

ACHARYA NARENDRA DEV COLLEGE  
(UNIVERSITY OF DELHI)

**GOVERNING BODY MEETING**

**Date:** Monday, January 21, 2019 at 3.00 P.M.

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

**MINUTES**

Minutes of the Governing Body Meeting held on Monday, January 21, 2019 at 3.00 P.M. in the Committee Room of the College.

The following members were present:

- |                              |  |
|------------------------------|--|
| 1. Professor S.M. Anwar Alam | (in the Chair)                                   |
| 2. Ms. Meena Mani            |  |
| 3. Shri. Tapas Sen           |  |
| 4. Professor Nivedita Deo    | University Representative                        |
| 5. Dr. Sharanjit Kaur        | Teacher Representative                           |
| 6. Dr. Vikrant Kumar         | Teacher Representative                           |
| 7. Dr. Ravi Toteja           | Acting Principal (Member Secretary)              |
| 8. Mr. Mahinder Singh Rawat  | Non-teaching Representative<br>(Special Invitee) |

The following members conveyed their inability to attend the meeting.

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Professor Akshay Pradhan | University Representative |
| 2. Shri Anuj Bhuvania       |                           |

- I. Minutes of the meeting of the Governing Body held on November 13, 2018 were confirmed.
- II. Action Taken Report on Minutes of the meeting of the Governing Body meeting held on November 13, 2018.

B. Considered and Approved:

1. The Acting Principal has discussed the matter with Ms. Kapila Jhamb, Senior Technical Assistant (Computers) who was requested for the extension of her extraordinary leave. She has explained her problems and requested again to extend her extraordinary leave for a period of one year beyond January 12, 2019. The Governing Body of the college has approved her leave in principle. Accordingly, the college has granted leave for a period of one year with effect from January 12, 2019.
2. The college has issued letter to Ms. Kanika Chadha, Museum Curator asking her to submit the evidence of having completed her Ph.D. degree within 6 month w.e.f. November 13, 2018.
3. The college has sent the reply to Dr. Satypal Singh, Assistant Professor of Physical Education (Ad-hoc) in the college in response to his representation for the appointment of Assistant Professor on permanent basis. The copies of the letter endorsed to the University of Delhi and Ministry of Human Resource Development in response to their letters.
4. As per the decision of the Governing Body of the college, Dr. Ravi Toteja, Vice-Principal of the college was appointed as Acting Principal of the college. His case was sent to the University of Delhi South Campus for approval. The University of Delhi vide letter No. CS-SDC/Prin-ANDC/2018/437 dated December 3, 2018 has conveyed its approval for the appointment of Acting Principal. Accordingly, he took over the charge from outgoing Principal of the college.
5. As per the Governing Body resolution, Ms. Namrata Arora, Professional Assistant (Officiating Librarian) has given pay scale of the Librarian at entry level with pay protection as per seventh pay commission equivalent to Rs. 15600-39100 with a GP of Rs. 6000/- (Pre-revised as per VI pay commission) with effect from November 13, 2018.
6. As per the decision of the Governing Body, the revision of honorarium of Guest Lecturers has been done from Rs. 250/- to Rs. 500/- per practical class.
7. As per the Governing Body resolution, the full fee waiver only for certificate course in French, Spanish, German and Russian to the non-teaching employees has been implemented.



### **III. Administration:**

#### **Reported and approved:**

1. Receipt of the letter No. CS-SDC/108/2018/UR-ANDC/134 (1) dated December 6, 2018 from the Deputy Registrar, University of Delhi South Campus conveying the approval of the University of Delhi to the nomination of Professor Akshay Kumar Pradhan as University Representative on the Governing Body of the college for a further period of one year with effect from 01.11.2018 to 31.10.2019.
2. Approval of the Chairperson, Governing Body vide note dated December 20, 2018, accepting the proposal of Dr. Savithri Singh, Former Principal of the college for the institution of a scholarship in her name. The Fund will be called 'Professor Savithri Singh Research Award Fund'. Dr. Savithri Singh has donated Rs. 2,00,000/- towards one scholarship of Rs. 10,000/- for an award to the best UG student researcher at Acharya Narendra Dev College every year on Annual Day
3. Action of the Principal vide note dated November 12, 2018 in extending the term of Mr. Ravinder Kumar Sagar, Assistant Professor in the Department of Zoology as Liaison Officer (SC/ST) for a further period of one year

**The Governing Body has advised to appoint Liaison Officer as per the seniority in the college for period two years with effect from April 1, 2019. Mr. Ravinder Sagar will remain Liaison Officer till March 31, 2019.**

4. Action of the Chairperson, Governing Body, in sanctioning a sum of Rs. 30,000/- for lunch organized at farewell party on the superannuation of Dr. Savithri Singh, Outgoing Principal.

#### **Considered and approved:**

1. Tenure of Acting Principal for smooth functioning of the college.

##### **Ordinance XVIII 4(4)**

*If the Governing Body wish to appoint a Vice-Principal, it should do so with the prior approval of the University. The appointment of the Vice-Principal shall be made from among the Associate Professors in the college who fulfil the qualifications for the post of Principal. The appointment of such Vice-Principal shall require the approval of the University.*

Since, there is no prescribed term of appointment of Vice-Principal, the Governing Body may extend the term of existing Vice-Principal.

The relevant rules of University of Delhi for arrangement in the absence Principal are as under:

**Ordinance XVIII 7(3)**

*(3) In case of a casual vacancy in the office of the Principal, the Vice-Principal, if any, shall until the appointment of the Principal, act as the Principal. In case there is no Vice-Principal, the senior most teacher shall act as Principal. The teacher so to act as Principal shall fulfil the minimum eligibility requirements for appointment as Principal of the College.*

Such temporary arrangements shall be made ordinarily for a period not exceeding six months and shall require the prior approval of the University.

*3. (a) If the arrangement is for less than one month, the Vice-Principal shall not get any additional allowance. If the arrangement exceeds one month but is less than six months, the Vice-Principal shall be eligible for 10% of the minimum of the basic pay of the post of Principal as Additional Charge Allowance. Further, if the arrangement exceeds six months, the Vice-Principal shall be designated as Officiating Principal and shall be eligible for the scale of pay of the post of Principal for the duration of the arrangement.*

**The Governing Body unanimously resolved to extend the tenure of Dr. Ravi Toteja as Vice-Principal beyond February 13, 2019 as per Ordinance XVIII 4(4). The Governing Body further resolved that Dr. Ravi Toteja will continue as Acting Principal initially for a period of six months with effect from December 1, 2018 as per Ordinance XVIII 7(3).**

1. Estimate of Rs. 26,13,800/- (Rupees Twenty six lakhs thirteen thousand and eight hundred only) submitted by the Public Works Department (Civil) for Repair and Upgradation of toilet blocks in the college.

The college had earlier vide letter No. ANDC/2018/3238 dated February 8, 2018 had asked the Public Works Department for upgradation/renovation of toilets.

**The Governing Body of the college resolved to approve the estimate of Rs. 26,13,800/ for onward submission to the Directorate of Higher Education, Govt. of NCT of Delhi for the grant of administrative approval as well as sanction of funds.**



2. Application of Dr. Seema Gupta, Associate Professor in the Department of Chemistry for the grant of Sabbatical Leave from February 1, 2019 to December 31, 2019

Dr. Seema Gupta initially joined as Lecturer in the Department of Chemistry of the college with effect from September 19, 1992. She was promoted as Reader on August 1, 2001 and she was placed as Associate Professor on January 1, 2006. She has completed more than 17 years of continuous service as Reader/Associate Professor and is eligible for the grant of Sabbatical leave. One leave vacancy slot is available for the grant of leave to Dr. Seema Gupta.

**The Governing Body of the college resolved to grant Sabbatical leave to Dr. Seema Gupta, Associate Professor in the Department of Chemistry for the period 01.02.2019 to 31.12.2019 as per the University of Delhi leave rules.**

3. Application of Mr. Anil Kishore Godiyal, Assistant in Accounts Branch for the grant of deputation to join as Assistant at National Consumer Dispute Redressal Forum in the Level-7 of pay matrix Rs. 44900-142400.

Mr. Anil Kishore had initially joined as Laboratory Assistant on October 21, 2003 and subsequently he was appointed as Assistant in Accounts Branch of the college on September 15, 2008. He has completed more than 15 years of continuous service in the college.

**The Governing Body of the college resolved to grant deputation to Mr. Anil Kishore Godiyal, Assistant (Accounts) to join as Assistant at National Consumer Dispute Redressal Forum in the Level-7 of pay matrix Rs. 44900-142400 for a period of one year from the date of his relieving.**

4. Establishment of IGNOU Study Centre in the College.


The Regional Director has proposed to start with few BDP Programmes such as B.A., B.Com, B.Sc. and a few Diploma & Certificates Programmes. The matter was placed before the Staff Council in its meeting held on January 16, 2019. The Staff Council after discussion resolved to start B. Com, M. Com, M.B.A., B.C.A and M.C.A., B.Sc. from July 2019.

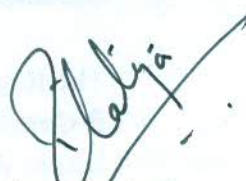
**The Governing Body of the college resolved to grant permission to start IGNOU Study Centre in the college.**

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

- (i) Teacher Representatives informed about the receipt of letter (received on January 21, 2019) from Dr. Yasheshwar, Dr. Udaibir Singh and Dr. Monica Misra, (Faculty Members) regarding unsatisfactory abstract of minutes dated 13.11.2018 on ERP. The Governing Body noted that the complainants have already approached the court and the matter has been disposed off.
- (ii) The Governing Body resolved that the tenure of Bursar and PIO must be maximum of three years and appointment should be through University norms. New Bursar and PIO may be appointed with effect from July 1, 2019.
- (iii) The Governing Body after discussion, resolved to constitute the following Committee for reviewing the change of College Banker (Punjab National Bank).
- |                              |   |                          |
|------------------------------|---|--------------------------|
| (a) Dr. Pooja Bhagat         | - | Secretary, Staff Council |
| (b) Dr. Amit Garg            | - | Bursar                   |
| (c) Ms. Anuradha Sarin       | - | Department of Commerce   |
| (d) Dr. Yasheshwar           | - | Department of Botany     |
| (e) Mr. V.S. Rao             | - | Admn. Officer            |
| (f) Mr. Chetanya Sharma      | - | Section Officer (A/Cs)   |
| (g) Mr. Mahinder Singh Rawat | - | Laboratory Assistant     |
| (h) Mr. Lalit Mohan Pandey   | - | Laboratory Assistant     |

The meeting ended with vote of thanks to the Chair.

  
Chairperson  
Governing Body, ANDC

  
Acting Principal  
(Member Secretary)