

**ADITI MAHAVIDYALAYA
(UNIVERSITY OF DELHI)
BAWANA,
DELHI-110 039.**

**MINUTES OF MEETING OF THE 103rd GOVERNING BODY MEETING
OF ADITI MAHAVIDYALAYA**

The 103rd meeting of the Governing Body (GB) of Aditi Mahavidyalaya was held on 26th December, 2018 at 1.30 p.m. in the Principal's Office. The following members were present in the meeting:

Shri Prabhanjan Jha,
Chairman

Sh. Bhupinder Punia
Treasurer

Sh. Amrendra Kumar

Dr. Jyotish Joshi

Sh. Dharam Veer Sharma

Mr. Deepak

Mr. Ajay Gupta

Prof. Pamela Singla
University Representative

Dr. Mamta Sharma,
Member Secretary

Dr. Kamlesh Rani,
Teacher's Representative

Mr. Kishan Lal
Special Invitee

ITEM NO.1

To confirm the minutes of meeting of Governing Body No.102 held on 26th July, 2018.

Resolved that:

The Governing Body confirmed the minutes of meeting of Governing Body No.102 held on 26th July, 2018.

ITEM NO.2

To felicitate Prof. Neeta Sehgal, Department of Zoology, Dr.Sandhya Vatsyayana, Associate Professor in Hindi and Dr.Santosh Kumar, Assistant Professor in Sanskrit and Shri Kishan Lal, Non Teaching Special Invitee for their contribution in the smooth functioning of the college as University Representative and Teachers' Representatives on the college Governing Body respectively.

Resolved that:

The Governing Body felicitated Prof. Neeta Sehgal, Department of Zoology, Dr.Sandhya Vatsyayana, Associate Professor in Hindi and Dr.Santosh Kumar, Assistant Professor in Sanskrit and Shri Kishan Lal, Non Teaching Special Invitee for their contribution in the smooth functioning of the college as University Representative and Teachers' Representatives on the college Governing Body respectively.

ITEM NO.3

To report the University letter bearing No.CS-1/(108)/TR/GB/AM/2018/405 dated 20.11.2018 appointing Dr.Kamlesh Rani as Teachers' Representative on the college Governing Body for a period of one year w.e.f. 11.7.2018.

Resolved that:

The University letter bearing No.CS-1/(108)/TR/GB/AM/2018/405 dated 20.11.2018 appointing Dr.Kamlesh Rani as Teachers' Representative on the college Governing Body for a period of one year w.e.f. 11.7.2018 was reported in the Governing Body.

ITEM NO.4

To approve the of admission of students for the year 2018-2019 of the courses as per details given below:

B.A.(P) 1 year – 455
B.A(H) (Geo.) – 1 year - 34
B.A.(H) (Social Work) – 1 year - 45
B.A.(H) (Hindi Patrkrita Avam Jansanchar) – 1 year - 35
B.Com. – 1 year - 44
B.Com.(H) – 1 year - 35
B.El.Ed.- 1 year - 51

Resolved that:

The Governing Body approved the admission of students for the year 2018-2019 of the courses as per details given below:

B.A.(P) 1 year – 455
B.A(H) (Geo.) – 1 year - 34
B.A.(H) (Social Work) – 1 year - 45
B.A.(H) (Hindi Patrkrita Avam Jansanchar) – 1 year - 35
B.Com. – 1 year - 44
B.Com.(H) – 1 year - 35
B.El.Ed.- 1 year - 51

However, the Governing Body has resolved that intake capacity should be mentioned within bracket.

ITEM NO.5

To approve the adhoc appointment of the following Assistant Professors in the pay scale of Rs.57,700.00 (Academic Level 10) (As per VII CPC) plus other usual allowances permissible under the University rules for a period of four months i.e. from 22.11.2018 to 21.03.2019 or till the permanent appointments are made, whichever is earlier, subject to approval of the Governing Body:

Sl.No.	Name	Subject
1.	Dr.Bhupender Singh	Chemistry
2.	Dr.Promila Sehrawat	Economics
3.	Ms.Anita Beniwal	Education-B.El.Ed.
4.	Ms.Priya Khurana	Education-B.El.Ed.
5.	Ms.Gomti	Education-B.El.Ed
6.	Ms.Alka Verma	Education-B.El.Ed.
7.	Dr.Neetu Malik	Geography
8.	Ms.Mamta Arora	Geography
9.	Dr.Sheetal Sharma	Geography
10.	Dr.Roshani Devi	Geography
11.	Ms.Sneh Gangwar	Geography
12.	Ms. Shikha Yadav	Geography
13.	Dr.Sunita Dahiya	Commerce
14.	Dr.Parul Goel	Commerce
15.	Ms.Rashi Paliwal	Commerce
16.	Ms. Indu	Commerce
17.	Dr.Asha Devi	Hindi
18.	Dr.Kamlesh Kumari	Hindi
19.	Dr.Harkesh	Hindi
20.	Ms.Sangita Kumari	Hindi
21.	Dr.Devender Bhardwaj	Hindi
22.	Dr.Ritu Khatri	Hindi
23.	Dr.Rashmi Gupta	Physical Education
24.	Dr.Manju Goel	Social Work
25.	Ms.Manisha Pal	Social Work
26.	Shri Rakesh Choudhary	Social Work
27.	Ms. Gyanwati	Social Work
28.	Ms.Shashi Kumari	Commerce
29.	Ms.Juhi Bhatnagar	Political Science
30.	Dr.Santosh Kumar Yadav	Mathematics
31.	Parul Chopra	Commerce
32.	Dr.Annie Ray	Hindi
33.	Dr.Sangeeta Kumari	Hindi
34.	Ms.Mali Devi	Social Work
35.	Shri Baldev Gulati	Social work
36.	Ms.Upasna Gaggat	Home Science
37.	Dr.Manish Vats	Physical Education
38.	Ms.Shashi Prabha	Home Science (NHE)
39.	Ms.Lovely	Commerce
40.	Shri Aneesh T.V.	Social Work
41.	Dr.Shadab Khan	Geography
42.	Shri Jagmohan	Geography

Resolved that:

The Governing Body approved the adhoc appointment of the above Assistant Professors in the pay scale of Rs.57,700.00 (Academic Level 10) (As per VII CPC) plus other usual allowances permissible under the University rules for a period of four months i.e. from 22.11.2018 to 21.03.2019 or till the permanent appointments are made, whichever is earlier.

ITEM NO.6

To approve the Physical Verification Committee's Final Report along with the list of articles for write off as per GFR 10 (list enclosed).

Resolved that:

The Governing Body has resolved to constitute the Condemnation Committee to write off the items by the Governing Body.

ITEM NO.7

To confirm the probation period of Ms.Sangeeta, MTS-Office Attendant w.e.f. 23.10.2018 vide appointment letter bearing No. AM/2017/1159 dated 17.10.2018 and her joining w.e.f. 23.10.2017.

Resolved that:

The Governing Body confirmed the probation period of Ms.Sangeeta, MTS-Office Attendant w.e.f. 23.10.2018 vide appointment letter bearing No. AM/2017/1159 dated 17.10.2017 and her joining w.e.f. 23.10.2017. The date of appointment letter viz. 17.10.2018 in the agenda has been typed by mistake which should be read as 17.10.2018.

ITEM NO.8

To approve the grant of Child Care Leave to the following for the period mentioned against their names as per University rules:

Teaching Faculty:

Long Leave

1. Dr.Neerja Deswal,
Assistant Professor in English –
16.8.2018 to 29.4.2019
2. Dr.Beena Antony Reji,
Associate Professor in Social Work
9th August, 2018 – 24th November, 2018
3. Dr.Anu Jain,
Associate Professor in Commerce –
31.7.2018 to 31.10.2018

4. Dr.Ritu Sharma,
Assistant Professor in Psychology
25.7.2018 to 15.11.2018

Short Leave

1. Dr.Manisha Wadhwa,
Associate Professor in Education (B.El.Ed.)
1.10.2018 to 12.10.2018
2. Dr.Priya Bir,
Associate Professor in Psychology
22.10.2018 to 2.11.2018
3. Dr.Reema Lamba,
Associate Professor in Home Science
17.9.2018 to 27.9.2018
4. Dr.Archana Sawshilya,
Associate Professor in Political Science
17.9.2018 to 27.9.2018
5. Dr.Nalini Singh,
Assistant Professor in History
17.9.2018 to 27.9.2018
6. Dr.Ritu Choudhary,
Asstt.Professor in Education (B.El.Ed.)
13.8.2018 to 5.9.2018
7. Dr.Anju Singh
Assistant Professor in Geography
23.7.2018 to 13.8.2018

Non Teaching Staff Members:

1. Ms.Kavita, Professional Assistant (Library)
11.12.2018 to 8.1.2019
2. Ms.Seema Bhatnagar, Assistant
10.12.2018 to 20.2.2019

Resolved that:

The Governing Body approved the grant of Child Care Leave to the above teachers and employees for the period mentioned against their names as per University rules:

It was resolved that future long CCL would be based on undertaking by concerned teachers in accordance with University norms regarding CPC Gazette.

ITEM NO.9

To approve the extension of suspension of Mr.Aseem Kumar, Driver (U/S) for 180 days from the date of effective date of suspension or till the finalisation of enquiry vide approval of Chairman accorded on the note sheet dated 28.11.2018.

Resolved that:

The Governing Body approved the extension of suspension of Mr.Aseem Kumar, Driver (U/S) for 180 days from the date of effective date of suspension or till the finalisation of enquiry vide approval of Chairman accorded on the note sheet dated 28.11.2018.

ITEM NO.10

To approve the appointment of Mr.Jamil as System & Network Administrator on contractual basis for the period from 26.11.2018 to 25.05.2019 vide note sheet dated 13.11.2018.

Resolved that:

The Governing Body approved the appointment of Mr.Jamil as System & Network Administrator on contractual basis for the period from 26.11.2018 to 25.05.2019 vide note sheet dated 13.11.2018.

ITEM NO.11

To approve the extension of tenure of Dr.Archana Sawshilya as Bursar for the period from 17.8.2018 to 16.8.2019.

Resolved that:

The Governing Body approved the extension of tenure of Dr.Archana Sawshilya as Bursar for the period from 17.8.2018 to 16.8.2019.

ITEM NO.12

To report the promotion of Mr.Dheerender Kumar from the post of Lab.Attendant to Lab.Assistant (Under LDE) vide Departmental Promotion Committee minutes dated 16.8.2018

Resolved that:

The Governing Body was reported the promotion of Mr.Dheerender Kumar from the post of Lab.Attendant to Lab.Assistant (Under LDE) vide Departmental Promotion Committee minutes dated 16.8.2018

ITEM NO.13

To approve the appointment of Ms.Kusum as full time Nurse on contractual basis for a period of six months w.e.f. 1.8.2018 vide recommendations of Convener, Medical Committee on the letter dated 19.7.2018.

Resolved that:

The Governing Body approved the appointment of Ms.Kusum as full time Nurse on contractual basis for a period of six months w.e.f. 1.8.2018 vide recommendations of Convener, Medical Committee on the letter dated 19.7.2018.

ITEM NO.14

To report and approve the workload submitted by Workload Committee vide its minutes of the meeting held on 7.12.2018.

Resolved that:

The Governing Body approved the workload for the current semester. However, as desired by the Chairman, the workload may be reviewed by the Workload Committee and reported to the Chairman.

ITEM NO.15

- i. To approve the annual revised budget for the financial year 2018-2019 and budget estimate for the financial year 2019-2020.
- ii. To approve the appointment of Internal Auditor to audit the college accounts for the financial year 2017-2018.
- iii. To report the Internal Auditor's Report for the financial year 2017-2018.
- iv. To approve annual expenditure audited by the Chartered Accountant (Balance Sheet of college fund, students' fund, caution money, PF/NPS, UGC for the financial year 2017-2018.
- v. To approve VII Pay Commission salary and arrear to teaching and non teaching staff amount to Rs.4,25,32,579.00.
- vi. To approve the new bank account of ICICI opened in the month of August, 2018.
- vii. To approve the return of POS machine to Corporation Bank.
- viii. To approve the ex gratia payment worth Rs. 63,08,578.00 to adhoc teachers in the year 2018.

Resolved that:

It was resolved to deduct the TDS in the direct payment hospital bills and the action taken report in the next Governing Body meeting should be reported.

ITEM NO.16

To report the action taken report on the various committees, constituted by the Governing Body

Resolved that:

Action Taken Report was placed in Governing Body for consideration and it was resolved that pending matters should be expedited.

ITEM NO.17

To approve the grant of extension of study leave to Ms.Manisha, Asstt.Professor in Economics from 17.1.2019 to 16.1.2020 vide her letter dated 13.12.2018 duly recommended by her Supervisor.

Resolved that:

The Governing Body approved the grant of extension of study leave to Ms.Manisha, Asstt.Professor in Economics from 17.1.2019 to 16.1.2020 subject to approval by University of Delhi. It was also resolved that Ms.Manisha should submit complete progress report papers so that the same may be forwarded to University for their approval.

ITEM NO.18

To approve the proposal vide email dated 30.11.2018 regarding accidental injuries – College Student Package.

Resolved that:

The Governing Body approved the proposal and resolved to constitute the committee by the Governing Body regarding accidental injuries – College Student Package.

ITEM NO.19

To report the minutes of the Laptop Committee meeting held on 21.12.2018 regarding the theft of a laptop of a college student.

Resolved that:

The laptops were procured under FYUP from University of Delhi. As reported by the College Administration, letters have been issued to the concerned students from time to time and 12 laptops are untraceable. The Governing Body decided to constitute Fact Finding Committee in this regard.

ANY OTHER MATTER WITH PERMISSION OF THE CHAIR.

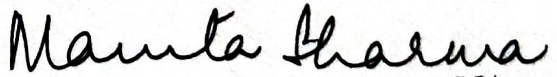
1. The Chairman, Governing Body placed the University letter bearing No. CS-1/(III)/Complaint (TS)/AM/2017/27 dated 13.11.2018 in which comments and observations were desired from him by the University. It was decided that Fact Finding Committee may be constituted in this regard.
2. The Member Secretary placed a letter dated 26.12.2018 submitted by Library Committee regarding the Convener, library furniture, Dr.Punita Gupta. The Governing Body resolved that the library furniture may be purchased by the college from Library fund at the earliest.
3. The Member Secretary placed a letter forwarded by S.O.(Admn.) regarding Shri Padam Singh Dahiya, Assistant. The Governing Body resolved that Shri Padam Singh Dahiya may be called by the Grievance Committee at the earliest.

4. The report submitted by Assistant Registrar (Colleges), University of Delhi was discussed in the meeting and it was resolved that the University norms should be followed in its right spirit.


5. The matter regarding payment to the members of Governing Body to attend the meetings of various committees constituted by the Governing Body, was discussed. It was unanimously resolved that the payment worth Rs.3,000.00 towards sitting charges be paid to the members as per University letter bearing No. CB.I/(III)/Misc./2018/358 dated 31.8.2018 to attend the Meetings of various Committees, constituted by the Governing Body. It was also resolved to make the payment worth Rs.1,500.00 towards conveyance to the members of Governing Body for attending the meetings of various Committees, constituted by the Governing Body. It is also observed from the abovesaid letter that this has been approved by the Executive Council of University of Delhi in its meeting held on 28.2.2017 and 7.3.2017. It is also found that the other colleges of University of Delhi are following the guidelines as per the aforesaid letter. Therefore, the implementation of the same is to be retrospective. Thus, the payment of arrears is also to be made to the members of various committees, constituted by the Governing Body for the meetings held at the earliest.

6. The Principal informed the Governing Body that she takes regular rounds in college to ensure better atmosphere of discipline and for proper commencement of classes. On query of Governing Body members, she further informed that she is a 30 days EL employee. She is CEO and DDO and is available 24x7 need based including Saturday and Sunday. Further, classes of Saturdays will be monitored regularly.

7. The Governing Body also considered the agonies and difficulties of the non teaching staff and consequent to that, it was resolved that the grace of 30 minutes in morning timings is given to all non teaching staff till winters. It is considered that the college is situated on the outskirts of Delhi and there are no proper and sufficient transportation facilities available. Besides, the Governing Body further considered the difficulties of the non teaching officers / staff who work beyond the office hours sometimes very late in the evenings, may avail the timings as per normal schedule (except in emergent and special occasions) till further order.


DR.MAMTA SHARMA,
PRINCIPAL & MEMBER SECRETARY

CONFIRMED


PRABHANJAN JHA
CHAIRMAN