

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

GOVERNING BODY MEETING

Date: Monday, September 28, 2015 at 2.00 pm

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

MINUTES

Minutes of the Governing Body Meeting held on Monday, September 28, 2015 at 2.00 p.m. in the Committee Room of the college.

The following members were present:

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| 1. | Shri Rajiv Chaudhary | (in the Chair) |
| 2. | Shri. Guneesh Agrawal | Treasurer |
| 3. | Shri Mehmood Khan | |
| 4. | Dr. T.C. Sharma | |
| 5. | Professor Kiran Devendra | |
| 6. | Dr. Saumya Saxena | Teacher Representative |
| 7. | Dr. Sandeep Kumar Goel | Teacher Representative |
| 8. | Dr. Savithri Singh | Principal (Member Secretary) |
| 9. | Dr. Amit Garg | Bursar (Special Invitee) |
| 10. | Mr. Chetanya Sharma | Non-teaching Representative (Special Invitee) |

The following members of the Governing Body conveyed their inability to attend the meeting due to pre-occupation /medical grounds.

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| 1. | Shri Vishal Nagar | |
| 2. | Shri Firoz Ahmed | |
| 3. | Shri Anil Gupta | |
| 4. | Shri Yogesh Shukla | |
| 5. | Professor Ravinder Gargesh | |
| 6. | Professor Renu Deswal | University Representative |

Professor C.K. Jaggi completed his term as University Representative on 05th September 2015. Name of the University Representative against this tenure completion has not been received by the College.

I. Action Report:

The Governing Body noted the actions taken by the college on the following matters approved in the Governing Body meetings held on September 23, 2015 and August 20, 2015.

September 23, 2015:

1. **Item No. 1 of B. Considered and approved (Administration):** Appointment of Dr. Sarita Kumar as Vice-Principal of the college with effect from October 1, 2014.
2. **Item No. 2 of B. Considered and approved (Accounts):** Appointment of M/s. Sunil Vijay & Associates as Chartered Accountant of the college for auditing the college accounts for the financial year 2014-2105.
3. **Item No. 4 of B. Considered and approved (Accounts):** Continuation of old pension scheme of five faculty members of the college.

August 20, 2015:

1. **Item No. 1 of II. Considered and approved:** Waiver of the College Fee on admission to the wards of the regular staff members.
 2. **Item No. 2 of II. Considered and approved:** Enhancement of course fee by Rs. 5,000/- for students who have been admitted in the Advance Diploma Course in German during the academic session 2015-2016.
- II. Minutes of the meetings of the Governing Body held on September 23, 2014 and August 20, 2015 were confirmed.

III. Academic:

The Governing Body of the college applauded the academic achievements of the college and congratulated the Principal, faculty members and students of the college. The Governing Body extended its full support to the various innovative initiatives that has put the College on path of excellence.

IV. Administration:

A. The Governing Body approved the reported Item Nos. 1 to 23.

B. Considered and approved:

1. Appointment of Bursar in the college.

The Governing Body was of the opinion that the accounting and finances of the college are being efficiently managed at present through a well-coordinated team of Principal and Dr. Amit Garg as Bursar. The Principal concurred with the view of the Governing Body. The college has received two names as mentioned for the post of Bursar. The Principal informed the Governing Body that since the current team has been managing the college accounts efficiently she recommended for continuation of Dr. Garg as Bursar. Dr. Garg expressed his willingness to continue, if necessary. The Governing Body, hence, decided that the present Bursar, Dr. Amit Garg, may continue till further notice.

2. Grant of Study Leave to Mr. Vishal Dhingra.

The Governing Body resolved to grant study leave to Mr. Vishal Dhingra for pursuing Ph.D. programme. The grant of study leave is subject to his availing the same within one year from the date of sanction as per University of Delhi leave rules.

3. Non-submission of Ph.D. Degree by Ms. Kanika Chadha, Museum Curator in the college.

The Governing Body discussed the matter thoroughly and it was resolved that the college may ask Ms. Kanika Chadha to submit the documentary evidence of her follow up with Agra University with regard to her viva-voce and award of Ph.D. degree. It was further resolved that the college may write letters to the Vice-Chancellor and the Chancellor, Agra University requesting for the conduct of her viva-voce on priority basis. The copies of the letter may be sent to the Chief Minister, Uttar Pradesh and the Chief Minister of Delhi.

4. Counting of past continuous service of Mr. Manoj Kumar Garg, Assistant Professor in English for the retirement benefits.

Since there is no break in service between 16.12.1997 to 10.07.2008, the Governing Body of the college granted permission to consider this period as qualifying the service for retirement benefits and send the case of Mr. Manoj Kumar Garg to the University of Delhi for approval.

5. Confirmation of Services of Ms. Kavita Yadav, Multi-Tasking Staff.

Since there are no adverse remarks against Ms. Kavita Yadav, the Governing Body of the college confirmed her services from the date her joining i.e. 03.06.2014.

6. Request of Ms. Sunita Jetly, Associate Professor in the Department of Biomedical Science for treating her date of joining the Ph.D. course as her date of registration.

The Governing Body accepted the request of Ms. Sunita Jetly for treating her date of registration as 04.01.2012 and granted permission to submit her Ph.D. thesis by January 3, 2016. In case of failing to submit by this due date, she is liable to refund the leave salary with allowances for the study leave period as per University of Delhi rules.

7. Request of Mr. Mahesh Chand Kandpal, Laboratory Assistant, Department of Zoology of the college for the grant of Leave Not Due for the period of 6 months with effect from August 26, 2015.

The Governing Body considered the request of Mr. Mahesh Chand Kandpal for the grant 'Leave Not Due' sympathetically and resolved to grant the same for a period of 6 months with effect from 26.08.2015 for the treatment of Hepatitis as per the University of Delhi leave rules. He shall submit relevant reports of his medical treatment on regular basis.

8. **Request of Ms. Kapila Jhamb, Senior Technical Assistant, Department of Computer Science for the grant of extra ordinary leave beyond November 4, 2015 for a period of 68 days for taking care of her daughter who is a child with special needs (DS), in absence of family support.**

The Governing Body considered the request of Ms. Kapila Jhamb for the grant of extraordinary leave and resolved to grant the same for the period 05.11.2015 to 11.01.2016 as per the University of Delhi rules.

9. **Request of Dr. Sona Pranav Kumar, Associate Professor in the Department of Electronics of the college for the grant of 5 months Earned Leave with effect from November 5, 2015 to join her husband who is working in Singapore.**

The Governing Body considered the request of Dr. Sona Pranav Kumar and granted five months earned leave and permission to join her husband who is working in Singapore as per the University of Delhi rules.

V. Accounts:

- A. The Governing Body approved the reported Item Nos. 1 to 14.

B. Considered and approved:

1. Nominations of Governing Body members on various Committees:

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

The Governing Body nominated the following two members of the Governing Body on the Provident Fund Committee as per the provisions at S.No. 4.

- (i) Shri Firoz Ahmed
- (ii) Professor Ravinder Gargesh

(b) One member from Governing Body on the 'Teena Gupta Memorial Scholarship Committee'

The Governing Body nominated Shri Mehmood Khan & Professor Kiran Devendra Members of the Governing Body on the 'Teena Gupta Memorial Scholarship Committee' as per the provisions at S.No. 6.

(c) One member of Governing Body on the 'D.C. Arora Memorial Scholarship Committee'.

The Governing Body nominated Dr. T.C Sharma, Member of the Governing Body on the 'D.C. Arora Memorial Scholarship Committee' as per the provisions at S.No. 4.

- (d) One member of the Governing Body on the 'Write-off Committee' for writing off of various unserviceable items.**

The Governing Body nominated Shri Vishal Nagar, Member of the Governing Body on the 'Write-off Committee'.

2. Revised budget estimates for 2015-16, budget estimates for 2016-17 and balance sheets for the financial year 2014-2015

- i. Revised Budget Estimates of Rs. 29,29,53,685/- for GIA salaries and other than salaries for 2015-16.**

- ii. Budget Estimates of Rs. 30,55,81,161/- for the financial year 2016-2017.**

The Governing Body considered the revised budget estimates for the financial year 2015-2016 and budget estimates for the financial year 2016-2017 and unanimously resolved to approve the same for onward submission to the Directorate of Higher Education through the University of Delhi for the release of grant-in-aid.

- iii. Balance Sheets of the college accounts (Maintenance, Society, Security and Provident Fund) for the financial year 2014-2015.**

The Governing Body approved the Balance Sheets of Maintenance, Society, Security and Provident Fund for the financial year 2014-2015.

3. Audit Report of Local Fund Accounts for the year 2013-2014 and Action taken report by the college.

The Governing Body approved the Action Taken Report of the college on the audit report of Local Fund Accounts for the financial year 2013-2014.

4. Continuation of permission to use the interest accrued on Development Funds in two years for various development activities in the College.

The Governing Body approved the use of the funds for various development activities in the college out of the interest accrued on Development Funds in two years.

5. Continuation of permission for transfer of necessary funds from Society Account/FDRs for payment of salaries in the event of delayed receipt of grant-in-aid from the Directorate of Higher Education, Govt. of NCT of Delhi.

The Governing Body approved transfer of funds from Society Account/FDRs for payment of salaries in case of insufficient funds under the Grant-in-Aid.

6. Enhancement of Fee from existing Rs. 4,500/- to Rs. 5000/- for students of Acharya Narendra Dev College and Bhaskaracharya College of Applied Science, and Rs.

5000/- to Rs. 6,000/- for other students of add-on Certificate Course in Bioinformatics and in silico with a minimum intake of 40 students.

The Governing Body approved the enhancement of intake of students from existing 30 to 40 seats from the current academic session 2015-2016. Fee enhancement from existing Rs. 4,500/- to Rs. 5,000/- for students of Acharya Narendra Dev College and Bhaskaracharya College of Applied Sciences and Rs. 5,000/- to Rs. 6,000/- for other students was also approved.

7. Revised guidelines for SAKSHAM, ELITE, EXPLORE, Workshops and Departmental Societies.

The Governing Body appreciated these unique initiatives of the College and expressed its satisfaction on these ideologies which are the need of the present Education System.

(a) SAKSHAM (Student Aid for Knowledge, Success, Honour And Motivation):

The Governing Body approved the Student Stipend under 'SAKSHAM' scheme from existing Rs. 800/- per month to Rs. 1000/- per month from the second round onwards of academic session 2015-2016 as per the recommendation of the 'SAKSHAM' awards committee and ratification by the Finance Committee of the College.

(b) ELITE: The College started a summer fellowship programme - 'ELITE' (Education in a Lively and Innovative Training Environment):

The Governing Body approved the enhancement of assistance per department under ELITE Scheme as recommended by the Finance Committee of the college.

(c) EXPLORE, "Excursions for Peer Learning in an Open and Rejuvenating Environment":

The Governing Body approved the recommendations of the Finance Committee of the college for financial revision as proposed for Excursions under EXPLORE.

(d) Workshop Guidelines:

The Governing Body approved the recommendations of the Finance Committee of the College for financial revision as proposed for the Workshops conducted by the college.

(e) Revision of the annual budget of all Departmental/other societies like Tarumitra, Cathexis, Niche, Turing, Electronica, Dhvani, Dhun, Sashakt etc. from Rs. 5000/- to Rs. 6000/-:

The Governing Body approved the recommendations of the Finance Committee of the college for financial revision of annual budget for Department/Societies activities from Rs. 5000/- to Rs. 6000/-.

All other guidelines for the above schemes shall remain unchanged.

8. Appointment of Transformational Manager for upkeep of College data and assistance to the staff for College Automation Software (ERP) of TCS.

The Governing Body approved the appointment of Transformational Manager with a salary of Rs. 20,000/- per month for upkeep of College data entry, adoption of modules and assistance to the staff for College Automation Software (ERP) of TCS.

9. Institution of Best Student Award.

The Governing Body approved the proposal of the college in principle and asked the college to formulate the guidelines for best student award. Shri Mehmood Khan, Member Governing Body volunteered to help the college in deciding the parameters for the award.

10. Allocation of Rs. 2 Crore from the College Development Grant and use of the interest earned to promote Research and Innovation.

The Governing Body approved the proposal of the college for allocation of Rs. 2 Crore from the College Development Fund and use the interest earned to promote Research and Innovation in the college. Appropriate guidelines shall be framed by the College for implementation of this scheme. The Governing Body also recommended that the amount may also be used to fund Innovation Projects. The Governing Body further resolved to grant discretionary powers to the Principal of the college for permitting to use this fund on case-to-case basis.

11. Permission for using funds for Theatre Production.

The Governing Body of the college granted permission to use a sum of Rs. 6,70,000/- from the Development Fund for staging of the play in the Silver Jubilee year of the college.

12. Permission for allocations of funds to celebrate Silver Jubilee of the College.

The Governing Body of the college approved in principle the use of a sum of Rs. 12,00,000/- from the Development Fund for a year-long Silver Jubilee Celebrations of the college. It was further resolved that College shall constitute a committee to administer the successful holding of various events by incorporating innovative ideas. College shall make a detailed budget for the same and look at the possibility of showcasing it digitally to the stakeholders.

13. Essential deduction for Medical reimbursement from teaching and non-teaching employees.

The Governing Body of the college approved the essential deduction at the notified rates for availing Medical facilities including medical reimbursement from teaching and non-teaching employees from the month of October 2015 onwards by opting for membership

of WUS/DGEHS as per the observation of the Examiner Local Fund Accounts, Govt. of NCT of Delhi.

14. Request of the following faculty members of the college for maintain status quo with respect to the Old Pension Scheme.

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| 1. Dr. Roopesh Tehri | - | Associate Professor, Department of Mathematics |
| 2. Dr. Neelu Dheer | - | Associate Professor, Department of Chemistry |
| 3. Dr. Sunita Narang | - | Assistant Professor, Department of Computer Sci. |
| 4. Dr. Sandeep K Goel | - | Assistant Professor, Department of Commerce |
| 5. Ms. Shalu Mahajan | - | Assistant Professor, Department of Commerce |

The Governing Body of the college considered the request of the faculty members and resolved to maintain the status quo with respect to the Old Pension Scheme till the decision of the Hon'ble High Court of Delhi in the matter.

15. Request of M/s. Ryot Chicory Growers & Suppliers for reducing the Technical charges paid for tender preparation from Rs. 50,000/- to Rs. 10,000/-. The college had earlier signed MoU with the firm for providing consultancy services.

The Governing Body of the college discussed the matter and resolved not to reduce the amount of Rs. 50,000/- as the college had provided the required technical services to M/s. Ryot Chicory Growers & Suppliers for tender preparation as per MOU.

16. Non-recurring proposals amounting to Rs.1,38,41,570/- of various departments of the college for the financial year 2015-2016.

The Governing Body considered the Non-recurring proposals amounting to Rs. 1,38,41,570/- under Capital Assets for the financial year 2015-2016 and unanimously resolved to approve the same for onward submission to the Directorate of Higher Education through the University of Delhi for the release of grant-in-aid.

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


Chairperson
Governing Body


Principal (Member Secretary)