

# DEEN DAYAL UPADHYAYA COLLEGE

(UNIVERSITY OF DELHI)

Shivaji Marg, Karampura, New Delhi – 110015.

## MINUTES OF THE GOVERNING BODY MEETING HELD ON WEDNESDAY, THE 13<sup>th</sup> May, 2015 AT 5.30 p.m.

A meeting of the Governing Body was held on Wednesday the 13<sup>th</sup> May, 2015 at 5.30 p.m. in the College premises. The following members were present:

1. Prof. A.K. Pandey, Chairman
2. Prof. Brajesh C. Choudhary Treasurer
3. Dr. Vandana Gupta
4. Dr. Sunil Kumar
5. Dr. S.K. Garg (Principal & Member Secretary)
6. Mr. Shri Kant Tiwari, Special Invitee (rep. of staff, other than teachers)

The agenda for the meeting was taken up ad seriatim:

1. a) **Confirmation of the Minutes:** The minutes of Governing Body meeting held on 27<sup>th</sup> February, 2015 were confirmed.
- b) **Action taken on Minutes:** Appropriate action was taken wherever required except on Item No. 16 where disposal of unserviceable items is still pending.
- c) **Matters arising out of Minutes** : Regarding Item No. 11, pension case of Prof. R.G. Saxena, the House was informed that the decision of the Governing Body was conveyed to the University of Delhi and their reply is still awaited.

It was further informed by the Member Secretary that Prof. R.G Saxena had made a representation to the Deputy Chief Minister of Delhi, which was forwarded by the Secretary, Higher Education through Director (Higher Education) to the college for settling the matter. A detailed reply on the representation has been sent to the Director (Higher Education) requesting her to get the entire matter examined by the Finance Department of Govt. of NCT of Delhi with a commitment to release his pension of the reemployment period with the Ministry of Agriculture immediately, if it is approved. The reply was circulated amongst the members. The House resolved that a reminder be sent to the University of Delhi along with a copy of the reply give to the Director (Higher Education).

2. The following actions taken after the approval of the Chairman, Governing Body under his emergency powers were reported and recorded :
  - i) approving the recommendations of the Selection Committee meetings held on 2<sup>nd</sup> & 3<sup>rd</sup> March, 2015 for appointment of the Assistant Professors in English against UR and OBC category.
  - ii) approving the recommendations of the Selection Committee meetings held on 27<sup>th</sup> March, 2015 for appointment of the Assistant Professors in Management Studies against PwD (VH) and ST category.
  - iii) approving the recommendations of the Selection Committee meetings held on 6<sup>th</sup> & 7<sup>th</sup> April, 2015 for appointment of the Assistant Professors in Botany against UR and SC category.

- iv) approving revision of rates of consolidated salary per month w.e.f. 2.1.2015, as per University of Delhi Notification No. EstabII (i)/012/2007/08/4224 dated 9.3.2015, in respect of following category of non-teaching employees appointed on contractual basis :

S.No.	Name of the post	Previous Rates (Rs.)	Revised Rates (Rs.)
1.	Scientific Assistant /Sr. Technical Assistant (Computer)	16,500/-	19,800/-
2.	Junior Assistant	13,200/-	15,800/-
3.	Library Attendant (MTS-Library)	8,250/-	11,000/-
4.	MTS-Laboratory	8,250/-	11,000/-
5.	MTS-Computer Lab.	8,250/-	11,000/-
6.	Office Attendant (MTS)	8,250/-	11,000/-

- v) permitting filing of Affidavit as per requirement of AICTE for one time approval of B.Tech courses in Computer Science and Electronics introduced during academic session 2013-14.

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

- i) appointing Mr. Mohd. Inam as Assistant Professor in Physics on adhoc basis w.e.f. 13.2.2015 (F/N) for the period upto 24.4.2015 against suspension of Mr. Sandeep Kumar, Assistant Professor in Physics.
- ii) terminating the services of Mr. Mohd. Inam, Assistant Professor in Physics w.e.f. 02.03.2015 (F/N) as a result of revocation of suspension of Mr. Sandeep Kumar, Assistant Professor in Physics.
- iii) appointing the following as Assistant Professor on adhoc basis for the period upto 22.5.2015 i.e. till the end of academic session 2014-15 w.e.f. the date mentioned against each :

<u>S.No.</u>	<u>Name</u>	<u>Subject</u>	<u>Date of Joining</u>
1)	Ms. Deepti Sehgal	Commerce	25.03.2015 (F/N)
2)	Ms. Preeti	Commerce	25.03.2015 (F/N)
3)	Ms. Aarti Verma	Commerce	25.03.2015 (F/N)
4)	Dr. Meghna Aggarwal	Commerce	25.03.2015 (F/N)
5)	Dr. Ruchi Goyal	Commerce	25.03.2015 (F/N)
6)	Ms. Pinki	Commerce	25.03.2015 (F/N)
7)	Ms. Anuradha Singhal	Comp.Sc.	25.03.2015 (F/N)
8)	Ms. Trasha Gupta	Comp.Sc.	25.03.2015 (F/N)
9)	Ms. Preeti	Comp.Sc.	25.03.2015 (F/N)
10)	Mr. Ankit Rajpal	Comp.Sc.	25.03.2015 (F/N)
11)	Mr. Sanjeet Kumar	Comp.Sc.	25.03.2015 (F/N)
12)	Ms. Vaishali Kapur	Economics	25.03.2015 (F/N)
13)	Ms. Ardaman Kaur	Electronics	25.03.2015 (F/N)
14)	Mr. Dinesh Kumar	Electronics	25.03.2015 (F/N)
15)	Mr. Ravi Kumar	Electronics	25.03.2015 (F/N)
16)	Ms. Ashita	Electronics	25.03.2015 (F/N)
17)	Ms. Rashmi Gupta	Mathematics	25.03.2015 (F/N)
18)	Mr. Sandeep Kumar	Mathematics	25.03.2015 (F/N)

- iv) appointing the following as Assistant Professor on adhoc basis for the period upto 22.5.2015 i.e. till the end of academic session 2014-15 w.e.f. the date mentioned against each :

<u>S.No.</u>	<u>Name</u>	<u>Subject</u>	<u>Date of Joining</u>
1)	Mr. Dinesh Kumar	Mathematics	06.04.2015 (F/N)
2)	Mr. Krishanpal	Mathematics	06.04.2015 (F/N)
3)	Ms. Neha	Electronics	07.04.2015 (F/N)
4)	Ms. Kanika Bhutani Anand	Commerce	07.04.2015 (F/N)
5)	Dr. Manish Kr. Verma	Physics	15.04.2015 (F/N)
6)	Ms. Mansi Agrawal	Physics	15.04.2015 (F/N)
7)	Mr. Ranjit Kumar	Physics	15.04.2015 (F/N)
8)	Mr. Sunil Kumar	Physics	15.04.2015 (F/N)
9)	Mr. Harish Kr. Chaudhary	Chemistry	16.04.2015 (F/N)

- v) accepting the request of Mr. Vipin Kumar Meena (selected against substantive post of Assistant Professor in Management Studies under ST category) on recommendation of duly constituted Selection Committee, for extension of joining time for a period of three months.

It was, however, reported to the House that Mr. Meena has joined earlier i.e. w.e.f. 12.5.2015 (F/N).

- vi) accepting the recommendations of Canteen committee to award the contract for running the college canteen to M/s. Grapple Management Service (P) Ltd. for the period from 20.4.2015 to 31.3.2016 or shifting of college premises at Dwarka, whichever is earlier.
- vii) appointing Ms. Aanchal Gupta as Assistant Professor in Management Studies on adhoc basis for the period from 16.4.2015 to 22.5.2015 as Mr. Vipin Kr. Meena appointed as Assistant Professor on regular basis has been given extension of joining time.
- viii) appointing Mr. Motilal Hembram as Multi-Tasking Staff (MTS) Laboratory on contractual basis w.e.f. 18.03.2015 (F/N) for the period not beyond 17.08.2015 on a consolidated salary of Rs. 8,250/- per month in Physics Laboratory in place of Mr. Neeraj who has not joined (Ref. Res. No. 19 dated 27.2.2015).
- ix) terminating the contractual appointment of Ms. Sonia, Multi-Tasking Staff w.e.f. 18.2.2015 (F/N) as after submitting her joining she did not report for duty in Girls Common Room.
- x) terminating the adhoc appointment of Ms. Aanchal Gupta, Assistant Professor in Management Studies w.e.f. 11.5.2015 (A/N) in view of joining of Mr. Vipin Kr. Meena w.e.f. 12.5.2015.

4. **Appointment of Assistant Professors in English :** Joining of the following Assistant Professors against substantive post in English as recommended by duly constituted Selection Committee was reported and recorded :-

<u>Sl.No.</u>	<u>Name</u>	<u>Category</u>	<u>Date of Joining</u>
1)	Mr. Lalit Kumar	UR	05.03.2015 (F/N)
2)	Mr. Jyotishman Kalita	UR	05.03.2015 (F/N)
3)	Mr. Nitin Luthra	OBC	05.03.2015 (F/N)

5. **Appointment of Assistant Professors in Botany :** Joining of the following Assistant Professors against substantive post in Botany as recommended by duly constituted Selection Committee was reported and recorded :-

<u>Sl.No.</u>	<u>Name</u>	<u>Category</u>	<u>Date of Joining</u>
1)	Dr. Varnika Bhatia	UR	08.04.2015 (A/N)
2)	Dr. Charu Kalra	UR	08.4.2015 (F/N)
3)	Dr. Reeta Kumari	SC	09.04.2015 (F/N)

6. **Appointment of Assistant Professor in Management Studies:** Joining of the following Assistant Professors against substantive post in Management Studies as recommended by duly constituted Selection Committee was reported and recorded :-

<u>Sl.No.</u>	<u>Name</u>	<u>Category</u>	<u>Date of Joining</u>
1)	Dr. Sangeeta Mohan	PwD (VH)	09.04.2015 (A/N)
2)	Mr. Vipin Kr. Meena	ST	12.05.2015 (F/N)

7. **Appointment of Teachers:** Letter No. DHE-33(1)/G.B./28 Colleges/2015-16 onward/1822-1850 dated 6.4.2015 received from the Admn. Officer-II (Hr. Edn.), Directorate of Higher Education, Govt. of NCT of Delhi, conveying that no regular appointment shall be made till members are nominated to the Governing Body by the Government of NCT of Delhi, was reported and recorded.

8. **AICTE approval of B.Tech. Courses:** Letter No. AICTE/NWRO/DU Colleges/DDUC/1-2558093811/2013-14 dated 29.4.2015 received from All India Council of Technical Education (AICTE) granting one time special approval of four year B.Tech programmes in Computer Science & Electronics introduced during the academic session 2013-14 was reported and recorded.

9. **Redesignation of Scientific Assistant as Senior Technical Assistant (Computers) :** Letter No. CS-III/149/Notification/2015/171 dated 31.3.2015 from Assistant Registrar (Colleges), University of Delhi, enclosing therewith UGC letter No. F.1-1/2011(JCRC) dated 10<sup>th</sup> October, 2013 regarding rationalisation of the post of Scientific Assistant to Senior Technical Assistant (Computer) in colleges which is subject to the fulfilment of educational qualifications for the post of Senior Technical Assistant (Computers) was reported and recorded.

It was further reported that the existing incumbents holding the post of Scientific Assistant will also be redesignated as STA (Computer) in the scale of Rs. 5500-9000 (pre-revised) revised to the pay band of Rs. 9300-34800 PB-2 with Grade Pay of Rs. 4200/- as personal to them from their date of appointment/promotion as Scientific Assistant.

10. **ELFA Audit report for the financial year 2013-14:** ELFA Audit Report for the financial year 2013-14 alongwith its replies was placed before the House. The House accepted the replies with the following modifications :

- In Tan-2, the Governing Body resolved that books be issued to the Staff Members for one semester with last day of the semester as due date.

11. **Audit objection regarding recovery of LTC (Ref. Res. No. 10 dated 27.2.2015) :** It was reported by the Member Secretary that in response to the letter written by the college to the Vice-Chancellor, a reply has been received from the Assistant Registrar (Colleges) vide letter No. CS-III/149/DDUC/2015/065/205 dated 28<sup>th</sup> April, 2015 advising the college to act according to OM No. 19024/1/2009-E.IV dated 13.7.2009 from the Deputy Secretary, Ministry of Finance, Department of Expenditure.

After some discussion, the Governing Body resolved to refer these cases to the Department of Expenditure, Ministry of Finance, Govt. of India, seeking one time exemption.

12. **Extension of contract of Photocopy Shop:** The Governing Body resolved to accept the request of Mr. Ankur Dhir, Person with Disability (Spastic) for extension of his contract with the college for running the photocopy shop for a period of one year beyond 31.5.2015 or shifting of the college to the new campus, whichever is earlier.
13. **CCL to Dr. Jayini Adhyapak :** The Governing Body considered the request of Dr. Jayini Adhyapak, Associate Professor in English for grant of Child Care Leave w.e.f. 22.7.2015 to 2.11.2015 for taking care of the exam related needs of her son and resolved to approve the same. It was also resolved to appoint one Guest Teacher against her leave vacancy.
14. **CCL to Dr. Anju Agrawal :** The Governing Body considered the request of Dr. Anju Agrawal, Associate Professor in Physics for grant of Child Care Leave w.e.f. 20.7.2015 till the last working day of Odd Semester of academic session 2015-16 (to be notified by University of Delhi) for taking care of the exam related needs of her son and resolved to approve the same. It was also resolved to appoint one Guest Teacher against her leave vacancy.
15. **CCL to Dr. Poonam Suri :** The Governing Body considered the request of Dr. Poonam Suri, Associate Professor in Physics for grant of Child Care Leave w.e.f. the beginning till 17.5.2016 in the even semester of academic session 2015-16 (to be notified by University of Delhi) for taking care of the exam related needs of her daughter and resolved to approve the same. It was also resolved to appoint one Guest Teacher against her leave vacancy.
16. **CCL to Dr. Vandana Gupta :** The Governing Body considered the request of Dr. Vandana Gupta, Associate Professor in Commerce for grant of Child Care Leave w.e.f. 01.01.2016 or beginning of the even semester of academic session 2015-16 (to be notified by University of Delhi) to 31.03.2016 for taking care of the exam related needs of her daughter and resolved to approve the same. It was also resolved to appoint one Guest Teacher against her leave vacancy.
17. **Sabbatical Leave to Dr. Himanshu Prasad Roy:** The Governing Body considered the request of Dr. Himanshu Prasad Roy, Associate Professor in Political Science for grant of Sabbatical Leave for the period from 1.8.2015 to 30.4.2016. The rules with regard to Sabbatical Leave were placed before the House. It was noted that a teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training programme of duration of one year or more.

Since, Dr. Himanshu Prasad Roy has availed Study Leave w.e.f. 16.7.2001 to 30.04.2002 and has also been on leave for two years w.e.f. 1.1.2013 to 31.12.2014 as full time fellow with Nehru Memorial Museum & Library, the Governing Body did not find him eligible for Sabbatical Leave. Accordingly, the house resolved not to sanction Sabbatical Leave to Dr. Himanshu Prasad Roy.

18. **Recommendations of IQAC:** The recommendations of the IQAC meeting held on 29.4.2015 were placed before the House. The House discussed each recommendation and resolved to accept the same with minor modifications. The final recommendations of IQAC after modification are as follows :

- i) **Feedback from students:** Henceforth, the college must take feedback of each teacher and each Paper from the students in every semester. The college should ensure the confidentiality of the data and communicate the feedback only to the respective teacher. The feedback should be used only for purpose of improvement and not for punitive action. The Governing Body further resolved that a letter of appreciation be given to the top 10% teachers in the respective semester.
- ii) **Students Mentoring:** Students mentoring should be started from the next academic session by the teachers. The college should make provision of a trained Psychologist (male as well as female alternatively) once in a week. A sum of Rs. 2000/- plus Conveyance be paid to the Psychologists out of Misc. Head (Students Society Account).
- iii) **Student-Faculty Committee :** For continuous internal feedback Student-Faculty Committee may be constituted for each paper. Such committee consists of teacher who is teaching the paper and two students of the class. Committee members should meet on a monthly basis and discuss the feedback of the class regarding course coverage and related issues.
- iv) **Academic Audit :** The internal members of the IQAC should draw modalities for internal academic audit and also ensure creating a department-wise database of student progression. This committee should also draw the academic calendar for the next year before the beginning of summer vacations.
- v) **ERP Solution:** The Governing Body accepted the recommendation of the Internal Quality Assurance Cell (IQAC) to look for a complete ERP solution as a step towards creating a Paperless office and facilitate online use of resources for the faculty and students. The House was informed that Intelligent Communication System India Ltd. (ICSIL), a joint venture of Telecommunication Consultants India Ltd. (a Govt. of India enterprise) and DSIIDC (an Undertaking of Govt. of NCT of Delhi), has empanelled some companies for providing smart card based college e-governance systems. One of the empanelled companies has made a presentation before internal members of IQAC along with Vice-Principal & Librarian. The expenditure is likely to be around Rs. 500/- to 600/- per student per year. The Governing Body expressed concern for charging this sum from the students.

After elaborate discussion it was resolved to expand the scope of ICT Development and Maintenance Fund and incorporate the expenditure on ERP solutions upto Rs. 600/- per student per year. The Governing Body advised to proceed further by following codal formalities.

- vi) **Life Membership of Alumni:** In order to enrich and ensure larger enrolment in the Alumni, the Governing Body resolved that the mentors may motivate the outgoing students to transfer their security amount (Rs. 1500/- as one time life membership of the Alumni Association).
- vii) **Composition of IQAC :** It was resolved to co-opt in the IQAC one member each from Alumni, students and community.
19. **Annual Quality Assurance Report (AQAR) :** The presentation of the draft AQAR prepared by the IQAC for the year 2014-15 was made by the Member Secretary. Members made several suggestions and it was resolved that the final report be circulated to all Governing Body members before submitting it to NAAC.
20. **Increase in fee of ECPDT:** The Governing Body accepted the proposal submitted by Dr. Pramesh Ratnakar, Teacher-in-charge, Department of English duly recommended by the Principal and resolved to increase the fee from the present Rs. 4500/- to Rs. 6000/- for the Add-on course "Effective Communication and Personality Development through Theatre".
21. **Closing down of Savings Bank Account No. 52012011002952:** The Governing Body was informed that the college had opened a Saving Bank Account No. 52012011002952 while registering students for Entrance Examination for BBS Admissions in 2011-12 when our college was coordinating the admission process on behalf of the Faculty of Applied Social Science & Humanities. After meeting with all the expenditure the residual funds were divided between the various institutions running these courses and the Faculty of Applied Social Science & Humanities on pro-rata basis with the approval of the Dean of the Faculty. Now, the Bank has informed that this account is lying unoperated and there is a balance of Rs. 2,70,986/-. The Governing Body resolved to transfer this amount along with up-to-date interest, if any, in the Misc. Head (St. Society Account) and close the above stated Savings Bank Account.
22. **Extension of Tenure of Housekeeping Agency:** The Governing Body considered the request of the present Housekeeping agency M/s. ESF Securitas whose term is expiring on 30<sup>th</sup> June, 2015, for extension of one more year on the existing terms and conditions. After some discussion, the Governing Body resolved that the term of the above agency be extended for one year or shifting of the college to the New Campus, whichever is earlier on the existing terms and conditions.
23. **Purchases for Electronics Department:** While obtaining AICTE approval for the B.Tech courses, the college had submitted an Affidavit to appoint one faculty member having AICTE qualifications to oversee the programme and also to upgrade our laboratories to meet AICTE standards. Alternatively, the students be taken to some neighbouring institution having AICTE approval for conducting the experiments.

The Teacher-in-charge, Electronics submitted a list of 21 items with total estimated cost of Rs. 46 lakhs for upgradation of the laboratories. The members of the Governing Body felt that spending estimated amount on equipment for a single batch is not desirable and hence the possibility of getting the experiment done in a neighbouring institution may be explored.

The Governing Body resolved not to sanction any additional funds on this account. Regarding appointment of an AICTE trained faculty to oversee the programmes, the Governing Body resolved to look for appointment of a retired Professor of some Engineering college against one of the vacant posts and appoint him/her on an Honorarium equivalent to his last pay minus pension. This appointment shall however, be subject to the approval of the University of Delhi.

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

sd/-

**CHAIRMAN,  
GOVERNING BODY**

sd/-

**PRINCIPAL & MEMBER SECRETARY**