

MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Friday, February 24, 2023 starting from 2:30 PM in the College Committee Room. The following members were present:

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

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

Item 3 : The minutes of the meeting of the Governing Body held on December 22, 2022 were confirmed.

Item 4

(2) : The minutes of the meeting of the Governing Body held on August 20, 2022 were confirmed.

(3) : The minutes of the meetings of the Smart Board Procurement Committee of the Governing Body held on September 20, 2022 and September 26, 2022 were confirmed.

(4) : The Governing Body recorded letter nos. CS-SDC/114/Prin-MT/2022/3382 dated August 25, 2022 and CS-SDC/114/Prin-MT/2022/494 dated October 10, 2022 received from the University of Delhi conveying the approval of the extension of appointment of Dr. Haritma Chopra as Officiating Principal for the following durations:
September 1, 2022 to September 30, 2022
October 1, 2022 to October 31, 2022

(5) : 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	Ms. Latika Poswal, Department of Commerce	26.08.2022	09.09.2022	15	Child Care Leave	Feeding mother
2	Ms. Divya Singh, Department of Botany	06.09.2022	23.09.2022	18	Child Care Leave	Taking Care of Child
3	Dr. Jyoti Singh, Department of Zoology	15.09.2022	29.09.2022	15	Child Care Leave	Taking Care of Child
4	Ms. Kritika Khurana (Ad hoc), Department of Commerce	10.10.2022	06.11.2022	28	EOL (Without Pay) MG	Medical Ground
5	Dr. Sarita Kumari (Ad hoc), Department of Botany	10.10.2022	16.11.2022	38	(Without Pay)	Maternity Leave
6	Dr. Mamta Pandey (Ad hoc), Department of Zoology	04.11.2022	16.11.2022	13	(Without Pay)	Maternity Leave

- (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 four of the Assistant Professors working on ad hoc basis i.e. Dr. Simi Mehta, Department of Political Science; Dr. Geeta Pandey, Department of Hindi; Dr. Aditi Narayani, Department of Sociology and Dr. Shelly Verma, Department of Mathematics have resigned

- (7) : The Governing Body approved the extension of the tenure of the Assistant Professors, working on ad hoc basis, in the different departments of the College for a period of 120 days after giving a notional gap as per University rules as per the details attached with the minutes.
- (8) : The Governing Body recorded that as per the University guidelines, Dr. Shilpa Bharti has been promoted as Assistant Professor in Selection Grade (i.e. Academic Level 11 to 12) in the Department of Zoology under CAS-2018 scheme on the recommendations of the duly constituted Screening-cum-Evaluation Committee by the University of Delhi. The Governing Body approved his promotion.
- (9) : The Governing Body approved the medical reimbursement made to the teaching, non-teaching and retired staff as per the details attached with the minutes.
- (10) : The Governing Body approved the promotion of the following non-teaching staff on the recommendations of the Departmental Promotion Committee:

Name	Department	Promoted as	Date of promotion
Ms. Bimla Devi	Library	Library Assistant	28.09.2022
Ms. Nishtha Bharti	Library	Semi Profesional Assistant	29.09.2022

- (11) : The Governing Body approved the confirmation of Ms. Rajni Bhanot as Professional Assistant w.e.f. November 1, 2021 as she has completed her probation period satisfactorily.
- (12) : The Governing Body recorded letter no. 38-2/2013 (Delhi University) dated August, 2022 received from the University Grants Commission and letter no. 2022/CB-2/631 dated October 14, 2022 received from the University of Delhi wherein it has been directed that the College can use Students Fund towards repair and renovation of the College building with the permission of the Governing Body. The Governing Body permitted the same.
- (13) : Recorded at Item No. 21.
- (14) : 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. Ranu Kumar	Rs. 4,00,000/-	For House Repair
2	Mr. K.K. Purohit	Rs. 11,50,000	For House Repair
3	Mr. Chhedi Lal	Rs. 1,14,900/-	For House Repair

4	Mr. Vinod Kumar	Rs. 1,98,000/-	For White wash of House
5	Mr. Ravindra Singh	Rs. 1,45,000/-	For Niece Marriage

FINAL PAYMENT

1.	Dr. Surinder Kaur Malhotra	Rs. 2,39,922/-	On Retirement (Retired on 31.08.2022)
2	Mrs. Kamlesh Bhalla	Rs. 31,26,631/-	On Retirement (Retired on 31.10.2022)
3	Dr. Kiran Pandey	Rs. 1,88,57,491/-	On Retirement (Retired on 31.10.2022)

(15) : The Governing Body recorded and approved the payment made to the following retired employees:

S.No.	Name of Employee	Gratuity	Leave Encashment	Commutation of Pension
1	Dr. Surinder Kaur Malhotra	20,00,000/-	26,41,113/-	38,40,439/-
2	Mrs. Kamlesh Bhalla	16,33,071/-	8,84,580/-	-
3	Dr. Kiran Pandey	20,00,000/-	29,95,980/-	-

(16) : 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 FDRs with Punjab National Bank and encashing few of them:

Fresh FDRs (Maitreyi College PF Account)

1. FDR no. PU15137 for Rs. 50,00,000/- for a period of 600 Days @ 6.50%.
2. FDR no. PU15128 for Rs. 50,00,000/- for a period of 600 Days @ 6.50%.
3. FDR no. PU15119 for Rs. 50,00,000/- for a period of 600 Days @ 6.50%.
4. FDR no. PU15234 for Rs. 50,00,000/- for a period of 600 Days @ 6.50%.
5. FDR no. PU15225 for Rs. 1,00,00,000/- for a period of 600 Days @ 6.50%.
6. FDR no. PU15243 for Rs. 45,00,000/- for a period of 600 Days @ 6.50%.
7. FDR no. PU15261 for Rs. 55,00,000/- for a period of 600 Days @ 7.00%.

Encashment of FDRs

S.No.	FDR Number	Amount
1.	PU5097	3533291
2	PU5176	4081173
3	PU5185	5590649
4	PU5200	5590649
5	PU5219	4148261
6	PU5228	4830321

7	PU5237	7402019
8	PU5246	4472520
9	PU5291	7826907
10	PU5307	5590649
11	PU5316	5590649

- Item 5** : The Governing Body recorded that the advertisement for the permanent post of Principal has been published in the Employment News on February 4, 2023. The last date of receipt of online applications was February 17, 2023.

The Governing Body also recorded that the advertisement for the permanent faculty positions will be published in the Employment News on February 25, 2023. The last date of applying would be March 10, 2023.

- Item 6** : The Governing Body recorded letter no. CS-SDC/114/Prin-MT/2023/621 dated January 6, 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, 2022 as per Ordinance XVIII 4(4).

The Governing Body also recorded letter nos. CS-SDC/114/Prin-MT/2022/530 dated November 7, 2022; CS-SDC/114/Prin-MT/2022/596 dated December 23, 2022; CS-SDC/114/Prin-MT/2022/628 dated January 6, 2023 and CS-SDC/114/Prin-MT/2022/645 dated January 25, 2023 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):

November 1, 2022 to November 30, 2022

December 1, 2022 to December 31, 2022

January 1, 2023 to January 31, 2023

February 1, 2023 to February 28, 2023

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

Sr. No.	Name	Duration	Type of leave
1	Dr. Vidisha Garg Department of Commerce	07.11.2022 to 05.05.2023 = 180 days	Maternity Leave
2	Dr. Jyotsna Talreja Wassan Department of Computer Science	28.11.2022 to 26.04.2023 = 150 days	Child Care Leave
3	Dr. Madhulika Nirmal, (Ad hoc) Department of English	23.11.2022 to 23.12.2022 = 31 days	E.O.L. (without pay)
4	Dr. Smriti Singh Department of English	03.01.2023 to 17.01.2023 = 15 days	Child Care Leave

5	Dr.Luni, Department of Zoology	18.01.2023 to 01.02.2023 = 15 days	Child Care Leave
6	Dr.Madhulika Nirmal, (Ad hoc), Department of English	27.12.2022 to 19.01.2023 = 24 days	E.O.L. (without pay)
7	Ms. Latika Poswal Tanwar, Department of Commerce	20.02.2023 to 04.05.2023 = 74 days	Child Care Leave
8	Ms. Priyanka Nirupum (Ad hoc), Department of History	15.02.2023 to 16.05.2023 = 90 days	E.O.L. (without pay)
9	Dr. Rama Sisodia, Department of Botany	16.02.2023 to 02.03.2023 = 15 days	Child Care Leave

Item 8 : 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. Dr. Neelam Singh, Department of Physics; Ms. Monika Meena, Department of Mathematics and Ms. Devangana Jha, Department of Economics have resigned.

Item 9 : The Governing Body approved the appointment of the Guest faculty in the different departments of the College made by the Selection Committee duly constituted by the University of Delhi as per the details attached with the minutes.

Item 10 : The Governing Body approved the grant of one notional increment for the year 2022 to Dr. Lata Vodwal, Assistant Professor in the Department of Chemistry, as she has rejoined her duties w.e.f. November 10, 2022 after availing maternity leave from May 14, 2022 to November 9, 2022.

The Governing Body also approved the grant of one notional increment for the year 2023 to Dr. Shalini Lumb Talwar, Associate Professor in the Department of Physics, as she has rejoined her duties w.e.f. January 23, 2023 after availing maternity leave from July 27, 2022 to January 22, 2023.

Item 11 : The Governing Body approved the grant of annual increment to the teaching staff in January, 2023 as per the details attached with the agenda.

Item 12 : The Governing Body noted the retirement of the following teaching staff and that their retirement benefits will be released as per University rules:

1. Dr. Alka B. Vadakan, Associate Professor in the Department of Botany, will be retiring on April 30, 2023 (afternoon) on attaining the age of superannuation.
2. Dr. Prachi Bagla, Associate Professor in the Department of Commerce, will be retiring on June 30, 2023 (afternoon) on attaining the age of superannuation.
3. Dr. Versha Goel, Associate Professor in the Department of Zoology, will be retiring on June 30, 2023 (afternoon) on attaining the age of superannuation.

4. Dr. Veena Mishra, Associate Professor in the Department of Physics, will be retiring on June 30, 2023 (afternoon) on attaining the age of superannuation.

Item 13 : 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 14 : The Governing Body approved the grant of annual increment to the non-teaching staff in January, 2023 as per the details attached with the agenda.

Item 15 : The Governing Body approved the promotion of the following non-teaching staff on the recommendation of the Departmental Promotion Committee:

Name	Department	Promoted as	Date of promotion
Ms. Suman	Botany	Laboratory Assistant	24.01.2023 (F.N.)
Mr. Jasbir Singh	Botany	Laboratory Assistant	24.01.2023 (F.N.)
Mr. Manish Kumar	Botany	Laboratory Assistant	24.01.2023 (F.N.)
Mr. Harish Chandra	Chemistry	Laboratory Assistant	24.01.2023 (F.N.)
Mr. Aman Kumar	Chemistry	Laboratory Assistant	24.01.2023 (F.N.)
Mr. Heman K. Lamba	Physics	Laboratory Assistant	24.01.2023 (F.N.)
Mr. Nishchay Saini	Physics	Laboratory Assistant	24.01.2023 (F.N.)
Mr. Jamuna Shankar Pal	Zoology	Laboratory Assistant	24.01.2023 (F.N.)

Item 16 : The Governing Body approved the confirmation of the following non-teaching staff as they have completed the probationary period of one year satisfactorily:

Name	Designation	Department	Date of promotion
Mr. Ram Vilas	Junior Assistant	Administration	15.11.2021
Mr. Thaneshwar Pandey	Junior Assistant	Administration	15.11.2021
Mrs. Kanta Gusain	Section Officer	Administration	20.12.2021

Item 17 : The Governing Body noted that Mr. Durga Dass, working as Laboratory Assistant in the Department of Chemistry, will be retiring on June 30, 2023 (afternoon) on attaining the age of superannuation and the College will be releasing his retirement benefits as per University rules.

Item 18 : 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/5972-5986 dated October 14, 2022. The Governing Body also noted that effective date of revision of rates is from October 1, 2022. 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 19 : The Governing Body permitted the College to e-auction the college van through MSTC/GEM/Registered vendors of Delhi Government by fixing its reserve price at Rs. 2,00,000.

Item 20 : The Governing Body permitted the College to invite quotations for the structural audit of the College building from the registered vendors of NDMC/DDA/PWD.

Item 21 : The Governing Body ratified the action of the Honorable Chairperson, Governing Body and Honorary Treasurer, Governing Body, in nominating Ms. Ruchita Datta as co-opted member in the Internal Complaints Committee (IC) against Sexual Harassment.

The report of the Internal Complaints Committee in lieu of the complaint received was placed before the Governing Body. The Governing Body accepted the report.

Item 22 : The Governing Body ratified the action of the honorable members of the Governing Body, in constituting a Committee, comprising of the following, to look into the complaint received against Dr. Bijayani Mishra, working as Assistant Professor on ad hoc basis in the Department of Sociology of the College, alleging submission of fake income certificate (showing no income) for getting family pension while she is employed:

- 1) Dr. Alka Vadakan, Public Information Officer, Maitreyi College
- 2) Dr. Pinkey B. Gandhi, Staff Council Secretary
- 3) Dr. Anurita Jalan, Teacher-in-charge, Department of Sociology
- 4) Dr. Prachi Bagla, Senior Teacher Representative on the Governing Body

The report of the Committee was placed before the Governing Body. The Governing Body was of the view that the report of the Committee must be sent to the University of Delhi, from where the complaint has been forwarded to the honorable Chairperson, Governing Body.

Item 23 : The Governing Body permitted the College to get its Alumnae Association registered after following due procedure.

Item 24 : The Governing Body approved the following short term courses:

S.No.	Name of the Course	Fees
1	Preservation/ Conservation of Plants - Techniques & Technologies in Plant Tissue Culture (50 Hours)	Rs. 5,000/- (For external candidates) Rs. 2,500/- (For Maitreyi Students).

2	Introduction to Python Programming (30 Hours)	Rs.1,000/-
3	R Programming (30 Hours)	Rs. 700/-
4	Film and Theatre (30 Hours)	Rs. 500/-
5	Fundamental Concepts of International Relations (40 hours)	Rs. 1,000/-
6	ICT in Digital Learning & Data Management (30-40 Hours)	Rs. 450/- (For external candidates) Rs. 250/- (For Maitreyi Students)
7	Building Mathematical Skills: Logic, Reasoning and Aptitude	Rs. 500/-

The Governing Body was of the view that the resource persons for these short-term courses should be the faculty members of the College. However, for few lectures, a resource person from outside may be invited.

- Item 25** : 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. Arjun Singh	66000/-	For House Repair
2	Mr. Dave Raj	38000/-	For White wash of House
3	Mr. Naresh Kumar	115000/-	For White wash of House
4	Mr. Subhash	32000/-	For White wash of House
5	Mr. Surjeet Kumar	250000/-	For House Repair

FINAL PAYMENT

1	Mr. Chamel Singh	Rs. 2,06,629/-	On Retirement (Retired on 31.12.2022)
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- Item 26** : The Governing Body recorded and approved the payment made to the following retired employee:

S.No.	Name of Employee	Gratuity	Leave Encashment	Commutation of Pension
1	Mrs. Kamlesh Bhalla	-	-	12,60,565/-
2	Dr. Kiran Pandey	-	-	39,55,215/-
3	Mr. Chamel Singh	10,72,419/-	6,19,620/-	8,82,986/-
4	Dr. Swapna R. Jain	17,48,831/-	18,04,350/-	-

- Item 27** : 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:

Fresh FDRs

1. FDR no. PU15410 for Rs. 50,00,000/- for a period of 600 Days @ 7.00%.
2. FDR no. PU15395 for Rs. 50,00,000/- for a period of 600 Days @ 7.00%.
3. FDR no. PU15447 for Rs. 50,00,000/- for a period of 600 Days @ 7.00%.
4. FDR no. PU15429 for Rs. 45,00,000/- for a period of 600 Days @ 7.00%.
5. FDR no. PU16613 for Rs. 45,00,000/- for a period of 666 Days @ 7.00 %.

FDRs Encashed

S.No.	FDR Number	Amount
1	PU15137	5,00,0000
2	PU15128	5,00,0000
3	PU15119	5,00,0000
4	PU15234	5,00,0000
5	PU15225	10,00,0000
6	PU15243	4,50,0000

- Item 28** : The Governing Body ratified the action of the Honourable Chairperson, Governing Body and Honorary Treasurer, Governing Body in permitting the College to release the arrears amounting to Rs. 1,90,47,599 to the teaching staff on account of promotion under CAS-2010/2018.

- Item 29** : The Governing Body noted that as per the directions received from the University Grants Commission vide letter no. F.1-9/2022 (DC) dated February 15, 2023 the College has calculated the arrears of pension in respect of pensioners towards conversion from CPF to GPF as per the orders of the Supreme Court of India. The UGC will be releasing the funds to this effect in the current financial year. If the College fails to utilize the funds before March 31, 2023 the same will get lapsed and will revert automatically to the consolidated funds of India. The said funds will not be released again.

Therefore, the Governing Body approved the total amount of Rs. 9,79,97,947 towards arrears of pension to be disbursed as and when the funding is received from the UGC.

- Item 30** : The Governing Body approved the payment of Rs. 1,42,197/- (Rs. 66,656/- + Rs. 75,541/-) to Ms. Ankita Gupta, daughter and nominee of Late Dr. Usha Rakesh Jain, towards medical reimbursement as per CGHS rates and final pension for the month of October, 2021.

- Item 31** : The Governing Body approved the payment of Rs. 1,25,195/- to Mrs. Kalawati, wife and nominee of Late Mr. Bachchan Singh, towards medical reimbursement as per CGHS rates.

The Governing Body approved the payment of Rs. 7,377 /- to Mrs. Prem Kumari Ahuja, wife and nominee of Late Mr. Dina Nath Ahuja, towards medical reimbursement as per CGHS rates.

Item 32 : The Governing Body approved the Annual Audited Accounts for the financial year 2021-2022 audited by M/s. Jitin Tyagi & Associates, the Chartered Accountants.

Item 33 : The Governing Body permitted the College to write off the 14 books issued to the students, who have not taken clearance and have not responded to the reminders, after adjusting the caution money. The Governing Body also permitted the College to write off 12 books issued to Late Ms. Kanti Arora, Associate Professor in the Department of History, as no one has taken the clearance on her behalf.

The Governing Body also permitted the College to write off 04 barcode scanners, 23 book supporters, 09 canned chairs and 01 steel almirah as these items are no longer serviceable.

Item 34 : The Governing Body approved the recommendations made by the Girls' Hostel Committee in its meeting held on July 18, 2022.

Item 35 : ANY OTHER MATTER

Item 1: Extension of Study Leave: The Governing Body approved the extension of study leave in respect of Ms. Polly Biswas, Associate Professor in the Department of Physics, for another period of one year w.e.f. March 2, 2023 for pursuing Ph.D. from the Department of Physics and Astrophysics, University of Delhi.

Item 2: Insurance of College building and Girls' Hostel: The Governing Body permitted the College to get the College building (including New Science Block) and Girls' Hostel insured from M/s. ICICI Lombard General Insurance, the firm who has quoted the lowest rates i.e. Rs. 74,397 including 18% GST (Rs. 63,437 for the College building and Rs. 10,960 for the Girls' hostel).

Item 3: Increase in the number of visits of student counselor: The Governing Body permitted the College to increase the number of visits of the student counselor, Ms. Akanksha Kapoor, from three days a week to five days a week (Monday to Friday) on the same terms and conditions i.e. two hours per day at the rate of Rs. 1,000 per hour.

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



Prof. Vijaya Laxmi Singh
Chairperson



Prof. Haritma Chopra
Officiating Principal and Member Secretary