

## MINUTES OF THE GOVERNING BODY MEETING

A meeting of the Governing Body of Maitreyi College was held on Friday, January 31, 2025 starting from 3:00 PM in the College Committee Room. The following members were present:

1. Prof. Jagreet Kaur, Chairperson, Governing Body
2. Prof. Anu. G. Aggarwal, Honorary Treasurer, Governing Body
3. Mr. Manoj Agrawal, Member
4. Ms. Preeti Dogra, Member
5. Prof. Ranjana Bhattacharya, Teacher Representative
6. Mr. Ginmunlal Khongsai, Teacher Representative
7. Mr. Mahender Singh, Special Invitee, Non-teaching Staff
8. Prof. Haritma Chopra, Principal and Member Secretary

**Item 2** : The Governing Body appreciated the services rendered by Dr. Anamika Singh as Teacher Representative on the Governing Body and welcomed Mr. Ginmunlal Khongsai as new Teacher Representative on the Governing Body.

**Item 3** : The minutes of the meetings of the Governing Body held on November 30, 2024 and December 12, 2024 were confirmed.

**Item 4** : The Governing Body recorded that according to the principle of seniority, Dr. Ritu C. Kumar, Associate Professor in the Department of History, will be assuming the charge of Bursar for a period of two years w.e.f. February 1, 2025 as Prof. Ranjana Bhattacharya, the present Bursar, is retiring on January 31, 2025.

**Item 5** : The Governing Body approved and granted the following leave to the teaching staff:

Sr. No.	Name & Department	Period of leave	Type of Leave	Remarks
1.	Dr. P. Kavita Department of Botany	17.02.2025 to 28.03.2025 = 40 days	Child Care Leave	For examination
2.	Dr. Ritu Gaba Department of Chemistry	27.01.2025 to 04.04.2025 = 68 days	Child Care Leave	For examination
3.	Ms. Antima Jain Department of Economics	10.02.2025 to 21.02.2025= 12 days	Child Care Leave	For Examination
4.	Dr. Gita Batra Narula Department of Chemistry	08.12.2024 to 06.05.2025= 150 days	Commuted Leave	Medical
5.	Dr. Archana Department of Environmental Science	01.02.2025 to 30.07.2025= 180 days	Maternity Leave	Maternity
6.	Dr. Monika Heikrujam Department of Botany	27.01.2025 to 25.07.2025 = 180 days	Maternity Leave	Adoption

The Governing Body was of the view that the adoption deed submitted by Dr. Monika Heikrujam may be forwarded to the College Advocate for his opinion.

**Item 6** : The Governing Body ratified the action of the Principal in granting annual increment to the eligible teaching and non-teaching staff w.e.f. January 1, 2025.

**Item 7** : The Governing Body recorded that as per the University guidelines, the following faculty members have been promoted as Associate Professor under CAS-2010/2018 scheme on the recommendations of the duly constituted Selection Committees by the University of Delhi. The Governing Body approved their promotion.

S. No.	Name of the teacher	Department	Date of Eligibility
1	Ms. Shaifali	Commerce	31-07-2022
2	Dr. Vidisha Garg	Commerce	11-09-2023
3	Dr. Shweta Tripathi	Commerce	09-08-2024
4	Ms. Nupur Kataria	Economics	04-12-2023
5	Ms. Manisha Saluja	English	08-01-2021
6	Dr. M. Tianla	English	04-04-2021
7	Ms. Rachna Sirohi	English	01-12-2022
8	Ms. Shipra Verma	Physical Education	01-09-2021

**Item 8** : The Governing Body approved the confirmation of the following Assistant Professors, appointed in the different departments of the College, as they have completed their probation period satisfactorily:

Sr. No.	Name	Department	Date of Appointment
1	Dr. Sarika Sharma	Punjabi	22-12-2023
2	Dr. Neha Bagel	Phy. Education	28-12-2023
3	Dr. Kamal Sharma	Botany	03-01-2024
4	Dr. Priyanka Tyagi	Botany	03-01-2024
5	Dr. Shweta Sharma	Botany	03-01-2024
6	Dr. Sarita Kumari	Botany	03-01-2024
7	Dr. Monika Heikrujam	Botany	03-01-2024
8	Dr. Vandana	Botany	03-01-2024
9	Dr. Ankita Sehrawat	Botany	03-01-2024
10	Dr. Renuka Yadav	Botany	03-01-2024
11	Dr. Akash Pratap Singh	Botany	03-01-2024
12	Mr. Dinesh Kumar	Physics	10-01-2024
13	Dr. Prajwalit Shikha	Physics	10-01-2024
14	Dr. Rohtash Singh	Physics	10-01-2024
15	Dr. Parul Yadav	Physics	10-01-2024
16	Dr. Mansi Dhingra	Physics	10-01-2024
17	Dr. Savvi Mishra	Physics	10-01-2024
18	Dr. Vasudha Agarwal	Physics	10-01-2024
19	Dr. Rinku Kumar	Physics	10-01-2024

20	Ms. Bharti Rohila	Physics	10-01-2024
21	Mr. Vivek Prajapati	Physics	10-01-2024
22	Dr. Gazala Ruhi	Chemistry	17-01-2024
23	Dr. Navneet Kishore	Chemistry	17-01-2024
24	Mr. Roop Singh Meena	Chemistry	17-01-2024
25	Dr. Preeti Yadav	Chemistry	17-01-2024
26	Dr. Durgesh Kumar	Chemistry	17-01-2024
27	Dr. Nishu	Chemistry	17-01-2024
28	Dr. Pushpa Gupta	Hindi	30-01-2024
29	Dr. Anita Devi	Hindi	30-01-2024
30	Dr. Amita	Hindi	30-01-2024
31	Dr. Sneha Lata	Hindi	30-01-2024
32	Dr. Meenu Kumari	Hindi	30-01-2024
33	Dr. Mamta Dhawan	Hindi	30-01-2024
34	Dr. Pooja Khorwal	Hindi	30-01-2024
35	Dr. Seema Meena	Hindi	30-01-2024
36	Dr. Rahul Kumar	Hindi	30-01-2024
37	Ms. Sanjana Khari	Hindi	30-01-2024
38	Dr. Anil Kumar	Hindi	30-01-2024
39	Mr. Ankit Kumar Rai	Hindi	30-01-2024

- Item 9** : The Governing Body approved the medical expenditure made on the teaching, non-teaching and retired staff amounting to Rs. 41,07,935/- as per the details attached with the minutes.
- Item 10** : The Governing Body recorded the retirement of Mr. Hans Raj Saklani, Laboratory Assistant, Department of Chemistry on March 31, 2025 (afternoon) on attaining the age of superannuation and noted that his retirement benefits will be released as per the University rules.
- Item 11** : The Governing Body approved the recommendations of the Finance Committee made its meeting held on January 27, 2025 and permitted:
1. A 30% increase in the college annual fee for the first year students, effective from the academic session 2025-26.
  2. A 10% increase in the college annual fee for the second, third and fourth year students, effective from the academic session 2025-26.
  3. An additional amount of Rs. 5,000 for non-science students and Rs. 10,000 for science students to cover the expenses of the compulsory research component in the fourth year of the NEP if they opt for the same.

The Governing Body noted that currently the fee from second and third year students is collected in the PNB account through the payment gateway of worldline (third party) which

results in unwarranted deductions and delay in the transfer of fee collected to the College account. After going through the proposal of ICICI Bank, the Governing Body was of the view that instead of going with ICICI Bank, the College should explore the possibility with a nationalized bank having its own payment gateway. This will avoid unwarranted deductions and unnecessary delays.

**Item 12** : The Governing Body approved the financial assistance amounting to Rs. 2,03,988/- towards three proposals recommended by the Centre for Research.

**Item 13** : The Governing Body permitted the College to start the following short-term courses as per the details attached in the agenda:

1. Product Designing with Arduino by Physics Department
2. Yes!+ (Youth Empowerment Skills Program) by Economics Department

**Item 14** : The Governing Body permitted the College to:

1. Award the contract for event management services to M/s. Maurvi Events and Brand Solution Pvt. Ltd. at the total cost of Rs. 32,50,000 for engaging Ms. Aastha Gill as the performing artist.
2. Award the contract for tenting Work for the Annual Cultural Fest - Rhapsody to M/s. Madan Tent and Light House at a total cost of Rs. 6,10,392/-.

The Governing Body suggested that negotiation should be done with M/s. Maurvi Events and Brand Solution Pvt. Ltd. and M/s. Madan Tent and Light House in the presence of Mr. Manoj Agrawal, Member, Governing Body and the Principal, Maitreyi College.

**Item 15** : The Governing Body approved the recommendations of the Purchase Committee made in its meeting held on January 7, 2025 regarding procurement of various items amounting to Rs. 8,89,400/- (approximately).

**Item 16** : The Governing Body noted that Dr. Lata Singh, former Associate Professor, Department of History tendered her technical resignation on May 1, 2014 in order to join JNU. As approved by the University of Delhi, the College needs to transfer the amount in respect of the earned leave at her credit to JNU. At the time of resignation, Dr. Singh had 157 earned leave at her credit. Therefore, the Governing Body permitted the College to transfer cash equivalent of leave salary amounting to Rs. 6,30,616/- to Jawaharlal Nehru University.

**Item 17** : The Governing Body noted that Dr. Sneha Gupta, former Associate Professor, Department of Hindi passed away in January, 2024 and the college stopped her pension as there was no declaration of nominee in her service records. The college received a request from Mr. Ganga Ram Gupta, husband of Late Dr. Sneha Gupta, to release family pension to him w.e.f. January, 2024. Her case was forwarded to the University and the same has been approved by the University vide letter No. Fin./Pen/Cell/F-43/2024 dated 16.12.2024. Therefore, the Governing Body permitted the College to release the arrear of family

pension amounting to Rs. 10,81,952 to Mr. Ganga Ram Gupta, husband of Late Dr. Sneha Gupta.

**Item 18** : The Governing Body recorded that the College had taken an interest free loan of Rs. 97,01,901/- from the Student's Fund Account for completion of the girls' hostel. As advised by the then Governing Body, a monthly installment of Rs. 1,00,000 had to be transferred from Girls Hostel Account to the Student's Fund Account till the amount is fully paid. Instead of a monthly installment of Rs. 1,00,000, the College has been transferring Rs. 12,00,000 in two equal installments of Rs. 6,00,000 each. The College had received the outstanding grant of Rs. 12,00,000 from the UGC towards Girls Hostel. The same has been transferred to the Student's Fund. In addition to this, the college has transferred four installments till date. Now, the amount of outstanding loan is Rs. 61,01,901.

**Item 19** : The Governing Body recorded and ratified the action of the Provident Fund Committee in granting final withdrawal/final payment from the provident fund to the following employees through circulation:

**FINAL WITHDRAWAL**

Sr No.	Name of Employee	Amount	Purpose of withdrawal
1	Mr. Naresh Kumar	1,20,000/-	For White Wash & Repair of House

**FINAL PAYMENT**

Sr No.	Name of Employee	Amount	Purpose of withdrawal
1	Mrs. Meena Malhotra	1,30,39,160/-	On Retirement (Retired on 31.12.2024)
2	Mr. Vinod Kumar Rai	13,70,133/-	On Retirement (Retired on 31.12.2024)

**Item 20** : The Governing Body approved the retirement benefits paid to the employees as per the details given below:

S. No.	Name of Employees	Gratuity	Leave Encashment	Commutation of Pension
1	Mrs. Meena Malhotra	25,00,000.00	14,39,730.00	18,50,532.00
2	Mr. Vinod Kumar Rai	25,00,000.00	12,05,640.00	15,49,649.00

**Item 21** : The Governing Body recorded and ratified the action of the Provident Fund Committee in encashing the following FDRs with Punjab National Bank to release the retirement benefits:

Sr. No	FDR Number	Amount	Date of FDR	ROI	Date of Maturity	Maturity Value
1	615000OR00002090	45,00,000	19.11.2024	3.50	02.12.2024	45,05,178
2	615000OR00002081	1,00,00,000	20.11.2024	3.50	01.01.2025	1,00,38,356

3	615000PU00014794	4278047	03.10.2023	7.25	20.12.2024	46,67,958
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The meeting ended with a vote of thanks to the Chair.

  
Prof. Jagreet Kaur  
Chairperson

  
Prof. Haritma Chopra  
Principal and Member Secretary