

MINUTES OF THE MEETING OF THE GOVERNING BODY HELD ON FRIDAY THE
19.07.2024 FROM 12 NOON AT
UNIVERSITY GUEST HOUSE

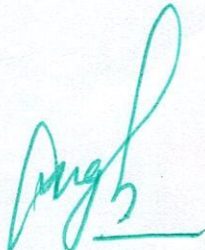
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PRESENT

1. Prof KP Singh (Chairman)
2. Prof Anju Katyal (Treasurer)
3. Prof Mamta Sharma (Principal/Member Secretary)
4. Prof Neerja Deswal
5. Prof Neelu Gupta
6. Mr Pankaj Nigam (Spl. Invitee - Non-Teaching)

- ITEM NO.1 The minutes of the Governing Body meeting no. 139 and 140 held on 30.04.2024 and 10.07.2024 respectively were confirmed.
- ITEM NO.2 The 'Action Taken Report' on the decisions made by the Governing Body No. 139 and 140 held on 30.04.2024 and 10.07.2024 respectively were placed and recorded.
- ITEM NO.3 No matters arose out of the Minutes of the meeting of the Governing Body No. 139 and 140 held on 30.04.2024 and 10.07.2024 respectively.
- ITEM NO.4 The following letters received from University/UGC/MHRD/Others were reported and put on record.
- 4/1-1 The appointment of Neerja Deswal as Teachers' Representative on the Governing Body of the college for the period from 11.7.2024 to one year (Under more than 10 years) vide University letter No. CS-1/(108)/TR/GB/ AM/8474 dated 12.07.2024.
- 4/1-2 The revised Academic Calendar as per letter no. Acad.I/299/Academic Calendar/318 dated 09.07.2024 from the office of Registrar
- 4/1-3 The letter no. Acad-1/UG and PG Fee/2024-25/228 dated 21.06.2024 from Registrar regarding the UG fees
- 4/1-4 The letter no. CB.I/CAS-Promotions/2024/8603 dated 12.07.2024 from Deputy Registrar (Colleges) regarding promotions under CAS

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Mamta Sharma

Anju Katyal

ITEM NO.5 To receive the Action Taken Report on the approvals given by Treasurer/Chairman

5/1 The screening for scrutinizing the forms and check the eligibility conditions for Dr. Seema Rani, Associate Professor, Department of Social Work as per University norms (SOP and Guidelines as per University Notification – Estb.IV/017/2018-2020/9 dated 27.8.2020) for promotion to the post of Professor was reported. The meeting was held on 30.04.2024

ITEM NO. 6 Miscellaneous Matters related to Teaching and Non Teaching Staff

6/1 The Governing Body approved the appointment of Mr.Jamil as System & Network Administrator on contractual basis w.e.f. 21.05.2024 to 180 days with mandatory break.

6/2 The Governing Body approved the appointment of Mr.Jatin and Mr.Roshan as Lab. Attendant on contractual basis w.e.f. 04.06.2024 for a period of 180 days with mandatory break.

6/3 The Governing Body approved the MACP of Ms Sudesh Rani, Laboratory Assistant, Department of Home Science (Food Technology) and Sh Pankaj Nigam, Tabla Accompanist, Department of Music.


6/4 The Governing Body approved the resignation of Dr Archana Tyagi, Associate Professor, Department of Sanskrit w.e.f. 28.05.2024. The college may follow up with the University for further action.

6/5 The Governing Body approved the promotion of Dr Seema Rani, Associate Professor, Department of Social Work to Professor under CAS – 18, 13A Scheme as per selection Committee held on 18.06.2024. The Governing Body resolved that the Principal is authorized to issue the letter and report in the next Governing Body meeting.

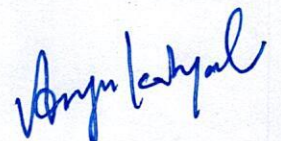
6/6 The Governing Body considered the representation of Sh Ashutosh Aggarwal Section Officer (Adm). The Governing Body resolved that only additional allowance as per rule be given to SO (Adm).

6/7 The Governing Body approved the appointment of the following Assistant Professors (on Adhoc Basis) from 01.08.2024 to 28.11.2024 (Subject to any change in academic calendar) whichever is earlier

This is with mandatory break of vacation



Manita Sharma



S.No.	Name	Subject
1.	Dr.Bhupender Singh	Chemistry
2.	Dr.Promila Sehrawat	Economics
3.	Ms.Anita Beniwal	Education; B.El.Ed.
4.	Ms.Gomti	Education; B.El.Ed
5.	Ms.Alka Verma	Education; B.El.Ed.
6.	Ms.Mamta Arora	Geography
7.	Dr.Sheetal Sharma	Geography
8.	Dr.Sunita Dahiya	Commerce
9.	Ms.Rashi Paliwal	Commerce
10.	Ms. Indu	Commerce
11.	Dr.Asha Devi	Hindi
12.	Dr.Kamlesh Wadhwa	Hindi
13.	Ms.Sangita Kumari	Hindi
14.	Dr.Ritu Khatri	Hindi
15.	Dr.Rashmi Gupta	Physical Education
16.	Ms.Manisha Pal	Social Work
17.	Sh Rakesh Choudhary	Social Work
18.	Ms. Gyanwati	Social Work
19.	Ms.Juhi Bhatnagar	Political Science
20.	Dr.Santosh Kumar Yadav	Mathematics
21.	Dr Parul Chopra	Commerce
22.	Ms.Mali Devi	Social Work
23.	Shri Baldev Gulati	Social work
24.	Dr.Manish Vats	Physical Education

Ang 3

Manita Sharma

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25.	Ms.Shashi Prabha	Home Science (NHE)
26.	Ms.Lovely	Commerce
27.	Shri Aneesh T.V.	Social Work
28.	Dr.Shadab Khan	Geography
29.	Shri Jagmohan	Geography

6/8 The Governing Body resolved to advertise all the vacant positions (including Sr PA to Principal, Administrative Officer, Librarian etc) as per university approved roster.

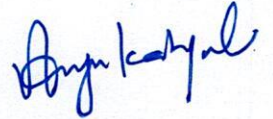
ITEM NO.7 To consider the minutes of Statutory Committees

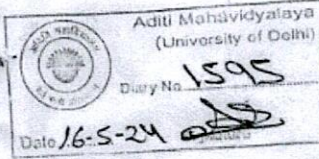
7/1 The Governing Body approved the minutes of the Central Purchase Committee held on 15.05.2024.

The meeting is as per the letters no. DHE-14(30)/ 100 % College/Minor Work/Major Work/ 2022 - 23/ 2091/2110 dated 06.04.2023, F.20/08/AC/2019/jsfinal/2575-2674 dated 07/08/2019 and Letter no. DHE-13(7)/100% GIA Colleges/2013-14/P.F.-1/2989-2909 dated 22.05.2023 from the Directorate of Higher Education regarding nominee/member of DHE in Purchase and Finance Committee of the 12 Colleges (100% funded by Delhi Govt.) diary no. 1326 dated 27.05.2023 regarding SOP and Delegation of Financial powers respectively.



Manu Singh





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ADITI MAHAVIDYALAYA
(UNIVERSITY OF DELHI)
BAWANA, DELHI-110039

SOP (Adm)
Mamta
15.05.2024

Minutes of the Central Purchase Committee Meeting (as per SOP No. F.20/08/2019/AC/ isfina/2575-2674 dated 07.08.2019) (as per Notice No. AM/2024/1036 dated 09.05.2024) dated 15.05.2024 at 12.00 noon. in Delhi University Guest House.

The copy of Notice and Agenda is attached herewith.

The following members were invited in the meeting.

1. Prof. K.P. Singh, Treasurer Governing Body
2. Prof. Mamta Sharma, Principal
3. Prof. Neelam Rathi, Bursar
4. Prof. Anu Jain, Convener Purchase Committee
5. Prof. Nitu Dabas, Co-Convener Purchase Committee
6. Prof. Sunita Pareek, Member
7. Dr. Seema Rani, Member
8. Dr. Manju, Member
9. Dr. Ritu Sharma, Convener Students Advisory Committee
10. Ms. Leena Sehgal, Convener Attendance Committee
11. Pradeep Dabas, Caretaker(Special invitee)
12. Mr. Jamil, System Network Administrator (Special invitee)
13. Nominee of the Finance Officer, University of Delhi
14. Nominee of the University Engineer, University of Delhi (For Infrastructure related)
15. Shri R.P.Meena, Administrative Officer, Directorate of Higher Education, Govt. of NCT of Delhi
16. Shri Manish Jain, AAO, Directorate of Higher Education, Govt. of NCT of Delhi

As per agenda, suggestions of the University Audit Officer were incorporated regarding SOP of DHE.

The committee unanimously approved the purchase as per agenda and supplementary agenda.

S.No.	Items/Work	GFR No.	SOP of DHE
1	Stationery – various items for college available on Gem Portal	149(GFR 2017)	18 (A)
2	Printing of stationery – various items for college use available on Gem Portal	149(GFR 2017)	13(A)
3	Various AMC requirement like Generator,	155(GFR 2017)	16(B)

Purchase file

Mamta Sharma


	R.O., A.C. Water Cooler, Pest Control, Fire Extinguisher riffling		
4	Repair of intercom and then AMC		16 B
5	Purchasing of rat pad	149(GFR 2017)	1
6	Purchasing of 6 sets of fire bucket	149(GFR 2017)	1
7	Printer repair and riffling of cartages	155(GFR 2017)	27 (D)

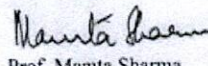
Reporting Items:

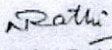
S.No.	Items/Work	GFR No.	SOP of DHE
1	Attendance register of students	149(GFR 2017)	13

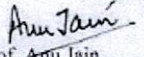
Supplementary Agenda Reporting Matter

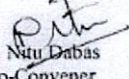
S.No.	Items/Work	GFR No.	SOP of DHE
1	Students Fest	155(GFR 2017)	N/A



Prof. K.F. Singh
Treasurer Governing Body


Prof. Mamta Sharma
Principal


Prof. Neelam Rathi
Bursar


Prof. Anu Jain
Convener Purchase Committee
Purchase Committee


Prof. Nitu Dabas
Co-Convener
Purchase Committee


Prof. Sunjta Pareek
Member

Not present
Dr. Seema Rani
Member

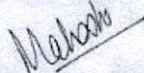
Not present
Dr. Manju
Member

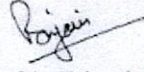
Not present
Dr. Ritu Sharma
Convener

Not present
Ms. Leena Sehgal
Convener Attendance Committee

I.M. DABAS
Pradeep Dabas
Caretaker

Students Advisory Committee
Mr. Jamil
System Network Administrator

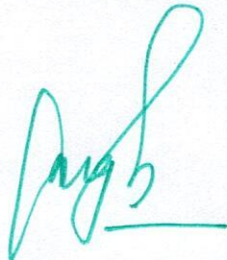

Nominee of the Finance Officer
University of Delhi

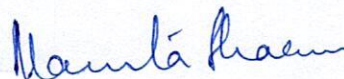

Nominee of the University Engineer
University of Delhi (For Infrastructure related)

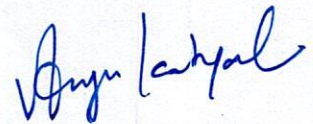
Not present
Shri R.P.Meena
Administrative Officer
Directorate of Higher Education
Govt. of NCT of Delhi

Not present
Shri Manish Jain
AAO
Directorate of Higher Education
Govt. of NCT of Delhi

The Governing Body resolved that the Chartered Accountant appointed by the College will be co opted member and will attend all meetings related to finance related matters as Special Invitee .





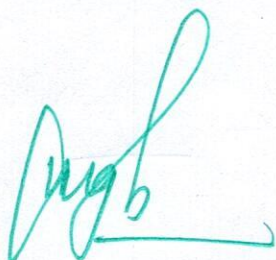


ITEM NO.8 To consider the minutes of Staff Council Committees

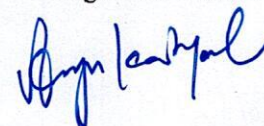
8/1 The Governing Body considered and recorded the minutes of the Staff council meeting related to committees for the academic session 2024-25. The meeting was held on 05.07.2024.

8/2 The Governing Body considered and approved the minutes of the Workload Committee.

Department	Sanctioned Strength	Permanent / Adhoc	Requirement on Sanctioned positions	No. of Guest required against sanctioned post	Additional Requirement	Total
Chemistry	0	0+1	0	0	0	0
Commerce	14	5+7	3 (Full Time)	5 + 2 (Leave Vacancy after Prof Rajeev proceeds on leave)	0	7
Economics	2	1+1	0 (Full Time)	2 (Leave Vacancy after Prof Manisha proceeds on leave)	0	2
Education	14	8+3	3 (Full Time)	6	2	8
English	7	7+0	0	2	0	2



Manita Sharm

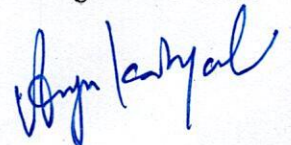


				(Leave Vacancy of Prof Neenu Kumar)		
EVS		0+1	1 (Full Time)	2	0	2
Geography	10	2+4	4 (Full Time)	8	0	8
Hindi	21	10+4	7 (Full Time)	4 + 2 (Hindi Patrakarita)	0	6
History	2	2+0	0 (Full Time)	0	2	2
Home Science	7	4+1	2 (Full Time)	2	1	3
Mathematics	2	1+1	0 (Full Time)	0	2	2
Music	1	1+0	0 (Full Time)	0	1	1
Physical Education	3	0+2	1 (Full Time)	2	0	2
Political Science	4	3+1	0 (Full Time)	0	1	1
Psychology	2	2+0	0 (Full Time)	0	0	0



Manita Sharma

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	Sanskrit	0 (Full Time)	2+0	2	2	0	2
	Social Work	1 (Full Time)	3+6	10	0	0	0
	Sociology	0 (Full Time)	2+0	2	0	2	2
	Total			39	11	50	

ITEM NO.9

9/1

Accounts matters

The Governing Body recorded and approved the submission of the following audit reports

1. LFA 2018-2019 letter no. AM/2024/1577 dated 01.07.2024
2. LFA 2019-2021 letter no. AM/2024/1582 dated 01.07.2024
3. LFA 2021-2022 letter no. AM/2024/1583 dated 01.07.2024
4. Special Audit 2020 (ATN) letter no. AM/2024/1601 dated 03.07.2024
5. AGCR 2014-1017 letter no. AM/2024/1641 dated 15.07.2024
6. AGCR 2017-2024 letter no. AM/2024/1642 dated 15.07.2024

The same was submitted to the Directorate of Higher Education and deductions (as per LFA and AGCR audit objections).

A letter dated AM/2024/1584 dated 01.07.2024 has been sent to DHE regarding Outstanding paras for the financial years 1994 to 2001-2002.

This is on recommendations of the Old Paras Committee constituted by the Governing Body in its meeting no 139 (Item no. 13/1).

9/2

The Governing Body recorded and approved the minutes of PF Committee minutes held on 19.07.2024 at 10.30 am

1. The fund position of the P. F. A/c balance as on 30.06.2024, an amount of Rs. 58,23,394.63/-
2. Withdrawal of Rs 10,00,000 by Prof Pooja Khanna.
3. Investment of Rs 45.00 Lakh from the GPF Account of the college.

An amount of Rs.45.00 Lakhs approx. is to be invested from the Provident Fund Account as on 30.06.2024. As per the nationalized Banks website a comparative statement for interest rates on domestic term deposits is prepared for the different nationalized bank present in or around the college which are given below:

Bank	Rate of Interest	Duration
Punjab National Bank	7.25%	Above 400 days
Union Bank of India	7.25%	Above 399 days
Canara Bank	7.25%	Above 444 days

As per the above comparative statement, Union Bank provides the highest rate of interest for investment for the period above 399 days. The committees decided to invest an amount Rs.45.00 Lakh for a period of 399 days in Union Bank in the form of fixed deposit. Rest an amount of Rs. 323394.63/- lying in PF saving bank account.

Further the Governing Body recorded and approved the PF committee minutes held on 22.05.2024.

1. The fund position of the P. F. A/c balance as on 16.04.2024, an amount of Rs. 11,76,593/-
2. Final withdrawal of Rs 90,000 in case of Late Sh Rajesh Kumar. The interest amount will be credited after auditing by the Chartered Accountant.
3. Withdrawal by the employees as per table below

Manita Raam

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Employee	Amount
Sh Chander Shekhar	6,00,000
Sh Kishan Lal	5,50,000

Total Amount invested in FDs is Rs 12,82,14,564
(PF Account)

ITEM NO.10

10/1

Achievements of the college The District Environment Championship Award (North West) to college by National EduTrust of India as per certificate no. NEI/HEI/DECA/008 dated 05.06.2024 was recorded. *Manita Shrivastava*

The Governing Body appreciated the same.

ANY OTHER MATTER WITH THE PERMISSION OF CHAIR

A

The Governing Body approved the participation of college as Academic Partner in the International summit on AI and Knowledge Management is being held between 12th and 14th of August 2024

B

The Governing Body approved the following leaves as per University rules. The recommendations of Leave Processing Committee were received in this regard

S.No.	Name of the Teacher	Department	Nature of Leave/ Duration
1.	Prof Asha	Hindi	CCL/ 12.08.2024 to 26.09.2024
2.	Prof Manisha	Economics	CCL/ 02.08.2024 to 28.04.2025
3.	Prof Archana Sawshilya	Political Science	CCL/ 22.01.2025 to

Pragya

Manita Shrivastava

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Pragya

			28.03.2024
4.	Prof Sunita Pareek	Political Science	CCL/ 07.01.2025 to 27.03.2025

Mamta Sharma

**PROF. MAMTA SHARMA
MEMBER SECRETARY/PRINCIPAL**

APPROVED BY

Angika Tyal

TREASURER

CHAIRMAN

Angika Tyal