

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

GOVERNING BODY MEETING

Date: Thursday, October 29, 2021 at 11.00 A.M.

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

MINUTES

Minutes of the meeting of the Governing Body held on October 29, 2021 in the committee room of the college-

The following members were present:

- a. Prof. Indranil Dasgupta (Chairman, Governing Body)
- b. Prof. Mridula Gupta (Treasurer, Governing Body)
- c. Dr. Sunita Jetly (Teacher representative)
- d. Dr. Gagan Dhawan (Teacher representative)
- e. Prof. Ravi Toteja (Officiating Principal)
- f. Dr. Geetu Gambhir (Bursar, Special Invitee)
- g. Mr. Diwakar Bhardwaj (Non-teaching nominee)

Opening Remarks

The principal welcomed all the members of the house and introduced the new members- Dr. Sunita Jetly and Dr. Gagan Dhawan as Teacher Representatives in the Governing Body. GB members were also apprised of the non-receipt of the grants from the DHE for disbursing salaries to the employees of the College. It was suggested to fix an appointment with Ms Atishi Merlena, MLA, Kalkaji to discuss the same.

- I. Minutes of the meeting of the Governing Body held on July 13, 2021 were confirmed.
- II. Action Taken Report on minutes of the meeting for the Governing Body meeting held on July 13, 2021.

Considered & approved (Admn.)

1. As per the Governing Body resolution, the recovery of the amount claimed for CEA i.e. Rs, 2,79,000/- with 2% penal interest has been recovered from Mr. Rakesh Kumar Dubey, Laboratory Assistant, Department of Physics of the college.

T. I. Dasgupta

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2. As per the decision of the Governing Body resolution, a committee has been constituted and notified to bridge the gap between institution and the incubator and to frame guidelines for efficient working of ANDC inStart Foundation in the college.

3. As per the Governing Body resolution, the study leave to Mr. Ravinder Kumar Sagar, Assistant Professor in the Department of Zoology of the college has been granted as per the University of Delhi Rules.

Meanwhile, Mr. Ravinder Kumar Sagar has been promoted as Associate Professor. As per leaves rules of University of Delhi, the Associate Professors cannot be granted study leave and they are eligible for Sabbatical leave after completion 7 years of continuous service as Reader/Associate Professor. Hence, Mr. Ravinder Kumar Sagar is not allowed to proceed on study leave.

4. As per the permission of the Governing Body, the workload for the year 2021-2022 (Odd Semester) has been implemented.

5. Confirmation of services letter to Mr. Vaneet Kumar, MTS-Laboratory, Department of Physics has been issued with effect from 10.09.2018.

Considered and approved (Accounts):

1. As per the approval of the Governing Body, the Action Taken Report on the audit report of Examiner, Local Fund Accounts for the years 2017-2018 and 2018-2019 has been sent to the LFA and Directorate of Higher Education, Govt. of NCT of Delhi.

2. As per the approval of the Governing Body, the remuneration of the Guest Faculty of Foreign Language Courses has been revised from Rs. 1000/- per class to Rs. 1500/- per class as per UGC/DU guidelines.

III Administration:

A. Reported and approved:

1. Action of the Chairperson, Governing Body vide note dated July 16, 2021, appointing 54 teachers on ad-hoc basis for a period of 120 days from the date mentioned against each.

2. Action of the Chairperson, Governing Body vide note dated July 27, 2021, approving the revised minimum wages of contractual employees with effect from 01.04.2021.

3. Action of the Chairperson, Governing Body vide note dated July 29, 2021, approving the minutes of the meeting of the Selection Committee for promotion of the following teachers of Department of Chemistry of the college as Professors.

T. D. Dasgupta

R. K. Singh

- (a) Dr. Sunita Hooda - 18.07.2018.
(b) Dr. Rashmi Thukral - 18.07.2018

4. Action of the Chairperson, Governing Body vide note dated July 30, 2021, approving the promotion to the following non-teaching posts after due approval of the Directorate of Higher Education.

- (a) Section Officer
(b) Senior Assistant
(c) Assistant
(d) Junior Assistant
(e) Library Assistant
(f) Semi-Professional Assistant

5. Receipt of the letter dated from CS-SDC/108/2021/UR-ANDC/72(i) dated August 2, 2021 from the Deputy Registrar, University of Delhi South Campus conveying the approval of the Vice-Chancellor, University of Delhi for the appointment of the following teachers on the Governing Body of the college from the date mentioned against each:

S.No.	Name of the Teacher & Department	Period	Category
1.	Dr. Sunita Jetly Department of Biomedical Science	01.10.2021 to 30.09.2022	More than 10 years of service
2.	Dr. Gagan Dhawan Department of Biomedical Science	14.09.2021 to 13.09.2022	Less than 10 years of service

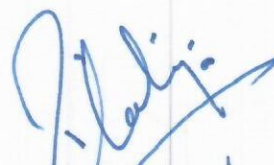
6. Receipt of the letter No. CS-SDC/108/2021/UR-ANDC/72(i) dated August 2, 2021 from the Deputy Registrar, University of Delhi South Campus, conveying the approval of the Vice-Chancellor for the appointment of Professor Mridula Gupta as University Representative on the Governing Body of the college for a period of one year with effect from 14.08.2021 to 13.08.2022.

7. Action of the Chairperson, Governing Body, vide note dated August 10, 2021, approving the minutes of the meeting of the Selection Committee for promotion of the following teacher (s) of Department of Zoology of the college as Associate Professor.

- (a) Mr. Ravinder Kumar Sagar - 07.05.2020

8. Action of the Chairperson, Governing Body, vide note dated August 18, 2021, approving the minutes of the meeting of the Selection Committee for promotion of the following teacher (s) of Department of Electronics of the college as Professor.

Indu Dasgupta



- (a) Dr. Anju Agrawal - 18.07.2018
(b) Dr. Amit Garg - 18.07.2018

9. Action of the Chairperson, Governing Body, vide note dated August 24, 2021, approving the minutes of the meeting of the Selection Committee for promotion of the following teacher (s) of Department of Computer Science of the college as Professor.

- (a) Dr. Vibha Gaur - 18.07.2018

10. Action of the Chairperson, Governing Body, vide note dated August 31, 2021, sanctioning the earned leave to Professor Ravi Toteja, Officiating Principal for the period 06.09.2021 to 24.09.2021 and also granted permission to Dr. Sunita Hooda, Professor, Department of Chemistry, the senior most teacher in the college to look after the day-to-day responsibilities of the principal in place of Dr. Ravi Toteja.

11. Action of the Chairperson, Governing Body, approving the re-appointment of the following non-teaching staff as MTS-Laboratory from the date mentioned against each for a period of six months.

- (a) Mr. Rajeev - 03.09.2021
(b) Mr. Arjun - 03.09.2021
(c) Mr. Harshal Vishnoi - 03.09.2021
(d) Mr. Praveen Singh Rawat - 03.09.2021
(e) Mr. Manoj Kumar - 17.09.2021
(f) Mr. Jayanta Sarswat - 20.09.2021
(g) Mr. Ram Kumar Singh - 04.10.2021
Senior Technical Assistant

12. Action of the Chairperson, Governing Body, vide note dated September 2, 2021, approving the re-appointment of Mr. Tarun Sharma as Senior Technical Assistant on ad-hoc basis with effect from September 21, 2021.

13. Action of the Chairperson, Governing Body, vide note dated 28.09.2021, approving the re-appointment of the following non-teaching staff as MTS-Laboratory from the date mentioned against each for a period of six months.

- (a) Ms. Sumitra Devi - 05.10.2021
(b) Mr. Rohtash Singh Nagar - 05.10.2021
(c) Mr. Bharat Bhushan - 05.10.2021
(d) Mr. Vikas Rathi - 05.10.2021
(e) Mr. Girish - 05.10.2021
(f) Mr. Dharmendra Kumar - 05.10.2021
(g) Mr. Pankaj Singh Bisht - 05.10.2021
(h) Mr. Dharmender Manjhi - 05.10.2021
(i) Mr. Amarjeet Singh - 05.10.2021

Indu Dasgupta

P. Lalit

- (j) Mr. Vinod Sah - 11.10.2021
(k) Mr. Sumit Kumar - 08.10.2021

14. Resolution by circulation of the note dated September 14, 2021, to elect Professor Indranil Dasgupta (University Representative) as the Chairperson of the Governing Body and the appointment of Professor Mridula Gupta as Treasurer in the absence of full-fledged Governing Body.

15. Action of the Chairperson, Governing Body, vide note dated September 30, 2021, nominating Professor Mridula Gupta from the Governing Body as his nominee on the Selection Committees of Chemistry and Commerce for promotion to Associate Professor.

16. Action of the Chairperson, Governing Body, vide note dated September 30, 2021, approving the minutes of the meeting of the Selection Committee for promotion of the following teacher (s) of Department of Chemistry of the college as Professor.

- (a) Dr. Seema Gupta - 31.03.2021
(b) Dr. Pankaj Khanna - 14.08.2020

17. Action of the Chairperson, Governing Body, vide note dated September 30, 2021, approving the minutes of the meeting of the Selection Committee for promotion of the following teacher (s) of Department of Physics of the college as Professor.

- (a) Dr. Arijit Chowdhuri - 18.07.2018

18. Action of the Chairperson, Governing Body, vide note dated October 5, 2021, approving the minutes of the meeting of the Selection Committee for promotion of the following teacher (s) of Department of Mathematics of the college as Professor.

- (a) Dr. Laxmi Narain - 18.07.2018

19. Action of the Chairperson, Governing Body, vide note dated October 20, 2021, approving the extension of services of Dr. Sarita Agarwal, Assistant Professor on temporary basis for a further period of one year.

20. Action of the Chairperson, Governing Body, vide note dated October 20, 2021, approving the name of Professor Mridula Gupta on the Write-off committee as Governing Body member.

B. Considered and approved:

1. The advertisement of Principal

The University of Delhi vide letter No. CB-II/Apptt./T&NT staff/2021/328 dated October 13, 2021 from the Assistant Registrar (Colleges) conveyed the decision of

Indu Dasgupta



the University of Delhi for advertising the Principal, teaching and non-teaching positions. Accordingly, the college needs to advertise the post of regular Principal.

The College had advertised the post of Principal on October 5, 2019. Accordingly, the validity of the advertisement has lapsed after completion of 18 months.

The Governing Body unanimously resolved to advertise the post of Principal following the due procedures and qualifications as per the UGC/University of Delhi rules.

2. Extension of the term of Professor Ravi Toteja as Officiating Principal beyond November 30, 2021 for a further of 6 months or till the regular Principal is appointed whichever is earlier.

The relevant rules of University of Delhi for arrangement in the absence of regular 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, 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 term of Dr. Ravi Toteja as Officiating Principal for a further period of 6 months beyond November 30, 2021 or till the regular Principal is appointed whichever is earlier.

3. Re-constitution of the Committee to bridge the gap between the college and the incubator and to frame guidelines for efficient working of Andc inStart Foundation (AiF).

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The Governing Body of the College at its meeting held on July 13, 2021 constituted a committee consisting of the following members:

- (a) Ms. Lalita Agarwal, Member, Governing Body (Convenor)
- (b) Professor Mridula Gupta, University Representative, Governing Body.
- (c) Mr. Jitender Singh, Treasurer, Governing Body.
- (d) Mr. Prem Bhargav, Member, Governing Body
- (e) Professor Ravi Toteja, Officiating Principal
- (f) Dr. Geetu Gambhir, Bursar
- (g) Dr. Amit Garg, Director, AIF
- (h) Dr. Sandeep Kr. Goel, Director, AIF
- (i) Dr. Anupama Shukla, Teacher Representative, Governing Body.

Since, the term of membership of the Governing Body of S.No a, c, d, and i has expired, the Governing Body is requested to re-constitute the committee.

The Governing Body after discussion, resolved to re-constitute the committee of the following members to bridge the gap between the college and the incubator.

- (a) Professor Mridula Gupta (Treasurer, Governing Body)**
- (b) Professor Ravi Toteja, Officiating Principal**
- (c) Dr. Geetu Gambhir, Bursar (Convenor)**
- (d) Professor Amit Garg (Director AIF)**
- (e) Dr. Gagan Dhawan (Teacher Representative, Governing Body)**

- 4. The estimate of Rs. 15,74,100/- for Civil works in the main building to stop the water leakage and seepage during rainy season.

The Governing Body resolved to approve the estimate of Rs. 15,74,100/- for onward submission to the Directorate of Higher Education, Govt. NCT of Delhi for administrative approval and sanction of funds.

- 5. Starting of an add-on course

It was recommended that the formal approval of the proposal from the Internal Quality Assurance Cell (IQAC) of the college is required before starting any add-on course by the college.

- 6. Use of unclaimed Caution deposit money collected from the students.

As per the University of Delhi rules, the caution money/security deposit (if any) submitted by the students at the time of their admission to the college will be lapsed within a period of one year from the date of leaving the institution.

Governing Body unanimously agreed that as a one-time measure because of Covid pandemic, the lapsed security money can be used for paying the fees of students who are not in the position to pay. Clear guidelines for the same should be formulated by the fellowship committee of the College.

7. The revision of minimum wages of the following contractual employees with effect from 01.04.2021.

- (a) Mr. Suresh Kumar
(b) Ms. Laxmi

The Governing Body unanimously agreed for the same.

Accounts:

A. Reported and approved:

8. Action of the Chairperson, Governing Body vide note dated June 16, 2021. Approving the name of M/s. BAGS & Co for auditing the accounts of the college for the financial year 2020-2021.
9. Action of the Chairperson, Governing Body, vide note dated July 29, 2021, approving the fees structure for the academic year 2021-2022.
10. Action of the Treasurer and Chairperson, Governing Body vide note dated September 7, 2021, approving the revised budget estimates for the year 2021-2022 and budget estimates for the next financial year 2022-2023.

Proposed by the College:

- (a) Revised Budget Estimates 2021-2022 (Recurring): Rs. 55,50,95,294/-
(b) Non-recurring grant Budget proposal: Rs. 3,28,09,728/-
(c) Budget Estimates 2022-2023 (Recurring) Rs. 47,34,66,291/-
(d) Budget Estimates 2022-2023 (Non-recurring) Rs. 3,28,09,728/-

Revised As per the direction received by DHE:

- (a) Revised Budget Estimates 2021-2022 (Recurring): Rs. 49,02,69,628/-
(b) Non-recurring grant Budget proposal: Rs. 3,28,09,728/-
(c) Budget Estimates 2022-2023 (Recurring) Rs. 53,82,91,957/-
(d) Budget Estimates 2022-2023 (Non-recurring) Rs. 3,28,09,728/-

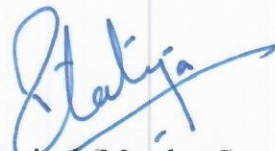
11. The item No. 2 of considered and approved (Accounts) was discussed again by the Governing Body of the college with regard to the enhancement of remuneration of Guest teachers of Foreign Languages courses.

T. Bil Dasgupta

J. B. Singh

The Governing Body resolved to that the guest faculty to be appointed as per the University of Delhi rules with a remuneration of Rs. 1500/- per class with capping of Rs. 50,000/- per month in Foreign Language Courses.

It was further deliberated that Rs 1500/- will be paid if the appointment is as per UGC/DU guidelines



Officiating Principal (Member Secretary)



Chairperson
Governing Body