

MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Wednesday, June 21, 2023 starting from 11:00 AM in the College Committee Room. The following members were present:

1. Prof. Vijaya Laxmi Singh, Chairperson, Governing Body
2. Prof. Shital Jhunjhunwala, Honorary Treasurer, Governing Body
3. Dr. Prachi Bagla, Teacher Representative
4. Dr. P. Kavita, Teacher Representative
5. Mr. Vikram Singh, Special Invitee, Non-Teaching Staff
6. Prof. Haritma Chopra, Officiating Principal and Member Secretary

The Governing Body appreciated the services rendered by Mrs. Meena Malhotra, Special Invitee, Non-Teaching Staff on the Governing Body and welcomed Mr. Vikram Singh as new Special Invitee on the Governing Body.

Item 2 : The minutes of the meeting of the Governing Body held on February 24, 2023 were confirmed.

Item 3 : The Governing Body recorded letter nos. CS-SDC/114/Prin-MT/2023/680 dated February 21, 2023; CS-SDC/114/Prin-MT/2023/712 dated March 22, 2023; CS-SDC/114/Prin-MT/2023/786 dated April 21, 2023 and CS-SDC/114/Prin-MT/2023/768 dated May 22, 2023 has approved the extension of appointment of Prof. Haritma Chopra as Officiating Principal for the following durations as per Ordinance XVIII 7(3):

March 1, 2023 to March 31, 2023

April 1, 2023 to April 30, 2023

May 1, 2023 to May 31, 2023

June 1, 2023 to August 31, 2023

Item 4 : The Governing Body approved and granted the following leave to the teaching staff:

Sr. No.	Name	From	To	No. of Days	Type of leave
1	Ms. Rachna Sirohi Department of English	31.03.2023	30.03.2024	1 year	Study Leave
2	Ms. Kritika Khurana, (Ad hoc) Department of Commerce	20.04.2023	19.05.2023	30	E.O.L. (without pay)
3	Dr. Vidisha Garg Department of Commerce	06.05.2023	19.06.2023	45	Child Care Leave
4	Ms. N. Shradha Varma Department of Economics	11.05.2023	28.06.2023	49	Child Care Leave

Item 5 : The Governing Body approved the extension of study leave in respect of Ms. Shweta, Assistant Professor in the Department of Commerce, for another period of one year w.e.f. July 23, 2023 for pursuing Ph.D. from the Department of Commerce, University of Delhi.

The Governing Body approved the extension of study leave in respect of Ms. Neha, Assistant Professor in the Department of Commerce, from July 22, 2023 to September 21, 2023 for pursuing Ph.D. from the Department of Commerce, University of Delhi

Item 6 : The Governing Body ratified the action of the Honorable Chairperson, Governing Body in extending the tenure of the Assistant Professors, 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 three of the Assistant Professors working on ad hoc basis i.e. Mr. Vivek Babbar, Department of Economics; Dr. Deepti Kaur, Department of Mathematics and Dr. Madhulika Nirmal, Department of English have resigned.

Item 7 : The Governing Body recorded that as per the University guidelines, Dr. Jyotsna has been promoted as Associate Professor (i.e. Academic Level 12 to 13A) w.e.f. July 31, 2022 in the Department of Commerce under CAS-2018 scheme on the recommendations of the duly constituted Selection Committee by the University of Delhi. The Governing Body approved her promotion.

The Governing Body recorded that as per the University guidelines, Dr. Versha Goel has been promoted as Professor (i.e. Academic Level 13A to 14) w.e.f. November 1, 2022 in the Department of Zoology 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 8 : 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 9 : The Governing Body permitted the College to release the arrears to the non-teaching staff, who have been promoted as Laboratory Assistant w.e.f. January, 2023 and to Mr. Thaneshwar Pandey, who has been granted 2nd MACP as per the details given below:

Sr. No.	Name of Employee	Arrear Amount
1	Mr. Aman Kumar	31,664/-
2	Mr. Jamuna Shanker Pal	31,664/-
3	Mr. Jasbir Singh	31,664/-
4	Mr. Manish Kumar	31,664/-
5	Mr. Hemant Lamba	31,664/-
6	Mr. Nishchay Saini	31,664/-
7	Mrs. Suman	31,664/-
8	Mr. Thaneshwar Pandey	6,105/-
	Total	2,59,417/-

- Item 10** : The Governing Body permitted the College to transfer Pro-rata Gratuity to Shri Ram College of Commerce (SRCC), University of Delhi in respect of Mr. Deepak Chandra Kabdwal who tendered technical resignation from his services as Junior Assistant w.e.f. December 26, 2014 in order to join SRCC as Assistant.
- Item 11** : The Governing Body noted that Ms. Bimla Devi, working as Junior Library and Information Assistant in the Library, will be retiring on August 31, 2023 on attaining the age of superannuation and the College will be releasing her retirement benefits as per University rules.
- Item 12** : The Governing Body approved the payment of Rs.7,000/- to Shri Mohinder J. S. Rupal, Advocate of the College, towards appearance in the court cases on behalf of the College as per details given below:
1. Mangat Rai Malik/Dharamvir/Ranjit Singh on 02.02.2023
 2. Dr. Ritu Dhingra on 18.04.2023
 3. Mr. Ved Prakash on 27.05.2023
- Item 13** : 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/VIII/Part file/429-443 dated April 20, 2023. The Governing Body also noted that effective date of revision of rates is from April 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.
- Item 14** : The Governing Body recorded that the College Van has been e-auctioned through Metal Scrap Trade Corporation Limited (MSTC) to M/s. Nirvana Scrappers, Khasra No.191/180/173, Baghpat, Uttar Pradesh – 250101. They have quoted Rs.1,43,100/- (Rupees One Lakh Forty Three Thousand One Hundred only) for the Mini Bus. MSTC will transfer the said amount in our saving bank account after all official work is completed.
- Item 15** : The Governing Body ratified the action of the Honorable Chairperson, Governing Body and Honorary Treasurer, Governing Body in permitting the College to award the work of structural audit of the old building with audit report to M/s. Swati Structure and Solutions Pvt. Limited at the total cost of Rs. 6,15,412 after following all the due procedures.
- Item 16** : The Governing Body ratified the action of the Honorable Chairperson, Governing Body and Honorary Treasurer, Governing Body in permitting the College to award the contract for Gas Pipeline to M/s. Indraprastha Gas Limited at the total cost of Rs. 7,98,447.61. The Governing Body permitted the College to sign an agreement in this regard with M/s. Indraprastha Gas Limited.

Item 17 : The Governing Body approved the seat matrix for Girls Hostel as proposed by the College Committee vide its recommendations dated July 29, 2022 and also permitted the College to open a saving bank account in respect of Girls Hostel with Punjab National Bank.

Item 18 : The Governing Body permitted the College to award the contract for mess services in the Girls Hostel to M/s. Tiwari and Company, Rohini for a period of one year w.e.f. July 15, 2023. The Governing Body noted that all the due procedures have been followed.

Item 19 : The Governing Body recorded that the contract for the supply of furniture for the Girls Hostel has been awarded to M/s. Sham Emporium Pvt. Ltd., Gurgaon at the total cost of Rs. 19,89,752 after following all the due procedures.

Item 20 : The Governing Body approved the following Short-term Courses:

S.No.	Name of the Course	Fees
1	Hindi Bhasha Kaushal (36 Hours)	Rs. 500
2	Punjabi Bhasha di. Sikhlaye (30 Hours)	Rs.200

Item 21 : 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

1	Mr.Mahender Singh	48,000/-	For White wash of House
2	Mr.Desh Raj	1,14,000/-	For White wash of House
3	Mr.Satish Kumar	1,36,000/-	For White wash of House
4	Mr. B.P. Ray	1,56,000/-	For White wash of House

FINAL PAYMENT

1	Dr.(Mrs.) Alka B. Vadakan	1,87,29,865/-	On Retirement (Retired on 30.04.2023)
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Item 22 : The Governing Body recorded and approved the retirement benefits paid to the following employee:

S.No.	Name of Employee	Gratuity	Leave Encashment	Commutation of Pension
1	Dr.(Mrs.) Alka B. Vadakan	20,00,000/-	29,93,360/-	38,40,439/-

- Item 23** : The Governing Body recorded and ratified the action of the Provident Fund Committee in investing the amount contributed by all the employees towards Provident Fund in the following FDRs with Punjab National Bank and few of them have been encashed, as per the details attached with the minutes.
- Item 24** : The Governing Body approved the medical reimbursement of Rs. 2,706/- as per CGHS rates to Dr. Sushil Kumari, working as Assistant Professor in the Department of Sanskrit.
- Item 25** : The Governing Body approved the medical reimbursement of Rs. 21,415/- as per CGHS rates to Mrs. Elizabeth Michael, Retired Associate Professor, Department of Mathematics.
- Item 26** : The Governing Body approved the medical reimbursement of Rs. 36,017/- as per CGHS rates to Mr. Ashok Kapoor, Retired Section Officer.
- Item 27** : The Governing Body approved the payment of pension and pension arrears amounting to Rs. 13,608 in respect of Late Mrs. Sumitra Devi (Family Pensioner) to her son Mr. Virender Singh.
- Item 28** : The Governing Body approved the payment of pension amounting to Rs. 9,648 in respect of Late Mr. Daya Ram to his son Mr. Satya Narayan.
- Item 29** : The Governing Body recorded that the College has received an amount of Rs. 5,00,000/- (Rs. Five Lakh) from Mr. T.V. Sairam in the memory of Late Mrs. Radha Sairam, Retired Associate Professor, Department of Chemistry towards the Centre for Research. The Governing Body permitted the College to invest the amount in FDR and utilize the interest amount for the research purpose.

The Governing Body also recorded that the College has received an amount of Rs. 5,00,000/- (Rs. Five Lakh) from Mrs. Rashmi Verma, Retired Associate Professor, Department of English towards freeship for the students. The Governing Body permitted the College to invest the amount in FDR and utilize the interest amount for the freeship purpose.

- Item 30** : The Governing Body approved the Physical Verification Report of the College (2017-2023). The Governing Body permitted the College to write-off the condemned items after following due procedure.


- Item 31** : **ANY OTHER MATTER:**

Item 1: Purchase of workstations (2) and laptops (2) through quotations/market survey: The Governing Body was of the view that the workstations and laptops must be purchased from GeM only and not through quotations/market survey. As the College could not find vendor on GeM, therefore, for the time being, the Governing Body permitted to purchase only one workstation during this session/year through open market as it is necessary requirement for the College.

Item 2: Additional charge of Section Officer (Accounts): The Governing Body permitted the College to give additional charge of Section Officer (Accounts) to Mr. Jitender Sharma, along with his duties as Senior Assistant, with immediate effect. The Governing Body also permitted the College to give him the allowance as per rules.

Item 3: Payment of Skilled category wages to Shri Krishan, Electrician: The Governing Body permitted the College to pay skilled category wages to Shri Krishan, working as Electrician in the College, as he has the required qualification.

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



Prof. Vijaya Laxmi Singh
Chairperson



Prof. Haritma Chopra
Officiating Principal and Member Secretary