



केशव महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
**KESHAV MAHAVIDYALAYA**  
(UNIVERSITY OF DELHI)



संदर्भ सं. ....

Ref. No. ....

Ref. No: KMV/F-3/6/2024/

दिनांक .....

Date .....

Dated: 09.12.2024

**MINUTES**

A meeting of the Governing Body of the college was held on Friday, 6<sup>th</sup> December, 2024 at 04:00 P.M in the office of Principal.

The following members attended the meeting:

1	Prof. Haneet Gandhi	Chairperson, Governing Body
2	Prof. Vandana Mishra	Treasurer, Governing Body
3	Prof. Madhu Pruthi	Principal & Member Secretary
4	Dr. Roli Bansal	Teachers Representative on GB
5	Prof. Bhavna Gupta	Teachers Representative on GB
6	Mr. Kamal Gulati	Non-Teaching Representative on GB

1. The Governing Body resolved that the Minutes of Governing Body meeting held on 03.07.2024.

2. Regarding an emergent GB Meeting held on 22.07.2024,

**Matter arising from the minutes of GB meeting held on 22.07.23**

The members of the committee through verbal communication and email expressed their inability to be part of the committee. Since the matter was confidential and sensitive in nature, another new committee was formed on 16.10.2024 with the approval of the competent authority.

**3. Action Taken Report**

The following actions were taken as per the approval/decision taken by the Governing Body in its meeting held on 03.07.2024 and 22.07.2024 were reported and recorded:

3-1/- Refer Agenda Item No. 7-3/- of the Governing Body meeting held on 03.07.2024 and an emergent meeting held on 22.07.2024, A Committee has been constituted in reference to letter dated 12.06.2024 received from the Asstt. Director (Plg./Stat.), Directorate of higher Education, Govt. of NCT of Delhi regarding complaint of Sh. Praveen Kumar for special audit/ special investigation in the matter of Non-Allotment of Principal residence/ Principal Bungalow was placed before the Governing Body.



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#### 4. Reporting Items as per Approval of Chairperson and Treasurer GB:

The Governing Body accepted following items as per approval granted by Chairperson, Governing Body and Treasurer, Governing Body for smooth functioning of the college:

4-1/ Appointment of the teaching staff on Ad-hoc basis as per the norms of University of Delhi and approval granted by Chairperson, GB (copy enclosed). The appointment letter dated 01.08.2024 was given to them and all the concerned teaching staff joined their duty on 01.08.2024 (F.N)

4-2/ Extension of Study Leave of Mr. Praveen Kumar, Assistant Professor in Economics, Department of Commerce for one more year from 16.08.2024 to 15.08.2025.

4-3/- Appointment of one Assistant Professor, Ms. Mansi Yadav on Guest basis (under OBC category) from the panel of merit in Economics in the Department of Commerce after following due process of selection committee as notified by University of Dehi. She joined on 12.09.24 FN.

4-4/- Appointment of one Assistant Professor, Mr. Karan Bisht on Guest basis (under EWS category) from the panel of merit in the Department of Environmental Studies after following due process of selection committee as notified by University of Dehi. He joined on 12.09.24 FN.

4-5/- Appointment of three Assistant Professor(s) on Guest basis from the panel of merit in the Department of Computer Science after following due process of selection committee notified by University of Delhi as detailed below:

S. No.	Name of Teacher	Category	Joining Date
1	Dr. Brahm Parkash	UR	13.09.2024 (F.N)
2	Dr. Namita Rani	SC	12.09.2024 (F.N)
3	Dr. Parveen Bano	OBC	13.09.2024 (F.N)

4-6/- Grant approval for appointment of a Gym Trainer for gymnasium and 2-3 part time coaches for College Team Coaching and VAC Papers (Sports for Life & Fit India) for session 2024-25 at a Remuneration @ 1500/- day (As per University letter no. CB. II/Status/Phy.Edu. Coaches/2024/70.

4-7/- Payment of requisite fee of Rs. 5,00,000/- from College Development Fund to the University of Delhi for a Capacity Building Programme organized by University of Delhi in collaboration with University of Liverpool & British Council for nomination of Prof. Arpana Sharma, Department of Mathematics from college.

4-8/- Renewal of Annual Maintenance Contract (AMC) with M/s Indocon Micro Engineers Ltd. for College Management Software for the period of 2024-25 @ Rs. 42,000/- per annum + 18% GST extra.



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4-9/- Grant of approval regarding AMC for preventive maintenance of network deployed 110 CCTV

Camera and peripheral (without Material cost) for surveillance for the period of 2024-25

@ Rs. 45000/- per annum + GST Extra with M/s Teqbotic Labs Pvt. Ltd.

4-10/- Appointment of Mr. Subhash Agrawal as consultant for processing of complex RTI applications which include legal judgements and intricate language involving drafting of responses, preparing orders for the First Appellate Authority, drafting written submissions for the CIC and appearing during hearings at the CIC as per the rates of DU's panel of advocates.

4-11/- Grant of Dress Allowance @ Rs. 5625/- to the Group 'C' erstwhile Group 'D' employees of the college for the year 2024.

4-12/- Grant of Child Care Leave to Prof. Arpana Sharma, Department of Mathematics from 06.01.2025 to 06.03.2025 = 60 days and appointment of Assistant Professor on Guest basis in lieu of same.

4-13/- Appointment of the non-teaching staff on contractual basis as per the norms of University of Delhi and as per approval granted on 23.10.2024 (copy enclosed). The appointment letter dated 05.11.2024 was given to all the non-teaching staff and all of them joined their duty on 05.11.2024 (F.N).

4-14/- PF Withdrawal to the following staff as per approval granted on 01.10.2024:

(i) Prof. Priti Sehgal

4-15/- PF Loan to the following staff as per approval granted on 25.09.2024:

(ii) Mr. Ajay

4-16/- Appointment of Mr. Raj Kumar, Section Officer (Admn.) whose term expired on 08.11.2024 on contract basis (superannuated on 31.10.2021) on the basis of report submitted by the committee formed as per approval dated 29.10.2024 of Chairperson and Treasurer GB to review the task and performance of Mr. Raj Kumar, Section Officer (Admn.) for a period of one year w.e.f. 12.11.2024.

4-17/- Grant of Earned Leave to Prof. Rubina Mittal, Department of Mathematics from 06.01.2025 to 28.02.2025 = 54 days and appointment of Assistant Professor on Guest basis in lieu of the same.

4-18/- Grant of Casual Leave and Earned Leave to Prof. Madhu Pruthi, Principal as per her leave request.



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4-19/- Approved Revised Budget Estimates for the Year 2024-2025 and Budget Proposals for 2025-2026 for submission to Directorate of Higher Education and Financial Statement/ Balance Sheet for the year 2023-2024.

4-20/- Appointment of the teaching staff on Ad-hoc basis as per the norms of University of Delhi as per approval granted by Chairperson, GB (copy enclosed). The appointment letter dated 30.11.2024 was given to them and all the concerned teaching staff joined their duty on 30.11.2024 (F.N)

4-21/- The Promotion of the following Associate Professor (Level -13A) to the post of Professor (Level 14) as detailed below:

S. No.	Name	Department	Promotion w.e.f
1	Dr. Rubina Mittal	Mathematics	12.01.2024
2	Dr. Dhanpal Singh	Mathematics	27.07.2024
3	Dr. Bhavna Gupta	Computer Science	26.01.2024
4	Dr. Richa Sharma	Computer Science	01.09.2024
5	Dr. Harpreet Bhatia	Psychology	01.07.2023
6	Dr. Deepak Srivastava	Commerce	30.03.2024
7	Dr. Shalini Devi	Commerce	29.08.2023
8	Dr. Anita Mendiratta	Commerce	02.06.2023
9	Dr. Manjari Singh	English	05.04.2024

4-22/- Appointment of Mr. Pawan Kumar Gupta as Section Officer (Accounts) on deputation basis w.e.f. 12.07.2024.

## 5. Reporting Items as per Approval of Principal

The Governing Body accepted following items as per approval granted by Principal for smooth functioning of the college:

5-1/ Grant of Maternity leave to the following Assistant Professor on Ad-hoc basis :

S. No.	Name of Teacher	Department	Leave Period
1	Ms. Namita Padhy	Commerce	18.09.2024 to 17.10.2024 = 30 Days
2	Ms. Pinki	Psychology	21.10.2024 to 27.11.2024 = 38 Days
3	Dr. Pallavi Raj	Psychology	06.12.2024 to 28.03.2024 = 113 Days

5-2/- Sanctioned a Budget of Rs. 14500/- to EDP Cell to hold one day event "Entrepreneurship's Edge" on 23.10.2024.





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5-3/- Sanctioned a Budget of Rs. 24500/- for Seminar on 07.11.2024 organized by Department of Management Studies.

5-4/- Sanctioned additional expenditure of Rs. 14,230/- during counting of vote of Keshav Mahavidyalaya Students Union (KMVSU) Election 2024-25.

**6. Receipt of letters from University of Delhi, UGC and DHE were reported, recorded and adopted**

6-1/ Receipt of letter No.: DHE.3(05)/100%/GIA/KESHAV/2024-25/3060-69 dated 06.09.2024 from the Admn. Officer / HOO (HE), Govt. of NCT of Delhi, Directorate of Higher Education regarding Sanction Order for release of 2<sup>nd</sup> installment of Grant-in-Aid to Keshav Mahavidyalaya of Rs. 3,77,52,603/-

6-2/ Receipt of letter No.: (142)/02/MW/VII/Part file/3478-3495 dated 26.09.2024 from the Addl. Secretary –cum-Addl. Labour Commissioner, Govt. of NCT of Delhi, Labour Department regarding revised rates of minimum wages applicable in respect of unskilled, semiskilled and skilled categories in all schedules employment w.e.f 01.10.2024.

6-3/ Receipt of letter No.: Acad.I/Dual Degree/2024/491 dated 03.10.2024 from the Registrar, University of Delhi regarding pursuing of two degree programmes simultaneously within the University, one in Regular Mode as offered in the colleges/ departments of the University and the other in Open and Distance Learning Mode as offered in School of Open Learning, Campus of Open Learning.

6-4/- Receipt of letter No.: DHE.3(05)/100%/Grant-in-Aid/KESHAV/2024-25/3790-99 dated 29.10.2024 from the Dy. Director/ HOO (HE), Govt. of NCT of Delhi, Directorate of Higher Education regarding Sanction Order for release of 3<sup>rd</sup> installment of Grant-in-Aid to Keshav Mahavidyalaya of Rs. 8,00,00,000/-

6-5/- Receipt of letter No.: CS.III/Circular/2024/576 dated 04.12.2024 from the Deputy Registrar (Colleges), University of Delhi regarding Payment of Conveyance/ Honorarium for late sitting and working on Saturdays/ Closed Days.

6-6/- Receipt of letter No.: CB-III/149/Circular/2024/579 dated 05.12.2024 from the Deputy Registrar (Colleges), University of Delhi regarding adoption & implementation of Employees Provident Fund Scheme (EPF) for contractual Employees.

6-7/- Receipt of letter No.: I/051/DA/2018/04/205 dated 22.10.2024 from the Establishment Branch - I, University of Delhi regarding grant of Dearness Allowance to the University Staff – revised rates effective from 01.07.2024 from 50% to 53%.



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## 7. Consideration Items

7-1/ Six Monthly Progress Report of Research (03.04.2024 to 05.11.2024) in respect of Ms. Maulein Pathak, Assistant Professor, Department of Computer Science was reported, recorded and approved.

7-2/- Six Monthly Progress Report of Research (01.02.2024 to 31.07.2024) in respect of Ms. Richa Gupta, Assistant Professor, Department of Computer Science was reported, recorded and approved.

7-3/- Receipt of Recurring Budget of Rs. 19,10,000/- from the Department of Physical Education for the financial year 2024-2025 was reported, recorded and approved.

7-4/- (A) Letter dated 08.08.2024 from the Executive Engineer (E), ISBT, Delhi – 110006 regarding release of fund so that various electrical works (ARMO) in college could be carried out smoothly and liabilities of electrical agency may be released was reported and recorded in the meeting. It was also resolved to forward the letter to Directorate of Higher Education for their consideration and release of funds.

(B) The Governing Body approved following estimates submitted by the PWD Department of Electrical wings and Civil wings to forward the same to the office of Directorate of Higher Education for further necessary action,

S.No.	Subject/ Work	Estimate Cost (In Rs.)	Letter Dated
1	SITC of Audio Video system along with Projection System, Stage Lighting & Motorized Curtain at Keshav Mahavidyalaya	81,11,099/-	09.11.2023
2	Replacement of ulived G+2 floors 13 passenger lift installed in college building at Keshav Mahavidyalaya	17,74,066/-	09.11.2023
3	Upgradation of existing Carrier Make Package type Ductable Air Conditioner Plant along with necessary modification work for serving inside Auditorium installed in Keshav Mahavidyalaya	32,95,118/-	02.02.2024
4	A/R & M/O to non-residential and residential building at Keshav Mahavidyalaya at Pitampura, Delhi during 2024-25	33,85,000/-	22.06.2024
5	Replacement of defective Fire Fighting system and accessories including providing terrace fire pump at Keshav Mahavidyalaya, Pitampura, Delhi	21,04,940/-	25.10.2024



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6	Seepage in wall, water leakage and water logging in Girls Hostel and corresponding repair after water proofing and various misc. Internal and External finishing work	44,59,300/-	23.10.2024
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7-5/- Letter dated 08.10.2024 from Prof. Shalini Devi, Department of Commerce regarding her request for grant of Child Care Leave from 09.01.2025 to 28.05.2025 was reported, recorded and approved.

7-6/- Letter dated 01.08.2024 from Prof. Kanupriya Goswami, Department of Physics regarding grant of Sabbatical leave w.e.f 01.04.2025 was reported in the meeting. The Governing Body directed the principal to get the relevant supporting documents from her in the first instance.

7-7/- Letter dated 24.09.2024 from Prof. Pardeep Kumar, Department of Commerce regarding grant of Sabbatical leave w.e.f 01.01.2025 was reported in the meeting. The Governing Body directed the principal to get the relevant supporting documents from him in the first instance.

7-8/- The recommendation of Library Committee Members dated 05.12.2024 regarding Write-Off 12 books (8+4) was reported, recorded and approved.

7-9/- Letter dated 06.12.2024 from the newly elected Student Union Representatives regarding their request for maintenance of the Laboratories and Procurement of New Equipments was reported and recorded in the meeting. The Governing body authorized the principal to start the process of purchase of essential items as per SOP given by Directorate of Higher Education.

## 8. Under any other Matter

The report of the confidential committee constituted on 16.10.2024 as per approval of the Competent authority was handed over to the Chairperson, Governing Body. The Governing Body members expressed their gratefulness and appreciation to the committee members for studying the matter in depth and concluded the report as per applicable rules and regulation of UGC and University of Delhi.



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The Chairperson, GB read the Report which included the findings and the recommendations of the confidential committee before the Governing body members. The Governing Body accepted the report and resolved to forward the Report of the committee to Directorate of Higher Education along with the supportive documents.

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

Sd/-

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

Sd/-

(Prof. Haneet Gandhi)  
Chairperson,  
Governing Body