

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

MINUTES OF MEETING OF THE GOVERNING BODY

The Governing Body Meeting No. 96 was held on 11.01.2018 at 2:00 p.m. in the Principal's Office, Aditi Mahavidyalaya.

The following members were present in the meeting:

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|---------------------------|--------------------------|
| 1. Prof. Neeta Sehgal | Chairperson |
| 2. Prof. Pamela Singha | Treasurer |
| 3. Dr. Sandhya Vatsyayana | Teacher's Representative |
| 4. Dr. Santosh | Teacher's Representative |
| 5. Mr. Kishan Lal | Special Invitee |
| 6. Dr. Mamta Sharma | Members Secretary |

The following business was transacted :

ITEM NO.1

To confirm the minutes of the meeting of Governing Body No.93 held on 17.10.2016, No.94 held on 21.7.2017 and No.95 held on 21.7.2017.

Minutes of the meeting of Governing Body No.93 confirmed with modifications except Item no. 30 and action taken

Item No. 1

Minutes of 90 (modified): The appointment of Principal made by the University is as per University rules.

Minutes of 92(modified): In case information about specific complaints related to teaching faculty and non-teaching members is to be sent to the University as far as possible, an emergent meeting of Governing Body should be convened

Item No. 5

Minutes confirmed of meeting No. 90 dated 07.07.2015 (with modifications as stated in item No. 1 and Meeting No. 91 dated 01.09.2015 and Meeting No. 92 dated 19.01.2016 (inconclusive).

Item No. 7(Reporting and action taken)

B College received permission to start B.A.(H) Hindi from session 2017-18 from University however due to delay in the information received by the college, it could not be started from in the current session 2017-18. It was unanimously resolved that the said course should be started from 2018-19.

C College received permission from Directorate of Higher Education, Govt. of NCT of Delhi vide letter No. DHE-35(1)/High Cut off/DU/2015-16/113 dated 07.04.2016 to start courses in the evening slot from 2 p.m. to 5 p.m. and was approved by staff council

dated 17.02.2017. The list of courses for the evening slot is attached. The Governing Body approved the same in today's meeting

Item No. 17 (Reporting and action taken)

Annual expenditure has been audited for period of 01.04.2015 to 31.03.2016.

Item No. 18 (Reporting)

Audited Annual expenditure for the period 01.04.2016 to 31.03.2017 is awaited from Internal Auditor.

Item No. 20 (Reporting and action taken)

In response to the Local Fund Accounts (Delhi Govt.) Audit Report of the college for the year 2014-15, recoveries have been made from the concerned.

Item No. 24 (Reporting and action taken)

Part B: In response to college letter no. AM/2016/1203 regarding clarification on rules for payment inquires, letter bearing no. DU/124/LEGAL/COLL. APPR/107/14/17-18/819 was received from University and same was presented in the Governing Body. Based on that the Governing Body approved the payment for the bill submitted by Dr Bhuvan Kumar Jha and Shri Narender.

Item No. 27

The joining of Sh Ashutosh Aggarwal, SO(Adm) in the Governing Body should be an exception and hence approved. It should not be precedence. The joining should be at work place as per University practice.

Item No. 29

In accordance with the decision of Governing Body, one increment of Sh Sanjay Panwar has been deducted from 7/11/2016. Next increment has been given to Sh Sanjay Panwar 07/11/2017 vide office order no. AM/2016/1258 dated 07/11/2016. Representation has been received from Sh. Sanjay Panwar and Sh. Amar Singh about the case. The same may be forwarded to the legal cell of the University for opinion.

Item No. 30

Matter related to Dr Manju Rani V/S Dr Mala Mishra is sub judice so Governing Body resolved that this item remains pending.

Item No. 31 (Action taken)

Ms Sangeeta has been appointment as Office Attendant on compassionate ground as per Delhi University norms.

Item No. 32 (Action taken)

Committee has been constituted for B.H.J. Lab and notified. Representation was received from Dr. Mala Mishra to be part of this committee. Governing Body decided that she should be told that her opinion is valuable and the same may be incorporated. A letter may be sent to TIC in this regard.

Applications have been invited for renovation of the college hall by the college.

Item No. 33 (Action taken)

The annual fees of B.El.Ed. has been hiked from Rs.2000 to Rs.4500.00 from year 2016-17 while fee hike for all societies/courses should be referred back to Staff Council for revision.

Item No. 34 (Action taken)

Construction of college canteen is under way.

Item No. 35 (Action taken)

- B. The process for appointment of Assistant Professors in various subjects as per university approved roster has been started. The advertisement is based on the current work load. (Copy of the advertisement enclosed)

Item No. 37 (Action taken)

- A. The college does not have Librarian. Library up gradation is basic requirement of NAAC. The non-teaching roster is pending with the University so the post of librarian cannot be advertised. So the post was advertised on the deputation basis. The selected candidate did not join. The next persons on panel were internal and hence cannot be appointed
- B. Applications for the post of caretaker should be invited from interested and suitable candidates as per University rules.

Item No. 38

The Governing Body approved two sections each of B.Com (Prog) and B.Com. (Hons) however the members observed that number of students to be admitted in B.Com. (Hons) and B.Com. (Prog) should be mentioned and communicated to University of Delhi. The matter should go back to Staff council for this.

Item No. 41

To consider the demands of placement of Safai Karamcharis and Malis in college Administration, Governing Body decided to constitute a committee.

Item No. 45 (Reporting and Action taken)

Roster has been submitted to the University after amendments.

Item No. 46 (Reporting and Action taken)

IQAC constituted with the approval of the Chairperson. (Copy enclosed)

Item No. 47 (Reporting and Action taken)

The Principal with all Teacher in charges is looking after NAAC.

Minutes of Emergent Meeting No. 94 and 95 stands confirmed.

ITEM NO.2 (Reporting)

Dr. Sandhya Vatsyayana Associate Professor, Department has been appointed as Teachers' Representative in more than 10 years category vide the University letter bearing No. CS-1(108)/TR/GB/AM/2017/177 dated 13.12.2017 informing the effective date of appointment of on the Governing Body of the college as 11.07.2017 instead of 28.07.2016.

ITEM NO.3 (Reporting)

Dr. Santosh Kumar, Assistant Professor (Sanskrit) has been appointed as Teachers' Representative for a period of one year w.e.f. 26.12.2017 under less than 10 years' service category vide University letter No. CS-II(108)/TR/GB/AM/2017/194 dated 29.12.2017.

ITEM NO.4

The Governing Body resolved to approve the automation of office and library of the college and the same may be procured as per GFR rules.

- A detailed proposal for the office including the issues of Administration viz. admission, attendance, time-table, leave record etc.; Accounts viz. provident fund, LTC, salary, income tax etc. should be prepared.
- Detailed proposal for the library automation under the advice of Prof. D. V. Singh, University Librarian, University of Delhi should be prepared

These should be sent to Directorate of Higher Education, Govt. of NCT of Delhi for approval and financial aid. However, in the interim period, College Development Fund may be utilized for the above purpose.

It was also reported that 559 laptops are available in the college which were received during the FYUP from the University of Delhi. It was decided that

- Since laptops are lying unutilized, a facility may be created for the benefit of the staff and students of the college.
- All the faculty members may be issued laptops.

A letter from Mr. Jamil, System & Network Administrator regarding upgrading of the infrastructure with advanced software was also reported.

- The Governing Body approved 7-8 high-end computer systems compatible with advanced software.
- The Governing Body also approved an Apple laptop and Ipad for the Principal office.

A detailed proposal should be sent to Directorate of Higher Education, Govt. of NCT of Delhi and in the interim period the same may be purchased from College Development Fund.

ITEM NO.5

The Governing Body resolved to approve the up gradation of college website. In this regard, a detailed proposal be prepared with the help of Director, Delhi University Computer Center and the same may be send to the Directorate of Higher Education, Govt. of NCT of Delhi for necessary financial aid. In the interim period, the same may be carried out from the College Development Fund.

ITEM NO.6

The Governing Body granted permission for appointment of MTS in Ministerial, Laboratory and Library on contractual basis was approved as per Delhi University norms. It was resolved that the procedure of permanent appointment/promotion of non-teaching staff should start as and when the roster is approved by the University.

ITEM NO.7

This college is facing unusual financial crisis due to non-release of Grant in aid from Delhi Government. In this regard couple of letters viz., AM/2017/1335 dated 17/11/2017; AM/2017/1518 dated 27/12/2017 were sent to Director, Directorate of Higher Education. The Governing Body was informed that with the permission of Chairperson, Governing Body, the salary for the month of October, 2017 was released from accumulated fund. Interim grant was received from Directorate of Higher Education in the month of November, 2017 and the same was utilized for the salary of the month of November, 2017. To meet the crisis, the salary for the month of December, 2017, the Governing Body was informed that there are FDRs in denominations of Rs.80, 90, 90 & 90 lakhs in the students fund accounts. The Governing Body resolved to utilize the FDRs in denomination of Rs. 80 & 90 lakhs for the month of December, 2017. If the crisis persists, the FDRs in denomination of Rs.90 & 90 lakhs be utilized for the month of January, 2018.

ANY OTHER MATTER

- To report the enhancement of pay scale of Mr. Jamil, System & Network Administrator working on contractual basis from 38,500.00 to Rs.40,000.00 w.e.f. 01.04.2016.

Approved

- To report the representations received from
 - i. Aditi Mahavidyalaya Teachers' Association regarding salary for the month of December, 2017.
Since the matter is already discussed at item No. 7, so the same may be referred.
 - ii. Non-teaching staff regarding their grievances.
A committee is constituted comprising of the following members who will look-into the grievances of the Non-teaching staff:
 - Dr. Archana Sawshilya, Associate Professor/Bursar - Convener
 - Dr. Santosh Kumar, Assistant Professor/Teachers' Representative in the Governing Body
 - Sh. Kishan Lal, Assistant (Accounts)/Special Invitee (Non-teaching) to Governing Body
 - Sh. Anil Kumar, Office Attendant (Secretary, Aditi Mahavidyalaya Karamchari Union)
 - Dr. Pardeep Kumar, Assistant Registrar (Colleges), University of Delhi

- Mr. Gaurav Anand, Assistant Registrar (Finance), University of Delhi

THE MEETING ENDED WITH VOTE OF THANKS TO CHAIR.

Mamta Sharma

DR.MAMTA SHARMA
MEMBER SECRETARY

CONFIRMED

Neetu Sehgal
CHAIRPERSON