

MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Thursday, October 10, 2024 starting from 1:00 PM in the College Committee Room. The following members were present:

1. Prof. Vijaya Laxmi Singh, Chairperson, Governing Body
2. Prof. Anu G. Aggarwal, Honorary Treasurer, Governing Body
3. Ms. Preeti Dogra, Member
4. Prof. Ranjana Bhattacharya, Teacher Representative
5. Dr. Anamika Singh, Teacher Representative
6. Mr. Mahender Singh, Special Invitee, Non-teaching Staff
7. Prof. Haritma Chopra, Officiating Principal and Member Secretary

Item 2 : The minutes of the meetings of the Governing Body held on July 24, 2024 and August 10, 2024 were confirmed.

Item 3 : The Governing Body approved the appointment of Prof. Pinkey Bajaj Gandhi, Department of Chemistry as Vice-Principal of the College with immediate effect till August 31, 2025 (date of her retirement) as per the Ordinance XVIII Clause 4(4) of the University of Delhi.

Item 4 : The Governing Body recorded the appointment of the following Assistant Professors in the Department of Environmental Science on regular basis:

S. No.	Name of the candidates	Category	Date of joining
1.	Dr. Archana	UR	August 1, 2024
2.	Ms. Aditi Ahlawat	UR	August 20, 2024

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, with an advice from the chair to conduct interviews on permanent position as soon as possible.

Item 6 : The Governing Body recorded the technical resignation rendered by Dr. Mithila Bagai, Assistant Professor, Department of Political Science w.e.f. November 9, 2022.

The Governing Body also recorded the resignation rendered by Dr. Ashima Ahuja, Assistant Professor, Department of Commerce w.e.f. August 28, 2024.

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

Sr. No.	Name	Duration	Type of Leave	Remarks
1.	Dr. Geeta Batra Narula Department of Chemistry	09.09.2024 to 23.10.2024 = 45 days	Commutated Leave	-
2.	Dr. Priti Mehdiratta Arora Department of Economics	12.09.2024 to 26.09.2024 = 15 days	Child Care Leave	Taking care of Child

3.	Mrs. Nirmala Chauhan Department of Commerce	06.09.2024 to 20.10.2024 = 45 days	Commuted Leave	-
4.	Dr. Nishu Department of Chemistry	16.05.2024 to 11.11.2024 = 180 days	Maternity Leave	-
5.	Ms. Latika Poswal Tanwar Department of Commerce	23.09.2024 to 22.09.2025 = 1 year	Study Leave	For pursuing Ph.D.
6.	Ms. N. Shradha Varma Department of Commerce	16.10.2024 to 15.10.2025 = 1 year	Study Leave	For pursuing Ph.D.
7.	Dr. Archana Aggarwal Department of Zoology	08.10.2024 to 23.12.2024 = 77 days	Special Duty Leave	For pre-commissioned Course

Item 8 : The Governing Body recorded and approved the following promotions done as per the University guidelines under CAS-2018 scheme on the recommendations of the duly constituted Screening-cum-Evaluation Committee/Selection Committee by the University of Delhi:

Assistant Professor in Senior Scale to Assistant Professor in Selection Grade (Academic Level 11 to 12)

S. No.	Name of the teacher	Department	Date of Eligibility
1	Dr. Pratibha Chaudhary	Chemistry	01.08.2021
2	Mr. Kamal Sharma	Chemistry	11.09.2021
3	Dr. Neha	Commerce	27.09.2022
4	Ms. Latika Poswal Tanwar	Commerce	26.07.2023

Assistant Professor in Selection Grade to Associate Professor (Academic Level 12 to 13A)

S. No.	Name of the teacher	Department	Date of Eligibility
1	Dr. Sandeepa Singh	Botany	23.01.2024
2	Dr. P. Kavita	Botany	10.03.2024
3	Dr. Anamika Singh	Botany	29.09.2023
4	Dr. Rakhi Gupta	Zoology	17.03.2023
5	Dr. Anshu Arora Anand	Zoology	17.03.2023
6	Dr. Archana Aggarwal	Zoology	09.04.2023
7	Dr. Jaspreet Kaur	Zoology	02.03.2024
8	Dr. Pramod Kumar Singh	Sanskrit	27.11.2022
9	Dr. Sushil Kumari	Sanskrit	15.01.2023
10	Dr. Shikha Badhani	Computer Sc.	03.08.2023
11	Dr. Jyotsna Talreja Wassan	Computer Sc.	27.12.2023
12	Dr. Rajni Johar	Chemistry	18.01.2023
13	Dr. Pratibha Chaudhary	Chemistry	01.08.2024
14	Dr. Hema Bhandari	Chemistry	17.08.2023
15	Dr. Ritu Gaba	Chemistry	18.01.2023

16	Dr. Lata Vodwal	Chemistry	10.08.2023
17	Dr. Ankita Chaudhary	Chemistry	24.07.2023

Associate Professor to Professor (Academic Level 13A to 14)

S. No.	Name of the teacher	Department	Date of Eligibility
1	Dr. Pinkey Bajaj Gandhi	Chemistry	01.07.2024
2	Dr. Manju Mehta	Chemistry	08.05.2024
3	Dr. Geetan Manchanda	Mathematics	27.11.2023
4	Dr. Ritu Dhingra	Physics	01.09.2023
5	Dr. Shalini Lumb Talwar	Physics	23.05.2019
6	Dr. Jyoti Singh	Zoology	01.05.2023
7	Dr. Brototi Roy	Zoology	28.03.2023
8	Dr. Meena Yadav	Zoology	02.03.2024

Item 9 : The Governing Body approved the change of home town from New Delhi to Tinhari, Basti, Uttar Pradesh in respect of Dr. Ankita Chaudhary, Associate Professor in the Department of Chemistry, as this is her husband's native place and they visit this place frequently.

The Governing Body approved the change of home town from New Delhi to Bharsi, Shamli, Uttar Pradesh in respect of Ms. Sonal Chauhan, Assistant Professor in the Department of English as this is her husband's native place and they visit this place frequently.

Item 10 : The Governing Body recorded the retirement of Prof. Ranjana Bhattacharya, Department of History on January 31, 2025 (afternoon) on attaining the age of superannuation and noted that her retirement benefits will be released as per the University rules.

Item 11 : The Governing Body recorded that the special allowance for the Principals in a postgraduate College has been revised from Rs. 4,500 to Rs. 6,750 per month w.e.f. July 1, 2017 as per the recommendation of the 7th Central Pay Commission. The same has been notified by the University Grants Commission vide its letter no. 11-1/2017(CU) dated February 19, 2019. The Governing Body was of the view that a clarification may be sought from the University of Delhi whether this notification has been adopted by the University and implemented in the Colleges affiliated to the University of Delhi. After seeking the clarification, and informing the Governing Body of the same, the arrear may be released.

Item 12 : The Governing Body approved the medical expenditure made on the teaching, non-teaching and retired staff amounting to Rs. 29,88,942/- as per the details attached with the minutes.

Item 13 : The House recorded the retirement of the following non-teaching staff and noted that their retirement benefits will be released as per Delhi University rules:

S. No.	Name of the employee	Designation	Department	Date of Retirement
1.	Mrs. Meena Malhotra	TA	Botany/Zoology	31.12.2024
2.	Sh. V.K. Rai	Lab Assistant	Chemistry	31.12.2024

- Item 14** : The Governing Body examined the stock verification report of Library books - 2023 which are obsolete and not in use. The Governing Body was of the view that before these books are written off, as per rules, these books should be displayed for the students for one week as some of the books might be of interest to the students.
- Item 15** : The Governing Body noted that 2 books were issued to 2 different students admitted during the session 2021-2024. These books have not been returned by them despite several reminders. The total cost of these books is Rs. 203/-. The Governing Body permitted the College to write-off these books as per rules and also permitted to adjust the caution money in lieu of the outstanding books and transfer the same to the Library Grant.
- Item 16** : The Governing Body permitted the College to release Children Education Allowance amounting to Rs. 54,000 for the financial year 2022-2023 to Dr. Geetan Manchanda, Associate Professor, Department of Mathematics.
- Item 17** : The Governing Body permitted the College to release ex-gratia payment of Rs. 16,27,150/- to the Assistant Professors, working on ad hoc basis, in the College for the period from June 14, 2024 to July 31, 2024.
- Item 18** : The Governing Body approved the payment of arrears on account of promotion to the following teaching and non-teaching staff:

Sr. No.	Name of Employees	Amount
1.	Prof. Ranjana Bhattacharya (Promoted as Professor)	1,61,130/-
2.	Mr. Ajay Kumar Meena (Promoted as Library Assistant)	21,712/-
3.	Mr. Sanjay Dhangar (Promoted as Library Assistant)	1,487/-
	Total	1,84,329/-

- Item 19** : The Governing Body approved the payment of arrears amounting to Rs. 60,96,863/- to the newly recruited faculty members on account of Ph.D. /M. Phil. increments at the time of their appointment in the College.
- Item 20** : The Governing Body approved the payment of arrears amounting to Rs. 9,23,509/- on account of revised pension on completion of 80 years of age to the following retired employees:

Sr. No.	Name of the pensioners	Amount
1.	Dr. A. Konar	3,63,096/-

2.	Ms. Kamlesh Sharma	5,60,413/-
	Total	9,23,509/-

Item 21 : The Governing Body approved the payment of arrears of family pension amounting to Rs. 15,56,085/- to Dr. A. M. G. Nair, Husband of Late Mrs. K. K. Nair from June, 2023 onwards.

Item 22 : The Governing Body approved the following payment in respect of Ms. Kanti Arora, former Associate Professor in the Department of History who passed away on January 27, 2019, to her maternal uncle, Mr. Ved Prakash as per the details given below:

PF amount (interest upto September, 2024)	-	Rs 21,33,128/-
Gratuity amount	-	Rs. 20,00,000/-
Leave encashment	-	Rs. 20,97,760/-
Total	-	Rs. 62,30,888/-

Item 23 : 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 orders F.No. (142)/02/MW/VII/Part file/3502-3519 and F.No. (142)/02/MW/VII/Part file/3478-3495 both dated September 26, 2024. The Governing Body also noted that the effective date of revision of rates is from April 1, 2024. 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 24 : The Governing Body recorded and ratified the action of the Provident Fund Committee in granting final withdrawal from the provident fund to the following employees through circulation:

Sr. No.	Name of Employee	Amount	Purpose of withdrawal
1	Mr. Des Raj	1,18,000/-	For Renovation of House
2	Mr. Surjeet Kumar	6,30,000/-	For Medical Treatment of Wife
3	Mr. Chhedi Lal	5,70,000/-	For Repair of House
4	Mr. Ravindra Singh	1,50,000/-	For Household work

Item 25 : The Governing Body recorded and ratified the action of the Provident Fund Committee in investing in fresh FDRs and encashing the following FDRs with Punjab National Bank:

Fresh FDRs made:

Sr. No	FDR Number	Amount	Date of FDR	Period	ROI	Date of Maturity	Maturity Value
1	PU18648	9820281	20.08.2024	400 DAYS	7.25%	24.09.2025	10625200
2	PU18657	9820281	20.08.2024	400 DAYS	7.25%	24.09.2025	10625200
3	PU18666	1636713	20.08.2024	400 DAYS	7.25%	24.09.2025	1770867

4	DP15183	9820281	21.08.2025	400 DAYS	7.25%	25.09.2025	10625200
5	DP15208	9820281	21.08.2025	400 DAYS	7.25%	25.09.2025	10625200
6	DP15192	1636714	21.08.2025	400 DAYS	7.25%	25.09.2025	1770867
7	PU18693	1636714	22.08.2024	400 DAYS	7.25%	26.09.2025	1770867
8	PU18684	9820281	22.08.2024	400 DAYS	7.25%	26.09.2025	10625200
9	PU18790	1636714	22.08.2024	400 DAYS	7.25%	26.09.2025	1770867
10	PU18781	9820281	22.08.2024	400 DAYS	7.25%	26.09.2025	10625200
11	PU18709	9820281	22.08.2024	400 DAYS	7.25%	26.09.2025	10625200
12	PU18727	9820281	23.08.2024	400 DAYS	7.25%	27.09.2025	10625200
13	PU18736	9820281	23.08.2024	400 DAYS	7.25%	27.09.2025	10625200
14	PU18745	1636713	23.08.2024	400 DAYS	7.25%	27.09.2025	1770867
15	PU18772	9820281	24.08.2024	400 DAYS	7.25%	28.09.2024	10625200
16	PU18860	9820281	26.08.2024	400 DAYS	7.25%	30.09.2025	10625200
17	PU18851	9820281	26.08.2024	400 DAYS	7.25%	30.09.2025	10625200
18	PU18879	1636714	26.08.2024	400 DAYS	7.25%	30.09.2025	1770867
19	DP15235	10954988	28.08.2024	400 DAYS	7.25%	02.10.2025	11852913
20	DP11479	7637996	29.08.2024	400 DAYS	7.25%	03.10.2025	8264044

FDRs encashed:

Sr. No	FDR Number	Amount	Date of FDR	ROI	Date of Maturity	Maturity Value
1	PU18587	9000000	02-06-2023	7.25%	19-08-2024	9820281
2	PU18596	9000000	02-06-2023	7.25%	19-08-2024	9820281
3	PU18602	1500000	02-06-2023	7.25%	19-08-2024	1636714
4	PU18648	9000000	03-06-2023	7.25%	20-08-2024	9820281
5	PU18657	9000000	03-06-2023	7.25%	20-08-2024	9820281
6	PU18666	1500000	03-06-2023	7.25%	20-08-2024	1636713
7	PU18684	9000000	05-06-2023	7.25%	23-08-2024	9820281
8	PU18693	1500000	05-06-2023	7.25%	23-08-2024	1636713
9	PU18709	9000000	05-06-2023	7.25%	23-08-2024	9820281
10	PU18727	9000000	06-06-2023	7.25%	23-08-2024	9820281
11	PU18736	9000000	06-06-2023	7.25%	23-08-2024	9820281
12	PU18745	1500000	06-06-2023	7.25%	23-08-2024	1636713
13	PU18772	9000000	07-06-2023	7.25%	24-08-2024	9820281
14	PU18781	9000000	07-06-2023	7.25%	24-08-2024	9820281
15	PU18790	1500000	07-06-2023	7.25%	24-08-2024	1636714
16	PU18851	9000000	09-06-2023	7.25%	26-08-2024	9820281

17	PU18860	9000000	09-06-2023	7.25%	26-08-2024	9820281
18	PU18879	1500000	09-06-2023	7.25%	26-08-2024	1636714
19	DP11479	7000000	12-06-2023	7.25%	29-08-2024	7637996
20	DA 1899	10158651	06-05-2023	6.80%	21-05-2026 (Pre-matured on 20.08.2024)	10954988

- Item 26** : The Governing Body ratified the recommendations and action of the Internal Provident Fund Committee in declaring rate of interest on Provident Fund @ 7.1% for all the four quarters for the financial year 2023-24. Also, the interest on Provident Fund to the employees retiring during the financial year 2024-25 to be paid at the rate declared by the Government of India for the financial year 2024-25.
- Item 27** : The Governing Body recorded and approved the revised estimates for the year 2024-25 and budget estimates for the year 2025-26.
- Item 28** : The Governing approved the repair and renovation work of the Principal's bungalow from the internal receipts generated by the College. The Governing Body was of the view that the estimate placed in the meeting is preliminary, therefore, itemized approximate estimate should be placed before GB meeting before the start of the work and all construction expenditure should be in accordance with the University rules.
- Item 29** : The Governing Body approved the estimate amounting to Rs. 96,34,000/- received from the C.P.W.D., subject to itemization of the work expenditure, for the repair and renovation of the old College building from the Student's Fund allocated for such works. The Governing Body permitted the College to place the work order to C.P.W.D. after signing an MOU with C.P.W.D. There shall be a Building Committee of the College including members from teaching faculty and at least one University Engineer shall be invited in the Committee to see the progress of the construction and renovation work.
- Item 30** : The Governing Body permitted the College to deduct monthly contribution from the teaching and non-teaching Staff of the College, who are availing medical facilities from the College, with effect from July 1, 2024 as per the details given below:

S. No.	Corresponding levels in the pay matrix as per 7 th CPC	Monthly contribution (Rupees per Month)
1.	Level – 01 to 05	250/-
2.	Level – 06	450/-
3.	Level – 07 to 11	650/-
4.	Level – 12 & above	1000/-

The teaching and non-teaching staff, who are not availing the medical facility from the College, should submit an undertaking that they should be exempted from paying the

monthly contribution. In the near future, if they wish to avail the medical facility from the College, they will pay the contribution for the entire duration starting from July 1, 2024.

Item 31 : The Governing Body approved the making of eight semi pucca class rooms and purchase of 170 pre-laminated particle board three-seater desks from the Student's Fund. The Governing Body was of the view that estimate for making eight semi pucca class rooms should be obtained from C.P.W.D. and purchase of 170 pre-laminated particle board three-seater desks should be done by floating e-tender on GeM/CPPP Portal. The Governing Body suggested that the College should get the estimate approved from all the members of the Governing Body and get the work executed at the earliest.

Item 32 : The Governing Body permitted the College to make the following purchases during the academic year 2024-25 after following due procedure:

S. No.	Particulars (General Purchase)	Amount
1.	Purchase of Chemicals and other items for Botany Department	3,00,000.00
2.	Purchase of Chemicals for Chemistry Department	1,00,000.00
3.	Purchase of various items for Commerce Department (List attached)	4,75,000.00
4.	Purchase of White Board Stand and Lamination cover for 40 key boards	15,000.00
5.	Purchase of equipment for Physics Department	25,000.00
6.	Purchase of almirah for EVS Department	20,000.00
7.	Purchase of chemicals for Annual Project (Dr. Lata)	15,000.00
8.	Purchase of various items for Library (List attached)	24,00,000.00
9.	Purchase of chemicals and other items for Zoology Department	3,00,000.00
10.	Purchase of various items for Computer Science Department (List attached)	3,50,000.00
11.	Purchase of various items for NCC Room	15,000.00
12.	Purchase of chemicals for Annual Project (Dr. Rajni Johar)	10,000.00
13.	Purchase of various items for College (List attached)	22,31,680.00
14.	Purchase of ribbons and plastic cards	85,000.00
15.	Purchase of UPS, Keyboard and Mouse	1,17,000.00
16.	Purchase of 100 Plastic Chairs for SOL	1,50,000.00
	TOTAL (A) :	66,08,680.00

The Governing Body also permitted the College to undertake the following repair and renovation work after following the due procedure:

S.No.	Particulars (Repair and renovation of College Building)	Amount
1.	Repair and renovation of Chemistry Lab, Fixing of Taps in Chemistry Lab, Making of slabs in Store Room, Construction of Bus Shed, Repair and renovation of gents toilet on Ground floor and first floor near zoology animal room and repair and renovation of teachers toilet Computer Science Department	52,62,792.00
2.	Fixing of Iron Chackar Plates with MS Angles	5,10,350.00
3.	Repair of ceiling plaster work at computer Science Lab.	31,808.00
	Total (B) :	58,04,950.00

All the repair and renovation works shall be undertaken as per rules of the University and the Governing body be informed about the progress of the same periodically. It is also advised to take necessary permission from NDMC along with C.P.W.D. regarding new construction in the college premises.

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

Prof. Vijaya Laxmi Singh
Chairperson

Prof. Haritma Chopra
Principal and Member Secretary