

DAYALBAGH EDUCATIONAL INSTITUTE
DAYALBAGH, AGRA-282005

MINUTES of the on-line meeting of the Board of Management (Governing Body) of the Dayalbagh Educational Institute held at 11.30 a.m. on 31.10.2020 (Saturday) in the Committee Room of the Institute.

PRESENT

- | | | | |
|-----|--|---|--------------|
| 1. | Prof. P.K. Kalra, Director | - | In the Chair |
| 2. | Smt. Sneh Bijlani | | |
| 3. | Dr. Vijai Kumar | | |
| 4. | Prof. S.S. Bhojwani | | |
| 5. | Prof. Kamaljeet Sandhu (Through skype) | | |
| 6. | Prof. Sharmila Saxena (Through skype) | | |
| 7. | Prof. Sant Prakash (Through skype) | | |
| 8. | Justice G.S. Solanki (Through skype) | | |
| 9. | Shri Ravi Kumar Sinha (Through skype) | | |
| 10. | Prof. V.B. Gupta (Through skype) | | |
| 11. | Prof. Pami Dua (Through skype) | | |
| 12. | Prof. P. Sriramamurti(Through skype) | | |
| | Prof. Anand Mohan, Registrar | - | Secretary |
| | Shri Dheeraj Kumar (Invitee) | | |

1. The minutes of the last meetings of the Board of Management (Governing Body) of the Dayalbagh Educational Institute held on 26.9.2020 and 10.10.2020 (by circulation) were confirmed.
2. Considered the Budget of the Institute as prepared by the Treasurer (Revised Estimates for the year 2020-21 and Budget Estimates for the year 2021-2022) including the Budget of the DEI Technical College, DEI Prem Vidyalaya Girls' Intermediate College, REI Intermediate College and CART as submitted by the Finance Committee dated 29.10.2020. (Appendix-I).

INCOME

(Rs. in lakhs)

Sr. No.	Budget Head	Budget Estimate 2020-2021	Revised Estimate 2020-2021	Budget Estimate 2021-2022
1.	Non-Government			
	(a) Self Finance Heads	610.74	606.80	642.30
	(b) Other than fee Heads	1374.71	1179.00	1315.09
	(A) Sub-total	1985.45	1785.80	1957.39
2.	State Government			
	(i) Faculties other than Engg. & Engg. Faculty	2972.06	2513.66	2996.84
	(ii) DEI Technical College	699.84	618.19	719.99
	(iii) DEI PV Girls Inter College	261.49	242.41	263.10
	(iv) REI Intermediate College	250.09	208.17	256.88
	(B) Sub-total	4183.48	3582.43	4236.81
3.	(C) UGC	6924.56	6385.34	6625.09
4.	(D) CART	23.80	13.95	18.60
	TOTAL (A)+(B)+(C)+(D)	13117.29	11767.52	12837.89

EXPENDITURE**(Rs. in Lakhs)**

Sr. No.	Budget Head	Budget Estimate 2020-2021	Revised Estimate 2020-2021	Budget Estimate 2021-2022
1.	Non-Government			
	(a) Self Finance Heads	236.65	171.50	218.29
	(b) Other than fee Heads	1742.25	1612.15	1729.95
	(A) Sub-total	1978.90	1783.65	1948.24
2.	State Government			
	(i) Faculties other than Engg. & Engg. Faculty	2972.06	2513.66	2996.84
	(ii) DEI Technical College	699.84	618.19	719.99
	(iii) DEI PV Girls Inter College	261.49	242.41	263.10
	(iv) REI Intermediate College	250.09	208.17	256.88
	(B) Sub-total	4183.48	3582.43	4236.81
3.	(C) UGC	6924.56	6385.34	6625.09
4.	(D) CART	23.80	13.92	18.55
	TOTAL (A)+(B)+(C)+(D)	13110.74	11765.34	12828.69

The Board of Management (Governing Body) noted the Minutes of the meeting of the Finance Committee held on 29.10.2020. The Board of Management (Governing Body) further noted the Treasurer's note relating to release of Govt. Grants.

The members observed the matter of non-receipt of salary and pension grants. It was explained that part payment was being made on the basis of funds released from the Government. Repeated representations have been sent to UGC, New Delhi for providing additional funds due. It was strongly felt by the members that this matter should be pursued vigorously at all levels. It was unanimously resolved that pension and salaries be paid in full and that for this UGC/MoE be impressed upon to fulfill its legal obligations in this regard. Until full salary and pension grant is received, proportionate payment be made.

Some useful remarks given by the members of the Board of Management (Governing Body) were noted for future.

Resolved that the Revised Estimates for the year 2020-2021 and the Budget Estimates for the year 2021-2022 as summarised above, alongwith projected Income and Expenditure Account of DEI as modified after inclusion of depreciation and contribution to funds of the Institute be and are hereby approved **(Annexure-I attached)**.

3. Considered nominating a member of the Board of Management (Governing Body) as its nominee on the Selection Committee for short listing names for submission to the President, DEI in connection with Distinguished Alumni Award for the year 2019-2020.

The Director apprised the members that the Institute is initiating steps to hold the next convocation, most probably in January 2021, which is our annual feature. The Distinguished Alumni Award is conferred during the Convocation every year.

Resolved that Prof. V.B. Gupta, be and is hereby nominated as nominee of the Board of Management (Governing Body) on the Selection Committee for short listing names to be submitted to the President, DEI in connection with the Distinguished Alumni Award for the year 2019-2020.

4. Considered -
 - (i) the options on UGC Web Portal for different modes of Distance Learning viz. ODL Mode, both ODL & Online Learning Mode and ONLINE LEARNIG Mode, including their eligibility criteria.

(ii) the Programmes that are offered in the Conventional Mode and the programmes offered in Distance Learning Mode for several years by the Institute. The following programmes shall be offered in the ONLINE LEARNING MODE from the academic session 2020-21:

Under Graduate Programmes:

1. Bachelor of Commerce (Honours)
2. Bachelor of Business Administration
3. Bachelor of Arts - Social Science Honours (Economics, Psychology, Sociology and Political Science)

Post Graduate Programmes:

1. Master of Commerce
2. Master of Arts-Social Science (Specialization in Psychology, Political Science, Sociology and Business Management)
3. Master of Arts (Theology)

Resolved that the proposal as above be and is hereby approved.

5. Considered -

(i) the proposal for extending the term of appointment of the following employees as per details given below who were appointed on temporary (fixed term)/contract basis and whose term shall end in November/December, 2020, for six months or till regular appointment is made whichever is earlier in continuation to their present tenure, on the same terms and conditions as mentioned in their appointment letter:

S. No.	Name of employee	Designation	Faculty/Dept.	Present tenure upto
(1)	(2)	(3)	(4)	(5)
1	Dr. Rachna Gupta	Assistant Professor	Commerce/Acc. & Law	21.11.2020
2	Sh. Manish Kumar	System Engineer	Computer Centre	21.11.2020
3	Sh. Praveen K.Penumutsa	Programmer	Computer Centre	21.11.2020
4	Ms. Long Shree	Programmer	Computer Centre	21.11.2020
5	Dr. Lucky	Assistant Professor	Arts/Drawing & painting	21.11.2020
6	Ms. Hema Panwar	Assistant Professor	Arts/Home Science	21.11.2020
7	Ms. Pooja Kumari	Guest Faculty	Arts/B. Voc. Apparel Manufacturing	21.11.2020
8	Ms. Samrin	Guest Faculty	Arts/B. Voc. Apparel Manufacturing	21.11.2020
9	Ms. Preeti Sharma	Laboratory Bearer	DDUKK/Food Processing	21.11.2020
10	Dr. Madhulika Gautam	Associate Professor	Arts/Home Science	02.12.2020
11	Dr. Seema Kashyap	Associate Professor	Arts/Home Science	02.12.2020
12	Ms. Karuna Singh Chauhan	Assistant Professor	Arts/Home Science	03.12.2020
13	Dr. Shweta Agarwal	Assistant Professor	Education/FOE	03.12.2020
14	Dr. Manju Srivastava	Guest Faculty	Engg./B. Voc. W.S & W. M	03.12.2020

S. No.	Name of employee	Designation	Faculty/Dept.	Present tenure upto
(1)	(2)	(3)	(4)	(5)
15	Dr. Charul Chaudhary	Assistant Professor	Arts/Home Science	04.12.2020
16	Dr. Rubina Saxena	Guest Faculty	Arts/Sanskrit	05.12.2020
17	Dr. Nazia Siddiqui	Guest Faculty	Engg./B. Voc. W.S & W. M	05.12.2020
18	Dr. Shobha Bhardwaj	Guest Faculty	Arts/Sanskrit	06.12.2020
19	Dr. Indu Sharma	Guest Faculty	Arts/Sanskrit	08.12.2020
20	Sh. Ravindra Bhardwaj	Guest Faculty	Science/Phy. & Comp. Sc.	12.12.2020
21	Dr. Pooja	Assistant Professor	Arts/Sanskrit	15.12.2020
22	Ms. Hemlata Chand	Guest Faculty	Arts/Home Science	25.12.2020
23	Dr. Madhulika Sharma	Assistant Professor	Arts/Home Science	27.12.2020
24	Shri Saurav Sikarwar	Guest Faculty	Engg./B. Voc. Automobile	30.12.2020

Resolved that the proposal as above be and is hereby approved.

Resolved further that (i) Date of first appointment of the employees, (ii) Performance of the employees, and (iii) Availability of funds, be mentioned while considering extension of appointments.

(ii) the request of Dean, ICT Centre, Rajaborari-Timarni for the extension of tenure of appointment of the following staff members for the period upto 30.6.2021 in continuation to their earlier term of appointment which ended on 30.6.2020 on the same terms and conditions as earlier:-

S. N.	Name of staff	Post	Faculty/Dept.	Present salary
1	Smt. Poornima Kalra	Teacher, Primary School	DEI ICT Centre Timarni	200/-
2	Smt. Kunti Singh	Teacher, Primary School	DEI ICT Centre Timarni	200/-
3	Smt. Parvati Siddanthi	Teacher, Primary School	DEI ICT Centre Timarni	200/-
4	Sh. Mukesh Kumar	Teacher, Intermediate Section	DEI ICT Centre Timarni	3500/-
5	Ms. Jyoti Nagori	Honorary Teacher, Primary School	RS Primary School	2500/-
6	Sh. Balaram	Night Watchman	DEI ICT Centre Timarni	4000/-
7	Smt. Kamalti Bai	Maid for RS Primary School	DEI ICT Centre Timarni	3700/-

Resolved that the proposal as above be and is hereby approved.

(iii) the request of Dr. Anuradha Verma, Research Associate in the research project of MNRE, Department of Chemistry, Faculty of Science for sanction of Maternity Leave and Child Care Leave(CCL) w.e.f. 26.6.2020.

Resolved that only the Maternity Leave be and is hereby approved subject to availability of funds by MNRE (funding agency of the project) and MNRE accordingly be informed.

(iv) the request of Dr. Sumita Dahiya, Assistant Professor, Department of Mathematics, Faculty of Science, who has been awarded Post Doctoral Fellowship, for sanction of one year Study Leave from 1.11.2020 to 31.10.2021 to carry out Post Doctoral Studies in Tachnion, Israel. As per Rule, Study Leave is not admissible to her. She may be granted one year leave of absence for the above stated period by waiving off advance notice period of six months for Study Leave and 90 days of any kind of leave. She has applied for leave on 14.10.2020.

Resolved that she may be granted one year leave of absence for the above stated period by waiving off advance notice period of six months for granting Study Leave alongwith 90 days of any kind of leave.

(v) the request of Shri Anuj Sharma, Library Attendant, ICT Centre, Amritsar for sanction of leave from 1.10.2020 to 31.10.2020 in continuation to earlier sanctioned leave from 4.6.2020 to 30.9.2020.

Resolved that the following leave be and is hereby sanctioned to Shri Anuj Sharma, as due as per rules of the Institute:-

- (a) Earned leave on half pay: 05 days
- (b) Extraordinary leave without pay: 62 days

(vi) the recommendation of the Departmental Screening Committee constituted for processing the cases for promotion to the next level-senior scale in view of MHRD letter no. 1-7/2015-U.II(2) dated 2.11.2017 for Assistant Registrar working on UGC Financed post.

Name	Designation	Date of Appointment	Present Level	Date of eligibility for next level - senior scale to be given on completion of 8 years of service	Next Level
Shri C.B.S. Yadav	Assistant Registrar (Admn.)	03.07.2012	10	03.07.2020	11

Resolved that as recommended by the Screening Committee the next level-senior scale as shown in the table above be and is hereby sanctioned to Shri C.B.S. Yadav and his basic pay be fixed as per rules.

(vii) appointing Prof. Gur Prasad as Head, Department of Botany, Faculty of Science w.e.f. 23.10.2020 due to the sad demise of Prof. J.N. Srivastava on 22.10.2020.

Resolved that Prof. Gur Prasad, Department of Botany, Faculty of Science be and is hereby appointed as Head, Department of Botany w.e.f. 23.10.2020.

6. Considered the following proposals-

(i) The Incharge, Central Library seeking approval to purchase the following items out of Non-Govt./Equipment Grant:-

Particulars	Unit	Rate (Rs.)	Total (Rs.)
Exide Battery 42 A.H., 12 Volt (Buy back)	16	4,000.00	64,000.00

Justification: 5 KVA UPS (APC) is required for server of Central Library as the existing batteries are unable to provide the back up since they were purchased in 2014.

It is noted that the proposal has the financial clearance dated 15.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

- (ii) The Incharge, DEI PV Primary School seeking approval to purchase the following items out of Non-Govt. (Institute Development) Grant:

S.N	Particulars	Unit	Rate (Rs.)	Total (Rs.)
A-Non-Recurring				
1	LED TV (with wi-fi)	1	50,000.00	50,000.00
2	Tablets/Laptab	6	20,000.00	1,20,000.00
3	Speakers	2	2,500.00	5,000.00
4	Tables with drawers	12	3,500.00	42,000.00
5	Chairs	42	800.00	33,600.00
6	Storage Cabinets	5	8,000.00	40,000.00
7	Music Instrument (wind)	1	15,000.00	15,000.00
			Sub-total (A)	3,05,600.00
B-Recurring				
1	Fine Arts and Creativity Kits	15	2,000.00	30,000.00
2	STEM	10	3,500.00	35,000.00
3	Language Learning Kits	35	1000.00	35,000.00
4	Social Science Learning Kits	35	1000.00	35,000.00
5	Repairs	--	--	12,500.00
6	Flooring		350 sq.ft	87,500.00
7	Musical Mat	2	2500.00	5,000.00
8	Display Board	8	1175	9,400.00
			Sub-total-B	2,49,400.00
			Total (A+B)	5,55,000.00

Justification: To set-up a Heuristic Learning Centre (HLC) in DEI PV Primary School.

It is noted that the proposal has the financial clearance dated 20.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

- (iii) The Institute's proposal for expanding the scope of Solar Renewable Replacement Operation and Maintenance Fund created on 26.9.2015 vide resolution no.16 of the Board of Management (Governing Body) after the same was duly recommended by the Finance Committee vide its resolution no.6 dated 18.9.2015, to cover all types of new and renewable energy sources and rename it as "New & Renewable Energy Replacement, Operation, Renewal and Maintenance Fund".

Resolved that the proposal be and is hereby approved.

- (iv) Dr. Namita Tyagi, Co-ordinator, ATAL Academy Programme online FDP on Mural, FDP, Department of Drawing & Painting, Faculty of Arts seeking approval for the following break-up out of AICTE-ATAL Academy Grant:

S.N.	Particulars	Total (Rs.)
1	Honorarium for Director	10,000.00
2	Honorarium to Co-ordinator Rs.2000/- per day x 5 days	10,000.00
3	Honorarium for experts (Rs.3000 per session for total 14 session)	42,000.00
4	Provision for payment to Lab. Attendant engaged during lab practices	1000.00
5	Institutional charges	10,000.00
6	Miscellaneous charges	20,000.00
	Total	93,000.00

It is noted that the proposal has the financial clearance dated 21.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

- (v) Dr. Sonika, Co-ordinator, ATAL Academy Programme online FDP on Painting, FDP Department of Drawing & Painting, Faculty of Arts seeking approval for the following break-up out of AICTE-ATAL Academy Grant:-

S.N.	Particulars	Total (Rs.)
1	Honorarium for Director	10,000.00
2	Honorarium to Co-ordinator Rs.2000/- per day x 5 days	10,000.00
3	Honorarium for experts (Rs.3000 per session for total 14 session)	42,000.00
4	Provision for payment to Lab. Attendant engaged during lab practices	1000.00
5	Institutional charges	10,000.00
6	Miscellaneous charges	20,000.00
	Total	93,000.00

It is noted that the proposal has the financial clearance dated 21.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

- (vi) Superintendent of Works, Works Department seeking approval to purchase the following items:

- (a) out of UGC Capital Assets-Equipment Grant:

Particulars	Total (Rs.)
Purchase of street light (LED) with cables/wires and associated fixtures, switches, plugs, MCB etc.	2,50,000.00

Justification: To enhance lightening facility at various places of the Institute.

It is noted that the proposal has the financial clearance dated 27.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

(b) out of UGC Capital Assets-Equipment Grant:

Particulars	Total (Rs.)
Purchase and installation of Misting equipments such as nozzles, pipes, pumps, wires, plumbing material.	5,00,000.00

Justification: To improve air quality.

It is noted that the proposal has the financial clearance dated 27.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

(vii) the Head, Department of Chemistry, Faculty of Science seeking approval to purchase the following item out of MNRE (R&D Project) Grant:

Particulars	Total (Rs.)
Field Emission Scanning Electron Microscopy (FE-SEM)	2,00,00,000.00

Justification: FESEM will be used for morphology and compositional analysis of the films & powder sample.

It is noted that the proposal has the financial clearance dated 27.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

(viii) Dr. Anita Lakhani, Department of Chemistry, Faculty of Science seeking approval for the following break-up out of DST SERB Grant:-

S.N.	Particulars	Total (Rs.)
1	Consumables	1,36,000.00
2	Manpower	5,58,000.00
3	Travel	10,000.00
4	Contingencies	1,05,000.00
5	Overhead	91,000.00
	Total	9,00,000.00

It is noted that the proposal has the financial clearance dated 26.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

(ix) Dr. Shiroman Prakash, Department of Physics & Computer Science, Faculty of Science seeking approval for the following break-up out of DST SERB Grant:-

S.N.	Particulars	Total (Rs.)
1	Research Staff	1,19,800.00
2	Consumables	22,000.00
3	Contingencies	1,00,000.00
4	Overhead	58,200.00
	Total	3,00,000.00

It is noted that the proposal has the financial clearance dated 26.10.2020 from the Treasurer and the Finance Committee dated 29.10.2020.

Resolved that the proposal as above be and is hereby approved.

7. The Board of Management (Governing Body) noted that AICTE (A statutory body under Ministry of HRD, Govt. of India), NRO, Kanpur vide its letter F.No. 01-80/Admn./Atal/AICTE-NRO dated 23.9.2020 and dated 5.10.2020 has sanctioned Rs.93,000/- each for AICTE Training and Learning (ATAL) Academy Programme online FDP on (i) Mural, FDP and (ii) Painting, FDP, as per details given below:-

S.No.	Particulars	Total (Rs.)
1	Honorarium for Director	10,000.00
2	Honorarium to Co-ordinator Rs.2000/- per day x 5 days	10,000.00
3	Honorarium for experts (Rs.3000 per session for total 14 session)	42,000.00
4	Provision for payment to Lab Attendant engaged during lab practices	1,000.00
5	Institutional charges	15,000.00
6	Miscellaneous charges	15,000.00
	Total	93,000.00

8. The Board of Management (Governing Body) noted that Department of Science & Technology, Ministry of Science & Technology, Govt. of India vide its O.M. No. SR/S9/Z-08/2018 dated 30.1.2019 has revised emoluments and guidance on service condition for research personnel engaged in R&D programmes of Central Government Departments/Agencies as given in Appendix-II.
9. The Board of Management (Governing Body) noted the minutes of the Managing Council for Non-University General Educational Institutions of the Dayalbagh Educational Institute held on 18.9.2020 (Appendix-III).
10. The Board of Management (Governing Body) noted the minutes of the Managing Council for Non-University Technical Educational Institutions of the Dayalbagh Educational Institute held on 18.9.2020 (Appendix-IV).
11. The Board of Management (Governing Body) noted the minutes of the Planning and Monitoring Board held on 24.10.2020 (Appendix-V).

ANY OTHER ITEMS

1. Considered the request of Dr. A.K. Dwivedi, Officiating Principal, REI Intermediate College, Dayalbagh, Agra for sanction of pay scale of the post of Principal recommended by the Managing Council of the Non-University General Educational Institutions of the Institute in its meeting held on 29.10.2020.

Resolved that the recommendation of the Managing Council as above be and is hereby approved for sanction of pay-scale of the Post of Principal to Dr. A.K. Dwivedi, with effect from 20.4.2018 i.e. the date of the taking over the charge of the post of Officiating Principal.

2. Considered purchase proposals-

- (i) Prof. K. Soami Daya, Dean, Planning seeking approval to purchase the following items out of UGC Capital Assets Grant:-

S.N.	Particulars	Unit	Rate (Rs.)	Total (Rs.)
1	Outdoor LED TV	5	500000.00	2500000.00
2	LED Walls (8'x12')	2	1250000.00	2500000.00
3	Network aggregator/authenticator	1	1100000.00	1100000.00
4	Streaming and broadcasting controller	1	650000.00	650000.00
5	Video/audio convertors	10	25000.00	250000.00
6	Network storage	1	1500000.00	1,500,00.00
	Total			85,000,00.00

The proposal has the financial clearance dated 26.10.2020 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (ii) Prof. P.K. Dantu, Department of Botany, Faculty of Science seeking approval to purchase the following items out of Non-Govt. Grant:-

S.N.	Particulars	Unit	Rate (Rs.)	Total (Rs.)
1	Potato seed varieties for education and research from Central Potato Research Institute, Modipuram	21 quintals	3918.00 per quintal	82,278.00
		3 quintals	1885.00 per quintal	5,655.00
2	Transportation			8020.00
			Total	95,953.00

The proposal has the financial clearance dated 29.10.2020 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

- (iii) the Head, Department of Electrical Engineering, Faculty of Engineering, seeking approval to purchase the following items out of UGC Capital Assets Grant:-

A. Non-Recurring

S. N.	Particulars	Unit	Rate (Rs.)	Total (Rs.) including Taxes	Existing number and Justification/Remarks
1	Type 2 AC 22 kW or more	1	1,50,000.00	1,60,000.00	For setting up EV Charging setup for R & D and Teaching Learning
2	Bharat DC 001 15 k W/20 kW	1	3,00,000.00	3,25,000.00	
3	Bharat AC 001 3 x3.3 kW	2	75,000.00	1,60,000.00	
4	New Transformer with connection	1	7,50,000.00	9,00,000.00	For Supplying Power
5	Software & other accessories	LS	75,000.00	1,00,000.00	
6	CCTV Camera set-up	LS	50,000.00	55,000.00	For Security
			Total (A)	17,00,000.00	

B. Recurring

S. N.	Particulars	Unit	Rate (Rs.)	Total (Rs.)	Existing number and Justification/Remarks
1	Civil works	LS	1,00,000.00	1,00,000.00	For site preparation and other electrical work
2	Miscellaneous	LS	2,00,000.00	2,00,000.00	
			Total (B)	3,00,000.00	
Grand Total (A) & (B)				20,00,000.00	

It is noted that the proposal has the financial clearance dated 27.10.2020 from the Treasurer.

Resolved that the proposal as above be and is hereby approved.

3. Considered the proposal of the Institute to facilitate incubation of start-up on campus with a mission to strengthen the linkages between institute, industry and community through creation of intellectual property for the common cause. These start-up can be by the students, faculty members and any non-teaching staff of DEI. Incubatees can register their start-up as a private limited company or a section 8 company under the DEI Society governed by the terms and conditions and the by-laws of the society.

Incubatees of the start-ups will be the Directors/promoters of their respective companies and DEI as a facilitator will have equity in the company, if the company is registered as a private limited company.

If the company is registered under section 8 of company act, then profit will be deployed back into the company for furthering the mandates of the company.

The Members noted that the Board of Management (Governing Body) vide its resolution no.17 dated 26.9.2020 has approved to sanction a maximum of Rs.10.00 lakhs for each start-up proposal duly recommended by a start-up monitoring committee nominated by the Director of the Institute out of AADEI's Grant.

Resolved that the above proposal is approved and the same may be submitted to the Sponsoring Body (General Body) of the Institute for consideration. The legal vetting of documents shall be carried out and the same shall be examined by a Committee consisting of- (1) Prof. P.K. Kalra, IIT, Delhi; (2) Prof. Hazur Saran, IIT, Delhi, and (3) Mr. Anurag Singh. Once the Committee is satisfied the approval of the Director will be sought.

4. The members were apprised that the next Convocation of the Institute will be held most probably in January 2021 in Virtual Reality Mode.
5. Considered the recommendation of the Finance Committee dated 29.10.2020 to create following funds:-
- (i) Skilling DEI Fund
 - (ii) Agricultural Operations and Technology Fund
 - (iii) DEI Innovation, Startups and Technology Transfer Fund

Resolved that instead of 3 funds, a Common Fund named 'DEI Charitable and Social Upliftment Fund for Have-nots' be created. Copy of description of 'DEI Charitable and Social upliftment Fund for Have-nots is attached **(Annexure-2)**.

Depending on availability of funds, the Institute will contribute a maximum of Rupees ten crores in a financial year. This contribution will be out of its various sources of funds other than those of UGC and Government. Returns on investment of its accumulated balances would become part of this fund.

Only the return on investments of the contributions to the fund would be used for meeting the objectives of the fund.

The Management of and disbursement from the fund would be entrusted to a committee whose members shall be nominated by Chairman of the Board of Management (Governing Body).

6. The Board of Management (Governing Body) noted that office of the Development Commissioner (Handicrafts), Ministry of Textiles, Govt. of India vide its letter No. I-15011/9(26)/CR/HRD/HTP/2019-20 dated 29.10.2020 has conveyed the approval of Competent Authority to change of venue/craft for conducting Handicraft Technical Training Programme under HRD Scheme for General Artisans sanctioned during 2019-20, as per details given below:-

Change	From	To
Craft	Pipli Craft	Leather Craft
	No. I-15011/9(26)/CR/SC/HRD.HTP/ 2019-20	
Location	Home Science Department, Faculty of Arts, Dayalbagh Educational Institute, Faculty of Arts, Agra-282005	Dayalbagh Study Center, P-20A, Sector 1, Metropolitan Cooperative Housing Society Ltd., Kolkata -700105 (West Bengal)

7. Considered and approved the changes in the present format of the Agreement of Service between the Teachers and the Institute as given in Annexure-3 of these minutes.

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

Dated: 31.10.2020

Sd/-
(Prof. Anand Mohan)
REGISTRAR

Note: The appendices referred in these minutes relate to the Agenda. Annexure-1 to Resolution No. 2 and Annexure -2 & 3 to Resolution Nos. 5 & 7 respectively (Any other Items) are attached.

Annexure-1 to Resolution No. 2 of the Minutes of Board of Management (Governing Body) Meeting held on 31.10.2020

DAYALBAGH EDUCATIONAL INSTITUTE (DEEMED UNIVERSITY) DAYALBAGH, AGRA				
PROJECTED INCOME AND EXPENDITURE ACCOUNT				
RE 2020-21 AND BE 2021-22				
				Rupees in lakhs
Particulars	ACTUALS 2019-20	BE 2020-21	RE 2020-21	BE 2021-22
<u>INCOME</u>				
Academic Receipts	488.38	558.25	527.00	548.30
Grants/Subsidies	7,978.12	10,165.74	9,009.00	9,741.93
Income from investments	732.27	787.40	777.00	830.00
Interest earned	13.09	4.00	7.00	7.00
Other Income	365.73	366.68	364.80	452.09
TOTAL (A)	9,577.59	11,882.07	10,684.80	11,579.32
<u>EXPENDITURE</u>				
Staff Payments & Benefits	7,354.68	9,335.91	7,956.78	8,631.55
Academic Expenses	557.18	955.02	1,008.27	1,065.65
Administrative and General Expenses	383.84	641.83	812.00	958.80
Transportation Expenses	9.43	10.10	12.50	12.00
Repairs & Maintenance	270.08	273.50	361.10	351.17
Depriciation	438.17	410.00	395.00	390.00
TOTAL (B)	9,013.38	11,626.36	10,545.65	11,409.17
Balance being excess of Income over Expenditure (A-B)	564.21	255.71	139.15	170.15
Transferred to/from Designated Funds	485.04	235.00	139.15	170.15
Balance being Surplus/(Deficit) Carried to Balance Sheet	79.17	20.71	0.00	0.00

**Annexure-2 to Resolution No. 5 (Any other item) of the Minutes of Board of Management
(Governing Body) Meeting held on 31.10.2020**

DEI Charitable and social upliftment fundfor Have- Nots

Charitable work for Have- Nots has been in focus at DEI other charitable organizations have also been contributing in this endeavor in the past. DEI is engaged in monitoring air and water quality, providing health care services, use of green energy, developing non polluting solar vehicles and e-rickshaws, Adivasi upliftment initiatives, vocational training centers with a view to provide employment oriented education blending skill with conventional education as well as free online learning facilities.

The focus is on providing livelihood for needy students to enable them to continue their education through Earn-while-you-learn schemes. During this period or after completing their education, they can be engaged in projects which aim at improving the quality of life for Have-nots.

The Institute started degree programmes and beyond, in vocational / skilling, agriculture and integrated these programmes to conventional programmes so that aspirations of students in terms of choice courses can be fulfilled. Further, such programme have created platform to fulfill vision of the Institute to train student population who are willing to explore nano-enterprises as well as agriculture engineering and management under its various courses. Thus, focus is on value addition e.g. Dairy products, Food processing & Waste Management while also providing enough opportunities under Earn-while-you-learn schemes.

The work-based learning programmes and 'earn-while-you-learn' schemes of DEI inculcate an entrepreneurial mindset in students. This, coupled with the value based education in Dayalbagh Educational Institute creates immense possibilities of Jugaad innovations and knowledge generation for wealth creation but not at the cost of relevance. Experiential learning from Jugaad as a way of life in DEI has led to winning the MIT COVID -19 Challenge, India: Turning the Tide, a virtual Hackathon organized by the Massachusetts Institute of Technology, USA by two teams from DEI. The young disciplined minds of students need to be channelized towards innovations and entrepreneurship for which provision for seed money needs to be made by creating a fund.

Therefore, for these activities which remain under supported by UGC/ Government, a fund has to be created, the interest of which can be utilized to support the activities.

Source of money:

Depending on availability of funds, the Institute will contribute a maximum of Rupees ten crores in a financial year. This contribution will be out of its various sources of funds other than those of UGC and Government. Returns on investment of its accumulated balances would become part of this fund.

Expenditures:

Only the returns on investments of the contributions to the fund would be used for meeting the objectives of the fund.

Management:

The management of and disbursement from the fund would be entrusted to a committee whose members shall be nominated by Chairman of the Governing Body of the Institute.

Annexure-3 to Resolution No. 7 (Any other items) of the Minutes of Board of Management (Governing Body) Meeting held on 31.10.2020

AGREEMENT OF SERVICE BETWEEN THE TEACHERS OF THE
DAYALBAGH EDUCATIONAL INSTITUTE AND THE INSTITUTE

Agreement made this _____ day of _____ 20_____

between _____

S/o / D/o _____ of the first part (hereinafter called the Teacher) and the Dayalbagh Educational Institute (hereinafter called the Institute) of the second part.

It is hereby agreed as follows :

That the Institute appointed _____ to be a teacher of the Institute as _____ w.e.f. the date the teacher has taken charge of the duties of his/her office and the teacher hereby accepts the engagement and undertakes to take such part and perform such duties in the Institute as may be required of him/her, in particular those relating to the organization of instruction, teaching-formal or informal, fieldwork, examination of students; co-curricular and extra-curricular activities and students' halls of residence and hostel; welfare of students and maintenance of discipline; the management and protection of the property and funds of the Institute placed under his/her charge; and generally shall act under the direction of the authorities of the Institute.

.....contd.

Signed (Teacher) _____ (Registrar of Institute) _____

: 2 :

2. That the teacher is employed in the first instance, on probation for a period of one year. This period of probation may, however, be extended by such further period as the Governing Body of the Institute may deem fit but the total period of probation shall not exceed two years. However, during the period of probation or extended probation, either party may terminate this appointment with one month's notice or by paying one month's salary in lieu of notice.

3. That the scale of pay attached to the post to which the teacher is appointed is Rs. _____. The teacher from the date he/she has taken charge of his/her duties shall be paid a basic salary of Rs. _____ per mensem and paid such allowances as may be admissible under the Rules of the Institute.

4. That the teacher will be entitled to the benefit of the leave, and leave salary in accordance with the Rules and Bye-laws of the Institute for the time being in force, but the grant of leave shall always be at the discretion of the Director or the sanctioning authority.

5. That the teacher shall be a whole time employee of the Institute. The age of superannuation shall be as per norms of the Govt. of India/State Govt. as applicable from time to time.

6. That the teacher shall devote his/her whole time to the service of the Institute and shall not without the permission of the Institute engage, directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached, but this restriction shall not apply to literary work or its publication or work undertaken in accordance with the bye-laws of the Institute or in connection with the examinations of Boards or Universities or Public Service Commission or, where the permission of the Director has been obtained, to any other examination or academic work.

7. That after confirmation, the services of the teacher can be terminated by the Governing Body in accordance with the procedure laid down in the Bye-laws on one or more of the following grounds:

- (a) Willful neglect of duty.
- (b) Misconduct.
- (c) Permanent physical or mental unfitness to be determined by a Medical Board constituted by the Governing Body.
- (d) Breach of any of the terms of the Agreement.
- (e) Abolition of the post.
- (f) Incompetence.
- (g) Conviction by a court of law for an offence involving moral turpitude.

8. That after confirmation the Governing Body may dispense with the services of the Teacher if the post on which he/she is serving is abolished for any reason whatever, by giving a notice of three months or paying an amount equal to three months' salary in lieu of notice.

9. That the Teacher may, at any time, terminate his/her engagement by giving the Governing Body three months' notice in writing or by payment of an amount equal to three months' salary in lieu of notice.

Any leave availed of during the notice period by an employee resigning from service, shall result in automatic extension of the notice period by the number of days for which the leave is availed of.

.....contd.

Signed (Teacher) _____ (Registrar of Institute) _____

10. That the Teacher shall abide by the Code of Conduct appended with this agreement and which is a part of this agreement. A breach of any part of the same shall amount to misconduct within the meaning of clause 7(b).

11. The parties agree that any dispute arising out of this Agreement between the Teacher and the Institute shall, at the instance of either be referred not to a court of law but only to a Tribunal consisting of (i) a nominee of the Governing Body (ii) a nominee of the Teacher and (iii) a Chairman of the Tribunal appointed by the President of the Institute. The decision of the majority of the Tribunal shall be final, conclusive and binding on all the parties concerned.

12. That, on execution of this Agreement, the Teacher shall leave with the Registrar of the Institute an address on which communication sent to the Teacher shall be deemed to have been served on him/her. It shall be open for the Teacher to alter the address from time to time. The last address entered by him/her in the Register maintained by the Institute for the purpose shall be deemed to be the address on which he/she will be served, any communications meant for him/her.

13. That, on termination of this Agreement from any cause, the Teacher shall deliver to the Institute all books, apparatus, record and other articles belonging to the Institute that may be in his/her possession.

14. Notwithstanding any thing contained in the foregoing terms the Teacher shall be bound by the provisions of the Memorandum of Association, Rules, the Bye-laws and regulations of the Institute for the time being in force.

Signed this _____ day of _____ 20

1. On behalf of the Institute

Registrar

2. By the Teacher

Teacher

In the presence of :

1. _____
(Signature)

Name:

Dept.:

2. _____
(Signature)

Name:

Dept.:

Received Copy:

Teacher

.....contd.

CODE OF CONDUCT FOR TEACHERS

WHEREAS, a teacher, conscious of his/her responsibilities and the trust placed in him/her to mould the personality and the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realise that he/she can fulfill the role of moral leadership more by example than by precept, through a spirit of dedication, moral integrity and purity in thought, word and deed:

NOW, therefore, in keeping with the dignity of his/her calling this CODE OF CONDUCT is hereby laid down as part of the Agreement, to be truly and faithfully observed.

- I. The Teacher of the Institute shall -
 - i. Perform his/her academic and other duties with absolute integrity and devotion.
 - ii. continue to improve his/her professional competence.
- II. A Teacher of the Institute shall not -
 - i. show any partiality or bias in the assessment of the students or practice victimisation against them.
 - ii. incite students, teachers and other employees of the Institute against one another.
 - iii. discriminate against any student on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies amongst his/her colleagues, sub-ordinates and students, and shall not try to use the above consideration for the improvement of his/her own prospects.
 - iv. refuse to carry out the decisions of the appropriate bodies and functionaries of the Institute.
 - v. divulge any confidential information relating to the affairs of the Institute, to any person not authorised in respect thereof.
 - vi. apply or accept any other post or service with or without remuneration or get his/her name enrolled in any academic institution for higher studies without the prior approval of the Director.
 - vii. absent himself/herself from the Institute on any working day during hours fixed without getting leave sanctioned by the competent authority according to leave rules of the Institute.
 - viii. absent himself/herself from his/her duty, for the work of any other university/institution, without the prior approval of the Director.
 - ix. undertake private tuition.
 - x. publish or circulate, whether directly or indirectly, guess-papers, notes or keys.
 - xi. participate in or support any activity or agitation which threatens or is likely to lead to breach of peace, disturbs academic work or undermine discipline.

Signed (Teacher) _____ (Registrar of Institute) _____
