

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

**GOVERNING BODY MEETING**

**Date: Wednesday, March 9, 2022 at 3.00 P.M.**

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

**REVISED MINUTES**

Minutes of the meeting of the Governing Body held on March 9, 2022 in the committee room of the college.

The following members were present:

- |                                 |  |
|---------------------------------|--|
| 1. Mr. Anil Kumar Saini         | (in the Chair)                                     |
| 2. Ms. Lalita Agarwal           | Treasurer  |
| 3. Mr. Jitender Singh           |  |
| 4. Md. Harun                    |  |
| 5. Ms. Poonam Tyagi             |  |
| 6. Dr. (Ms) Vandana Bajaj       |  |
| 7. Dr. Ranganath M.S.           |  |
| 8. Dr. Pritam Baruah            |  |
| 9. Dr. (Mrs.) Vaishali Singh    |  |
| 10. Professor Indranil Dasgupta | - University Representative                        |
| 11. Professor Mridula Gupta     | - University Representative                        |
| 12. Dr. Sunita Jetly            | - Teacher Representative                           |
| 13. Professor Gagan Dhawan      | - Teacher Representative                           |
| 14. Professor Ravi Toteja       | - Officiating Principal (Member Secretary)         |
| 15. Dr. Geetu Gambhir           | - Bursar (Special Invitee)                         |
| 16. Mr. Diwakar Bhardwaj        | - Non-teaching Representative<br>(Special Invitee) |

Opening Remarks

Officiating Principal appraised the members about

- a. Successful organization of international conference ICMCESA-22 by the College.
- b. Opening of Mushroom culture facility in the College.
- c. Building up of virtual labs by the College.

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Officiation Principal congratulated

- a. Professor Indranil Dasgupta and Professor Mridula Gupta on being promoted to Sr. Professors by the University of Delhi.
- b. Professor Charu K Gupta, Professor in Botany Department of the College for being awarded Meritorious Teachers' award by the GNCTD, Delhi.

**Agenda Items**

- I. Minutes of the Governing Body meetings held on October 29, 2021 and January 4, 2022 were confirmed.

**II. Administration:**

**A. Reported and approved.**

1. Receipt of the letter No. CS-SDC/Prin-ANDC/2021/130 dated November 22, 2021 from the Deputy Registrar, University of Delhi South Campus conveying the approval of the University to the recommendations of the Governing Body of the college to the extension of appointment of Dr. Ravi Toteja as Officiating Principal of the college as per Ordinance XVIII 7(3) and UGC regulation 2010 with effect from December 1, 2021 for a period of three months only.
2. Action of the Chairperson, Governing Body, vide note dated November 24, 2021, nominating the following two members on the Selection Committee for promotion from Associate Professor (Academic Level 13A) to Professor (Academic Level 14).
  - (a) Professor Daman Saluja
  - (b) Professor Anju Katyal
3. Action of the Chairperson, Governing Body, vide note dated November 29, 2021, reappointing Mr. Tarun Sharma as Senior Technical Assistant (Computers) on ad-hoc basis with effect 21.12.2021 for a period of 89 days.
4. Action of the Chairperson, Governing Body, vide note dated November 29, 2021, reappointing the following non-teaching staff on contractual basis for a period of 6 months from the date mentioned against each:
  - (a) Mr. Ravinder Kumar - 04.12.2021  
MTS (Laboratory)
  - (b) Mr. Bharat Kumar - 14.12.2021  
MTS
5. Action of the Chairperson, Governing Body, vide note dated December 21, 2021, approving the recommendations of the Selection Committee for promotion of Ms.



Poonam Chauhan from Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A) from the date of her eligibility.

6. Action of the Chairperson, Governing Body, vide note dated December 29, 2021, approving the recommendations of the Selection Committee for promotion of Dr. Gagan Dhawan from Associate Professor (Academic Level 13A) to Professor (Academic Level 14) with effect from October 6, 2019.
7. Action of the Chairperson, Governing Body, vide note dated January 4, 2022, granting permission to make ad-hoc and guest teaching appointments following the due procedure.
8. Action of the Chairperson, Governing Body, vide note dated January 4, 2022, granting permission to advertise the post of Principal.

The University of Delhi vide letter No. CB-II/Appt.Principal/ANDC/2021/392 dated November 30, 2021 approved the advertisement for the post of Principal.

9. Action of the Chairperson, Governing Body, vide note dated January 25, 2022, granting permission for the following teaching and non-teaching for ex-post facto approval and approval for additional teaching and non-teaching posts for onward submission to the Directorate of Higher Education, Govt. of NCT of Delhi for further approval. The details are as under:

S.No.	Nature of Posts	For Ex-post facto approval	For additional posts due to OBC/EWS reservations implementation	Total
1.	Teaching	129+01 Principal	72	201+01 Principal
2.	Non-teaching	145	81	228

10. Action of the Chairperson, Governing Body, vide note dated February 1, 2022, reappointing Mr. Suresh Kumar as MTS for a period of 6 months with effect from 14.02.2022.
11. Action of the Chairperson, Governing Body, vide note dated February 3, 2022, approving the extension of term of Professor Ravi Toteja as Officiating Principal beyond February 28, 2022 for a further period of six months.

Accordingly, the University of Delhi South Campus vide letter No. CS-SDC/Prin-ANDC/2022/209 dated February 25, 2022 conveyed its approval for the extension of term of Dr. Ravi Toteja upto March 31, 2022.

*R. Toteja*  
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*Suresh Kumar*  
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12. Action of the Treasurer and Chairperson, Governing Body of the college vide order February 7, 2022, granting permission to use funds from College Development Funds (Society Account) for carrying out renovation works in the college following the due procedures.
13. Action of the Chairperson, Governing Body, vide note dated February 8, 2022, approving the recommendations of the Selection Committee for promotion of Dr. Vikrant Kumar from Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A) from the date of his eligibility.
14. Action of the Chairperson, Governing Body, vide note dated February 18, 2022, granting permission to use funds from "Lapsed Students Security" for renovation of temporary structures near the Department of Botany of the college for providing students services like under-graduate research activities, running of IGNOU Study Centre, Central instrument facilities etc.
15. Action of the Officiating Principal vide note dated February 24, 2022, granting maternity leave to Dr. Deepshikha an ad-hoc Assistant Professor in the Department of Biomedical Science of the college for a period 23.02.2022 to 09.05.2022 as per the University of Delhi circular dated February 4, 2022.

**B. Considered and approved:**

1. The estimate of Rs. 15,74,100/- towards Civil works to stop the leakage of water and seepage at various places in the college building during the rainy season.

The Chairperson, Governing Body vide note dated February 3, 2022 approved the estimate of Rs. 15,74,100/- and accordingly, the college had sent the same to the Directorate of Higher Education vide letter No. ANDC/2022/1991 dated February 9, 2022 for administrative approval as well as sanction funds.

The Directorate of Higher Education vide letter No. DHE-10(17)/Minor Work/Major Work/ANDC/2019/880-82 dated February 23, 2022 has requested to send the minutes of the meeting of the Governing Body.

**The Governing Body approved the estimate of Rs. 15,74,100/- and resolved to send the same to the Directorate of Higher Education for administrative approval as well as sanction of funds.**

**The Governing has also constituted a committee consisting of the following members to oversee the PWD and maintenance works of the College.**

- |                            |   |                        |
|----------------------------|---|------------------------|
| (a) Professor Laxmi Narain | - | Convenor               |
| Department of Mathematics  |   |                        |
| (b) Ms. Lalita Agarwal     | - | Member, Governing Body |
| (c) Mr. Md. Harun          | - | Member, Governing Body |

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| (d) Professor Ranganath M.S. | - | Member, Governing Body     |
| (e) Professor Gagan Dhawan   | - | Member, Governing Body     |
| (f) Mr. Chetanya Sharma      | - | Section Officer (Accounts) |

2. The minutes of the meeting of the committee re-constituted by the Governing Body at its meeting held on October 29, 2021 to bridge the gap between the college and the ANDC inStart Foundation (AIF).

**The minutes of the committee constituted were placed (Annexed) in the GB meeting along with the draft MoU.**

**The Governing Body thoroughly discussed the matter and constituted a new committee consisting of the following members:**

1. Ms Lalita Agarwal (Convenor)
2. Mr Jitender Singh
3. Dr. Pritam Baruah

**It was decided that the committee can call the faculty members involved in ANDC Instart, ex-principal and any other faculty member for seeking inputs and clarifications. The Committee will submit the report to the Chairman, Governing Body latest by April 09, 2022.**

3. Request of Professor Sarita Kumar, Professor in the Department of Zoology of the college for the grant of Sabbatical Leave for the period April 4, 2022 to March 31, 2023 for undertaking Academic and Research work.

The University of Delhi rules for the grant of Sabbatical leave are annexed herewith.

Professor Sarita Kumar has completed more than 21 years of continuous service in Reader's Grade/Associate Professor/Professor grade and is eligible for the grant of Sabbatical leave.

The grant of sabbatical leave to Professor Sarita Kumar would be against 10% of leave vacancies of total sanction teaching posts of 129. The total slots for the grant any kind of long leave available are 10.

**The Governing Body deliberated the matter and resolved to grant Sabbatical leave to Professor Sarita Kumar, Professor in the Department of Zoology for the period 04.04.2022 to 31.03.2023.**

3. Nominations of Governing Body members on various Committees:

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

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As per the University of Delhi College Retirement Benefits Rules 1970, the composition of the Provident Fund Committee is as under:

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

**The Governing Body has nominated the following Governing Body members on the Provident Fund Committee:**

- (a) **Mr. Jitender Singh**
- (b) **Ms. Poonam Tyagi**

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

The composition of the "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 & Award Committee.
- (iv) Teacher-in-Charge of Computer Science
- (v) Teacher-in-Charge of Electronics.
- (vi) Nominee of the Governing Body.

**The Governing has nominated Ms. Lalita Agarwal on the "Teena Gupta Memorial Scholarship Committee"**

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

The Composition of the "D.C. Arora Memorial Scholarship Committee" is as under:

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

**The Governing Body has nominated Mr. Md. Harun on the "D.C. Arora Memorial Scholarship Committee".**

  
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- ✓ 6. One member of the Governing Body on the "Write-off" Committee for writing off various unserviceable items.

PROCEDURE FOR WRITING OFF UNSERVICEABLE STORES

- (i) After annual Physical Verification of stores of the college/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 the 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 has nominated Sr. Professor Mridula Gupta on the "Write-off Committee".**

- ✓ 7. One member of the Governing Body on 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.

**The Governing Body has nominated Dr. Pritam Baruah on the Grievance Redressal Committee.**

- ✓ 8. One member of the Governing Body on the Internal Quality Assurance Committee (IQAC).

The composition of the IQAC is as under:

- (i) Chairperson: Head of the Institution
- (ii) A few senior administrative officers
- (iii) Three to eight teachers

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- (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 has nominated Professor Dinesh Kumar on the Internal Quality Assurance Committee (IQAC).**

9. Permission for the installation of Solar Panels in the college following the due procedures.

**The Governing Body resolved to approve the installation of Solar panels following the due procedures.**

10. Permission for the installation of PNG Pipe line in the Chemistry Laboratory of the college following the due procedures.

**The Governing Body resolved to approve the installation of PNG pipe where ever required in the college.**

11. Application dated March 3, 2022 from the Acharya Narendra Dev College Karamchari Union requesting to consider the change of status of employees from Daily-wagers to contractual basis.

**The Governing Body discussed the matter and asked the college to find out the procedures in the University of Delhi and its colleges. The matter is deferred to next meeting of the Governing Body.**

12. Application dated February 28, 2022 from the Acharya Narendra Dev College Karamchari Union requesting for promotion of Mr. Vinod Kumar Sharma as Library Assistant.

**The Governing Body has asked to the college to follow up the matter with the Directorate of Higher Education with regard to the sanction of the post of Library Assistant.**

Mr. Vinod Kumar Sharma initially joined the college as Library Attendant with effect from 02.04.1997 and accordingly completed more than 24 years of service.

The Executive Council of the University of Delhi vide resolution No. 76 dated 20.08.2007 approved the post of Junior Library Information Assistant (JLIA) on the recommendation of Janki Kathpalia Committee recommendations. Accordingly, the University of Delhi after amending recruitment rules of non-

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teaching staff, conveyed its approval vide letter No. CB\_III/Noti/2009/37439 dated September 29, 2009.

The Governing Body of the college at its meeting held on February 21, 2011 created the post of JLIA and sent the proposal for the approval of the Directorate of Higher Education. The matter has been following up from the Directorate of Higher Education. Subsequently, the post of Library Assistant has been proposed in the OBC/EWS proposals. The approval of the Directorate of Higher Education is still pending.

13. Receipt of the letter No. CS-SDC/149/2022/5-09 dated February 24, 2022 from the Deputy Registrar, University of Delhi South Campus alongwith an application from Dr. Satyapal Singh, Ad-hoc Assistant Professor in Physical Education of the college, who is also a Dronacharya Awardee for permanent appointment in the college.

**The Governing Body resolved to follow up the matter with the University of Delhi with regard to the procedures.**

14. The Governing Body discussed the letter received from the University of Delhi South Campus vide letter No. CS-SDC/Prin-ANDC/2022/209 dated February 25, 2022 from the University of Delhi South Campus in item 11 of reported section with regard to the extension of term of Professor Ravi Toteja as Officiating Principal upto March 31, 2022.

**The Governing Body unanimously resolved to extend the term of Professor Ravi Toteja for a further period of six months or till the new Principal is appointed whichever is earlier. The last date for receipt of applications for Principal is March 14, 2022.**

### III. Accounts:

#### A. Reported and approved:

1. Receipt of the letter No. DHE-03(01)/100%/GIA/ANDC/2021-2022/1299-1308 dated April 20, 2021 from the Administrative Officer, Higher Education, Govt. of NCT of Delhi conveying the sanction of the Finance Department, Govt. of NCT of Delhi for the release of 1<sup>st</sup> Instalment of Grant-in-aid of Rs. 7,95,00,000/-.
2. Receipt of the letter No. DHE-03(01)/100%/GIA/ANDC/2021-2022/2348-57 dated August 13, 2021 from the Administrative Officer, Higher Education, Govt. of NCT of Delhi conveying the sanction of the Finance Department, Govt. of NCT of Delhi for the release of 2<sup>nd</sup> Instalment of Grant-in-aid of Rs. 7,95,00,000/-.

  
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3. Action of the Treasurer and Chairperson, Governing Body, vide note dated October 7, 2021, approving the Revised Budget Estimates for the current financial year 2021-2022 and Budget Estimates 2022-2023.

**Proposed by the College:**

Revised Budget Estimates (2021-2022):

Recurring Grant	Rs. 55,50,95,294.00
Non-Recurring Grant	Rs. 3,28,09,728.00

Budget Estimates (2022-2023):

Recurring Grant	Rs. 47,34,66,291.00
Non-recurring Grant	Rs. 3,28,09,728.00

**Revised:**

**(As per the direction received by DHE)**

Revised Budget Estimates (2021-2022):

Recurring Grant	Rs. 49,02,69,628.00
Non-recurring Grant	Rs. 3,28,09,728.00

Budget Estimates (2022-2023):


Recurring Grant	Rs. 53,82,91,957.00
Non-recurring Grant	Rs. 3,28,09,728.00

4. Receipt of the letter No. DHE-03(01)/100%/GIA/ANDC/2021-2022/4026-35 dated November 29, 2021 from the Deputy Director, Higher Education, Govt. of NCT of Delhi conveying the sanction of the Finance Department, Govt. of NCT of Delhi for the release of 3<sup>rd</sup> Instalment of Grant-in-aid of Rs. 7,95,00,000/-.
5. Receipt of the letter No. DHE-03(01)/100%/GIA/ANDC/2021-2022/331-340 dated January 21, 2022 from the Deputy Director, Higher Education, Govt. of NCT of Delhi conveying the sanction of the Finance Department, Govt. of NCT of Delhi for the release of 3<sup>rd</sup> Instalment of Grant-in-aid of Rs. 19,15,00,000/-.

**B. Considered and approved.**

1. Appointment of an auditor for auditing the college accounts for the financial year 2021-2022 out of the panel mentioned below:

  
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S.No	Name & Address of the Firm	Registration No.	Name of Partner & Membership No.
1.	M/s Brijesh Shriniwas & Associates WA-94 Ground Floor Shakarpur, New Delhi - 110092	022200N	Mr. Brijesh Kumar (096436) Mr. D K Goel (509881) Mr. Dhawan Ritu (505757)
2.	M/s. Sunil Vijay & Associates R-700, New Rajinder Nagar New Delhi-110060	5802N	Sunil Chadha (30409) Pradeep Jain (83778) Pawan Tamarkar (502271)
3.	M/s Deepak Bahl & Co. Chartered Accountants 220 Park View Plaza 32 Park Area, Ajmal Khan Road New Delhi -110005	011057N	Deepak Bahl (89778) Vinod Kr Goyal (91488)
4.	M/s. Davinder Prakash & Companies H-6 B Main Road Kalkaji New Delhi-110019	002931N	Davinder Dua(81664)
5.	M/s. BAGS & Co Unit No 8, Ozone Centre Sector-12, Faridabad-121001 (HR)	013669N	Chandan Bhatia (517097) Bhupender Singh(089679) Sangeeta Adlakha(092129) Arvind Soni (093795) Gautam Goyal (096797) Roomika Bhatia(529834)

As M/s BAGS & Co. has completed its 3 consecutive years of services, as per the norms we have to change the college auditor. It is suggested that the name of S. No. 1, M/s Brijesh Shriniwas & Associates for auditing the college accounts for the current financial year 2021-22.

**The Governing Body deliberated the matter and asked the college to get the profiles of above Chartered Accountants and prepare a comparative study before appointing an auditor from the panel.**

**Any other matter with the permission of the Chair**

**The guidelines for starting of add-on courses in the college were placed before the Governing Body for approval. The Governing Body after discussion resolved to approve the same with minor changes. The final guidelines are annexed herewith.**

The meeting ended with vote of thanks to the Chair.

Officiating Principal (Member Secretary)

*[Signature]*  
16/6/22  
Chairperson, Governing Body