

Minutes of the 74th GOVERNING BODY MEETING HELD ON 26TH November, 2015 AT 11.00 AM IN THE COLLEGE.

A meeting of the 74th Governing Body of the College was held on 26th November, 2015 at 11.00 am in the College and the following members were present:

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|---|--------------------------------------|
| 1. Air Vice Marshal Rakesh Yadav (Retd.) AVSM VSM | - Chairman |
| 2. Mr. Kishan Kumar Yadav | - Treasurer |
| 3. Prof. K.S. Rao | - University Representative |
| 4. Mr. K.K. Kapoor | - Member |
| 5. Mr. Puneesh Kapoor | - Member |
| 6. Mr. Lakhendra Singh | - Member |
| 7. Prof. Rehana Khatoon | - Member |
| 8. Dr. Vandita Gupta | - Teacher(s) Representative |
| 9. Dr. Siddharth Sirohi | - Teacher(s) Representative |
| 10. Mr. Rohit Chibber | - Non-Teaching Rep. |
| 11. Dr. Balaram Pani | - Member Secretary |
| 12. Dr. Shalini Sehgal | - Vice Principal,
Co-Opted Member |

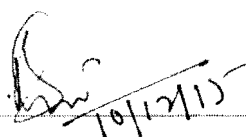
ITEM NO. 1/74 Opening remarks of the Chairman


At the outset, the Chairman, Governing Body welcomed all the Governing Body members and congratulated Dr. Shalini Sehgal, who has been appointed as the Vice Principal of the College and welcomed the teacher(s) representatives. He briefed the members about the work done on behalf of the Governing Body and apprised the members about the shortcomings like about the repair of unserviceable equipments in different laboratories. He thanked the Principal for his cooperation in collecting the required information for the release of the grant-in-aid or preparation of budget proposal of the College.

ITEM NO. 2/74 Report of the Principal

The Principal welcomed all the members and informed the governing body about the following:

- (1) A staff member (employed by the contractor of the sanitation services) was beaten by some anti-social elements outside the college campus (in the by lane of the College). The College authorities informed the police and requested to increase the Police Patrolling but nothing has been done so far. Number of letters has been written to the police station but no action has been taken. This may happens with the students of the College, keeping this in mind the College requested the police authorities to station PCR Van outside the College campus but sorry to inform nothing has been done so far.
- (2) University examinations are going on and are conducted smoothly.
- (3) As per the demand of the students 28th January, 2016 has been fixed for voting on referendum.


Member Secretary
Governing Body


Chairman
Governing Body

ITEM NO 3/74

Action Taken Report

The member secretary informed the governing body about the action taken on the following matters:

- A. The Governing Body noted that confirmation letter has been issued to Ms. Usha Sati, confirming her services w.e.f. 26.02.2008 as Junior Assistant.
- B. The Governing Body noted that in spite of issuing **Show Cause Notice** to Ms. Harmeet Kaur, Junior Assistant has not joined her duties on or before 20th November 2015. A mail has been received from her which was placed on table.
- C. The Governing Body noted that in spite of issuing **Show Cause Notice** to Ms. Amita Misra, Assistant Professor, Department of Computer Science, has not joined the College on or before 20th November 2015. However she has sent a mail which was placed on the table

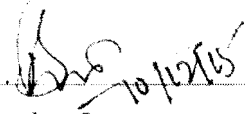
The Governing Body noted the facts of both the cases as mentioned in B & C above and constituted a Disciplinary Committee/Inquiry Committee consisting of following members to give recommendations:

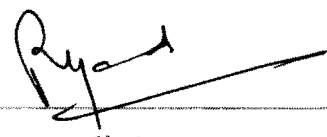
1. Official from University of Delhi (either one or two as recommended by the University).
2. Mr. K.K. Kapoor, Member, Governing Body will be the Convener of the Committee
3. Mr. Lakhendra Singh, Member, Governing Body
4. Dr. Shalini Sehgal, Vice Principal, Member

The Disciplinary Committee/Inquiry Committee will submit its recommendations to the Governing Body at the earliest.

- D. The Governing Body noted that an amount of Rs. 1,65,000,00.00 (Rupees One Crore Sixty Five Lakhs Only) which was withdrawn from the Students' Fund Account to meet the salary of the staff has now been credited to the Students' Fund Account as the Grant-In-Aid has been received from the Directorate of Higher Education.
- E. The Governing Body noted and recorded that a meeting of the Screening Committee, constituted for appointment of the Vice Principal, was held on 31.08.2015 and the names of Dr. Eram Shahid Rao and Dr. Shalini Sehgal was shortlisted.
- F. The Governing Body noted and recorded that the Condemnation Committee has been renamed as **Central Condemnation Committee of the College.**

The Governing Body recommended the names of Prof. K.S. Rao, University Representative and Dr. Vandita Gupta, Teacher(s) Representative in the Central Condemnation Committee.


Member Secretary
Governing Body


Chairman
Governing Body

ITEM NO. 4/74 Confirmation of Minutes

The minutes of the 73rd meeting of the Governing Body held on 20th August, 2015 were confirmed as no comments/observations have been received from the members.

ITEM NO. 5/74 : ITEMS FOR CONSIDERATION

A. Constitution of the following Committees:

As per the norms /past practice the Governing Body constituted the following committees:

a. Provident Fund Committee

- i. Mr. Rakesh Yadav, Chairman, Governing Body - **Convener**
- ii. Mr. K.K. Yadav, Treasurer, Governing Body - **Member**
- iii. Prof. K.S. Rao, University Representative in the Governing Body - **Member**
- iv. Dr. Balaram Pani, Principal - **Member**
- v. Teacher's Representative – To be nominated by the Staff Association- **Member**
- vi. Non Teaching Representative – To be nominated by the Non teaching staff Association - **Member**

b. Finance Committee

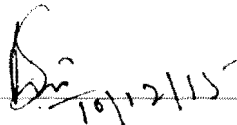
- i. Mr. Puneesh Kapoor, Chairman's Nominee - **Convener**
- ii. Mr. K.K. Yadav, Treasurer, Governing Body - **Member**
- iii. Prof. Devesh Sinha, University Representative in the Governing Body - **Member**
- iv. Dr. Balaram Pani, Principal - **Member**
- v. Bursar of the College - **Member**

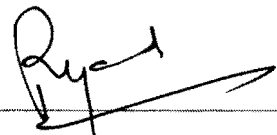
c. Committee for the disposal of unserviceable and Condemned items

- i. Mr. Lakhendra Singh, Chairman's Nominee - **Convener**
- ii. Mr. K.K. Yadav, Treasurer, Governing Body - **Member**
- iii. Dr. Balaram Pani, Principal - **Member**
- iv. Dr. Siddharth Sirohi, Teacher's Representative - **Member**
- v. Bursar of the College - **Member**
- vi. Section Officer (Admn.) - **Member**
- vii. Section Officer (Accounts) - **Member**

d. Leave Committee

- i. Prof. Rehana Khatoon, Chairman's Nominee - **Convener**
- ii. Dr. Balaram Pani, Principal - **Member**
- iii. Dr. Vandita Gupta, Teacher's Representative in the Governing Body - **Member**


Member Secretary
Governing Body


Chairman
Governing Body

B. Permission to conduct Short Term Course in the Department of Food Technology in collaboration with United States Food and Drugs Administration (USFDA)

The Governing Body considered the proposal to start a short term course in collaboration with USFDA.

Dr. Shalini Sehgal, Vice Principal who is the Co-ordinator of the proposed course briefed the Governing Body about the short term course. She informed the Governing Body that they will charge Rs.10,000/- as registration fee and all the expenses for conducting the course will be met from the money collected from the registration fee and the balance amount will be transferred to the College funds. It's a self-financing short term course. This year they are proposing to conduct the course for three days. The participants will be from Industries and students of B.Sc.(H)/B.Tech Food Technology from our college. No fee will be charged from the College students.

The governing body permitted to start the Short Term course **in the Department of Food Technology in collaboration with United States Food and Drugs Administration (USFDA)** and strongly suggested to get the equipments of the food technology department serviced/repaired on priority before the starting of the short term course.

C. Accreditation of the College by National Assessment and Accreditation Council (NAAC)

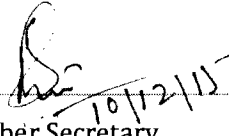
The Governing Body noted that as per the University Grants Commission (Mandatory Assessment and Accreditation of the Educational Institute) Regulations 2012 stipulates Mandatory Assessment and Accreditation of the Universities / Institution within a definite time line.

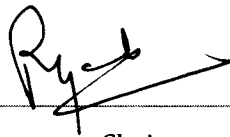
The Regulation has already been adopted by the Executive Council of the University of Delhi vide its resolution 19 dated 17.08.2013.

Accordingly, the National Assessment and Accreditation Council (NAAC) was approached to get the College accredited.

All the expenditure (for getting the College accredited by NAAC) for hosting of NAAC team, payment of registration fee for resubmitting the NAAC form, repair of apparatus/equipments in some departments, minor renovation work in the College building and other contingent expenses will be met out of the Students' Fund account.

The Governing Body approved the same and insisted that the process should be initiated/started on priority basis as proposed above.


Member Secretary
Governing Body


Chairman
Governing Body

D. Permission for the Disposal of Chemical, Biological, Biomedical and E-waste Generated in the College Departments by the Government approved agencies.

The Governing Body considered the proposal and recommended the following :

1. The approval from the Radiation Safety Officer, University of Delhi should be obtained.
2. Only government approved agencies should be approached for the disposal of the above mentioned waste.
3. Proper care should be taken for collecting such waste in the college.
4. The process of disposing off such waste should be done on monthly basis.
5. The process of disposing of such waste should be completed within a month and if required an internal committee may be constituted.

E. To consider the case of thirteen (13) petitioners, who filed a writ petition

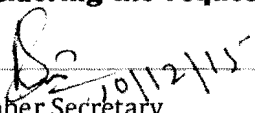
Case No 1 – WR(C) No. 9614/2015 & CM APPLN. 22769/2015 (Stay) titled Rajendra Singh & Ors. V/s. University of Delhi & Ors. is reported for consideration before the Governing Body.

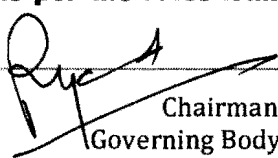
The Governing Body requested Sh. Lakhendra Singh to go through case modalities and submit his recommendations for approval before the Governing Body. His recommendations are as follows :

- **One writ petition was disposed off by the Hon'ble Delhi High Court by directing the respondents including BCAC College to give detail reply to the claim of these 13 ad-hoc employees.**
- **The process of regularization of these ad-hoc employees requires the approval of University of Delhi as well as Directorate of Higher Education (Govt. of NCT of Delhi)**
- **For this one more age relaxation from Delhi University is required as existing relaxation is expiring on 31.12.2015.**
- **Now your good self is requires to approve : -**
 - i) **Firstly "Constitution of Committee to work out the modalities to consider their regularization of services on merit", Secondly**
 - ii) **"requesting Delhi University for approval of further age relaxation" and thirdly**
 - iii) **"to approach Directorate of Higher Education as well as to Delhi University for one time approval for regularization of ad-hoc employees."**

These approvals are requested to consider favorably as the ad-hoc employees are in hardship and overage for applying for any other employment.

The time period, awarded by the Hon'ble High Court, to file our reply, is going to expire. Hence only after the approval of above three points, we can file our reply as we are considering the request of all ad-hoc employees on merit and as per the rules framed by


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Governing Body


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Governing Body

the University of Delhi, for which we have forwarded their requests for approval of DHE (Govt. of NCT of Delhi) as well as University of Delhi.

There is all possibilities that these employees can again file the writ petition after our or universities reply, and for this purpose we required to file CAVEAT before Hon'ble High Court so that the applicants will not get the stay without our presence at the time of hearing.

The above report has been approved by the Chairman, Governing Body along with the Report of the Principal and summary of case.

The Governing Body approved the following:

- i. Constitution of Committee to work out the modalities to consider their regularization of services on merit. The committee consists of the following members:
 - a. Mr. Lakhendra Singh, Convener
 - b. Dr. Balaram Pani, Principal
 - c. Dr. Shalini Sehgal, Vice Principal
- ii. The College will write a letter to the University of Delhi requesting for approval of age relaxation of all adhoc and contractual employees.
- iii. The College will write a letter to the Directorate of Higher Education, Government of NCT of Delhi and University of Delhi for one time approval for regularizing the all ad-hoc and contractual employees.

ITEN NO. 6/74 : REPORTING ITEMS

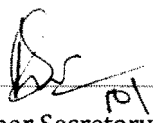
The Governing Body ratified the following items :

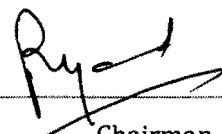
A. Re-appointment of University Representative on the Governing Body

The Governing noted the re-appointment of Prof. Devesh Kumar Sinha, Department of Geology (w.e.f. 01/12/2015) and Prof. K. S Rao, Department of Botany (w.e.f. 28/10/2015) as University Representatives in the Governing Body of the College for a period of one year under statute 30(1) (C) (i) of Statutes of the University of Delhi.

B. Approval of Delhi Govt. for construction of additional class rooms etc.

The Governing Body noted that the Directorate of Higher Education had conveyed the administrative approval and expenditure sanction of Rs. 34,14,000 (Rupees Thirty Four Lakhs Fourteen Thousand Only) including additional @1% contingencies for construction of additional Class Rooms, Laboratory sets, Research Cabins, Common Staff Room, Common Boy's & Girls Rooms, Extension of one floor over Canteen Block, Store Room, Driver and Mali rooms over the existing building terraces and also new block at College vide letter No. DHE-14(01)/BCAS/2015-16/Const/4721-4734 dated 29.10.2015.


Member Secretary
Governing Body


Chairman
Governing Body

C. Approval of University of Delhi for starting of new courses in the College

The Governing Body noted that University of Delhi has approved the starting of following courses in the College on the basis of inspection reports submitted by the Inspection Committees vide letter No. FOS-I/114/2015/5084 dated 27.05.2015 (**Annexure- II**)

1. B.Sc.(Hons.) Botany
2. B.Sc. (Hons.) Chemistry
3. B.Sc. (Hons.) Zoology

The College has written to the Directorate of Higher Education (DHE) vide our letter No. BCAS/ NC/12(3)/2015/993 dated 05.08.2015 for their approval.

D. Appointment of Vice Principal of BCAS

The Governing Body noted that Dr. Shalini Sehgal, Associate Professor, Department of Food Technology has been appointed as Vice Principal of the College, on the recommendation of the Selection Committee and subsequent approval of the University of Delhi. She joined her duties w.e.f. 19/10/2015 for a period of one year.

The Governing Body congratulated Dr. Shalini Sehgal. Governing Body recommended that the Vice Principal of the College will be the co-opted member in the Governing Body of the College and will be present in all the governing body meetings. The Governing Body approved that the Vice Principal of the College will convene the meeting of the Governing Body in the absence of Member Secretary i.e. the Principal.

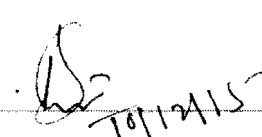
E. Promotion to the post of Assistant.


The Governing noted that on the recommendations of the Departmental Promotion Committee and subsequent approval of the Chairman, Governing Body, Shri Rohit Chibber, Junior Assistant has been promoted as Assistant in the pay band of Rs. 5200-20200 with Grade Pay of Rs. 2400/-. He joined his duties as Assistant w.e.f. 24.09.2015 (AN).

F. Extension of Deputation period of Shri Subhash

The Governing Body noted that the deputation period of Shri Subhash has been further extended for a period of one year beyond 29.08.2015 on the same terms and conditions

The Governing Body also noted that his total deputation period is now 30.08.2012 to 29.08.2016 from the post of Assistant.


Member Secretary
Governing Body


Chairman
Governing Body

G. Court Cases filed against the College and appointment of Lawyer for these court cases.

- i. **Case No 1 – WR(C) No. 9614/2015 & CM APPLN. 22769/2015 (Stay) titled Rajendra Singh & Ors. V/s. University of Delhi & Ors. is reported for consideration before the Governing Body.**

SAME AS MENTIONED ABOVE

- ii **Case No 2 – WR(C)No.6744/2014 & CM No. 15967/2014 titled Vijay Kumar & Anr V/s. University of Delhi & Ors.**

The Governing Body noted that a letter dated 15.10.2015 has been received from Shri Anurag Dayal Mathur requesting the college authorities to provide him para wise comments in the matter in order to enable him to prepare and file counter affidavit in the matter before 26.11.2015 and the same has been provided to him.

iii. Appointment of Lawyer for Court Cases:

The Governing Body noted and ratified that Sh. Anurag Dayal Mathur, Advocate, Supreme Court of India has been appointed to represent /appear on behalf of the College in the following two court cases.

Case No 1 – WR(C) No. 9614/2015 & CM APPLN. 22769/2015 (Stay) titled Rajendra Singh & Ors. V/s. University of Delhi & Ors.

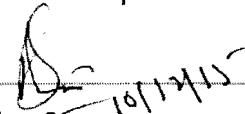
Case No 2 – WR(C)No.6744/2014 & CM No. 15967/2014 titled Vijay Kumar & Anr V/s. University of Delhi & Ors.

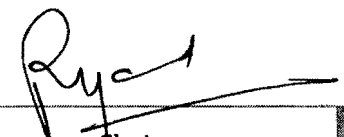
H. Appointment of Teaching & Non Teaching staff on ad-hoc basis/contract basis/Daily wage basis.

- i. The Governing Body noted and approved that the following persons have been appointed as Assistant Professors on ad-hoc basis for a period of four months or till the end of the semester or till the regular incumbent joins, whichever is earlier:

S.No.	Name & Department	Date of Joining
1	Dr. Deepak Gupta Chemistry Department	26.08.2015 (forenoon)
2	Shri Amit Kumar Polymer Science Department	07.09.2015 (forenoon)

- ii. The Governing Body noted and approved that the following persons have been appointed on the ad-hoc basis with effect from 14.10.2015, for a period of 89 days on the post mentioned against each:


Member Secretary
Governing Body


Chairman
Governing Body

Sr. No.	Name	Post
1	Sh. Dalip Singh	Lab. Attendant
2	Shri Kanhaiya Lal	Library Attendant
3	Shri Kalu Ram	Mali
4	Shri Ravinder Kumar	Lab. Attendant
5	Shri Chander Bhan	Mali
6	Shri Mahesh Dixit	Office Attendant
7	Ms. Bimla	Safai Karamchari

- iii. The Governing Body noted and approved that the following persons have been appointed on contractual basis with effect from 14.10.2015, for a period of six months on a consolidated amount of Rs. 11,000.00 per month on the post mentioned against each :

S.No.	Name	Post
1	Sh. Ashik Siddiki	Office Attendant
2	Sh. Amar Singh	Lab. Attendant
3	Sh. Satish	Lab. Attendant
4	Sh. Anil Kumar Sah	Office Attendant
5	Sh. Tarun Kumar	Lab. Attendant

- iv Appointment of non-teaching staff on daily wage basis

Ms. Sharda Rani and Shri Siddharth has been appointed on daily-wage basis w.e.f. 19.10.2015 on a daily wages of Rs.467/-per day to carry out the work of Junior Assistant.

I. Extension of Security Contract.

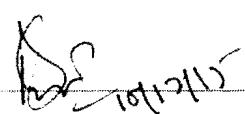
The Governing Body noted and approved the extension of Security Contract to M/s. Rivira Troopers upto 31.08.2016.

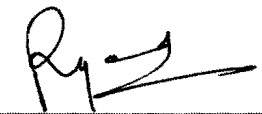
J. Resignation of Dr. Mukesh Kumar, Assistant Professor (ad-hoc), Department of Polymer Science.

The Governing Body noted that Dr. Mukesh Kumar, Assistant Professor in the Department of Polymer Science under General (UR) Category has resigned from the post of Assistant Professor w.e.f. 28.08.2015 (forenoon) and he was relieved from his duties.

K. Grant of Child Care Leave & Paternity Leave:

- i. Child Care Leave in respect of Dr. Geeta Mongia


Member Secretary
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Chairman
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The Governing Body approved the recommendations of the Leave Committee, meeting held on 23.09.2015.

The Governing Body ratified that Dr. Geeta Mongia, Associate Professor, Department of Electronics, has been granted Child Care Leave with effect from 01.10.2015 to 30.06.2016 for a period of 274 days. However, she has proceeded on CCL with effect from 05.10.2015.

ii. Paternity leave in respect of Shri Sandeep Kumar

The Governing Body noted that Shri Sandeep Kumar, Assistant Professor, Department of Physics, was granted Paternity Leave for fifteen days with effect from 02.09.2015 to 16.09.2015 (both days inclusive).

L. Award of Canteen Contract

The Governing Body noted that on the recommendation of the Canteen Committee, license for running canteen in the College was awarded to M/s. Om Sai Ram Enterprises w.e.f. 13.10.2015 for a period of three months, purely on trial basis extendable to further period of nine months on the condition of satisfactory report, thus making a total period of one year.

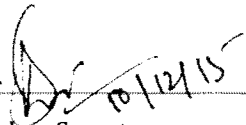
The Governing Body suggested to improve the infrastructural condition of the Canteen and requested to submit proposal for the same. The proposal should be duly recommended and approved by the Building Committee of the College and Finance Committee.

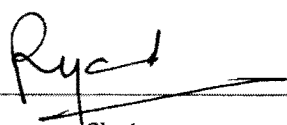
M. Relieving of Dr. Manoj Kumar Tiwari, Assistant Professor to the post of Assistant Director in AICTE on deputation basis

The Governing Body noted that Dr. Manoj Kumar Tiwari, Assistant Professor, Department of Electronics, was selected as Assistant Director in All India Council for Technical Education (AICTE) on deputation basis. With the approval of the Chairman, Governing Body Dr. Manoj Kumar Tiwari has been relieved from his duties w.e.f. 16.11.2015 (forenoon) for a period of one year to enable him to join as Assistant Director, AICTE on deputation basis.

N. Revision of pay scale of Laboratory Assistant

The Governing Body noted that the pay scale of S/Sh. Narender Kumar Sharma and Pratap Singh, Laboratory Assistant has been revised. They are placed in the scale of pay of Rs. 4000-6000 instead of Rs. 3200-4900 (PB-I Rs. 5200-20200 Grade Pay Rs. 2400/-) with effect from 17.02.2011 i.e. date of their promotion to the post of Laboratory Assistant.


Member Secretary
Governing Body


Chairman
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O. Grant of MACP to Non- Teaching Staff members.

The Governing Body noted that the Screening Committee has recommended for grant of financial up-gradation to the following Laboratory Assistants of our College under Modified Assured Career Progression Scheme (MACP), in its meeting held on 21.07.2015 in the College. The University of Delhi has accorded its approval vide their letter No. CS-III/009/BCAS/AM/2015/ 570 dated 18/10/2015.

S.No.	Name	MACP	Effective date of grant of MACP
1	Sh. Anoop K. Mahawar	2 nd MACP	01.02.2015
2	Sh. Bir Singh	2 nd MACP	14.02.2015
3	Sh. Suresh Kumar	2 nd MACP	01.02.2015
4	Sh. Vijay Kumar	1 st MACP	20.12.2009
5	Sh. Mahfooz Alam	1 st MACP	20.12.2009
6	Sh. Parmod K. Shukla	2 nd MACP	13.12.2012
7	Sh. Bahadur Singh	2 nd MACP	13.12.2012
8	Sh. Om Prakash Pandey	2 nd MACP	13.12.2012
9	Sh. Rajesh K Pandey	2 nd MACP	13.12.2012
10	Sh. Praveen K Yadav	2 nd MACP	13.12.2012
11	Sh. Ram Kishan	2 nd MACP	13.12.2012

P. Cash Handling Allowance

The Governing Body approved that Shri Manish Verma, Assistant will be paid Cash Handling Allowance of Rs. 500/- per month for handling the cash between Rs.5,00,000-10,00,000/- per year.

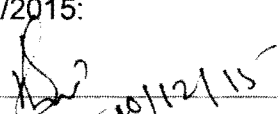
Q. Award of Annual Maintenance Contract of Computers and its Peripherals

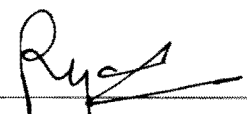
The Governing Body noted that the Annual Maintenance Contract (AMC) of Computer and its peripherals has been awarded to M/s. Sysnet Technology w.e.f. 15/10/2015, initially for a period of three months and if working report is found satisfactory then the contract may be extended for another period of nine months on the same terms and conditions.

ITEM NO. 4/69 Any Other Matter

A. Appointment of Teacher(s) Representative(s)

The Governing Body noted the appointment of the following Teacher(s) Representative(s) in the Governing Body according to their seniority for a period of one year w.e.f. 01/11/2015:


Member Secretary
Governing Body


Chairman
Governing Body

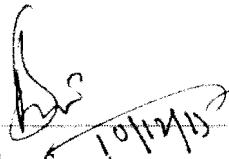
1. Dr. Vandita Gupta, Associate Professor, Department of Food Technology in the category of teacher(s) with more than 10 years of service.
2. Dr. Siddharth Sirohi, Assistant Professor, Department of Polymer Science in the category of teacher(s) with less than 10 year of service.

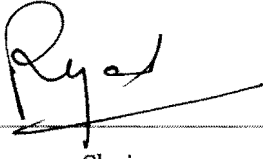
B. Proposal for payment of Sitting Fee

The Member Secretary with the permission of the chair put forth a proposal for the payment of Sitting Fee i.e. Rs.2000/- to the members of the Governing Body for attending the Governing Body meeting(s) or any other committee meeting(s). The sitting fee will not be paid to the Member Secretary and Teacher(s) Representative(s).

The proposal was unanimously approved by the Governing Body.

The meeting ended with a vote of thanks to the Chair.


Member Secretary
Governing Body


Chairman
Governing Body