

LADY IRWIN COLLEGE, NEW DELHI

GOVERNING BODY

MINUTES

Of the Meeting of the Governing Body held on 20th March, 2025,

A meeting of the Governing Body of Lady Irwin College was held on Thursday, 20th March, 2025 at 3.00 p.m. in the Office of the Director, Lady Irwin College, New Delhi.

The following Members were present:

1. Prof. Sunaina Kanojia (DU Representative)
2. Prof. Ajit Kumar Mahapatro (DU Representative)
3. Prof. Puja Gupta (Teachers' Representative)
4. Dr. Dimple Rangila (Teachers' Representative)
5. Mr. Madan Kumar (Non-Teaching Special Invitee)
6. Prof. Archna Kumar (Officiating Director & Member Secretary)

I MINUTES OF THE GB MEETING

- 1.1 *"Minutes of the GB meeting held on 2nd January, 2025 were read and approved."*
- 1.2 Action Taken Report - *"Noted."*

II. ADMINISTRATIVE MATTERS

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

"Prof. Archna Kumar welcomed the Members. All members gave their self introduction."

Prof. Sunaina Kanojia's name was proposed as the Chairperson of Governing Body for the present term by Prof. Ajit Kumar Mahapatro and Prof. Archna Kumar seconded the proposal. The house unanimously accepted.

Prof. Ajit Kumar Mahapatro's name was proposed for Honorary GB Treasurer by Prof. Sunaina Kanojia and seconded by Prof. Archna Kumar. The house unanimously accepted."

2.2 Constitution of various Committees of College

The following Committees of College were constituted with Governing Body members. Their names were proposed by Prof. Sunaina Kanojia and seconded by Prof. Archna Kumar :-

 

- (i) Finance : Prof. Ajit Kumar Mahapatro (Treasurer, GB) and other members
- (ii) Provident Fund : Prof. Ajit Kumar Mahapatro (Treasurer, GB) and other members
- (iii) Building : Prof. Sunaina Kanojia (Chairperson, GB) and other Members.
- (iv) RAK CSC : Prof. Puja Gupta (Teacher's Rep.) was nominated as Chairperson, RAK and Dr. Dimple Rangila (Teacher's Rep.) and other members.
- (v) NT Housing : Prof. Puja Gupta (Teacher's Rep.), as Chairperson, Dr. Dimple Rangila (Teacher's Rep.) and other members.
- (vi) Teachers' Housing : Prof. Puja Gupta (Teachers's Rep.) as Chairperson, Dr. Dimple Rangila (Teacher's Rep.) and other members.
- (vii) IQAC : Prof. Sunaina Kanojia, Chairperson, Governing Body.

2.3 Confirmation of Teaching staff

(A) Prof. Neelima Asthana, Teacher-Incharge, Department of Education recommended the confirmation of following Assistant Professors in the Department of Education w.e.f. their date of joining :

<u>Name</u>	<u>Date of Joining</u>	<u>Date of Confirmation</u>
Dr. Chetna Arora	12.01.2024	12.01.2025
Ms. Geetika Sharma	12.01.2024	12.01.2025
Dr. Priya Khurana	12.01.2024	12.01.2025
Ms. Puja Tripathi	12.01.2024	12.01.2025
Dr. Prasenjit Roy	12.01.2024	12.01.2025

(B) Prof. Rupa Upadhyay, Teacher Incharge, Department of Science recommended the confirmation of following Assistant Professor in the Department of Science (Zoology, Chemistry, Botany, Physics) w.e.f. their date of joining :

<u>Name</u>	<u>Date of Joining</u>	<u>Date of Confirmation</u>
<u>Zoology</u>		
Dr. Rajneesh Dwevedi	19.01.2024	19.01.2025

Dr. Pallee Shree	19.01.2024	19.01.2025
<u>Chemistry</u>	<u>Date of Joining</u>	<u>Date of Confirmation</u>
Dr. Vijay Kumar	02.02.2024	02.02.2025
Dr. Okram Zenita Devi	02.02.2024	02.02.2025

Botany

Dr. Nancy Raina	16.02.2024	16.02.2025
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<u>Physics</u>	<u>Date of Joining</u>	<u>Date of Confirmation</u>
Dr. Swati Raman	02.03.2024	02.03.2025
Dr. Aditya Narayan Upadhyay	02.03.2024	02.03.2025

“The Governing Body approved for confirmation of service of above faculty members w.e.f. their date of joining.”

2.4 Request of faculty members for grant/extension of Leave

Following teacher as applied for grant of CCL:-

S.No	Name	Period and Nature of Leave	Reason
01.	Prof. Shanta Rani Kerketta She requested vide letter 18.03.2025 for cancellation of her previous CCL from 01.03.25 to 01.06.25.	CCL from 25.03.2025 to 06.06.2025	To look after her son who is appearing for class 12 th exams. His DOB is 07.06.2007

“The Governing Body approved the CCL to above faculty member for the period and purpose mentioned above.”

2.5 Request of Hostel Superintendent for Extension

Ms. Suparna Roy, Hostel Superintendent requested vide letter dated 11.01.2025 for extension of contract.

“It was decided by the Governing Body to extend her contract for one more year on the same terms and conditions.”

2.6 Proposal of Ravi Sarin Motion Pictures Pvt. Ltd.

Mr. Manish Mehra of Ravi Sarin Motion Pictures Pvt. Ltd. submitted a proposal to shoot in College for 17 days in March 2025 (during holidays). The terms and conditions, as decided in policy tabled in GB meeting held on 2nd January, 2025 and sent to GB Members through email on 17.01.2025, will be followed for the same. The College Sub-Committee formed for the same will oversee the proposal and its implementation.

"After detailed deliberations, the proposal of Ravi Sarin Motion Pictures Pvt. Ltd. was approved. The terms and conditions, as per the policy document, were finalized by the College committee. The shooting took place for 11 days and a security deposit of Rs.6.00 lakhs was received. A donation of Rs.39.00 lakhs was received by the College for the same."

III. FINANCIAL MATTERS

3.1 PF Rate of interest

PF Committee meeting was held on 24.02.2025 at 12.30 p.m. which considered the rates of interest of Ministry of Finance, Govt. of India in four quarters, notification of University of Delhi and approved the rate of interest on Provident Fund 7.1% for the financial year 2024-25. Despite an interest shortfall, the Committee decided to use the accumulated surplus as on 01.04.2024 to maintain the 7.1% rate.

"The Governing Body approved the PF rate of interest as 7.1% for the year 2024-25."

IV. Any other matter with the permission of Chair.

4.1 Case of Mr. Pardeep, Laboratory Attendant (On probation)

Mr. Pardeep was offered appointment vide letter dated 18.07.2024 to join as Laboratory Attendant under UR category. He was given one month's time to join his duties. However, he joined the College service on 12.09.2024 on being relieved from his previous job at 33 Field Ammunition Depot. He was posted to M.Sc. Studio of FAS Department. The Teacher Incharge of the concerned lab informed vide letter dated 08.10.2024 that Shri Pardeep is missing from his duty for atleast eight days without any intimation. Thereafter, on 09.10.2024 Shri Pardeep wrote an apology letter with assurance that he will not take any leave without prior intimation. But after that very often he remained absent from his duty and attended office sporadically.

He was served with a Show Cause Notice on 26.12.2024 for his long absence from duty for 18 days. Thereafter he joined back on 30th & 31st December, 2024 and 1st January, 2025 and again remained absent for five days. His salary was stopped for the month of December, 2024 till leave status is prepared. Again on 1st January, 2025 he moved an application with medical prescriptions and medical certificate of fitness to consider his case sympathetically.

The College wrote a letter to the concerned hospital (Shri Krishna Multi Specialty Hospital) for verification of his medical certificate but their reply is still awaited.

His papers are being scrutinized and his background check is being conducted and the College Branch has advised to put up the matter before the College Governing Body. Accordingly the matter was put up before the Governing Body.

“The Governing Body noted the matter and further advised to monitor his conduct and strict action be taken, if future misconduct is found.”

4.2 MOU to be entered into by the College for Internship

As per the New Education Policy guidelines, for doing internships in various organizations, an MOU has to be signed with the interning organization. The draft MOU was tabled and it was suggested that the MOU be referred to the University for legal advice before its finalization.

4.3 The matter of outsourced staff for regularization of their service

The matter of outsourced staff, especially those who are serving the College for more than 10 – 15 years was discussed.

“The Governing Body advised that the Registrar, University of Delhi be consulted in the matter and his advice sought and to expedite the process of filling up vacant posts on permanent basis.”

4.4 Matter of refund of Security Deposit/Caution Money

The matter of refund of Security Deposit/Caution Money was discussed at length. The Governing Body decided to go as per the DU Rules for new admissions, but for old students we can go with old policy of two years for refunding security deposit/caution money.



Prof. Archana Kumar
Officiating Director & Member Secretary



Prof. Sunaina Kanojia
Chairperson
Governing Body