

DEEN DAYAL UPADHYAYA COLLEGE

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

MINUTES OF THE GOVERNING BODY MEETING HELD ON SATURDAY THE 29th September, 2018 AT 11:00 a.m.

A meeting of the Governing Body was held on Saturday the 29th September, 2018 at 11:00 a.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) Prof. Anupama Goel
- 7) Dr. Rahul Singh
- 8) Prof. Brajesh C. Choudhary
- 9) Prof. N.C. Pant
- 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. S.D. Siddiqui, Ms. Madhuri Varshney 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 meeting held on 18th May, 2018, were confirmed. However, certain observations made by Ms. Madhuri Varshney were replied to, by the Member Secretary and it was resolved that the same will be communicated to her by the Principal.
b) **Action taken on Minutes:** Appropriate action was taken wherever required. In some of the items, where action could not be taken the Chairman, suggested to send a reminder to such committee members for taking up the issues and clear them preferably within two weeks. The house agreed to it. He further suggested that each member of the Governing Body may contribute some ideas (atleast one each) for betterment of the Institution.
2. **Emergency actions of the Chairman:** The following actions taken by the Chairman under his emergency powers were reported, recorded and confirmed:
 - i) approving the recommendations of Leave Advisory Committee for grant of Child Care Leave to the following female faculty members and permitting to appoint a Guest Faculty against their leave vacancies:
 - 1) Dr. Nisha Rana, Associate Professor in Commerce for the period from 4.9.2018 to 19.9.2018 and 1.1.2019 to 26.4.2019 or last day of her daughter's board examination, whichever is earlier.

- 2) Dr. Sujata Khatri, Assistant Professor in Computer Science for the period from 1.1.2019 to 26.4.2019 i.e. the last day of even semester of academic session 2018-19.
- ii) considering and approving the request of Coordinator, IQAC, in sanctioning of a sum of Rs. 2,25,000/- out of Campus Maintenance Fund, (St. Society Account) for minor repair work required to be done urgently in view of participation of the college in Swachh Campus Ranking Programme, launched by Ministry of HRD.
 - iii) permitting appointment of a Multi-tasking staff on contractual basis who is capable of handling the job of plumbing and electricity work, so that maintenance of campus, be taken care of. A consolidated salary of Rs. 15,070/- or as revised from time to time by the University of Delhi, will be paid to the appointee out of Campus Maintenance Fund, St. Society Account.
 - iv) sanctioning a sum of Rs. 99,000/- out of Lab. Development Fund (St. Society Account) for purchase of 18 No. (s) Spartan 3A Elbert V2 FPGA Kit Board as per requirement of Department of Physics of the college.
 - v) sanctioning a sum of Rs. 90,000/- for repair of wall of Room No. 205 (Research Centre) damaged due to extensive seepage and needed to be repaired urgently as equipment under DBT scheme was awaiting installation out of Campus Maintenance Fund (St. Society Account).
 - vi) permitting Mr. Suraj Jha, a student of B.A. (H) English-II yr., 100% visually challenged to stay in the Boys Hostel by paying a fee of Rs. 5000/- per month including meals during the next two years.
 - vii) approving the recommendations of the Finance Committee for installation of air-conditioners in Boys and Girls Hostels and sanctioning a sum of Rs. 27,26,000/- (Rs. 13,92,000/- for Boys Hostel and Rs. 13,34,000/- for Girls Hostel) out of their respective Hostel funds.
 - viii) sanctioning Study Leave for a period of two years to Mr. Sandeep, Assistant Professor in Physics for pursuing Ph.D at IIT, Delhi and allowing appointment of a substitute against his leave vacancy. It was reported and recorded that Mr. Sandeep has proceeded on Study Leave w.e.f. 20th August, 2018.
 - ix) approving the recommendation of the committee (constituted vide GB Res. No. 4 (v) dated 18.5.2018) for awarding the contract to M/s. Miraz Securitas Pvt. Ltd. through GeM, for providing security services (one supervisor and 24 guards) for one year w.e.f. 1.10.2018 at an annual cost of Rs. 74,74,016.16 per annum (other charges including allowances over and above minimum wage 1.18% per month) extendable by another year with mutual consent. The cost will be subject to revision of minimum wages as per Notification of GNCT of Delhi from time to time. It was further resolved that the additional services promised by M/s. Miraz Securitas Pvt. Ltd., during interaction be made a part of the agreement.

3. 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 of 120 days w.e.f. 20.7.2018:

<u>S.No.</u>	<u>Name</u>	<u>Cat.</u>	<u>Subject</u>	<u>Date of Joining</u>
1)	Dr. Sandeep Kumar	SC	Botany	20.7.2018 (F/N)
2)	Dr. Geeta Devi	ST	Botany	20.7.2018 (F/N)
3)	Ms. Deepti Gupta	UR	Commerce	20.7.2018 (F/N)
4)	Ms. Reena Yadav	OBC	Commerce	20.7.2018 (F/N)
5)	Dr. Meghna Aggarwal	UR	Commerce	20.7.2018 (F/N)
6)	Ms. Anubhuti Yadav	SC	Commerce	20.7.2018 (F/N)
7)	Mr. Nerkar Amol Deepak	OBC	Commerce	20.7.2018 (F/N)
8)	Mr. Vinny Arora	UR	Commerce	20.7.2018 (F/N)
9)	Ms. Trasha Gupta	UR	Comp.Sc.	20.7.2018 (F/N)
10)	Ms. Preeti	OBC	Comp.Sc.	20.7.2018 (F/N)
11)	Mr. Ankit Rajpal	UR	Comp.Sc.	20.7.2018 (F/N)
12)	Mr. Sanjeet Kumar	OBC	Comp.Sc.	20.7.2018 (F/N)
13)	Mr. Rajan Gupta	UR	Comp.Sc.	20.7.2018 (F/N)
14)	Ms. Vaishali Kapoor	UR	Economics	20.7.2018 (F/N)
15)	Ms. Neha	UR	Electronics	20.7.2018 (F/N)
16)	Mr. Naveen Kumar	SC	Electronics	20.7.2018 (F/N)
17)	Mr. Ajit Singh	OBC	Electronics	20.7.2018 (F/N)
18)	Mr. Ranbeer Kumar	OBC	English	20.7.2018 (F/N)
19)	Dr. Vandana Sharma	UR	Env.Studies	20.7.2018 (F/N)
20)	Mr. Pramod Kumar	OBC	Env.Studies	20.7.2018 (F/N)
21)	Ms. Inakshi	UR	Mgmt. Studies	20.7.2018 (F/N)
22)	Ms. Rashmi Gupta	UR	Mathematics	20.7.2018 (F/N)
23)	Dr. Dinesh Kumar	UR	Mathematics	20.7.2018 (F/N)
24)	Mr. Amlendu Kumar	SC	Mathematics	20.7.2018 (F/N)
25)	Mr. Tarachand Prajapati	OBC	Mathematics	20.7.2018 (F/N)
26)	Dr. Nitumoni Kakati	ST	Pol.Science	20.7.2018 (F/N)
27)	Dr. Kamlesh Kumari	SC	Zoology	20.7.2018 (F/N)
28)	Dr. Rashmi Kumari	UR	Zoology	20.7.2018 (F/N)

The Chairman expressed his concern about so many appointments being made repeatedly on adhoc basis over a long period of time. The Governing Body resolved to write to the Vice-Chancellor, University of Delhi to take necessary steps, to ensure regular appointments against these posts.

- ii) accepting the resignation of Ms. Trasha Gupta, Assistant Professor in Computer Science on adhoc basis w.e.f. 31.8.2018 (F/N).
- iii) appointing Mr. Deepak Mittal as Assistant Professor in Computer Science on adhoc basis w.e.f. 17.9.2018 (F/N) under UR category till 15.11.2018 i.e. a day before dispersal of classes.
- iv) accepting resignation of Dr. Geeta Devi, Assistant Professor in Botany on adhoc basis w.e.f. 6.8.2018 (A/N).
- v) appointing Mr. Sanjeev Meena as Assistant Professor in Botany, on adhoc basis w.e.f. 28.8.2018 (F/N) under ST category till the end of odd semester of academic session 2018-19 and accepting his resignation w.e.f. 29.8.2018 (F/N) with no salary to be paid as he had not taken any class on 28.8.2018.

- vi) appointing Mr. Ravi Kumar Meena as Assistant Professor in Mathematics on adhoc basis under ST category for a period of 120 days w.e.f. 3.8.2018.
- vii) appointing Mr. Satyam Ravi Dwivedi as Assistant Professor in Zoology on adhoc basis w.e.f. 20.7.2018 till 19.10.2018 or teacher on leave resumes her duties, whichever is earlier as this appointment has been made against leave vacancy of Dr. Priya Goel, Assistant Professor in Zoology who is on Maternity leave till 21.10.2018.
- viii) appointing the following non-teaching staff members on contractual basis on a consolidated salary mentioned against each for a period of six months w.e.f. 10.9.2018 (F/N) :

<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. Devender Kumar Bisht	UR	Jr. Assistant	18,960/-
5)	Mr. Nagender Pal	UR	MTS-Laboratory	15,070/-
6)	Mr. Parveen Kumar	OBC	MTS-Comp.Lab.	15,070/-
7)	Mr. Gurdas	UR	MTS-Laboratory	15,070/-
8)	Ms. Sunita Vishwakarma	OBC	MTS-Laboratory	15,070/-
9)	Mr. Thakur Adhikari	UR	MTS-Laboratory	15,070/-
10)	Mr. Upender Shah	ST	MTS-Laboratory	15,070/-
11)	Mr. Budhram	OBC	MTS-Comp. Lab.	15,070/-
12)	Mr. Gaurav Vashishth	UR	MTS-Comp. Lab.	15,070/-
13)	Mr. Nitin Kumar	SC	MTS-Comp.Lab.	15,070/-
14)	Mr. Pankaj Kanwal	SC	MTS-Laboratory	15,070/-
15)	Mr. Bhuwan Chander	UR	MTS-Laboratory	15,070/-
16)	Ms. Shabnam	OBC	MTS-Laboratory	15,070/-
17)	Mr. Kush Kumar	SC	MTS-Laboratory	15,070/-
18)	Mr. Motilal Hembram	ST	MTS-Laboratory	15,070/-
19)	Mr. Daya Kishan Khulbe	UR	MTS-Laboratory	15,070/-
20)	Mr. Lalit Giri	OBC	MTS-Laboratory	15,070/-
21)	Mr. Saurabh Saxena	UR	MTS-Laboratory	15,070/-
22)	Mr. Amit Kumar	UR	MTS-Comp.Lab.	15,070/-
23)	Mr. Vidya Sagar	UR	MTS-Library	15,070/-
24)	Mr. Nitish Mittal	UR	MTS-Library	15,070/-
25)	Mr. Bharat Chhabra	UR	MTS	15,070/-
26)	Mr. Harendra Kumar	UR	MTS	15,070/-

- ix) appointing the following non-teaching staff members on contractual basis on a consolidated salary out of the St. Society Account, mentioned against each for a period of six months w.e.f. 10.9.2018 (F/N)

<u>Sl.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Amount (Rs.)</u>
1)	Ms. Priyanka Sharma	Jr. Assistant	18,960/-
2)	Ms. Renu	Multi-Tasking Staff	15,070/-

- x) appointing Mr. Yogesh Kumar as Multi-tasking Staff (MTS) on contractual basis on a consolidated salary of Rs. 15,070/- per month to be paid out of Campus Maintenance Fund, St. Society Account, for a period of six months, w.e.f. 28.8.2018 (F/N) in order to look after the plumbing and electrical work.
- xi) appointing Mr. Prashant Yadav as Junior Assistant under OBC category on contractual basis on a consolidated salary of Rs. 18,960/- per month for a period of six months w.e.f. 4.7.2018.
- xii) appointing Mr. Varun Bansal under UR category as Junior Assistant on contractual basis on a consolidated salary of Rs. 18,960/- per month for a period of six months w.e.f. 5.7.2018 and terminating his contractual appointment w.e.f. 5.7.2018 (F/N) as he had not reported for duty after joining.
- xiii) appointing Mr. Pankaj Mahajan as Junior Assistant on contractual basis on a consolidated salary of Rs. 18,960/- per month for a period of six months w.e.f. 13.8.2018 (F/N).
- xiv) appointing the following non-teaching staff members on contractual basis on a consolidated salary of Rs. 23,760/- per month for a period of six months w.e.f. the date mentioned against each :
- | <u>Sl.No.</u> | <u>Name</u> | <u>Cat.</u> | <u>Designation</u> | <u>D.O.J.</u> |
|---------------|-------------------|-------------|--------------------|---------------|
| 1) | Mr. C.C. Rajkumar | OBC | STA(Computer) | 30.7.2018 |
| 2) | Ms. Garima Priya | UR | STA(Computer) | 9.8.2018 |
- xv) appointing the following non-teaching staff members on contractual basis on a consolidated salary of Rs. 15,070/- per month for a period of six months w.e.f. the date mentioned against each to look after the gardening work:
- | <u>Sl.No.</u> | <u>Name</u> | <u>Designation</u> | <u>D.O.J.</u> |
|---------------|-----------------------|--------------------|---------------|
| 1) | Mr. Vinod Kumar Yadav | MTS | 11.6.2018 |
| 2) | Mr. Pawan Kumar | MTS | 18.6.2018 |
| 3) | Mr. Vikram Kumar | MTS | 3.7.2018 |
| 4) | Mr. Durga Prasad | MTS | 3.7.2018 |
- xvi) appointing Mr. Sachin Kumar as Junior Assistant on contractual basis in the Boys Hostel on a consolidated salary of Rs. 18,960/- per month for the following periods:
- 1) six months w.e.f. 2.2.2018
 - 2) six months w.e.f. 3.8.2018
- xvii) approving the appointment of Mr. Pankaj Mahajan as Multi-Tasking Staff (MTS) on contractual basis in the Boys Hostel on a consolidated salary of Rs. 15,070/- per month for a period of six months w.e.f. 20.2.2018.
- xviii) appointing Ms. Kanika Bhatia as Junior Assistant on contractual basis in the Girls Hostel on a consolidated salary of Rs. 18,960/- per month for the following periods:
- 1) six months w.e.f. 8.2.2018
 - 2) six months w.e.f. 9.8.2018

- xix) appointing Ms. Kajal Kumari as Multi-Tasking Staff (MTS) on contractual basis in the Girls Hostel on a consolidated salary of Rs. 15,070/- per month for the following periods:
1) six months w.e.f. 5.2.2018
2) six months w.e.f. 7.8.2018
- xx) appointing Ms. Pinky Barak as Matron on contractual basis in the Girls Hostel on a consolidated salary of Rs. 25,000/- per month for a period of six months w.e.f. 13.2.2018.
- xxi) accepting the resignation of Ms. Pinky Barak, Matron on contractual basis from Girls Hostel w.e.f. 31.5.2018.
- xxii) appointing Ms. Ekta Sinha as Manager on contractual basis in the Girls Hostel on a consolidated salary of Rs. 25,000/- per month for a period of six months w.e.f. 18.6.2018.
- xxiii) approving the resignation of Mr. Pankaj Mahajan, Multi-Tasking staff in Boys Hostel on contractual basis w.e.f. 11.8.2018 (A/N).
- xxiv) approving the appointment of Mr. Devender Pratap Singh as Multi-Tasking staff in Boys Hostel on contractual basis on a consolidated salary of Rs. 15,070/- per month for a period of six months w.e.f. 28.8.2018.

4. **Demise of Ms. Mamta Malik, Sr. Assistant and payments made to her nominees thereof:** The demise of Ms. Mamta Malik on 17.7.2018 after prolonged illness, who was working as Senior Assistant in the Administration Section and the following payments made to her nominee (s) was reported and recorded:

S.No.	Particulars	Amount(Rs.)	Name of Nominee
i)	Last Salary (17 days)	35,748/-	Sh. Jaswant Singh Malik (Husband)
ii)	Leave Encashment	25,131/-	Sh. Jaswant Singh Malik(Husband)
iii)	G.P.F.	19,14,775/-	Sh. Jaswant Singh Malik(Husband)
iv)	Deposit Linked Insurance Scheme	60,000/-	Sh. Jaswant Singh Malik(Husband)
v)	Death Gratuity	5,00,000/-	Sh. Jaswant Singh Malik(Husband)
		5,00,000/-	Ms. Barkha Malik (Daughter)

5. **Joining of Dr. Abhijeet Sinha as Warden Boys Hostel:** Joining of Dr. Abhijeet Sinha, Librarian as Warden of Boys Hostel for a period of five years w.e.f. 1.6.2018 and relieving of Dr. Sanjay Kumar, Associate Professor in Mathematics from the Wardenship of Boys Hostel was reported and recorded.
6. **Duties of Warden Girls Hostel:** Relieving of Dr. Nityanand Agasti, Assistant Professor in Chemistry from the Wardenship of Girls Hostel and looking after the duties of Warden, Girls Hostel w.e.f. 1.6.2018 by Dr. Hem Chand Jain, Vice-Principal, as no female teacher came forward for this assignment was reported and recorded.
7. **Payments to Dr. Krishna Bansal nee Dr. Krishna Saxena on superannuation :** The following payments made to Dr. Krishna Bansal nee Dr. Krishna Saxena, Associate Professor in Zoology on her superannuation on 31.7.2018 were reported and recorded :
- | S.No. | Particulars | Amount(Rs.) |
|-------|-------------|-------------|
| i) | Gratuity | 10,00,000/- |
| ii) | G.P.F. | 46,11,064/- |

8. **Non-availing of Child Care Leave :** Non-availing of Child Care Leave by Dr. Poonam Kasturi, Associate Professor in Electronics sanctioned to her vide Res. No. 40 dated 15.12.2017 for the period from 1.8.2018 to 31.10.2018 was reported and recorded.
 9. **Cancellation of allotment of residential flats:** Cancellation of residential flats earlier allotted to Mr. Sandeep, Assistant Professor in Physics and Mr. Vipin Kumar Meena, Assistant Professor in Management Studies for not taking possession of the same was reported and recorded.
 10. **Allotment of Residential Flat:** Allotment of Flat No. 403, Fourth Floor in place of Flat No. 503, Fifth Floor to Dr. Rohith P., Assistant Professor in English on his own request was reported and recorded.
 11. **Allotment of Residential Flat:** Allotment of Flat No. 503 in place of Flat No. 502 on the same floor to Mr. Lalit Kumar, Assistant Professor in English on his own request was reported and recorded.
 12. **Honorarium/Sitting Fees for attending meetings:** Letter No. CB-I/9111)/Misc./2018/358 dated 31.8.2018 from University of Delhi, followed by letter No. CB-I/(111)/Misc./2018/373 dated 7.9.2018 with partial modification regarding rates of honorarium/sitting fees payable to officials/non-officials/experts/members of various committees including Chairman, Treasurer and Members of Governing Body for attending meetings was reported and recorded. The approved details of honorarium/sitting fees for attending meetings are as under:
 - 1) Rs. 3000/- per day for per meeting subject to the maximum of Rs. 5000/- per day irrespective of number of meetings in a day.
 - 2) Rs. 5000/- per day for inspection/visit of various committees to institutions/universities/organisation.
- The Governing Body resolved to accept the same with effect from the date of receipt of the letter i.e. 7.9.2018.
13. **Repayment of Loan by the Boys Hostel:** Repayment of loan amount of Rs. 10 lakhs by the Boys Hostel to the college sanctioned to them vide Governing Body Resolution No. 8 dated 16.2.2018 was reported and recorded.
 14. **Partial repayment of Loan by the Girls Hostel:** Partial repayment of Rs. 5 lakhs out of the loan of Rs. 15 lakhs by the Girls Hostel to the college, sanctioned to them vide Governing Body Resolution No. 8 dated 16.2.2018 was reported and recorded.
 15. **Ex-gratia payment to teachers :** Cases of ex-gratia payment in lieu of summer vacation (from 20.5.2018 to 19.07.2018) salary in respect of the following ad-hoc teachers, who have worked till the end of the academic session 2017-18 i.e. 19.5.2018 and were re-appointed on the opening day of the academic session 2018-19 i.e. 20.07.2018 in this college, on the basis of an 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.) were considered and approved :

S.No.	Name	Subject
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	Dr. Rajan Gupta	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	Mr. Ranbeer Kumar	English
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. Satyam Ravi Dwivedi	Zoology
26	Ms. Vaishali Kapoor	Economics

16. **Introduction of Post-graduate courses:** The proposal of introducing Post-Graduate courses (M.Sc.) in the subjects; Botany, Zoology, Chemistry, Physics and Electronics was placed before the House. The House was informed that non-availability of post-graduation courses in the college is putting us at a disadvantageous position in both NAAC grading as well as NIRF ranking. This affects our scores adversely in three ways:

- i) Colleges having post-graduation, score more marks.
- ii) As the three-year under-graduate degree is not a terminal degree, the placement of students in all colleges as low. However, colleges who have post-graduation are able to boost up their placement percentage as the placement of post-graduation students are proportionately much higher, enabling them to score better.
- iii) Since the packages of post-graduation students are higher, it helps these colleges to improve their average package in placements.

As there are either no tutorials in the post-graduation science courses or they are held in the Department (University of Delhi) itself, introduction of M.Sc. in these five subjects will not have any requirement of additional faculty in the college. After due deliberations, the Governing Body approved the same and resolved that the proposal be forwarded to University of Delhi for its approval.

17. **Appointment of Non-Teaching Staff for the Language Laboratory:** The Governing Body considered the request of Coordinator, Language Lab. for appointment of following non-teaching staff in order to make the Language Lab. fully operational:

- 1) Senior Technical Assistant (Computer)
- 2) Multi-Tasking Staff – Comp. Lab.

One member pointed out that the initial recruitment (at S.No.1) should be Technical Assistant (Computer) instead of Sr. Technical Assistant (Computer). It was clarified that originally the post was of Scientific Assistant which under rationalisation, University Grants Commission (UGC) has converted to Sr. Technical Assistant (Computers).

After due deliberations, the Governing Body resolved to make these appointments on contractual basis by creating the aforesaid post temporarily.

18. **Proposal for purchase of Desktop Computers, Server, Printer and Software for Language Laboratory:** The Governing Body considered the proposal of the Coordinator (Language Lab.), for purchase of 20 desktop computers, 1 Server, 1 Printer and software for the Language Lab. at a total cost of Rs. 21,50,000/- including Rs. 3 lakhs for software and sanctioned the required amount from ICT Head (St. Society Account).
19. **Refund of fee to the students of Boys and Girls Hostel:** The proposal of Boys and Girls Hostel for framing the rules for refund of fee to the students on account of withdrawal / cancellation of admission to the hostel was placed before the House. The Governing Body after brief discussions and considering few suggestions by some of the members approved the following:

S.No.	Reason for seeking refund	Quantum of Fee to refunded
1.	When a student applies for withdrawal of admission before joining the hostel	Full after a deduction of Rs. 1000/- as administrative expenses.
2.	When a student applies for withdrawal of admission after joining the hostel with stay upto one month	Annual charges: Full after a deduction of Rs.5000/- Quarterly charges: Full after a deduction of one month charges.
3.	When a student applies for withdrawal of admission after a stay for more than one month in the hostel	Annual charges: No Refund except Security. Quarterly charges: Full after deduction of charges for each completed month or a part thereof.
4.	When admission is made inadvertently due to error /omission/commission on the part of the college/hostel and cancelled afterwards.	Full fee will be refunded.
5.	When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificate(s) providing misleading information by the student or for any error/mistake on the part of the student	No fee will be refunded.

20. **Audited Accounts (Govt. Grants):** The Balance Sheets and other accounts pertaining to Maintenance Grant Account, Non-Recurring Grant Account and UGC Grant Account for the financial year 2017-18 duly audited by the statutory auditors M/s. Princy Singhal & Co. (Chartered Accountants) were considered and approved by the House.
21. **Audited Accounts (other than Govt. Grants):** The Balance Sheets and other accounts pertaining to Students Society Fund Account, Security Account, College Development Fund Account, DDUC Fee Account and Add-on-courses Account for the financial year 2017-18 as audited by the Statutory Auditors M/s. Princy Singhal & Co. (Chartered Accountants) were considered and approved by the House.
22. **Audited GPF Accounts:** The Balance Sheet and other accounts pertaining to General Provident Fund for the financial year 2017-18 as audited by the Statutory Auditors M/s. Princy Singhal & Co. (Chartered Accountants) was considered and approved by the House.

The Chairman raised the issue as to whether the GPF accounts should come through the Provident Fund Committee? It was clarified that as per University of Delhi rules the role of the Provident Fund Committee is to advise in investment, payments and similar other matters. Consideration of Annual Accounts is in the powers of the Governing Body.

23. **Audited Accounts (Boys Hostel):** The Balance Sheet and other accounts pertaining to Boys Hostel for the financial year 2017-18 as audited by the Statutory Auditors M/s. Princy Singhal & Co. (Chartered Accountants) was considered and approved by the House.
24. **Audited Accounts (Girls Hostel):** The Balance Sheet and other accounts pertaining to Girls Hostel for the financial year 2017-18 as audited by the Statutory Auditors M/s. Princy Singhal & Co. (Chartered Accountants) was considered and approved by the House.
25. **Budget Estimates:** The Governing Body considered and approved the Budget Estimates for the financial year 2019-20 and revised estimates for the financial year 2018-19.
26. **Audit report:** The Governing Body considered the Audit Report from ELFA for the financial year 2016-17 and approved its para-wise replies.
27. **Stock Verification Report of the Library for the year 2017-18:** Stock Verification Report of the Library for the year 2017-18 was placed before the House. The Governing Body noted that 12 books have been found untraceable in the three consecutive stock verifications of the year 2016, 2017 and 2018, which is normal in an open access system and is within the prescribed limits as per Rule 215(ii) of GFR 2017.

After due deliberations, the Governing Body resolved to write-off these 12 books amounting to Rs. 2555.15.

28. **Stock Verification Reports:** The Stock Verification Reports of various departments for the year 2017-18 along with list of unserviceable items were placed before the House. The Governing Body resolved to constitute a Survey Committee as per University of Delhi guidelines consisting of the following for inspecting and recommending, writing-off and disposal of the unserviceable goods:

- i) Shri Ambrish Trikha, Treasurer, Governing Body.
 - ii) Prof. Brajesh C. Choudhary, Univ. Rep. on Governing Body.
 - iii) Dr. S.K. Garg, Principal
 - iv) Dr. Kulvinder Singh, Bursar.
 - v) Teachers-in-charge of the concerned department/Admin.Officer/Librarian/LPE.
29. **Stock Verification Report of Boys Hostel:** The Stock Verification Report of Boys Hostel for the year 2017-18 was placed before the House. The Governing Body considered and approved the same.
30. **Stock Verification Report of Girls Hostel:** The Stock Verification Report of Girls Hostel for the year 2017-18 was placed before the House. The Governing Body considered and approved the same.
31. **Creation of funds for the Student Induction Program (SIP):** The proposal dated 14.9.2018 of the sub-committee constituted by Academic Development Committee in its meeting held on 29.8.2018 regarding creation of funds for the Student Induction Program (SIP) wherein it has been proposed to take them out for educational-cum-socialisation tour, atleast three times in a year was placed before the House. The Governing considered and approved that a sum of Rs. 1500/- may be charged in the fees from the students to partially bear the expenses for travel and refreshments w.e.f. academic session 2019-20.
32. **Confirmation of services of Mr. Kuldeep Rawat :** The Governing Body considered and approved the confirmation of services of Mr. Kuldeep Rawat appointed as Multi-tasking staff (MTS-Lab.) on compassionate ground w.e.f. the date of his joining i.e. 2.6.2017.
33. **Opening of Café Coffee Day outlet:** The Governing Body considered and approved the proposal for opening of Café Coffee Day-Value Xpress outlet in the college. After due deliberations, the Governing Body resolved to accept the following deliverables from Café Coffee Day :
- i) They will install and operate the kiosk at their own cost.
 - ii) They will monitor the daily operations.
 - iii) They will offer the staff of DDUC with a special price of Rs. 9/- plus taxes (Rs. 10/- inclusive of taxes) per cup for tea or coffee.
 - iv) Their Kiosk will be operational according to the college timings.
 - v) They will provide a revenue share of 8% on net sales of food and beverages and 4% on MRP items.
 - vi) They will pay electricity charges as per actual consumption.

The college in turn will provide the following facilities:

- i) Minimum 100 sq.ft. of space at an appropriate location inside our premises. The college can allow setting up of CCD kiosk in the niche on the 3rd floor, near the Staff Room.
- ii) Power (11 KVA) with power backup along with the connection upto the kiosk. The internal wiring will fall under the scope of CCD-VE whereas DDUC will be responsible for providing the electricity connection upto the site of the installation of the kiosk.

34. **Installation of Digital Signages** : The Governing Body considered and approved the recommendation of Academic Development Committee made in its meeting held on 29.8.2018 for installation of five Digital Sign Boards of 55 inch, each and resolved to sanction a sum of Rs. 6 lakhs out of College Development Fund. It further resolved to purchase the same from GeM portal/ CPP on competitive rates.

35. **Add-on course on Financial Modelling**: The proposal of Dr. Yogieta S. Mehra, Assistant Professor in Management Studies, duly recommended by the Coordinator, IQAC to start an Add-on Certificate course on “Financial Modelling” to be run by BSE Institute, an Institute set up by Bombay Stock Exchange was placed before the House. The House approved the proposal with fee of Rs. 18,000/- plus GST per student for a batch of minimum 25 students with 20% revenue to be retained by the college and the duration of the course will be 100 hours spread over a period of three months.

The course will be run during week days. The following remuneration will be payable to the staff for a maximum period of three months:

- i) Coordinator : Rs. 5,000/- per month
- ii) MTS : Rs. 2000/- per month

36. **Add-on course on Cyber Security**: The proposal of Dr. Anurag Mishra, Associate Professor in Electronics, duly recommended by the Coordinator, IQAC to start an Add-on Certificate course on “Cyber Security” to be run by Quick Heal Academy in joint collaboration with the college was placed before the House. M/s. Quick Heal had initially proposed to charge a sum of Rs. 40,000/- per student, out of which they were willing to share some revenue with the college. However, after negotiation they agreed to charge Rs. 20,000/- per student without sharing any revenue with the college. The college will need Rs. 5000/- per student for meeting the logistic support at the college level. The House approved the proposal with fee of Rs. 25,000/- plus applicable taxes, per student for a batch of minimum 45 students and the duration of the course will be 300 hours spread over a period of six months.

The course will be run in one of the computer laboratories on Saturday and Sundays and the following staff with remuneration mentioned against each will be engaged for a maximum period of six months:

- i) Coordinator : Rs. 12,000/- per month
- ii) Sr. Technical Asstt. (Computer) : Rs. 6,000/- per month
- iii) MTS : Rs. 5,000/- per month

The Governing Body further resolved to encourage the Teacher-in-charge of each department to start such Add-on courses.

37. **Installation of Composting Plant**: The proposal dated 27.8.2018 of the committee constituted for installation of Composting Plant in the college by M/s. Green Bandhu at a cost of Rs. 6,94,400/- towards equipment's and Rs. 7,08,000/- towards Plant shed and civil work excluding the cost of electrical work, water and plumbing work was placed before the House. It was resolved that the composting plant may be procured through GeM portal/ CPP out of Development Fund with provision of providing operation & maintenance services even after the warranty period is over. Further, the house authorised the Principal to incur the actual expenditure on plumbing and electrical work also out of the same fund.

38. **Compensatory Leave:** The Governing Body considered and approved the grant of Compensatory Earned Leave to the teaching staff including the Principal who had performed various duties during vacations in the academic year 2017-18 (**Appendix-1**).
39. **Compensatory Leave:** The Governing Body considered and approved the grant of Compensatory Earned Leave to Dr. Krishna Bansal nee Dr. Krishna Saxena who retired on 31.7.2018 and Dr. S.K. Garg, Principal due to retirement on 31.12.2018, who had performed various duties during vacations in the academic year 2018-19 (**Appendix-2**).
40. **Child Care Leave to Dr. Priya Goel :** The Governing Body considered and approved the request of Dr. Priya Goel, Assistant Professor in Zoology for grant of Child Care Leave for a period of six months w.e.f. 22.10.2018 in continuation of Maternity Leave already sanctioned to her till 21.10.2018 and also permitted appointment of a guest faculty against her leave vacancy.
41. **Application Fee for Second Cycle of NAAC:** The Governing Body considered and approved sanction of Rs. 1,85,000/- plus 18% GST out of Maintenance Grant on account of application fee for second cycle of NAAC Accreditation.
42. **Renewal of contract for Photocopy/Stationery/Grocery Shop:** The Governing Body considered the request of Mr. Ankur Dhir who is a spastic person and is running a photocopy, stationery and grocery shop in the college premises for extension of his contract with the college on existing terms and conditions for one more year w.e.f. 15.11.2018. After due deliberations, it was resolved to approve the same.
43. **Appointment to the post of Principal:** The Governing Body resolved to initiate the process of appointment to the post of Principal, going to fall vacant w.e.f. 1.1.2019 and follow it up speedily.
44. **Examination Centre for students of School of Open Learning (SOL):** It was brought to the notice of the Governing Body that for the last two years the college has been an examination centre for the students of School of Open Learning (SOL). The boys in this category are invariably rowdy and when not allowed cheating in the examination, they damage the college property, breaking the window panes and the articles in the toilets. Further, the University of Delhi has not paid the charges on account of usage of building, which it had been paying at the rate of Rs. 15/- per student, per session in the past to the Centres which were hired for conducting these examinations. More than Rs. 15 lakhs is pending for the sessions 2016-17 and 2017-18. The Governing Body resolved that the University of Delhi be requested to expedite the payment.
45. **Confidential**
46. **Award in the name of Aman Saini:** The proposal of the Sports Committee for awarding a cash prize of Rs. 1 lakh to Aman Saini who won Silver Medal in the team event of Archery (Compound) in Asian Games held at Jakarta from the Sports Fund (St. Society Account) was considered by the Governing Body. The house felt that Aman Saini has enough money coming from various sources including Rs. 75 lakhs from the Govt. of NCT of Delhi and Rs. 1 lakh will not make a significant difference. Instead it resolved to institute an award of Rs. 50,000/- out of Sports Fund (St. Society Account) every year in the name of Aman Saini, to be used for training purposes of an outstanding and promising sports person in the college.

47. **Purchase of Hardware items for Robotics club:** The request of Convenor, Robotics Club for sanctioning a sum of Rs. 1,77,000/- for purchase of hardware items for the various projects and workshop to be conducted by the club on “Raspberry Pi” out of Miscellaneous Head (St. Society Account) was considered and approved by the Governing Body.
48. **Setting up a Test Centre for BSE Institute Ltd.:** The request of Dr. Yogieta S. Mehra, Assistant Professor in Management Studies, recommended by the Coordinator, IQAC for accepting the proposal of BSE Institute Ltd. for setting up a Test Centre for IBBI exams in our college premises, which will be online and the Institute will pay Rs. 340/- per candidate to the college for providing Invigilator and Computer Lab. facility was considered and approved by the Governing Body was considered and approved.
49. **Disciplinary Matter**
50. **Disciplinary Matter**
51. **Confidential**
52. **Confidential**
53. **Disciplinary Matter**

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

Sd/-
**CHAIRMAN,
GOVERNING BODY**

Sd/-
**PRINCIPAL &
MEMBER SECRETARY**