

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

**MINUTES OF THE MEETING OF THE GOVERNING BODY HELD ON TUESDAY
THE 25TH FEBRUARY, 2022 FROM 12 NOON IN THE PRINCIPAL OFFICE, ADITI
MAHAVIDYALAYA, DELHI AUCHANDI ROAD, BAWANA, DELHI 110039**

NO. 120

PRESENT

1. Sh Prince Sharma (Chairman)
2. Sh Hari Prakash Sharma (Treasurer)
3. Sh Nitin Bahot
4. Ms Vandana Sahu
5. Sh DK Taneja
6. Sh Pankaj Rajput
7. Dr Punita Gupta (Teacher Representative)
8. Sh Chander Shekhar (Special Invitee - Non Teaching)
9. Prof Mamta Sharma (Member Secretary/Principal)

ITEM NO.1 To report the letters received from University/UGC/MHRD/Others.

- 1/1 The letters from Assistant Registrar (Colleges) regarding Appointment of Teaching and Non-Teaching staff including regular Principals of various colleges/Institutions of University vide letter no. CB-II/Apptt.-T&NT Staff/2021/328 dated 13.10.2021; CB-II/Apptt.-T&NT Staff/2021/359 dated 01.11.2021; CB-II/Apptt.-T&NT Staff/2021/385 dated 15.11.2021 were reported

The Governing Body noted the same.

- 1/2 To report the office order no. Estab.II(i)/330/COVID-19/M/2020/32/ dated 09.02.2022 from the Registrar, University of Delhi regarding resumption of classes in physical mode.

The Governing Body noted the same.

- 1/3 To report the university letter no.CS-I/(108)/UR/GB/AM/2022/2488 dated 14.02.2022 w.e.f. 25.02.2022 regarding the appointment of Prof RK Bhat, Department of Library Sciences, as University Representative on the Governing Body of the college under Statute 30(1)(C)(i) of Statutes of the University.



The Governing Body noted the same.

The Member Secretary informed that the esteemed member has expressed his inability to take up this assignment as one of his relations is an employee of the college.

1/4

To report the University letter no.CS-I/(108)/UR/GB/AM/2022/2488 dated 14.02.2022 regarding the re-appointment of Prof Rupam Kapoor, Department of Botany as University Representative on the Governing Body of the college w.e.f. 25.02.2022 under Statute 30(1)(C)(i) of Statutes of the University.

The Governing Body noted the same and extended a warm welcome.

ITEM NO.2

The minutes of Governing Body meeting nos. 115, 116, 117, 118 and 119 held on 11.09.2021, 23.9.2021, 24.10.2021, 18.01.2022 and 18.01.2022 respectively were placed before the Governing body

The Governing Body confirmed the same.

ITEM NO.3

The 'Action Taken Report' on the decisions made by the Governing Body No. 115, 116, 117, 118 and 119 held on 11.09.2021, 23.9.2021, 24.10.2021, 18.01.2022 and 18.01.2022 respectively was received.

The Governing Body noted the same.

ITEM NO.4

No matter arose out of the Minutes of the meetings of the Governing Body Nos. 115, 116, 117, 118 and 119 held on 11.09.2021, 23.9.2021, 24.10.2021, 18.01.2022 and 18.01.2022 respectively.

ITEM NO.5

To receive the Action Taken Report on the approvals given by Chairperson

5/1

**Approval of MOU with Red Ribbons Club, DELHI STATE AIDS CONTROL SOCIETY for voluntary intervention programme for our students to address the knowledge, attitude and behaviour about HIV AIDS, Sexuality, Blood Donation and Prevention Intervention programmes.
(Approval date 30.09.2021)**

The Governing Body approved the same

5/2

5/2-1

**Approval of accessibility audit (Disability Audit) of the college for the purpose of NAAC
Approval of accessibility audit (Disability Audit) of the college for the purpose of NAAC by M/s. F.S.H.D. India as per lowest quote received.
(Approval date 08.10.2021)**

5/2-2

**Approval of accessibility audit (Disability Audit) of the college for the purpose of NAAC by Association of Disabled People (ADP) in place of M/s. F.S.H.D. India
(Approval date 07.02.2022)**

 Page 2

The Governing Body approved the same.

5/3

To initiate the process for the appointments for TISS Projects.

5/3-1

To initiate the process for the appointment for three posts of Regional Coordinator (02) and Finance and Admin Officer (01) for TISS Project through college website and online platform as per email dated 8.10.2021 received from Prof. Beena Antony Reji, Department of Social Work.

(Approval date 08.10.2021)

5/3-2

Approval to start the process of recruitment of Capacity Building Coordinators as per request received from Prof Beena Anthony Reji, Faculty In Charge, TISS Saksham Pravah, Aditi Mahavidhyalaya for the TISS Saksham Pravah Project.

(Approval date 02.12.2021)

5/3-3

Approval to initiate the process for the appointment of Capacity Building Coordinator for TISS Project through college website as per request letter dated 10.2.2022 received from Prof. Beena Antony Reji, Department of Social Work.

(Approval date 14.02.2022)

The Governing Body approved the same.

5/4

Approval to conduct add on course from DLSA North in the current semester for the students of the college through online mode as per letter received from Women Development Cell (WDC) and Internal Complaint Committee (ICC)

(Approval date 23.09.2021)

The Governing Body approved the same.

5/5

Approval to invite Dr. Anuradha Jain, Director, Vivekanand Institute of Professional Studies (VIPS), Guru Gobind Singh Indraprastha University for the assistance in Academic and Administrative Audit of the college for the NAAC purpose.

(Approval date 08.10.2021)

The Governing Body approved the same and resolved to make payment of Rs 30, 000/- for it.

5/6

Approval to invite Prof. Anuradha Jain, Director, Vivekanand Institute of Professional Studies (VIPS), Guru Gobind Singh IP University as an External Auditor for the Gender Audit for NAAC purpose.

(Approval date 08.10.2021)

The Governing Body approved the same and resolved to make payment of Rs 30, 000/- for it.

5/7

Approval for extension of tenure of Mr.Jitender Gulia on deputation basis to the post of S.O.(Accounts) for a period of one year i.e. from 14.10.2021.

(Approval date 12.10.2021)

 Page 3

The Governing Body approved the same.

- 5/8** Approval to start the process of publication of advertisement for filling up the post of Librarian as per approved roster.
(Approval date 24.09.2021)

The Governing Body approved the same.

- 5/9** Approval to start the process for appointment of coaches for Online coaching in Yoga, Aerobics, Chess, Taekwondo, Boxing and Judo as per request received by Dr Manish, Teacher in Charge, Department of Physical Education.
(Approval date 04.10.2021)

The Governing Body approved the same and resolved that as the college is open, coaching should be offline.

- 5/10** Approval of Short Term Courses

- 5/10-1** Approval of funds for two batches of UDAAN (@ Rs 30,000 per batch) from Student Fund, as per request received from Prof Pooja Khanna, Department of English.
(Approval date 23.09.2021)

- 5/10-2**
- a) Media Literacy Certificate of 32 hours in collaboration with Kalindi college with a course fee of Rs 18000/- for one batch. The fees will be borne by college from Student's Fund
 - b) Entrepreneurship Development program of 32 hours in collaboration with School of Open Learning. Honorarium to the resource persons will be borne by college from Student's Fund
 - c) Skill Training Course of 30 hours in collaboration with Zone4solutions with a course fee of Rs 36000/- + 18% GST. The fees will be borne by college from the Student's Fund.

(Approval date 27.10.2021)

- 5/10-3**

S.No	Name of the course	Fees
1.	Six short term courses in collaboration with Navjyoti India Foundation (Minimum 35 hrs)	Nil
2.	Short term course by Department of Social Work in collaboration with Vishwa Yuvak Kendra	Rs 200/- per student. To be paid directly to partner organization.

(Approval date 02.12.2021)

- 5/10-4**
- 1. Dr.Rajeev Kaur, Associate Professor in Commerce proposed the short term course viz. Cyber Crime Essentials being organized by NIIT Foundation with 30

hours' duration with a minimum of 50 students in online mode. No fee would be charged from the students.

2. Mathematics Department proposed the short term course viz. Certificate Course in Vedic Mathematics being organized by Shiksha Sanskriti Utthan Nayas with 30 hours' duration with a minimum of 70 students. An amount of Rs.30,000.00 towards Honorarium will be paid to the resource person by the college. No fee would be charged from the students.
3. Dr.Manju Goyal, Assistant Professor (Adhoc), Department of Social Work proposed the short term course viz. Global Service Desk Course (Employability Course) being organized by NIIT Foundation with 2 months' virtual training programme (2 hours daily – Monday to Saturday). No fee would be charged from the students.

(Approval date 14.02.2022)

The Governing Body approved all the above.

5/11

Approvals of College initiatives to promote research and innovation

5/11-1

Approval to sign MoU with Skillsertifika Global India Pvt. Ltd. to launch GLOBAL INCUBATION PLATFORM WITH INTEGRATED MENTORSHIP i.e. Online Incubation Centre.

(Approval date 13.12.2021)

5/11-2

Approval of Undergraduate Research Cell in the college with grant @Rs 5000 per project to promote research activities for students.

(Approval date 09.12.2021)

5/11-3

Approval of grant of Rs 500 to each of faculty members (inclusive of permanent and adhoc faculties) to attend Conference/Workshop to enhance their skills and thinking capabilities.

(Approval date 09.12.2021)

The Governing Body approved the same and resolved that the grant for the Undergraduate Research Cell in the college be @Rs 10,000 per project to promote research activities for students.

5/12

Approval of the participation of all the enrolled students in a nationwide campaign titled 'Nadi Ko Jano' for Crowd sourcing of real time data on rivers by Research For Resurgence Foundation (RFRF). The campaign was launched by Hon'ble Minister for Education, Shri Dharmendra Pradhan on the occasion of Vyasa Pooja (25th July, 2021). Payment worth Rs.25.00 per student and Rs.4.72 for all the students for registration to be made. The total students of our college on date is 2153. The amount is Rs. 2153 x Rs.25.00 per student and the total comes to Rs. 53,825.00 plus Rs.4.72 from the College Students' Fund. The registration amount of the students who have already paid will be refunded.

(Approval date 30.11.2021)



The Governing Body approved the same.

5/13

Approval of consultancy for RTI audit (Transparency Audit) of the college for the purpose of NAAC by Sh Subhash Chandra Aggarwal, former consultant at Delhi Government (01.05.2019 to 30.04.2020) for reference and record. Payment@Rs 25,000 + 18% GST

(Approval date 18.10.2021)

The Governing Body approved the same.

5/14

Approval of two YMCK ribbon (Cartridge) and 3000 plastic card for card printing machine in the college Library. The work was allotted to M/s Star Solution and Services (L1) following the codal formalities. The payment of Rs 35,400 (including GST) to be made from Library Development Fund in the Student Fund Account of the College.

(Approval date 17.11.2021)

The Governing Body approved the same

5/15

Approval for overhead payments apart from equipment etc in Biology and Chemistry Laboratories for the proposed inspection for the new course BSc (Life Sciences).

5/15-1

Approval for Water fitting and Electricity Charges for Chemistry Laboratory.

(Approval date 05.10.2021)

The Governing Body approved the same.

5/16

Approval to purchase Laser Scanner worth Rs 70800 from GeM.

(Approval date 05.10.2021)

The Governing Body approved the same.

The Governing Body resolved that all old documents (including the documents related to Ex Principal Dr Usha Puri) be disposed off as per norms. The same may be saved on Cloud. The Cloud Storage should be purchased by the college for this purpose. Committee with following members from Governing Body, College Maintenance Committee and University official be constituted:

1. Sh Pankaj Rajput
2. Ms Vandana Sahu
3. Dr Punita Gupta
4. Dr Tripta
5. Sh NK Mishra SO(C) e-Auction (University)



5/17 Approval for subscription of DELNET (Developing Library Network) with subscription charges of Rs 19470/1 per year.
(Approval date 14.12.2021)

The Governing Body approved the same.

5/18 Approval of expenditure on electricity worth Rs 70101/- on OMSP Lab
(Approval date 10.01.2022).

The Governing Body approved the same

5/19 Approval for AMCs of 5 HP LaserJet 1216 mfh printers and 15 Laser Jet 1100.1105.1010 and 1007 printers and purchase of 25 new printers from GeM
(Approval date 20.01.2022)

The Governing Body approved the same.

5/20-1 Approval of purchase of two high end Photocopy machines from GeM.
(Approval date 20.01.2022)

The Governing Body approved the same.

5/20-2 Approval for repair of the photocopy machines kept in the Principal Office and Administration department by M/s. Harman Photocopier..
(Approval date 11.02.2022)

The Governing Body approved the same.

5/21 Approval to process MACP cases of the following non-teaching staff as per meetings held on 24.07.2021 and 25.09.2021:

1. Mr. Ashok Kumar Wadhwa, Sr. PA to Principal
2. Mrs. Kavita, Professional Assistant
3. Mr. Chander Shekhar Sharma, Senior Assistant
4. Mr. Satish Kumar, Assistant
5. Mr. Kishan Lal, Assistant
6. Mrs. Seema Bhatnagar, Assistant
7. Mr. Manoj Kumar, Laboratory Assistant
8. Mr. Nitesh Kumar Mann, Laboratory Assistant
9. Mr. Rajesh Rana, Laboratory Assistant
10. Mr. Joginder Singh, Daftri
11. Mr. Chater Sain, MTS
12. Mr. Anil Kumar, MTS
13. Mr. Satya Parkash, Safai-karamchari
14. Mr. Dilbir Singh, Driver
15. Ms. Mamta Rani, Library Assistant



(Approval date 08.10.2021)

The Governing Body approved the same.

5/22

Approval for the process of appointments of Administrative Officer, Section Officer (Accounts) and Senior Assistant advertised on a permanent basis.

5/22-1

Approval for Screening and further working on the applications received for the positions of Administrative Officer, Section Officer(Accounts) and Senior Assistant advertised on a permanent basis.

(Approval date 09.11.2021)

The Governing Body approved the same.

5/22-2

Appointments of Sh Jitender Gulia as Section Officer (Accounts) and Sh Anurag Rathi as Senior Assistant (Under PwBD-LD category)

(Approval Date 23.12.2021)

The Governing Body approved the same.

5/23

Approval of continuation of the following employees till further order vide approval of the Governing Body accorded in its meeting No..115 held on 11.9.2021. This is with reference to the contractual appointments approved in Governing Body no. 115.

1. Sh Naveen
2. Sh Dinesh
3. Sh Anil Kumar
4. Ms Akruti Raj
5. Ms Preeti Sehrawat

The rest of the appointments to be kept on hold due to unavoidable circumstances.

(Approval date 09.11.2021)

The Governing Body approved the same.

5/24

Approval for appointment to Mr.Jamil as System & Network Administrator for the period from 23.11.2021 to 180 days i.e. 21.5.2022 on contractual basis till the appointment of System & Network Administrator.

(Approval date 17.11.2021)

The Governing Body approved the same

5/25

Approval of the outsourcing of two Group D positions falling vacant due to retirement of Sh Rishipal, Gestetner Operator and Sh Amee Chand, Daftari. Two persons to be

 Page 8

provided by M/s Tiger Force Security Sevices for a period of six months. This agency is providing security services to the college.

(Approval date 26.10.2021)

The Governing Body approved the same.

5/26

Approval of the appointment of Mr. Pankaj Kumar to the post of Librarian on adhoc basis from 12.01.2021 to 120 days.

(Approval date 10.01.2022)

The Governing Body approved the same.

5/27

Approval of appointment of Ms Kusum, Staff Nurse on contractual basis for a period of 180 days from 01.02.2022, duly forwarded by Convener, Medical Committee.

(Approval date 25.01.2022)

The Governing Body approved the same.

5/28

Approval for the following teachers on adhoc basis w.e.f 18.11.2021 to 17.03.2021 (120 days) or till regular appointments are made:

- | | |
|----------------------|--------------------|
| 1. Dr Anita Beniwal | Education |
| 2. Ms Gomti | Education |
| 3. Dr Shahdab Khan | Geography |
| 4. Dr Sheetal Sharma | Geography |
| 5. Ms Sneh Gangwar | Geography |
| 6. Dr Rashmi Gupta | Physical Education |
| 7. Dr Promila | Economics |

(Approval date 16.11.2021)

The Governing Body approved the same.

5/29

Approval of the appointment of following adhoc teachers on the recommendations of TICs for the period from 8th December, 2021 to 120 days i.e. 6.4.2022 or till regular appointments are made whichever is earlier:

S.No.	Name	Subject
1.	Dr.Bhupender Singh	Chemistry
2.	Ms.Priya Khurana	Education-B.El.Ed.
3.	Ms.Alka Verma	Education-B.El.Ed.



4.	Dr. Neetu Malik	Geography
5.	Ms. Mamta Arora	Geography
6.	Dr. Roshani Devi	Geography
7.	Ms. Shikha Yadav	Geography
8.	Dr. Sunita Dahiya	Commerce
9.	Dr. Parul Goel	Commerce
10.	Ms. Rashmi Paliwal	Commerce
11.	Ms. Indu	Commerce
12.	Dr. Asha Devi	Hindi
13.	Dr. Kamlesh Wadhwa	Hindi
14.	Dr. Harkesh	Hindi
15.	Dr. Devender Bhardwaj	Hindi
16.	Dr. Ritu Khatri	Hindi
17.	Dr. Manju Goel	Social Work
18.	Ms. Manisha Pal	Social Work
19.	Shri Rakesh Choudhary	Social Work
20.	Ms. Gyanwati	Social Work
21.	Ms. Shashi Kumari	Commerce
22.	Ms. Juhi Bhatnagar	Political Science
23.	Dr. Santosh Kr Yadav	Mathematics
24.	Ms. Parul Chopra	Commerce
25.	Dr. Annie Ray	Hindi
26.	Dr. Sangeeta Kumari	Hindi
27.	Ms. Mali Devi	Social Work
28.	Shri Baldev Gulati	Social work
29.	Dr. Manish Vats	Physical Education
30.	Ms. Shashi Prabha	Home Science (NHE)
31.	Ms. Lovely	Commerce
32.	Shri Aneesh T.V.	Social Work
33.	Shri Jagmohan	Geography

(Approval date 07.12.2021)

The Governing Body approved the same.

5/30

Approval of the workload passed in the Staff Council held on 15.12.2021 and guest positions as per details given below:

1. Education - 02 (One against leave vacancy of Dr Nidhi Goel + 01)
2. Commerce - 03
3. Mathematics - 02
4. English - 02
5. NHE - 01
6. FT - 02
7. Hindi and Hindi Journalism - 01
8. Psychology - 02

Mamta Arora

9. Sociology - 02
10. Sanskrit - 01
11. EVS - 02
12. Geography - 02

(Approval date 20.12.2021)

The Governing Body approved the same.

5/31

Approval of Guest Teachers appointments in various departments as per list given below

MATHEMATICS:

1. Dr Abhishek Kumar
2. Sh Shankar Gulia

(Selection Committee Meeting held on Saturday, the 22nd January, 2022 at 11.00 a.m. online)

SANSKRIT:

1. Sh Balishth Tomar

(Selection Committee Meeting held on Saturday, the 22nd January, 2022 at 2.30 p.m. online).

GEOGRAPHY:

1. Dr Priti Kumari
2. Ms Monika Saroj

(Selection Committee Meeting held on Monday, the 24th January, 2022 at 2.30 p.m. in the Department of Geography DU – Hybrid Mode).

SOCIOLOGY:

1. Sh Naresh Vankudoth
2. Ms Ankita Chatterjee#

(Selection Committee Meeting held on Thursday, the 27th January, 2022 at 3.00 p.m. in the college – Hybrid Mode).

PSYCHOLOGY:

1. Ms Naina Jain

(Selection Committee Meeting held on Saturday, the 29th January, 2022 at 1.30 p.m. – Online Mode).

ENVIRONMENTAL SCIENCE:

1. Dr Sudeep Shukla
2. Dr Devendra Kumar



(Selection Committee Meeting held on Monday, the 31st January, 2022 at 11.30 a.m. in Delhi University Guest House (Hybrid Mode).

HOME SCIENCE (FOOD TECHNOLOGY):

1. Ms Arushi Chhabra
2. Ms. Ankita

(Selection Committee Meeting held on Saturday, the 31st January, 2022 at 2.30 p.m. in Delhi University Guest House (Hybrid Mode).

The candidate viz. Ms. Zoha Ansari is not in the adhoc panel as per discussion with the Head (Home Science Department).

HINDI (HINDI PATRAKARITA):

Not Found Suitable

(Selection Committee Meeting held on Wednesday, the 2nd February, 2022 at 12.30 p.m. in Delhi University Guest House (Hybrid Mode).

COMMERCE:

1. Ms. Chanpreet Kaur
2. Ms. Ritu Kankra
3. Ms. Shilesh

(Selection Committee Meeting held on Friday, the 4th February, 2022 at 2.30 p.m. online).

HOME SCIENCE (NUTRITION AND HEALTH EDUCATION):

1. Dr. Sarika Tyagi
2. Ms. Anjani Chamoli

(Selection Committee Meeting held on 4.2.2022 at 12.30 p.m. online)

EDUCATION (B. EL. ED.)

Not Found Suitable

(Selection Committee Meeting held on Friday, the 18th February, 2022 at 2.30 p.m. in the college (Hybrid Mode).

The Governing Body approved the same.

5/32

Approval of Child Care Leave of Dr Nidhi Goel, Associate Professor in Department of Education for the period from relieving from the college upto 30.06.2022.
(Approval date 20.01.2022)

Mamta Sharma

The Governing Body approved the same.

5/33

Approval of maternal leave of Dr Gyanvati, Assistant Professor (Adhoc), Department of Social Work as per resolution no. 50 dated 17.12.2021 of Executive Council and notification of University of Delhi dated 04.01.2022 regarding paid maternity leave to be granted to adhoc/contractual women teaching and non-teaching employees engaged for a fixed term by University/Colleges (Copies enclosed). Maternal leave approval till 06.04.2022.

(Approval date 27.01.2022)

The Governing Body approved the same.

5/34-1

Approval of recommendation of Fee Concession Committee for fee waiver of Rs 880 per student for 54 students for the session 2021-22

(Approval date 10.01.2022)

The Governing Body approved the same.

5/34-2

Approval of recommendation of Fee Concession Committee for fee waiver of full tuition fee per student for 5 students for the session 2020-21

(Approval date 14.02.2022)

The Governing Body approved the same

5/35

Approval of purchase of 15 Track Suits and 15 pairs of Sports Shoes for Sports achievers as recommended by the Sports Committee.

(Approval date 03.01.2022)

The Governing Body approved the same

5/36

Approval to incorporate alumni fees @Rs 300 per student from 2nd, 3rd years of all courses and 4th year of BEIEd.

(Approval date 21.12.2021)

The Governing Body approved the same.

5/37

Approval of collaboration with Green-o-tech for college waste paper recycling which includes the collection of waste from college site, recycle the same and deliver specific recycle stationery items.

(Approval date 20.01.2022)

The Governing Body approved the same.

5/38

Approval of submission of the requisite information to University of Delhi and Directorate of Higher Education regarding ex post facto approvals of the existing posts of Teaching and non-teaching employees.

Namta Haque

(Approval date 24.01.2022)

The Governing Body approved the same.

5/39

To report the appointment of Prof Neelam Rathi as Burser w.e.f. 1.2.2022 to 31.1.2023.
(Approval date 04.02.2022)

The Governing Body approved the same.

5/40

Approval of appointment of Sh Jitendra Gulia as APIO to assist Public Information Officer, Ms Sushma.
(Approval date 04.02.2022)

The Governing Body approved the same

ITEM NO.6

The screening of the following candidates for promotion to professorship in different departments under CAS-2018 was reported

6/1

The screening Committee constituted as per University letter no. F.No. CS-1/III/Misc.(TS)/College/2020 dated 04.11.2020 in the meeting dated 30.12.2021 scrutinized all the eleven forms and approved the following cases for further action and perusal by the University

S.No.	Name of the teacher	Department
1.	Dr Manisha	Economics
2.	Dr Neelu	English
3.	Dr Neenu Kumar	English
4.	Dr Neerja Deswal	English
5.	Dr Upasna Seth	Home Science (Food Technology)
6.	Dr Asha	Hindi
7.	Dr Madhu Lomesh	Hindi
8.	Dr Rashmi Sharma	Hindi
9.	Dr Tripta	Hindi
10.	Dr Bharti Mohan	History
11.	Dr Suruchi Singh	Mathematics

The Governing Body approved the same



ITEM NO.7 **The status of new courses/discipline approved by University of Delhi was reported.**

7/1 Approval of English Discipline in BA Prog as per letter CB-II/New Courses/AM/2021-22/270

7/2 Approval of Two sections of BCom and BCom (H) as per letter no. CB-II/260/New Courses/AM/2019-20/344 dated 23.07.2019. Time to time letters with enhanced workload have been sent to DHE. Latest correspondence is dated 14.10.2021

7/3 Status of BA (Hons) Hindi after approval from University as per letter no. CB-II/260/New Course/AM/201 dated 13.06.2017 . approval from DHE F.No. DHE-13(1) /Aditi Maha/N.Cou./2016-17/1570 dated 29.03.2017. Time to time letters with enhanced workload have been sent to DHE. Latest correspondence is dated 14.10.2021.

The Governing Body noted the same and resolved that the matter be expedited.

ITEM NO.8 **To place the letter no.CB.I/111/TS-Misc./2021/141 dated 12.10.2021 received from Assistant Registrar (Colleges) regarding the representation made to Dean of Colleges by Dr Mala Mishra.**

The Governing Body noted the same and resolved to constitute the committee to consider the matter with following members:

1. Sh Nitin Bahot
2. Sh DK Taneja
3. Ms Vandana Sahu
4. Sh Sanjay Kumar AR (Legal)

ITEM NO.9 **The following estimates of PWD were placed before the Governing Body for approval**

Sl.No.	Name / Nature of Work	Amount of Estimate (In Rs.)
1.	Administration, Approval & Sanction of Expenditure for Upgradation of Laboratories and SO Office at Aditi Mahavidyalaya, Bawana, Delhi.	59,30,200.00
2.	Administration Approval & Sanction of Expenditure for Construction of Underground water tank, open cafeteria, Aluminium Cupboards, notice boards, laptop workstation at Aditi Mahavidyalaya, Bawana, Delhi	82,12,300.00

Namta Bala Page 15

3.	Administration Approval & Sanction of Expenditure for Renovation of Auditorium, Construction of Steel Staircase, Supplying Filing Cabinets and Steel Almirah at Aditi Mahavidyalaya, Bawana, Delhi.	86,99,400.00
4.	Administration Approval & Sanction of Expenditure for Re-construction of Boundary Wall with Washed Stone Grit Plaster Work in Aditi Mahavidyalaya, Bawana, Delhi.	80,63,700.00

Total = Rs 3,09,05,600.00

The Governing Body approved the same and resolved that the estimate related to Horticulture worth Rs 13,97,700 be also approved. (Copies of all estimates enclosed)

ITEM NO.10 The minutes of the Infrastructural Committee meeting held on 14.02.2022 were placed before the Governing Body.

The meeting of the Infrastructure Committee was held on 14.2.2022 at 2.00 p.m. in the Principal's Office. The following was approved by the Committee:

Sl.No.	Item Name	Specification	Quantity
1.	Projectors	For Classrooms and Academic Room, Science Lab.	8
2.	Smart Classrooms	With Interactive Boards	5
3.	Filing Cabinets	54x18x27 with 4 drawers	25
4.	Coffee/Tea/Soup Dispenser Machine		1

Handwritten signature

5.	Notice Boards	The matter will be discussed with Notice Board Committee	15
----	---------------	--	----

Apart from the above, the minutes of the Canteen Committee meeting held on 14.2.2022 at 11.00 a.m. in the Principal's Office were discussed. Taking into consideration the reopening of colleges from 17.2.2022, the Infrastructure Committee unanimously approved the floating of tender for the canteen of the college.

The Governing Body approved the same and resolved that the tender for PhotoCopy facility along with College canteen be also floated.

ITEM NO.11 Approval for salary enhancement of Ms Kusum (Staff Nurse-contractual) as per letter no. CS.III/AM/2022 dated 04.02.2022 from Assistant Registrar.

The Governing Body approved the same.

ITEM NO.12 **Matters related to Library**
12/1 To approve the Proposal for Implementation of RFID in College Library and estimated cost of implementation is approx. 25 Lakhs.

The Governing Body noted the same and resolved that the same may be taken up from the capital fund.

12/2 Approval to write off the books of the college Library during the year of 2016-2018. as per list attached.

The Governing Body approved the same and resolved that an exhibition be hosted by the college before disposing off the books to Delhi Public Library/Khadi Gram Udyog.

Teacher Representative and Library Convener Dr Punita Gupta proposed a Book Bank in the college library premises and the same be run by students with one staff from library. Further to promote reading habits, project "Reading Circles" will be initiated.

The Governing Body approved the same

ITEM NO.13 **Accounts related**

13/1 The budget estimate sent to Directorate of Higher Education (DHE), Govt. of NCT of Delhi for the financial year 2022-2023 was placed.

Hanika Sharma

- 13/2 Approval of the release of provident Fund amounting to Rs.4,38,185 (Without Interest) to Mr. Dilbir Singh, Driver/Caretaker of the college on attaining the age of superannuation on 31.1.2022 vide minutes of meeting of Provident Fund Committee held on 31.1.2022.
- 13/3 Approval the withdrawal of GPF amount worth Rs.4,60,000.00 to Mr.Pankaj Nigam and Rs.8,00,000.00 to Ms.Sudesh Rani vide minutes of the Provident Fund Committee held on 31.1.2022 for the purpose of House Renovation and Purchase of Home respectively.
- 13/4 Reporting of the receiving of the Special Audit report.

The Governing Body noted and approved the same.

ITEM NO.14 The recommendations of the College Purchase committee as per minutes of Committee with members of Maintenance Committee, IT Committee and Attendance Committee at 12:00 noon on 17.02.2022.

● ***Matters recommended by Maintenance Committee***

1. It was reported by Maintenance Committee that (based on approval of Infrastructure Committee meeting held on 14th Feb,2022) it recommends the purchase of following items:

Projectors (8), Smart classrooms with interactive boards (5), Filing cabinets (25), Coffee/tea dispenser machine (3), Notice boards (15).

2. It was reported in the meeting that since college has opened for offline classes, Canteen and Photostat Shop tendering needs to be done at the earliest.
3. Maintenance committee recommended the paving of tactile tiles from the college gate till the Principal office for students suffering from disabilities.
4. The Maintenance Committee recommended that suitable drinking water arrangement should be made for college usage.

● ***IT committee recommendations:***

1. The college required the following IT equipments:
 - a. Wireless mouse and keyboard (1),
 - b. wireless projector (1)
 - c. USB mouse (50) for installation of cameras in college library and canteen.

All these items are available on the GeM portal.

2. The college required the following articles:

- a. CAT 6 cable (2000 mtrs)
- b. Switch Rack (10).

Cat 6 cable is available on GeM portal.

As the Switch Rack is not available on GeM portal, the same can be purchased from local market vendors as per GFR.

● ***Other matters recommended by Purchase Committee:***

1. The Purchase Committee recommended the purchase of 5 laptops, 1 projector and 1 printer for TISS projects. *
2. The Purchase Committee recommended the publication of the book based on research papers presented in a UGC funded conference entitled held in March 2021. be given to Ane books Pvt Ltd (L1). *
3. Antardhwani Fund may be used to purchase Antivirus Software for the college. *
4. IQAC has recommended printing of Coffee Table Book (25 Copies; Estimated cost Rs) and calendar (400 copies; Estimated cost Rs).
5. Annual Maintenance Contract (AMC) of following items be done:
 - i) Printers
 - ii) Bio-metric machine
 - iii) Intercom System
 - iv) Wi-Fi networking device
 - v) CCTV cameras
 - vi) All in one PC
 - vii) Server
 - viii) UPS
6. Stationery items (List attached) may be purchased as per recommendations from Caretaker
7. Caretaker reported in the meeting that college needed several Printing of certain items. (List Attached)

As informed by college administration, these items are not available on the GeM portal.

Committee recommended that quotations should be invited for these items.

8. It was reported in the meeting that as the Biology lab had requirement of several items (Cabinet, Refrigerator, Exhaust fan, Microscope etc). These items were available on GeM portal and expenses for these items will be incurred from the College Development Fund. (List/Letter enclosed)
9. It was reported that the Chemistry lab had requested the purchase of several items (Refrigerator, Almirah, notice board etc.) These items were available on GeM

 Page 19

portal and expenses for these items will be incurred from the College Development Fund. (List/letter enclosed)

10. It was reported that the Chemistry lab had also requested the printing of banner and name plates in the new chemistry lab. The expenses for these items will be incurred from the College Development Fund. (Request letter enclosed)
11. It was reported that Eco-club had submitted a requirement letter for purchase of medicinal plants, name plates, taglines etc for chemistry and biology lab. (Letter enclosed) The expenses for these items will be incurred from the Eco Club fund and College Development Fund.
12. The Attendance Committee requested the printing of the Attendance Register for offline classes. The Purchase Committee recommended the same as per specifications for the Register as and when given by the concerned committee. (Number of copies needed, no. of pages, sizes etc.)

The Governing Body resolved that all the purchases and work mentioned (except - *) may be done from the College Development Fund of the Student Fund.

- ITEM NO.15** **The insubordination and conduct of Sh Padam Singh Dahiya and Sh Assem Kumar was reported in the Governing Body**
15/1 Memorandums issued to Sh Padam Singh Dahiya
15/2 Letter dated 7.2.2022 received from Mr.Aseem Kumar, Driver showing insubordination by neglecting the work assigned to him on one pretext or the other.

The Governing Body resolved to constitute an enquiry committee to look into this. The members of the Enquiry Committee are as follows:

1. Sh HP Sharma
2. Sh Nitin Bahot
3. Ms Vandana Sahu
4. Sh Sharad Sant (Deputy Registrar)

- ITEM NO.16** **The progress in the case of compassionate appointment of Ms Neelam Dahiya was reported in the Governing Body.**

The Governing Body resolved to constitute a committee in this regard with the following members:

1. Sh Prince Sharma
2. Sh Nitin Bahot
3. Sh Sameer Lakra (Assistant Registrar-Recruitment)

- ITEM NO.17** **The progress in the case of Dr Meena Budhiraja was reported in the Governing Body.**



The Governing Body resolved that the matter be sent to the University by the Section Officer (Admin) immediately and recovery of any excess payment made to Dr Meena Budhiraja be recovered from her Provident Fund.

ITEM NO.17 The report of IQAC of the college was placed

1. The reports of the following were recorded:
 - a. Update on status of promotions in college (by Prof. Neelam)
 - b. Update on status of screening of forms (by Prof. Neelam)
 - c. Update on status of short-term courses completed and in the pipeline (by Dr. Suruchi)
 - d. Update on status of green audit (by Prof. Indu)
 - e. Update on launch of Incubation Centre (by Prof. Priya)
 - f. Update on launch of Research Cell (by Prof. Bhawna)
 - g. Update on Vaccination Drive (by Dr. Mali)
 - h. Update on collaboration with TISS (by Prof. Beena)
 - i. Update on VidyaVistar Scheme (by Prof. Beena)
 - j. Update on Azaadi ka Amrit Mahotsav (by Prof. Manisha Wadhwa)
2. Recommendation for 25 coffee table books approved by the team (Quotation attached)
3. Recommendation for 400 desktop calendars with planner attached approved by the team (Quotation attached)
4. Recommendation for professional shooting of 15 minutes documentary on college approved by the team
5. The team proposed that periodic meetings with stakeholders be planned soon.
6. The team recommended appointment of a counsellor to handle psychological issues faced by students. The team also recommended the constitution of a course specific committee for career counselling. The Convenor of Placement Cell may be appointed as nodal officer for single point contact for the same.
7. The team also suggested exploring possibilities of collaboration with foreign universities.
8. Registration of College under Unnat Bharat Abhiyaan and adoption of five villages in the vicinity of the college .

ITEM NO.18 The following cases were placed before the Governing Body for approval of the grant of Child Care Leaves

 Page 21

- 18/1 To approve the grant of Child Care Leave to Dr.Sunita Bahmani, Associate Professor (Social Work) for the period from relieving from the college to 29.3.2022 vide her email dated 16.2.2022 and email dated 19.2.2022 received from Leave Processing Committee.
- 18/2 To approve the grant of Child Care Leave to Dr. Manju, Associate Professor (English) for the period from relieving from 03.03.2022 to 20.03.2022 vide her letter dated 23.02.2022 and email dated 23.2.2022 received from Leave Processing Committee.
- 18/3 To approve the grant of Child Care Leave to Dr. Nitu Rana, Associate Professor (Commerce) for the period from 24.02.2022 to 10.3.2022 vide her email dated 17.2.2022 and email dated 23.2.02022 received from Leave Processing Committee.

The member secretary informed the house that inadvertently the leave period of case 2 and case 3 got interchanged.

The Governing Body noted and approved the same.

ITEM NO.19 To report the status of the hiring of sanitation staff on GeM

The Governing Body noted the same and directed the college to expedite the same.

ITEM NO.20 To consider the issue of land for the college as the college is still running in school premises.

The Governing Body resolved to constitute the Land Committee for this with the following members:

1. Sh Prince Sharma
2. Sh HP Sharma
3. Sh Nitin Bahot
4. Principal

Any other matter

The Governing Body unanimously resolved to constitute the following committees

Hall Renovation Committee

1. Sh Prince Sharma
2. Sh HP Sharma
3. Sh Pankaj Rajput
4. Ms Vandana Sahu
5. Sh Rajinder Singh (University Engineer)
6. Dr Asha Sharma
7. Dr Ritu Sharma

Media Labs renovation Committee

1. Sh Prince Sharma
2. Sh HP Sharma


Page 22

3. Sh Pankaj Rajput
4. Sh Nitin Bahot
5. Prof Manisha Wadhwa
6. Prof Neelam Rathi
7. Dr Madhu Lomesh
8. Sh Sarfroz (Audio/Video Expert)

Canteen Block Renovation Committee

1. Sh Prince Sharma
2. Sh HP Sharma
3. Sh Nitin Bahot
4. Sh DK Taneja
5. Sh Rajinder Singh (University Engineer)
6. Dr Punita Gupta
7. Dr Hema Gupta
8. Dr Anu Jain (Convener, College Canteen Committee)

**Committee for compliance of recommendations of Laptop and
Condemnation reports**

1. Sh HP Sharma
2. Sh Nitin Bahot
3. Ms Vandana Sahu
4. Dr Punita Gupta
5. Sh NK Mishra SO(C) e-Auction (University)

Finance Committee

1. Sh Prince Sharma
2. Sh HP Sharma
3. Sh DK Taneja
4. Sh Pankaj Rajput

Land Committee

1. Sh Prince Sharma
2. Sh HP Sharma
3. Sh Pankaj Rajput
4. Principal

The meeting ended with thanks to the Chair.

Mamta Sharma

**PROF MAMTA SHARMA
MEMBER SECRETARY/PRINCIPAL**

APPROVED BY

Sh Prince Sharma

**SH PRINCE SHARMA
CHAIRMAN**