



Satyawati College

[University of Delhi]

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DRAFT MINUTES OF THE GOVERNING BODY MEETING HELD ON 07.12.2017 IN THE COMMITTEE ROOM OF THE COLLEGE

A meeting of the Governing Body was held on 07.12.2017 at 12.00 Noon in the Committee Room of the College wherein following members were present:

1. Prof. Neelima Gupta, Chairperson
2. Dr. Manjula Dass, Officiating Principal/Member-Secretary
3. Dr. Keshav Gupta, Officiating Principal (Eve.)
4. Mr. Rajendra Rathore, Teachers' Representative
5. Mr. Nitin Navin, Teachers' Representative
6. Dr. Tulika Prasad, Teachers' Representative (Evening)
7. Mr. Durgesh Verma, Teachers' Representative (Evening)
8. Ms. Sadhna Dash, Nominated member of Non-teaching Staff (Morning)
9. Mr. Birender Singh, Nominated member of Non-teaching Staff (Evening)

Approved the appointment of Prof. Neelima Gupta, Treasurer as Chairperson, Governing Body of the College consequent upon resignation of Prof. U.B. Sinha with effect from date of resignation i.e. 23.06.2017.

Decisions:

1. (a) It confirmed the minutes of the Governing Body meeting held on 16.05.2017.
(b) No matter arising out of the minutes.
2. It noted that Special Meeting of the Governing Body was held on 16.10.2017 and minutes of the meeting was confirmed in the same meeting.
3. It confirmed and approved the action taken by the Chairperson, Governing Body in extending term of Dr. Manjula Dass as Officiating Principal for a period of six months w.e.f. 03.08.2017. Dr. Manjula Dass fulfill all the eligibility criteria for the post of Principal as per UGC 3rd and 4th Amendment.
4. It approved to extend the term of Dr. Manjula Dass as Officiating Principal for a period of six months or till post is filled on permanent basis, whichever is earlier w.e.f. 03.02.2018.

5. It approved the action of Chairman in forming the Screening Committee consisting of following members for screening application received from internal teachers of the college for the post of Acting Principal:

1. Prof. Neelima Gupta, Chairperson, Governing Body
2. Prof. Madhu Vij, Professor, Department of Faculty of Management Studies, DU
3. Prof. Puran Chand Tandon, Professor of Hindi Department, DU
4. Prof. P.D. Sahare, Professor, Department of Physics, DU

6. It noted that Mr. Nitin Navin, Assistant Professor in the Department of Commerce has been appointed as Teachers' Representative on the Governing Body of the College for a period of one year with effect from 25.09.2017 under less than 10 years' service category.

7. It approved the appointment of following Non-teaching staff on permanent basis in pay scale of Rs.5200-20200+1800 G.P. w.e.f. date of their joining:

Name	Post	Date of Joining
1. Mr. Mohd. Faizan	Library Attendant	04.07.2017
2. Mr. Krishna Yadav	Library Attendant	04.07.2017

8. It confirmed the services of following Non-teaching staff as they have successfully completed their probation period of one year on 27.01.2017:

- a. Mr. B.P. Singh, Assistant
- b. Mr. Sukai Prasad, Assistant

9. It confirmed and approved recommendation of Selection Committee in promoting of following Non-teaching Staff of the College:

- a. Mr. Pawan Kumar, O.A. promoted to the post of Junior Assistant
- b. Mr. Dayal Ram, O.A. promoted to the post of Junior Assistant

10. It was decided that University Grants Commission be requested one final time to give ex-post facto approval to the two post of Junior Assistants namely Mr. Ashok Kumar and Mr. Sourabh Paliwal. If the College does not receive any reply or receives any negative reply, till 31st December, 2017 then they will be converted to Contractual basis as Junior Assistant w.e.f. 1st January, 2018 for a period of six months or till the posts are filled on permanent basis, whichever is earlier.

11. It confirmed and approved the action taken by the Chairperson, Governing Body on the recommendation of Principal in approving the re-appointment of following teachers on Ad-hoc basis in the department and with effect from the dates

mentioned against each for a period of four months or till the end of the semester or till teacher on leave resumes his/her duties, whichever is earlier:

S.NO.	NAME (DR./MR./MRS./MS.)	DEPARTMENT	DATE OF JOINING
1	SHVETA KALRA	COMMERCE	20.07.2017
2	VIVEK KUMAR	COMMERCE	20.07.2017
3	SONAM KUMARI GUPTA	COMMERCE	20.07.2017
4	VAISHALI NAROLIA	COMMERCE	20.07.2017
5	BASANTI KUMARI NAYAK	ECONOMICS	20.07.2017
6	KOKILA MEENA	ECONOMICS	20.07.2017
7	NIDHI BAGARIA	ECONOMICS	20.07.2017
8	RAJESH KUMAR	ECONOMICS	20.07.2017
9	SWARUP SANTRA	ECONOMICS	20.07.2017
10	MASROOR ALAM	ECONOMICS	20.07.2017
11	DEVESH BIRWAL	ECONOMICS	20.07.2017
12	SARWESHWAR KR. GAUTAM	ECONOMICS	20.07.2017
13	KAJAL TEHRI	ENGLISH	20.07.2017
14	SOMYA	ENGLISH	20.07.2017
15	DIVYA PANDEY	ENGLISH	20.07.2017
16	MANOJ KUMAR YADAV	ENGLISH	20.07.2017
17	RACHIT KUMAR	ENGLISH	20.07.2017
18	SHARANYA GANGULY	ENGLISH	20.07.2017
19	SANDEEP KUMAR VERMA	HISTORY	20.07.2017
20	AJEET SINGH	MATHEMATICS	20.07.2017
21	ASHUTOSH TRIVEDI	POLITICAL SCIENCE	20.07.2017
22	KAMAL KUMAR	POLITICAL SCIENCE	20.07.2017
23	SANDEEP KUMAR	SANSKRIT	20.07.2017
24	S.S.M HUSAINI	URDU	20.07.2017
25	KUNDAN KUMAR RAJ	HISTORY	20.07.2017
26	TARANNUM AMIR	COMMERCE	20.07.2017
27	AIMAN	COMMERCE	20.07.2017
28	SANDEEP CHATERJEE	HISTORY	20.07.2017
29	BIRESH CHAUDHURI	HISTORY	20.07.2017
30	DEEPIKA AGGARWAL	ECONOMICS	20.07.2017
31	RAHEENA K.	ENGLISH	20.07.2017
32	NEHA MITTAL	COMMERCE	20.07.2017
33	BHAMINI GARG	COMMERCE	20.07.2017
34	KANIKA CHAWLA	COMMERCE	20.07.2017
35	SOMYA SINGHAL	COMMERCE	20.07.2017

12. It confirm and approved the action taken by the Chairperson, Governing Body on the recommendation of Selection Committee for the appointment of following teachers on Ad-hoc basis in the department and with effect from the dates mentioned against each for a period of four months or till the end of the semester or till teacher on leave resumes his/her duties, whichever is earlier

S.NO.	NAME (DR./MR./MRS./MS.)	DEPARTMENT	DATE OF JOINING
1	BHAVYA BANSAL	COMMERCE	09.08.2017
2	PINTU PARUI	ECONOMICS	02.08.2017

3	TIMSI BHATIA	COMMERCE	11.08.2017
4	ASHUTOSH TIWARI	HINDI	11.08.2017
5	MUNIL KUMAR VERMA	HINDI	11.08.2017
6	SHRUTI JOSHI	POLITICAL SCIENCE	11.08.2017
7	NASREEN RAIS KHAN	URDU	02.08.2017
8	MAMTA CHAUDHARY	ECONOMICS	05.09.2017
9	MILI AISHWARYA	ENGLISH	05.09.2017
10	VIJAY NARAIN SINGH	HISTORY	09.10.2017
11	SWASTI SHARMA	ENGLISH	01.11.2017

13. It confirmed and approved the action taken by the Chairperson, Governing Body on the recommendation of Selection Committee in approving the appointment of following guest teacher:

S.No.	Name	Department
1.	Mr. Harsheel Sharma	Economics
2.	Ms. Deepika Sharma	Economics
3.	Ms. Anamika	Economics
4.	Ms. Kajor Mal Meena	Economics
5.	Mr. Ompal Singh	Sanskrit
6.	Ms. Sandhya Pruthi	Sanskrit
7.	Ms. Meetu Gaur	Sanskrit
8.	Ms. Ram Chandra	History
9.	Ms. Ritu Khosla	EVS
10.	Mr. Manish Kumar	Political Science
11.	Ms. Neha	Political Science
12.	Mr. Prem Prakash	Political Science
13.	Mr. Arvind Kumar	Political Science
14.	Mr. Nishant Yadav	Political Science
15.	Mr. Ashwani	Political Science
16.	Ms. Tahira Khudaija	Urdu
17.	Mr. Arif Ishtiyaque	Urdu
18.	Ms. Neha Arora	Commerce
19.	Ms. Ankita Gupta	Commerce

14. It confirmed and approved the action taken by the Chairperson, Governing Body on the recommendation of Principal in approving the re-appointment of following teachers on Ad-hoc basis in the department and with effect from the dates mentioned against each for a period of four months or till the end of the semester or till teacher on leave resumes his/her duties, whichever is earlier:

S.NO.	NAME (DR./MR./MRS./MS.)	DEPARTMENT	DATE OF JOINING
1.	SHVETA KALRA	COMMERCE	18.11.2017
2.	VIVEK KUMAR	COMMERCE	18.11.2017
3.	SONAM KUMARI GUPTA	COMMERCE	18.11.2017

4.	VAISHALI NAROLIA	COMMERCE	18.11.2017
5.	BASANTI KUMARI NAYAK	ECONOMICS	18.11.2017
6.	KOKILA MEENA	ECONOMICS	18.11.2017
7.	RAJESH KUMAR	ECONOMICS	18.11.2017
8.	SWARUP SANTRA	ECONOMICS	18.11.2017
9.	DEVESH BIRWAL	ECONOMICS	18.11.2017
10.	SARWESHWAR KR. GAUTAM	ECONOMICS	18.11.2017
11.	KAJAL TEHRI	ENGLISH	18.11.2017
12.	DIVYA PANDEY	ENGLISH	18.11.2017
13.	MANOJ KUMAR YADAV	ENGLISH	18.11.2017
14.	RACHIT KUMAR	ENGLISH	18.11.2017
15.	SHARANYA GANGULY	ENGLISH	18.11.2017
16.	SANDEEP KUMAR VERMA	HISTORY	18.11.2017
17.	AJEET SINGH	MATHEMATICS	18.11.2017
18.	ASHUTOSH TRIVEDI	POLITICAL SCIENCE	18.11.2017
19.	SANDEEP KUMAR	SANSKRIT	18.11.2017
20.	S.S.M HUSAINI	URDU	18.11.2017
21.	KUNDAN KUMAR RAJ	HISTORY	18.11.2017
22.	TARANNUM AMIR	COMMERCE	18.11.2017
23.	AIMAN	COMMERCE	18.11.2017
24.	SANDEEP CHATERJEE	HISTORY	18.11.2017
25.	BIRESH CHAUDHURI	HISTORY	18.11.2017
26.	DEEPIKA AGGARWAL	ECONOMICS	18.11.2017
27.	RAHEENA K.	ENGLISH	18.11.2017
28.	NEHA MITTAL	COMMERCE	18.11.2017
29.	BHAMINI GARG	COMMERCE	18.11.2017
30.	KANIKA CHAWLA	COMMERCE	18.11.2017
31.	SOMYA SINGHAL	COMMERCE	18.11.2017

15. It approved the action taken by the Chairperson, Governing Body on the recommendation of Principal to appoint Mr. P.R. Singh, Retired Instructor on contractual basis till 31st December, 2017.

16. It approved to increase honorarium of Dr. Jawahar Lal Jain, Consulting Doctor from Rs.20,000/- p.m. to Rs.25,000/- p.m. but he will have to extend his visiting time for half an hour.

17. It noted report submitted by a Committee to look into the issue of overpayment of interest on CPF/GPF.

It was decided that Principal will write a letter to UGC for refund of amount sent to UGC as overpayment of CPF/GPF. The Committee formed for this purpose will pursue the case with UGC.

18. It confirmed and approved the action taken by the Chairperson, Governing Body on the recommendation of Principal in sanctioning/extending leave to following teachers:

Name	Department	Leave	Period
1. Ms. Poonam Singh	English	Study Leave	13.11.17 to 12.11.18
2. Mr. Pravin Kumar	English	Study Leave	31.07.17 to 30.07.18
3. Ms. Mona Das	Pol. Science	Study Leave	20.07.17 to 19.07.18
4. Mr. Ashutosh Goswami	Commerce	Study Leave	31.07.17 to 30.07.18
5. Ms. Vandana Goswami	Commerce	Study Leave	07.08.17 to 06.08.18
6. Ms. Rachna Bimal	Hindi	C.C.L.	03.01.17 to 31.08.18
7. Ms. Anjla Upadhyay	English	CCL	03.01.17 to 24.04.17
8. Dr. T.K. Garg	Maths	Sabbatical	16.01.17 to 20.05.17
9. Dr. S.K. Goyal	Commerce	Sabbatical	15.01.17 to 14.01.18
10. Dr. Gajendra Singh	History	EOL (Without Pay)	23.07.17 to 23.07.18
11. Dr. Swasti Alpana	History	Deputation Leave	30.06.17 to 29.06.18
12. Dr. Abha Mathur	Commerce	Sabbatical	07.08.17 to 06.08.18
13. Dr. Avdhesh Kumar	Hindi	Sabbatical	04.07.17 to 03.07.18
14. Dr. Riaz Ahmed	Pol. Science	Sabbatical	08.08.17 to 07.08.18
15. Dr. Anjali Daryal	Commerce	CCL	12.09.17 to 20.04.18
16. Dr. Neelam Mittal	English	Study Leave	01.12.17 to 31.11.18

It was decided that III Year extension of study leave will be granted only after thesis related publication.

19. It approved to make final payment of Rs.12,87,768/- to M/s S.S. Builders & Construction Co. for work of "Strengthening/Reconstruction of main carriageway and parking area at Satyawati College, Ashok Vihar, Phase-III, Delhi as per CPWD Work Manual 2014 and General Financial Rule 2017 Rule No.136(2).

Rule No.136(2) "On grounds of urgency or otherwise, if becomes necessary to carry out a work or incur a liability under circumstances when the provisions set out under sub rule 1 of rule 136 cannot be compiled with, the concerned executing officer may do so on his own judgment and responsibility. Simultaneously, he should initiate action to obtain approval from the competent authority and also to intimate the concerned Account Officer."

20. It approved to make payment of bill of Rs.4,81,019/- received from M/s Mohd. Firoz Khan, Contractor in respect of work of "Construction of Guard Room and Main Gate" as per CPWD Work Manual 2014 and General Financial Rule 2017 Rule No.136(2).

Rule No.136(2) "On grounds of urgency or otherwise, if becomes necessary to carry out a work or incur a liability under circumstances when the provisions set out under sub rule 1 of rule 136 cannot be compiled with, the concerned executing officer may do so on his own judgment and responsibility. Simultaneously, he should

initiate action to obtain approval from the competent authority and also to intimate the concerned Account Officer."

21. It approved the recommendation of Building Committee in starting following works in the College:

S. No.	Name of the Work	Estimate Amount	Payment
1	Development of Cycle Stand Area	Rs.8,16,114/-	Repair Renov OBC Eve
2	White washing of corridor in old building and misc. repair and renovation work	Rs.10,59,461/-	Re Re O P
3	Concrete & Interlocking flooring at back side of old building toilet	Rs.49,800/-	
4	Development of area like concrete & Interlocking flooring space between old & new building	Rs.5,57,249/-	
5	Providing and laying sewer line, flooring and misc. work near canteen	Rs.3,86,634/-	
6	Development of area like concrete flooring, tile flooring and misc work near GCR	Rs.2,27,890/-	

23. It approved to transfer an amount of Rs.2,51,648/- from Auditorium Fund to Salary Fund as salary of Manager and Electrician was paid out of Salary Fund. The details of payments made are as

S. No.	Fund	Expenses incurred under	Period	Amount
1	Auditorium Fund	Kamal Raj Thakur (Manager)	31.05.2017 to 30.10.2017	Rs.1,48,387/-
2	Auditorium Fund	Dharam Pal Singh (electrician)	31.05.2017 to 30.10.2017	Rs.1,03,261/-
Total				Rs.2,51,648/-

24. It approved to transfer an amount of Rs.1,00,000/- from Development Fund to Salary Fund as salary of Doctor was paid out of Salary Fund. The details of payment made are as follows:

S. No.	Fund	Expenses incurred under salary	Period	Amount
1	Development Fund	Dr. Jawahar Lal Jain (Doctor)	31.05.2017 TO 30.10.2017 (Except June, 2017)	1,00,000/-

25. It was decided to refer the matter of Cooperative Store to Building Committee of the College.

Decision taken on Supplementary Agenda

1. It approved the following panel of the Auditors to conduct the College Accounts for the financial year 2014-15 and 2015-16.

- 1) M/s N D R & Associates (024815N)
H.No.642, Pathan Mohalla,
Ward No.15, Village, Shekhupur Distt.,
Budaun-243601
- 2) M/s Ashish Mishra & Co. (023434N)
S-91, Sunder Block, Shakarpur,
Delhi-110092
- 3) M/s N R & Associates (312101E)
Plot No.4, Hasanpur, Patparganj,
I.P. Extension, Delhi-110092

2. It approved the Audit Report of M/s Ashish Mishra & Co. for financial year 2013-14.
3. It approved to hire an Architect for consultancy and approved payment will be made from OBC Building Fund.
4. It was decided to send a letter to University of Delhi seeking clarification sanction of maternity leave to Contractual employee in view of letter dated 12th April, 2017 of Ministry of Labour & Employment, Government of India.
5. It approved to make payment to Assistant Engineer of the College out of Development Fund of the College.
6. It approved to extend Sabbatical Leave to Dr. Sudhir Kumar Goyal, Associate Professor for another period of one year w.e.f. 16.01.2018 as per University rules.
7. It approved the work awarded to following contractors for the work given below. The details of estimate amount, tender amount is given below:

S. No.	Name of the Work	Name of the Contractor	Estimate Amount	L-1 Amount
1	White washing of corridor in old building and misc. repair and renovation work	M/s Kumar Trading Co.	Rs.10,59,461/-	Rs.8,07,550/-

Any other items:

1. It resolved that the Agenda of the Governing Body be provided to the Staff Association of the Teaching/Non-teaching staff.
2. It resolved that one teaching staff quarter and one non-teaching staff quarter be provided to Evening College. In lieu of this, no vacant teaching staff quarter be allotted to morning staff. It was decided not to allocate the flats to anyone to facilitate expansion.

Meeting came to an end with vote of thanks to the Chair.

Manjula Dass

Dr. Manjula Dass
Officiating Principal/Member-Secretary