

# DEEN DAYAL UPADHYAYA COLLEGE

(University of Delhi)

Sector-3, Dwarka, New Delhi-110078.

## MINUTES OF THE EMERGENT GOVERNING BODY MEETING HELD ON MONDAY THE 3<sup>rd</sup> JUNE, 2019 AT 10:00 A.M.

An emergent meeting of the Governing Body was held on Monday the 3<sup>rd</sup> June, 2019 at 10:00 a.m. in the office of the Principal. The following members were present:

- 1) Prof. D.S. Rawat, Chairman, Governing Body
  - 2) Prof. M.L. Singla, Treasurer, Governing Body
  - 3) Dr. (Ms.) P.K. Bedi, Teacher Representative
  - 4) Dr. (Ms.) Mamta Amol Wagh, Teacher Representative
  - 5) Dr. Hem Chand Jain (Acting Principal & Member Secretary)
  - 6) Mr. Swatantra Kumar Yadav, Special Invitee (rep. of staff, other than teachers)
1. The Member Secretary informed the House that the college got NAAC accredited initially in the year 2014 and is in the process of applying for second cycle of NAAC Accreditation. The IQAC of the college has made certain recommendations in order to strengthen the academic environment and infrastructure of the college. The Governing Body therefore, took up the following recommendations of the IQAC of its meeting held on 5.4.2019 and 8.5.2019:
- a) **Award for publication in Scopus Journal of Rs. 10,000/- to be paid out of Research Endowment Fund:** The Governing Body noted that IQAC has recommended that in order to promote publication in high quality research journals by faculty members of the college, a letter of appreciation and financial reward of Rs. 10,000 (from the Research Endowment Fund) for each publication in a Scopus indexed journal be instituted as soon as possible. It was also noted that Research Publication is an important parameter which significantly affect the NAAC ranking.  
  
After prolonged discussion the Governing Body agreed in principle to institute an award (in the nature of reimbursement of research expenditure) of Rs. 10,000/- for Publication of Research Paper in Scopus Indexed Journal. The Governing Body desired the Research Committee to frame norms in this regard to be ratified by the Governing Body in its next meeting:
  - b) **Provision of travel Grant for presenting the Research Paper in a Conference, approved by the Research Committee:** The Governing Body considered the recommendation of the IQAC that reimbursement upto a maximum of Rs. 50,000/- towards registration fees, travel expenditure (by Air India as well as other airlines) be reimbursed for presenting paper in international conference/seminar etc. (Outside India).

The House noted that University of Delhi provides travel grant to teachers of the college for presenting Paper in reputed Conferences/Seminar (the scheme of the University of Delhi enclosed as **Appendix-A**). The House resolved that the travel grant be provided to the faculty out of Professional Development Fund (St. Society Fund) with following conditions:

- i) the research paper is to be evaluated by committee comprising of the following:
    - a. One External Subject Expert to be nominated by the Chairman.
    - b. Convener, Research Committee of the college.
    - c. Principal - Convener
  - ii) the college shall reimburse, 80% of Registration Fees subject to a maximum of Rs. 10,000/- & 80% of Travel Expenses. The total maximum amount of reimbursement shall be Rs. 50,000/- once in a span of three years.
  - iii) only permanent faculty members can apply under this scheme.
  - iv) The applicant should not have taken Travel Grant from any other funding agency during the past three financial years.
- c) **Innovation and Entrepreneurship of Students:** The Governing Body considered the recommendation of IQAC for establishing a dedicated Innovation and Incubation Centre (IIC). In order to motivate students, and faculty members towards Innovation and Entrepreneurship, the College has formed Institution Innovation Council in November 2018. The IQAC has recommended to establish a dedicated Innovation and Incubation Centre (IIC) on sixth floor in the college with 2-3 external experts from nearby Institutions or Incubation Centre. The Institution Innovation Council should optimally utilize Research Endowment Fund towards financially supporting Innovative students projects to be carried out under joint mentorship of faculty members of the college and external expert from Industry, R&D laboratories of National and/or International repute.

The Governing Body after due deliberations resolved to approve establishment of Innovation and Incubation Centre in Computer Centre and sanctioned a sum of Rs. 5,30,000/- out of ICT Maintenance & Development Fund for purchase of following items as per details given below :

S. No.	Items	Proposed Cost per item (in Rs.)	Qty	Total Amount (in Rs.)
1.	Desktop Computer (8 GB RAM, 1 TB, Intel i8 etc) pre-loaded Windows and MS Office	80,000	5	4,00,000
2.	B/W Duplex Printer	30,000	1	30,000
3.	LCD Projector	1,00,000	1	1,00,000
	Total			5,30,000

The above purchases will be made as per General Financial Rules of Government of India. Further, the House desired that the proposal of the students be brought before the Governing Body for consideration.

- d) **BIO-INFORMATICS CENTRE:** The Governing Body considered the recommendation of IQAC regarding setting up of Bio-Informatics Centre. It was noted that under DBT star College Program, the college has signed MoU with National Institute of Immunology (NII), The Translational Health Science and Technology Institute (An Autonomous Institute of DBT, Ministry of Science and technology, Govt of India) and PhiXgen pvt. Ltd. The computational Biology is an inter-disciplinary area with tremendous scope of learning, training and employment.

IQAC in its meeting held on May 08, 2019 recommended to create Bioinformatics Centre under DBT Star College Program with necessary equipments along with necessary infrastructure shall be set up on sixth floor for running add-on and certificate courses, hands-on workshops, summer trainings, additional practicals etc.

The Governing Body after due deliberations resolved to approve the recommendation and approved a sum of Rs. 5,30,000/- out of ICT Maintenance & Development Fund for purchase of following items as detailed below with the condition that it should be established in the Computer Centre on second floor :

S. No.	Items	Proposed Cost per item (in Rs.)	Qty	Total Amount (in Rs.)
1.	Desktop Computer (8 GB RAM, 1 TB, Intel i8 etc) pre-loaded Windows and MS Office	80,000	5	4,00,000/-
2.	B/W Duplex Printer	30,000	1	30,000/-
3.	LCD Projector	1,00,000	1	1,00,000/-
	Total			5,30,000/-

The above purchases will be made as per General Financial Rules of Government of India.

- e) **Budgetary Support for organising Seminars/Conferences:** The Governing Body considered the recommendation of IQAC regarding budgetary support for organising Seminars/Conference/Workshop etc. The House resolved to approve the financial support out of Seminar & Inter-college Activities Fund for organising Seminar/Conference/Workshop etc. as per UGC norms and as per details given below :

- State Level seminar/Conference/Workshop etc : Rs.1.00 lakh
- National Level seminar/Conference/Workshop etc : Rs.1.50 lakh
- International Seminar/Conference/Workshop etc : Rs.2.00 lakh

- f) **Students Fees:** The Governing Body considered and approved the proposal of IQAC for increase in fees to be collected from students of all years of various courses from the academic session 2019-2020 onwards, as per details given below:

**Student Society Account only for B. Sc. (Hons.) Electronics**

S. No.	Head	Current Fee (in Rs.)	Proposed Fee (in Rs.)	Net Increase in Fee (in Rs.)
1.	Academic-Corporate Interaction and Industrial Visit Fund for B. Sc. Hons Electronics	--	1000	1000

**Maintenance Grant (MG) Account**

S. No.	Head	Current Fees (in Rs.)	Proposed Fees (in Rs.)	Net Increase in Fees (in Rs.)
1.	Garden Fee	35	100	65
	Total			65

**Student Society Accounts**

S. No.	Head	Current Fees (in Rs.)	Proposed Fees (in Rs.)	Net Increase in Fees (in Rs.)
1.	Art and Culture/Cultural Festival Fee	800	1500	700
2.	Subject Society Fee	500	700	200
3.	Sports Fund	500	700	200
4.	Founder's Day/ Annual Day Prizes	300	500	200
5.	Lab. Development Fund	1000	1200	200
	Total			1500

The Governing Body also considered and approved the proposal of discontinuation of charging fee of Rs. 150/- from each student, towards printing of Fee of Handbook of Information.

The fees under other heads remain as per earlier decisions of Governing Body in this regard.

- g) **Repair & Maintenance:** The Member Secretary reported that lot of Mirrors in toilet are broken, glass doors and windows, Wash basin and Taps are damaged, Lights in corridor are not working, Blinds in classrooms and labs are also damaged. Several places in the building (walls, toilets, corridors) require immediate repair and maintenance due to seepage and tiles being chipped off. The Governing Body after due deliberations in the first phase, approved the repair and maintenance work of Ground, First Floors of the Institutional Building and the Sports Complex in the Utility Block and desired to put up the estimates for same in the next meeting of the Governing Body.

Further, the House noted that the following items are also urgently required to be purchased:

S. No.	Item	Qty	Proposed Amount per item (in Rs.)	Total (in Rs.)
1.	Wall Display Notice Board - (without cover, size 4ft x 3ft)	30	2500	75,000
2.	Dustbin for Corridor and Research Labs. (20L)	50	1600	80,000
3.	First Aid Box - (One in each Department, GCR, Staff Room, IQAC, Principal Office, Office, Accounts, Non-Teaching Staff Room, Auditorium, Library, ICT Centre, Guest House)	30	1,000	30,000
4.	Repair of College logo on building wall, Alphabets of College on Gate No. 1 and 2	--		50,000
				<b>2,35,000</b>

After due deliberations, the Governing Body sanctioned a sum of Rs. 2,35,000/- (Rupees Two lakhs, thirty-five thousand only) out of Campus Maintenance Fund (St. Society Account) for the above mentioned work and to be spent following the General Financial Rules of Government of India.

Further, regarding Signage Plates for Faculty Cubicles, the material other than steel may also be explored and the proposal may be brought in the next meeting of the Governing Body.

- h) **Non-Recurring Grant allocation:** The Member Secretary reported that a sum of Rs. 55,94,010/- and Rs. 5,28,050/- are lying unspent under Non-Recurring grant and towards sports facilities respectively, as sanctioned by the Govt. of NCT of Delhi in the previous years. The IQAC has recommended to allocate NR Grant towards purchase of Desktop Computers in order to have smooth conduct of classes in view of expansion due to 10% EWS reservation w.e.f. forthcoming academic session with priority to be given to laboratories having large inflow of students and / or shared between different departments. The Sports facility funds may be used for purchasing urgent sports equipments.

The Governing Body resolved to approve the same and permitted utilisation of above grants during the current financial year i.e. 2019-20 with the approval of Government of NCT of Delhi.

- i) **Provision of ICT infrastructure:** The Governing Body considered the recommendations of IQAC as proposed by ICT committee of the college regarding expansion of ICT infrastructure in the college. It was resolved to approve the following items and a sum of Rs. 24,31,000/- (Twenty four lakhs thirty one thousand only) was sanctioned out of ICT

Maintenance & Development Fund (St. Society Account) to be spent following the General Financial Rules of Government of India

**ICT REQUIREMENTS FOR THE 2<sup>nd</sup> FLOOR COMPUTER CENTER**

S. NO	DESCRIPTION AND SPECIFICATION	QTY	Unit price	Proposed Cost Approx.
1	<b>Sound System for computer Centre</b>			
	<b>SPEAKERS</b> : P.A. Ceiling Speaker 2 way	10	3,000	30,000/-
	<b>SOUND AMPLIFIER</b> : P.A. Amplifier with built in Digital player	1	30,000	30,000/-
	<b>COLLAR MIC</b> : Dual Lapel Microphone	1	7,000	7,000/-
	<b>Wireless Dual Handheld Microphone</b>	1	6,000	6,000/-
	<b>WIRED MIC with Stand</b>	2	6,000	12,000/-
	<b>ARMORED SPEAKER CABLE</b> : 32/0.2 mm sq. 2 core shielded low loss copper audio cable	100 Mtr.	250	25,000/-
	<b>Equipment Rack for amplifier and other devices</b>	1	9,000	9,000/-
	<b>Installation of the Audio System</b>	-	10,000	10,000/-
2	<b>DSLR CAMERA FOR VIDEO AND PHOTOS WITH ACCESSORIES</b> CANON EOS R or any advance model Full frame mirrorless camera with standard 18-55mm Kit lens- 1 Qty. <ul style="list-style-type: none"> <li>• Canon EF-S 10-18MM f/4.5-5.6 IS - 1 Qty.</li> <li>• 24-105mm all-purpose lens- 1 Qty.</li> </ul>	1	3,50,000	3,50,000/-
3	<b>LED Laser Projector</b> HD 4K Digital LED Projector HDMI Ports, VGA port, RJ 45 port Enabled WIFI, Attached speakers, Audio Out, Audio in port, RCA cable enabled, USB port, Resolution: 1280 x 800, Aspect Ratio: 16:10, Rated Contrast Ratio: 1800:1, Rated Brightness: 3000 ANSI lumens, screen	1	2,00,000	2,00,000/-
<b>TOTAL</b>				<b>6,79,000/-</b>

**ICT REQUIREMENTS FOR THE 6<sup>th</sup> FLOOR EXHIBITION HALL**

S. NO	DESCRIPTION AND SPECIFICATION	QTY	Unit price	Proposed Cost Approx.
1	<b>Sound System for computer Centre</b>			
	<b>SPEAKERS</b> : P.A. Ceiling Speaker 2 way	10	3,000	30,000/-
	<b>SOUND AMPLIFIER</b> : P.A. Amplifier with built in Digital player	1	30,000	30,000/-
	<b>COLLAR MIC</b> : Dual Lapel Microphone	1	7,000	7,000/-
	<b>Wireless Dual Handheld Microphone</b>	1	6,000	6,000/-
	<b>WIRED MIC with Stand</b>	2	6,000	12,000/-
	<b>ARMORED SPEAKER CABLE</b> : 32/0.2 mm sq. 2 core shielded low loss copper audio cable	100 Mtr.	250	25,000/-
	<b>Equipment Rack for amplifier and other devices</b>	1	9,000	9,000/-
	<b>Installation of the Audio System</b>	-	10,000	10,000/-
2	<b>LED Laser Projector</b> HD 4K Digital LED Projector HDMI Ports, VGA port, RJ 45 port Enabled WIFI, Attached speakers, Audio Out, Audio in port, RCA cable enabled, USB port, Resolution: 1280 x 800, Aspect Ratio: 16:10, Rated Contrast Ratio: 1800:1, Rated Brightness: 3000 ANSI lumens	1	2,00,000	2,00,000/-
<b>TOTAL</b>				<b>3,29,000/-</b>

**ICT REQUIREMENTS FOR THE 6<sup>th</sup> FLOOR CONFERENCE ROOM-  
1 and 2**

S. NO.	DESCRIPTION AND SPECIFICATION	QTY	Unit price	Proposed Cost Approx.
1.	<b>SPEAKERS:</b> P.A. Ceiling Speaker 2 Way	4	3,000	12,000
	<b>SPEAKER AMPLIFIER :</b> P.A. Amplifier with built in Digital player	2	15,000	30,000
	<b>WIRED MIC with Stand</b>	2	6,000	12,000
	<b>Wireless Dual Handheld Microphone</b>	2	6,000	12,000
	<b>Installation charges</b>	2	6,500	13,000
	<b>ARMORED SPEAKER CABLE:</b> 32/0.2 mm sq. 2 core shielded low loss copper audio cable	200 Mtr.	250	50,000
	<b>COLLAR MIC:</b> Dual Lapel Microphone	2	7,000	14,000
4	<b>LED Laser Projector</b> HD 4K Digital LED Projector HDMI Ports, VGA port, RJ 45 port Enabled WIFI, Attached speakers, Audio Out, Audio in port, RCA cable enabled, USB port, Resolution: 1280 x 800, Aspect Ratio: 16:10, Rated Contrast Ratio: 1800:1, Rated Brightness: 3000 ANSI lumens	2	1,00,000	2,00,000
<b>TOTAL</b>				<b>Rs.3,43,000/-</b>

**Portable PA Amplifier system**

SN O	DESCRIPTION AND SPECIFICATION	QTY.	Unit price	Proposed Cost Approx.
1	<b>Portable PA Amplifier system with battery</b>	2	15,000	30,000/-
	<b>WIRED MIC for Portable PA Amplifier system</b>	2	4,000	8,000/-
2	<b>PORTABLE PA ADDRESSING SYSTEM Power Output 250W,</b> RMS at 1% THD,200W RMS at 0.5% THD Output Regulation≤ 0.5dB, no load to full load at 1kHz Input Channels 3 × Mic 2.0mV/4.7kΩ, 1 × Aux 250mV/470kΩ, Line in: 1V/10kΩ, Frequency Response 35-20,000Hz ±3dB, Signal to Noise Ratio 60dB,Tone Controls Bass: ±5dB at 100Hz, Treble: ±5dB at 10kHz Line Output 1V/1kΩ Digital Player MP3 Player with USB, SD/MMC Card Reader and Bluetooth Protections AC: Fuse 1 × 4A (T 4A L) DC: 2 × 6A Fuse (T 6A L) Power Supply AC: 220-240V 50/60 Hz DC Output 12V/500mA AC Power Consumption 300VA	2	30,000	60,000/-
	<b>WIRED MIC FOR 250W PORTABLE PA SYSTEM</b>	2	4,000	8,000/-
	<b>WIRELESS MIC FOR 250W PORTABLE PA SYSTEM</b>	2	6,000	12,000/-
	<b>SPEAKER TROLLEY/FLIGHT CASE</b>	2	6,000	12,000/-
	<b>Total</b>			<b>1,30,000/-</b>

**COLOUR PRINTER for in-house Printing of Certificate**

S.N O.	DESCRIPTION AND SPECIFICATION	QTY	Unit price	Proposed Cost Approx.
1	<b>COLOUR PRINTER</b> A4 and A3 All-in-One Color Ink tank Printer55 A3 All-in-One Color Ink Tank Printer with additional one set of Ink refill (included) For Certificate Printing	2	1,00,000	2,00,000/-

**Photocopy Machine for office, Accounts and Examination**

S.N O,	DESCRIPTION AND SPECIFICATION	QTY	Unit price	Proposed Cost Approx
1	<b>Photo Copy Machine</b> (A-3 Print Scan Copy with a speed of at least 25 PPM) for Examination, Office Admin, and Accounts Office	3	2,50,000	7,50,000/-

- j) **Air-conditioning in remaining Laboratories & Conference Room:** The Governing Body noted that the IQAC has recommended for air-conditioning of the Laboratories, Departmental Library, Research Labs etc. with 40 Split A.C. Units. After prolonged discussions, the Governing Body approved purchase and installation of four A.C. Units only in the Conference Hall No. 1 & 2 and sanctioned a sum of Rs. 2 lakhs for the same, out of Campus Maintenance Fund (St. Society Account) to be spent following the General Financial Rules of Government of India.
- k) **Requirement of Fume hoods:** The proposal from Teacher-in-charge, Department of Chemistry, Dr. Vinod Kumar, for the requirement of three fumehoods (one each for three labs.) for working on such experiments in which dangerous gases for health are evolved was placed before the House. The Governing Body after due deliberations approved the same and sanctioned a sum of Rs. 15,00,000/- out of Campus Maintenance Fund (St. Society Account) to be spent following the General Financial Rules of Government of India.

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

Sd/-

CHAIRMAN,  
GOVERNING BODY

Sd/-

ACTING PRINCIPAL &  
MEMBER SECRETARY