

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

**MINUTES OF THE MEETING OF THE GOVERNING BODY HELD ON THURSDAY
THE 24.03.2023 FROM 2.30 PM AT UNIVERSITY GUEST HOUSE**

128

PRESENT

1. Prof Ravinder Kumar (Chairman)
2. Prof Sunaina Kanojia (Treasurer)
3. Dr Ritu Choudhary
4. Prof Nidhi Goel (Online)
5. Prof Mamta Sharma (Member Secretary)

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

1/1A To report the university letter no.CS-I/(108)/UR/GB/AM/2023/5403 dated 24.02.2023 w.e.f. 25.02.2023 regarding the appointment of Prof Sunaina Kanojia, Department of Commerce, 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 and recorded the same.

1/1A-1 Appointment of Treasurer, Governing Body, Aditi Mahavidyalaya

Prof Sunaina Kanojia was appointed as Treasurer of the Governing Body of Aditi Mahavidyalaya.

1/1B Various letters from DHE no. DHE-13(11)/Aditi/Security/2019/560 dated 17.03.2023, University and letter no. DCW/753/FK/2022 dated 16.03.2023 from Delhi Commission of Women regarding the compassionate appointment of Ms Neelam Dahiya were placed before the Governing Body.

The Governing Body recorded that the offer letter was given to Ms Neelam Dahiya on compassionate ground and the same was withdrawn due to technical and administrative issues.



The Governing Body resolved that this case will not be considered until explicit ex post facto approval for filling up this post is received from GNCT of Delhi and thereafter the meeting of Selection Committee is convened by the college as mandated under RR 2020 of non teaching employees. Further the copy of the resolution of Governing Body be given to Ms Neelam Dahiya and other agencies where she has given representation.

1/1C To report the approval of the PwD reservation roster for the non-teaching positions vide letter no. CB-II/110/Roster/AM/2023/328 dated 02.03.2023

The Governing Body recorded and approved the same.

1/2A To report letter no. DHE-14(10)/100% College/Aditi/Creation of post/2022/1334 dated 03.03.2023 from DHE regarding ex-post facto approval of Teaching and Non-Teaching Posts in view of deficiency memo dated 27.09.2023.

The college has submitted the reply to the above mentioned letter vide letter no. AM/2023/390 dated 07.03.2023.

The Governing Body recorded and approved the same.

1/3 To report the letter no. DHE-14(30)/100% College/Minor Work/2022-23/1306-22 dated 03.03.2023 regarding visit of Secretary and Director, Directorate of Higher Education, GNCT of Delhi.

Further as per communication received from DHE the said visit was scheduled for 11.03.2023 and the representation submitted by college vide letter no. AM/2023/405 dated 11.03.2023.

The Governing Body recorded the same.

1/4 To report the reply sent by college regarding compliance of filing PAR for the academic session 2020-21 as per letter AM/2023/311 dated 17.02.2023.

The Governing Body recorded and approved the same.

ITEM NO.2 To confirm the minutes of Governing Body meeting no. 127 held on 02.02.2023.

The Governing Body recorded and approved the same.

ITEM NO.3 To receive the 'Action Taken Report' on the decisions made by the Governing Body No. 127 held on 02.02.2023

The same is placed before the Governing Body for information.



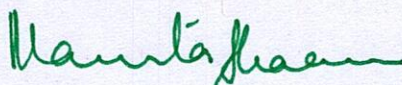
The Governing Body recorded and approved the same.

ITEM NO.4 Matters, if any, arising out of the Minutes of the meetings of the Governing Body No. 127 held on 02.02.2023.

No matters arose out of the minutes

ITEM NO.5 **To receive the Action Taken Report on the approvals given by Chairperson**

- 5/1** Approval to start the process of recruitment of Regional Coordinator as per letter dated 06.02.2023 from Prof Beena Reji, FIC, TISS Saksham Pramaan Project in view of resignation of Ms Kritika Singh.
- 5/2** Approval for conducting the BSC Practicals this year and the BSCG programme from the next Academic Session as per email dated 03.02.2023 received from IGNOU
- 5/3** Approval to start Marketing Cell for the students as per request dated 23.01.2023 received duly forwarded by Teacher in Charge.
- 5/4** Approval of budget worth Rs.45,000.00 vide letter dated 1.2.2023 submitted by Dr.Mamta Arora and Dr.Shikha Yadav, Departmental Programme Committee for annual Geo-Fest on 10th February, 2023 on "Millets : A Gateway to Health and Food Security"
- 5/5** Approval of Annual Budget for the academic year 2022-23 as per the minutes of the Budget Committee duly constituted by Governing Body in its meeting held on 07.02.2023.
- 5/6A** Approval of proposed budget of Rs 3,02,500 for G20 activities given by Departments to be conducted from 01.12.2022 to 30.11.2023.
- 5/6B** Approval of proposed Budget of Rs 1,93,558 for three events including "Learning from Ant" event, Additional G 20 related and Bhasha Kendra - Music Department (under aegis of IQAC) events scheduled to be held on 17th March, 2023 in the Conference Centre, University of Delhi vide letter received from Dr Nitu Rana, Associate Professor, Department of Commerce.
- 5/7** **Approval of purchase/tendering of items as per lists submitted by Caretaker from time to time**



5/7-2

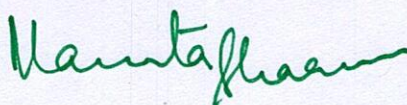
Approval to to invite quotations through the college website and DUCC website for purchase the following as per requirement of printing/stationery items for the college use in continuation to earlier note sheet dated 22.11.2022. These items are not available on Gem Portal. The estimated cost for the same is given below.

S. No	Name of the item	Quantity	Estimated Cost	Total Cost
1	Leave Register	12	Rs.445/-	Rs.5340/-
2	Dispatch Register	12	Rs.495/-	Rs.5940/-
3	Diary Register	12	Rs.495/-	Rs.5940/-
4	Leave Pad	60	Rs.49.50	Rs.2970/-
5	Service Book	36	Rs.310/-	Rs.11160/-
6	Flags	5 dozen	Rs.60/-	Rs.720/-
7	Log Book for Staff Car	12	Rs.290/-	Rs.3480/-
8	Log Book for Generator	12	Rs.355/-	Rs.4260/-
	Total Cost			Rs.39810/-

5/7-3

Approval to start the process of the AMC of the following items of the college. As per letter dated 09.02.2023 received from Mr. Pradeep Dabas, Caretaker

S.No.	Name of the Items
1	Water Cooler
2	R.O. System
3	Air Conditioners
4	Generator Set (125KV)
5	Fire Extinguisher
6	Pest Control
7	C.C.T.V. Camera
8	Intercom
9	Server UPS
10	Wi-Fi. Networking
11	Computer/Laptop
12	Printers



It is submitted a requirement letter received from Mr. Pradeep Dabas dated 31.01.2023 that there is a requirement of stationery items for the college use & this item is available on Gem Portal. The estimate is enclosed herewith. The details of item are as follows :

S.No.	Name of the item	Quantity	Estimate Cost
1	A4 Size Paper Rim	70	Rs.24850/-
2	Permanent Marker Black	20	Rs.340/-
3	Black Hit	50	Rs.16250/-
4	Duster for Dusting	200	Rs.2800/-
5	Double Tape	24	Rs.1080/-
6	Green Pilot Pen V7 Cartridge System	24	Rs.1368/-
7	Plastic Roll (Sutli)	15	Rs.3525/-
8	Notice Board Thumb Pin	10 Box	Rs.880/-
9	Reynold Red Pen	20	Rs.240/-
10	Simple Register	24	Rs.1176/-
11	Khaki Tape	20	Rs.956.2/-

Submitted for permission to purchase through Gem Portal. The above expenses will be incurred from the college development fund in students fund. The matter will be reported to the Purchase Committee.

Mamta Sharma

5/8-1 Approval for appointment of Mr.Naveen, Junior Assistant, Mr.Dinesh, Lab.Attendant. and Ms.Preeti Sehrawat, Lab Attendant purely on contractual basis w.e.f. 14.3.2023 for a period of 180 days.

5/8-2 Approval for appointment of Mr.Anil Kumar as Lab. Attendant on contractual basis w.e.f. 21.3.2022 to 180 days i.e. 19.9.2022.

5/8-3 Approval for appointment of Ms.Neelam as MTS (Office) on contractual basis on compassionate grounds for a period of 180 days w.e.f. 16.03.2023 vide request letter dated 15.03.2023

5/9-1 Approval of the following adhoc teachers as per details given below from 20.03.2023 to 120 days i.e. 17.07.2023 or end of academic session whichever is earlier

- | | |
|----------------------|--------------------|
| 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 |

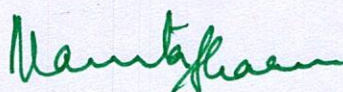
5/10 Approval of online classes of students of 4 & 6 semester on 17th, 18th, 24th and 25th March, 2023 in view of recommendation as per minutes of the meeting of IQAC/TICs/Timetable Committee/Examination Committee held on 02.03.2023

5/11 **To report approval of leaves of Teaching and Non-Teaching Staff**

5/11-1 Approval of the grant of Child Care Leave to Dr. Asha for the period from relieving from the college to 23.02.2023

5/11-2 Approval of the grant of Child Care Leave to DrPunita Gupta for the period from relieving of the college to 02.04.2023

The Governing Body recorded and approved the items from 5/1 to 5/11-2



5/11-3

Approval to relieve Sh Kishan Lal, Assistant to join UCMS as Sr Assistant purely on deputation for a period of one year w.e.f. 01.03.2023. He will be on lien from the college for the said period.

The Governing Body recorded and approved the same. The Governing Body further resolved that the process of appointment for Assistant on deputation basis be initiated at the earliest and till the appointment on deputation basis is made services on outsource basis be hired.

5/11-4

Approval to relieve Sh Chander Shekhar Sharma, Sr. Assistant to join UCMS as Section Officer purely on deputation for a period of one year w.e.f. 13.03.2023. He will be on lien from the college for the said period.

The Governing Body recorded and approved the same. The Governing Body further resolved that the process of appointment for Senior Assistant on deputation basis be initiated at the earliest and till the appointment on deputation basis is made services on outsource basis be hired.

5/12

To report the different cases of promotions under various schemes

5/12-1

Approval of promotion of Ms Sushma, Department of Sociology from Academic Level 11 to 12 vide minutes of screening committee held on 14.02.2023

5/12-2

Approval of screening of the applications of the following teachers as per university letter no. CS-I/III/Misc(TS)/College/2020 dated 04.11.2020

1. Dr Suniti Datta, Associate Professor (Music)
2. Dr Sunita Bahmani, Associate Professor (Social Work)
3. Dr Sunita Pareek, Associate Professor (Political Science)
4. Dr Nitu Rana, Associate Professor (Commerce)
5. Dr Sunita Dhankar, Associate Professor (English)
6. Dr Manju Rani, Associate Professor (Hindi)

Letter to Dean Colleges sent for expert panel vide letter no. AM/2023/157 dated 27.01.2023

The Governing Body recorded and approved the same.

5/13

Matters related to Teachers, Non Teaching staff and students

5/13-1

Approval to hire one person from outsourcing as per request dated 03.02.2023 received from SO(Adm) in view of sudden demise of Sh Joginder



5/13-2

Approval to consider the gratuity of the following members of staff at the college (both teaching and non-teaching) who are covered by the New Pension Scheme are qualified to receive retirement or death gratuity payments. This is in accordance to a letter from the Finance Officer of the University of Delhi dated 13.01.2023 with the letter number Fin/Pen. Cell/NPS/Gratuity/2023/6020. In this letter, it is stated that the Retirement/Death Gratuity under the Payment of Gratuity Act 1972 has also been extended to the employees covered under the New Pension Scheme (NPS) in the Autonomous Body/organization under the Ministry of Education. The details of the staff members and the gratuity payable are as follows :

Sl. No.	Name of the Employee under NPS Scheme	Amount of Gratuity
1	Ms. Vijaya Sharma, Assistant Professor – Death Gratuity	₹9,10,220.00
2	Mr. Vijay Kumar, Laboratory Assistant - Death Gratuity.	₹2,76,885.00
3	Dr. Neena Saxena, Associate Professor – Retired od 30.04.2021	₹16,44,840.00

5/14

To report the court matters

5/14-1

Approval to seek legal opinion from Sh Piyush Vatsa, Lawyer on University panel, in case of FFEC report as and when submitted.

5/14-2

Approval to seek legal opinion from Sh Piyush Vatsa, Lawyer on University panel, in case of pay fixation Prof Sandhya Vatsayana and Prof Mala Mishra (Ref letter from Assistant Registrar(Colleges) .

The Governing Body recorded and approved the items under 5/12 to 5/14-2



ITEM NO. 6 To consider the following appointments

6/1 Approval to start the process of recruitment of Capacity Building Coordinator in TISS Saksham Pravah as per letter dated 09.03.2023 from Prof Beena Reji, FIC, TISS Project in view of resignation of Mohd. Abid

6/2 To approve the workload as submitted by the workload committee and to start the process of appointment of Guest Teachers in various departments as per table below:

S.No.	Department	Requirement
1.	English	2
2.	Geography	1
3.	Education	1
4.	Psychology	1
5.	NHE/FT	2
6.	Sociology	2
7.	EVS	2
8.	Commerce	1

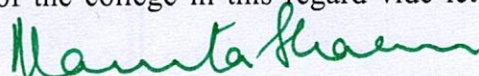
The Governing Body recorded and approved the items under 6. The Governing Body resolved that till the process of fresh appointments of Guest faculties is completed, the previously appointed guest faculties should continue in the interest of students.

ITEM NO.7 Miscellaneous Matters related to Teaching and Non Teaching Staff

7/1 To approve the payment of medical bills submitted by Prof. Neenu Kumar, Department of English of the college in respect of her husband, Late Dr.Sukesh Kumar vide endorsement dated 16.1.2023 made and sent by University of Delhi.

7/2 To approve the Provident Fund payment of Rs 4, 47, 892 made to Ms Rajbala w/o Late Sh Joginder Singh as per minutes of PF Committee meeting held on 06.02.2023.

7/3 The matter regarding legal notice and subsequent order in the case of Dr Ritu Choudhary was reported. The response of the college in this regard vide letter no.



AM/2023/489 dated 23.03.2023 was recorded. The Governing Body resolved that after settlement of all pending dues including children education allowance, medical reimbursement, loan from student fund taken before the litigation and provision of salary for the month of March, 2023 etc., the balance should be distributed amongst all concerned faculty members on a pro rata basis.

7/4

The case of Ms Ishika Vardaman. The response of the college in this regard vide letter no. AM/2023/488 dated 23.03.2023 was recorded.

The Governing Body recorded and approved the items under 7.

ITEM NO. 8 To consider requirements under infrastructure

8/1

To consider the repair of industrial grade RO and installation of one water tank of 2000 L by M/s Janvi Refrigeration as minimum quote worth Rs 1,23,924

8/2

To consider preparation of Disaster Management Plan for the college by M/s Zone4solutions as per minimum quote worth Rs 75,000 + GST

8/3

To report that two applications were received through e-procurement. The Purchase Committee recommended that the tendering process for College Canteen be repeated.

8/4

To consider the request of Dr Suniti Datta, AMTA President regarding change of sofa cover and Chairs. The estimated cost is of Rs 38528

The Governing Body recorded and approved the items under 8.

ITEM NO.9 Reports of Statutory Committees

9/1

Permission to submit IIQA as prerequisite for NAAC

The Governing Body recorded and approved the items under 9.

ITEM NO.10 Reports of different Staff Council Committees

10/1

To report successful completion of motivational session by Sh Anurag Sharma from Learning from Ant Foundation by Culture Council in collaboration with Aditi Mahavidhyalaya at Conference Centre on 17.03.2023.

- 10/2 To report the successful inauguration of G-20 inaugural event in collaboration with Tata Institute of Social Sciences at Conference Centre on 17.03.2023. The mission is to make the Aditi Mahavidyalaya Tuberculosis Free.
- 10/3 To report the successful conduction of Cultural event under Bhasha Kendra and Music department at Conference Centre on 17.03.2023. This event covered the objective 4.11 of National Education Policy under which the concept of Mother tongue is highlighted.
- 10/4 To consider opening of the applications for Undergraduate research proposals round 2.

The Governing Body recorded and approved the items under 10/1 to 10/4.

- 10/5 To consider the recommendations of the Purchase Committee as per minutes of the meeting held on 14.02.2023 and 22.03.2023.

Resolutions on Minutes of the Purchase committee held on 14.02.2023

1 and 5

The GB resolved that retendering of the College Canteen, Security and Sanitation be taken up as per GFR.

Till the completion of the procedure, the present vendors may be continued for smooth functioning of the college.

2

Disaster Management Plan of the college
Refer to Item no. 8/2

3 and 4

Repair work and services of the printers and photocopy machines be done immediately for smooth functioning of college.

6

Stationary items as reported by Caretaker be approved
Refer to item no. 5/7-1

7

Five hard copies of Annual Reports of the session 2020-21 and 2021-22 be printed and expenditure may be reimbursed.

8



Three member committee (as per GFR) for printing may be constituted for the printing work of flex posters and banners for the college.

10/5 Purchase Committee 14th Feb 2023.pdf

Resolutions on Minutes of the Purchase committee held on 22.03.2023

1

Retendering of College Canteen be done as per GFR

2

The Governing Body considered the requirement of 35 computers and 15 printers as per the recommendation of the IT Committee. The Governing Body resolved that the same be placed before the Infrastructure Committee constituted by the Governing Body.

3 and 4

The work order for printing of flex boards, banners etc. may be given to M/s Vivek Fine Arts as per L1 quotation as per GFR

5

The matter related to installation of layout plan of the college be may be referred to the Infrastructure Committee constituted

22nd March 2023.pdf

ITEM NO.11 Achievements of the college

11/1 The college has received an initial grant of Rs 50,000 under Unnat Bharat Abhiyaan.

The Governing Body recorded and approved the grant worth Rs 50,000 as per email received on behalf of Prof. Virendra K Vijay, National Coordinator - Unnat Bharat Abhiyan Flagship Program of Ministry of Education (MoE), GoI Centre for Rural Development and Technology, Indian Institute of Technology Delhi

ITEM NO.12 To consider the matters related to Governing Body Committees

12/1 To consider the legal advice in case of FFEC of Sh Padam Singh (U/S) and Sh Aseem Kumar (U/S) as and when received.



To further consider the request of Sh Padam Singh (U/S) and Sh Aseem Kumar (U/S) for 75% enhancement during the suspension period.

The Governing Body deferred the items under 12/1.

12/2 **The legal advice in case of pay fixation for Prof Sandhya Vatsayana and Prof Mala Mishra was placed and recorded. The extract of the legal advice is as under**

"The college must take the following steps

- A. Take a decision in the General Body meeting of the querist college in view of the Rule 13 of the CCS (CCA) Rules 1965 and keep in its record the affidavits and statements already submitted on record by the concerned teachers.*
- B. In view of the aforesaid decision taken, provide a clear office order to proceed further in the matter of fixation of pay before the Assistant Registrar (Colleges), University of Delhi."*

The Governing Body resolved that formalities recommended under the legal opinion be completed and clear order regarding pay fixation be sent to the college branch for pay fixation.

12/3 To reconstitute the Hall Renovation Committee.

12/4 To consider the minutes of Media Laboratory Committee and reconstitute the committee for purchasing of the equipments

12/5 To constitute Infrastructure Committee for the college.

12/6 To constitute committee for University Radio

The Governing Body resolved that for all infrastructure related matters including the listed items 12/3 to 12/6, Infrastructure Committee with the following members be constituted:

- 1. Treasurer Governing Body**
- 2. Sh Anupam Chief Engineer (University of Delhi) or his nominee**
- 3. Sh Rajinder Singh University Engineer**
- 4. Dr Punita Gupta**
- 5. Prof Madhu Lomesh**
- 6. Prof Anu Jain**
- 7. Prof Asha Sharma**
- 8. Section Officer (Adm)**
- 9. Section Officer (Acc)**



ANY OTHER MATTER WITH THE PERMISSION OF CHAIR

- A. The Governing Body was apprised about the urgent need of workforce due to enhanced workload (Admissions, Examinations etc.) that requires IT knowledge including basic working on computer, scanning etc.

The Governing Body resolved that services of at least three additional skilled MTS on outsource basis be taken immediately till the permanent appointments are made.

- B. The Governing Body was apprised about the requirement of a trained driver for Principal's Official vehicle. Sh Amar Singh Junior Assistant is currently driving the same.

The Governing Body resolved that the same may be taken on outsource basis till the permanent appointment is made

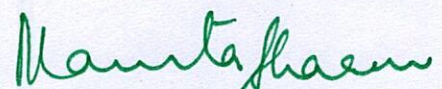
- C. The Governing Body was apprised about ISO 9001-2015 certification of Aditi Mahavidyalaya.

The Governing Body applauded the same

- D. The attendance records of Sh Yogender Rana and Sh Mahender Nishad were placed before the Governing Body in view of the irregularities in the attendance in these cases.

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

1. **Prof Suresh Kumar Chaudhary**
Professor
Department of African Studies
University of Delhi
2. **Sh Kailash Chand Meena (Assistant Registrar - Non Teaching Establishment)**
3. **Sh Arwind Giri (Assistant Registrar - Non Teaching Establishment)**



E. A Letter from DHE File no. DHE 1 (220)/Estt./Misc./2022/1415-143 dated 09.03.2023 (Diary no. 636 dated 15.03.2023) was placed before the Governing Body

The Governing Body resolved that the Old Document Disposal Committee be reconstituted with the following members (with two earlier members):

1. Dr Punita Gupta
2. Prof Bhawna Rajput
3. Sh NK Mishra SO (C) e-Auction (Univ.)

Mamta Sharma

**PROF MAMTA SHARMA
MEMBER SECRETARY/PRINCIPAL**

Approved by

Ravinder Kumar
**PROF RAVINDER KUMAR
CHAIRMAN
GOVERNING BODY**