

## MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Thursday, May 15, 2025 starting from 11:00 AM in the College Committee Room. The following members were present:

1. Prof. Jagreet Kaur, Chairperson, Governing Body
2. Prof. Anu. G. Aggarwal, Honorary Treasurer, Governing Body
3. Mr. D. D. Choudhary, Member
4. Mr. Manoj Agrawal, Member
5. Ms. Preeti Dogra, Member
6. Dr. Ritu C. Kumar, Teacher Representative
7. Mr. Ginmuntal Khongsai, Teacher Representative
8. Mr. Jagdish Prasad, Special Invitee, Non-teaching Staff
9. Prof. Haritma Chopra, Principal and Member Secretary

- Item 2** : The Governing Body appreciated the services rendered by Prof. Ranjana Bhattacharya as Teacher Representative on the Governing Body and welcomed Dr. Ritu C. Kumar as new Teacher Representative on the Governing Body.
- Item 3** : The Governing Body appreciated the services rendered by Mr. Mahender Singh as Special Invitee, non-teaching staff on the Governing Body and welcomed Mr. Jagdish Prasad as new Special Invitee on the Governing Body.
- Item 4** : The minutes of the meeting of the Governing Body held on January 31, 2025 were confirmed.
- Item 5** : 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.
- Item 6** : The Governing Body approved the confirmation of the following Assistant Professors, appointed in the different departments of the College, as they have completed their probation period satisfactorily:

Sr. No.	Name	Department	Category	Date of Appointment
1	Ms. Ruchi Sharma	English	UR	23-02-2024
2	Ms. Pooja Bhardwaj	English	EWS	23-02-2024
3	Mr. Aditya Premdeep	English	OBC	23-02-2024
4	Ms. Nupur Chawla	English	UR	23-02-2024
5	Ms. Sonal Chauhan	English	SC	23-02-2024
6	Ms. Krishangi Singh	English	UR	23-02-2024

7	Ms. Rupali Ahuja	Computer Science	UR	27-02-2024
8	Dr. Shweta Sankhwar	Computer Science	SC	27-02-2024
9	Ms. Shikha Sharma	Computer Science	UR	27-02-2024
10	Ms. Shweta Singh	English	SC	27-02-2024
11	Dr. Mukta Raut Dey	History	UR	04-03-2024
12	Ms. Priyanka Nirupam	History	OBC	04-03-2024
13	Dr. Lalsanglen Haokip	History	ST	04-03-2024
14	Mr. Dinesh Kumar	History	SC	04-03-2024
15	Mr. Ajay Khandal	History	EWS	04-03-2024
16	Dr. Archana Paradkar	Mathematics	OBC	11-03-2024
17	Dr. Neetu Arneja	Mathematics	UR	11-03-2024
18	Mr. Sandeep Kumar	Mathematics	SC	11-03-2024
19	Ms. Priyanka Sahni	Mathematics	UR	11-03-2024
20	Mr. Monu Kumar	Mathematics	OBC	11-03-2024
21	Dr. Neelima Ohri	Mathematics	UR	11-03-2024
22	Dr. Varsha Chauhan	Mathematics	UR	11-03-2024
23	Dr. Nitin Sharma	Mathematics	OBC	11-03-2024
24	Dr. Simran Kaur	Mathematics	UR	11-03-2024
25	Mr. Ravi Kumar Meena	Mathematics	ST	11-03-2024
26	Ms. Rimpi	Mathematics	EWS	11-03-2024
27	Mr. Saurav Kumar	Mathematics	UR	11-03-2024
28	Dr. Diwakar Kumar Singh	History	UR	12-03-2024
29	Dr. Aastha Arora	Economics	UR	12-03-2024
30	Ms. Shubhra Suman	Economics	OBC	12-03-2024
31	Mr. Arun Kumar	Economics	EWS	05-04-2024

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

Sr. No.	Name & Department	Period of leave	Type of Leave
1.	Dr. Jyotsna Department of Commerce	25.01.2025 to 23.07.2025= 180 days	Maternity Leave
2.	Mrs. Nupur Kataria Department of Economics	04.08.2025 to 13.11.2025= 102 days	Child Care Leave
3.	Dr. Sandeepa Singh Department of Botany	20.08.2025 to 23.12.2025= 126 days	Child Care Leave
4.	Dr. P. Kavita Department of Botany	01.09.2025 to 15.01.2026 = 137 days	Child Care Leave
5.	Dr. Priyanka Tyagi Department of Botany	02.11.2025 to 30.04.2026 = 180 days	Child Care Leave
6.	Dr. M. Tianla* Department of English	02.06.2025 to 28.06.2025 = 27 days	Earned Leave

\*Dr. M. Tianla is travelling to China. She is taking first year classes and as per the academic calendar, the summer vacations would be starting from June 29, 2025.

- Item 8** : The Governing Body recorded that as per the University guidelines, the following faculty members have been promoted as Professor under 2018 scheme on the recommendations of the duly constituted Selection Committees by the University of Delhi. The Governing Body approved their promotion.

S. No.	Name of the teacher	Department	Date of Eligibility
1.	Dr. Atika Chandra	Botany	29.03.2024
2.	Dr. Pooja Baweja	Botany	14.02.2025
3.	Dr. Poonam Juneja	Physics	01.01.2025

- Item 9** : The Governing Body recorded that as per notification no. R&P/017/2024/035 dated July 11, 2024 issued by the University of Delhi, the cases where only the date of eligibility was deferred/changed due to non-completion of the relevant training/workshop/course as per the earlier provisions but the period of assessment was not changed, the deferred/changes date of eligibility may be restored after due scrutiny administratively i.e. by IQAC and Principal with prior approval of competent authority.

The Governing Body noted that in light of the said notification, Dr. Sonal Babbar, Associate Professor in the Department of Commerce, Dr. Priti M. Arora, Associate Professor in the Department of Economics and Dr. Saroj Rani, Associate Professor in the Department of Economics had represented their cases for the restoration of the date of eligibility as the period of assessment has not changed.

The Governing Body, after going through their APAR, PBAS and recommendations of the IQAC, was of the view that as there is no change in their period of assessment, therefore, the original date of eligibility may be restored as detailed below:

Name	Department	Date of promotion (already availed)	Date of eligibility to be restored
Dr. Sonal Babbar	Commerce	October 16, 2020	March 9, 2020
Dr. Priti M. Arora	Economics	October 16, 2020	August 1, 2019
Dr. Saroj Rani	Economics	September 30, 2020	July 16, 2020

- Item 10** : The Governing Body approved the medical expenditure made on the teaching, non-teaching and retired staff amounting to Rs. 32,14,030/- as per the details attached with the minutes.
- Item 11** : The Governing Body approved the confirmation of the following non-teaching staff as they have completed their probation period satisfactorily:

Sr. No.	Name	Designation	Department	Date of Appointment / Promotion
1	Mr. Jitender Sharma	Section Officer	Accounts	09.04.2024
2	Mr. Brajesh Mishra	Senior Assistant	Administration	09.04.2024
2	Mr. Sanjay Dhangar	Library Assistant	Library	16.04.2024
4	Mr. Ajay Kumar Meena	Library Assistant	Library	16.04.2024

- Item 12** : The Governing Body approved the promotion of the following non-teaching staff made on the recommendations of the duly constituted Departmental Promotion Committee:

S. No	Name of the Staff	Department	Promoted as	Date of Promotion
1.	Mr. Praveen Kumar	Accounts	Assistant	02.05.2025
2.	Mr. Sachin Saini	Administration	Assistant	02.05.2025
3.	Mrs. Jyoti Devi	Accounts	Assistant	02.05.2025

- Item 13** : The Governing Body recorded that Mr. Satya Dev Singh, Laboratory Assistant, Department of Physics will be retiring on May 31, 2025 (afternoon) on attaining the age of superannuation. The Governing Body also recorded that Mr. Raj Kumar, Laboratory Assistant, Department of Botany will be retiring on July 31, 2025 (afternoon) on attaining the age of superannuation. The Governing Body noted that their retirement benefits will be released as per the University rules.

- Item 14** : The Governing Body noted that Mr. Jaspal Singh Rekhi, Ex-Administrative Officer retired from the College services on October 31, 2009 and expired on September 8, 2017. The College received a request from Mr. Gagandeep Singh Rekhi, nominee of Late Mr. J. S. Rekhi, to release his pension arrears. As per office records, at the time of his death, Mr. Rekhi was drawing the pension as per 6<sup>th</sup> Pay Commission and later his pension was revised according to 7<sup>th</sup> Pay Commission by the University of Delhi vide letter no. Fin./Pen.Cell/F-43/2023/7477 dated March 7, 2023. The Governing Body permitted the College to release the arrears of pension amounting to Rs. 1,15,032/- to Mr. Gagandeep Singh Rekhi, nominee of Late Mr. J. S. Rekhi.

- Item 15** : The Governing Body recorded that the University of Delhi vide circular no. CB-III/Circular/2025/Vol. II/226 dated 28.04.2025 has directed all the colleges to gift a wrist watch to all the employees who were working or have retired in the centenary year i.e. from May 1, 2022 to June 30, 2023. The University has also provided the models of the wrist watch for the male and female staff. The approximate cost per watch is Rs. 2300/-. During the said period, 158 employees (74 Teaching Staff, 73 Non-Teaching Staff & 11 retired members) were working in the permanent capacity in the College. Therefore, the Governing Body approved the estimated expenditure of Rs. 3,63,400/- for the said purchase.

- Item 16** : The Governing Body noted that the three-year tenure of the present Internal Committee (IC) against sexual harassment at the workplace has come to an end. Therefore, the Governing Body approved the proposed nominations for the new Internal Committee as detailed below:

**Nominated teaching faculty**

1. Prof. Manju Mehta, Department of Chemistry (Presiding Officer)
2. Dr. Padma Saxena, Associate Professor, Department of Chemistry (Member)
3. Dr. Pramod K. Singh, Associate Professor, Department of Sanskrit (Member)

### **Nominated non-teaching members**

1. Mrs. Kanta Gusain, Section Officer (Administration)
2. Mr. Jitender Sharma, Section Officer (Accounts)

### **Co-opted member**

1. Mr. Mohinder J. S. Rupal, Advocate

### **Students Representatives**

1. Ms. Harshita Gola, B.Com. (P), II year (President)
2. Ms. Archi Bakshi, B.A. (H) Political Science, II year (Vice-President)
3. Ms. Vaishali, B. A. (H) Hindi, I year (Secretary)

- Item 17 :** The Governing Body recorded that the College has entered into mutual collaboration agreement with M/s. Vikas Lifecare Limited (VLL) on 'Designing of Smart Nanocomposites' for a period of three years w.e.f. March 26, 2025. The Governing Body noted that for this joint collaboration, they have given the equipment worth Rs. 5,85,000/- to the Department of Chemistry of the College. In addition to this, VLL has provided the necessary chemicals and glassware with a proper record amounting to Rs. 5,26,346/-. A Project Assistant, Ms. Barkha, has been appointed and the expenditure towards her salary (Rs. 20,000 per month) will be borne by VLL and disbursed by the College. She will be working on this project under the guidance of the Principal and Dr. Hema Bhandari, Associate Professor, Department of Chemistry. A cheque amounting to Rs. 2,50,000 towards her salary and miscellaneous expenditure has been given by VLL.
- Item 18 :** The Governing Body recorded that the College has received 74 proposals for the summer internship programme from the faculty members across different departments of the College. The total funding requested is Rs. 1,27,000/-. The Governing Body approved Rs. 5,00,000/- for the same keeping in mind the fact that some other faculty members may seek financial assistance towards research or infrastructural development in the near future.
- Item 19 :** The Governing Body examined the stock verification report of the Library for the year 2024-2025. As per the report, 10 canned chairs, 05 steel racks and 09 UPS need to be written off as they are not serviceable/repairable. The Governing Body was of the view that these items should be written off as per rules.
- Item 20 :** The Governing Body recorded that the University of Delhi vide notification no. Acad.I/Fee/2025-26/195 dated April 30, 2025 has notified a revision in University dues from Rs. 2,900/- to Rs. 3,500/- for first-year students effective from the academic year 2025-26. The Governing Body approved the same.



**Item 21** : The Governing Body approved the payment of Rs. 18,000/- to Shri Mohinder J. S. Rupal, Advocate of the College, towards appearance/conference/miscellaneous expenditure in the High Court/Patiala House Court on different dates for representing the College in the following cases:

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

**Item 22** : 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/211-241 dated April 15, 2025. The Governing Body also noted that the effective date of revision of rates is from April 1, 2025. 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.

**Item 23** : The Governing Body noted that with the implementation of the Four-Year Undergraduate Programme under the National Education Policy (NEP), all the undergraduate programmes will now include a fourth year of study. This will lead to a substantial increase in student strength, thereby, creating a need for additional academic and co-curricular spaces within the College. The Governing Body was informed that two existing Bamboo Rooms (No. 2 and 3) in the College are very old and in a dilapidated condition. They are no longer fit for safe and effective use. Therefore, these two bamboo rooms need to be replaced with two porta cabins. The Governing Body approved the construction of two porta cabins at the estimated cost of ₹27,74,121/- from the Students Fund of the College.

**Item 24** : The Governing Body noted that with the implementation of the Four-Year Undergraduate Programme under the National Education Policy (NEP), the academic delivery of certain Skill Enhancement Courses (SEC) and Value Addition Courses (VAC) necessitates the use of advanced teaching aids. Therefore, there is a requirement for the procurement of 25 interactive panels/Projectors to enhance classroom teaching and ensure effective pedagogical outcomes as detailed below. The approximate cost for the proposed procurement is ₹49,35,000/-.

Sr. No.	Quantity	Room Nos.
1	10	For ten new Porta Cabins
2	6	NSB 1, NSB 2, NSB 7, NSB 16, NSB 17, NSB 27
3	9	7, 8, 17, 19, 20, 61, 72, 84, 85
Total	25	

The Governing Body permitted the College to procure 25 interactive panels/projectors through open bidding on the Government e-Marketplace (GeM) and/or Central Public Procurement (CPP) Portal, in accordance with the prevailing rules and procurement procedures. The said expenditure can be met from the Students Fund of the College.

**Item 25 :** The Governing Body approved the estimate amounting to Rs. 38,09,998.74/- for the repair and renovation of the Computer Laboratories (Nos. 1,2,3 and 4) and Chemistry Laboratories (No. 1, 2 and 3) from the internal receipts generated by the College.

**Item 26 :** The Governing Body noted that the College needs to procure student desks, tables, chairs for several classrooms and tables, chairs and almirahs for the departmental rooms as the existing furniture is approximately twenty years old and is no longer in a serviceable condition. Also, to accommodate the students, who would be pursuing fourth year, there is a need for additional furniture. The approximate cost of the same is Rs. 62,93,700/-. The Governing Body permitted the College to procure the furniture, as detailed in the agenda papers, through the Government e-Marketplace (GeM) and/or Central Public Procurement (CPP) Portal by inviting competitive e-Tender/bids, in accordance with the prevailing rules and procedures for public procurement. The said expenditure can be met from the Students Fund of the College.

**Item 27 :** The Governing Body permitted the College to purchase 20 air-conditioners, as detailed below, at the estimated cost of Rs. 9,70,000/- through the Government e-Marketplace (GeM) portal after following due procedure. The said expenditure can be met from the Students Fund and the Hostel Fund.

S. No.	Quantity	Type	Location
1	10	Window A.C	Porta Cabins
2	1	Window A.C	Accounts Section
3	1	Split A.C	Administrative Office
4	1	Split A.C	Room No. 7 (Examination Room)
5	1	Split A.C	Vice-Principal's Room
6	3	Split A.C	Library
7	3	Window A.C	Girls' Hostel (Medical Room, Guest Room, Office)
	20	Total Units	

**Item 28 :** The Governing Body approved the recommendations of the Purchase Committee made in its meetings held on March 28, 2025 and May 13, 2025 regarding procurement of various items.

**Item 29 :** The Governing Body approved the recommendations of the Hostel Committee made in its meetings held on March 28, 2025 and May 7, 2025 regarding procurement of various items amounting to Rs. 6,73,000/- (approximately).

- Item 30** : The Governing Body ratified the action of the Honorable Chairperson, Governing Body and Honorary Treasurer, Governing Body, in permitting the College to get the insurance of the College buildings renewed for another period of one year w.e.f. April 6, 2025 as detailed below:

S. No.	Description	Name of the Insurance Company	Premium Amount (inclusive of all taxes)
1.	Insurance of College Building, New Science Block	M/s National Insurance Company Ltd	Rs. 1,13,861/-
2.	Insurance of College Girls Hostel	M/s Sargam Insurance Broker Pvt Ltd (United Insurance Company)	Rs. 7,026/-

- Item 31** : The Governing Body noted that the College had invited quotations from the different CA firms for auditing the Annual Accounts of the College. As the quotations received were not uniform, therefore, it could not materialize. The Governing Body noted that M/s. Sapra Associates has been auditing the Annual Accounts of the College since 2022-2023. They have completed two years with satisfactory services. Therefore, the Governing Body permitted the College to extend their tenure for the third year i.e. 2024-2025.

The Governing Body was of the view that for the next year, the quotations must be invited well in advance so that things can materialize.

- Item 32** : The Governing Body recorded and ratified the action of the Provident Fund Committee in granting final withdrawal/final payment from the provident fund to the following employees through circulation:

#### FINAL WITHDRAWAL

Sr. No.	Name of Employee	Amount	Purpose of withdrawal
1	Mr. Subhash	30000/-	For Daughter's Marriage
2	Mr. Mahender Singh	60000/-	For Repair of House
3	Mr. Des Raj	280000/-	For Renovation of House

#### FINAL PAYMENT

Sr. No.	Name of Employee	Amount	Purpose of withdrawal
1	Prof. Ranjana Bhattacharya	2,67,26,165/-	On retirement (Retired on 31.01.2025)
2	Mr. Hansraj Saklani	1,19,27,031/-	On retirement (Retired on 31.03.2025)

- Item 33** : The Governing Body approved the retirement benefits paid to the employees as per the details given below:



S. No.	Name of Employee	Gratuity	Leave Encashment	Commutation of Pension
1	Prof. Ranjana Bhattacharya	25,00,000/-	33,38,460/-	39,75,254/-
2	Mr. Hansraj Saklani	25,00,000/-	12,42,360/-	15,96,846/-

**Item 34** : The Governing Body recorded and ratified the action of the Provident Fund Committee in making fresh FDRs with Punjab National Bank and encashing 31 FDRs for the payment of retirement benefits, as per the details attached with the minutes.

**Item 35** : The Governing considered the proposal of the Internal Quality Assurance Cell (IQAC) of the College in instituting the following two prestigious awards to acknowledge the excellence within the College Community:

1. IQAC Meritorious Student Award
2. Faculty Excellence Award

The Governing Body approved the institution of IQAC Meritorious Award. The Governing Body was of the view that the excellence award should be instituted for the teaching as well as non-teaching staff. The guidelines regarding the same may be placed before the Governing Body in its next meeting.

**Item 36** : **ANY OTHER MATTER**

**Item 1: Repair and renovation work of the old College building:** The Governing Body permitted the College to undertake the following repair and renovation work, in phases, at the estimated cost of ₹1,44,33,323/- (Rupees One Crore Forty-Four Lakhs Thirty-Three Thousand Three Hundred Twenty-Three only) by inviting e-tenders/bids through the GeM/CPP Portal as per the prescribed procurement procedures:

1. Repair and renovation work of Administration and Accounts Section.
2. Repair and renovation work of old science block and waterproofing work of the roof of the old science block.
3. Exterior repair and renovation work Administration, Library, Science Block and other connected area.
4. Repair and renovation work of tutorial and auditorium.
5. Repair and renovation work of five toilets.
6. Repair and renovation work of the college library.

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

  
**Prof. Jagreet Kaur**  
 Chairperson

  
**Prof. Haritma Chopra**  
 Principal and Member Secretary