

## MINUTES

A meeting of the Governing Body of the college was held on Thursday, 18<sup>th</sup> February, 2021 at 11:00 a.m. in the office of Principal. Many of the members requested to join through online mode. Hence they joined online through video conferencing on Google meet vide link <https://meet.google.com/tqw-ykdv-dvn>

The following members attended the meeting physically:

1	Ms. Saraswati Kalyani	Member, GB
2	Mr. Satish Gupta	Member, GB
3	Dr. Pardeep Kumar	Teacher's Representative
4	Dr. Mukesh	Teacher's Representative
5	Prof. Madhu Pruthi	Principal & Member Secretary

The following members attended the meeting through google meet link/ video conferencing:

1	Mr. Pankaj Gaur	Chairperson, GB
2	Prof. Satish K. Awasthi	Treasurer and University Representative, GB
3	Prof. Daman Saluja	University Representative, GB
4	Mr. R.S. Mehra	Non-Teaching Representative

The following members did not attend the meeting:

1	Mr. Ramanand Rai	Member, GB
2	Mr. Jugraj Singh	Member, GB
3	Dr. Sanjeev Lalwani	Member, GB
4	Dr. BM Bhalla	Member, GB
5	Mr. Jivesh Kumar Tiwari	Member, GB
6	Prof. T. Vijay Kumar	Member, GB
7	Prof. Saroj Sharma	Member, GB

1. A letter No.: CS-I/(108)/TR/GB/KMV/2020/378 dated 08.12.2020 received from the Assistant Registrar (Colleges), University of Delhi conveying name of Dr. Pardeep Kumar (More than 10 Years' Service) and Dr. Mukesh (Less than 10 Years' Service) as Teachers' Representatives on the Governing Body w.e.f 10.12.2020 for a term of

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one year was reported and recorded. Member Secretary and Principal thanked the outgoing members Dr. Anju Arora and Dr. Vinita Jindal, Teacher Representative on the last GB for their contribution and the services which both of them rendered for the upliftment of the college.

2. Draft Minutes of Governing Body meeting dated 26.11.2020 were confirmed.
3. The following actions taken by Chairperson, Governing Body for smooth functioning of the college were reported, recorded and approved:
  - (i) Approved the cases of promotion of following teachers to be sent to the University of Delhi for concurrence and further proceeding.

**Teachers promoted from Stage I to Stage II**

S. No.	Name	Department
1	Dr. (Ms.) Amanjot Sachdeva	Management Studies
2	Dr. Mukesh	Chemistry
3	Dr. Deepak Srivastava	Commerce
4	Ms. Anita Mendiratta	Commerce
5	Mr. Sandeep Vodwal	Commerce
6	Mr. Praveen Kumar	Commerce
7	Ms. Vinita Jindal	Computer Science
8	Mr. Ravi Kumar Yadav	Computer Science
9	Ms. Richa Gupta nee Garg	Computer Science
10	Ms. Maulein Pathak	Computer Science
11	Dr. Ashish Bansal	Mathematics
12	Dr. Dhanpal Singh	Mathematics
13	Dr. Surender Singh	Physical Education
14	Dr. (Ms.) Daisy Sharma	Psychology
15	Dr. (Ms.) Harpreet Bhatia	Psychology
16	Dr. (Ms.) Divya Haridas	Physics
17	Dr. Jasmeet Singh	Physics
18	Ms. Chetna	Physics
19	Ms. Meenakshi	Physics
20	Dr. (Ms.) Rittu Sethi	Librarian

**Teachers promoted from Stage II to Stage III**

S. No.	Name	Department
1	Dr. (Ms.) Shalini Devi	Commerce
2	Dr. (Ms.) Anjali Thukral	Computer Science
3	Dr. (Ms.) Jyoti Kumari	Electronics
4	Dr. (Ms.) Ritu Arora	Mathematics

Teachers recently promoted to their next stage:

**Teachers promoted from Stage II to Stage III**

S. No.	Name	Department
1	Dr. (Ms.) Amanjot Sachdeva	Management Studies
2	Dr. Mukesh	Chemistry
3	Dr. Deepak Srivastava	Commerce
4	Ms. Anita Mendiratta	Commerce
5	Mr. Sandeep Vodwal	Commerce
6	Mr. Praveen Kumar	Commerce
7	Ms. Vinita Jindal	Computer Science
8	Mr. Ravi Kumar Yadav	Computer Science
9	Ms. Richa Gupta nee Garg	Computer Science
10	Ms. Maulein Pathak	Computer Science
11	Dr. Ashish Bansal	Mathematics
12	Dr. Dhanpal Singh	Mathematics
13	Dr. Surender Singh	Physical Education
14	Dr. (Ms.) Daisy Sharma	Psychology
15	Dr. (Ms.) Harpreet Bhatia	Psychology
16	Dr. (Ms.) Divya Haridas	Physics
17	Dr. Jasmeet Singh	Physics
18	Ms. Chetna	Physics
19	Ms. Meenakshi	Physics
20	Dr. (Ms.) Rittu Sethi	Librarian

- (ii) Grant of Earned Leave to Principal from 22nd February, 2021 to 19th March, 2021 in order for her to meet her ailing father in USA.
- (iii) Approval of name of Dr. Priti Sehgal, Associate Professor, Department of Computer Science as per recommendation of Principal for the post of Vice-Principal who qualifies on all requisite parameters for the post of Vice-Principal.

4. The following actions taken by Principal for smooth functioning of the college were reported, recorded and approved:

(i) Re-appointment/ appointment of the following non-teaching staff on consolidated salary basis as per norms of the University of Delhi.

S. No.	Name	w.e.f.	Salary @Rs. P.M.	Designation	Period
1	Mr. Arvind Kumar	29.12.2020	23,760/-	S.T.A	6 Months
2	Mr. Suraj Kumar	08.01.2021	18,960/-	Jr. Asstt.	6 Months
3	Mr. Chandra Pal	18.01.2021	15,070/-	MTS (Lab. Attdt.)	6 Months
4	Mr. Rahul Kumar	17.12.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
5	Mr. Sanjay Kumar	21.01.2021	15,070/-	MTS (Lab. Attdt.)	6 Months
6	Mr. Sanjay Kumar	28.01.2021	15,070/-	MTS (Lab. Attdt.)	6 Months
7	Mr. Hari Chand Meena	22.01.2021	15,070/-	MTS (Lab. Attdt.)	6 Months
8	Mr. Sangram Singh Yadav	18.01.2021	15,070/-	MTS (Lab. Attdt.)	6 Months
9	Mr. Surender Kumar	18.01.2021	15,070/-	MTS (Lab. Attdt.)	6 Months
10	Mr. Shakeel Ahmed	25.01.2021	15,070/-	MTS	6 Months
11	Mr. Karam Veer	02.02.2021	15,070/-	MTS	89 Days
12	Mr. Sanam Pathania	02.02.2021	15,070/-	MTS	89 Days
13	Ms. Anju Tyagi	23.01.2021	29,000/-	Warden	6 Months
14	Ms. Baby	15.12.2020	15,070/-	Lady Attendant	6 Months
15	Mr. Ajay	05.08.2020	15,070/-	MTS	6 Months

(ii) Grant of approval to use fee amount (college charges i.e Govt. Income) to pay salary of Permanent Teaching staff for the month of September, 2020.

(iii) Grant of CCL (Child Care leave) to the following teachers:

1. Dr Roli Bansal wef 22.02.201 till 27.05.21 –On 20% reduction in her salary
2. Dr Padmasai Arora wef 16.02.21 till 27.05.21
3. Dr Vinita Jindal wef 23.03.2021 till 14.06.2021
4. Dr Arpana Sharma wef 05.04.2020 till 29.05.2021

- (iv) Appointment of following Guest Lecturer as per norms of the University of Delhi.

S. No.	Name	Department	Remarks
1	Mr. Keshav Niranjana	Computer Science	Against CCL of Dr Roli Bansal
2	Mr. Karan Grover	Management Studies	
3	Ms. Srishti Jain	Commerce	Against CCL of Dr Padmasai Arora

- Receipt of letter No.: Fin./Pen.Cell/2020 dated 07.12.2020 from the Joint Registrar (Finance), University of Delhi conveying approval of Executive Council to permit the colleges to deal independently with respect to restoration/ enhancement of pension with respective colleges after age of 75 onwards was reported and recorded.
- Receipt of letter No.: Estab.II(i)/10/2012/32/1151 dated 17.12.2020 from the Joint Registrar (Estab. NT), University of Delhi regarding appointment of Dr. Ajay Kumar Arora, Associate Professor in the Department of Physics as OSD (Examinations), University of Delhi w.e.f 18.12.2020 was reported and recorded.
- Receipt of letter dated 11.12.2020 from Mr. Vijay Pal Singh, Office Attendant, Administration regarding charge of annual fee as per the fee for ward cases of internal staff members approved earlier in GB and to return the excess fees of his daughter who has been admitted in B.Sc (H) Computer Science – I year was reported and recorded. After lot of discussions and considering the pandemic situation due to Coronavirus, the GB members decided to follow the old scheme of charging fee from wards of college employees and to take up the matter in next full-fledged Governing Body meeting. The Governing Body members authorized the Principal to return excess fee charged by the University to employees.
- Receipt of Half yearly progress report for the period 07.07.2020 to 06.01.2021 in respect of Ms. Chetna, Assistant Professor, Department of Physics was reported and recorded. Further, Governing Body approved extension of her study leave for one more year from 07.01.2021 to 06.01.2022 and also approved engagement of Ad-hoc teacher in lieu of the same.

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9. Receipt of Half yearly progress report for the period August, 2020 to February, 2021 in respect of Mr. Sandeep Vodwal, Assistant Professor, Department of Commerce was reported and recorded. Further, Governing Body approved extension of his study leave for one more year from 05.02.2021 to 04.02.2022 and also approved engagement of Ad-hoc teacher in lieu of the same.
10. Receipt of Half yearly progress report for the period July, 2020 to January, 2021 in respect of Ms. Anita Mendiratta, Assistant Professor, Department of Commerce was reported and recorded. Further, Governing Body approved extension of her study leave for one more year from 27.01.2021 to 26.01.2022 and also approved engagement of Ad-hoc teacher in lieu of the same.
11. Receipt of letter No.: A&C/HQ/GRP/NDMC/2020-21/369 dated 02.02.2021 from the Dy. Assessor & Collector (GRP), North DMC, Assessment & Collection Department (GRP Cell) regarding Payment of Property Tax on a/c of partial implementation of recommendation of 3<sup>rd</sup> MVC w.e.f 01.04.2020, the multiplier Factor of vacant land being revised from '0.3' to '0.5' in r/o property in the name of Keshav Mahavidyalaya was reported and recorded.
12. The Governing Body directed the college to pay an amount of Rs. 1,78,384/- to North Delhi Municipal Corporation (NDMC) as per revision of Multiplier Factor of vacant land (from 0.3 to 0.5) as demanded by NDMC.
13. Receipt of a mail dated 9<sup>th</sup> February, 2021 from Dr. Anjali Thukral, Sr. Lecturer, Department of Computer Science stating problem faced by college to manage and maintain records of students, staff and of various other activities and requested to purchase a Management Information System (MIS) for the college. The Governing Body approved to purchase a MIS for college from College Development Fund.
14. Receipt of a request letter dated 18.01.2021 from Ms. Anju Tyagi, Warden, Girls Hostel regarding enhancement of her salary was reported and recorded. The Governing Body raised her salary from Rs. 29,000/- to Rs. 30,000/- w.e.f 1<sup>st</sup> March, 2021.



15. The order placed by Central Purchase Committee of college for supply of 22 Desktop Computers (Rs. 14,12,400/-) and 13 Multifunction Machines/ Printers (Rs. 2,73,000/-) for Administration, Accounts, Library and Girls Hostel of college through GeM as per prior approval of Governing Body was reported, recorded and approved.
16. A budget of Rs. 83,000/- prepared by Department of Management Studies for its Annual Fest "COGNIZANCE 2021" to be held on 26, 27 February, 2021 was reported, recorded and approved.
17. A vacant land of DDA approx. 30 metres away from the boundary of our Girls Hostel is usually been approved by DDA to erect marriage pandal by the Batra Tent House. This time they have been additionally granted the approx 30 metres space too by DDA to erect another tent. The additional tent installed by them is in extremely close proximity of the boundary wall of our Girls Hostel. Further it is informed that due to marriage functions being regularly held, the music of Bollywood songs is usually played at very loud noise causing disturbance to the resident's students of Girls Hostel. So a suitable action should be taken against the erection of Pandal by M/s Batra Tent house and other concerned agencies who permitted them to erect the tent house causing grave concerns for the security and safety of girl's students. After lot of discussion, the GB members directed the college to write letter to the concern authority (Police) about the same and demanding a strong action in this matter.
18. Receipt of Minutes of Wi fi and Internet Committee held on 8<sup>th</sup> February, 2021 regarding maintenance, up gradation and replacement or purchase of parts/ accessories of internet & Wi fi services in the college was reported and recorded. The Governing Body approved purchase/replacement or upgradation of parts/ accessories of internet and Wi Fi services from College Development Fund.
19. Receipt of letter No.: Estab.II(i)/330/COVID-19/M/2020/268 dated 29<sup>th</sup> January, 2021 from the Registrar, University of Delhi regarding functioning of colleges/ departments w.e.f 01.02.2021 was reported, recorded and approved.

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20. The Governing Body approved purchase of following protective items for the containment of Covid-19 which are as per direction of UGC Guidelines and SOPs thereof dated November 5, 2020 and MHA order dated January 27, 2021 regarding resumption of offline classes for final year students and staff members.

S. No.	Name of Item	Qty.	Amount (in Rs.)
1	Infrared Thermometer/ Thermal Gun	02 Nos.	4512/-
2	Kent Auto Sanitizer	05 Nos. (02 – 12 Ltr. And 03- 6 Ltr.)	16,628/- + 20924/- = 37,552/-
3	Face Mask	50 Nos.	500/-
4	Sanitizer Spray Bottles	10 Nos.	-----
5	Disinfection Machine	01 No.	-----

21. The Governing Body approved re-engagement of Housekeeping and Security Services Staff (in college and Girls Hostel) which were laid back during lockdown due to uncertainty and insufficient fund position in college and in Girls Hostel.

22. Receipt of soft copy of Special Audit Report from DHE via email dated 15<sup>th</sup> January, 2021 was reported and recorded.

23. Receipt of Minutes of PF committee meeting dated 9<sup>th</sup> November'20, 16<sup>th</sup> November'20, 7<sup>th</sup> December'20 and 6<sup>th</sup> January'21 regarding investment/ Re-investment of PF money of subscribers were reported, recorded and approved.



**ADDENDUM:**

1. Receipt of letter No.: F/SDM/DC/2021/4383-86 dated 18.01.2021 from Additional District Magistrate, District (South East) regarding information about the joining of duty of Mr. Ravinder Singh Mehra on 29.03.2020 and presently monitoring the work related to daily challans of violation of COVID – 19 was reported and recorded.
2. The suggestion of University of Delhi to allow the hostel facility to foreign students and request of some of the out station students of college about the same was reported and recorded.
3. The Girls Hostel building needs a repair and maintenance as the water pipelines are leaking at many places. Further a phase of electrical line is also not working in the hostel and needs urgent repair/ replacement only then Geysers and other appliances shall work.
4. The information received from electrical department of PWD that no grant have been released to them for maintaining the electrical work in college and therefore their inability to engage electrical staff and other staff in sub-station for taking care of day to day civil/electrical problem in college was reported and recorded.
5. The Governing Body approved the request of college for urgent termite treatment in college building and auditorium from College Development Fund.
6. The Governing Body approved the additional Teaching and Non-Teaching posts in college as per letter sent to The Director (Hr. Education), Govt. of NCT of Delhi vide letter No.: KMV/F-7/12/2020/925 dated 30.01.2020 as per details given below:

(A) Teaching Post(s) :

S. No.	Name of Post	No. of Post already Sanctioned	Additional Post Required	Total No. of Posts
1	Assistant Professor	100	28+33+35 = 96	196

28 Posts- As per present Student-Teacher Ratio Norms on student strength before EWS expansion.

33 Posts – As per EWS Expansion.

35 – As per approval of three new courses/ sections.

The Principal post is over and above the sanctioned teaching strength as per Teacher-Student Ratio.

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(B) Non-Teaching Post(s) :

S. No.	Name of Post	No. of Post already Sanctioned	Additional Post Required	Total No. of Posts
1	Administrative Officer	01	Nil	01
2	Section Officer	02	Nil	02
3	Senior Personal Assistant	01	Nil	01
4	Senior Assistant	02	Nil	02
5	Assistant	03	02	05
6	Junior Assistant/ Care-Taker	05	01	06
7	Driver	01	Nil	01
8	Gestetnor Operator	01	Nil	01
9	Daftri	02	Nil	02
10	Office Attendant & Waterwoman	07	03	10
11	Mali/ Sports Attendant	03	03	06
12	Security Guard	04	02 + 01	07 (01 Lady Gurad) *
13	Safai Karamchari	04	02	07 (01 Lady Safai Karamchari) *
14	Librarian	01	Nil	01
15	Professional Assistant	01	Nil	01
16	Semi Professional Assistant	01	Nil	01
17	Library Assistant	01	Nil	01
18	MTS Library	03	Nil	03
19	Senior Technical Assistant	05	01	06
20	Technical Assistant	03	Nil	03
21	Laboratory Assistant	09	09	18
22	MTS – Laboratory	14	05	19
23	MTS – Computer Lab.	03	04	07
24	Computer Programmer	01	Nil	01
25	Farash	01	Nil	01

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26	Warden	01	Nil	01
27	Matron/ Jr. Asstt.	01	Nil	01
28	Lady Attendant	01	Nil	01
29	Cook	Nil	02	02
30	Mess Helper	Nil	01	01
31	Group-D Staff (Chowkidar / Mali/ Safai Karamchari)	Nil	07	07
32	Placement Officer	Nil	01	01
33	Counsellor (Psychologist)	Nil	01	01
34	System and Network Administrator	Nil	01	01

\* Outsourced Arrangement

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

Sd/-  
(Prof. Madhu Pruthi)  
Principal & Member Secretary  
Governing Body

Sd/-  
(Mr. Pankaj Gaur)  
Chairperson,  
Governing Body