

MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Saturday, November 30, 2024 starting from 11:00 AM in the College Committee Room. The following members were present:

1. Prof. Vijaya Laxmi Singh, Chairperson, Governing Body
2. Mr. D. D. Choudhary, Member
3. Mr. Manoj Agrawal, Member
4. Ms. Preeti Dogra, Member
5. Prof. Ranjana Bhattacharya, Teacher Representative
6. Dr. Anamika Singh, Teacher Representative
7. Mr. Mahender Singh, Special Invitee, Non-teaching Staff
8. Prof. Haritma Chopra, Principal and Member Secretary

Prof. Anu G. Aggarwal, Honorary Treasurer joined the meeting virtually.

Item 2 : The minutes of the meeting of the Governing Body held on October 10, 2024 were confirmed with the following suggestions:

Item no. 14: The Governing Body advised that the books to be written-off should be displayed for all the students and the staff for a week's time. If someone wish to take any of these books, he/she may do so. The library should maintain a proper record of all such books and the details of the person whosoever takes the books.

Item no. 31: The Governing Body advised that the College should obtain estimates for porta cabins instead of semi pucca class rooms.

Item 3 : 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 4 : The Governing Body ratified the action of the Honorable Chairperson, Governing Body, in granting commuted leave for a further period of 45 days from October 24, 2024 to December 7, 2024 to Dr. Gita Batra Narula, Associate Professor, Department of Chemistry.

Item 5 : The Governing Body noted that as per the University guidelines, the number of permanent teachers on Study Leave, EOL and Child Care Leave put together should at no time exceed 10% of the total number of sanctioned teaching posts in the College. At present, the College has 168 permanent faculty members on its roll and 10% of 168 comes to 16.8 = 17. Therefore, the Governing Body permitted the College to keep 8 seats for Study Leave/EOL and 09 seats for Child Care Leave.

Grant of sabbatical leave to Dr. Manju Bhardwaj, Associate Professor, Department of Computer Science: The Governing Body was of the view that Dr. Manju Bhardwaj should

provide the details regarding the post-doctoral research to be undertaken i.e. whether she would be joining her guide under some project. Has the necessary approval been taken from the University in this regard? She should submit the synopsis of the work she intends to undertake and its expected outcome. The same may be placed before the Governing Body in its next meeting.

The Governing Body approved the Child Care Leave in respect of the following faculty members as per the details given below:

S. No.	Name & Department	Period of leave	Remarks
1.	Dr. Sonal Babbar Department of Commerce	02.01.2024 to 10.04.2024 = 99 days	For examination
2.	Prof. Jyoti Singh Department of Zoology	02.01.2025 to 27.02.2025 = 57 days	For examination
3.	Prof. Brototi Roy Department of Zoology	13.01.2025 to 27.02.2025 = 46 days	For examination
4.	Prof. Meena Yadav Department of Zoology	04.02.2025 to 28.03.2025 = 53 days	For examination
5.	Dr. Luni Department of Zoology	15.01.2025 to 18.03.2025 = 63 days	For examination

Item 6 : The Governing Body approved the confirmation of the following Assistant Professors, appointed in the Departments of Sanskrit, Sociology and Zoology, as they have completed their probation period satisfactorily:

Sr. No.	Name	Department	Date of Confirmation
1	Dr. Ved Verdhhan	Sanskrit	10-11-2023
2	Dr. Dharmender Kumar	Sanskrit	10-11-2023
3	Dr. Kumud Rani Garg	Sanskrit	10-11-2023
4	Dr. Hemlata Rani	Sanskrit	10-11-2023
5	Dr. Rekha Kumari	Sanskrit	10-11-2023
6	Mr. Pawan Singh Harsana	Sociology	11-11-2023
7	Dr. Neeraj Kumar	Sociology	11-11-2023
8	Dr. Babita Chaudhary	Sociology	11-11-2023
9	Dr. Aruna Grover	Sociology	11-11-2023
10	Dr. Bijayani Mishra	Sociology	11-11-2023
11	Ms. Mridusmita Singh	Sociology	11-11-2023
12	Dr. Avanish Kumar Shrivastav	Zoology	29-11-2023
13	Dr. Karuna Yadav	Zoology	29-11-2023
14	Dr. Tejendra Kumar	Zoology	29-11-2023
15	Dr. H. Yarreiphang	Zoology	29-11-2023
16	Dr. Shweta Malhotra	Zoology	29-11-2023
17	Dr. Mamta Pandey	Zoology	29-11-2023
18	Dr. Parul Puri	Zoology	29-11-2023

The Governing Body suggested that the approval regarding confirmation of the faculty members, to be confirmed in due course, may be taken from all the members of Governing Body through circulation and the same may be placed before the Governing Body in its next meeting for ratification.

Item 7 : The Governing Body approved the medical expenditure made on the teaching, non-teaching and retired staff amounting to Rs. 20,11,987/- as per the details attached with the minutes.

Item 8 : The Governing Body permitted the College to initiate the process of compassionate appointment in respect of non-teaching staff and constituted the following Committee for the said purpose:

1. Mr. Manoj Agrawal, Member, Governing Body
2. Teacher Representative on the Governing Body with less than 10 years of service
3. One member nominated by the University of Delhi
4. Administrative Officer
5. Section Officer (Admn.)

Item 9 : The Governing Body approved the medical reimbursement in respect of the following employees as per CGHS rates:

Sr. No.	Name of Employee	Name of Patient and relation	Amount Claimed	Amount passed as per CGHS Rates
1.	Dr. Sushil Kumari	Self	24950/-	15450/-
2.	Dr. Mohini Bhanushali	Mr. Shobh Raj Sindhi, Husband	56410/-	38005/-
3.	Mr. Surjeet Kumar	Ms. Nishu, Wife	68429/-	57982/-
Total				1,11,437/-

Item 10 : The Governing Body ratified the action of the members of the Governing Body in permitting the College to get its van insured from M/s. National Insurance Co. Ltd. at the total cost of Rs. 44,500/-.

Item 11 : The Governing Body suggested that the College should write to the University of Delhi seeking guidelines issued by the UGC/University of Delhi regarding remuneration to be paid to the Chartered Accountant firm being hired by the College. Further, the Governing Body was of the view that the College should call quotations from the CA firms interested in taking up the assignment of auditing Annual Accounts of the College for the financial year 2024-2025, as the rules permit.

Item 12 : 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. Dave Raj	65000/-	For Repair of House

Item 13 : 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	615000OR0002081	1,00,00,000	20.11.2024	40 days	3.50	30.12.2024	1,00,00,000 (Interest credited separately)
2	615000OR0002090	45,00,000	19.11.2024	40 days	3.50	30.12.2024	45,00,000 (Interest credited separately)

FDRs encashed:


Sr. No.	FDR Number	Amount	Date of FDR	ROI	Date of Maturity	Maturity Value
1	PU16613	4500000	09-01-2023	7.25	05-11-2024	5604909
2	DP12140	2500000	23.08.2023	7.25	09.11.2024	2727856

Item 14 : The Governing Body approved the annual audited accounts for the financial year 2023-2024 audited by M/s. Sapra Associates, the Chartered Accountants.

Item 15 : **ANY OTHER MATTER:**

Estimate for the repair and renovation of the Principal's Bungalow: The Governing approved the estimate amounting to Rs. 98,64,434 given by C.P.W.D. towards repair and renovation of the Principal's bungalow. The Governing Body permitted the College to meet this expenditure from the internal receipts generated by the College. The Governing Body suggested that the Building Committee of the College along with Ms. Preeti Dogra, Member Governing Body, Teacher Representative on the Governing Body with more than 10 years of service and the University Engineer will monitor the progress of the repair and renovation work on timely basis.

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


Prof. Vijaya Laxmi Singh
Chairperson


Prof. Haritma Chopra
Principal and Member Secretary

2.12.24