

# LADY IRWIN COLLEGE, NEW DELHI

## GOVERNING BODY

### MINUTES

#### Of the Meeting of the Governing Body held on 19<sup>th</sup> February, 2021

A meeting of the Governing Body of Lady Irwin College was held on Friday, 19<sup>th</sup> February, 2021 at 2.00 p.m. in the Office of the Director, Lady Irwin College, New Delhi.

The following Members were present:

1. Prof. Suman Lakhanpal (Chairperson & University Representative)
2. Prof. K.K. Aggarwal (Treasurer & University Representative)
3. Dr. Meenakshi Mital (Teachers' Representative)
4. Dr. Sarita Anand (Teachers' Representative)
5. Mr. Devender Kumar (Non-Teaching Special Invitee)
6. Dr. Anupa Siddhu (Director & Member Secretary)

#### I. MINUTES OF THE GB MEETING

- 1.1 *Confirmation of Minutes of the GB meeting held on 5<sup>th</sup> October, 2020 were read and approved.*
- 1.2 Action Taken Report – “*Noted.*”

#### II. ADMINISTRATIVE MATTERS

##### 2.1 Confirmation of Non-Teaching Staff

Mr. Arun Kumar was appointed as MTS-Laboratory on compassionate grounds. His date of joining is 25.11.2019. He successfully completed one year probation period. His APAR was tabled.

The Governing Body was requested to accord approval for confirmation of services of Mr. Arun Kumar as Laboratory Attendant (nomenclature in new RR) with effect from his date of joining on successful completion of probation period based on APAR.

*“On completion of probation period and based on the APAR, the Governing Body confirmed the services of Mr. Arun Kumar as Laboratory Attendant with effect from his date of joining. It was recommended to write the pending legal case number LPA 106 of 2009 in his confirmation letter.”*

##### 2.2 Six Adhoc selections

Based on workload, adhoc requirements were advertised on website in following departments:



1. Development Communication and Extension (2 EWS + 1 OBC).
2. Resource Management and Design Application (1 EWS/UR).
3. Zoology (1 UR).

The selected candidates were from panels of the departments.

***"The Governing Body accorded approval."***

### **2.3 Promotion of Teachers**

Screening-cum-Evaluation Committee meetings were held between 09.02.2021 to 17.02.2021 for considering promotion of Assistant Professor in Colleges from one Academic Grade Pay (AGP) to the next higher AGP under Career Advancement Scheme-2010/2018 under clause 7(4)(c)(a) of Ordinance XVIII.

The recommendations/minutes of Screening-cum-Evaluation Committee of various departments (from Stage I to II – 14 cases and from Stage II to III – 18 cases) were enclosed as annexures for approval by the Governing Body.

***"The Governing Body based on the recommendations/minutes of Screening-cum-Evaluation Committee of various departments approved the promotion. They recommended that the Table title should be Following are promoted from Stage I to II from date of eligibility given in Table 2.3a. Following are promoted from Stage II to III from date of eligibility given in Table 2.3b." (Table 2.3a (1pg.) and Table 2.3b (1pg.) annexed).***

### **2.4 Request of faculty members for grant of Leave**

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

S.No	Name	Period and Nature of Leave	Reason
01.	Ms. Madhuri Nigam	CCL from 16.02.2021 to 01.04.2021	Date of birth of her son is 25.12.2004, copy of birth certificate enclosed.
02.	Ms. Prachi Shukla	CCL from 22.02.2021 to 30.04.2021	Date of birth of her son is 31.08.2009, copy of birth certificate enclosed.

***"The Governing Body approved the leave of above faculty members for the period and purpose mentioned above."***

### **2.5 Repatriation of Dr. Priti Rishi Lal from NIN**

Dr. Priti Rishi Lal, who was on deputation with ICMR-National Institute of Nutrition has been repatriated w.e.f. 01.12.2020 to join College vide letter dated 21<sup>st</sup> December, 2020. She joined College on 01.12.2020.

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

## **2.6 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 a period of one year w.e.f. 01.01.2020 on a monthly consolidated salary of Rs.20,000/- and their appointment term expired on 31<sup>st</sup> December 2020. They requested vide letter dated 28<sup>th</sup> December, 2020 for renewal of their appointment.

The staff is needed for laptop issue, hardware status in college and works under STA (computer). These are the only three people working in Computer Resource Centre of the College.

***"It was decided by the Governing Body to extend their appointment for one year period from 04.01.2021 (Monday) at Rs.21000/- per month consolidated salary."***

## **2.7 NAAC Core Committee meeting regarding Website**

The NAAC core committee in a meeting which took place on 8<sup>th</sup> December, 2020 approved the name White Code, Advanced Package for website preparation (i.e. Module 3 for Rs.1,52,000/- plus tax), as it includes all the features covered as per NAAC requirements. Copy of resolution is enclosed as an annexure with the agenda.

The members were informed that several website committee meetings were held and tenders compared for technical features and costs.

***"The Governing Body recommended updating of old website to meet NAAC requirements of data and noted the procedure followed."***

## **2.8 Ministry of Food Processing/State Food Technology proposal by Dr. Manisha Sabharwal**

Under PM formalization of Micro Food Processing Enterprises Scheme (PM FME Scheme) the Delhi State Industrial and Infrastructure Development Corporation (DSIIDC) has been nominated as State Nodal Agency (SNA) for Govt. of NCT of Delhi.

GNCTD has appointed one State Level Technical Institution (SLTI), Lady Irwin College for capacity building and providing technical input to the Government on PM FME Scheme. Master trainers from College have completed one week training on 17<sup>th</sup> November, 2020 (Dr. Aparna Agarwal, Ms. Anjana Kumari, Dr. Memthoi, Dr. Nidhi Jaiswal, Dr. Neha Bakshi were nominated). College helped conceptualizing 'One District One Product' (ODOP) in each district under PMFME Scheme. Technical support was provided for ODOP for Delhi State. Representatives of Lady Irwin College (Food Technology Department) are members of State Level Approval Committee. The Nodal Officer from College is Dr. Manisha Sabharwal (Department Incharge, Department of Food & Nutrition and Food Technology) and Dr. Aparna Agarwal, Department of Food Technology.



Now vide letter dated 21.01.2021 they communicated minutes of 1<sup>st</sup> meeting of State Level Approval Committee held on 12.01.2021. Therein they have recorded a proposal of setting up Incubation Centre at Lady Irwin College. The College representative shared reservations for setting up the incubation centre is also recorded. They still have requested to set up the Incubation Centre and are requesting to segregate the main College from this facility by way of providing a separate entry (minutes of Agenda 4). We should send an immediate reply as per GB decision.

***"After detailed deliberations, the Governing Body approved the participation of Lady Irwin College for technical inputs to PM FME. They approved Dr. Manisha Sabharwal and Dr. Aparna Agarwal to represent the College. They did not approve commercial activity by providing separate entry. They recommended that full proposal should be sent officially to College as website information was scanty."***

## **2.9 Status of RAK Child Study Centre**

**2.9.1** This is continuation with last GB held on 5<sup>th</sup> October, 2020. All contractual RAK staff has finished their term and discontinued. The Mali Samarbahadur retired in November 2020. The Ayah and teachers continue and report daily. The teachers are reporting daily from 01.02.2021 and continue online classes of three children. Only three children are enrolled for online interactions. Only one office staff from Chase is giving office support but from December 1, 2020 is also reporting in Admn. Department of College. He was of great help during CAG audit.

**2.9.2** Dr. Punya Pillai, Lecturer-in-charge of RAK Child Study Centre has informed vide letter dated 15.02.2021 that they are getting new enquiries for admission and for this she has sought the guidance of advisory committee for opening up new admissions for online/offline classes.

***"It was decided by the Governing Body that budget of Rs.50.00 lakhs per annum is required. If we get 50 admissions by March only then we can start the centre. Further explore if the faculty writes proposals and generate funds and take research credits as RAK is integral to their academic program. Faculty should encourage donors especially alumni to revive the centre, if possible."***

***Only six months online program should be floated with same Rs.6500/month tuition fee. The centre may consider opening as per NCT guidelines on pandemic for junior schools. If onsite, the fee will be corrected and restored to previous fee structure. Day Care Program and after school till 15 years of age can be offered as usual on usual fee in accordance with pandemic guidelines."***

**2.10 On retirement of Ms. Yashoda Devi (Security Guard),** was on compassionate appointment, there is now a possibility of filling one post on compassionate grounds.

The Governing Body was requested to advice on the matter and accord approval to complete files for submission to UGC for sanctioning compassionate filling on one post.

***"It was decided by the Governing Body to make a three membered committee of the College who will verify (i) seniority list as per government rules, (ii) verify contents of forms to be submitted to UGC. The members comprised one non-teaching"***



*representative on GB, two teacher representatives on GB, one person from College branch like Joint Registrar (Colleges) or his nominee to screen papers."*

## **2.11 Extension of tenure of Hostel Superintendent**

Ms. Sunita Srivastava, Hostel Superintendent has requested for extension of her services vide letter dated 07.12.2020. In the last GB meeting on 5<sup>th</sup> October, 2020 the Hostel Superintendent was given extension till 31<sup>st</sup> December, 2020. The students have not cleared their baggage. They continue to occupy room and request Hostel Superintendent for permission to open hostel. Some have paid online fees. Many have not taken clearances and refund due. The Hostel Clerk is due to retire in couple of months.

*"The Governing Body approved the extension of term of Ms. Sunita Srivastava as Hostel Superintendent w.e.f. 04.01.2021 till 31.12.2021 after giving annual increase of Rs.1000/-, on a consolidated salary of Rs.26,000/- per month, keeping the other terms & conditions of her appointment same, as contained in her initial appointment letter dated 23<sup>rd</sup> December, 2009.*

## **2.12 Professor-Principal**

The Assistant Registrar (Colleges), University of Delhi sent a letter dated 28.12.2020 informing that the Principals appointed as per the procedure/process outlined for the selection of a permanent Principal, in accordance with the Ordinance XVIII Clause 7(2)(a) shall be designated as Professor-Principal. EC resolution in this regard is enclosed with the letter.

The Governing Body was requested to accord approval to Dr. Anupa Siddhu, Principal appointed in September 2004 to be designated as Professor-Principal.

*"In accordance with communication received from the DU, the Governing Body accorded approval to Dr. Anupa Siddhu to be designated as Professor-Principal as per DU letter dated 28.12.2020."*

## **III. FINANCIAL MATTERS**

### **3.1 CAG Audit Report dated 28.12.2020**

The CAG audit took place from 14<sup>th</sup> December, 2020 to 28<sup>th</sup> December, 2020. Their report was tabled. A reply to their observations has been sent with documentary evidence.

*"After going through the CAG audit report, the Governing Body approved the observations sent by the College on 10.02.2020."*

### **3.2 All final audited accounts of the College 2019-20**

The financial statements were tabled for approval and signatures. The financial statements are as prepared at College by Kapil V. Aggarwal & Associates (mail dated 10<sup>th</sup> January, 2021). Submitted to College by Mr. R. Sharma (mail dated 19.01.2021 & 25.01.2021) for Governing Body approval.

***"The Governing Body Members noted and approved the audits."***

### **3.3 Internal Auditor**

The Internal Auditor Mr. Kapur left in 2018. There is a need of Internal Auditor for regular monitoring of accounts work. The CAG auditor made a noting of this matter in their memos (but not in final report). The Governing Body was requested to advice and accord approval to advertise.

***"The Governing Body accorded approval to advertise for empanelment of Internal Auditor and check University of Delhi procedure."***

### **3.4 Preparation of Financial Accounts**


Kapil V. Aggarwal & Associates were given a letter to support preparation of Financial Accounts of Financial Year 2020-2021. They have done this work for two years in past.

They have recommended that unsettled project money awarded to College or its faculty without any transaction in last 5 years and with no demand from funder may be transferred to General Purpose Fund.

***"It was decided by the Governing Body that next audit to be expedited by same auditors as their performance is satisfactory. For unsettled project money awarded to College or its faculty without any transaction in last 10 years with no demand from funder may be transferred to General Purpose Fund."***

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

***"None."***

  
9.3.21  
**Dr. Anupa Siddhu**  
Director & Member Secretary

  
08.03.21  
**Chairperson**  
Governing Body

Following are promoted from Stage I to II from date of eligibility given in Table 2.3a.

	Name	Department	Promotion	Date of Screening and Evaluation Committee	Eligibility Date	CAS 2010/18
1.	Dr. Punya Pillai	HDCS	Stage I to II	Feb, 9, 2021, 11 a.m.	10.01.2011	CAS 2010
2.	Dr. Indra Chander	HDCS	Stage I to II	Feb, 9, 2021, 11 a.m.	19.08.2010	CAS 2018
3.	Ms. Savita Sagar	HDCS	Stage I to II	Feb, 9, 2021, 11 a.m.	18.08.2012	CAS 2010
4.	Dr. Pooja Raizada	Physiology	Stage I to II	Feb, 10, 2021, 12.00	10.01.2011	CAS 2010
5.	Dr. Subhash Chander	Education	Stage I to II	Feb, 10, 2021, 2.00 p.m.	22.09.2011	CAS 2018
6.	Dr. Richa Mehta	Education	Stage I to II	Feb, 10, 2021, 2.00 p.m.	22.09.2011	CAS 2018
7.	Dr. Shubhanku Kochar	English	Stage I to II	Feb, 11, 2021, 2.30 p.m.	06.08.2016	CAS 2010/2016
8.	Dr. Shanta Rani Kerketta	Economics	Stage I to II	Feb, 11, 2021, 3.30 p.m.	30.08.2012	CAS 2018
9.	Ms. Ruchira Agarwal	FAS	Stage I to II	Feb, 11, 2021, 10.00 a.m.	10.01.2011	CAS 2010
10.	Ms. Vibha Yadav	FAS	Stage I to II	Feb, 11, 2021, 10.00 a.m.	24.08.2012	CAS 2010
11.	Ms. Prachi Shukla	FN	Stage I to II	Feb, 15, 2021, 12.30 p.m.	18.08.2012	CAS 2010
12.	Dr. Lalita Verma	FN	Stage I to II	Feb, 15, 2021, 12.30 p.m.	10.08.2012	CAS 2010
13.	Ms. Anjana Kumari	FN	Stage I to II	Feb, 15, 2021, 12.30 p.m.	10.08.2012	CAS 2010
14.	Dr. Dolly Florence Murmu	Social Anthropology	Stage I to II	Feb, 16, 2021, 4.00 p.m.	15.09.2010	CAS 2018

Following are promoted from Stage II to III from date of eligibility given in Table 2.3b.

S. No	Name	Department	Promotion	Date of Screening and Evaluation Committee	Eligibility Date	CAS 2010/18
1.	Dr. Punya Pillai	HDCS	Stage II to III	Feb, 10, 2021, 9.30 a.m.	10.01.2016	CAS 2010
2.	Dr. Indra Chander	HDCS	Stage II to III	Feb, 10, 2021, 9.30 a.m.	19.08.2015	CAS 2018
3.	Ms. Savita Sagar	HDCS	Stage II to III	Feb, 10, 2021, 9.30 a.m.	18.08.2017	CAS 2010
4.	Dr. Pooja Raizada	Physiology	Stage II to III	Feb, 11, 2021, 11.30 a.m.	10.01.2016	CAS 2010
5.	Dr. Subhash Chander	Education	Stage II to III	Feb, 12, 2021, 11.00 a.m.	22.09.2016	CAS 2018
6.	Dr. Richa Mehta	Education	Stage II to III	Feb, 12, 2021, 11.00 a.m.	22.09.2016	CAS 2018
7.	Dr. Neelima Asthana	Education	Stage II to III	Feb, 12, 2021, 11.00 a.m.	31.07.2013	CAS 2018
8.	Dr. Shanta Rani Kerketta	Economics	Stage II to III	Feb, 12, 2021, 11.45 a.m.	30.08.2017	CAS 2018
9.	Ms. Ruchira Agarwal	FAS	Stage II to III	Feb, 13, 2021, 9.30 a.m.	10.01.2016	CAS 2010
10.	Ms. Vibha Yadav	FAS	Stage II to III	Feb, 13, 2021, 9.30 a.m.	24.08.2017	CAS 2010
11.	Ms. Madhuri Nigam	FAS	Stage II to III	Feb, 13, 2021, 9.30 a.m.	01.02.2012	CAS 2010
12.	Dr. Lalita Verma	FN	Stage II to III	Feb, 16, 2021, 9.00 a.m.	10.08.2017	CAS 2018
13.	Ms. Anjana Kumari	FN	Stage II to III	Feb, 16, 2021, 9.00 a.m.	10.08.2017	CAS 2010/2016
14.	Ms. Prachi Shukla	FN	Stage II to III	Feb, 16, 2021, 9.00 a.m.	18.08.2017	CAS 2010/2016
15.	Dr. Manisha Sabharwal	FN	Stage II to III	Feb, 16, 2021, 9.00 a.m.	02.09.2011	CAS 2010
16.	Dr. Pulkit Mathur	FN	Stage II to III	Feb, 16, 2021, 9.00 a.m.	17.04.2013	CAS 2010
17.	Dr. Dolly Florence Murmu	Social Anthropology	Stage II to III	Feb, 17, 2021, 11.00 a.m.	15.09.2015	CAS 2018
18.	Dr. Rupa Upadhyay	Horticulture	Stage II to III	Feb, 15, 2021, 2.30 p.m.	15.09.2011	CAS 2010