

**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 held on Friday, 09.08.2024 at 02:30 pm in the Office of the Principal, Vivekananda College. The following members were present:

**Members Present :**

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|----------------------------|---|---|
| 1. Prof. Neera Agnimitra   | - | Chairperson, GB & University Representative |
| 2. Prof. Vijay Laxmi Singh | - | Treasurer, GB & University Representative   |
| 3. Prof. Vanita Sondhi     | - | Teachers' Representative                    |
| 4. Dr. Sujit Ram Tripathi  | - | Teachers' Representative                    |
| 5. Mr. Parveen Kataria     | - | Non-Teaching Rep. & Special Invitee         |
| 6. Dr. Yojna Kalia         | - | Bursar, Special Invitee                     |
| 7. Mr. Prabhat             | - | Architect, Special Invitee                  |
| 8. Mr. G. S. Narang        | - | Consultant, Special Invitee                 |
| 9. Dr. Hina Nandrajog      | - | Member Secretary & Offg. Principal          |

**PROCEEDINGS**

Item No.	Subject	Proceedings
1.	Attendance of the Governing Body Members.	Attendance of all the members present was marked and the two new members on the GB of the college were welcomed - Dr. Sujit Ram Tripathi, Teachers' Representative and Mr. Parveen Kataria, Non-Teaching Rep. & Special Invitee.
2.	To approve and confirm the minutes of the Governing Body meetings held on 22.03.2024	Approved and Confirmed. With respect to Point No. 16 of the Minutes of the GB meeting held on 22.03.2024, in case of Mrs. Nisha Amar, GB opined that she may be called and should be satisfied about payments released to her. With respect to point regarding Compassionate Appointments, the GB was apprised with the updates of the case by Mr. Javed Siddiqui, Jr. Assistant, Administration. The GB was apprised that due to the delay in the Committee's report and no recommendation, the appointment could not be made and at present there is no post available in the college and only outsource opportunities are available. It was decided that both the applicants may be called and be told about the outsourced job opportunities available in the college and

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		matter should be resolved at the earliest.
3.	To approve the minutes of the Fee Concession & Students Aid Fund Committee meeting held on 22.03.2024, 01.04.2024, 02.04.2024.	Approved
4.	To approve the minutes of meeting held on 26.06.2024 regarding undergraduate & postgraduate Fee Structure for the academic year 2024-25.	Approved
5.	Promotion Cases	The GB approved the minutes of the Review Meeting of the Selection Committee held on 23.07.2024 and approved the date of eligibility of Dr. Hina Nandrajog, Offg. Principal & Associate Professor to the post of Professor in the Department of English of the College w.e.f. 18.07.2018. It was also advised that other similar cases of review of eligibility date, if any, should also be taken up at the earliest and processed accordingly and all other promotion cases be also expedited.
6.	Approval to release the Non-Compounded Increment on account of Ph.D. or M. Phil to the recently appointed faculty members during their probation period (as per the letter received from University of Delhi).	Approved
7.	Approval of the date of VRS case of Dr. Indu Agnihotri as per the direction of University of Delhi.	The GB was apprised that DU had asked for the date of VRS to be approved by the GB. It was informed that administration department was satisfied that she had completed 20 years of service, however, her clearance form available in the college records was a photocopy and not signed by the then Principal. GB felt that the college may have misplaced the original document, therefore, the unsigned photocopy of the same may be signed by the present Officiating Principal to process the same. The GB gave its approval to grant VRS to Dr. Indu Agnihotri w.e.f. 16.09.2004 F/N and process the case at the earliest.
8.	Discuss the recovery case (against leave encashment) of Dr. Pushpa Maheshwari as per the direction of University of Delhi.	The matter was discussed and the GB advised to ask Dr. Pushpa Maheshwari to deposit the recovery amount in the college at the earliest.
9.	Discuss the recovery case (against leave encashment) of Mrs. Nisha Amar as per the direction of University of Delhi.	The matter was discussed and the GB advised to ask Mrs. Nisha Amar to deposit the recovery amount in the college at the earliest.
10.	Discuss the case of Dr. Omvir Singh regarding non-providing some original certificates till date.	The GB was informed that Dr. Omvir Singh has not submitted all his testimonials in the college at the time of his permanent appointment as Assistant Professor, Department of Hindi in the college. The GB advised that Dr. Omvir Singh

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		should be informed that without submission of the said testimonials, his services will not be confirmed and his probation period will be extended till he submits the same and shall lead to problems at the time of his superannuation.
11.	Discuss the case of Dr. Mukesh Burnwal against the complaint of the students.	The matter was placed before the GB and the GB felt that since there was no written complaint from any side, such matters, if any, should be first discussed in Staff Council meeting. In this case, however, it was decided that the TIC of the Department of Hindi and the two Teachers' Representatives may call a meeting with Mr. Mukesh Kumar Burnwal and make him aware of the ramifications of the said case and sensitize him about such matters. The final report of this meeting may be submitted in the next GB meeting. The TRs suggested that such matters not be brought to the GB but discussed in the Staff Council.
12.	Discuss the case of Mrs. Bimla Virmani after the decision received from High Court of Delhi regarding release the benefits to her.	GB asked the college to proceed as per the High Court's judgement at the earliest.
13.	Approval of payment of Mr. Prabhat Kumar, Architect for preparation of DPR for HEFA Loan	The GB opined that since the process of the appointment of the permanent Principal of the college is underway, all matters related to such big projects and payments may be taken up after the appointment of the permanent Principal of the college.
14.	Approval of payment of Mr. Prabhat Kumar, Architect for preparation of other projects.	This matter could not be discussed.
15.	Discussion on applying for loan of Rs. 135 crores from HEFA for different projects in the College.	The GB opined that since the process of the appointment of the permanent Principal of the college is underway, all matters related to such big projects and payments may be taken up after the appointment of the permanent Principal of the college.
16.	Discuss the proposal of STP in the College as per the guidelines of NGT.	Approved. The GB advised to proceed in this matter with PWD/CPWD.
17.	Discuss the proposal of Centralized System of AC in the New & Old Building of the College for all classrooms.	The GB opined that since the process of the appointment of the permanent Principal of the college is underway, all matters related to such big projects and payments may be taken up after the appointment of the permanent Principal of the college.
18.	Ex-post facto approval of new contract to the outsourcing agency for appointment of 5 housekeeping staff from GeM w.e.f. 24.06.2024 for one year for the smooth functioning of the college.	Approved
19.	Ex-post facto approval of contract to the outsourcing agency for appointment of 07 outsourcing staff in	Approved

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	library from GeM for one year w.e.f. 18.06.2024 against the vacant posts of UGC for the smooth functioning of the college.	
20.	Discussion of the cases of Very Irregular Non-Teaching Employees (i) Mr. Bhupinder Kumar (ii) Mr. Rama Kant (iii) Mr. Aakash Mehra	The Offg. Principal informed the GB that Mr. Bhupinder Kumar, Mr. Ramakant and Mr. Aakash Mehra, non-teaching employees, are very irregular. To this GB decided to issue them a showcause notice but Mr. Parveen Kataria, Non-Teaching Representative and Special Invitee requested GB not to take any action and give him a chance to talk to them. Mr. Parveen Kataria took responsibility to convince them to be regular in their service. The GB agreed to his request to not to issue showcause notice to all three said employees and gave Mr. Kataria one chance to do the needful. The compliance report shall be given to the Chairperson, Governing Body within a month.
21.	Approval to NPS charges of PROTEAN/NSDL for its various services as per enclosure in r/o NPS subscribers (both teaching and non-teaching NPS subscribers) of the college and opening/shifting of 75 new NPS subscribers' account (newly appointed teaching staff).	The GB approved the NPS charges of PROTEAN/NSDL for its various services as per enclosure in r/o NPS subscribers (both teaching and non-teaching NPS subscribers) of the college and opening/shifting of 75 new NPS subscribers' account (newly appointed teaching staff)
22.	Approval of proposal of Placement Cell of the college to start the Internship Scheme for the college students same as VCIS, DU	The GB approved the said proposal of Placement Cell and opined that the representative of the students should also be consulted on this issue. It was also approved that the said expenditure of stipend will be incurred from Student Development Fund of the college.
23.	<p>Reporting Items:</p> <ol style="list-style-type: none"> <li>1. Different types of leaves of the faculty members and Officiating Principal.</li> <li>2. To start the Translation Centre (already discussed in Staff Council).</li> <li>3. Registered the College for implementation of Samarth e-Gov. Suite in the Colleges as per direction of University of Delhi.</li> <li>4. Issue of DJB bills</li> <li>5. Issue of Property Tax</li> <li>6. Non-Teaching roster sent to University of Delhi for approval</li> <li>7. To report the release of partial payment of salary to teaching staff due to shortage of funds received from UGC for the m/o April, 2024.</li> <li>8. To report the Revised Budget Estimate 2023-24 &amp; Budget Estimate 2024-25.</li> <li>9. To report the Advance/Withdrawal from PF</li> </ol>	All reporting items were reported and approved.

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	Account in r/o College teaching and non-teaching staff.	
24.	<p><b>Action Taken Report:</b></p> <ol style="list-style-type: none"> <li>1. Undertaking submitted by the residents as per the GB suggestions in its meeting held on 22.03.2024.</li> <li>2. The formalities of PNG connection are under process.</li> <li>3. The payment formalities of civil work &amp; white wash during NAAC visit in the college is under process.</li> <li>4. After CPP Tender, the College Canteen Contract has been awarded to L-1 vendor i.e. M/s. Sanjeev Catrers for one year w.e.f. 01.06.2024.</li> <li>5. During the extended period of 3 outsourcing agencies i.e. from 14.11.2023 to 13.11.2024, the contract of 01 outsourcing agency for housekeeping work has been terminated on 22.06.2024 due to its unsatisfactory report.</li> <li>6. The purchases of various items as per the financial approval have been made as and when required as per the office note dated 04.05.2024.</li> <li>7. The payments for Annual Function have been made to the concerned persons / vendors as per the financial approval &amp; office note dated 02.05.2024.</li> <li>8. The payments for Pallavi Fest have been made to the concerned persons / vendors as per the financial approval &amp; office note dated 02.05.2024.</li> <li>9. The payments for NAAC have been made to the concerned persons / vendors as per the financial approval &amp; office note dated 20.05.2024.</li> <li>10. The advertisement for the post of Principal has been published in the Employment News on 13.07.2024 &amp; Hindustan Times (shine Jobs) &amp; Hindustan (Hindi - Niyuktiyan) on 16.07.2024 as per the financial approval &amp; office note dated 28.05.2024.</li> <li>11. Purchase 24 ACs through GeM as per Financial approval and ON dated 20.05.2024.</li> <li>12. Bid for purchase of 79 computers for students and official work on GeM has been made as per financial approval and ON dated 20.05.2024.</li> <li>13. Purchased I Card Printer for students through GeM as per financial approval through CPSVC of the college.</li> </ol>	<p>The GB was informed about all action taken. An undertaking given by the staff residents was placed that they are residing in these quarters which have been declared unsafe on their own risk. To this the GB opined that the two Teachers' Representative should counsel the teaching staff residing in college staff quarters and the Non-teaching Representative &amp; Special Invitee should counsel the non-teaching residents of the staff quarters of the college that staying in staff quarters is unsafe and ask them to vacate the quarters immediately.</p>
25.	<p>Any other matter with the permission of Chair.</p> <ol style="list-style-type: none"> <li>a. Cloud based library software</li> <li>b. Write off books as per annexure</li> </ol>	<p>The Librarian explained this matter and the GB opined that she should consult the University Librarian in this regard.</p> <p>The GB opined that relevant and rare books should go to the book bank for poor students</p>

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from where it can be lent to the students. The rest of the books should be put up in an exhibition where the students can pick one/two books free of cost.

The Offg. Principal apprised GB that her approval as Offg. Principal of Vivekananda College has been approved by the University of Delhi till 31.08.2024. The GB approved this extension and decided that further extension to Dr. Hina Nandrajog be given till the appointment of the permanent Principal of the college.

With regard to the advertisement of the Permanent Principal of the college, the Chairperson and the Treasurer decided to extend the last date of filling the post of the permanent Principal of the college from 12.08.2024 to 22.08.2024. Accordingly, the corrigendum be issued immediately. The Chairperson also informed that the University of Delhi has been requested to provide an extended GB in the college so that the screening process of the post of Permanent Principal may be completed and that it will be their endeavour to get the selection process done as early as possible.

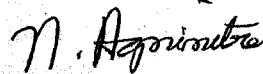
The Chairperson, GB informed the members that she is getting arbitrary complaints against college functionaries and that she will deal with them accordingly.

The GB was informed that the Guest Lecturers can only be appointed only against leave vacancy as per DU norms, and that for Home Science, guest lecturers were needed for a few lectures as per speciality.

Mr. Parveen Kataria placed on the table a sealed envelope in the GB which consisted of the representation of some retired non-teaching staff members like Mr. Aberan Singh regarding their pending MACP. Mr. Javed Siddiqui was called to explain to which he clarified that a CVC case was going on against Mr. Aberan and therefore his MACP could not be conducted.

The meeting ended with a vote of thanks.

  
**Dr. Hina Nandrajog**  
Offg. Principal & Member Secretary, GB

  
**Prof. Neera Agnimitra**  
Chairperson, GB