

**ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)**

GOVERNING BODY MEETING

Date: Wednesday, July 11, 2018 at 04:00 p.m.

Venue: Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi 110019.

Minutes

Minutes of the Governing Body Meeting held on Wednesday, July 11, 2018 at 04:00 p.m. in the Committee Room of the College.

The following members were present:

- | | |
|------------------------------|--|
| 1. Professor S.M. Anwar Alam | (in the Chair) |
| 2. Shri Firoz Ahmed | Treasurer |
| 3. Shri Surender Jaglan | |
| 4. Ms. Meena Mani | |
| 5. Professor Atiqur Rahman | |
| 6. Shri Tapas Sen | |
| 7. Shri U.N. Thakur | |
| 8. Dr. Anju Agarwal | Teacher Representative |
| 9. Mr. Manoj Kumar Garg | Teacher Representative |
| 10. Dr. Savithri Singh | Principal(Member Secretary) |
| 11. Mr. Mahinder Rawat | Non-Teaching Representative(Special Invitee) |
| 12. Dr. Amit Garg | Bursar(Special Invitee) |

The following members conveyed their inability to attend the meeting:

- | | |
|-----------------------------|---------------------------|
| 1. Shri Rajeev Choudhary | |
| 2. Shri Anuj Bhuwania | |
| 3. Justice Usha Mehra | |
| 4. Professor Akshay Pradhan | University Representative |
| 5. Professor Nivedita Deo | University Representative |

I Confirmation of the minutes:

Minutes of the meeting of the Governing Body held on September 26, 2017, circulation note dated 07.11.2017 for the election of Chairperson and the meeting held on April 25, 2018 were confirmed.

II. Academic:

The Governing Body of the college applauded the academic accomplishments and initiatives of the college in improving the quality of education and thus providing wide exposure and opportunities to both students and teachers. The Governing Body congratulated the Principal for her vision and inspiring leadership. It also

congratulated the faculty members and students for their sustained hard work in taking the college to new heights. The Governing Body extended its full support to various innovative initiatives to achieve new dimensions. It further suggested that college shall highlight its number of research publication through a comparative study with other colleges of the University and further strengthen its outreach activities in schools and carry out gender sensitization through the very active theatre team of the college.

III. Administration:

A. The Governing Body approved the reported items No 1 to 28.

B. Considered and Approved:

1. Writing-off of 1394 books amounting Rs, 1,82,026.65 which are obsolete and damaged.

The Governing Body approved writing-off of 1394 books amounting Rs, 1,82,026.65 which are obsolete and damaged . The writing-off of books shall be appropriately decided by a duly constituted committee as per GFR. The committee can consider disposal of books by publishing the list of books on college website for giving it to other institutes on first come first serve basis, offer to student and staff on first come first serve basis against a token charge, recycling or disposal as waste paper.

2. Nominations of Governing Body members on various Committees:

(a) Two members of the Governing Body on the Provident Fund Committee.

As per the University of Delhi Colleges Retirement Benefit rules 1970, the composition of Provident Fund Committee is as under:

- (i) Chairperson, Governing Body
- (ii) Treasurer, Governing Body
- (iii) Principal
- (iv) Two members appointed by the Governing Body from amongst its own members.
- (v) Two member elected by the subscribers.

The Governing Body nominated Ms. Meena Mani and Dr. Anju Agarwal (Teacher Representative in more than ten years category) on the committee.

3. One member from Governing Body on the "Teena Gupta Memorial Scholarship Committee"

The composition of Teena Gupta Memorial Scholarship Committee is as under:

- (i) Principal
- (ii) One person nominated by the donor or any other member of the family of Late Ms. Teena Gupta.
- (iii) Convenor, Fellowship & Awards Committee

- (iv) Teacher-in-Charge of Computer Science
- (v) Teacher-in-Charge of Electronics
- (vi) Nominee of the Governing Body.

The Governing Body nominated Mr. Anuj Bhuwania on the committee.

4. One member of the Governing Body on the 'D.C. Arora Memorial Scholarship Committee'

The composition of the 'D.C. Arora Memorial Scholarship Committee'.

- (i) Dr. S.K. Arora or his nominee Permanent member
- (ii) Dr. Veena Arora or her nominee Permanent member
- (iii) Chairperson, Governing Body
- (iv) A nominee of the Governing Body
- (v) Principal
- (vi) Bursar
- (vii) Convenor, Fellowship & Awards Committee

The Governing Body nominated Mr. U.N. Thakur on the committee.

5. One member of the Governing Body on the 'Write-off' Committee for writing off various unserviceable items.

As per the governance of Colleges:

PROCEDURE FOR WRITING OFF UNSERVICEABLE STORES

- (i) After annual Physical verification of stores of the colleges/institutions, list of unserviceable articles noticed during verification will be placed before a Survey Committee to be constituted by the Governing Body for recommending to the Governing Body to accord sanction for write off and disposal.
- (ii) It is suggested the Survey Committee constituted by the Governing Body of the college may include the Principal, Bursar, concerned Head of the Departments and one of the members of Governing Body representing the University.
- (iii) After the Governing Body has approved of the writing off of the unserviceable items, the same should be disposed off through public auction. Before conducting auction, reserve price may be fixed confidentially by the Survey Committee. The highest bid may be accepted by the Principal in case it does not fall short of the reserve price. If it falls short of the reserve price, the Survey Committee may be consulted.

The Governing Body nominated the Treasurer, Mr. Firoz Ahmed on the committee.

6. One member of the Governing Body on the Internal Quality Assurance Committee (IQAC)

- (i) Chairperson: Head of the Institution
- (ii) A few senior administrative officers
- (iii) Three to eight teachers
- (iv) One member from the Management
- (v) One/two nominees from local society, Students and Alumni
- (vi) One/two nominees from Employers /Industrialists/stakeholders
- (vii) One of the senior teachers as the coordinator/Director of the IQAC

The Governing Body nominated Mr. Tapas Sen on the committee.

7. One member of the Governing Body on the Grievance Redressal Committee.

The composition of the Grievance Redressal Committee as per the UGC guidelines is as under:

- (i) Nominee of the Governing Body
- (ii) Three senior teachers on rotation basis nominated by the Chairperson, Governing Body.
- (iii) One Student Representative based on academic merits.

Due to pre-occupation of the members present in the meeting, it was decided that the Chairman, Governing Body will talk to other members and take their consent. The Governing Body delegated the Chairperson to nominate a member on this committee.

8. Contractual appointments against vacant posts on the following positions

(a) Scientific Assistants	-	04
(b) Junior Assistant	-	01
(c) Semi-Professional Assistant	-	01
(d) MTS – Laboratory	-	12

The Governing Body approved filling of the posts on purely contractual basis as per the requirement and University of Delhi rules.

9. Employees Felicitation on completing 30/35/40 years.

This year with the approval of the Chairperson, Governing Body vide note dated February 22, 2018 on the recommendation of the committee, the college has started felicitating the employees who complete 25 years of service and any Principal completing 10 years of service.

The college would like to further extend this practice of felicitating staff on completion of 30, 35 and 40 years of service.

The Governing Body approved extending the practice of felicitating staff who

completes 30, 35 and 40 years. The guidelines framed for felicitating the employees who complete 25 years of service and the Principal completing 10 years of service shall be followed.

10. Workload for the Odd Semester of the academic session 2018-2019, which will be commencing from July 20, 2018.

The college has 128 posts as per the workload. The distribution of these posts is done as per the workload finalized by Workload and Time Table committee of the college. College has made ad-hoc appointments against vacant positions out of these 128 posts as per 200 point roster in the last semester as per EC resolution. The University of Delhi is contemplating to implement 13-Point Roster as per directions of UGC. Since college is awaiting clear directions on the matter from University of Delhi, the Governing Body is requested to approve the total workload of 128 posts and grant permission for to make ad-hoc appointments following 200-point Roster.

Governing Body discussed the matter and resolved to approve the workload of 128 teaching posts for the odd semester of academic session 2018-19. It further resolved to appoint all those ad-hoc teachers who have worked till the last day of even semester of academic session 2017-18 on ad-hoc basis for odd semester of academic session 2018-19, on reopening day, the 20th July 2018, subject to existence of the workload in the respective departments as approved by the Workload and Time Table committee of the college for odd semester of academic session 2018-19.

11. Promotion of Mr. Harender Kumar under Limited Examination

Departmental Consequent upon the approval of the Chairperson, Governing Body vide note dated June 19, 2017, the college had invited applications from eligible Group 'C' (erstwhile Group D) employees including Library Attendants for conducting Limited Departmental Examination test for promotion to Junior Assistants as per University of Delhi rules.

Accordingly, the college had conducted written test and skill test (Computer typing) by an approved examiner (Assistant Registrar) from the University of Delhi along with a SC/ST Observer (Assistant Registrar), University of Delhi as per the Recruitment Rules.

The two Assistant Registrar's appointed as Examiners by the college conducted the written test on August 19, 2017. The result is as under:

Roll No	Name	Designation	Total Marks	Marks Obtained	%age of Marks Obtained
1.	Mr. Satender Kumar (UR)	Library Attendant	200	109	54.5
2.	Mr. Harender Kumar (UR)	Library Attendant	200	113	56.5
3.	Mr. Bablu Chandra Das (UR)	Mali	200	65	32.5
4.	Mr. Vikram Kumar (SC)	Office	200	91	45.5

		Attendant			
5.	Mr. Resham Bahadur (PwD)	Office Attendant	200	85	42.5
6.	Mr. Jai Narain Meena (ST)	Office Attendant	200	86	43.0

Minimum Qualifying mark is 40% for UR and 35% for SC/ST candidates. Accordingly, S.No. 1,2,4,5 & 6 had become eligible for Skill Test (Typing).

Mr. Resham Bahadur who is a PwD candidate does not have to appear in Skill Test (Typing) as per EC resolution.

The Assistant Registrar conducted Skill Test (Typing) on computers on October 26, 2017 and submitted the result. Qualifying speed was 30 words per minute, which was tested on a computer (PC). S.No. 1 & 2 in the following list have qualified. Mr. Jai Narain Meena (No. 6) did not appear for Skill test.

Roll No	Name	Typing Speed
1.	Mr. Satender Kumar	39.12 W.P.M.
2.	Mr. Harender Kumar	40.72 W.P.M.
3.	Mr. Vikram Kumar	7.64 W.P.M.

As per the result of written test and Skill Test (typing), the following candidates have qualified for appointment as Junior Assistant in order of merit.

Roll No	Name	Written Test (% of marks)	Typing Speed
1.	Mr. Harender Kumar	56.5	40.72 W.P.M.
2.	Mr. Satender Kumar	54.5	39.12 W.P.M.

Accordingly, the college offered the promotion Mr. Harender Kumar who is Nos 1 on merit. His case was sent to the University of Delhi for approval of the fixation of pay. The University of Delhi South Campus vide letter No. CB-SDC/112/2017/ANDC/2/923 dated December 4, 2017 has conveyed that:

The post of Junior Assistant belongs to Ministerial Cadre and MTS Laboratory and Library belongs to their respective cadre. Therefore, MTS Laboratory and Library are not eligible for promotion to the post of Junior Assistant through Limited Departmental Examination, as they have promotion through LDE in their respective cadres.

As the college had followed the University of Delhi recruitment rules in promoting Mr. Harender Kumar, who was a Library Attendant, the Governing Body is requested to consider his promotion as Junior Assistant as he had already joined on November 13, 2017.

The Governing Body of the college deliberated on the matter. It has concurrence to the communication sent by University of Delhi South Campus vide letter No. CB-SDC/112/2017/ANDC/2923 dated December 4, 2017. It further resolved to seek clarification from University of Delhi South Campus whether the college can consider appointing Mr. Resham Bahadur in place of Mr. Harender Kumar who had already

joined on November 13, 2017 on the basis of the Limited Departmental Examination.

12. Advertisement for the post of Principal

The incumbent Principal, Dr. Savithri Singh will be superannuating on November 30, 2018. Since the post of Principal is a very important administrative position in the college, college would like to process the recruitment of new Principal before present incumbent retires. The qualifications for recruitment of Principal in the college in accordance with the UGC regulations 2010 and their subsequent amendments as adopted by the University of Delhi.

The Governing Body approved to initiate the process for the recruitment of new Principal after due approval from the University of Delhi following due procedures as per rules.

IV. Accounts:

A. The Governing Body approved the reported items No 1 to 27.

B. Considered and Approved:

1. Measures taken for Rejuvenation of Research and Innovation

The Governing Body gave in principle approval on 28.09.2015 to the proposal of the College for the allocation of Rs. 2 crores from the College Development Fund and use of the interest earned to promote research and innovation in the College. A committee of the following members was formed to develop the guidelines for various objectives to be carried out under "Rejuvenation of Research and Innovation"

- i. Dr. Urmi Bajpai (Convenor)
- ii. Dr. Monisha Khanna Kapur
- iii. Dr. Charu K Gupta
- iv. Dr. Ravi Toteja
- v. Dr. Arijit Chowdhuri
- vi. Dr. Chaman Singh
- vii. Dr. Pankaj Khanna

The committee deliberated and framed guidelines for the use of funds to meet the objectives, incorporating the recommendation of the Finance Committee and IQAC of the College.

- a) Fund allocated for Rejuvenation of infrastructure and research facilities for Ph.D. students
- b) Fellowship for Ph.D. candidates in the college who are not in receipt of any financial assistance from any funding agency so as to enable them to get registered for Ph.D. programme.
- c) Grant for travel and boarding/lodging for the Ph.D. and undergraduate students.
- d) Innovation/research projects for undergraduate students
- e) Academic programme for research scholars
- f) Select teachers to be honoured on the Annual Day for their contribution/accomplishments in research activities in the College.
- g) Sanction research grant in the form of 'Seed Grant' of Rs. One lakh to teachers

- appointed at substantive basis.
- h) Select an undergraduate student for an award of Rs. 10,000 based on excellence of research and a certificate to be given in appreciation of her/his research work.

The Governing Body deliberated on the matter and recognized it would be another key initiative to the ongoing efforts to promote research. The Governing Body approved the allocation of Rs. 2 crores from the College Development Fund and use of the interest earned to promote research and innovation in the College. College shall open and maintain a separate bank account for this purpose and transfer Rs. 2.00 crore from the College Development (Society) fund. The Governing Body approved the recommendations of the committee for "Rejuvenation of Research and Innovation". It further empowered the Principal to take required measures for successful implementation and running of the scheme.

2. Action taken report on the Audit Report of Local Fund Accounts, Govt. of NCT of Delhi for the year 2015-2016.

The Governing Body approved Action taken report on the Audit Report of Local Fund Accounts, Govt. of NCT of Delhi for the year 2015-2016.

3. Delegation of powers to Principal for using Society funds for payments of salaries.

The release of recurring grants by the Directorate of Higher Education, Govt. of Delhi often gets delayed and the college faces problem in paying salaries in time. The Governing Body is requested to grant permission to use society funds for payment the salaries when grants are not received in time.

The Governing Body approved delegation of power to Principal to transfer of funds from society account/FDRs for payment of the salaries to the staff in case of insufficient funds under GIA (Salaries) due to grants not received in time.

4. Delegation of powers to Principal to use the interest accrued in last two years on Society Funds for various College Development activities.

The Governing Body approved delegation of power to Principal to use the funds for various development activities in the college out of the interest accrued in the previous two years of Society Funds.

5. Permission to open new salary account in other bank.

Currently, the college has its accounts in Punjab National Bank, Kalkaji Branch. The Bank is providing poor services. Some of them are as under:

- (a) Late transfer of Salaries of employees
- (b) Late transfer of NEFT amounts
- (c) Late issue of Suvidha Cards and Suvidha cards being not convenient.

In the light of the above, the Governing Body is requested to constitute a committee for working out an option to open new salary account in other bank.

The Governing Body approved the request to open new salary account in other bank. The

Principal shall constitute a committee for working out an option to open new salary account in other bank suiting college needs.

6. New Account for operating student smart cards as prepaid cards through Bank of India as Digital Transaction initiative.

The Governing Body approved the request to open a new Account through Bank of India for operating student smart cards as prepaid cards as part of Digital Transaction initiative.

7. Closure of all completed Projects/other miscellaneous bank accounts of the college with some balance amounts, and permission to transfer the amounts to the Society Account. The details of the accounts and amounts are as under:

(a) ANDC (UGC Project Account) Dr. Vandana Uberoi	-	Rs. 49,336.69
(b) ANDC (ICMR Project Account) Dr. Ram Kumar	-	Rs. 40,530.60
(c) ANDC (UGC Project) Dr. Amit Garg	-	Rs. 15,775.00
(d) ANDC (DBT Project) Dr. Vikrant Kumar	-	Rs. 23,596.60
(e) ANDC (SERB Project) Dr. Seema Makhija	-	Rs. 1,13,383.07
(f) ANDC (DST Project) Dr. Sukanta Deb	-	Rs. 268.30
(g) ANDC (UGC) Project) Dr. Monisha Khanna Kapur	-	Rs. 75.52


The Governing Body approved the closure of all completed Projects/other miscellaneous bank accounts of the college with transfer of balance funds to the Society Account. The Principal can take necessary action in case of a request made by the funding agency for return of balance funds.

8. Revision of the budget for Coffee Table Book

As part of Silver Jubilee celebrations in 2016, college has conceptualized a Coffee Table Book to highlight the journey of the college. As per the earlier budget, Rs.1,00,000/- was proposed for printing 50 copies for around 100 pages coffee table book. Since, college has a list of milestones and practices to be reflected visually with matching text, the number of pages needs to be enhanced to 150. Further, since the college requires services of a professional(s) for designing, content writing, layout etc., besides high quality printing with hard binding and dust cover, the Governing Body may consider budget revision to Rs.2,00,000/- + taxes for 50 copies of 150 pages coffee table book of size 9 inches by 9 inches.

The Governing Body approved the revised budget to Rs.2,00,000/- + taxes for 50 copies of 150 pages coffee table book of size 9 inches by 9 inches. It further suggested to safeguard the design file so that high quality digital printouts with hard binding and dust cover could be taken in future as per the requirement.

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


Chairperson
Governing Body
12/09/2019


Principal (Member Secretary)
4/9/18