

MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Saturday, August 20, 2022 starting from 11:00 AM in the College Committee Room. The following members were present:

1. Mr. Vaibhav Srivastava, Chairperson, Governing Body
2. Mr. Shivendra Singh, Honorary Treasurer, Governing Body
3. Ms. Arti Singh, Member
4. Ms. Savita Sharma, Member
5. Ms. Preeti Dogra, Member
6. Dr. M. P. Gupta, Member
7. Prof. K. N. Saraswathy, University Representative
8. Prof. Shital Jhunjhunwala, University Representative
9. Dr. Prachi Bagla, Teacher Representative
10. Dr. Pooja Baweja, Teacher Representative
11. Prof. Haritma Chopra, Officiating Principal and Member Secretary

- Item 2** : The minutes of the meeting of the Governing Body held on July 1, 2022 were confirmed.
- Item 3** : The minutes of the meeting of the College-Industry Interface Committee of the Governing Body held on March 26, 2022 were confirmed.
- Item 4** : The minutes of the meeting of the Cultural Committee of the Governing Body held on June 2, 2022 were confirmed.
- Item 5** : The minutes of the meeting of the Health and Hygiene and Cultural Committee of the Governing Body held on August 5, 2022 were confirmed.
- Item 6** : The minutes of the meeting of the Smart Board Procurement Committee of the Governing Body held on August 8, 2022 were confirmed.
- Item 7** : The Governing Body appreciated the services rendered by Mrs. Nirmala Chauhan as Teacher Representative on the Governing Body and welcomed Dr. Prachi Bagla as new Teacher Representative on the Governing Body.
- Item 8** : The Governing Body recorded letter nos. CS-SDC/114/Prin-MT/2022/378 dated July 1, 2022 and CS-SDC/114/Prin-MT/2022/411 dated July 26, 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:

July 1, 2022 to July 31, 2022

August 1, 2022 to August 31, 2022

Item 9 : The Governing Body approved and granted the following leave to the teaching staff:

S.No.	Name of Teachers	From	TO	No. of Days	Type of Leave
1	Dr. Shikha Bhadani Assistant Professor, Department of Computer Science	27 th July, 2022	10 th August, 2022	15 days	Child Care Leave
2.	Dr. Shalini Lumb Talwar Associate Professor, Department of Physics	27 th July, 2022	22 th January, 2022	180 days	Adoption Leave

Item 10 : 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 one of the Assistant Professors, working on ad hoc basis, i.e. Dr. Rashi Bhargava, Department of Sociology has resigned.

Item 11 : The Governing Body recorded that as per the University guidelines, Dr. Pardeep Rai has been promoted as Librarian from Academic Level 13A to Academic Level 14 under CAS-2018 scheme on the basis of the recommendations of the duly constituted Selection Committee by the University of Delhi. The Governing Body approved his promotion.

Item 12 : The Governing Body approved the grant of three advance increments to Dr. Jyotsna, Assistant Professor in the Department of Commerce, on completion of Ph.D. during service.

Item 13 : The Governing Body approved the payment of ex-gratia (vacation salary) to the 26 faculty members, working on ad hoc basis, in the different departments of the College amounting to approximately Rs. 45,65,522.

Item 14 : The Governing Body permitted the College to go ahead with the fixation/finalization of the pensionary benefits in respect of the following retired faculty members as approved by the University of Delhi:

S. No.	Name of the retired faculty member with category	Date of superannuation
1.	Dr. Renu Khaneja Litigant (Category-I)	April 30, 2014
2.	Dr. Asha Garg Non-Litigant (Category-I)	January 31, 2018
3.	Dr. Madhu Jain Non-Litigant (Category-I)	July 31, 2021

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 promotion of the following non-teaching staff on the recommendations of the Departmental Promotion Committee:

Name	Department	Promoted as	Date of promotion
Mr. Sanjay Ahuja	Accounts	Senior Assistant	July 8, 2022
Mr. Chamel Singh	Administration	Senior Assistant	July 8, 2022

Item 17 : The Governing Body noted that Mr. Chamel Singh, working as Senior Assistant in the Administration, will be retiring on December 31, 2022 (afternoon) on attaining the age of superannuation and the College will be releasing his retirement benefits as per University rules.

Item 18 : The minutes of the meeting of the Building Committee of the Governing Body held on August 10, 2022 were confirmed. One of the members of the Governing Body suggested that Guard's room near the entrance gate should be renovated.

Item 19 : The Governing Body unanimously approved the panel of auditors, in order of preference, for auditing the College Accounts for the year 2022-23:

<u>Name of the Firm & Registration Number</u>	<u>Member(s) Name</u>	<u>Membership No.</u>
M/s Sapra & Associates (010792) Chartered Accountants, 415, Ansals Kirt Shikhar 11, Janak Place, District Centre, Janak Puri, New Delhi-110058	Sh. Ravi Sapra	89379
	Sh. Naresh Kumar Sharma	86535
	Sh. Deepak Nagpal	88253
	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, Vikaspuri, New Delhi-110018	Sh. Jitin Kumar Tyagi	521509
M/s Sanjay Ramesh Jain & Company (012349N) Chartered Accountants, 103, First Floor, Friends Complex, E-7A, Jawahar Park, Laxmi Nagar, Delhi-110092	Sh. Sanjay Kumar Jain	091071

Item 20 : The Governing Body examined the stock verification report dated July 13, 2022 pertaining to fixed assets/non-consumable items mentioned in the fixed asset register of the College Library. The Governing Body was of the view that out of the listed items, the

lamination machine may be written-off as it is not serviceable.

- Item 21** : The Governing Body recorded letter no. CB.I/Misc./2022/4466 dated August 12, 2022 received from the Assistant Registrar (Colleges), University of Delhi wherein all the Colleges have been directed that henceforth all the minutes of the Governing Body will be put on view on the respective website of the College to bring transparency in administration. The Governing Body was of the view that a letter should be written in this regard to the University requesting them to review their decision as there are certain confidential matters that are recorded in the minutes (i.e. appointment of Principal, ad hoc appointments, financial matters etc.) which should not be uploaded on the website.
- Item 22** : The report of the Internal Complaints Committee in the case of Charvi Diesh (complainant) Vs. Pawan Kumar (Respondent) was placed before the Governing Body. The Governing Body recorded that as per the report, no incriminating evidence is found against the respondent and hence no action is required to be taken against the respondent. The Governing Body accepted the report.

Item 23 : **ANY OTHER MATTER**

Item 1: Request from Staff Association Secretaries regarding expediting the process of regularization of the Principal: The Governing Body noted the request received from the Staff Association Secretaries regarding filling up the post of permanent Principal. The Honorable Chairperson, Governing Body apprised all the members that the matter is under process.

Item 2: Extension of services of Student Counsellor: The Governing Body approved the re-appointment of Ms. Akanksha Kapoor as Student Counsellor for the academic session 2022-2023 on the same terms and condition.

Item 3: Jeevan Vidya Shivir: The Honorable Chairperson, Governing Body proposed to organize Jeevan Vidya Shivir in Maitreyi College on the theme 'Human Values and Ethics' for the teaching as well non-teaching staff across all the Colleges of University of Delhi in the third/fourth week of September, 2022.

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


Mr. Vaibhav Srivastava
Chairperson


Prof. Haritma Chopra
Officiating Principal and Member Secretary