

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

GOVERNING BODY MEETING

Date: Wednesday, December 14, 2022 at 2.30 P.M.

Place: Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi.

M I N U T E S

Minutes of the meeting of the Governing Body held on Wednesday, December 14, 2022 in the committee of the college.

The following members were present:

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| 1. Mr. Anil Kumar Saini | (in the Chair) |
| 2. Ms. Lalita Agarwal | Treasurer |
| 3. Ms. Poonam Tyagi | |
| 4. Dr. Vandana Bajaj | |
| 5. Dr. Dinesh Kumar | |
| 6. Dr. Vaishali Singh | |
| 7. Professor Rajeev Kaul | University Representative |
| 8. Dr. Archana Pandey | Teacher Representative |
| 9. Dr. Shallu Sachdeva | Teacher Representative |
| 10. Professor Ravi Toteja | Officiating Principal |
| 11. Dr. Geetu Gambhir | Bursar (Special Invitee) |
| 12. Mr. Atlesh K. Tanwar | Non-Teaching Representative (Special Invitee) |

The Chairman introduced and welcomed

1. Prof Sudeshna Majumdar Leighton (University Representative)
2. Dr Archana Pandey (Teacher Representative)
3. Dr Shallu Sachdeva (Teacher Representative)
4. Mr Atlesh K. Tanwar (Non-Teaching Nominee)

- I. Minutes of the meeting of the Governing Body held on June 16, 2022 were confirmed.
- II. Action Taken Report on Minutes of the meeting of the Governing Body meeting held on June 16, 2022.



Administration:

A. Considered and approved:

2. As per the decision of the Governing Body, the college has sent a communication to the University of Delhi South Campus along with the reply of Mr. Sanjay Vohra, Instructor/P.O. regarding usefulness of study leave granted to him by the Governing Body earlier.
3. As per the approval of the Governing Body, the term of Dr. Geetu Gambhir, Associate Professor, Department of Chemistry as Bursar of the college has been extended for a period of one year beyond June 20, 2022.
4. As per the approval of the Governing Body, the School of Opening Learning (SOL), University of Delhi has opened the Learning Support Centre at Acharya Narendra Dev College with effect from October 9, 2022.
5. As per the decision of the Governing Body, the college has notified the constitution of the committee to look into the details of opening of sports academy in the college.

III. Administration:

A. Reported and approved:

1. Action of the Chairperson, Governing Body vide note dated Jun 1, 2022, granting the permission to get the repair work of the roof of the mail building (Office Block) to stop the leakage of water and seepage on urgent basis.
2. Action of the Chairperson, Governing Body vide note dated June 20, 2022, approving the grant of maternity leave under surrogacy to Dr. Harita Ahuja, Associate Professor, Department of Computer Science of the college for a period of 180 days with effect from June 4, 2022.
3. Action of the Chairperson, Governing Body vide note dated June 20, 2022, approving the appointment Dr. Pooja Bhagat, Associate Professor, Department of Chemistry as Public Information Officer (PIO) with effect from July 1, 2022 for a period of three years.
4. Action of the Chairperson, Governing Body vide note dated June 22, 2022, granting the permission to hold Departmental Promotion Committee (DPC) for placing of Mr. V.S. Rao, Administrative Officer in the Senior Scale (Pay Level 11).
5. Action of the Chairperson, Governing Body vide note dated July 6, 2022, approving the recommendation of the Departmental Promotion Committee (DPC) for the placement of Mr. V.S. Rao, Administrative Officer in the Senior Scale (Pay Level 11) with effect from February 28, 2020.

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6. Action of the Chairperson, Governing Body vide note dated July 7, 2022, granting extraordinary leave with lien to Professor Gagan Dhawan, Professor in the Department of Biomedical Science for a period of two years to join in Delhi Skill and Entrepreneurship University (DSEU) as Professor. Accordingly, he has been relieved with effect from July 26, 2022 (FN).
7. Action of the Chairperson, Governing Body vide note dated July 8, 2022, approving the re-appointment of 50 ad-hoc teachers for a period of four months (120 days) after usual break.
8. Action of the Chairperson, Governing Body vide note dated July 20, 2022, approving the date of joining of Ms. Nishu Singh, Ad-hoc Teacher, Department of Computer Science with effect from 30.07.2022 after usual break in service.
9. Action of the Chairperson, Governing Body vide note dated July 21, 2022, approving the college proposal for changing the positioning of the college main gate.
10. Action of the Chairperson, Governing Body vide note dated July 25, 2022, approving the re-appointment of Mr. Suresh Kumar, MTS for a period of 6 months after usual break in service.
11. The Projector provided in the Class Room No. 39 has been has been stolen. The college filed FIR in the Govindpuri Police Station. The cost of Projector has been recovered from Security Agency.
12. Receipt of the letter No. CS-SDC/108/2022/UR-ANDC/431(i) dated August 5, 2022 from the Deputy Registrar, University of Delhi South Campus conveying the approval of the Vice-Chancellor for the nomination Professor Sudeshna Mazumdar as University Representative on the Governing Body with effect from 14.09.2022 to 13.08.2022.
13. Report of the Committee dated August 5, 2022 constituted by the Officiating Principal to look into the missing items like an online UPS System, Keyboard, Mouse, Power Cable and connection cable etc.
14. Action of the Chairperson, Governing Body vide note dated August 26, 2022, approving the re-appointment of 06 MTS (Laboratory) for a period of six months.
15. Action of the Chairperson, Governing Body vide note dated August 29, 2022, approving the re-appointment of 8 ad-hoc teachers for a period of 4 months after usual break.
16. Action of the Chairperson, Governing Body vide note dated September 1, 2022, approving the workload for 129 teaching posts for the Odd Semester of academic session 2022-2023. The department-wise workload is as under:

S.No.	Department	Workload 2022-2023 (Approximate)
1.	Biomedical Science	09
2.	Botany	12
3.	Chemistry	16
4.	Computer Science	13
5.	Commerce	13
6.	Economics	01
7.	Electronics	09
8.	English	02*
9.	Environment Science	01**
10.	Mathematics	16
11.	Physics	21
12.	Zoology	14
13.	Physical Education	02
	Total	129

*Only 12 periods workload at this time. Workload can be finalized after admissions of First Year students.

**No workload at this time. Workload can be finalized after admission of First Year students.

The workload in the various departments excluding Generic Elective (GE), Skill Enhancement Courses (SEC) and Value-Added Courses (VAC) of the first year students.

The maximum number of guests in a department can be 20% of total faculty members in the corresponding department plus the number of faculties who are on long leave or resigned from the college.

17. Action of the Chairperson, Governing Body vide note dated September 1, 2022, approving an amount of Rs. 50,000/- for cleaning of the garbage / malba at College Land Site, Rohini.
18. Action of the Chairperson, Governing Body vide note dated September 6, 2022, approving the re-appointment of Mr. Tarun Sharma as Senior Technical Assistant (Computers) for a period of 89 days with usual break.
19. Receipt of the letter No. CS-SDC/108/2022/TR-ANDC/467 dated September 19, 2022 from the Deputy Registrar, University of Delhi South Campus conveying the approval of University to the appointment of the following teachers as Teachers' Representatives on the Governing Body of the college for a period of one year with effect from the date and the category noted against each:

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S.No.	Name of the teacher	With effect from	Under the category
1.	Dr. Archana Pandey	01.10.2022 to 30.09.2023	More than 10 years of service
2.	Dr. Shallu Sachdeva	14.09.2022 to 13.09.2023	Less than 10 year of service

20. Action of the Chairperson, Governing Body vide note dated September 21, 2022, approving the re-appointment of 11 MTS (Laboratory)/one Senior Technical Assistant (Computers) for a period of six months after usual break.

21. Action of the Chairperson, Governing Body vide note dated September 28, 2022, approving the placement of Mr. Homanath Sharma, College Staff Car Driver in the Pay scale of Rs. 5200-20200 (Grade Pay Rs. 2400/- (pre-revised) with effect from March 27, 2006 i.e.e. date of his eligibility as per the University of Delhi EC resolution 41(5) dated 12.04.2004.

22. Action of the Chairperson, Governing Body vide note dated September 28, 2022, approving the minutes of the screening committee for the financial upgradation of the following Laboratory Assistants of the college from Level 4 to Level 5.

S.No.	Name	Date of eligibility
1.	Mr. Ram Kumar Singh, Department of Chemistry	11.03.2017
2.	Mr. Jai Karan Singh, Department of Botany	11.03.2017

23. Action of the Chairperson, Governing Body vide note dated September 29, 2022, approving the 20% of total faculties (Permanent/Temporary/Ad-hoc) for the Guest appointments in the following departments:

(a)	Biomedical Science	-	02 -+ 01 (Leave vacancy)
(b)	Botany	-	02
(c)	Chemistry	-	03
(d)	Commerce	-	03
(e)	Computer Science	-	03 + 03 (01 leave vacancy + 02 ad-Hoc vacancy)
(f)	Electronics	-	02 + 01 (Ad-hoc vacancy)
(g)	Mathematics	-	03
(h)	Physics	-	04
(i)	Zoology	-	03

24. Action of the Chairperson, Governing Body, vide note dated October 13, 2022, approving the filling up of the post of Librarian on deputation basis for smooth functioning of the college library as per the qualifications approved by the University of Delhi.

25. Action of the Chairperson, Governing Body, vide note dated October 19, 2022, approving the appointment of specialized coaches for Cricket, Football and Volleyball games during the academic year 2022-2023.
26. Action of the Chairperson, Governing Body vide note dated October 31, 2022, approving the extension the temporary appointment of Dr. Sarita Agarwal for a further period of one year with effect from November 2, 2022.
27. Action of the Chairperson, Governing Body vide note dated November 1, 2022, approving the re-appointment of 48 ad-hoc teachers for a period of 4 months after giving usual break.
28. Action of the Chairperson, Governing Body vide note dated November 28, 2022, approving the re-appointment of Mr. Tarun Sharma as Senior Technical Assistant (Computers) for a period of 89 days after usual break.
29. Action of the Chairperson, Governing Body vide note dated November 28, 2022, approving the re-appointment of the following MTS staff for a period of six months after usual break.
1. Mr. Ravinder Kumar MTS (Lab.)
 2. Mr. Bharat Kumar MTS
30. Action of the Chairperson, Governing Body vide note dated November 28, 2022, approving the request of Ms. Anupama Rastogi, Associate Professor in the Department of Mathematics for the institution of Scholarship on her mother in the college for the students of B.Sc. (H) Mathematics students.
31. The proposal for the extension of the term of appointment of Professor Ravi Toteja as Officiating Principal of the college has been sent on monthly basis as per the approval of the Governing Body/Chairperson, Governing Body from time to time as per the University of Delhi Ordinance XVIII 7 (3).

Accordingly, the University of Delhi South Campus has conveyed its approval for the extension of the term of Professor Ravi Toteja as Officiating Principal for the following periods.

S.No.	University of Delhi letter No & dated	Period of extension
1.	CS-SDC/Prin-ANDC/2022/398 dated 19.07.2022	01.07.2022 to 15.08.2022
2.	CS-SDC/Prin-ANDC/2022/440 dated 25.08.2022	16.08.2022 to 15.09.2022
3.	CS-SDC/Prin-ANDC/2022/498 dated 27.09.2022	16.09.2022 to 15.10.2022
4.	CS-SDC/Prin-ANDC/2022/502 dated 19.10.2022	16.10.2022 to 15.11.2022

5.	CS-SDC/Prin-ANDC/2022/261 dated 24.11.2022	16.11.2022 to 15.12.2022
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Lately, the Chairperson, Governing Body vide note dated November 28, 2022, has approved for further extension of the term of Professor Ravi Toteja as Officiating Principal for a period of 6 months or till the regular Principal is appointed whichever is earlier beyond December 15, 2022. Accordingly, the college has sent the same to the University of Delhi for approval.

32. The process of installation of Solar Panels in the college has been done through Government e-Marketing (GEM) through bidding procedure and an order has been placed with M/s. Talf Solar India Private Ltd. Account an MoU has been signed. The Governing Body of the at its meeting held on March 9, 2022 had earlier granted permission to install the Solar Panel in the college.

B. Considered and approved:

1. The request of Ms. Namrata Arora, Officiating Librarian not to recover the excess amount paid to her after placing her in the Librarian Scale.

On Retirement of Ms. Veena Saini, the incumbent Librarian on September 30, 2013, the post of Librarian had fallen vacant. Ms. Namrata Arora, Professional Assistant in the college library had requested for the grant of pay scale of Librarian at entry level as per 7th Pay Commission equivalent to Rs.15600-39100 with a grade pay of Rs.6000/- (pre-revised as per VI Pay Commission).

Accordingly, the Governing Body at its meeting held on November 13, 2018 approved her request and Ms. Namrata Arora was granted ad-hoc promotion as Librarian and was placed in Librarian Scale and was granted Rs. 57600/- basic pay in Pay Level 10 of Pay Matrix with effect from November 13, 2018 for a period of one year or till the appointment of Librarian is made whichever is earlier. However, the University of Delhi South Campus vide its letter No.DULS/ULO/2019/82 dated 21.02.2019 informed that College Librarian is non-vacational academic and not a promotional post and is appointed by a properly constituted Selection Committee and approved by the University/Governing Body of the college. Therefore she cannot be placed in the Librarian Scale.

Ms. Namrata Arora was informed accordingly and she submitted a representation which was also sent to the University of Delhi vide college letter No.ANDC/814 dated 20.01.2021. In response to the college clarification letter No. ANDC/2019/2150 dated 26.11.2019, the University of Delhi South Campus vide its letter No. CS-SDC/149/2020/1058 dated 21.08.2020) again informed that the post of Librarian can be filled only through Direct Recruitment. Her promotion to the College Librarian on ad-hoc basis is not technically correct as the post is not in the ladder of Promotion for Professional Assistant. The University advised for the reversion of the incumbent to the original Post of Professional Assistant & excess amount of salary paid to Ms. Namrata Arora may be adjusted/recovered.

The Governing Body discussed the matter thoroughly and resolved to recover the excess payment in installments as per rules after adjusting Officiating Allowance due to her.

2. Observations of Professor Mridula Gupta, the outgoing University Representative on the Governing Body regarding the functioning of the ANDC inStart Foundation.

The Governing Body resolved to refer the matter to the Committee constituted in this regard to look into the points raised by Professor Mridula Gupta and to submit their view point to the principal for consideration in next Governing Body meeting.

3. Minutes of the meeting of the Committee constituted by the Governing Body of the college at its meeting held on June 16, 2022 for starting of the Sports Academy.

The Governing Body discussed the matter and resolved to ask the committee constituted in this regard to revisit the proposal specifically usage of the ground by the College students once the pitch is erected in the middle of ground.

4. Request of Ms. Lalita Agarwal, Treasurer, Governing Body for the institution of Research Scholarship of Rs. 5000/- each for two meritorious students in the name of her son in the college by donating Rs. 2,00,000/-.

The Governing Body unanimously approved the scholarship initiated by Ms Lalita Agarwal, Treasurer, Governing Body and suggested the incorporation of few modifications in eligibility criteria.

5. Request of Acharya Narendra Dev College Karamchari Union for considering the daily wagers employees' status as Contractual basis.

The Governing Body discussed the request and the members were of the view that any appointment should be done as per the existing rules and regulations of the University of Delhi

IV. Accounts:

A. Reported and approved:

1. Action of the Chairperson, Governing Body, vide note dated July 20, 2022, approving the purchase of 70 new air-conditioners to meet the requirements of the infrastructure development.
2. Receipt of the sanction letter No. DHE-3(06)/100%/Grant-in-aid/ANDC/2022-23/4098-4107 dated July 29, 2022 from the Deputy Director, Higher Education, conveying the sanction of Rs. 10,21,23,532/- as Grant-in-Aid Salary and Rs. 42,43,132/- as Grant-Aid General.
3. Action of the Chairperson, Governing Body vide note dated August 23, 2022, approving the Fee Structure for the academic year 2022-2023.
4. Action of the Treasurer and Chairperson, Governing Body vide note dated September 28, 2022, approving the revised budget estimates for the current

financial year 2022-2023 and Budget Estimates for the next financial year 2023-2024. The details are as under:

(i) Revised Budget Estimates for the financial year 2022-2023:

(a) GIA Salaries	Rs. 5,20,550.00 (in thousands)
(b) GIA Other than Salaries	Rs. 39,596.00 (in thousands)

(ii) Budget Estimates for the financial year 2023-2024

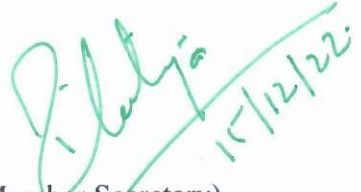
(a) GIA Salaries	Rs. 4,92,772.00 (in thousands)
(b) GIA Other than Salaries	Rs. 46,070.00 (in thousands)


B. Considered and approved:

- 1. The Governing Body unanimously resolved to approve the Action Taken Report on the audit report of the Local Fund Accounts for the financial year 2020-2021.**

In response to the recovery of TA, it was suggested to take self-declaration form from each faculty as has been done in various Departments of University of Delhi.

The meeting ended with vote of thanks to the Chair.


15/12/22
Officiating Principal (Member Secretary)


Chairperson
Governing Body