

MINUTES

A meeting of the Governing Body of the college was held on Wednesday, 22nd May, 2019 at 02:30 p.m in the office of the Principal.

The following members were present:

1	Prof. Daman Saluja	Chairperson, Governing Body
2	Prof. Satish K. Awasthi	Treasurer, Governing Body
3	Dr. Vandana Arora	Teacher's Representative
4	Dr. Dhanpal Singh	Teacher's Representative
5	Mr. Shiv Narain	Non-Teaching Representative
6	Dr. Madhu Pruthi	Principal & Member Secretary

1. Minutes of Governing Body meetings dated 06.03.2019 and 27.03.2019 were confirmed.
2. The following actions taken by Chairperson and Treasurer, Governing Body for smooth functioning of the college were reported, recorded and approved:
 - (i) Grant of permission to use a sum of Rs. 1,00,900/- from College Development Fund for repair of main water supply pipe line.
3. The following actions taken by Principal for smooth functioning of the college were reported, recorded and approved.
 - (i) Approval of budget for :
 - (a) Rs. 10,50,000/- for Cultural Fest (28 and 29th March, 2019) and Expenditure occurred Rs. 10,33,729/-
 - (b) Rs. 1,75,000/- for Placement Drive (4th April, 2019) and Expenditure occurred Rs. 1,68,526/-.
 - (c) Rs. 2,95,000/- for Annual Day Function (15th April, 2019) and Expenditure occurred Rs. 2,44,844/-.
 - (d) Rs. 2,65,000/- for Farewell Function (18th April, 2019) and Expenditure occurred Rs. 2,52,213/-.

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- (ii) Appointment/Re-appointment of Ad-hoc teachers upto (end of even semester) from the date of their joining:

S. No.	Name of the Teacher	Department	Date of Appointment
1	Ms. Astha Kanjlia	Management Studies	02.05.2019
2	Ms. Kritee Manchanda	Management Studies	02.05.2019
3	Dr. (Ms.) Nomita Sharma	Management Studies	02.05.2019
4	Dr. R.S. Rajpurohit	Commerce	02.05.2019
5	Mr. Hemant Yadav	Commerce	02.05.2019
6	Dr. (Ms.) Anjalika Solanki	Commerce	02.05.2019
7	Mr. Kunal Kumar	Commerce	02.05.2019
8	Ms. Namita Padhy	Commerce	02.05.2019
9	Ms. Prama Vishnoi	Commerce	02.05.2019
10	Ms. Monu Chauhan	Commerce	02.05.2019
11	Ms. Ruchi Goyal	Commerce	02.05.2019
12	Ms. Snehlata Rana	Commerce	02.05.2019
13	Ms. Nidhi Aggarwal	Commerce	02.05.2019
14	Mohd Tariq Azizy	Commerce	02.05.2019
15	Ms. Astha Goyal	Computer Science	02.05.2019
16	Ms. Rochana Chaturvedi	Computer Science	02.05.2019
17	Ms. Nidhi Passi	Computer Science	02.05.2019
18	Mr. Sumit Kumar Baberwal	Computer Science	02.05.2019
19	Dr. Sumit Kumar Agarwal	Computer Science	02.05.2019
20	Dr. (Ms.) Namita Aggarwal	Computer Science	02.05.2019
21	Mr. Sudhir Kumar Gupta	Computer Science	02.05.2019
22	Ms. Jyoti Kumari	Computer Science	02.05.2019
23	Mr. Rakesh Kumar	Computer Science	02.05.2019
24	Mr. Pradeep Kumar	Computer Science	02.05.2019
25	Mr. Anand	Computer Science	02.05.2019
26	Ms. Rashmeet Kaur Chawla	Computer Science	02.05.2019
27	Ms. Kanishka	Computer Science	02.05.2019
28	Mr. Manish Kumar	Computer Science	02.05.2019
29	Ms. Disha Garg	Computer Science	02.05.2019
30	Mr. Himanshu Kushwah	Electronics	02.05.2019
31	Mr. Anil Sethi	Electronics	02.05.2019
32	Dr. (Ms.) Jyoti Bansal	Electronics	02.05.2019
33	Mr. Prashant Kumar	Electronics	02.05.2019
34	Mohd. Rafeeqe CK	English	02.05.2019
35	Mr. Archit Nanda	English	02.05.2019

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36	Ms. Richie Aggarwal	Mathematics	02.05.2019
37	Ms. Vandana Verma	Mathematics	02.05.2019
38	Ms. Rajat Arora	Mathematics	02.05.2019
39	Dr. Ram Chander Verma	Mathematics	02.05.2019
40	Dr. Panjabi Singh	Mathematics	02.05.2019
41	Dr. Subedar Ram	Mathematics	02.05.2019
42	Dr. Ravi Kumar	Mathematics	02.05.2019
43	Mr. Deepak Kumar Meena	Mathematics	02.05.2019
44	Dr. (Ms.) Smita Korpall	Physics	02.05.2019
45	Mr. Gagandeep Longiany	Physics	02.05.2019
6	Dr. (Ms.) Vandana Gambhir nee Chopra	Psychology	02.05.2019
47	Dr. (Ms.) Shailja Rana	Psychology	02.05.2019
48	Mr. Ved Prakash Maurya	Psychology	02.05.2019
49	Dr. (Ms.) Pallavi Raj	Psychology	02.05.2019
50	Dr. (Ms.) Geetanjali Sageena	EVS	02.05.2019
51	Dr. Virender Yadav	Hindi	02.05.2019

(iii) Re-appointment/ Appointment of following non-teaching staff on consolidated salary basis as per norms of the University of Delhi.

S. No.	Name	w.e.f.	Salary @Rs. P.M.	Designation	Period
1	Mr. Akhilesh Kumar	01.03.2019	18960/-	Lab. Assistant	6 Months
2	Mr. Abhishek	29.03.2019	15070/-	MTS	6 Months
3	Mr. P.K. Bhatia	02.04.2019	41693/-	Section Officer (Accounts)	6 Months
4	Ms. Baby	15.04.2019	15070/-	Lady Attendant	6 Months
5	Mr. Manish	16.04.2019	15070/-	MTS	6 Months
6	Mr. Puneet Thakur	18.04.2019	15070/-	MTS	6 Months
7	Mr. Karamveer	07.05.2019	15070/-	MTS	6 Months
8	Mr. Sanam Pathania	09.05.2019	15070/-	MTS	6 Months

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4. The following Provident Fund Committee was constituted.

Provident Fund Committee

- (a) Prof. Daman Saluja - Chairman (Governing Body) - Chairman
(b) Prof. Satish K. Awasthi - Treasurer (Governing Body)
(c) Principal
(d) Bursar
(e) Dr. Vipin Negi (Teachers Representative on PF Committee)
(f) Mr. Naveen Sharma (Non-Teaching Representative on PF Committee)

5. The following Finance Committee was constituted.

Finance Committee:

- (a) Prof. Satish K. Awasthi (Treasurer, Governing Body) - Chairman
(b) Principal
(c) Bursar
(d) Dr. Dhanpal Singh
(e) Another member of Governing Body – Not available

6. Verbal Recommendation of Leave Committee alongwith guidelines prepared by previous Leave Committee of GB were placed on table. The GB members requested for file containing request of faculty members for grant of Child Care Leave to be provided to them for consideration. They however informed that only Guest Teacher shall be made available for long CCL of teachers or as per relevant University of Delhi rules.

7. The matter of Audit Para related to Medical Re-imbusement was placed before the GB. They requested to provide Audit Para for the current year. As and when the Audit Report for 2019-20 shall be received by the college, it will be provided to them.

8. Minutes dated 26th March, 2019 received from the Committee for recommending T.A/ Registration in Conference/ Seminar etc. was placed before the house wherein it was observed that the funds available for reimbursement are short and the committee

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members recommended to raise the fund for this purpose. Both Chairperson and Treasurer, Governing Body informed the house that there is no provision for raising the amount from any other sources available in the college.

9. Receipt of following sponsorship money towards various activities (Extra Curricular) to college were reported and recorded:

- (i) Rs. 50,000/- towards sponsorship money from Canara Bank .
- (ii) Rs. 2,50,000/- towards sponsorship money from Coca-Cola.

10. Progress about new works by PWD i.e installation of Water Harvesting System in the college and construction of five new additional rooms etc. was reported and recorded. It was informed that Rain Water Harvesting System is nearly on completion.

11. Receipt of Audit Memo No. 13 dated 14.02.2019 from the Inspecting Audit Officer, Local Fund Accounts, Audit Party No. VII for creation of post of accounts functionaries with an appropriate designation (i.e as equal in terms of pay scale as well as duties and responsibilities to the post of Deputy Controller of Accounts and Accounts Office of Government of NCGT of Delhi) with prior approval of Finance Department was reported and recorded. The Governing Body informed the college to write to Directorate of Higher Education in this regard.

ADDENDUM :

1. Refusal of Liaison Officers to sign on new Roster (where EWS to be implemented) as per mandate of Delhi University authorities was reported and recorded in the house. The GB directed the college to write to University of Delhi and seek their inputs.

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2. Purchase of Batteries for Laptops purchased for faculty members in the year 2008 was reported, recorded and approved. It was informed to do the purchases through GeM as per their availability.
3. Purchase of three new Window Air Conditioners for Staff Room from GeM from College Development Fund as per prior approval of Governing Body was reported and recorded.
4. The GB asked to provide the list of expiry dated chemicals in the first instance.
5. Receipt of letter No.: CB-II/Circulars no. 13/ Audit/2019/ dated 10.05.2019 from Joint Registrar (Colleges), University of Delhi regarding Financial Discipline and maintenance of account was reported and recorded.
6. Payment of property tax to North Delhi Municipal Corporation as detailed below was reported, recorded and approved:
 - (a) First Part-Payment of Rs. 34,69,526/- (including Hostel Property Tax of Rs. 5,75,246/-) of outstanding property tax of Rs. 2,20,81,596/- for the period 2005-06 to 2018-2019.
 - (b) Second Payment of property tax of Rs. 13,45,084/- (including Rs. 85,878/- of Hostel Property Tax) for the current financial year 2019-2020.
7. The GB directed the college to follow DU guidelines for inclusion of family members by employee of college for re-imbursalment of Medical Facility and other amenities like LTC/HTC etc.
8. For Joint Declaration/ Spouse Information by the employee for the purpose of availing LTC/HTC, Medical Facility and Re-imbursalment of Children Education Allowances etc. a Certificate from spouse Government office/ Institution (where spouse is working) is to be provided by the employee on original letter head for the above purpose.

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9. The Governing Body approved hiring of a Chartered Accountant (C.A) for Auditing of College Accounts/ Provident Fund Account, Societies Account, Hostel Accounts and filling GST etc. etc. College was allowed to pay annual payment of Rs. 30,000/- or as per actual expenses under legal expenses fund from College Head.

Under Any Other Matter:

1. Issue of purchase of Newspapers from student money collected as part of Library Fee by Staff Association was discussed. The Governing Body members informed that purchase of Newspapers for Staff Room should be met from Staff Association Fund. However, one member requested the matter to be placed as Agenda in the next meeting. The house agreed upon it and directed that till then purchase of Newspapers for Staff Room should be met from Staff Association Fund.
2. The verbal comments of ELFA Auditors to college regarding completely outsourcing of security services and taking in of one permanent employee inside on same role was informed. The Governing Body members suggested to take up the issue when written comments of ELFA Auditors were received.

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

Sd/-

(Dr. Madhu Pruthi)
Principal & Member Secretary
Governing Body

Sd/-

Chairman,
Governing Body