



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



संदर्भ सं.

Ref. No.

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

दिनांक

Date

Dated: 20.03.2024

MINUTES

A meeting of the Governing Body of the college was held on Monday 18.03.2024 at 12:00 Noon in the International Guest House, University of Delhi.

The following members attended the meeting:

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

1. Receipts of following letters from University of Delhi regarding appointment of University Representatives and Teachers Representatives on the Governing Body were reported and recorded.

1-1/- Letter No.: CB-I/108/UR/KMV/2024/7538 dated 23.02.2024 from the Deputy Registrar (Colleges), University of Delhi regarding Re-appointment of Prof. Haneet Gandhi, Department of Education, University of Delhi as University Representative on the Governing Body of Keshav Mahavidyalaya. The members welcomed Prof. Haneet Gandhi on board of the Governing Body of college.

1-2/- Letter No.: CB-I/108/UR/KMV/2024/7538 dated 23.02.2024 from the Deputy Registrar (Colleges), University of Delhi regarding Re-appointment of Prof. Vandana Mishra, Department of Environmental Studies, University of Delhi as University Representative on the Governing Body of Keshav Mahavidyalaya. The members welcomed Prof. Vandana Mishra on board of the Governing Body of college.

1-3/- Letter No.: CS-1/(108)/TR/KMV/2023/6994 dated 30.11.2023 from the Deputy Registrar (Colleges), University of Delhi regarding appointment of Dr. Roli Bansal (More than 10 years' service category) and Dr. Bhavna Gupta (Less than 10 years' service category) as Teachers Representatives on the Governing Body.



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The Principal cum Member Secretary, Governing Body also thanked the outgoing Teacher Representative(s) on Governing Body for their contribution and the services which both of them rendered for the upliftment of the college.

2. Appointment of Chairperson and Treasurer, Governing Body and various committees of GB

2-1/- The House proposed the name of Prof. Haneet Gandhi to be the Chairperson of Governing Body of college. Prof. Haneet Gandhi accepted the same and thanked all the members and ensured that she shall work for the betterment of the college. The members congratulated Prof. Haneet Gandhi for being the Chairperson of the Governing Body.

2-2/- Prof. Haneet Gandhi, Chairperson GB and other members requested Prof. Vandana Mishra to accept the responsibility of Treasurer, Governing Body of college. She accepted the same and thanked all the members and she also ensured that she shall work for the betterment of the college. The members congratulated Prof. Vandana Mishra for being the Treasurer of the Governing Body.

2-3/- The following Finance Committee was constituted.

Finance Committee		
1	Prof. Vandana Mishra	Chairperson
2	Prof. Madhu Pruthi	Principal
3	Prof. Arpana Sharma	Bursar
4	Dr. Roli Bansal	Member
5	Dr. Bhavna Gupta	Member

2-4/- The following Provident Fund Committee was constituted.

PF Committee		
1	Prof. Haneet Gandhi	Chairperson
2	Prof. Vandana Mishra	Treasurer
3	Prof. Madhu Pruthi	Principal
4	Prof. Arpana Sharma	Bursar
5	Dr. Anju Arora	Member
6	Ms. Anuradha Chadha	Member



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2-5/- The following Purchase Committee was constituted.

Purchase Committee		
1	Dr. Vandana Arora	Convenor
2	Dr. Roli Bansal	Member
3	Dr. Ashish Bansal	Member
4	Dr. Harpreet Bhatia	Member
5	Dr. Mukesh	Member
6	Nominee of Directorate of Higher Education	Member

3. The Governing Body resolved that the Minutes of Governing Body meeting held on 21.11.2023 be confirmed.

4. Action Taken Report

The following actions taken as per the approval/decision taken by the Governing Body in its meeting held on 31.05.2023 and 21.11.2023 were reported and recorded.

4-1/- One Post of UR lying vacant in the Department of English from past two years was re-assigned to the Department of Hindi (Agenda No: 4-7/- of GB Meeting 21.11.2023).

4-2/- Grant of Study leave to Ms. Richa Gupta, Department of Computer Science, to pursue PhD from University of Delhi w.e.f. 30.01.2024 and appointment of Guest in lieu of the same (Agenda No: 7-1/- of GB Meeting 31.05.2023).

4-3/- Tender for running Canteen and Hostel Mess was uploaded on the GeM Portal.

4-4/- Building committee for maintenance and space utilization as mentioned below has been constituted for a period of two years (Agenda No: 4-4/- and 4-5/- of GB Meeting 21.11.2023):

1. Dr. Deepak Srivastava -Convener
2. Dr. V.K. Verma -Member
3. Prof. V.K. Sharma -Member
4. Prof. Pardeep Kumar -Member
5. Dr. Surender Singh -Member
6. Dr. Bhavna Gupta -Member



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7. Mr. Kamal Gulati -Member
8. Mr. N.P Singh -Member
9. Ms. Saroj Bala -Member

5. 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 during their Tenure as Chairperson GB and Treasurer GB from 15th March 2023-24th February 2024

5-1-a/- Promotion of the following Non-Teaching employee as per the details mentioned below:

S. No.	Name and Post	Department	Post after promotion	Date of Promotion
1	Mr. R.D Kaushik	Administration	Junior Assistant	20.02.2024

5-1-b/- Grant of Earned Leave to the Principal with permission to leave for abroad for performing the funeral rights of her mother from 26.12.2023 to 29.12.2023.

5-1-c/- Appointment of the following teaching staff on Ad-hoc basis as per the norms of University of Delhi.

S. No.	Name of the Teacher	Department	Date of appointment/ Joining	Remarks
1	Ms. Astha Kanjlia	Management Studies	15.12.2023(F.N.)	
2	Ms. Kritee Manchanda	Management Studies	15.12.2023(F.N.)	On Maternity leave from 19.12.2023(F.N.)
3	Dr. (Ms.) Nomita Sharma	Management Studies	15.12.2023(F.N.)	
4	Ms. Ruchi	Management Studies	15.12.2023(F.N.)	
5	Dr. R.S. Rajpurohit	Commerce	15.12.2023(F.N.)	
6	Mr. Hemant Yadav	Commerce	15.12.2023(F.N.)	
7	Ms. Namita Padhy	Commerce	15.12.2023(F.N.)	
8	Ms. Prama Vishnoi	Commerce	15.12.2023(F.N.)	
9	Ms. Ruchi Goyal	Commerce	15.12.2023(F.N.)	
10	Ms. Snehlata Rana	Commerce	15.12.2023(F.N.)	
11	Ms. Nidhi Aggarwal	Commerce	15.12.2023(F.N.)	



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12	Mohd Tariq Azizy	Commerce	15.12.2023(F.N.)	
13	Dr. Anjalika Solanki	Commerce	15.12.2023(F.N.)	
14	Mr. Kunal Kumar	Commerce	15.12.2023(F.N.)	
15	Ms. Monu Chauhan	Commerce	15.12.2023(F.N.)	
16	Mr. Sumit Kumar Baberwal	Computer Science	15.12.2023(F.N.)	
17	Mr. Rakesh Kumar	Computer Science	15.12.2023(F.N.)	
18	Mr. Anand	Computer Science	15.12.2023(F.N.)	
19	Dr. Sumit Kumar Agarwal	Computer Science	15.12.2023(F.N.)	
20	Dr. Ashutosh Singh	Computer Science	15.12.2023(F.N.)	
21	Ms. Astha Goyal	Computer Science	15.12.2023(F.N.)	
22	Ms. Nidhi Passi	Computer Science	15.12.2023(F.N.)	
23	Dr. (Ms.) Namita Aggarwal	Computer Science	15.12.2023(F.N.)	
24	Ms. Jyoti Kumari	Computer Science	15.12.2023(F.N.)	
25	Mr. Pradeep Kumar	Computer Science	15.12.2023(F.N.)	
26	Mr. Himanshu Kushwah	Electronics	15.12.2023(F.N.)	Resigned on 19.02.2023(A.N.)*
27	Dr. Jyoti Bansal	Electronics	15.12.2023(F.N.)	
28	Mr. Anil Sethi	Electronics	15.12.2023(F.N.)	
29	Dr. (Ms.) Richie Aggarwal	Mathematics	15.12.2023(F.N.)	
30	Dr. Ram Chander Verma	Mathematics	15.12.2023(F.N.)	
31	Dr. Panjabi Singh	Mathematics	15.12.2023(F.N.)	
32	Mr. Deepak Kumar Meena	Mathematics	15.12.2023(F.N.)	
33	Dr. Janson Antony A	Mathematics	15.12.2023(F.N.)	
34	Dr. (Ms.) Mona Ranga	Psychology	15.12.2023(F.N.)	
35	Ms. Pinki	Psychology	15.12.2023(F.N.)	
36	Dr. Pallavi Raj	Psychology	15.12.2023(F.N.)	
37	Ms. Akanksha Mendiratta	Psychology	15.12.2023(F.N.)	
38	Mohd. Rafeeqe CK	English	15.12.2023(F.N.)	
39	Mr. Gagandeep Longiany	Physics	15.12.2023(F.N.)	
40	Mr. Neha Yadav	Physics	15.12.2023(F.N.)	
41	Dr. Mohd. Azaj Ansari	Physics	15.12.2023(F.N.)	
42	Dr. Kiran Yadav	Physics	15.12.2023(F.N.)	

*Got permanent appointment in other college of DU



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5-1-d/- Appointment of following Assistant Professor on Guest basis in the Department mentioned against each during the even semester beginning 18.01.24

S. No.	Name of the Teacher	Department	Date of Joining
1	Dr. Sadhna Verma	Hindi	18.01.2024 F.N
2	Mr. Aman Kumar	Hindi	18.01.2024 F.N
3	Mr. Keshav	Hindi	18.01.2024 F.N
4	Ms. Mohini Dixit	Hindi	18.01.2024 F.N
5	Ms. Shivani Sharma	Computer Science	18.01.2024 F.N
6	Ms. Sweety	Computer Science	18.01.2024 F.N
7	Mr. Santosh Kumar Gupta	Computer Science	18.01.2024 F.N
8	Mr. Ajay Kumar Sharma	Computer Science	01.02.2024 F.N.
9	Mr. Gurdeep Singh	Management Studies	18.01.2024 F.N
10	Mr. Mahendra Kumar Meena	Management Studies	18.01.2024 F.N
11	Mr. Manish Ranjan	Commerce	18.01.2024 F.N
12	Mr. Niloy Sarkar	Environmental Science	18.01.2024 F.N
13	Ms. Bhawna	Environmental Science	18.01.2024 F.N
14	Ms. Nikki Chaudhary	Environmental Science	18.01.2024 F.N
15	Mr. Mohd. Shahid Irshad	Mathematics	18.01.2024 F.N
16	Ms. Monika	Mathematics	24.01.2024 F.N.
17	Dr. Tanvi	Mathematics	29.01.2024 F.N.
18	Mr. Manish Kumar Meena	Mathematics	31.01.2024 F.N.
19	Ms. Supriya	Psychology	18.01.2024 F.N

5-1-e.(i)/-Withdrawal from Provident Fund of Rs. 70,00,000/- (Rupees Seventy Lakh) to Prof. Anju Arora, Department of Commerce for purchase of house.

5-1-e.(ii)/- Withdrawal from Provident Fund of Rs. 70,000/- (Rupees Seventy Thousand only) to Mr. Ajay, Sports attendant, for repair work of House.



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5-1-f/- Sanctioned a budget of Rs. 45,000/- (Rupees Forty-Five Thousand only) for ARTHVYAWASTHA 2024, Nivesh – The Finance and Investment Cell.

5-1-g/- Sanctioned a budget of Rs. 48,600/- for Industrial Visit of students of Management Studies.

5-1-h/- Sanctioned a budget of Rs. 1,61,720/- for Cognizance 2024 of Management Studies department.

5-1-i/- Payment of Rs. 5,00,000/- (Rupees Five lakh) from College Development Fund for nomination and registration fee in respect of Prof Kanupriya Goswami in Capacity – Building Program on Global Trends in Academic Administration as per DU Letter dated 06.02.2024.

5-1-j/- Grant of Child Care Leave to Dr. Anita Mendiratta, Associate Professor, Department of Commerce from 31.01.2024 to 15.05.2024 and with permission to appoint Assistant Professor on Guest basis in lieu of her vacancy.

5-1-k/- Approval for making provision of expenditure in the proposed budget estimate under the head **'Maintenance of DG sets & Fire engine'** from the Financial Year 2024-25 for purchase of diesel for DG Sets.

5-1-l/- Approval for engagement of 10 Housekeeping Services on daily wagger basis from February, 2024.

5-1/m- Approved a budget of Rs. 2,38,850/- for Annual Day - 2024.

5-1/n- Approved a budget of Rs. 3,50,000/- for College Sports Day.

5-1/o- In pursuance to receipt of letter No.DHE-14(30)/100% college/Minor work/Major Work/2022-23/2091-2110 dated 06.04.2023 regarding SOP for purchase of items by the 12 Colleges (100% funded by DHE) along with Office Memorandum dated 07.08.2019 regarding Delegation of financial powers to Heads of Departments (HoDs) and Administrative Departments/Secretaries, it was unanimously resolved that the Financial Powers delegated to Heads of Departments (HoDs) shall be exercised by the Principal of the Institute and Financial Powers delegated to the Administrative Departments/Secretaries shall be



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exercised by the chairperson, governing body within the limits prescribed by Finance Department, GNCTD as detailed in their letter dated 07.08.2019.

6. Receipts of following letters from University of Delhi, UGC and DHE were reported and recorded.

6-1/- letter No.: CB.II/Status/Phy.Edu Coaches/2024/70 dated 20.02.2024 from the Deputy Registrar, University of Delhi regarding approval of University of Delhi to hire the Coach on need basis for different sports for which remuneration shall be paid @Rs. 1500/- per day. The same was noted for compliance.

6-2/- letter No.: F.1-11/2015(DC) (C-68084) dated 28.02.2024 from the Under Secretary, UGC regarding Financial Assistance to Visually – Disabled Teachers (i.e. Reader Allowance to visually challenged teacher's). Since there is no permanent teacher in this category and no proposal receipt for the year 2022-23, hence no action required.

6-3/- An email dated 26.12.2023 from the Under Secretary & CPIO (CU – I) MOE/Deptt. Of Higher Education regarding no physical request for Sub. Legs but only through SAMARTH Portal. The same was noted for compliance.

6-4/- Notification dated 16.01.2024 from the Registrar, University of Delhi regarding students admitted under the Orphan Quota at Undergraduate and Postgraduate level. The same was noted for implementation.

6-5/- letter No.: DHE-9(93)/Plg/Misc/2022-23/8345-61 dated 31.01.2024 regarding Mera Yuva Bharat digital platform – Ref. letter dated 09.01.2024 received from O/o the Hon'ble Minister (HE), GNCTD. The Governing Body directed to upload the same on college website and Notice board in college in different places and requested the Principal to provide a copy to Student Union of the college.

6-6/- Resolution No. – 44 dated 30.11.2023 regarding change of Assessment Pattern of practical for all two credit courses (SEC/AEC) to continuous assessment from the start of semester in January, 2024. The same was noted for compliance.

6-7/- Notification No. Acad.I/VAC Courses/2024/72 dated 20.02.2024 from the Registrar, University of Delhi regarding the assessment pattern of Value-Added Courses (VAC). The same was noted for compliance.



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6-8/- Sanction Order of Secretary (HE) vide letter No.F.DHE-9(36)/AMS/2017-18/Vol. I 8736-56 dated 06.03.24 from Admin Officer/H.O.O. (HE) regarding award of Meritorious students, Ms Sanya Jain B.Sc. (Gen) 2nd year for the academic session 2022-23. The amount sanctioned is Rs 10,000/- Ten thousand only). The Governing Body directed the college to release the payment to the above student.

6-9/- Sanction Order vide File No. DHE.3(08)/100%/Grant-in-Aid/KESHAV/2023-24/8792-01 dated 08.03.2024 from Directorate of Higher Education, Govt. of NCT Delhi, regarding release of 4th Installment of GIA - Eight Crores for Salary and Rs 11,80,000/- for other than salary purpose.

6-10/- mail dated 31.01.2024 from the Joint Secretary, M/o Education regarding installation of rooftop solar on all the buildings of HEIs/ CFIs under MoE by December, 2024 in Mission Mode – reg. The Governing Body directed the college to refer the same to the Building Committee of College for further necessary action.

7. Consideration Items

7-1/ The Governing Body approved PF withdrawal request of Prof. Arpana Sharma for Rs 40,00,000/- towards education of her daughter from abroad University.

7-2/ The Governing Body approved PF withdrawal request of Prof. Madhu Pruthi, Principal of Rs. 10,00,000/- for purchase of car.

7-3/- Receipt of mail dated 22.02.2024 and hard copy in the office on 29.02.2024 from Mr. Praveen Kumar, Assistant Professor, Department of Commerce currently on Study leave to pursue Ph.D regarding his Six monthly Progress Report of Research was placed in the meeting. The Governing Body considered and approved the same.

7-4/ Data regarding Teaching posts sanctioned to every department as on date and reduction in workload leading to some posts lying vacant in a department due to a transition phase as a result of switching from CBCS mode to NEP mode and low intake number of students in some courses was placed in the meeting. The matter was reported and recorded.

7-5/- The Governing Body approved following Budget estimates of various departments for holding their annual academic fest:



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|---------------------|---|----------------|
| a) Commerce | - | Rs. 1,50,000/- |
| b) Computer Science | - | Rs. 1,49,100/- |
| c) Electronics | - | Rs 40400/- |
| d) Mathematics | - | Rs 1,14,000/- |
| e) Physics | - | Rs 61,480/- |

7-6/- Recommendations of Students Advisory Committee of the college vide their minutes of the meeting dated 11.03.24 regarding utilization of unspent amount of Keshav Mahavidyalaya student Union from the year 2020-21 to current year was placed in the meeting. The house resolved to accept the recommendations of Students Advisory Committee.

7-7/-Minutes of Purchase committee regarding items required (Consumable and Non-Consumable) to be purchased or repaired was placed in the meeting. The matter was deferred for next meeting.

8. General Reporting items

8-1/-Joining of Prof. Anupama Sachdeva, Department of Physics on 8th March 2024 after availing medical leave of 101 days from 28.11.2023 to 07.03.2024 was reported and recorded.

8-2/- Grant of maternity leave to Faculty member, Ms. Kritee Kathuria nee Manchanda, Assistant Professor on Ad-hoc basis, Department of Management Studies w.e.f. 18.12.2023 was reported and recorded.

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