

**ATMA RAM SANATAN DHARMA COLLEGE**  
(University of Delhi)  
Dhaura Kuan, New Delhi – 110021.

G.B./Emergent/2023

DATE: 25.11.2023

**Minutes of the emergent meeting regarding the case of Smt. Aruna Kumar, Sr. P. A. to Principal**

An emergent meeting of the Governing Body of Atma Ram Sanatan Dharma College was held on 25<sup>th</sup> November 2023 at 3:00 pm in the Committee Room of the College. The following members were present:

- |                             |  |
|-----------------------------|--|
| 1. Sh. Pawan Jaggi          | - Chairman   |
| 2. Sh. Praveen Seth         | - Treasurer  |
| 3. Sh. Atul Bahadur         | - Member   |
| 4. Sh. Rohit Sharma         | - Member   |
| 5. Prof. Vipul Singh        | - University Representative on Governing Body (Online) |
| 6. Dr. Pinky Dureja         | - Senior Teachers' Representative                      |
| 7. Dr. Surendra Singh       | - Junior Teachers' Representative                      |
| 8. Smt. Kusum Dhyani        | - Special Invitee                                      |
| 9. Prof. Gyantosh Kumar Jha | - Principal (Member Secretary)                         |

The Chairman, Governing Body welcomed all the members present in the meeting and briefly apprised about the development of the case of Ms. Aruna Kumar, Sr. P.A. to Principal, as followed:

With reference to the 163<sup>rd</sup> Meeting of the Governing Body held on 04.08.2022, the Competent Authority i.e., the Governing Body of the College, in exercise of the powers conferred under Rule 62 (7) of the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 2013 had placed Smt. Aruna Kumar under suspension w.e.f. 04.08.2022 vide office order no 164 dated 04.08.2022 and disciplinary proceedings were contemplated against her.

Further in the 164<sup>th</sup> Meeting of the Governing Body held on 28.10.2022, it was decided to initiate the disciplinary proceedings against Ms. Aruna Kumar as per the the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 2013. Accordingly, charge memorandum dated 28.10.2022 was approved and directed to be issued to Ms. Aruna Kumar. Thereafter, in its meeting held on 15.12.2022, the Governing Body considered the reply given by Ms. Aruna Kumar to the charge memorandum dated 28.10.2022 and found no substance in the same. Accordingly, it was decided that a departmental enquiry be initiated against her. In the said meeting, it was also decided to appoint Sh. Shyam Kumar Tandon, Additional District & Session Judge (Retd.) as the Inquiry Officer and Sh. Parv Garg, Advocate as the Presenting Officer. Sh. Shyam Kumar Tandon, Additional District & Session Judge (Retd.) was appointed as an Inquiry Officer vide office order dated 13.12.2022 and Sh. Parv Garg, Advocate was appointed as the Presenting Officer vide office order dated 13.02.2023.

On 28.02.2023, the Inquiry Officer sent notices to both Ms. Aruna Kumar and the Presenting Officer for preliminary hearing on 13.03.2023. On 13.03.2023, Ms. Aruna Kumar pleaded not

*Handwritten signatures and dates:*  
Pinky Dureja  
Vipul Singh  
Rohit Sharma  
25/11/2023

guilty to charges framed against her. Thereafter, on several dates, inquiry proceedings were held. However, Ms. Aruna Kumar stopped appearing in the proceedings and therefore, she was proceeded ex parte.


Upon completion of the inquiry, the Inquiry Officer submitted his Inquiry Report dated 13.10.2023 to the Chairman, Governing Body holding all the article of charges as proved. This Inquiry Report dated 13.10.2023 was placed before the Governing Body on 17.10.2023 for further necessary action.


In its meeting held on 17.10.2023, the Governing Body considered the Inquiry Report and approved the same. The Governing Body further decided that in terms of Rule 67(2) of the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 2013, a copy of the Inquiry Report be sent to Ms. Aruna Kumar for obtaining her reply thereto within a period of 15 days.


The Chairman, Governing Body has informed the Members that a letter bearing ref. no. 948 dated 19.10.2023 along with Inquiry Report was sent to Ms. Aruna Kumar, seeking her reply thereto within 15 days of the receipt of the said letter.

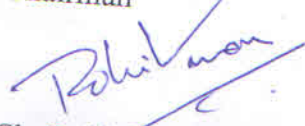
Ms. Aruna Kumar submitted her reply to the Inquiry Report vide her letter dairy no.- 6050 dated 06.11.2023 to the Chairman, the Governing Body. This reply dated 06.11.2023 by Ms. Aruna Kumar has been placed before the Governing Body and has also been circulated to all Members for deliberation. The same shall be considered in the next meeting of the Governing body for the necessary action.

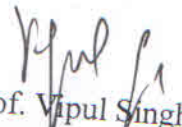
The meeting ended with a vote of thanks to the chair.


  
(Sh. Pawan Jaggi)  
Chairman


  
(Sh. Praveen Seth)  
Treasurer


  
(Sh. Atul Bahadur)  
Member

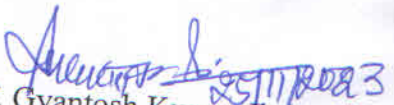
  
(Sh. Rohit Sharma)  
Member

  
(Prof. Vipul Singh)  
University Representative  
on Governing Body

  
(Dr. Pinky Dureja)  
Senior Teachers'  
Representative

  
(Dr. Surendra Singh)  
Junior Teachers'  
Representative

  
(Smt. Kusum Dhyani)  
Special Invitee

  
(Prof. Gyantosh Kumar Jha)  
Principal