

DEEN DAYAL UPADHYAYA COLLEGE

(UNIVERSITY OF DELHI)

Shivaji Marg, Karampura, New Delhi – 110015.

MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY, THE 13th July, 2016 AT 4:00 p.m.

A meeting of the Governing Body was held on Wednesday the 13th July, 2016 at 4:00 p.m. in the College premises. The following members were present:

- 1) Mr. R.N. Vats - Chairman
- 2) Mr. Rajeev Kumar Tiwari
- 3) Prof. (Ms.) Kusum Sharma
- 4) Mr. Rajinder Kr. Goel
- 5) Mr. Krishan Lal
- 6) Mr. Anil Kr. Goswami
- 7) Prof. Brajesh Choudhary
- 8) Dr. Deepak Sehgal
- 9) Dr. S.K. Garg (Principal & Member Secretary)
- 10) Mr. Krishanveer, Special Invitee (rep. of staff, other than teachers)

Mr. Pratipal Singh Kalra, Mr. V.K. Jain, Prof. M.M. Misro, Dr. (Ms.) Sarika Verma & Dr. Rohith P. were granted leave of absence.

The agenda for the meeting was taken up ad seriatim:

1. a) **Confirmation of the Minutes:** The minutes of the Governing Body meeting held on 14th May, 2016 were confirmed with one change i.e. Item No. 14 (b), the requirement of four additional teachers for fourth year of B.Tech - Electronics & Computer Science, be read as six additional teachers, in view of AICTE norms of teacher : student ratio of 1:15.
- b) **Action taken on Minutes:** Appropriate action was taken wherever required.
2. **Emergency actions of the Chairman :** The following actions taken by the Chairman, Governing Body under his emergency powers were reported and recorded :
 - i) permitting Maternity Leave of 180 days to Dr. Jyoti, Assistant Professor in Chemistry w.e.f. 4.6.2016 to 30.11.2016 and permitting a substitute against her leave vacancy.
 - ii) permitting extension of the contract of housekeeping (Sanitation) services with M/s. ESF Securitas beyond 30.6.2016 on the existing terms and conditions for another one month or till such time the college is shifted to Dwarka, whichever is earlier.
 - iii) approving the payment gateway from Oriental Bank of Commerce to be got activated and integrated with the college website to facilitate online payment of fee by the students of II & III yr. The Governing Body desired that the bank should not charge, even the students for online transactions. The possibility of

the bank not charging even the students for the services of payment gateway should be negotiated.

- iv) approving award of job to M/s. Span Packers & Movers (India), for packing and shifting of "Office Infrastructure" at a cost of Rs. 8 lakhs (including taxes) as per recommendations of the Purchase Committee (Ref. GB Res.No. 2 (viii) dated 14.5.2016).
 - v) permitting engagement of three guards at the new campus in Dwarka for security of equipment/office infrastructure being shifted w.e.f. 10.7.2016 : one by shifting from present campus and hiring two additional from M/s/. Parkland Security and Allied Services, presently providing security in Karampura campus. The expenditure of Rs. 45,000/- (approx.) per month will be met out of M.G. Account.
3. **Banking Facilities from Oriental Bank of Commerce:** It was reported by the Member Secretary that with regard to Resolution No. 13 of GB meeting held on 14.5.2016 for doorstep services in the new campus and ATM counter, a letter was sent on 9.6.2016 to the Manager, Oriental Bank of Commerce for his response. The Manager has communicated that the Oriental Bank of Commerce, Management will start the doorstep services to the college for the staff and students of DDU college only but in such a situation, they will not pay any rent to the college. However, for starting the ATM counter, they will pay rent as per the norms. The Governing Body resolved to approve the proposal of doorstep services as well as the ATM counter and authorized the Principal to provide the Bank a room of 200-300 sq.ft. and required space for ATM in the Utility Block. The Bank will however, furnish both the premises at its own cost and will bear the expenses towards electricity and will have extra security, if required, at its own cost.
 4. **Sabbatical Leave to Dr. Sanjay Kumar:** The Governing Body considered letter No. CS-I/(III)/Misc.(TS)/DDU/2016/495 dated 20.6.2016 from the Assistant Registrar (Colleges), University of Delhi and resolved to grant Sabbatical Leave to Dr. Sanjay Kumar, Associate Professor in Mathematics, for a period of one year w.e.f. 20.7.2016 subject to the conditions as stipulated in Resolution No. 29(c) dated 20.02.2016.
 5. **Inauguration of the New Campus of DDU college at Sector-3, Dwarka, New Delhi-110 078 :** The Member Secretary informed the house that the Govt. of NCT of Delhi has agreed to inaugurate the new campus at Sector-3, Dwarka, New Delhi in the near future, may be on 18th, 19th or 20th of July, 2016. The Member Secretary further informed that for making arrangements of invitation cards, tents, mementoes, refreshments, photography, videography etc. an amount of Rs. 4 lakhs approx. is required. The Governing Body resolved that the function should be held with great pomp & show and sanctioned an amount of Rs. 4 lakhs for the same out of Misc. Head (St. Society Account).
 6. **Report of the committee related to preparation of rosters (Ref. Res. No. 1 (c)(vi) of GB meeting dated 14.5.2016 :** The report of the aforesaid committee alongwith Dr. Meena's dissenting note, was circulated to all members (**Appendix-I**). The House noted that there is nothing wrong with the teaching roster. The Member Secretary reported that as per the recommendations of the committee for Non-Teaching roster, necessary documents were provided to Dr. P.L. Meena, Liaison Officer SC/ST on 15.6.2016. However, Dr. Meena has responded on 12.7.2016 returning the non-teaching roster without signing it or without suggesting any categorical change but

with certain objections, of general nature. The letter along with observations of the office was circulated to the members. After a thorough discussion on the report, Dr. Meena's dissent and his letter, the Governing Body resolved to accept the report in toto and sent the non-teaching roster to the concerned Liaison Officers of the University of Delhi for their approval as per recommendation of the committee.

The Governing Body realized that it is very essential to have compatibility of the Liaison Officer with the college administration, as otherwise, it leads to a deadlock, thus harming the interest of the college and particularly of the students and staff of reserved categories. His objection on the presence of the Principal and Administrative Officer in the meeting of the committee was viewed by the Governing Body very seriously as this is a frivolous objection. Who else could provide the documents and give the information to the Committee? The Governing Body, therefore, unanimously resolved to annul Resolution No.11 of Governing Body meeting held on 26th November, 2014 and empowered the Principal to appoint the Liaison Officer(s) in future after the term of the current Liaison Officer(s) is over.

7. **Complaint by Dr. P.L. Meena, SC/ST Liaison Officer, DDU college to Lok Sabha Secretariat:** The Member Secretary informed that an Office Memorandum No. 8(170)/SCTC/2016 dated 10th June, 2016 received from Mr. L. Singson, Committee Officer, from Lok Sabha Secretariat, Parliament House Annexe, New Delhi on behalf of Parliamentary Committee for the Welfare of SC/ST, regarding grievances of Dr. P.L. Meena, SC/ST Liaison Officer, DDU College was received from the Section Officer, University Grants Commission on 22.6.2016 to be replied by the next day. An appropriate reply, as per the records available was sent vide No. DDUC/PO/Misc./2016/968 dated 23rd June, 2016. The Governing Body authorized the Principal to hire legal services, if and, as and when required.
8. **Complaint by Dr. P.L. Meena, SC/ST Liaison Officer, DDU college to National Commission for SC & ST :** The Member Secretary informed that letter No. CB-II/Roster/Advt/DDUC/018/96 dated 21.6.2016 from the Assistant Registrar (Colleges), University of Delhi, appending the NCST notice on the complaint of Dr. P.L. Meena of DDU college, regarding Grievances of Dr. P.L. Meena, SC/ST Liaison Officer, DDU College was received. An appropriate reply as per the records available was sent vide letter No.DDUC/PO/Misc./2016/981 dated 30th June, 2016. The Governing Body authorized the Principal to hire legal services, if and, as and when required.
9. **Handing over of New Block of Karampura Campus to Ambedkar University Delhi:** Handing over of the New Block of the Karampura Campus (except Room No. N-5, N-6 & N-15) along with fixtures therein and other items as per the lists attached (**Appendix - II to V**) to Ambedkar University Delhi was reported and recorded.
10. **Allotment of Residential Flats at the New Campus of DDU college:** It was reported by the Member Secretary that the New Campus has nine residential flats; six of which are two bedrooms and drawing-cum-dining, while the remaining three are single bedroom and drawing-cum-dining. A number of staff members have shown their desire for allotment of residential flats to them. The Governing Body felt that there is a need to make a policy for allotment of the flats. After some discussion, the Governing Body resolved the following:

- a) Two of the two bedroom flats should be earmarked for the Wardens of Boys and Girls Hostel.
- b) Two single bedroom flats to be earmarked for the essential staff of the college like the Driver/ Caretaker/MTS (erstwhile Group 'D') working in Principal's Office.
- c) The remaining flats be allocated in order of seniority, following University of Delhi rules in this regard simultaneously, taking into account the priority for single women, physically challenged and MTS (erstwhile Group 'D') - sports attendant etc.

It was further resolved that applications be invited from all those who are willing to take accommodation in the campus. For final allocation, a committee consisting of the following was constituted:

- a) Prof. Brajesh C. Choudhary, University Nominee on the Governing Body.
- b) Prof. (Ms.) Kusum Sharma, Member, Governing Body
- c) Dr. Nisha Rana, Vice-Principal.

11. **Rationalization of Fee concession policy and Award of Scholarship:** The Member Secretary informed the House that the college has been refunding the Society funds as well as Development Fund under the fee concession policy. The fee concession is being given to students of deprived sections of the society. As per the practice followed by many other colleges in University of Delhi, as well as other Universities, the fee concession may be for the amount charged under Head "Tuition Fees and Annual Charges" except Course Fee. Instead of refunding the Societies Fund and Development Funds as part of Fee concession a Scholarship of Rs. 6500/- per annum may be instituted and be given to students on the following considerations :

- a) **Merit-cum-Means:** The students whose parents family income is below the taxable limit, subject to no backlog of Papers.
- b) **Students who are high achievers in academics, having secured position within first three in the University Examination of the previous year (by combining marks of odd and even semesters).**
- c) Outstanding Sports persons, who have participated in International Events.

12. **Centre for Non-Collegiate Women's Education Board (NCWEB) :** It was reported by the Member Secretary that the University of Delhi vide their letter No. NCWEB/2016/1593 dated 11.7.2016, conveyed the approval of Vice-Chancellor for starting of the Non-Collegiate Women's Education Board Centre (NCWEB) in the college from the forthcoming academic session. The Member Secretary further informed that since the college is in the process of shifting to New Campus at Dwarka, where Networking facility has yet not come, it will not be possible to carry out on-line admissions, which are beginning from 15.7.2016. Hence, with the permission of the Chairman, Governing Body, the starting of this NCWEB Centre has been deferred for the next academic session i.e. 2017-18. The emergency action of the Chairman was ratified and recorded by the Governing Body.

13. **Starting of Add-on courses in French, German & Spanish :** The Member Secretary reported that with reference to Resolution No. 15(c) of the Governing Body meeting held on 14.5.2016, the HOD, Department of Germanic & Romance Studies, University of Delhi, Delhi has given approval for starting of part-time Certificate Courses in French, German and Spanish languages from the forthcoming academic session 2016-17. There will be 40 seats in each course. Preference will be given to students of DDU college followed by those from other colleges/departments of University of Delhi. The Governing Body resolved to charge Rs. 15,000/- per annum per student for each course for making payment of the Guest Faculty as per University of Delhi rules and meeting other expenses.
14. **Balance Sheets & Other Accounts:** The Governing Body considered and approved the Balance Sheet & other accounts for the financial year 2015-16, duly audited by M/s. Princy Singhal & Co. (Chartered Accountants) in respect of Recurring Grant Account, Non-Recurring Grant Account and UGC Grant Account.
15. **Balance Sheets & Other Accounts:** The Governing Body considered and approved the Balance Sheet & other accounts for the financial year 2015-16, duly audited by M/s. Princy Singhal & Co., (Chartered Accountants) in respect of Provident Fund Account.
16. **Balance Sheets & Other Accounts:** The Governing Body considered and approved the Balance Sheet & other accounts for the financial year 2015-16, duly audited by M/s. Princy Singhal & Co., (Chartered Accountants) in respect of Students Society Account, College Development Fund Account, Students Security Account, DDUC Fee Account and Add-on course Account.
17. **Grant for promotion of sports facilities:** Receipt of grant amounting to Rs. 32,71,000/- for Promotion of Sports Facilities, received on 31.3.2016 vide sanction letter No. DHE-9(9)/Sports/Plg/2014-15/Onwards/8761-71 dated 30.3.2016 was reported and recorded. The Member Secretary informed the House that the grant be treated as unspent during the last financial year and be utilized in the current financial year at the new campus after revalidation from Director, Higher Education. The Governing Body resolved to approve the same.
18. **Recommendation of the Academic Development Committee:** The Member Secretary informed that the Academic Development Committee has not been able to reach the consensus regarding distribution of workload within the sanctioned strength of 122 teachers plus two posts for EVS and three each for B.Tech. (Electronics) and B.Tech (Computer Science). In view of the shortage of sanctioned posts, the Governing Body authorized the Principal to take a decision and fill-up these posts on adhoc basis, keeping in view the recommendation of Academic Development Committee.
19. **Cafeteria Services at the New College Campus:** It was reported by the Member Secretary that Notice inviting Tender was published in the leading newspaper twice for running cafeteria services in the new college campus at Sector-3, Dwarka, New Delhi. However, both the times, there was inadequate valid responses. Since the college is going to reopen on 20th July, 2016 and Cafeteria services in the campus are necessary for the staff and students of the college, some solution needs to be found. It was suggested by one of the members that in such emergent situation the contract can

be given by nomination under Rule 184 of GFR 2005. It was reported by the Member Secretary that an NGO Stri Shakti has contacted the college for the same.

Stri Shakti is registered body and is one of the National and State level ISO 9000 – 2001 organisation and are partners and promoters of Government welfare schemes at various states viz, Delhi, Gujarat, Maharashtra, Bihar, Punjab and UT Chandigarh.

They play a very important role to motivate, especially women to undertake various specialized activities, which stimulate social status and income generation of individual family, and it leads to activity of masses. Besides Cafeteria services, they are also into:

- 1) Guiding and taking necessary steps for making women literate, and informing them the importance of the same.
- 2) Providing health related assistance, by way of medical consultancy and free medical aid.

M/s. Stri Shakti is already running Cafeteria in Delhi Secretariat, Delhi Police Headquarters, Ambedkar University Delhi, Nehru Memorial Library and many more Institutions for several years. After some discussion, it was resolved that the Cafeteria committee may visit the premises being run by them at some of the places, particularly Ambedkar University Delhi and Delhi Secretariat. If the services in these places are found appropriate, the contract may be awarded to M/s. Stri Shakti for a period of two years, extendable by another two years subject to satisfactory services as per the rates and terms & conditions with Ambedkar University Delhi. The Governing Body resolved to approve the same and authorized the Principal to sign an agreement.

20. **Housekeeping (Sanitation) Services in the New Campus:** The Governing Body considered the recommendation of the committee, constituted by it vide Res. No. 2(vi) of its meeting held on 14.5.2016, for recommending a suitable agency to provide Housekeeping (Sanitation) services in the New Campus at Sector-3, Dwarka, New Delhi, for award of contract to M/s. Trendsetters Facilities & Technical Services Pvt. Ltd. at a monthly cost of Rs.4,42,272/- (inclusive of material) plus applicable taxes, if any, per month for a period of two years, extendable by another two years by mutual consent and resolved to approve the same.

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

sd/-
**CHAIRMAN,
GOVERNING BODY**

sd/-
PRINCIPAL & MEMBER SECRETARY