4. To streamline the functioning of the Governing Body, it was resolved to constitute the following committees :
- i) Provident Fund Committee :
    - Mr. S.C. Nagpal, Chairman, Governing Body.
    - Mr. Ambrish Trikha, Treasurer, Governing Body.
    - Prof. Brajesh C. Choudhary, University Representative on GB.
    - Ms. Madhuri Varshney, Member, Governing Body.
    - Dr. S.K. Garg, Principal and Member Secretary.
    - Two Subscriber's Nominees.
  - ii) Finance Committee :
    - Mr. S.C. Nagpal, Chairman, Governing Body.
    - Mr. Ambrish Trikha, Treasurer, Governing Body.
    - Prof. N.C. Pant, University Representative on GB.
    - Mr. Kapil Bhardwaj, Member, Governing Body.
    - Dr. Rahul Singh, Member, Governing Body.
    - Dr. Sanjay Tandon, Teacher's Rep. on Governing Body.
    - Dr. S.K. Garg, Principal and Member Secretary.

iii) Leave Advisory Committee :

- Prof. N.C. Pant, University Representative on GB.
- Prof. Anupama Goel, Member Governing Body.
- Ms. Madhuri Varshney, Member, Governing Body.
- Dr. Rajkumari S. Devi, Teacher's Rep. on Governing Body.
- Dr. S.K. Garg, Principal and Member Secretary.

iv) Grievance Committee for teachers:

- Prof. Vivekanand Singh, Member, Governing Body.
- Prof. Brajesh C. Choudhary, University Representative on GB
- Prof. Anupama Goel, Member, Governing Body.
- Mr. O.P. Bhardwaj, Member, Governing Body.
- Dr. S.K. Garg, Principal and Member Secretary.

v) Committee for hiring Security Services :

- Mr. Ambrish Trikha, Treasurer, Governing Body.
- Prof. N.C. Pant, University Representative on GB.
- Dr. Sanjay Tandon, Teacher's Rep. on Governing Body.
- Dr. S.K. Garg, Principal and Member Secretary.

5. **Bicycle Shelter:** The proposal for installation of Bicycle Shelter in the college premises by M/s. Greenolution, New Delhi for the staff and students in order to promote non-motorised mode of transport to help Delhi reduce pollution level and traffic congestion, was placed before the House. It was reported by the Member Secretary that they have proposed to provide the services free of charge for the first 30 minutes and charge Rs. 5/- for subsequent 30 minutes or fraction thereof. One of the members pointed out that there are many such agencies which may provide the same facility with better preposition. The Governing Body authorised Ms. Madhuri Varshney to look for other alternative agencies and finalise the same. The Governing Body further authorised the Chairman, Governing Body to accept the recommendation of Ms. Madhuri Varshney.

6. **Withdrawal of Flexi Deposit Account:** The request of the Accounts Section of the college to withdraw the Flexi Deposit Account (Swipe Account) facility created in all accounts of the college in pursuance of G.B. Res. No. 14 dated 16.2.2018 due to problems in bank reconciliation was placed before the House. There was a prolonged discussion after which it was resolved that instead of withdrawing the Flexi Deposit scheme, it is better to train our own staff and also call the bank authorities to resolve the issue of reconciliation. For this purpose the Governing Body authorised Mr. Ambrish Trikha, Treasurer, Governing Body to do the needful.

7. **Additional Mali:** The request of the Convener, Gardening Committee for hiring an additional Mali (MTS), besides the existing three (Ref. GB Res. No. 23 dated 20.1.2017) in view of the requirement of Botanical Garden and maintenance of indoor plants was placed before the House.

After due deliberations the House resolved to sanction the same on temporary basis, till such time the GNCT of Delhi sanctions funds for Horticulture work.

8. **Award of Cafeteria Contract:** Award of contract for operating the college cafeteria to M/s. Ronit Enterprise, Uttam Nagar, Delhi for a period of two years w.e.f. 19.3.2018, which may be extended for a further period of two years on mutually agreed terms and conditions, after following the codal formalities of e-tendering on CPP portal, as the earlier contractor M/s. STRI SHAKTI has terminated his contract (Ref. G.B. Res. No. 60 dated 15.12.2017) was reported and recorded.

9. **Bank Account for DBT Star College Scheme** : Opening of a New Bank Account in the name of Deen Dayal Upadhyaya College for the purpose of receiving grant under DBT Star Colleges Scheme was reported and recorded.
10. **Bank Account for Research Grant** : Opening of saving bank accounts by the following teachers who have been awarded Research Grant vide GB Res. No.45 dated 15.12.2017, was reported and recorded:
  - a) Dr. Kulvinder Singh, Assoc. Prof. in Physics.
  - b) Dr. Himanshu Prasad Roy, Assoc. Prof in Political Science.
  - c) Dr. Shailly Anand, Asstt. Prof. in Zoology.
11. **Bank Accounts for UGC BSR start-up grant** : Opening of saving bank accounts by the following teachers who have been sanctioned UGC-BSR Research Start-up-Grant for newly recruited faculty at Assistant Professors level in Science Department was reported and recorded :
  - a) Dr. Varnika Bhatia, Asstt. Prof. in Botany.
  - b) Dr. Sunny Manohar, Asstt. Prof. in Chemistry.
  - c) Dr. Jyoti, Asstt. Prof. in Chemistry.
  - d) Dr. Kapil Bohra, Asstt. Prof. in Chemistry.
12. **Resignation of Wardens:** It was reported by the Member Secretary that the Warden of Boys Hostel, Dr. Sanjay Kumar and of the Girls Hostel, Dr. Nityanand Agasti, expressed their inability to shift their residence to the campus and therefore submitted their resignation from the post of warden.  
Note: Consequently, the allotment of flats No. 302 & 303 allotted to them has also been cancelled and fresh applications invited for the Wardenship of both the hostels.
13. **Resource Generation for Maintenance of Campus:** The Member Secretary brought to the notice of the Governing Body the following facts pertaining to non-sanction of grant by the Govt. for maintaining different services in the college:
  - i) Preliminary estimate of Rs. 1,34,66,021/-, received from PWD (Electrical Division) for maintenance of Electrical installations and submitted to the Director, Directorate of Higher Education, GNCT of Delhi for A/A & E/S, lying pending for past more than one year.
  - ii) Preliminary estimate of Rs. 24,21,900/-, received from PWD, Education Project Division-II for day to day maintenance of Civil work and submitted to the Director, Directorate of Higher Education, GNCT of Delhi for A/A & E/S, lying pending for past more than one year.
  - iii) Preliminary estimate of Rs. 7,72,784/-, received from PWD, Horticulture Division for Horticulture work and submitted to the Director, Directorate of Higher Education, GNCT of Delhi for A/A & E/S, lying pending for past more than one year.
  - iv) Preliminary estimate of Rs. 10,41,300/- received from PWD, Education Project Division-II for two additional Rain Water Harvesting structures (RWH) as per DJB/NGT orders and submitted to Director, Directorate of Higher Education, GNCT of Delhi for A/A & E/S, on 11<sup>th</sup> April, 2018, lying pending since then.

- v) Preliminary estimate of Rs. 18,02,000/- received from PWD, Education Project Division-II for Overhauling upgradation & repair of Sewerage Treatment Plant (STP) and Comprehensive annual maintenance & operation of 150 KLD STP and submitted to the Director, Directorate of Higher Education, GNCT of Delhi for A/A & E/S on 10<sup>th</sup> April, 2018, lying pending since then.

It was further informed that there is no response from the Directorate of Higher Education, Govt. of NCT of Delhi on any of the above issues. For one year i.e. till June, 2017 the Contractor who constructed the building had attended to the problems, under defect liability period. After June, 2017, the PWD has been providing skeleton services, off and on threatening to withdraw the same as no grant was provided by the Govt. of NCT of Delhi. It was also pointed out by the Member Secretary that if Sewerage Treatment Plant (STP) is not made operational and additional Rain Water Harvesting structures are not built, Delhi Jal Board is likely to impose huge penalty (of the order of Rs. 5 lakhs per month) on both the counts.

The PWD has now practically withdrawn its services and in the absence of above sanctions, it will be impossible for the college to manage the Generator Sets, Air-conditioning plant, Fire Fighting equipment, UPS, Lifts, Wi-fi system, EPABX system, Audio-visual Aids, Plumbing work, Horticulture work, the STP plant, Day to day Civil work etc.

In addition, there is day to day breakage of small items such as handles, window panes, wash basins, looking mirrors in the toilets, some tiles and granite slabs which require immediate attention to maintain the building.

*After a prolonged discussion the Governing Body authorized the Chairman and Treasurer, Governing Body to take up the issue with the concerned Minister.*

Besides, members also felt that our college is providing world class facility to its students with air-conditioned lecture rooms, library, cafeteria and most of the laboratories but the fees charged from the students are proportionately much lower. It was pointed out by the Member Secretary that atleast 15 colleges of University of Delhi are charging more fees than us. Our fees is around Rupees ten to twelve thousand per annum, while other colleges are charging anywhere upto Rs. 35,000/- per annum. For instance, SRCC charges Rs. 31,000/- while St. Stephen's college charges Rs. 34,000/-. There was discussion to raise the fee to an amount equivalent to that being charged by Sri Ram College of Commerce. While the House was convinced about the raise, members felt that it will not be desirable to raise the fee abruptly to Rs. 31,000/- or so.

After a prolonged discussion it was agreed to raise it in steps over the next two to three years. Hence, it was resolved to charge Rs. 4000/- per annum in the fees, from each student, as Campus Maintenance Fund under St. Society Account with effect from the forthcoming academic session 2018-19 and resolved to review for further increase next year, depending upon the needs.

To mitigate the hardship to poor students, it was further resolved that the students who are entitled for scholarship will be given relief by raising the scholarship amount from Rs. 6500/- to Rs. 10,000/-.



14. **Reconstitution of IQAC:** The Member Secretary reported the new guidelines from the University Grants Commission (UGC) regarding composition of the Internal Quality Assurance Cell (IQAC), according to which two external experts on quality/industry/local community are to be nominated. The new composition of IQAC will be as follows :
- 1) Chairperson : Dr. S.K. Garg, Principal
  - 2) Five Teachers : Dr. Kulvinder Singh  
Dr. Jayini Adhyapak  
Dr. Sachin Mittal  
Dr. Anuja Soni  
Dr. Poonam Kasturi
  - 3) Admin. Officer : Mr. Sikander Aggarwal
  - 4) Two External Experts : Dr. Rahul Singh, Associate Professor,  
BIMTECH - expert in Management.  
Ms. Madhuri Varshney, Social Worker  
- from local community
  - 5) Coordinator (Member Secretary) : Dr. Manoj Saxena
15. **Upgradation of existing library software :** The proposal of the Librarian for upgradation of existing Library Software (LSEase) to its Web Centric version with Advanced Features for sanctioning a sum of Rs. 4,40,435/- was placed before the House. Members pointed out that there are many other softwares, available at much cheaper rate and they should also be explored. The Governing Body therefore, did not accept the proposal.
16. **UGC Scheme of Block Grant:** The Governing Body resolved to adopt the UGC scheme of Block Grant to colleges-2018 and nominated Prof. Brajesh C. Choudhary, University Rep. on the Governing Body as per UGC guidelines on the Planning Board.
17. **Attendant for Guest House:** The Member Secretary informed the House that though the Guest House is operational but occupancy is very low. The services of attendant are needed round the clock whenever the rooms are occupied. Appointment of regular staff will not be financially viable. Hence, it was decided to utilise the services of the two office attendants, living on the campus, on part-time basis. As and when the rooms, are occupied, the attendant may be paid as follows :
- Rs. 50/- per room, per night, subject to a minimum of Rs. 100/- and a maximum of Rs. 200/-, upto occupancy of four rooms.
- If more rooms are occupied the services of a second attendant will be utilised.
18. **VRF air-conditioning:** The proposal for VRF air-conditioning of the remaining laboratories and some other rooms which have been left out was placed before the House. The Governing Body authorised the Principal to procure the estimates from the PWD and submit the same to the Govt. for sanction.

19. **Installation of Multi-media Projectors:** The proposal for installation of multi-media Projectors in 14 laboratories of the college at an approximate cost of Rs. 2,80,000/- along with screens was placed before the House. Some members felt that the proposed estimate of Rs. 20,000/- per projector is rather high. It was informed that the work will be executed after following codal formalities and minimum expenditure shall be made. The Governing Body resolved to sanction a sum of Rs. 2,80,000/- out of ICT Development Fund (St. Society Account).
20. **Slabbing and Subsidy on electricity bills:** The request of non-teaching staff members who are residing in the college flats in the campus for charging electricity rates as per normal slab of billing instead of highest one and giving the benefit of subsidy as per the decision of Govt. of NCT of Delhi was placed before the House. The Member Secretary informed that the college has written to Delhi Govt. either to provide a sum of Rs. 23,42,808/- for laying a separate line for the residential flats as per demand of BSES or alternatively permit the college to give the employees advantage of slabbing and subsidy. Despite two reminders there is no response from the Govt. The House discussed the matter at length and felt that the concerns of the staff are genuine. The House resolved to give all employees – teaching as well as non-teaching, benefit of subsidy and slabbing provisionally, subject to an undertaking in writing by each employee that he/she shall refund the extra amount to the college, in case the Govt. does not provide the advantage of subsidy and slabbing.
21. **Fund for printing of handbook:** The proposal of the college prospectus and handbook committee to provide handbook of rules and regulations, do's and don'ts to every student and each staff member of the college was placed before the house. The Member Secretary informed that as per University of Delhi guidelines, the purchase of Prospectus is not mandatory for the admission seekers. Though a soft copy of the prospectus is made available on the college website, there are several rules and regulations as per IQAC guidelines which should be available with students and staff members in print form, for better understanding and coordination of activities. The committee has therefore recommended to provide a handbook to each student and for this purpose charging a sum of Rs. 150/-per annum alongwith fees will be required.
- After due deliberations the Governing Body resolved to charge Rs. 150/- per annum from each student along with the fee towards printing and providing of Handbook of Information to students and staff in St. Society Account with effect from the forthcoming academic session 2018-19.
22. **On-campus coaching for CAT/GMAT/GRD/Test Prep. etc.:** The recommendation of the Coordinator, IQAC for promoting on campus coaching for CAT/GMAT/GRE/Test Prep. by M/s. IMS was placed before the House. The Member Secretary informed that IMS has proposed 20% discount to all the students and 50% discount to the students who are socially and economically backward, limited to maximum of 20 students. They will further give 12% of their revenue to the college for providing infrastructure.
- The House after some discussion resolved to look for other similar institutions for better terms and for this purpose Dr. Rahul Singh was requested to guide the IQAC in launching such program. The House further resolved to explore the possibility of providing coaching for Civil Services examination also.

23. **Extension of Sanitation Contract :** The proposal for extension of the contract for sanitation (house-keeping) services to M/s. Trendsetters Facilities and Technical Services Pvt. Ltd. for a further period of two years beyond 15.7.2018 on existing rate (i.e. Rs. 4,42,272/- per month (inclusive of material) + applicable taxes (at present GST @ 18%) and same terms & conditions was placed before the House. The Member Secretary informed that the service provider has agreed for the same and there is provision of two years extension in the contract. The House resolved to extend the contract of M/s. Trendsetters Facilities and Technical Services Pvt. Ltd. for a period of two years beyond 15.7.2018.
24. **Recommendation of Cafeteria Committee:** The recommendation of the Cafeteria Committee for approving the Buffet rates of the Canteen Contractor M/s. Ronit Enterprises for serving during various Conferences, Seminars and other activities organized in the college was placed before the House (Annexure-I). After due deliberations the House resolved to accept the same.
25. **Mentoring and Counselling Services:** The proposal of the Mentoring and Counselling Committee for hiring services of M/s. ALS Wellness Network Pvt. Ltd. with a brand name “zyego” who have conducted six sessions in the last semester and will now organize six more counseling sessions for the staff and students in each semester, during academic year 2018-19, for a total consideration of Rs. 1,20,000/- (all inclusive) was placed before the House. After due deliberations the House resolved to approve the same.
26. **Appointment of Warden:** The recommendation of the Selection Committee meeting held on 18.5.2018 for appointment of Dr. Abhijeet Sinha as Warden of Boys Hostel with compulsory stay on the campus was placed before the House.

The House accepted the recommendation. It further resolved to appoint Dr. Abhijeet Sinha, Librarian of the College as Warden of the Boys Hostel for a period of five years.

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

sd/-  
**CHAIRMAN,  
GOVERNING BODY**

sd/-  
**PRINCIPAL &  
MEMBER SECRETARY**