

विवेकानन्द महाविद्यालय
VIVEKANANDA COLLEGE
(दिल्ली विश्वविद्यालय)
(University of Delhi)
विवेक विहार, दिल्ली - ११००९५
VIVEK-VIHAR, DELHI - 110095

Minutes of the Meeting of the Governing Body
06.12.2024 at 02:00 pm

A meeting of the Governing Body of Vivekananda College was held on Friday, 06.12.2024 at 02:00 pm in the Office of the Principal.

Members Present:

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|-------------------------------|---|--|
| 1) Prof. Neera Agnimitra | - | Chairperson, GB & University Rep. |
| 2) Prof. Vijaya Laxmi Singh | - | Treasurer, GB & University Rep. |
| 3) Dr. K. S. Aggarwal | - | Member |
| 4) Mr. Manish Sachdeva | - | Member |
| 5) Dr. Jyotika Elhance | - | Teachers' Rep. |
| 6) Dr. Sujit Ram Tripathi | - | Teachers' Rep. |
| 7) Mrs. Archana | - | Non-Teaching Rep. & Special Invitee
(In the absence of Mr. Praveen Kataria) |
| 8) Prof. (Dr.) Hina Nandrajog | - | Member Secretary & Offg. Principal |

Brig. (Ms.) Amita Chaturvedi joined the GB meeting through online mode at 02:00 pm but could not be the part of its proceedings due to another commitment later.

Mrs. Archana from Administration Department was asked to attend the meeting as Non-Teaching Rep. & Special Invitee in the absence of Mr. Praveen Kataria.

Mr. Ravinder Kumar, Member and Mr. Praveen Kataria, Non-Teaching Rep. & Special Invitee could not attend the meeting.

Item No.	Proceedings
1.	Attendance of the Governing Body Members was taken\
2.	<p>Welcome to the New Teachers' Representative, Dr. Jyotika Elhance w.e.f. 16.10.2024 to 15.10.2025 in place of Prof. Vanita Sondhi. The tenure of Prof. Vanita Sondhi may be considered as a special case till 15.10.2024 vide DU letter No. CS-I/108/TR/VMC/2024/9342 dated 29.10.2024.</p> <p>Dr. Jyotika Elhance was welcomed. It was informed that Dr. Vanita Sondhi's tenure had been inadvertently extended as the dealing person of Administration Department had failed to keep track of her term.</p>
3.	<p>To approve and confirm the minutes of the Governing Body meeting held on 05.09.2024.</p> <p>Approved and Confirmed.</p>
4.	<p>To approve the minutes of meeting held on 06.09.2024 regarding undergraduate & postgraduate fee structure for the academic year 2024-25.</p> <p>Approved. It was decided that the extra amount taken from II and III year students</p>

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	be returned immediately.
5.	<p>Approval of different types of leave to the faculty members as per attached office note.</p> <p>CCL of Ms. Deepika Kakkar, Dr. Kamini Taneja and Dr. Pratibha Kumari Gemini was approved as per the dates in the office note. Regarding Sabbatical Leave, it was informed that Prof. Neeta Mathur was on her 2nd Sabbatical leave which the office note had not specified to the GB. In this regard, the following was discussed/ recommended:</p> <ul style="list-style-type: none"> i) The issue of a 2nd term of Sabbatical should be clarified from the University. ii) The research work undertaken/ published (for which the Sabbatical Leave was granted in the first place) should be submitted by the Faculty Member after the completion of the Sabbatical Leave. iii) If the Faculty Member had availed any other leave such as Study Leave, the same should also be reported. iv) It was recommended that the College may constitute a committee for the purpose, and only after due examination of all previous records of the concerned faculty, should the matter for recommendation of Study/ Sabbatical Leave for her/ him may be placed before the Governing Body. This would ensure that all due University rules/ guidelines are followed. v) The Sabbatical Leave to Ms. Radhika Srinivasan, Ms. Poonam Gupta and Dr. Jyotika Elhance was deferred till clarification with regard to rules was sought by the College. The same must be reported to the GB at the earliest, so that the subject of recommendation for leave could be taken up. It was suggested a leave committee be made to scrutinize the papers before placing in the GB. vi) It was also informed that any foreign leave was to be approved by the GB and may be done through circulation.
6.	<p>Approval of confirmation to the newly appointed 75 faculty members of various departments in the College and to release their benefits etc. as per their confirmation after completing probation period.</p> <p>The GB granted its approval to confirmation of newly appointed faculty in the Applied Psychology Department. It was decided that at the end of every month, approval would be taken by circulation for those faculty members who have completed one year in that month and have complete documentation. For those whose documentation (submission of requisite documents required for recruitment, as per University Rules) is not complete, approval for confirmation would be deferred.</p>
7.	<p>Approval of deduction of contribution for regular employees from their salary and approval of deposit the Life Time Subscription from the concerned retired employees for Medical reimbursement.</p> <p>Approved.</p>
8.	<p>Rectification of the date of VRS of Mr. Bhupinder Kumar and mention the text as per attached office note after communication with DU officials in this case.</p> <p>Rectification approved. The date of VRS of Mr. Bhupinder Kumar is to be read w.e.f. 20.11.2024 (A/N).</p>
9.	<p>Rectification of the post of promotion of Dr. Mukesh Burnwal and Dr. Rajni Jindal mentioned on point no. 3 of the minutes of GB meeting held on 05.09.2024. Dr. Mukesh Burnwal has been promoted from Assistant Professor</p>

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	<p>in Selection Grade to Associate Professor (Level 12 to Level 13A) and Dr. Rajni Jindal has been promoted from College Librarian Level 12 to College Librarian Level 13A.</p> <p>Rectification approved. Promotion of Dr. Mukesh Burnwal, Assistant Professor in Selection Grade to Associate Professor (Level 12 to Level 13A) and Dr. Rajni Jindal promoted from College Librarian Level 12 to College Librarian Level 13A.</p>
10.	<p>Approval of payment of Rs. Two Lakhs approx. to the resource persons for workshops arranged in the interest of the Home Science students due to non-availability of guest faculty.</p> <p>Approved. However, it was recommended that any such requirement should be placed before the GB in advance. Also, efforts must be made to appoint Guest Faculty at the earliest.</p>
11.	<p>Approval of appointment of Guest faculty and release the payment to them as per norms for the academic year 2024-25 in various departments as per requirement in the interest of the students.</p> <p>Approved.</p>
12.	<p>Approval to increase the amount for booking the Sharda Hall of the College i.e. Rs. 15,000/- instead of Rs. 11,000/- to generate higher Internal Receipts of the College.</p> <p>Approved.</p>
13.	<p>Approval to increase the amount for booking the Sports Grounds of the College i.e. Rs. 15,000/- instead of Rs. 5,800/- to generate higher Internal Receipts of the College.</p> <p>Approved.</p>
14.	<p>Approval of appointment of outsourcing staff for the various vacant posts in the college from outsourcing agencies from the financial year 2024-25.</p> <p>Approved.</p>
15.	<p>Approval to extension of Outsourcing Agencies i.e. M/s KDS International Private Limited and M/s Friends Detective Security Services for 3 months i.e. from 14.11.2024 to 13.02.2025 for smooth functioning of the College or till further new arrangements through CPP Portal whichever is earlier.</p> <p>Approved.</p>
16.	<p>Approval of extension of Photostat Counter i.e. M/s Vinayak Photostat for 3 months i.e. from 27.11.2024 to 26.02.2025 for smooth functioning of the College or till further new arrangements through CPP Portal whichever is earlier.</p> <p>Approved.</p>
17.	<p>Approval of payment of Rs. 5,74,161/- to Mr. Prabhat Kumar, Architect for preparation of various projects.</p> <p>Deferred.</p>
18.	<p>Approval of the minutes of the Central Purchase & Stock Verification Committee for the financial year 2023-24 and 2024-25.</p> <p>Deferred as papers were not presented.</p>
19.	<p><u>Financial approval for purchase the following various items:</u></p>

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	<p>(i) Annual Budget of Rs. 2,72,10,000/- for purchase of various items of stationery, housekeeping items, AMCs & infrastructure items etc. as and when required</p> <p>Approved total budget but it was informed that only items necessary for December 2024 may be purchased.</p> <p>(ii) Rs. 15,62,560/- for purchase of 24 air conditioners (iii) Rs. 4,40,000/- for purchase of 4 projectors for classrooms (iv) Rs. 1,52,000/- for purchase of 2 laptops for official purposes (v) Rs. 2,50,000/- for purchase of lawn mower & brush cutter (vi) Rs. 3,52,000/- for purchase of chairs for classrooms & staff room (vii) Rs. 60,000/- for purchase of sofa sets for staff room (viii) Rs. 80,000/- for DUSU & College Students' Union Election 2024 (ix) Rs. 76,000/- for Hindi Pakhwara Event (x) Rs. 6,00,000/- for National Conference (xi) Rs. 2,00,600/- for repair of submersible borewell in sports ground and rain water harvesting (xii) Rs. 80,000/- to prepare fancy wooden items from waste wood of trees (xiii) Rs. 67,300/- for labour charges for shredding waste wood for the purpose to prepare manure (xiv) Rs. 73,355/- to paint the roof of porta cabin of the college for cool roofs (xv) Rs. 56,080/- for purchase the library books (xvi) Rs. 56,925/- for purchase of 3 Air Coolers for library.</p> <p>The GB constituted a committee comprising the two Teacher Representatives and Mr. Manish Sachdeva for immediate verification of the items purchased. They submitted their report on the spot after physically verifying the items. Thereafter, ex-post facto approval was granted for the above items. However, it was made clear that in future prior approval of the GB was necessary, if required, by circulation and doing so later is a procedural lapse. The Officiating Principal was asked to limit her approval to Rs. 2 lakhs as per old GFR norms for the time being.</p>
20.	<p>Condonation of delayed GeM Bills</p> <p>Deferred as the papers were not available as the dealing person of Administration Department who was responsible for the delay in processing GeM bills was on leave.</p>
21.	<p>Matter regarding migration of Library Management Software (LSease) from local server machine to cloud.</p> <p>Deferred.</p>
22.	<p>Reporting Items:</p> <p>1. To report the PF rate of Interest given to college PF subscribers as per GOI rate of Interest i.e. 7.1% for the f.y. 2023-24. Approved</p> <p>2. To report stop of payment of few bills of services provided by the previous college CA M/S Badal Gupta due to keeping the college TRACES work pending. Approved</p>

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	<p>3. To report the Balance Sheet of the college for the f.y. 2023-24. Approved</p> <p>4. To report the Revised Budget 2024-25 and Budget Estimate for the f.y. 2025-26 of the college. In future, should be sent to UGC only after the Treasurer and Chairperson's signatures.</p> <p>5. To report the advance/withdrawal from PF account in r/o college teaching and non-teaching staff. Approved</p> <p>6. Different types of leave to the faculty members as per attached office note Approved</p> <p>7. Matter of Delhi Jal Board Since the dealing person of Administration Department was on leave, the related papers to be presented in the next GB meeting.</p> <p>8. Matter of Property Tax Since the dealing person of Administration Department was on leave, the related papers to be presented in the next GB meeting.</p> <p>9. The preliminary Screening Committee of the College completed the process of scrutiny of applications of 2 faculty members i.e. Dr. Sandhya Jain and Dr. Arpana Beniwal for promotion to professor and also scrutinized the review application of 1 faculty member i.e. Prof. Yuthika regarding the date of her promotion for the post of Professor. The Chairperson said the cases would be taken up soon.</p> <p>10. The final notice to vacate the staff quarters has already been given to all 5 residents. In response of it, staff quarter has been vacated by 1 member and 2 staff quarters will vacate in the month of December, 2024. Remaining 2 members have not intimated the college about vacating the staff quarters. Noted. Decision would be taken in the next GB meeting.</p>
23.	<p>Any other matter with permission of the Chair.</p> <ol style="list-style-type: none"> 1. The Chairperson clarified that the contractual staff was to be given continuation after a day's break as per past practice in light of the decision of DU Executive Council dated 29.01.2021. 2. She also asked that their enhanced salary may be paid and that the GB approved the compliance of the DU notification. 3. The Chairperson informed that the matter against one non-teaching college functionary as discussed in the earlier GB meeting held on 05.09.2024 had been verified and found in order. This matter was being closed. 4. The Chairperson forwarded a letter for compassionate appointment for

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	<p>Mrs. Krishna Devi to the Officiating Principal to respond and report so that it may be communicated to the appropriate authorities.</p> <ol style="list-style-type: none">5. The Chairperson forwarded a letter received from Mr. Attar Singh, ex-employee, Vivekananda College for the matter to be explained and reported.6. The grievance/ request of a set of non-teaching employees of the College with regard to a review of their previous APAR had been received by the Chairperson. The Chairperson requested for a report on these cases from the Reporting Officer in this case as soon as possible.7. As one GB member, whose nomination to the GB was received by the Chairperson in the recent context had not attended any meeting nor was he responding to any email or phone, it was decided to send the intimation to the Dean of Colleges, DU for information and advice.
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Hina Nandrajog

Prof. (Dr.) Hina Nandrajog
Officiating Principal & Member Secretary

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Prof. Neera Agnimitra
Chairperson, GB