

# LADY IRWIN COLLEGE, NEW DELHI

## GOVERNING BODY

### MINUTES

#### Of the Meeting of the Governing Body held on 7<sup>th</sup> November, 2024,

A meeting of the Governing Body of Lady Irwin College was held On-line on Thursday, 7<sup>th</sup> November, 2024 at 2.30 p.m. in the Office of the Director, Lady Irwin College, New Delhi.

The following Members were present:

1. Prof. Rekha Saxena (Chairperson & DU Representative) (On-line)
2. Prof. Sunaina Kanojia (Treasurer & DU Representative) (On-line)
3. Prof. Puja Gupta (Teachers' Representative) (On-line)
4. Dr. Dimple Rangila (Teachers' Representative) – (On-line)
5. Mr. Dharmendra Kumar Singh (Non-Teaching Special Invitee) – (Off-line)
6. Prof. Anupa Siddhu (Director & Member Secretary) – (Off-line)

#### **I MINUTES OF THE GB MEETING**

- 1.1 *"Minutes of the GB meeting held on 4<sup>th</sup> October, 2024 were read and approved."*
- 1.2 Action Taken Report – *"Noted."*
- 1.3 *"Minutes of GB meeting held on 19<sup>th</sup> October, 2024 were read and approved."*

#### **II. ADMINISTRATIVE MATTERS**

##### **2.1 Selection of Director Physical Education (DPE)**

The Selection Committee meeting for the post of Director Physical Education was held on 06.11.2024. Minutes of Selection Committee were tabled.

*"The Governing Body approved the recommendations of Selection Committee for the selection of Dr. Richa Malhotra as Director Physical Education."*

##### **2.2 (A) Confirmation of Teaching staff**

Prof. Sarita Anand, Teacher Incharge, Department of Development Communication & Extension recommended the confirmation of following Assistant Professors in the Department of DCE w.e.f. their date of joining :



<u>Name</u>	<u>Date of Joining</u>
Dr. Ruchi Kaushik	08.11.2023
Dr. Sunaina Dua	08.11.2023
Dr. Kiran Chauhan	08.11.2023
Dr. Naaz Bano	08.11.2023
Dr. Parboti Prasad Raout	08.11.2023
Mr. Akash Dewangan	08.11.2023
Dr. Masot Zingkhai	08.11.2023
Mr. Diwakar Dubey	08.11.2023

(B) Prof. Priti Rishi Lal, Teacher-Incharge, Department of Food & Nutrition, recommended the confirmation of following Assistant Professors in the Department of Food & Nutrition, Food Technology and Bio-Chemistry w.e.f. their date of joining :

<u>Name</u>	<u>Date of Joining</u>
<u>Food &amp; Nutrition</u>	
Dr. Jyoti Tanwar	30.10.2023
Dr. Sidharth Suman	30.10.2023
Dr. H. Memthoi Devi	30.10.2023
Dr. Anjani Bakshi	30.10.2023
Dr. Kodandaram Reddy Desham	30.10.2023
Dr. Sakshi Khurana	30.10.2023
Dr. Nidhi Jaiswal	30.10.2023
Dr. Naveena Natrajan	15.11.2023

Food Technology

Dr. Aparna Agarwal	01.11.2023
Dr. Bindu	01.11.2023
Dr. Upasana Yadav	01.11.2023

Bio-Chemistry

Dr. Poonam Singh	16.10.2023
Dr. Tarun Kumar	16.10.2023

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

**2.3 Screening Committee for the post of Director**

*"GB Chairperson apprised the members that she will follow up with the Registrar and try to constitute the Screening Committee. She informed that she has yet to receive the password of the portal."*

## 2.4 Appointment of Officiating Principal and change of Signatories

Prof. Archna Kumar's name was approved as Vice-Principal by University of Delhi vide its letter No. CS.I/III/V.P./LIC/2024/9340 dated 21.10.2024. The approval is for 2 years from date of joining or till superannuation whichever is earlier in terms of Clause 4(4) of Ordinance XVIII of the University. Prof. Archna Kumar joined on 28.10.2024. She is the senior most faculty member. She can be considered to be nominated as Officiating Principal of the College till the regular Principal joins (rule at page-33-A).

***"The Governing Body noted the appointment of Prof. Archna Kumar as Vice-Principal. The Governing Body further appointed Prof. Archna Kumar as Officiating Director w.e.f. 01.12.2024 subject to DU approval, for a period of six months or till the regular Director joins the College, whichever is earlier."***

***The Governing Body further approved Prof. Archna Kumar and Prof. Mani Bhasin Kalra to be co-signatories for College accounts and its instruments w.e.f. 01.12.2024."***

***The GB Treasurer, Prof. Sunaina Kanojia recommended to sign all due payments, if possible, by 29<sup>th</sup> November, 2024."***

***"Similarly the authorized signatories for RAK Child Study Centre will be Prof. Archna Kumar and Dr. Savita Sagar and for Hostel authorized signatories will be Prof. Archna Kumar and Dr. Dolly Florence."***

## 2.5 Compassionate Status

The Screening Committee constituted by Governing Body in its meeting held on 07.08.2023 submitted its final report dated 18.10.2024. Prof Aparna Khanna and Dr. Madhuri Nigam were involved in this process with two more members from University of Delhi. They both made their presentation. The notification is proposed by the Committee to be put up on College website.

***"Based on the recommendations of the Screening Committee, the Governing Body allowed to put up final report and notification on College website and based on points earned recommended to offer appointment on compassionate grounds to (i) Vineet Singh Rawat and (ii) Pooja Rawat."***

***Members were informed that these candidates were informed in the notification on website to report on 14.11.2024 at 10.00 a.m. with required testimonials and documents for joining."***

## 2.6 Technical resignation submitted by Mr. Abid Hussain

Mr. Abid Hussain submitted Technical Resignation from the post of Laboratory Attendant vide letter dated 24.10.2024. He informed that he has been selected for the post of Junior Engineer, Panchayati Raj Department, Haryana. He has requested to retain lien in the College. He had applied for this post through proper channel.

***"The Governing Body approved the relieving of Mr. Abid Hussain from the post of Laboratory Attendant w.e.f. 24.10.2024 and further allowed him to retain lien in the College for a period of one year or his probation, as per rules."***






## 2.7 Request to make Fixed Deposit by Department of Education

Prof. Neelima Asthana, Teacher Incharge, Department of Education requested vide letter dated 29.10.2024 for making Fixed Deposits of the amount lying under various heads for various activities in the Department of Education. The interest from FDs can be utilized for TAR-Basic, Lectures and conferences etc. for academic programs of the Department.

***"The Governing Body allowed the Department of Education to make FDRs of funds lying in their Department of Education head for academic use in future."***

## 2.8 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.	Dr. Nidhi Jaiswal	CCL from 15.11.2024 to 15.04.2025 (5 months)	To look after her children.
<b><u>Supplementary Agenda</u></b>			
02.	Ms. Shefali Chopra	CCL from 07.01.2025 to 16.04.2025	To look after her son.
03.	Prof. Ravinder Chadha	Sabbatical Leave for one year from July 2025	To write a book/manual

***"The Governing Body approved the leave of above faculty members for purpose and period mentioned above. It was recommended that all requirements of sabbatical leave should be honoured as per DU rules."***

## 2.9 Letter received from Joint Registrar, DU on the matter of complaint against employee of Lady Irwin College

The Joint Registrar (CR & Vigilance), University of Delhi has informed vide letter dated 25.10.2024, which is addressed to the Chairperson, Governing Body, Lady Irwin College to take appropriate action into the complaint received by him against Ms. Seema Das, which is enclosed with his letter.

***"It was decided by the Governing Body to drop it and not even put up in GB agenda even if it is written to GB Chairperson. This has been recommended by DU and in previous GB meeting for these anonymous complaints."***

## 2.10 Computer Resource Centre (CRC) Staff Salaries

The two junior staff working in the Computer Resource Centre namely Ms. Kusum Kaushik and Mr. Suraj Sunuwar have requested vide letter dated 14.10.2024 to allow them five days a week like other contractual staff in the University.

***"The Governing Body approved five days-a-week to the above two contractual staff."***

## 2.11 Report of Court matter – Helpage India

The matter of course case of Helpage India Vs. State of NCT of Delhi was listed on 19.10.2024.

***“The Governing Body decided to make Power of Attorney from College in favour of next Director/Officiating Director to pursue the matter further in court and all offices for claiming share through Mr. M.M. Sabharwal’s Will.”***

## 2.12 Reporting matters as per CAG Observations

In compliance with the CAG observations, we have written to the (i) Canara Bank regarding contribution to Lady Irwin College Society vide letter dated 17.10.2024 and (ii) NDMC regarding availing rebate in water bill vide letter dated 20.10.2024.

The reply to CAG observations has already been sent.

***“The Governing Body advised to follow-up the matter with the concerned departments.”***

## 2.13 Measurement of Canteen Area for Licence Fee

The Canteen Committee submitted its report vide letter dated 04.11.2024 after re-measuring the Canteen area which comes to 32.37 sq.mtrs. The current rate per sq.mtr is Rs.940/- per sq.mtr. in CAG Report. The total amount comes to Rs.30,427.80/- per month licence fee. If approved by the Governing Body, the tender will be invited.

***“It was decided by the Governing Body that Canteen Committee should submit a feasible proposal after exam by January 2024. The Committee has to give a well reasoned justification from other colleges and a feasible model before floating into new tender. They should be given time till January because of exams.”***

## III FINANCIAL MATTERS

### 3.1 Fee Revision

Recently fees of UG & PG has been revised by the University and Governing Body. Two matters need urgent attention (i) Rs.40/- collected from all students towards DUSU Fund. Students of College are not registered under DUSU. Hence this amount should be either returned or deposited in College ‘Students Association and NSS Fund’ and

(ii) University vide notification dated 02.09.2024 informed regarding revision of fee for 2024-25 for UG & PG is only applicable for newly admitted students and not from earlier academic sessions. Hence the amount of Rs.550/- may be refunded to II & III year students through cheque.

***“It was decided by the Governing Body that (i) DUSU money can be shifted to Student Association Fund and (ii) Rs.550/- can be refunded to III year students with Caution Money by cheque or NEFT depending on their claim letter and for II year students it can be adjusted in next fee bill.”***

### Supplementary Agenda:

#### **3.2 Proposal to Write-off Provident Fund Balance**

Assistant (Accounts) has put up a proposal vide note dated 05.11.2024 (copy enclosed with agenda) to write off Provident Fund cases where the balance is negative or the amount due is below Rs.500/- . This amount is not the principal amount due to employees, but has been credited due to the revision of rate of interest at the end of the financial year for retired persons during the year (list attached with note). Additionally, writing off the amounts credited to those employees who do not have designated nominees or not in contact (list attached with agenda).

Also the payment of staff members, who have nominees or have retired in 2023-24 financial year be made in 2024, including interest calculated upto March, 2024. Once these payments are made, the accounts of the employees may be closed (list attached with agenda). This is required for the purpose of audit of the Provident Fund Account.

*"It was decided by the Governing Body that principal amount should be paid to the subscriber and settle. If interest on interest over many years, then it can be written off and the amount is less than Rs.500/-. If the employee is not alive then can write off, unless the survivors have Succession Certificate."*

#### **IV BUILDING COMMITTEE**

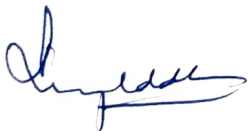
##### **4.1 College Boundary Wall repair by CPWD**

Gunjan Chauhan has been issued letter dated 15.10.2024 by CPWD to repair damaged boundary wall at Lady Irwin College. The contractor has informed us about their contract and has requested for a store room vide letter dated 04.11.2024.

*"The Governing Body noted the above and advised to expedite completion of work."*

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

*"None."*



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



**Prof. Rekha Saxena**  
Chairperson  
Governing Body