



**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
SECTOR-2, DWARKA, NEW DELHI 110075**

**CONFIRMED MINUTES OF THE 103rd MEETING
OF THE GOVERNING BODY**

13-02-2025

2:30 p.m.

Hybrid mode

CONFIRMED MINUTES OF 103rd MEETING OF THE GOVERNING BODY, BCAS

The 103rd meeting of the Governing Body (GB) of Bhaskaracharya College of Applied Sciences (BCAS) was held on Thursday the 13-02-2025 at 2:30 p.m. in hybrid mode.

The following members attended the meeting:

1. Prof. Radhey Shyam Sharma - Chairman, GB
(University Representative)
2. Prof. Mukesh Mehlawat - Treasurer, GB
(University Representative)
3. Prof. Sangeeta Srivastava - Member
(Teacher's Representative)
4. Dr. Neeru Sharma - Member
(Teacher's Representative)
5. Ms. Ira Sharma - Member
(Non-Teaching Representative)
6. Prof. Avneesh Mittal - Member Secretary
(Principal, Offg.)

Shri Rajiv Kumar Dawar, Section Officer (Accounts), BCAS, attended the meeting as a Special Invitee.

At the beginning of the meeting, Prof. Avneesh Mittal, Member Secretary of the Governing Body, welcomed all members. He also introduced Dr. Sangeeta Srivastava, Professor, Department of Computer Science and Dr. Neeru Sharma, Associate Professor, Department of Mathematics who have joined as a Teachers' Representative on the Governing Body w.e.f. 18-07-2024 and 01-02-2025 respectively.

ITEM NO. 103/1 : Report of the Principal of the College

a) **BSA Election 2024-25:** The election for the Delhi University Students Union (DUSU) and the Bhaskaracharya Students' Association (BSA) for the academic year 2024-25 were conducted on 27-09-2024. The counting of votes was held on 24-11-2024 successfully in the College. The following students have been elected as office bearers of BSA for the year 2024-25s:

S.No.	Students Name	BSA Post
1	Ms. K Kumud Kiran Reddy	President
2	Mr. Mayank Mehra	Vice President
3	Mr. Shiv Om Shukla	Secretary
4	Ms. Kumari Richa	Joint Secretary
5	Mr. Prakhar Srivastava	Central Councillor
6	Mr. Vikas Bainsla	Central Councillor

(b) The college entered/renewed into the following MOUs in this duration:

(i) **Samarth Bharat**- to collaborate on initiatives focused on Skill Development, Employment, and Entrepreneurship for the benefit of students.

(ii) **Smart City Foundation**- This Memorandum of Understanding (MoU) establishes a collaborative framework between SCF and the College to develop student change agents capable of driving SDG-aligned initiatives. The collaboration will commence with a community program addressing climate change, local pollution, and mitigation strategies. This aligns with SCF's expertise in sustainability and the College's commitment to SDG-oriented education.

(iii) **Catholicate College, MG University Kottayam, Kerala**- for the long term benefits of sharing the knowledge between the Institutes and establish a vibrant academic collaboration, by undertaking joint activities in their respective fields.

(iv) **AYUSH CCRUM**- to standardize & develop three food products viz; cookies, flakes & instant dalia from barley. PIs Prof. Eram Rao and Prof. Meenakshi Garg successfully developed the products which were launched by Hon'ble President of India on the occasion of Unani Day viz; 11-02-2025 at Vigyan Bhawan.

(v) **EnAble India, Bengaluru**- This MoU establishes a collaborative framework where students of BCAS will volunteer in the Basic Communication course in English, facilitated by EnAble India's Team Manomaya, as part of their community outreach program. The partnership aims to sensitize students to the needs of PwDs and contribute to their skill development.

(c) Incident of Waterlogging during the rainy season in and around the College Campus:

It was reported that there was an incident of critical waterlogging inside the campus severely affecting functioning of the Bhaskaracharya College of Applied Sciences (BCAS) due to heavy rainfall held from 12-09-2024. The situation was further aggravated by a clogged drainage system and the malfunctioning of the two existing rainwater harvesting structures at the college. As the college depends entirely on the Public Works Department (PWD) for civil and electrical maintenance, the crisis necessitated immediate and coordinated intervention from relevant authorities, including PWD, the Municipal Corporation of Delhi (MCD), and the Delhi Jal Board.

The severe waterlogging created hazardous conditions, leading to an alarming increase in mosquito breeding and posing serious health risks, including potential outbreaks of dengue, chikungunya, malaria, and typhoid. This emergent situation had forced the suspension of all on-campus academic activities, necessitating a shift to online classes and severely disrupting our academic calendar.

The situation was further aggravated by the deteriorating condition of campus roads, which became dangerously slippery due to green algae growth, posing a significant accident risk, particularly for two-wheeler riders. On the night of 19-09-2024, the situation worsened when a

portion of one of the campus roads collapsed, further endangering the safety of students, staff, and visitors.

In response to aforesaid urgent concerns, a team of officials from the Public Works Department (PWD), Government of NCT of Delhi (GNCTD), Civil and Electrical divisions, comprising the Superintendent Engineer, Executive Engineer, Assistant Engineer (Civil) alongwith the Executive Engineer, Assistant Engineer (Electrical), visited the campus on 19-09-2024 to assess the situation. Following their inspection, they recommended immediate remedial actions to ensure safety.

The college promptly requested that the necessary repairs be initiated without delay, utilizing the balance of previously sanctioned funds to prevent further complications. However, PWD expressed its inability to look into the matter concerns due to nonpayment of work done in previous financial years, which could impact the progress of these critical repairs.

The college administration had requested the concerned officers of PWD and the Directorate of Higher Education (DHE) to extend their full cooperation and support in this matter and urged them to issue the necessary directives to the PWD, MCD, and DDA officials to prioritize these urgent repairs and clear all pending dues to ensure the health and safety of our students, staff, and visitors.

However, repair work of damaged drainage/sewage pipeline which was required to be connected with Delhi Jal Board main sewage line, has not been carried out till date by the PWD.

(d) Dr. Ramesh Kumar, Associate Professor, Department of Physics, has successfully completed the Pre-Commissioned (PRCN) course of National Cadet Corps (NCC) and now CTO Lieutenant Dr. Ramesh Kumar is designated as ANO by NCC.

For the second batch of NCC at the College 18 students were selected as NCC Cadets for the first year of the NCC program.

(e) Dr. Arti Dua has been awarded with her Ph.D. Degree from University of Delhi on 8-7-2024.

(f) Faculty Development Programme (FDP): NEP Orientation and Sensitization Programme:-

(i) From 06-01-2025 to 15-01-2025, the UGC's Centre for Professional Development in Higher Education (CPDHE) and the Malaviya Mission Teacher Training Centre (MMTTC) organized an online Faculty Development Programme focusing on the National Education Policy (NEP) 2020. This programme was conducted in collaboration with BCAS and Catholice College, Mahatma Gandhi University, Kottayam, Kerala. Sh. Avnish Bhatnagar, Mahamantri Vidya Bharti, was the Chief Guest and Prof Balaram Pani, Dean of College, DU, was the Guest of Honour during the Inaugural Session. Prof. Anil Saharsbudhe, Chairman, National Education Technology Forum



and Chairman EC NAAC was the Chief Guest and Prof. Mazhar Asif, Vice Chancellor, Jamia and Prof. Sachin Gupta, Chancellor Sanskriti University, were the Guest of Honor during the valedictory programme. 151 participants registered for the programme from 15 different Universities all across the country.

(ii) Another 6 hour workshop was organized by IQAC during 08-02-2025 and 09-02-2025, for the MOOC content development exclusively for college faculties.

(g) Celebration for College foundation day and Annual Prize distribution function 2024

We celebrated the event on 05-10-2024. Sh. Shailesh Kumar, SDM Dwarka was the chief guest on the occasion. Prof. Balaram Pani, Dean Colleges was the Guest of Honour. The Chairman Governing Body Prof. Radheyshyam presided the event.

The college takes immense pride in the achievements of its alumni. Major Sachin Negi (B.Sc.(H) Physics 2012 batch) received the prestigious Shaurya Chakra from the Hon'ble President of India, a testament to his exemplary service. Further exemplifying our students' potential, Adithya Nambiar from the third year of B.Sc. (H) Biomedical Sciences participated in a one week special program designed for aspiring university students under the framework of the Sakura Science Exchange Program organized by Japan Science and Technology Agency (JST). Different meritorious awards were given to the students.

Deepika Wangnoo memorial award and Saurav Grover Memorial awards were given to toppers of the Electronic Science and Physics Department respectively. Sh. Shyam Lal Memorial award for Best student in the male category was awarded to Mr. Kuntak Saha and Smt. Angoori Devi Memorial award was given to Ms. Shivi Nahare under Best student in the female category.

The Distinguished Alumni Awards for 2023-24 were also given. These prestigious awards recognize outstanding alumni in various categories: Dr. Vasudha Sharma (Academics/Research), Mr. Tarang Shrivastava (Corporate/Industry), Major Nitin C. Nambiar (Government/Defence Services), and Ms. Kamna Hazrati (Entrepreneurial Venture). The colleagues who completed 25 years of the service at BCAS were felicitated by the respective staff associations.

(h) AGM of the Alumni Society

The first AGM of the alumni society was held on 21-12-2024 which authorized the executive committee to elect new office bearers. Executive Committee deliberated and discussed different members for different posts of the executives. The elected office bearers are as follows:

Name	Post
Dr. Divya Aggarwal	President
Sumeet Deewan	Secretary
Manish	Treasurer



(i) Status of Admission- Academic Year 2024-25

The members of the Governing Body acknowledged the admission status of the Students for the Academic year 2024-25 , as per the details given below:

Sr.No.	Programme B.Sc.(Hons.)	Total Seat	Unreserved	OBC	SC	ST	EWS	PwD	KM	OF	SG	CW	KM	Sports	ECA	Ward	FSR/Mopup	Total Admission	Difference
1	Biomedical Science	59	22	18	11	3	6	0			1			1	2			64	-5
2	Botany	40	17	12	6	1	4	0										40	0
3	Chemistry	40	14	8	5	0	2	0										29	11
4	Computer Science	59	24	16	9	1	4	0			1	1		2			1	59	0
5	Electronic Science	59	21	13	7	0	5	0							1			47	12
6	Food Technology	59	22	17	9	3	6	1			1	2						61	-2
7	Instrumentation	59	27	14	3	1	0	0										45	14
8	Microbiology	40	13	10	8	3	3	0		1	1	1		1	1			42	-2
9	Physics	40	16	10	3	0	2	0						1				32	8
10	Polymer Science	59	32	16	2	0	4	0										54	5
11	Zoology	40	16	12	6	2	5	0			1	1						43	-3
Total		554	224	146	69	14	41	1	0	1	5	5	0	5	4	0	1	516	38

ITEM No. 103/2 : Confirmation of Minutes of the 102nd meeting of GB

The draft minutes of the 102nd meeting of the Governing Body (GB), held on 04-07-2024, were circulated to all the members of GB on 08-07-2024 for approval. All the members submitted their consent and approved the aforesaid minutes.

The members have approved the aforesaid minutes of the Governing Body and the confirmed minutes were circulated on 13-07-2024. The minutes of the 102nd meeting of the GB stands confirmed.

ITEM NO. 103/3 : Action Taken Report and decisions arising out of the discussions

The following actions were taken on the items approved by the Governing Body in its previous meetings:

A) Procurement status

The member of the GB noted the procurement items by the various departments of the College, totaling Rs. 37,01,244/- as per the details given below:

Department	CA Budget Sanctioned(Rs)	Items ordered and received (Rs)
Biochemistry	100000	108000
Biomedical Sciences	450000	443480
Botany	400000	0
Canteen	150000	17990
Chemistry	400000	400448
ECA	200000	150000
Electronic Science	400000	317020
Food Technology	500000	108000
Instrumentation	400000	401964
Library	400000	351715
Microbiology	450000	434385
Physical Education	300000	163000
Physics	400000	398229
Polymer Science	500000	0
Zoology	400000	407013
TOTAL		3701244

Rupees Thirty Seven Lakhs One Thousand Two Hundred Forty Four only

Members of the GB also noted about the procurement of IT Items like Printers procured for Rs 3,79,566/- and also noted that Tender have been opened and technical evaluation is undergoing for procurement of Desktops. Furniture items couldn't be procured because of shortage of funds and to avoid piece meal purchase.

ITEM NO.103/4 : Reporting Items

The members of the Governing Body (GB) noted and /or ratified the following reporting items on which actions had been taken with the approval of the Chairman, Governing Body. Approval of the GB was accorded after deliberations and discussions:

(A) The Special Audit by Govt. of NCT of Delhi was carried out from 20-11-2024 to 13-12-2024. The records available in the college were provided to the audit team as and when desired by them in their prescribed format through different Memo.

The members of the GB noted about the Special Audit carried out regarding the College on creations and filling up the posts at the college and other administrative & financial matters and members of the GB appreciated the assistance/records provided to the Audit party.

(B) Appointment & Reappointment of Teaching Staff on an Ad-hoc basis

(i) The members of the GB noted and ratified the rejoining of the following Assistant Professors on an ad-hoc basis for a period of four months or till the end of the semester/term or till the regular incumbent joins, whichever is earlier, and ratified that their adhoc services can be terminated at any time without giving any notice thereof. The details of the present adhoc faculty members are given below.

S. No	Name	Department	Previous Term		Present Term
			Date of Joining	Date of Termination	Date of Joining
1	Dr. Neha Singh	Biomedical Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
2	Dr. Kapil Roy	Biomedical Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
3	Dr. Shikha Srivastava	Botany	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
4	Dr. Salam Sonia	Botany	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
5	Dr. Shailja Singh	Chemistry	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
6	Dr. Swati Gupta	Chemistry	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)

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S. No	Name	Department	Previous Term		Present Term
			Date of Joining	Date of Termination	Date of Joining
7	Dr. Sampat Singh	Chemistry	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
8	Mr. Parveen Kumar	Computer Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
9	Dr. Jayant Sharma	Computer Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
10	Dr. Asha Rani	Computer Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
11	Dr. Satyawati	English	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
12	Ms. Manisha Thakur	Food Technology	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
13	Ms. Shweta Dua	Instrumentation	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
14	Dr. Manoj Kumar	Instrumentation	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
15	Dr. Amandeep Kaur	Instrumentation	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
16	Dr. Yagyadatta Goswami	Instrumentation	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	
17	Dr. Neeru Bhagat	Microbiology	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
18	Dr Ratyakshi	Microbiology	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
19	Dr. Catherine S Paul	Microbiology	29-02-2024 (FN) 01-08-2024 (F.N.) 29-11-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.) 06-12-2024 (A.N.)	Against Dr Ruchi
20	Dr. Herendra Kumar	Physics	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)

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S. No	Name	Department	Previous Term		Present Term
			Date of Joining	Date of Termination	Date of Joining
21	Dr Krishna Dutt	Polymer Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
22	Dr Anil Barak	Polymer Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
23	Dr.Umesh Kumar	Polymer Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
24	Dr Anoop Kumar Saini	Polymer Science	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
25	Dr Satyam Ravi Dwivedi	Zoology	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 26-11-2024 (A.N.)	
26	Dr Amit Kumar Singh	Zoology	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
27	Dr Alivia Roy	Zoology	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)
28	Dr Anjali Saxena	Zoology	29-02-2024 (FN) 01-08-2024 (F.N.)	13-06-2024 (AN) 27-11-2024 (A.N.)	29-11-2024 (F.N.)

The members of the GB also noted and ratified the leave taken by adhoc faculties on medical grounds (without financial benefits) as per the details given below:

- Dr. Satyawati has taken medical leave w.e.f. 28-01-2025 without financial benefits.
- Dr. Anjali Saxena has taken medical leave w.e.f. 07-02-2025 without financial benefits.

(ii) The members also noted the rejoining of Dr. Mohit Sharma as Director, Physical Education, on a purely ad-hoc basis for a period of 4 months (with notional break) or till the regular incumbent joins, whichever is earlier, as per the details given below:

Previous Term		Present Term
Date of Joining	Date of Termination	Date of rejoining
29-02-2024 (FN) 28-06-2024 (F.N.)	26-06-2024 (AN) 23-10-2024 (A.N.)	25-10-2024 (F.N.)

The members of the GB accorded permission for allowing aforesaid teachers and Director Physical Education (DPE), to continue/ rejoin the college, on adhoc basis, till the regular incumbents join, whichever is earlier, as per the workload/requirement, for the smooth conduct of classes for the academic session 2025-26 also.

(C) Resignation & Relieving of Staff appointed and filling up the post vacated by them:

The members of the GB noted and ratified the resignations of the Assistant Professors, who were working on adhoc basis as per details given below:

S. No.	Name & Department	Date of resignation/ relieving from the duties of BCAS	Remarks
1	Dr Satyam Ravi Dwivedi Zoology	26-11-2024 (F.N.)	He has joined the Hansraj College, DU, on regular basis
2	Dr . Yagyadatta Goswami Instrumentation	27-11-2024 (A.N.)	He has joined the Hansraj College, DU, on regular basis
3	Dr. Shubhra Barwa Biomedical Sciences	09-10-2023 (F.N.)	She has joined the Gargi College, DU, on a regular basis.

The members of the GB accorded approval to appoint the adhoc/guest faculty on the post vacated by them for the smooth conduct of classes for the academic session 2025-26 also.

(D) Appointment of Guest Teachers

As per the rules of University of Delhi, on the recommendations of the duly constituted Selection Committee and as required in the workload, the following persons were appointed and joined the college as guest teacher(s) as per the details given below:

S.No	Name	Department	Date of Joining the College
1.	Dr. Ajaib Singh	Zoology	02-09-2024

2.	Dr. Lanbilu	Zoology	14-08-2024
3.	Dr. Rishikesh	Zoology	09-08-2024
4.	Dr. Neha Vimal	Zoology	12-08-2024
5.	Dr. Arti Sehrawat	Zoology	13-08-2024
6.	Dr. Nilza Angmo	Zoology	27-01-2025
7.	Dr. Vipul	Biomedical Science	11-09-2024
8.	Dr. Nitin Yadav	Biomedical Science	04-09-2024
9.	Dr. Preeti Baghel	Biomedical Science	Resigned- 05-08-2024
10.	Dr. Sumit Kumar	Hindi	09-08-2024
11.	Dr. Bhawani Singh Kumawat	Hindi	09-08-2024
12.	Dr. Chetan Awasthi	Electronic Science	04-02-2025

The members of the GB noted and ratified appointments of the above teachers who were appointed against the leave vacancy and vacancy arose due to the resignation of the teachers appointed on adhoc/guest basis in the college. The Guest teachers will be paid as the University of Delhi rules.

The members of the GB also approved the continuation of the services of Guest teachers, as per the norms of the University of Delhi and as per the requirement based on the Departmental workload in the academic calendar of the academic session 2025-2026 University of Delhi.

(E) Grant/Extension of different kind of Leave to the staff members & Joining after availing Leave :

The members of the GB noted and approved the joining of the duties of staff members after availing different kind of leave granted to them as per details given below:

(i) Grant of Duty Leave, Half Pay Leave, Earned Leave and Child Care Leave to the staff members :

Details of the Officials	Type of Leave granted	Period of Leave	Date of resuming /Joining the duties
Dr. Partha S Pal Associate Professor Department of Physics	Duty Leave (DL) to carry out research in Leibniz-Institute for Astrophysics Potsdam (AIP), Germany under the MOU of the College & Permission of visit Germany from (i) 14-06-2024 to 14-08-2024 (ii) 28-01-2025 to 14-02-2025	(i) 22-07-2024 to 14-08-2024 (DL) or the date of joining the duties, whichever is earlier. (ii) Proceeded on leave	(i) 16-8-2024 (FN)
Dr. Ramesh Kumar Associate Professor Deptt of Physics	Duty Leave to join the NCC training Camp in PRCN/ Refereher at OTA Kamptee, Maharashtra	29-07-2024 to 11-10-2024 or the date of joining the duties, whichever is earlier	14-10-2024 (F.N.)
Dr Ruchi Gulati Marwah Associate Professor Deptt of Microbiology	Child Care Leave (CCL) Extra Ordinary Leave (EOL)	CCL from 09-08-2021 to 06-12-2022 & EOL for Non-academic purpose from 07-12-2022 to 05-12-2024	06-12-2024 (A.N.)
*Ms. Shweta Gupta Assistant Professor, Deptt of Electronic Science	Study Leave	Study Leave from 16-11-2021 to 11-11-2024 - 3 yrs.	12-11-2024 (F.N.)

Dr Inderbir Kaur Professor Deptt of Electronic Science	Child Care Leave	13-01-2025 to 20-07-2025 (both days inclusive)	She has proceeded on CCL w.e.f. 14-01-2025
Dr Meenakshi Garg Professor Deptt of Food Technology	Child Care Leave	28-01-2025 to 20-03-2025 (both days inclusive)	She has proceeded on CCL w.e.f. 28-01-2025

*Ms. Shweta Gupta has resumed her duties w.e.f. 12-11-2024(FN) after availing study leave w.e.f. 16-11-2021(FN) and has informed that her thesis is in progress and which will be submitted in due course of time.

(F) Appointment of Non-Teaching Staff on Contractual basis & Compassionate ground on adhoc basis:

The members of the GB noted and ratified the appointment of the following persons as Laboratory Attendant/ Library Attendant and MTS office on purely contractual basis for a period of six months or till the regular incumbent joins, whichever is earlier.

S. No	Name	Designation	Previous term(s)		Present term
			From	To	Rejoined on
1	Sh Anil K Sah	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
2	Sh Ravindar	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
3	Sh Parvesh Yadav	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
4	Sh Dev Singh	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
5	Sh Rajendra	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
6	Sh Tarun Kr	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
7	Sh Dalip Singh	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024

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8	Sh Satish Kr	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
9	Sh Parveen Kr	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
10	Sh Parveen (II)	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
11	Sh Amar Singh	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
12	Sh Anoop Kr	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
13	Sh Bhaskar Bhatt	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
14	Sh Ashik Siddiki	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
15	Sh Mohan Yadav	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
16	Ms. Geeta Bisht	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
17	Ms. Savita	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
18	Sh Mahesh Dixit	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
19	Sh Mohit	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
20	Sh Pradeep Kr	Lab. Attendant	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
21	Sh Chander Bhan	MTS Office	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
22	Sh Kalu Ram	MTS Office	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
23	Sh Amit Kumar	MTS Office	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024

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24	Sh Nagendra	Library Att.	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024
25	Sh Kanhaiya Lal	Library Att.	10-11-2023 10-05-2024	08-05-2024 06-11-2024	08-11-2024

The members of the GB also ratified that the above staff will receive an amount of Rs. 18,000/-+DA as applicable per month as per University of Delhi norms. Their contractual services can be terminated at any time without giving any notice thereof.

(ii) The members of the GB noted and ratified the re-appointment of Smt. Bimla as Safai Karamchhari, as a trainee, on adhoc basis for a period of 89 days on compassionate ground as per the details given below:

Previous Term		Present Term
Date of Joining	Date of Termination	Date of rejoining
25-01-2024 (FN)	22-04-2024 (AN)	15-01-2025 (F.N.)
24-04-2024 (FN)	16-10-2024 (AN)	
18-10-2024 (FN)	13-01-2025 (AN)	

Further, Members of the GB authorized the Principal, BCAS, to re-appoint the above officials on contractual/adhoc basis, as per the requirement against the vacant positions, as per DU norms and rules. The matter regarding re-appointment will be reported in ensuing meetings of the GB .

(G) Status of Court Cases:

The members of the GB noted the status of the following courts cases wherein College is one of the respondents/party.

S.No	Case No	Case Details	Status
1	W.P.(C) 2293 / 2016	Giriraj Singh and Ors. Vs Govt. of NCT of Delhi and Ors.	Sub - Judice <i>Reglar on 06-03-2024</i> <i>Date : 06-03-2024</i> <i>Last Date: 06-03-2024</i>

2	WP(C)9154/2021 & CM Appl 28504/ 2021	Santhanam Iyengar Vs University of Delhi & ORS.	Sub-Judice, <i>Vide order dated 22-10-2024 pronounced that interim order to continue till the next date of hearing and listed the matter for 10-12-2024.</i> <i>On 10-12-2024 the matter was adjourned for 24-01-2025</i> <i>On 24-01-2025 the matter could not be taken up for hearing due to paucity of time</i> <i>The Matter is Listed for hearing on 20-05-2025</i>
3	WP(C)6665/2020 WP(C)8536/2020 & CM Appl 27518/ 2020 WP(C) 8551/2020 CM Appl 27573/ 2020 & CM Appl 28468/2020	Anurag Mishra and Ors. VS DDU College & Ors. Social Democratic Teachers Front Vs. GNCTD through Chief Secretary & Ors. Delhi University Students Union Vs Directorate of Higher Education & Ors.	Sub - Judice <i>Hearings were held on 29-11-2024 and the matter was listed for 03-02-2025</i>

The members of the GB ratified the appointment/engagement of Shri Anurag Mathur, Senior Advocate, for representing the college in aforesaid cases in Delhi High Court, on the fees as per the University of Delhi rules. He has been paid fees as per University of Delhi rules.

(H) The details of receipt of 2nd, 3rd & 4th installments of Grant-in-aid by the College from DHE, GNCTD, for the financial year 2024-25 is as follows:

The members of the GB noted the receipt of 2nd, 3rd and 4th installment of Grant-in-aid by DHE, GNCTD, for the financial year 2024-25, as per the details given below:

2nd installment of GIA (Vide Sanction Order No. DHE.3(06)/ 100%/ Grant-in-aid/BCAS/2024-25/3860-69 dated 29-10-2024).				
Standard numeric code	Major Head/ Object Head	Amount proposed by DHE for 3rd installment (in Rs.)	Unspent balance of F.Y. 2023-24 adjusted (in Rs.)	Amount to be released as approved by the Finance Department (in Rs.)
2202 03 103 91	Grant-in-aid to Bhaskaracharya College of Applied Sciences			
2202 03 103 91 00 31	Grants-in- Aid General	46,25,000/-	79,79,134/-	Nil*
2202 03 103 91 00 36	Grants-in- Aid-Salaries	8,00,00,000/-	2,41,17,425/-**	5,58,82,575/-
3rd installment of GIA (Vide Sanction Order No. DHE.3(09)/100%/ GIA/BCAS/2024-25/3070-79 dated 06-09-2024.				
2202 03 103 91 00 31	Grants-in- Aid General	46,25,000/-	79,79,134/-	Nil*
2202 03 103 91 00 36	Grants-in- Aid-Salaries	8,00,00,000/-	2,41,17,425/-***	5,58,82,575/-
4th installment of GIA (Vide Sanction Order No. DHE.3(09)/100%/ GIA/ BCAS/ 2024-25/4088-97 dated 22-01-2025.				
2202 03 103 91 00 31	Grants-in- Aid General	—	—	Nil
2202 03 103 91 00 36	Grants-in- Aid-Salaries	—	—	8,00,00,000/-

*FD, GNCTD has permitted to utilize RS. 46,25,000/- out of the total unspent balance Rs. 79,79,134/- under the 'General Head'. The rest of the unspent amount of Rs.33,54,134/- will be adjusted during the release of next instalment of Grant -in-Aid.

**FD, GNCTD has further permitted to utilize Rs.2,41,17,425/- total unspent balance under the salary head.

*** FD, GNCTD has permitted to utilize remaining unspent balance of Rs. 33,54,134/- out of the total unspent RS. 79,79,134/- under the "General" head in the current Financial Year 2024-25.

I Appointment of Public Information Officer (PIO)

With the approval of the GB, Dr Ragini Jindal was appointed as Public Information Officer (PIO) from 21-11-2023 for a period of one year. Her tenure as PIO completed on 20-11-2024.

The members of the GB ratified the appointment of Dr Sangeeta Srivastava, Professor, Department of Computer Science as next PIO w.e.f. 21-11-2024 for a period of one year. Prof. Sangeeta Srivastava joined the duties of Public Information Officer of the College w.e.f. 21-11-2024.

Since she is planning to avail the sabbatical leave, her term as PIO will be for one year or till she proceeds on sabbatical leave, whichever is earlier. In case she proceeds on sabbatical leave before 21-11-2025, GB accorded approval to appoint a new PIO as per seniority list.

J Appointment of Bursar

The members of the GB approved the re-appointment of Dr Sidhharth Sirohi as Bursar of the College for another period of one year, beyond the existing term upto 31-07-2024, in addition to his regular duties as Teacher in the college. He joined his duties of the Bursar w.e.f. 01-08-2024.

K. Contract for providing manpower of Security & Sanitation Services in the College through GeM portal.

- (i) Tender for providing manpower for security services

The members of the GB noted that the duly constituted committee floated the said tender on GeM and evaluated the same. However, the order couldn't be placed on the GeM portal. Hence, the committee recommended to cancel the above tender. The tender has been re-floated through GeM. The period of the present contract has been extended upto 31-03-2025 or till the fresh contract is finalised, whichever is earlier, to provide the manpower for Security Services on existing tender terms and conditions in the college.

- (ii) Tender for providing manpower for sanitation services

The members of the GB noted that the duly constituted committee floated the said tender on GeM and technically evaluated the same. However, an inadvertent error was observed in the technical evaluation which could not be revised. Hence, the committee recommended to cancel the above tender. The tender has been re-floated through GeM. The period of the present contract is extended upto 31-03-2025 or till the fresh contract is finalised, whichever is earlier, to provide the sanitation services on existing tender terms and conditions in the college.

L. Promotion of teaching staff under CAS -2018.

The members of the GB approved the cases of the promotions of the teaching staff under CAS -2018, as per the details given below

(i) Promotion of Associate Professor (Academic Level -13 A) to Professor (Academic Level - 14) in various departments under Career Advancement Scheme Regulations (CAS-2018).

The members of the GB noted that on the recommendations of the duly constituted Selection Committee meetings held on 03-02-2025, the following Associate Professor, have been promoted as Professor, Academic Level 14, under Career Advancement Scheme Regulations -2018, as the details given below:

S.No	Name & Department of teacher	Promoted under CAS 2018	Date of eligibility
1	Dr. Sujata Bhardwaj Associate Professor (Academic Level-13A) Department of Botany	Professor (Academic Level-14)	04-03-2023
2	Dr. Uma Dhawan Associate Professor (Academic Level-13A) Department of Biomedical Sc.	Professor (Academic Level-14)	20-08-2021

(ii) Promotion of Assistant Professor, stage-II Academic level 11 to Assistant Professor stage-III Academic Level 12 under CAS 2018.

The members of the GB noted that on the recommendations of the duly constituted Screening Committee meeting held on 07-02-2025, the following Assistant Professor, has been promoted as Assistant Professor, stage -III, Academic Level 12, under Career Advancement Scheme Regulations -2018, as the details given below:

S.No	Name & Department of teacher	Promoted under CAS 2018 as	Date of eligibility
1	Dr. Arti Dua Assistant Professor (Academic Level-11) Department of Computer Sc.	Assistant Professor stage - III (Academic Level-12)	04-08-2021

It is also noted that these cases will be forwarded to the University of Delhi, for fixation of their pay as per the option exercised by them.

M. Grant of financial upgradation under Modified Assured Career Progression Scheme (MACP) to non teaching staff

A Screening Committee was constituted as per the University of Delhi rules, for the grant of financial upgradation under MACP Scheme. The members of the GB approved the recommendations of the Screening Committee meeting held on 10-02-2025, granting MACP to the following non-teaching staff members.

S.No.	Name, Designation & Present Pay Level	Recommendations of the Screening Committee for the grant of financial upgradation under MACP Scheme	
		Pay Level granted under MACP	Date from which financial up-gradation under MACP is granted
1	Shri Bir Singh Laboratory Assistant Pay Level- 5	Level - 6	14-02-2025
2	Shri Anoop Kr Mahawer, Laboratory Assistant Pay Level -5	Level - 6	01-02-2025
3	Shri Suresh Kumar Laboratory Assistant Pay Level -5	Level - 6	01-02-2025

It is also noted by the members of the GB that their cases will be sent to the University of Delhi for its approval and for the fixation of their pay as per the option opted by them.

N. Disciplinary committee against the social media post.

The college came across a social media post by an unknown female student alleging the male student of the college to be involved in unfair practice. The Proctorial and Anti Ragging committee enquired the case in detail. The committee couldn't trace the person who had posted the post and thus found no merit in the complaint. The committee had recommended to close the complaint. In overall interest of the student, the various notices issued to the college student were revoked. It was also recommended to take an undertaking for ethical usage of social media and also conduct more orientation program for the same.

O. Committee against the complaint by Mr. Parveen Kumar.

A committee was constituted regarding the adhoc appointment in the Department of Instrumentation in the year 2021. The complaint was forwarded by the University of Delhi to look into the matter. The duly constituted committee including DU officials examined/ investigated the case in detail and found no merit. Accordingly, the complainant and University of Delhi were informed. Later on, a mail was received from the complainant again, which was forwarded to the University of Delhi for consideration and any suitable action, if required.

ITEM NO.103/5: ITEM FOR CONSIDERATIONS

(A) Providing Fees Concession to Ms. Muskan Singh, Student of B.Sc. (Hons) Microbiology

After deliberations and discussions and keeping in view of the financial hardship being faced by Ms Muskan Singh and her family, on humanitarian grounds and to help her to continue her studies without further financial burden, the members of the GB resolved to grant a fee concession to Ms Muskan Singh, student of B.Sc. (Hons.) Microbiology, Roll Number: 2306025. The said fees concession will be given only on College fees till completion of her studies at the Bhaskaracharya College of Applied Sciences. The total college fees component, if paid by her, may also be reimbursed to her for this year. However, she will be required to pay the DHE and University Fees Head during her present study.

(B) Grant different type of Leaves to the staff members

The staff members have requested for the grant of leave as per details given below:

Case - I - Grant of Extra Ordinary Leave (without pay for non academic purpose) to Dr. Ruchi Gulati Marwah, Associate Professor, Department of Microbiology, due to personal reasons, for a period of three years, vide her application dated 14-01-2025.

After deliberations and discussions the members of the GB approved to grant Extra Ordinary Leave (EOL) for Non-Academic purposes to Dr Ruchi Gulati Marwah,

Associate Professor, Department of Microbiology, for a maximum period of three years. The leave will be on yearly basis only. This year the leave will be for one year from 01-04-2025 as per the University of Delhi rules. Further, before proceeding on leave she will be required to complete her academic, examination, internal assessment and other administrative responsibilities like completing the syllabus of the courses presently taken by her.

Permission is also accorded to fill up the said leave vacancy position on guest basis as per the rules of University of Delhi.

Case - II - Reg. grant of extension for date of proceeding of Sabbatical Leave in r/o. Prof. Sangeeta Srivastava vide application letter dated 27-01-2025.

After deliberations and discussions the members of the GB approved to extend the date of availing of Sabbatical Leave in r/o. Dr. Sangeeta Srivastava, Professor Department of Computer Science, from 01-04-2025 for a period of one year. Further, before proceeding on Sabbatical leave she will be required to complete her academic, examination, internal assessment and other administrative responsibilities like completing the syllabus of the courses presently taken by her. During the Sabbatical Leave Prof. Sangeeta will be governed by the rules applicable in this regard.

It is also approved to appoint the next Teachers' Representative on the Governing Body of the college and Public Information Officer (PIO) in place of Prof. Sangeeta Srivastava w.e.f. 1-4-2025.

Permission is also accorded to fill the specified leave vacancy with guest/ adhoc appointment, in accordance with the regulations of the University of Delhi.

(C) Reg. Grant of approval to accept the Ph.D degree of Shri Bhavya Deep, Associate Professor Department of Computer Science BCAS, and financial benefits thereon:

The members of the GB has always had the opinion to favor the academic upgradation of both the teaching and non teaching staff members, following all the norms of the University. Accordingly, the aforesaid case was discussed. The members of the GB after deliberations and discussions approved to constitute a committee to examine the case of acceptance and grant of ex-post facto approval for acceptance of his Ph.D. Degree of Shri Bhavya Deep, Associate Professor, Department of Computer Science. The composition of the Committee is as follows:

S.No	Name	Details	
1	Prof. Eram S Rao	Coordinator IQAC, BCAS	Chairperson
2	Prof. Sangeeta Srivastava	Teachers' Representative in the GB, BCAS	Member
3	Dr. Rohan Rai	Joint Registrar (Estab.), University of Delhi	Member
4	Dr. Arti Dua	Teacher Incharge, Deptt of Computer Science,BCAS	Member
5	Ms Ira Sharma	Section Officer (Admin), BCAS	Member Secretary

The committee shall be requested to submit the report within a month of its notification.

(D) Relieving of Prof. Manoj Kumar Khanna

On the request dated 09-10-2024 received from Dr. Manoj Kumar Khanna, Professor, Department of Electronic Science, University of Delhi South Campus (UDSC), his lien period was extended for another period of one year w.e.f. 18-11-2024 vide order dated 15-10-2024.

Consequent upon confirmation of service of Prof. Manoj Kumar Khanna at UDSC, vide University of Delhi order dated 19-11-2024, he has submitted his technical resignation in this College w.e.f. 18-10-2023 (F.N.), vide his application dated 25-11-2024.

The members of the GB accepted the resignation (technical) of Prof. Manoj Kumar Khanna from the Department of Electronic Science, BCAS, w.e.f. 18-10-2023 (F.N.).

It was also approved to release his pensionary benefits like Leave Salary & Pension Contribution, Pro-rata Pension, Service Gratuity, Provident Fund, and other Retirement benefits with the rules and regulations and as approved by the University of Delhi norms.

(F) Reg Adoption & implementation of Employees Provident Fund Scheme (EPF) for contractual Employees of the College

The members of the GB approved for the adoption & implementation of Employees Provident Fund Scheme (EPF) of the Govt, of India, as amended from time to time, for the contractual employees of the College as per decision of the Executive Council of the University vide its resolution no 25-1 of meeting held on 14-10-2024 and informed by the University of Delhi vide their letter No CB-III/149/Circular/2024/579 dated 05-12-2024 of Deputy Registrar (Colleges), University of Delhi.

It is also noted by the members of the GB that presently, 25 persons are working on contractual basis, as per details given below:

S.No.	Name & Designation	No. of contractual staff working	Pay
1	Laboratory Attendant	20	Consolidated amount of Rs. 18,000/- plus D.A. as applicable.
2	MTS Office	3	
3	Library Attendant	2	

The members of the Governing Body also resolved for registration of the College and staff members with EPF and hiring agency for registration, if required so and to pay the requisite fees, if any, as per rules.

The monthly subscription/contribution with respect to all the contractual employees by the College to EPF, as per rules, will be effective immediately after EPF registration.

(G) Capital Asset Grant sanctioned from the students' fund

This is in continuation of the item no 103/3(A) above, the GB resolved the following

- No more procurement of the lab equipment in this FY. Means no more fresh orders will be placed now in this FY for equipment budget.
- The members of the GB approved the increase the presently sanctioned budget of Rs 10/- Lakhs to Rs 20/- Lakhs for the furniture items.
- An additional sanction of Rs 15/- Lakhs for the procurement of IT Items mainly the LCD screens and portable Projectors for Departments.
- Members of the GB resolved that in case fund remains unutilized, under the Head for procurement of IT items, the same may be utilized for procurement of other IT Items eg. Projectors for Classrooms and Laboratories.
- Permission was also accorded to utilize the sanctioned unutilized budget for equipment, IT items and Furniture items in the FY 2025-26.

ITEM NO. 103/6: ANY OTHER ITEMS WITH THE PERMISSION OF THE CHAIR.

A) The members of the GB after deliberations accorded their approval for revision of the fees for the students front the academic year 2025-26, as per the details given below:

Fee Head	Existing (Rs.)	Proposed ((Rs.)	Change (Rs.)	Remarks	Batch
Practical facilitation fee	200/-	300/-	100/-	College Component	For all students
Admission fee	200/-	250/-	50/-	One time DHE Component	To be Admitted in 2025-26
Laboratory fee	1000/-	1150/-	150/-	Annual DHE Component	For all students
Computer laboratory fee	500/-	600/-	100/-	Annual DHE Component	For all students
Alumni society registration	0	3100/-	3100/-	Students' fund	To be Admitted in 2025-26
College Security deposit	6000/-	5000/-	-1000/-	Refundable	To be Admitted in 2025-26
Library Security deposit	4000/-	2500/-	-1500/-	Refundable	To be Admitted in 2025-26
			1000/-	Net Increase in the annual college fee	

Accordingly, the revised fees structure for all the eleven undergraduate programmes for the students taking admission at BCAS with effect from academic year 2025-26 will be Rs 27825/-. The annual fee for other students will be Rs. 16405/- The fee component of the University of Delhi will be as applicable and hence, may lead to change in the total annual fee accordingly, from time to time.

B) Regarding starting the recruitment process for the post of Principal (regular basis) at BCAS.

The Chairman, GB, proposed that as the term of Prof. Balaram Pani, as Principal, BCAS (on regular basis) will be concluding on 03-07-2025, therefore, recruitment process for the post of Principal of BCAS, shall be initiated by the College.

Further, as per DU Ordinance

“The Governing Body of the college shall advertise the post of Principal at least six months before the post is likely to fall vacant. The Governing Body shall complete the process of appointment of Principal within six months of the post falling vacant, failing which the University shall take necessary steps to initiate and complete the process of appointment of Principal”.

The members of the GB unanimously approved the proposal of starting the recruitment process for the post of Principal, BCAS, on regular basis, as per laid down procedure and rules of the University of Delhi in this regard.

C) Reg filling up the vacant positions of Teaching and Non Teaching Staff in College on regular basis:

The Chairman GB also informed the house about the communication received vide letter No. CS.II/Governance/12 Colleges/GNCTD/2023/48 dated 11-02-2025 of Deputy Registrar (Colleges), University of Delhi,

it was informed that as per the previous communications sent to the twelve 100% Government funded Colleges of the Govt. of NCT of Delhi regarding ex-post facto approval of the teaching and non-teaching posts created by the Governing Body of the Colleges(s), from the Govt of NCT of Delhi, Delhi.

The Colleges were requested to expedite the process of obtaining ex-posts facto approval from the GNCTD for the teaching and non-teaching posts created by their respective Governing Bodies, in accordance with the University and UGC norms, and with the concurrence of the Directorate of Higher Education, Govt of NCT of Delhi.

Now it is informed that immediate action is required for filling up all such vacant posts following due processes and procedures laid down in this behalf. It is therefore requested to ensure that the necessary steps are taken for preparation of Reservation Roster (s) for these teaching and non-teaching posts and seek prior approval of the University to proceed with the advertisement and recruitment process in compliance with the established procedures laid down in this behalf within a weeks' time.

The members of the Governing Body accorded approval to update/prepare the roster and to start the recruitment process for filling up the vacant positions on regular basis on Direct and promotion basis , as per recruitment rules of the University of Delhi, including updating of roster of teaching and non-teaching posts as per the data /information submitted by the college for ex-post facto and creations of posts with the Department of Administrative Reforms, Govt. of NCT Delhi, following rules and regulations of University of Delhi.

The meeting concluded with a thanks to all the members present.



Member Secretary