

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

GOVERNING BODY MEETING

Dated: Wednesday, December 9, 2020 at 11.30 A.M.

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

MINUTES

Minutes of the Governing Body Meeting of the College held on Wednesday, December 9, 2020 at 11.30 a.m. in the Library Reading Room of the College.

The following members were present:

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| 1. Professor S.M. Anwar Alam | in the Chair |
| 2. Shri. Jitender Singh | |
| 3. Shri. Mohd. Harun | |
| 4. Ms. Lalita Agarwal | |
| 5. Shri. Samseer Alam | |
| 6. Ms. Anuradha Muni | <i>Present online</i> |
| 7. Shri Nitin Sharma | |
| 8. Shri. Prem Bhargava | |
| 9. Shri. Atul Jain | <i>Present online</i> |
| 10. Professor Mridula Gupta | University Representative |
| 11. Dr. Anupama Shukla | Teacher Representative |
| 12. Dr. Urmi Bajpai | Teacher Representative |
| 13. Mr. Kamaljit Singh | Nominee, Non-teaching Staff (Special Invitee) |
| 14. Dr. Ravi Toteja | Officiating Principal (Member Secretary) |
| 15. Dr. Geetu Gambhir | Bursar (Special Invitee) |

At the very outset of the meeting, the Governing Body welcomed new Teacher Representatives on Governing Body, Dr Anupama Shukla and Dr Urmi Bajpai.

- I. Minutes of the meetings of the Governing Body held on January 21, 2019, June 3, 2020 and September 11, 2020 were confirmed.

Considered and approved:

- II. 1. Action Taken Report on Minutes of the meeting of the Governing Body meeting held on January 21, 2019.



- a. The decision of the Governing Body for the extension of tenure of Dr. Ravi Toteja as Vice-Principal beyond February 13, 2019 as per Ordinance XVIII 4(4) was implemented. His case was sent to the University of Delhi vide college letter No. ANDC/2019/2354 dated January 24, 2019.
 - b. The estimate of Rs. 26,13,800/- submitted by the Public Works Department was sent to the Directorate of Higher Education, Govt. of NCT of Delhi for administrative approval as well as sanction of funds.
 - c. Mr. Anil Kishore Godiyal was granted deputation to National Consumer Dispute Redressal Forum in the Level-7 of pay matrix Rs. 44900-142400 for a period of one year with effect from January 22, 2019.
 - d. The process for the establishment of IGNOU Study Centre in the college has been initiated.
2. Action Taken Report on Minutes of the meeting of the Governing Body held on June 3, 2020.
 - a. The election of Professor S.M. Anwar Alam as Chairperson, Governing Body and the appointment of Shri. Jitender Singh as Treasurer, Governing Body was notified to the University of Delhi and Directorate of Higher Education on June 5, 2020.

Dr. Ravi Toteja, Officiating Principal and Member Secretary, raised the issue of salary not being given to the staff. The Teacher Representatives also presented their points, reiterating that the salary issue should not be linked with any other matter and the release of the salary should be expedited.

Entire Governing Body shared the concern of teaching and non-teaching faculty and the Chairperson assured that a meeting with the concerned authority will be kept as soon as possible. Furthermore, a new committee comprising of the following members was constituted for the same. The committee will meet all concerned authorities to resolve the non-release of Grants to the College and will brief the Governing Body of its efforts in the next GB meeting. Following are the members of the committee"

- (a) Dr. Anwar Alam, Chairman, GB
- (b) Mr Jitender Singh, Treasurer, GB
- (c) Ms. Lalita Aggarwal, Member, GB
- (d) Dr. Ravi Toteja, Officiating Principal
- (e) Professor Mridula Gupta, University Representative
- (f) Dr. Geetu Gambhir, Bursar, College
- (g) Dr. Anupama Shukla/Dr. Urmi Bajpai, Teacher Representatives
- (h) Mr. Kamaljit Singh, Non-teaching Representative

III. Academic:

Annual Reports of the year 2018-2019 & 2019-2020 were placed before the Governing Body in the soft format.




The Governing Body was apprised of the various achievements of the college and the faculty members:

1. 18th rank in NIRF-2020
2. 19th rank in India Today Ranking-2020
3. 16th ranking in Outlook Ranking-2020
4. Grant of DBT Star Status to various departments of the college.
5. Dr. Gagan Dhawan elected as Fellow, Royal Society of Chemistry (FRSC), London and for being awarded INSA Teacher Award.
6. Sanction of extramural research projects to:
Dr. Sarita Kumar-ICMR
Dr. Urmi Bajpai-ICMR
Dr. Seema Makhija & Ravi Toteja- DST Project
7. Paramarsh Scheme to the College for mentoring Non-NAAC accredited Colleges

The Governing Body applauded the achievements of the college and faculty members.

IV. Administration:

A. Reported and approved:

1. Action of the Chairperson, Governing Body vide note dated January 23, 2020 approving to fill the vacant position of Assistant of Mr. Anil Kishore Godiyal, who proceeded on deputation 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.
2. Action of the Chairperson, Governing Body vide note dated February 20, 2019 approving the appointment of the following teachers as Liaison Officers retrospective effect from January 17, 2019 for period of two years.
 - (a) Dr. Chaman Singh - OBC (No other teacher available under Department of Mathematics OBC Category in the college).
 - (b) Ms. Rupali Pabreja - PwD
Department of Commerce
3. Action of the Chairperson, Governing Body vide note dated February 21, 2019 approving ad-hoc placement of Ms. Reetu Mangla, Junior Assistant in the scale of Assistant i.e. Level 4 in Pay Matrix for a period of one year or Mr. Anil Kishore Godiyal joins back his duties from deputation whichever is earlier.

She had surrendered the scale of Assistant and accordingly, she has been reverted back to the Administration Branch as Junior Assistant on 24.04.2019.

4. Action of the Chairperson, Governing Body vide note dated February 21, 2019 approving the additional allowance of 10% to Mr. Kamaljit Singh, Senior Assistant for looking after the responsibilities of Section Officer, who proceeded on Child Care Leave (CCL) as per University of Delhi rules.
5. Action of the Chairperson, Governing Body vide note dated February 21, 2019 approving the additional allowance of 10% to Mr. Resham Bahadur, Office Attendant for looking after the responsibilities of Junior Assistant as per the University of Delhi rules.
6. Action of the Chairperson, Governing Body vide note dated February 21, 2019 approving the additional allowance of 10% to Mr. Vikram Kumar, Office Attendant for looking after the responsibilities of Junior Assistant as per the University of Delhi rules.
7. Action of the Officiating Principal vide note dated February 26, 2019, approving the additional allowance of 20% to Mr. C.L. Pal, Assistant for looking after the responsibilities of Mr. Anil Kishore Godiyal, Assistant who proceeded on deputation as per the University of Delhi rules.
8. Action of the Chairperson, Governing Body vide note dated March 6, 2019 nominated one of the Teacher Representatives on "Teena Gupta Memorial Scholarship Committee" in place of Shri. Anuj Bhuwania, Member, Governing Body who conveyed his inability to attend the Scholarship Committee meeting.
9. Action of the members of the Governing Body vide note dated April 1, 2019 resolved to elect Professor Akshay K. Pradhan (University Representative) as the Chairperson, Governing Body and Professor Nivedita Deo (University Representative) as Treasurer of the Governing Body.
10. Action of the Chairperson, Governing vide note dated April 11, 2019 approving an estimate of Rs. 3,04,450/- Electrical Works in Toilet Blocks for onward submission to the Directorate of Higher Education for administrative approval as well as sanction of funds for said works.

The Directorate of Higher Education vide letter No. DHE-10(17)/Minor work/Major work/ANDC/2019/2994-95 dated July 11, 2019 sanctioned a sum of Rs. 3,04,450/- towards Repair & Up gradation of Toilet Blocks.

11. Action of the Chairperson, Governing vide note dated April 29, 2019 in nominating Dr. Sharanjit Kaur, Teacher Representative on the Governing Body on write-off Committee for weeding out of Library Books.
12. Action of the Chairperson, Governing Body vide note dated April 30, 2019 extending the tenure of Dr. Ravi Toteja and designated him as Officiating Principal for a period of 6 months beyond May 31, 2019 as per University of Delhi's Ordinance XVIII 7(3).




13. Action of the Officiating Principal vide note dated May 1, 2019, approved the additional allowance of 20% to Mr. C.L. Pal, Assistant for looking after the responsibilities of Mr. Anil Kishore Godiyal, Assistant who proceeded on deputation as per the University of Delhi rules. This arrangement was made after Ms. Reetu Mangla surrendered the scale of Assistant which was given to her earlier.
14. Action of the Chairperson, Governing Body vide note dated May 6, 2019, approved the grant of Sabbatical Leave to Dr. Mamta Bhatia, Associate Professor, Department of Physics of the college for a period of 12 months with effect from August 29, 2019.
15. Action of the Chairperson, Governing Body vide note dated May 17, 2019 approved the request of Dr. Sona Pranav Kumar, Associate Professor, Department of Electronics of the college for Voluntary Retirement with 3 months' notice period with effect from May 16, 2019.

Dr. Sona Pranav Kumar joined the college as Lecturer on July 17, 1995 in the Department of Electronics has availed 3 years of extraordinary leave for private affairs during her service in the college. Accordingly, she completed 20 years of service after deducting period of her extraordinary leave and became eligible for Voluntary Retirement as per University of Delhi rules.

16. Action of the Chairperson, Governing Body vide note dated May 21, 2019 approving the appointment of Dr. Geetu Gambhir as Bursar of the college in place of Dr. Amit Garg with effect from 01.06.2019 for a period of three years as per the University of Delhi rules.

The Governing Body, on the recommendation of the Principal, shall appoint a Bursar who shall be a member of the teaching staff and who shall assist the Principal in the maintenance of accounts and in the day-to-day financial affairs of the college. The Principal and Bursar shall jointly operate the Bank account within the budget estimates relating to maintenance grant items duly approved by the Governing Body.

17. Action of the Chairperson, Governing Body vide note dated May 29, 2019 in extending the tenure of Dr. Ravi Toteja as Vice-Principal for a further period of six months. Accordingly, the tenure of Acting Principal and to designate him as Officiating as per University of Delhi's Ordinance XVIII 7(3) was approved.
18. Action of the Chairperson, Governing Body vide note dated June 21, 2019 approving Workload for Odd Semester of the academic session 2019-2020 submitted by the Workload Committee of the college.

The Chairperson approved the workload for 128 teachers and granted permission for making ad-hoc appointments as per workload and reservation roster.

19. Action of the Chairperson, Governing Body vide note dated June 21, 2019 approving the implementation of the revised rate of Rs. 1500/- with changed selection procedure for the appointment of Guest Faculty from the academic session 2019-2020. Accordingly, the



honorarium of practical classes has also been enhanced from Rs. 500/- to Rs. 750/- owing to revision as per lecture rate Rs. 1000/- to Rs. 1500/-.

The revision is due to enhancement of rates of Honorarium and Selection procedure for appointment of Guest Faculty by the University Grants Commission (UGC).

20. Action of the Chairperson, Governing Body vide note dated June 21, 2019 approving the appointment of Dr. Charu Khosla Gupta, Associate Professor, Department of Botany as Liaison Officer (EWS) for a period of two years with effect from 01.07.2019.
21. Action of the Chairperson, Governing Body vide note dated June 21, 2019, approving the estimate of Rs. 20,93,811/- for maintenance of MOEI & Fans i/c Compound Lights, RMO Pump sets, DG sets & sub-station in the college. The estimate was sent to the Directorate of Higher Education for administrative approval as well as sanction of funds for said works.
22. Action of the Chairperson, Governing Body vide note dated June 24, 2019 approved the appointment of Dr. Subhash Kumar, Assistant Professor, Department of Physics of the college as Public Information Officer (PIO) under RTI Act 2005 in place of Dr. Amit Garg.
23. Receipt of the letter No. CS-SDC/108/2019/UR-ANDC/293(1) dated July 5, 2019 from the Deputy Registrar, University of Delhi South Campus conveying the nomination of Professor Vijay Kumar Chaudhary as University Representative for a term of one year with effect from 29.06.2019 to 28.06.2020.
24. Action of the Chairperson, Governing Body vide note dated July 25, 2019 approved the relaxation in three months' notice period for 10 days in respect of Dr. Sona Pranav Kumar who opted for Voluntary Retirement. Accordingly, she was relieved from August 5, 2019.
25. Action of the members of the Governing Body vide note dated August 8, 2019 resolving to appoint Professor Vijay K. Chaudhary (University Representative) as the Treasurer, Governing Body.
26. Action of the Chairperson, Governing Body vide letter dated August 14, 2019, approving the old Selection procedure and honorarium as the expert panel for new selection procedure did not come from the University of Delhi.
27. Action of the Chairperson, Governing Body vide note dated September 13, 2019, approving the request of Mr. Vishal Dhingra, Assistant Professor, Department of Electronics to submit his thesis of his studies within a maximum period of six months, as a onetime exception. This was in accordance with the University of Delhi letter No. CS-I(111)/Clari.Study Leave (TS)/2012/224 dated 12.10.2012.
28. Action of the Chairperson, Governing Body vide note dated September 16, 2019 approving the advertisement of the post of Principal.



29. Action of the Chairperson, Governing Body vide note dated October 22, 2019, approving the re-appointment of Dr. Sarita Agarwal as Temporary Assistant Professor in the Department of Mathematics for a period of one year beyond November 2, 2019.
30. Action of the Chairperson, Governing Body vide note dated October 22, 2019 approving the re-appointment of 57 ad-hoc teachers till the odd semester end.
31. Action of the Chairperson, Governing Body vide note dated November 25, 2019 in extending the tenure of Dr. Ravi Toteja as Vice-Principal for a further period of six months. Accordingly, the extension the tenure of Officiating Principal as per University of Delhi's Ordinance XVIII 7(3) was also approved.
32. Action of the Officiating Principal vide note dated January 9, 2020 approving the request of Mr. Gaurav Sharma, Associate Professor, Department of Mathematics for the grant of Sabbatical Leave for period of January 2020 to April 2020.
33. Action of the Chairperson, Governing Body vide note dated January 20, 2020 accepting the proposal of Dr. Manisha Jain Associate Professor, Department of Chemistry of the college for the institution of a scholarship in the name of her parents.. The Fund will be called 'Shri Ram Swaroop Gupta Scholarship for Star student of Chemistry & Smt. Snehalata Gupta Fellowship" Dr. Manisha Jain has donated Rs. 1,90,000/- towards one scholarship of Rs. 5,000/-. For B.Sc. (H) Chemistry VI semester & B.Sc. (H) Chemistry Semester III. The scholarship will be awarded through the accrued interest on the amount donated.
34. Action of the Officiating Principal vide note dated January 20, 2020 approving the appointment of 06 Daily wagers against MTS-Laboratory. Two Daily-wagers were deputed in Accounts Branch of the college and rest has been deputed in Research Laboratories.
35. Action of the Officiating Principal vide note dated January 20, 2020, approving the request of Mr. Vishal Dhingra, Assistant Professor, Department of Electronics to submit his Ph.D. thesis of his studies in six months i.e. June 20, 2020.
36. Action of the Officiating Principal vide note dated January 27, 2020 approving the grant of Sabbatical Leave to Dr. Seema Gupta, Associate Professor in the Department of Chemistry for the period February 4, 2020 to May 10, 2020.
37. Action of the Officiating Principal vide note dated February 18, 2020 approving the appointment of one Daily wager against MTS-Laboratory in Library.
38. Action of the Officiating Principal vide note dated March 5, 2020, extending the term of appointment of Ms. Anu Pervcen as Assistant Professor on temporary basis beyond March 18, 2020 for a period of one year.
39. Action of the Chairperson, Governing Body vide note dated June 3, 2020, nominating Ms. Lalita Agarwal on the Departmental Promotion Committee for the promotion to Laboratory Assistant.

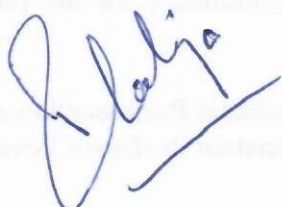
40. Action of the Chairperson, Governing Body vide note dated June 3, 2020, nominating Ms. Lalita Agarwal on the Departmental Promotion Committee for the promotion to Junior Assistant.
41. Action of the Chairperson, Governing Body vide note dated 13.06.2020, approving the minutes of the Departmental Promotion Committee for the promotion of Mr. Resham Bahadur as Junior Assistant.
42. Action of the Chairperson, Governing Body vide note dated 13.06.2020, approving the minutes of the Departmental Promotion Committee for the promotion of Ms. Kavita Yadav as Laboratory Assistant.
43. Action of the Chairperson, Governing Body vide note dated June 24, 2020, approving the request of Mr. Vishal Dhingra, Assistant Professor, Department of Electronics to submit his Ph.D. thesis of his studies in six months i.e. December 16, 2020.
44. Action of the Chairperson, Governing Body vide note dated July 14, 2020, considering the request of Dr. Mamta Bhatia, Associate Professor, Department of Physics of the college for the extension of Sabbatical Leave by one year with effect from August 30, 2020. The Chairperson, Governing Body, however, sanctioned for a period of three months from 30.08.2020 to 29.11.2020 on the recommendation the Officiating Principal.
45. Action of the Chairperson, Governing Body vide note dated July 14, 2020, approving the re-appointment of 55 ad-hoc teachers with effect from August 10, 2020 for a period of four months or till the new appointments are made whichever is earlier.
46. Action of the Chairperson, Governing Body vide note dated August 5, 2020, approving the appointment of four Daily-wagers for the month of August 2020. These daily-wagers have been deputed for the Accounts work and cleaning of the offices etc.
47. Action of the Chairperson, Governing Body vide note dated August 10, 2020, approving the appointment of six Daily-wagers for the month of August 2020. These daily-wagers have been deputed for cleaning of office/cleaning of Laboratories/class rooms and sanitization.
48. Action of the Chairperson, Governing Body vide note dated August 11, 2020, approving the re-appointment of 04 contractual staff for a period of six months beyond 27.08.2020. These MTS-Laboratory have been deputed to work in the Science Laboratories.
49. Receipt of the letter No. CS-SDC/108/2020/UR-ANDC/152(i) dated August 17, 2020 from the Deputy Registrar, University of Delhi South Campus conveying the nomination of Professor Mridula Gupta, Department of Electronic Science as University Representative on the Governing Body of the college for a period of one year with effect from 14.08.2020 to 13.08.2021.



50. Action of the Chairperson, Governing Body vide note dated August 31, 2020, approving the appointment of five Daily-wagers for the month of September 2020. These daily-wagers have been deputed for cleaning of office/cleaning of Laboratories/class rooms and sanitization.
51. Action of the Chairperson, Governing Body vide note dated August 31, 2020, approving the appointment of four Daily-wagers for the month of September 2020. These daily-wagers have been deputed for the Accounts work and cleaning of the offices etc.
52. Action of the Chairperson, Governing Body vide note dated September 28, 2020, approving the appointment of five Daily-wagers for the month of October 2020. These daily-wagers have been deputed for cleaning of office/cleaning of Laboratories/class rooms and sanitization.
53. Action of the Chairperson, Governing Body vide note dated September 28, 2020, approving the appointment of four Daily-wagers for the month of September 2020. These daily-wagers have been deputed for the Accounts work and cleaning of the offices etc.
54. Receipt of the letter No. CS_SDC/108/2020/TR-ANDC/412 dated October 12, 2020 from the Deputy Registrar, University of Delhi South Campus conveying the approval of the Vice-chancellor to the appointment of the following teachers as Teacher's Representatives of the Governing Body.

S.No.	Name of the Teacher	With effect from	Under the category
1.	Dr. Anupama Shukla	01.10.2020 to 30.09.2021	More than 10 years of service
2.	Dr. Urmi Bajpai	14.09.2020 to 13.09.2021	Less than 10 years of service

55. Action of the Chairperson, Governing Body vide note dated October 22, 2020, approving the re-appointment of Dr. Sarita Agarwal as Temporary Assistant Professor in the Department of Mathematics for a period of one year or till the new appointments whichever is earlier beyond November 1, 2020.
56. Action of the Chairperson, Governing Body vide note dated October 28, 2020, approving the appointment of four Daily-wagers for the month of November 2020. These daily-wagers have been deputed for the Accounts work and cleaning of the offices etc.
57. Action of the Chairperson, Governing Body vide note dated October 28, 2020, approving the appointment of six Daily-wagers for the month of November 2020. These daily-wagers have been deputed for cleaning of office/cleaning of Laboratories/class rooms and sanitization.
58. Action of the Chairperson, Governing Body vide note dated October 29, 2020, granting permission to conduct the Screening/Evaluation Committees for various Departments of the college.




59. Action of the Chairperson, Governing Body vide notes dated November 3, 2020, approving the minutes of the Screening/Evaluation Committee for the promotion of the following teachers of the Department of Physics

- (a) Dr. Ranjeet Singh - Assistant Professor Level 10 to 11
- (b) Mr. Pawan Kumar - Assistant Professor Level 10 to 11
- (c) Dr. Arijit Chowdhuri - Assistant Professor Level 11 to 12
- (d) Dr. Subhash Kumar - Assistant Professor Level 11 to 12

60. Action of the Chairperson, Governing Body vide note dated November 3, 2020, approving the minutes of the Screening/Evaluation Committee for the promotion of the following teachers of the Department of Mathematics:

- (a) Dr. SadaNand Prasad - Assistant Professor Level 10 to 11
- (b) Dr. Chaman Singh - Assistant Professor Level 10 to 11

61. Action of the Chairperson, Governing Body vide notes dated November 3, 2020, approving the minutes of the Screening/Evaluation Committee for the promotion of the following teachers of the Department of Chemistry:

- (c) Dr. Dinesh Kumar Arya- Assistant Professor Level 10 to 11
- (d) Dr. Vikrant Kumar - Assistant Professor Level 10 to 11
- (e) Dr. Geetu Gambhir - Assistant Professor Level 11 to 12
- (f) Dr. Pankaj Khanna - Assistant Professor Level 11 to 12

62. Action of the Chairperson, Governing Body vide notes dated November 9, 2020, approving the minutes of the Screening/Evaluation Committee for the promotion of the following teachers of the Department of Computer Science:

- (a) Dr. Harita Ahuja - Assistant Professor Level 10 to 11
- (b) Dr. Preeti Marwaha - Assistant Professor Level 10 to 11
- (c) Dr. Chandra K.Samal - Assistant Professor Level 10 to 11
- (d) Dr. Sunita Narang - Assistant Professor Level 11 to 12

63. Action of the Chairperson, Governing Body vide note dated November 9, 2020, approving the minutes of the Screening/Evaluation Committee for the promotion of the following teacher(s) of the Department of Zoology:

- (a) Mr. Ravinder Kumar Sagar - Assistant Professor Level 10 to 11

64. Action of the Chairperson, Governing Body vide note dated November 9, 2020, approving the minutes of the Screening/Evaluation Committee for the promotion of the following teachers of the Department of Commerce:

- (a) Ms. Poonam Chauhan - Assistant Professor Level 11 to 12
- (b) Dr. Shalu Mahajan - Assistant Professor Level 11 to 12

65. Action of the Chairperson, Governing Body vide notes dated November 11, 2020, approving the minutes of the Screening/Evaluation Committee for the promotion of the following teachers of the Department of Electronics:

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|-----------------------|---|------------------------------------|
| (a) Dr. Raveen Kaur | - | Assistant Professor Level 10 to 11 |
| (b) Dr. Udaibir Singh | - | Assistant Professor Level 11 to 12 |

66. Non-renewal of ERP by TCsion.

In compliance of the minutes of the Internal Quality Assurance Cell (IQAC) of the college in its meeting held on August 13, 2019, a sub-committee was constituted to look into the functioning of the ERP-TCS iON and its continuation in the college. The sub-committee at its meeting held on September 5, 2019 discussed the functioning of the TCS iON and the alternatives based on the requirement and immediate need of the college. The committee took the feedback from the end users from Office staff, Accounts staff, Library staff and teachers. After thorough discussion, looking at the annual running cost of the software, the committee recommended the implementation of the alternative options and non-renewal and termination the services TCSiON.

The college has introduced the new software system and the new College Website from the academic session 2020-2021.

Comparison of TCSion and the Implemented New System as under:

S. No.	Particular	One Time Implementation Cost	Maintenance Cost Every Year	Recurring cost/per year
1	TCSion	4,30,000	21,60,000	21,60,000 (Twenty One Lakh Sixty Thousand)
	Software for Accounts		33,000	33,000
Total		4,30,000		21,93,000
New Implementation				
1	Koha Software for library	93,220	47,200 (From Second Year Onwards)	47,200
2	One Time Development Cost for College Website - 1st year Annual	85,000		
3	Annual Cost for Student Attendance & Internal Assessment, I-Card,	90,000		

	Fee Payment & Examination Forms Solution			
4	Development and integration of online admissions of foreign Language courses	15,000		
Sub Total		2,83,220		
5	Maintenance Cost		40,000(From Second Year Onwards)	40,000
6	Dedicated Server Cost with SSL Security Certificate (Annual)		21,000	21,000
7	Software for Accounts		33,000	33,000
Total		2,83,220		1,41,200

67. Action of the Officiating Principal in re-appointing the non-teaching staff who was working on contractual basis for the periods mentioned against each.

B. Considered:

1. The matter of the financial misconduct by Mr. Rakesh Kumar Dubey, Laboratory Assistant in the Department of Physics of the college

The Accounts Branch of the college had reported to the Officiating Principal that the bills for reimbursement of Children Education Allowance (CEA) submitted by Mr. Rakesh Kumar Dubey, Laboratory Assistant were found to be fake. The bills were pertaining to the financial years 2017-2018, 2018-2019 & 2019-2020.

Accordingly, the Officiating Principal had served a memorandum vide letter No. ANDC/2020/001 dated June 18, 2020 asking him to explain the reasons for submitting fake bills. Mr. Rakesh Kumar Dubey has admitted his mistake and felt guilty. He has also submitted bills of actual school receipts.

The Governing Body deliberated the matter and it was unanimously resolved to constitute a committee consisting of the following members to examine the matter and rules in this regard.

- (a) **Dr. Geetu Gambhir, Bursar and Convener**
- (b) **Mr. Prem Bharagav, Member GB**
- (c) **Mr. Jitender Singh, Treasurer GB**
- (d) **Mr. Kamaljit Singh, Non-teaching Representative, GB**

The committee will submit its recommendations to the Chairman, Governing Body within 15 days. The recommendations will be presented in the next GB meeting.

2. Estimate of Rs. 6,13,870/- (Rupees Six lakhs thirteen thousand eight hundred & seventy only) for Segregation of Light and Power Load in the college, which is to be sent to the Directorate of Higher Education for approval.

The Governing Body unanimously resolved to approve the estimate and send the same to the Directorate of Higher Education for administrative approval as well as sanction of funds for the works.

3. Estimate of Rs. 28,04,661/- (Rupees Twenty eight lakhs four thousand and six hundred sixty one only) for maintenance of MOEI & Fans i/c Compound Lights, RMO Pump sets, DG sets & sub-station in the college, which is to be sent to the Directorate of Higher Education for approval.

The Governing Body unanimously resolved to approve the estimate and send the same to the Directorate of Higher Education for administrative approval as well as sanction of funds for the works.

4. Functioning of ANDC inStart Foundation(AIF) in the College.

Ref emails and office letters of various dates.

The members of the Governing Body applauded the sanction of business incubator ANDC InStart Foundation (AIF) in the college and expressed desire for its continuity. Regarding the functioning of the AIF, the chairperson suggested that AIF board directors will submit annual reports for the past years. He also formulated a committee to study the reports and give its recommendations to the GB and the matter would be discussed in next GB meeting. Members of the committee are:

(a) Mr. Jitender Singh, Member, Governing Body (Treasurer)

(b) Prof. Mridula Gupta, University Representative

(c) Dr. Anupama Shukla, Teacher Representative and Convener of the committee

5. Advertisement for the Posts of Assistant Professors in the following Departments of the college.

S.No.	Department	SC	ST	OBC	PwD	UR	EWS	Total
1.	Biomedical Science	01	-	02	-	01	-	04
2.	Botany	-	-	01	-	03	01	05
3.	Chemistry	-	01	-	-	01	-	02
4.	Commerce	02	-	01	01 (VI)	01	-	05

5.	Computer Science	-	-	03	01 (VI)	-	01	05
6.	Electronics	-	-	-	-	01	-	01
7.	Mathematics	01	01	01	01 (LD)	01	-	05
8.	Physics	02	01	04		-	02	09
9.	Zoology	01	-	02		02	-	05
	Total	07	03	14	03	10	04	41

The University of Delhi vide letter No. CB-II/110/Roster/Advt.ANDC/2010/01/511 dated January 28, 2020 and CB-II/110/Roster/Advt./ANDC/2010/01/719 dated November 23/24, 2020 approved the reservation roster for SC/ST/OBC/EWS and PwD categories.

The Directorate of Higher Education, Govt. of NCT of Delhi had sanctioned 41 posts vide letter Nos. DHE-13(17(Misc)/SRCASW/2013-2014/2477-81 dated June 19, 2015 & DHE-13(17(Misc.)SRCASW/2013-14/5050-5054 dated November 18, 2015

The Governing Body discussed the matter of advertising the teaching posts and it was unanimously resolved to advertise 41 teaching posts immediately for recruitment on permanent basis.

6. Extension of the term of Officiating Principal beyond November 30, 2020 for a period of six months.

The Governing Body at its meeting held on Tuesday, November 13, 2018 resolved that Dr. Ravi Toteja, then Vice Principal, to take over as Acting Principal after superannuation of Dr. Savithri Singh from December 01, 2018 for six months as per University of Delhi's ordinance XVIII 7 (3). The University of Delhi gave its approval vide letter no CS-SDC/Prin-ANDC/2018/437 dated December 3, 2018 till February 13, 2019.

Subsequently, the Governing Body at its meeting held on Monday, January 21, 2019 approved the extension of the tenure of Dr. Ravi Toteja as Vice-Principal beyond February 13, 2019 as per University of Delhi's 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 University of Delhi's Ordinance XVIII 7 (3). The University of Delhi vide letter No. CS-SDC/Prin-ANDC/2019/622 dated April 8, 2019 conveyed the approval of extension of term of Dr. Ravi Toteja as Acting Principal. Accordingly, the term of his appointment expired on May 31, 2019. The Chairperson, Governing Body vide note dated 30.04.2019 extended the tenure of Dr. Ravi Toteja for a period of six months with effect from June 1, 2019 and designated as Officiating Principal as per Ordinance XVIII 7(3). The approval from the University of Delhi is still awaited. The University Representative on the Governing Body vide note dated November 25, 2019 extended the tenure of Dr. Ravi Toteja for a period of six months w.e.f. December 1, 2019. The approval from the University of Delhi is still awaited.

The Chairperson, Governing Body vide note dated 03.06.2020 further extended the tenure of Dr. Ravi Toteja for a period of six months with effect from June 1, 2020.

The present term of Dr. Ravi Toteja as Officiating Principal has ended on November 30, 2020.

The relevant rules of University of Delhi for arrangement in the absence of permanent 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 fulfill 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 of the college unanimously resolved to extend the term of Dr. Ravi Toteja as Officiating Principal for a further period of six months beyond November 30, 2020 or till the appointment of a permanent Principal whichever is earlier.

V. Accounts:

A. Reported and approved:

1. Action of the Officiating Principal vide note dated January 24, 2019, transferring a sum of Rs. 7,00,000/- from College Society Account to DBT Star College funds, since there was no release of grants from DBT.

The amount of Rs. 7,00,000/- has been refunded to the College Society Accounts from DBT on 22.09.2020 after receipt of the funds from the DBT.

2. Receipt of the letter No. DHE-03(01)/100%/GIA/2018-19/516 to 525 dated January 30, 2019 from the Accounts Officer, Higher Education conveying the sanction of the Finance Department, Delhi for release an amount of Rs. 7.95 crores for salary and 50 lakhs for creation of Assets.
3. Abstract of Minutes of the Selection Committee for the award of the "D.C. Arora Scholarship" held on February 20, 2019.

The following students were awarded the scholarship for the year 2018-2019:

Needy Category:



(a) Ms. Pooja Ranjan
B.Sc. (H) Computer Science (2018-2021)

(b) MD Zeeshan
B.Sc. (H) Chemistry (2017-2020)

Meritorious Category:

(a) Mr. Robin Singh
B.Sc. Physical Science with Comp.Sc. (2016-2019)

(b) Mr. PrahladPrajapat
B.Sc. (H) Electronics (2018-2021)

4. Abstract of Minutes of the Selection Committee for the award of the "Teena Gupta Memorial Scholarship" held on March 8, 2019.

The following students were awarded the scholarship for the year 2018-2019:

B.Sc. H) Electronics:

(a) Mr. Ashutosh Mani Tripathi Part I (2018-21)

(b) Mr. Ram Avtar Part III (2016-2019)

(c) Mr. Mohan Dubey Part III (2016-2019)

B.Sc. Physical Sciences (Computer Science):

(a) Mr. Robin Singh Part III (2016-2019)

(b) Ms. Riya Arora Part III (2016-2019)

(c) Mr. Nitesh Kumar Part I (2018-2021)

5. Abstract of Minutes of the Selection Committee for the award of the "Dr. Saumya Saxena Memorial Scholarship" held on March 26, 2019.

The following students were awarded the scholarship for the year 2018-2019:

B.Sc. (H) Botany:

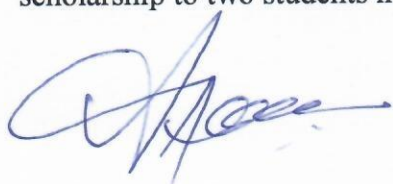
(a) Ms. Pooja, B.Sc. (H) Botany (2016-2019)

6. The following students were awarded "Professor Savithri Singh for Best UG Researcher" for the year 2019-2020:

(a) Mr. PrahladPrajapat

(b) Ms. Komal

Four candidates had applied and appeared for the interview. Since interviews for the said scholarship could not be held last year. Therefore the donor decided to extend the scholarship to two students in place of one this year.



7. Action of the Treasurer and Chairperson, Governing Body vide note dated May 29, 2019, granting the permission to revise the pension of retired faculty and other staff in the college as per recommendation of 7th CPC from May 2019 onwards in light of the recommendation s communicated by the University of Delhi.
8. Action of the Treasurer and Chairperson, Governing Body vide note dated May 29, 2019, granting the permission to revise the salary of non-teaching employees in the college as per recommendation of 7th CPC from May 2019 onwards.
9. Action of the Treasurer and Chairperson, Governing Body vide note dated May 29, 2019, granting the permission to revise the salary of teachers, equivalent academic staff in the college as per recommendation of 7th CPC from May 2019 onwards.
10. Abstract of minutes of the meeting of the Provident Fund Committee held on June 11, 2019.

It was decided in the meeting that the rate of interest announced by the Govt. of India be given to subscribers of the Provident Fund. The rates of interest are as under:

(a) April 1, 2018 to June 30, 2018	-	7.6%
(b) July 1, 2018 to September 30, 2018	-	7.6%
(c) October 1, 2018 to December 31, 2018	-	8.0%
(d) January 1, 2019 to March 31, 2019	-	8.0%

Calculations were made and the resultants are as under:

(a) Interest received by the college on FDR Investments	Rs. 1,08,58,231.00
(b) Reserved Fund as per March 31, 2018	<u>Rs. 14,35,251.93</u>
	Rs. 1,22,93,482.93
Interest to be paid/credited to the subscribers Accounts	Rs. 1,18,92,578.00
Reserve Fund as on 31.03.2019	Rs. 4,00,904.93

11. Action of the Chairperson, Governing Body vide note dated July 1, 2020, nominating the following members of the Governing Body on the Provident Fund Committee of the college.

- (a) Ms. Lalita Aggarwal - Member
- (b) Dr. Amit Garg - Member

Action of the Chairperson, Governing Body vide note dated November 4, 2020, nominating Dr. Anupama Shukla in place of Dr. Amit Garg, whose term as Teacher Representative, Governing Body ended on 13.09.2020.

12. Receipt of the letter No. DHE-03(01)/100%/GIA/2018-19/2840-54 dated July 5, 2019, from the DDO, Higher Education conveying the sanction of the Finance Department, Delhi for release an amount of Rs. 6.50 crore for salary and 25 lakhs for other than salaries.
13. Action of the Chairperson, Governing Body vide note dated July 11, 2019, approving the changes in the Fee Structure from the academic session 2019-2020. The details of changes are as under:

Under General Account, IA College Fees:

Medical revised from Rs. 75/- to Rs. 100/-
Practical examination facilitation revised from Rs. 150/- to Rs. 180/-
Sports/ECA fee revised from Rs. 200/- to Rs. 250/-

Under Society Account:

Student Council fee revised from Rs. 200/- to Rs. 250/-
Professional Development Programme fee revised from Rs. 500/- to Rs. 1000/-

14. Action of the Chairperson, Governing Body vide note dated July 20, 2019, granting permission to implement the revisions in the Fee structure of Foreign Language Courses from the academic session 2019-2020.
15. Action of the Treasurer and Chairperson, Governing Body vide note dated September 16, 2019, approving the Balance Sheet of the college accounts for the financial year 2018-2019.
16. Action of the Chairperson, Governing Body vide note dated September 23, 2019, approving the transfer of Rs. 3.50 crore temporarily from the college society account to the General Account for the payment of summer salary of Ad-hoc teachers and salary to the staff for the month of September 2019.
17. Receipt of the letter No. DHE-03(01)/100%/GIA/2019-20/6042-50 dated October 23, 2019, from the Accounts Officer, Higher Education conveying the sanction of the Finance Department, Delhi for release of an amount of Rs. 16 crores for salary and 20 lakhs for other than salaries. It has also been conveyed for approval for revalidation of the unspent GIA under salaries, other than salaries and Capital Assets of 2018-2019.
18. Action of the Bursar & Principal vide note dated January 29, 2020, approving the transfer of Rs. 2.50 crore temporarily from the college society account to the General Account for the payment of salary for the month of January 2020.
19. Action of the Bursar & Principal vide note dated February 27, 2020, approving the transfer of Rs. 2.60 crore temporarily from the college society account to the General Account for the payment of salary to the staff and other day to day expenses.

Out of 5.10 crore (Item No. 18 & 19), a sum of Rs. 3.20 crore has been refunded to Society Account on 31.03.2020.

20. Action of the Bursar & Principal vide note dated April 1, 2020, approving the transfer of Rs. 3.20 crore temporarily from the college society account to the General Account for the payment of salary for the month of March 2020.
21. Action of the Officiating Principal vide note dated February 3, 2020, granting the benefit of Librarian Scale to Ms. Namrata Arora, Professional Assistant in Library for a further period of one year or till the Librarian is appointed on substantive basis whichever is earlier. The grant of Librarian Scale to Ms. Arora is in accordance with the decision of the Governing Body of the college held on November 13, 2018.
22. Receipt of the letter No. F.50-14/2019(IC) dated February 12, 2020 from the Section Officer, University Grants Commission (UGC) conveying the sanction of the UGC for payment of grant of Rs. 14,94,000/- as first installment towards the UGC scheme for mentoring NAAC Accreditation Aspirant Institutions to promote Quality Assurance in Higher Education under PARAMARSH for the year 2019-2020.
23. Receipt of the letter No. DHE-03(01)/100%/GIA/2019-20/947-956 dated March 25, 2020, from the Assistant Accounts Officer, Higher Education conveying the sanction of the Finance Department, Delhi for release of an amount of Rs. 3 crore for salary and 20 lakhs for other than salaries as final installment.
24. Receipt of the letter No. DHE-03(01)/100%/GIA/2020-21/32-40 dated May 7, 2020, from the Assistant Accounts Officer, Higher Education conveying the sanction of the Finance Department, Delhi for release of an amount of Rs. 2.33 crore for salary as Ist Installment (on monthly basis).
25. Receipt of the letter No. DHE-03(01)/100%/GIA/2020-21/92-101 dated June 3, 2020, from the Accounts Officer, Higher Education conveying the sanction of the Finance Department, Delhi for release of an amount of Rs. 2.33 crore for salary as Ist Installment (2nd Month).
26. Receipt of the letter No. DHE-03(01)/100%/GIA/2020-21/Pt.file/1004-1013 dated September 9, 2020 from the Accounts Officer, Higher Education conveying the sanction of the Finance Department, Delhi for release of an amount of Rs. 2.33 crore for salary as Ist Installment (3rd Month).
27. Action of the Chairperson, Governing Body vide note dated September 15 & 29, 2020 granting honorarium to the non-teaching employees of the college.

- | | |
|--|---|
| 1. Mr. Anil Kishore Godiyal, Assistant - | 22.01.2020 i.e. the date of his rejoining from the deputation |
| 2. Mr. Resham Bahadur - | 15.06.2020 i.e. the date of his promotion as Junior Assistant |

B. Considered and approved:

1. Audit report from A.G.C.R for the financial year 2009-2018
2. Action taken report of the AGCR audit report for the period 2009-2018.

The Governing Body discussed the Action taken report of the A.G.C.R. audit report for the period 2009-2018 and it was resolved to approve the same.

Any other matter

1. The two self-financing courses
 - a. Construing Indian Constitution
 - b. Professional Skill Enhancement Course on Learning Bioinformatics and its Application in Publication

forwarded by IQAC of the College were discussed. In response, details about the course content, fee structure and benefits to the college were sought by GB. This is to be discussed in the next meeting.

2. Action of the Chairperson, Governing Body vide note dated September 17, 2020, approving of the creation of teaching and non-teaching posts due to implementation of Economic Weaker Section (EWS) reservations from the academic session 2019-2020. The college vide letter No. ANDC/2020/2954 dated March 17, 2020 has submitted the proposal for the creation of the teaching and non-teaching posts.

The following teaching and non-teaching posts have been created for onward transmission to the Directorate of Higher Education, Govt. of NCT of Delhi.

S.No.	Name	No. of posts
1	Assistant Professor	86 upto 2019-2020 to 2022-2023
2	Section Officer	01 No
3	Senior Assistant	02 No
4	Assistant	03 No
5	Junior Assistant	03 No
6	MTS (erstwhile D group)	05 No
7	Library Assistant	01 No
8	Senior Technical Assistant	01 No
9	Laboratory Assistant	18 No
10	MTS - Laboratory	35 No

11	Estate Officer	01 No
12	Programmer	01 No
13	System & Network Admn.	01 No
14	Account Officer	01 No
15	Medical Officer	01 No
16	Nurse	01 No
17	Light and Sound Engineer	01 No
18	Stenographer	01 No

The above posts have been created as per the UGC/DU norms.


The matter was reported and approved.

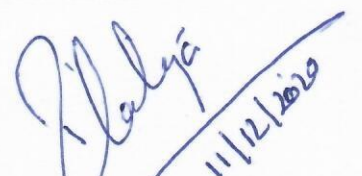
3. The representation of Non-teaching Staff received on December 9, 2020 requesting to consider the following:
 - (a) Grant of promotion through DPC to all eligible employees
 - (b) Conduct of LDE for eligible employees
 - (c) Initiate the process of direct recruitment of non-teaching staff along with the teaching staff.
 - (d) Consider the candidature of already long time engaged contractual/daily wager staff for the permanent recruitment

In response, the chairperson suggested to check the procedures being followed in the University. All proceedings with the issue will be taken in the next GB meeting.

4. The house was informed about the requirement of appointments of guest/ad-hoc faculty in several departments as per workload from January 2021 when classes for all the three semesters shall be held (Sem I, Sem IV and Sem VI). Permission was sought for inviting selection committee panel from the University and was granted. To ensure timely appointments for the smooth functioning of classes in the upcoming academic session, the chairperson also suggested that in case the selection committee panel is not received on time, then panel from the previous year can be used to hold the interviews.

The meeting ended with vote of thanks to the Chair.


Chairperson
Governing Body


Officiating Principal (Member Secretary)

