

**LADY IRWIN COLLEGE, NEW DELHI**  
**GOVERNING BODY**

**MINUTES**

**Of the Meeting of the Governing Body held on 12<sup>th</sup> December, 2022,**

A meeting of the Governing Body of Lady Irwin College was held on Monday, 12<sup>th</sup> December, 2022 at 11.00 a.m. in the Office of the Director, Lady Irwin College, New Delhi.

The following Members were present:

1. Prof. Manoj Kumar Singh
2. Prof. Niti Bhasin
3. Prof. Neena Bhatia (Teachers' Representative)
4. Prof. Sabina Sethi (Teachers' Representative)
5. Mr. Naresh Kumar (Non-Teaching Special Invitee)
6. Prof. Anupa Siddhu (Director & Member Secretary)

**I. MINUTES OF THE GB MEETING**

- 1.1 *"Confirmation of Minutes of the GB meetings held on 24<sup>th</sup> September, 2022 were read and approved."*
- 1.2 Action Taken Report – *"Noted."*

**II. ADMINISTRATIVE MATTERS**

- 2.1 **Introduction of Members of newly constituted Governing Body & Election of GB Chairperson and Honorary GB Treasurer from among the members**

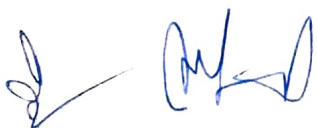
*Prof. Anupa Siddhu read out the names of GB Members approved by the University of Delhi. She welcomed the Members. The two University Representatives on Governing Body approved by the University gave their self introduction and nominated.*

*Prof. Manoj Kumar Singh's name was proposed as the Chairperson of Governing Body for the present term by Prof. Niti Bhasin. Prof. Niti Bhasin would be Treasurer of the Governing Body. The house unanimously accepted.*

- 2.2 **Constitution of various Committees of College**

The following Committees of College were constituted with Governing Body members :

- (i) **Finance** : **Prof. Manoj Kumar Singh (Chairperson, GB)**  
**Prof. Niti Bhasin (Treasurer, GB) and other members**



- (ii) **Provident Fund** : **Prof. Manoj Kumar Singh (Chairperson, GB) & Prof. Niti Bhasin (Treasurer, GB) and other members**
- (iii) **Building** : **Prof. Manoj Kumar Singh (Chairperson, GB), Prof. Niti Bhasin (Treasurer, GB) and other members**
- (iv) **RAK CSC** : **Mr. Mathew Cherian was nominated as RAK Chairperson, Prof. Niti Bhasin (Treasurer, GB) and Other members**
- (v) **NT Housing** : **Prof. Anupa Siddhu, Chairperson, Bursar as Member Secretary and Prof. Neena Bhatia and other elected members**
- (vi) **Teachers' Housing** : **Prof. Anupa Siddhu, Chairperson, Bursar as Member Secretary and Prof. Sabina Sethi and Member Staff Council**
- (vii) **IQAC** : **Governing Body representative will be Mr. Dilip Chenoy**

### **2.3 Appointment of Vice-Principal**

The Assistant Registrar (Colleges), University of Delhi conveyed the approval of the Vice-Chancellor vide letter No. CS-I/(111)/VP(TS)/LIC/2022/4857 dated 09.11.2022 to appoint Prof. Sushma Goel as Vice-Principal of Lady Irwin College till July 2024 or till her superannuation, whichever is earlier w.e.f. her date of joining the duties as Vice-Principal. She has joined as Vice-Principal on 21.11.2022.

***"The Governing Body noted and accepted the above."***

### **2.4 Joining back of Dr. Shanta Rani Kerketta**

Dr. Shanta Rani Kerketta, who was relieved from College to join St. Xavier's College, Ranchi and was allowed to retain lien in the College. She applied on 16.10.2022 that she would like to join back. This matter was brought to the notice of GB Members by circulation on email, which was approved by the GB Chairperson and other GB Members on 18.10.2022.

She informed vide letter dated 22.10.2022 that she is joining back the College. Her relieving letter dated 21<sup>st</sup> October, 2022 from St. Xavier's College is enclosed with her letter.

***"The Governing Body members ratified the joining back of Dr. Shanta Rani Kerketta."***

### **2.5 Fee issue of student from University of Vienna**

Prof. Pulkit Mathur, Department of Food and Nutrition informed vide email dated 26<sup>th</sup> October, 2022 and referred the letter (Ref. No. IR/2022/Appn/6210) from Dean International Relations regarding Ms. Stefanie Gnong, student of M.Sc. Nutritional Science in University of Vienna for casual affiliation for one semester starting January 2023 with University of Delhi for M.Sc. Food and Nutrition. The Department of Food and Nutrition has worked out the papers that she would be offered at Lady Irwin College

and the student needs to be informed regarding fee which the College will be charging for the semester and for stay in the hostel. As per the existing MOU between University of Delhi and University of Vienna, the tuition fee and examination fee for exchange of students are waived off. However, if there is any other mandatory fee for students, the college is free to charge.

The matter was brought to the notice of GB member for approval by circulation whether we should also forego exam facility fee of Rs.1000 for conducting offline exams, DU propose to not charge DU exam fee and tuition fee. Also student was attached for only a semester and full year fee was Rs.30,585/-. For half a year, it then works out to be Rs.9000/- and hostel fee for five months in International hostel apartments at Rs.1,12,500/- including cost of meals.

This matter was approved by the GB Chairperson and other GB Members by circulation and the Dean Office was informed.

***"The Governing Body ratified the above."***

## **2.6 Request of faculty members for grant/extension of Leave**

Following teachers have applied for leave/extension of leave:-

| S.No | Name             | Period and Nature of Leave           | Reason           |
|------|------------------|--------------------------------------|------------------|
| 01.  | Dr. Punya Pillai | Extension of CCL for till 17.02.2023 | Extension of CCL |

***"The Governing Body approved the extension of CCL to above faculty member for the period and purpose mentioned above."***

## **2.7 Basic Course on Teacher as Researcher**

The detailed proposal to conduct Basic Course of 42 hours on 'Teacher as Researcher' was discussed as an annexure with agenda.

***"After perusal and detailed deliberations it was decided by the Governing Body to approve fee of Rs.7000/- for atleast 25 candidates. Certification was approved based on attendance and assignments."***

## **2.8 Advertisement of post of Hostel Superintendent**

We have advertised the post of Hostel Superintendent. The walk-in interview is scheduled for 13<sup>th</sup> December, 2022.

***"The Governing Body noted the above."***





## 2.9 Computer Resource Centre (CRC) Staff Salaries

The two junior staff working in the Computer Resource Centre namely Ms. Kusum Kaushik and Mr. Suraj Sunuwar were appointed for one year period from 07.01.2022 at minimum of basic pay at Level 4 + DA in accordance with University of Delhi Notification No. Estab.II(i)/012/2007/08/2101 dated 12.11.2021.

Their performance is good and it is recommended to renew their appointment for one year.

They have requested vide letter dated 05.12.2022 for renewal of their appointment.

***"It was decided by the Governing Body to extend their appointment for one year at Level 4. Their salary to be fixed in accordance with University of Delhi Notification No. Estab.II(i)/012/2007/08/2101 dated 12.11.2021."***

## 2.10 Admission for undergraduate and postgraduate programs

The admission to UG program was made under NEP 2020 policy/UGCF 2022/DU revised syllabus and is still not complete. The academic session for them by DU has started w.e.f. 02.11.2022.

The UGCF 2022 starts with variable workload due to optional SEC, VAC, GE and AEC. University of Delhi has made cluster of few colleges to facilitate the program with assistance of each other.

The admission for PG program was being made under old method through DUET test. The admission is in process but their academic session has started on 5<sup>th</sup> December, 2022 by DU.

***"The admission status was noted by the Governing Body."***

## 2.11 Headship of Department of Home Science

The Registrar, University of Delhi vide notification Ref. No.CNC-1/101/1988/Home Sci dated 17.11.2022 informed about the appointment of Prof. Anupa Siddhu as Head of the Department of Home Science w.e.f. 17.11.2022 till 15.11.2024 i.e. upto the age of 65 years. Copy of notification was enclosed as an annexure with agenda for kind information of the Members of the Governing Body.

***"The Governing Body congratulated Prof. Anupa Siddhu."***

## 2.12 Rosters of Teachers

The roster for Teaching posts (200 point) has been approved and is now pending approval PwBD (100 point) roster. University recommends to advertise and fill expeditiously.

***"The Governing Body accorded approval to advertise the post on receipt of approval from University."***

### 2.13 Advertisement of Non-Teaching staff

The advertisement for non-teaching staff recruitment has gone for approval to College Branch. Kindly accord approval to advertise, once received.

Request has been made to approve and advertise Director Physical Education as we do not require Assistant Professor in Physical Education.

*"The Governing Body accorded approval to advertise non-teaching posts on receipt of approval from the University and as regards the post of Director Physical Education, it was decided to seek DU advice."*

### 2.14 Renewal of Rakshak and Trio Contract

Trio Security & Intelligence Pvt. Ltd. has completed one year of providing security services, and Rakshak Securitas Pvt. Ltd. for house keeping services on 1<sup>st</sup> January, 2023. Kindly advice on its renewal for one more year.

Rakshak Securitas has requested vide letter dated 9<sup>th</sup> December, 2022 that they are ready to work under the existing terms and conditions of contract for a further period of one year.

*"The Governing Body approved the renewal of contract with Trio Security & Intelligence Pvt. Ltd. and Rakshak Securitas Pvt. Ltd. for one more year on the same terms and conditions."*

### 2.15 For UG Courses: Implementation of NEP/UGCF 2022

University of Delhi has approved syllabi of Undergraduate Four Year Program for Hons. Home Science Program/Home Science, Hons. Food Technology with multiple exits. This year UG admission is for these new courses in 2022-2023.

*"The Governing Body approved implementation of DU approved new course for 2022-23."*

### 2.16 Office Management Staff

On 17.11.2022 the Office of Department of Home Science came back to Lady Irwin College. With additional pressure of preparation of NEP syllabi for four year program there is urgent requirement of Office Assistant for the Department of Home Science. It is requested to have one person from Rakshak Securitas Pvt. Ltd. Kindly accord approval.

*"The Governing Body accorded approval for hiring of one Office Assistant for the additional work of Department of Home Science on contractual basis from Rakshak."*

### Supplementary Agenda

#### 2.17 Copyright and Design Registration

Prof. Sushma Goel, Coordinator, Design Innovation Centre, Lady Irwin College moved a proposal vide letter dated 06.12.2022 (copy enclosed with agenda) to file Copyright and Design Registration with an IPR firm, Sagacious IP. The IPR (Copyright and Design Registration) will be in the name of Lady Irwin College and the Creator/Inventor. The Schedule of Charges (SOC) is attached with the letter.

*"After perusal of proposal, the Governing Body gave approval for getting copy rights."*

### III. FINANCIAL MATTERS

#### 3.1 Preparation of financial statements

Request to continue Kapil V. Aggarwal & Associates for preparation of financial statement to enable audit.

***"The Governing Body approved to continue Kapil V. Aggarwal & Associates for preparation of financial statements for the period 2022-23."***

**3.2 University letter No. Acad-1/PG Fee/2022-23/758 dated 15.11.2022 on Post Graduate fee structure** (copy enclosed with agenda as annexure) for five M.Sc. programs was proposed to be Rs.7851/- per annum whereas in last Governing Body meeting dated 24.09.2022 was Rs.37,740.00. It is pertinent to mention that UGC gives only salary grant of Teaching and Non-teaching. The College since 2016 does not receive maintenance grant. The cost of practical, teaching, maintenance and infrastructure upkeep is cost to students fee. Rs.7851/- suggested by University of Delhi is not sustainable.

A mail was sent to Registrar to permit College to collect College fee for PG courses, as approved in Governing Body.

***"The Governing Body noted the above and advised to pursue with Registrar to give permission to collect college fee approved by the Governing Body for PG courses as already given on portal at present."***

#### 3.3 PwBD PG student fee circular No. Acad.1/PG Fee/2022-23/767 dated 30.11.2022

It is notified that the candidates belonging to PwBD Category can be given a fee concession of 75% of the total fees as compared to other PG students of a particular program (copy of letter enclosed as annexure with agenda).

***"The Governing Body decided to follow the guidelines issued by the University in this regard but collect the fee as on DU portal at present as the process of admission is on."***

### IV. Any other matter with the permission of Chair.

***"None."***



**Prof. Anupa Siddhu**  
Director & Member Secretary



**Prof. Manoj Kumar Singh**  
Chairperson  
Governing Body



**LADY IRWIN COLLEGE, NEW DELHI****GOVERNING BODY****Meeting held on 12<sup>th</sup> December, 2022****ACTION TAKEN REPORT (ATR)**

The following actions have been taken on the decisions arrived at in Governing Body meeting held on 12<sup>th</sup> December, 2022:-

1. Ms. Suparna Roy has been appointed as Hostel Superintendent and she will join on 08.01.2023.



**Director & Member Secretary**