

## MINUTES

A meeting of the Governing Body of the college was held on Tuesday, 22<sup>nd</sup> February, 2022 at 05:00 p.m. in the office of the Principal.

The following members attended the meeting:

1	Mohd. Irshad	Chairperson, GB
2	Mr. Satish Gupta	Treasurer, GB
3	Mr. Santosh Joshi	Member, GB
4	Mr. Ramanand Rai	Member, GB
5	Prof. J.P. Dubey	University Representatives, GB
6	Prof. P.D. Sahare	University Representatives, GB
7	Prof. Madhu Pruthi	Principal & Member Secretary
8	Prof. Padmasai Arora	Teachers Representative on GB
9	Dr. Jyoti Anand	Teachers Representative on GB

The following members could not attend the meeting.

1	Mr. Jugraj Singh	Member, GB
2	Dr. Ashwini Dalmiya	Member, GB
3	Dr. Anil Mittal	Member, GB
4	Prof. Reeta Wattal	Member, GB
5	Ms. Purna Madaan	Member, GB
6	Mr. Rajesh Wadhwa	Non-Teaching Representative on GB

1. Minutes of Governing Body meeting held on 13.01.2022 were reported, recorded and approved.
2. (A) The following actions taken by former Chairperson, Governing Body Prof. J.P. Dubey for smooth functioning of the college were reported, recorded and approved:
  - (i) Approval for payment of Retirement/ Service Gratuity and Provisional Pension to Mr. Raj Kumar, Retired Section Officer (Admn.)
  - (B) The following actions taken by present Chairperson, Governing Body for smooth functioning of the college were reported, recorded and approved:
    - (ii) Approval of budget estimate of Rs. 20,000/- for National flag hoisting ceremony in college installed by Govt. of NCT of Delhi.

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- (iii) Approval of Study Leave to Ms. Meenakshi, Assistant Professor in Reader's Grade in the Department of Physics and engagement of Ad-hoc faculty in lieu of same.
- (iv) Grant of approval for withdrawal from PF  
Mr. Gajender Pal, Library Attendant - Rs. 3,40,000/-  
Mr. Rajesh Wadhwa, S.T.A - Rs. 40,00,000/-

3. 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. Chandrapal Singh	21.01.2022	18,000/- + D.A	M.T.S (Lab. Attendant)	6 Months
2	Mr. Surender Kumar	21.01.2022	18,000/- + D.A	M.T.S (Lab. Attendant)	6 Months
3	Mr. Sangram Singh Yadav	21.01.2022	18,000/- + D.A	M.T.S (Lab. Attendant)	6 Months
4	Ms. Anju Tyagi	25.01.2022	30,000/-	Warden	6 Months
5	Mr. Hari Chand Meena	25.01.2022	18,000/- + D.A	M.T.S (Lab. Attendant)	6 Months
6	Mr. Sanjay Kumar	25.01.2022	18,000/- + D.A	M.T.S (Lab. Attendant)	6 Months
7	Mr. Shakeel Ahmed	28.01.2022	18,000/- + D.A	M.T.S	6 Months
8	Mr. Sanjay Kumar S/o Sh. Bhawani Ram	01.02.2022	18,000/- + D.A	M.T.S (Lab. Attendant)	6 Months
9	Mr. Sanam Pathania	04.02.2022	18,000/- + D.A	M.T.S (Ground Man)	6 Months
10	Mr. Karambeer	04.02.2022	18,000/- + D.A	M.T.S (Ground Man)	6 Months
11	Mr. Ajay Kumar Mandal	08.02.2022	18,000/- + D.A	M.T.S (Mali)	6 Months
12	Mr. Santosh Kumar	11.02.2022	18,000/- + D.A	M.T.S	6 Months

4. Receipt of letter No.: DHE-03(01)/100%/GIA/KESHAV/2021-2022/321-330 dated 21.01.2022 from the Dy. Director, Directorate of Higher Education regarding release of 4<sup>th</sup>/ Final Installment of Grant-in-Aid to Keshav Mahavidyalaya as detailed below was reported and recorded:

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- Grant-in-aid – General (Other than salary) : Rs. 34,17,000/-  
Grant-in-aid Salaries : Rs. 5,56,00,000/-
5. Receipt of letter dated 29.01.2022 from the Executive Engineer, PWD Division North-West Building, SU-Block, Pitampura, Delhi regarding preliminary estimate amounting to Rs. 32,89,848/- (Rupees Thirty Two Lakh EightyNine Thousand Eight Hundred Forty Eight Only) for provision of tactile tiles for PwD person/ students was reported, recorded and approved for forwarding the same to the office of Directorate of Higher Education.
  6. Receipt of letter No.: CS-I/(108)/UR/GB/KMV/2022/2485 dated 14.02.2022 from the Assistant Registrar (Colleges), University of Delhi, Delhi – 110007 regarding conveying the name of Prof. J.P. Dubey as University Representative on the Governing Body for a period of one year w.e.f 25.02.2022 was reported and recorded.
  7. Receipt of letter No.: CS-I/(108)/UR/GB/KMV/2022/2485 dated 14.02.2022 from Assistant Registrar (Colleges), University of Delhi, Delhi – 110007 regarding conveying the name of Prof. P.D. Sahare as University Representative on the Governing Body for a period of one year w.e.f 25.02.2022 was reported and recorded.
  8. A letter sent to Higher Education vide e-mail dated 14.02.2022 for approval of disposal of Items (List of IT and General Items enclosed) was reported and recorded.
  9. Receipt of letter dated 14.12.2021 from Ms. Maulein Pathak, Assistant Professor, Department of Computer Science for grant of Study Leave to her was reported, recorded and approved. As and when vacancy for Study Leave shall arise, Ms. Maulein shall be allowed to proceed for leave.
  10. Request of various departments for repair of IT items (Desktops in various department of college) along with list of items was reported and recorded. The Governing Body informed the Principal to prepare and submit the budget estimate for approval.
  11. Request of college for AMC of Computers was reported, recorded and approved.
  12. Request of college for purchase of Server for Wi-fi as (replacement of server already in college initially given by University of Delhi) and replacement of non-functional access points was reported, recorded and approved.

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13. Request of college for Purchase of four new ACs in replacement of (one for vice principal room and three for Server Room) was reported, recorded and approved.  
In addition, Five New ACs in replacement of old 16 years old ACs not in working condition in Principal room, committee room and waiting hall area was also approved.  
Thus, a total of 9 ACs for purchase have been approved in lieu of condemned ACs.
14. Request of college for purchase of Wi-Fi cards/ USB Wireless for recently purchased 22 computer systems was reported, recorded and approved.
15. Request of college for purchase of New Laptops atleast 50 for faculty members, Admin and Accounts staff in replacement of some earlier ones purchased by college and few others given by DU which are not in functional state was reported and recorded. The Chairperson and Treasurer Governing Body approved to purchase of two Laptops for Principal office.
16. The request of college for AMC of CCTV and purchase of additional camera for security surveillance and also for purchase of two PTZ cameras were reported, recorded and approved.
17. The request of college for approval of New NVR instead of DVR (number as per requirement) in college was reported, recorded and approved.
18. The request of students for taking up appointments during their final year after their classes was reported and recorded. The Governing Body of college after lot of deliberations approved their request to take up job after college hour i.e after 5.30 p.m.
19. The request of college for Payment of Rs. 59000/- (remaining 50% fees including GST) for NAAC visit and advanced payment of Rs. 1,77,000/- towards logistic expenses for the peer-team visit was reported, recorded and approved.
20. The request of college for allotment of one room to Canara Bank (College bank) for Bank ATM was reported, recorded and approved. It was further informed to write to bank and request for at least Rs. 25,000/- per month as rent.
21. The request of college for award of contract to run booth for Milk and milk products was reported, recorded and approved. College was informed to float tender for same.

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22. The request of college for award of contract for running a photocopier facility was reported, recorded and approved. College was informed to float tender for same.
23. The request of college for Revision of hostel fee was reported and recorded. The Governing Body after a lot of deliberation upon it, approved to charge Revised Fee as detailed below:
  - (A) Rs. 20,000/- from final year students till their exam papers are completed or till 30<sup>th</sup> June, 2022, whichever is earlier.
  - (B) Rs. 30,000/- from first- and second-year students for this current semester.
  - (C) The above fee is exclusive of charges of Rs. 3000/- per month till new tender is floated and revised rates are approved to be offered.
24. The request of college for requirement/ engagement of one additional House Keeping and Security Staff as a Supervisor in each category for running the college smoothly were reported, recorded and approved.
25. The verbal suggestion of Auditors to take back one permanent Security Guard and one Safai Karamchari into the inside work of office/ lab of college and to outsource the complete services of security and housekeeping was reported, recorded and approved.
26. Appointment of seven new Adhoc members as per approval already accorded by GB were reported, recorded and approved. Their names are - DrAshutosh Singh, Ms Indu Dohare, Dr Janson Antony, Ms Manisha, Dr Mohd Azaj Ansari, Mr Hemant Kumar and Ms Ruchi.
27. The request of Department of Physical Education for purchase of one Diesel Grass Cutting Machine (20 inches) costing Rs. 60,000/- approx. from GeM for College Garden was reported, recorded and approved.
28. The list of items urgently required in the hostel were reported, recorded and approved.
29. The tender documents for security and House-keeping Services were reported and recorded.

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

केशव महाविद्यालय  
(दिल्ली विश्वविद्यालय)



KESHAV MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)

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

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Mohd. Irshad  
Chairperson,  
Governing Body