

MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Wednesday, March 20, 2024 starting from 1:30 PM in the College Committee Room. The following members were present:

1. Prof. Vijaya Laxmi Singh, Chairperson, Governing Body
2. Prof. Anu G. Aggarwal, Honorary Treasurer, Governing Body
3. Mrs. Rajni Gupta, Teacher Representative
4. Dr. Anamika Singh, Teacher Representative
5. Prof. Haritma Chopra, Officiating Principal and Member Secretary

Mr. Vikram Singh, Special Invitee, Non-teaching staff expressed his inability to attend the meeting.

Item 2 : The Governing Body appreciated the services rendered by Dr. P. Kavita as Teacher Representative on the Governing Body and welcomed Dr. Anamika Singh as new Teacher Representative on the Governing Body.

Item 3 : The minutes of the meeting of the Governing Body held on August 26, 2023 were confirmed.

Item 4 : The Governing Body recorded letter no. CS-SDC/114/Prin-MT/2023/923 dated November 2, 2023 received from the University of Delhi conveying the approval of the extension of the term of Prof. Haritma Chopra as Vice-Principal of the College for a period of one year w.e.f. November 19, 2023 as per Ordinance XVIII 4(4).

The Governing Body also recorded letter nos. CS-SDC/114/Prin-MT/2023/881 dated August 24; CS-SDC/114/Prin-MT/2023/933 dated November 17, 2023 and CS-SDC/114/Prin-MT/2024/1024/3887 dated February 23, 2024 received from the University of Delhi conveying the approval of the extension of appointment of Prof. Haritma Chopra as Officiating Principal for the following durations as per Ordinance XVIII 7(3):

September 1, 2023 to November 30, 2023

December 1, 2023 to February 29, 2024

March 1, 2024 to May 31, 2024

Item 5 : The Governing Body recorded that the status of appointments made to the 91 permanent posts of Assistant Professors across 14 different departments vide Advertisement No. Mt/Estab./2023/02 dated February 25, 2023 per the details attached.

Item 6 : The Governing Body ratified the action of the Honorable Chairperson, Governing Body in re-appointing the Assistant Professors, who were working on ad hoc basis in the different departments of the College, as per the details attached with the minutes.

The Governing Body noted that six of the Assistant Professors working on ad hoc basis i.e. Dr. Reeta, Department of Hindi; Dr. A. Vineetha, Department of Zoology; Dr. Sumit,

Department of Physics; Ms. Aali Kumar, Department of History; Ms. Shweta Kumari, Department of English and Mr. Khushboo Soni, Department of English have resigned.

Item 7 : The Governing Body approved and granted the following leave to the teaching staff:

Sr. No	Name	From	To	No. of Days	Type of Leave	Remarks
1.	Prof. Haritma Chopra Officiating Principal	02.02.2024	17.02.2024	16	Medical Leave	
2.	Ms. N. Shradha Varma Department of Economics	16.10.2023	15.10.2024	1 year	Study Leave	For Ph.D.
3.	Ms. Shaifali Department of Commerce	16.10.2023	12.04.2024	180	Maternity Leave	
4.	Ms. Neha Department of Commerce	26.10.2023	09.12.2023	45	Maternity Leave (miscarriage)	
5.	Dr. Jyotsna Talreja Wasan Department of Computer Science	11.03.2024	10.03.2026	02 year	Extra- ordinary leave without pay	For Academic purposes
6.	Dr. Manju Mehta Department of Chemistry	05.02.2024	20.03.2024	45 days	Child Care Leave	For taking care of Child
7.	Mrs. Polly Biswas Department of Physics	02.03.2024	01.03.2025	1 year	Study Leave	For Ph.D.

Item 8 : The Governing Body ratified the action of the Principal in granting annual increment to the eligible teaching and non-teaching staff w.e.f. January 1, 2024.

Item 9 : The Governing Body recorded that as per the University guidelines, Dr. Ranjana Bhattacharya, Department of History has been promoted as Professor (i.e. Academic Level 13A to 14) w.e.f. August 16, 2022 under CAS-2018 scheme on the recommendations of the duly constituted Selection Committee by the University of Delhi. The Governing Body approved her promotion.

Item 10 : The Governing Body granted extension of lien to Dr. Mithila Bagai, Assistant Professor in the Department of Political Science, for another period of one year w.e.f. November 10, 2023.

Item 11 : The Governing Body approved the change of home town from Gurugram, Haryana to Secunderabad, Andhra Pradesh in respect of Dr. Geetan Manchanda, Associate Professor in the Department of Mathematics, as her paternal uncle is from Secunderabad and she visits that place frequently.

Item 12 : The Governing Body approved the payment of difference of pro-rata pension in respect of Dr. Lata Singh, Ex Associate Professor. The Governing Body recorded the approval received from the University of Delhi in this regard vide letter no. Fin./Pen.Cell/F-43/2023-24/1347 dated December 5, 2023. The Governing Body permitted the College to transfer an amount of Rs. 10,10,714/- to Jawaharlal Nehru University.

Item 13 : The Governing Body ratified the action of the Honorable Chairperson, Governing Body and Honorary Treasurer, Governing Body in permitting the College to release the payment of

Rs. 25,95,029/- to Dr. Satish Chandra Gupta, nominee of Late Prof. Renu Gupta, Department of Zoology towards arrear and outstanding financial benefits.

- Item 14** : The Governing Body approved the payment of arrear on account of promotion to the teaching staff as per the details given below:

S. No.	Name of Employees	Amount
1.	Dr. Shikha Badhani, Assistant Professor	2,03,473/-
2.	Dr. Jyotsna, Associate Professor	6,77,733/-
3.	Dr. Versha Goel, Professor	99,456/-

- Item 15** : The Governing Body approved the medical reimbursement made to the teaching, non-teaching and retired staff as per the details attached with the minutes.

- Item 16** : The Governing Body approved the confirmation of the following non-teaching staff as they have completed their probation period satisfactorily:

Name of the Staff	Department	Designation	Date of Promotion / confirmation
Ms. Nishtha Bharti	Library	Semi Professional Assistant	29.09.2023
Mrs. Suman	Botany	Laboratory Assistant	24.01.2023
Mr. Jasbir Singh	Botany	Laboratory Assistant	24.01.2023
Mr. Manish Kumar	Botany	Laboratory Assistant	24.01.2023
Mr. Harish Chandra	Chemistry	Laboratory Assistant	24.01.2023
Mr. Aman Kumar	Chemistry	Laboratory Assistant	24.01.2023
Mr. Hemant Kumar Lamba	Physics	Laboratory Assistant	24.01.2023
Mr. Nishchay Saini	Physics	Laboratory Assistant	24.01.2023
Mr. Jamuna Shankar Pal	Zoology	Laboratory Assistant	24.01.2023

- Item 17** : The Governing Body approved the payment of Rs. 22,992/- to Mr. Sachin Saini working as Junior Assistant towards medical reimbursement as per CGHS rates.

- Item 18** : The Governing Body approved the payment of pension/pension arrear to the retired teaching and non-teaching staff as per the details given below:

S. No.	Name of Employees	Amount
1.	Mr. Suraj Mal(Ex-Security Guard)	1,49,442/-
2.	Mrs. Sushila Thapa (Family Pensioner)	1,30,910/-
3.	Prof. Versha Goel (Ex-Associate Professor)	21,090/-
4.	Dr. Mohini Bhanushali (Ex-Associate Professor)	82,893/-
5.	Dr. Urvi Puri (Ex-Associate Professor)	5497600/-

- Item 19** : The Governing Body approved the payment of pension/pension arrear to the nominees of the deceased employees as per the details given below:

S. No.	Name of Pensioner	Nominee	Amount
1	Late Dr. K.R. Shyamla, Ex.Reader	Mr. K. R. Venkatesh	42,186/-
2	Late Mrs. Sumitra Devi, Family Pensioner	Mr. Virender Singh	67,962/-

- Item 20** : The Governing Body approved the payment of Rs. 14,900/- to Shri Mohinder J. S. Rupal, Advocate of the College, towards appearance/miscellaneous expenditure in the High Court/Patiala House Court on different dates for representing the College in the following cases:

1. Ritu Dhingra Vs. Maitreyi College and Ors.
2. Dharmvir Vs. University of Delhi and Ors.
3. Mangat Rai Malik Vs. University of Delhi and Ors.
4. Ranjit Singh Vs. University of Delhi and Ors.

- Item 21** : The Governing Body examined the stock verification report of the Library. The Governing Body was of the view that the list of the books to be written off should be examined again as some of them are rare books published before independence. They should either be retained or converted into e-books before being written-off. The Governing Body was of the view that the revised stock verification report should be placed before the Governing Body in its next meeting.

- Item 22** : The College recorded that an amount of Rs. 2,97,266/- has been generated from the sale of scrap material through MSTC Portal.

- Item 23** : The Governing Body noted that the College had sought permission for interest free loan of Rs. 1 crore 30 lakhs from the Student Fund Account for completion of girls' hostel but availed the loan of Rs. 97,01,901 only. As advised by the then Governing Body, a monthly installment of Rs. 1,00,000 was to be transferred from Girls Hostel Account to the Students Fund Account till the amount is fully paid.

The Governing Body further recorded that the College had received the outstanding grant of Rs. 12,00,000 from the UGC towards Girls Hostel. The same has been transferred to the Student Fund Account. Also, instead of a monthly installment of Rs. 1,00,000, the College has transferred Rs. 12,00,000 in two equal installments of Rs. 6,00,000 each. Now the amount of outstanding loan is Rs. 73,01,901.

- Item 24** : The Governing Body ratified the action of the Honorable Chairperson, Governing Body and Honorary Treasurer, Governing Body, in permitting the College to purchase a bus from Metaltech Motor Bodies Pvt. Ltd. through CPPP at the total cost of Rs. 27,72,450 by utilizing the lapsed caution money and the amount collected from the sale of two previous college vans.

- Item 25** : The Governing Body noted that M/s. Mi2C Security and Facilities Pvt. Ltd., which is providing Housekeeping and Security services to the College, has requested for revision

of minimum wages as per Govt. of NCT of Delhi (Labour Department) vide its order F.No. (142)/02/MW/VII/Part file/5206-5224 dated October 23, 2023. The Governing Body also noted that effective date of revision of rates is from October 1, 2023. The Governing Body approved the revision of wages as per the minimum wages notified by the Government of NCT of Delhi, subject to submission of the receipt of provident fund deposited with ESI by M/s. Mi2C Security and Facilities Pvt. Ltd. The Governing Body also approved the revision of wages, in light of above notification, for those employees of the college who are working on daily wages.

The Governing Body also approved the change of category from semi-skilled to skilled worker in respect of Mr. Kishor Prasad Meena, who has been deployed as Housekeeping Supervisor on an outsource basis through M/s. Mi2C Security and Facilities Pvt. Ltd., as he is a graduate and eligible for being paid as a Skilled worker.

- Item 26** : The Governing Body recorded that a seed money of Rs. 8,00,000 has been sanctioned by the University of Delhi vide letter no. SEC/2023/62 dated September 25, 2023 for establishment of a Skill Development Centre at Maitreyi College.
- Item 27** : The Governing Body was of the view that the College should explore with other Colleges who are also applying for a loan from HEFA. The working should be done on how the 10% of the loan amount will be returned to the funding agency. A detailed proposal in this regard must be prepared and approved by the Governing Body before submission.
- Item 28** : The Governing Body approved the financial assistance amounting to Rs. 4,26,900/- towards six proposals recommended by the Centre for Research. The Governing Body was of the view that there should be an upper capping on the financial assistant that is being sanctioned for the different projects.
- Item 29** : The Governing Body approved the recommendations of the Purchase Committee made in its meetings held on September 21, 2023, October 10, 2023, January 18, 2024, February 12, 2024 and March 18, 2024.
- Item 30** : The Governing Body approved the recommendations of the Girls' Hostel Committee made in its meetings held on September 18, 2023 and December 11, 2023.
- Item 31** : The Governing Body approved the recommendations of the Girls' Hostel Committee made in its meetings held on November 25, 2023 wherein it was decided to charge a fee of Rs. 10,000/- per month from the foreign students instead of Rs. 14,584/- that is being charged from other students to encourage international students in our campus.
- Item 32** : The Governing Body permitted the College to refund excess hostel fee charged from the students amounting to Rs. 25,63,328/-.
- Item 33** : The Governing Body approved the recommendations of the Internal Finance Committee made in its meetings held on July 20, 2023.

- Item 34** : The Governing Body recorded and ratified the action of the Provident Fund Committee in granting final withdrawal/final payment from provident fund to the following employees through circulation:

FINAL WITHDRAWAL

S. No.	Name	Amount	Purpose
1	Mr. Sunit Singh	7,00,000/-	For Repair of House
2	Mr. Chhedi Lal	1,19,000/-	For Repair of House
3	Mr. Ravindra Singh	2,00,000/-	For White wash of House
4	Mr. Dave Raj Singh	47,000/-	For White wash of House
5	Mr. Naresh Kumar	1,18,000/-	For Repair of House
6	Mr. Tribhuvan Singh	4,70,000/-	For Renovation of House
7	Mr. Vikram Singh	5,00,000/-	For Marriage of Son
8	Mr. Brajesh Mishra	10,00,000/-	For Repayment of Car Loan
9	Mr. Subhash	44,000/-	For White Wash of House
10	Mr. Satish	1,40,000/-	For White Wash of House
11	Mr. Des Raj	1,18,000/-	For White Wash of House

FINAL PAYMENT

S. No.	Name	Amount	
1	Mrs. Bimla Devi	11,31,083/-	On Retirement (Retired on 31.08.2023)
2	Mr. Jagdish Prasad	14,53,476/-	On Retirement (Retired on 31.12.2023)

- Item 35** : The Governing Body recorded and approved the retirement benefits paid to the following employees:

S. No.	Name of Employee	Gratuity	Leave Encashment	Commutation of Pension
1	Mrs. Bimla Devi	20,00,000/-	8,66,436/-	13,76,592/-
2	Mr. Jagdish Prasad	20,00,000/-	11,16,900/-	15,04,419/-

- Item 36** : The Governing Body recorded and ratified the action of the Provident Fund Committee in renewing the following FDR with Punjab National Bank:

FDR Number	Amount	Date of Renewal	Period	ROI	Date of Maturity
PU14794	40,00,000/-	03.10.2023	444 days	7.25%	20.12.2024

- Item 37** : The Governing Body approved the following panel of auditors, in order or priority, for auditing the College Accounts for the year 2023-2024:

<u>Name of the Firm & Registration Number</u>	<u>Member(s) Name</u>	<u>Membership No.</u>
M/s Sapra Associates (010792N) Chartered Accountants, 415, Ansals Kirti Shikhar	Sh. Ravi Sapra	89379
	Sh. Naresh Kumar Sharma	86535
	Sh. Deepak Nagpal	88253

11, Janak Place,
District Centre Janak Puri,
New Delhi-110 058

Sh. Ajay Kumar Sardana 89011
Sh. Anil Kumar Chopra 94324

M/s Jitin Tyagi & Associates (025898N)
Chartered Accountants,
Flat No. 326, Himgiri Apartment,
Lions CGHS, Outer Ring Road,
Vikasपुरi, New Delhi-110 018

Sh. Jitin Tyagi 521509

M/s A.K. Batra & Associates (3499N)
Chartered Accountants,
A-36, F.F. Ring Road,
Rajouri Garden,
New Delhi-110 027

Sh. Ashok Batra 81988
Sh. Abhishek Batra 99121

- Item 38** : The Governing Body approved the annual audited accounts for the financial year 2022-2023 audited by M/s. Sapra Associates, the Chartered Accountants.
- Item 39** : As already permitted by the then Governing Body in its meeting held on March 26, 2022 that the College can increase its annual fee by 10% every year to meet up with the inflation, the Governing Body permitted the College to increase its annual fee by 10% this year.

The meeting ended with a vote of thanks to the Chair.

Prof. Vijaya Laxmi Singh
Chairperson

Prof. Haritma Chopra
Officiating Principal and Member Secretary