

## MINUTES

A meeting of the Governing Body of the college was held on Thursday, 26<sup>th</sup> November, 2020 at 03:30 p.m. through video conferencing on Google meet vide link [meet.google.com/ujm-ozuy-yaf](https://meet.google.com/ujm-ozuy-yaf)

The following members attended the meeting:

1	Prof. Daman Saluja	Chairperson and University Representative, GB
2	Prof. Satish K. Awasthi	Treasurer and University Representative, GB
3	Mr. Ramanand Rai	Member, GB
4	Ms. Saraswati Kalyani	Member, GB
5	Mr. Jugraj Singh	Member, GB
6	Dr. Sanjeev Lalwani	Member, GB
7	Dr. BM Bhalla	Member, GB
8	Mr. Jivesh Kumar Tiwari	Member, GB
9	Mr. Pankaj Gaur	Member, GB
10	Dr. Anju Arora	Teacher's Representative
11	Dr. Vinita Jindal	Teacher's Representative
12	Mr. R.S. Mehra	Non-Teaching Representative
13	Prof. Madhu Pruthi	Principal & Member Secretary

Prof. T. Vijay Kumar could not attend the meeting. Prof. Saroj Sharma requested to join later but by that time the meeting had ended. Mr. Satish Gupta could not attend the meeting due to technical glitches at his end.

1. Receipt of letter No.: CS-I/111/Misc.(TS)/Colleges/2020 dated 05.11.2020 from the Assistant Registrar (Colleges), University of Delhi regarding approval of revised name of Sh. Pankaj Gaur in the panel of names received from the Government of NCT of Delhi for constitution of Governing Body was reported and recorded.

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All the Governing Body members welcomed the new member Mr. Pankaj Gaur. Members from Delhi Govt. panel put forward their request in the house to allow Mr. Pankaj Gaur to work as Chairperson of Governing Body. The house members heard Mr. Pankaj Gaur request to be the Chairperson, and were pleased to hear Mr. Pankaj Gaur taking full responsibilities for release of pending salaries more than seven months and working in the best interest of the college by interacting with office of Dy. Chief Minister and DHE. The Chairperson, Governing Body Prof. Daman Saluja volunteered to give her Chairpersonship responsibilities to Mr. Pankaj Gaur. All other members of the house unanimously welcomed her decision and congratulated Mr. Pankaj Gaur as new Chairperson, Governing Body.

2. Draft Minutes of Governing Body meetings dated 07.08.2020 and 13.10.2020 were reported, recorded and unanimously approved.
3. The following actions taken by Chairperson, Governing Body for smooth functioning of the college were reported, recorded and approved:
  - (i) Revised Budget Estimates for 2020-2021 and Budget Proposals for 2021-2022 for onward transmission to The Director (Higher Education), Govt. of NCT of Delhi.
  - (ii) Annual Accounts for the year 2019-2020 audited by SSR & Company. The same was sent to University of Delhi, Delhi and Director (Hr. Education), Directorate of Higher Education, Govt. of NCT of Delhi for information and further necessary action.
  - (iii) Preliminary Estimates prepared by PWD as detailed below:

S. No.	Estimates For	Amount (In Rs.)
1	A/R & M/O to residential and Non-residential buildings at Keshav Mahavidyalaya at Pitampura, Delhi during 2020-21	22,11,400/-
2	Water proofing work at Electric Sub Station Slab, Shades for the Generator Room, P/L glass mosaic tile all around the kyari other misc. civil works in Keshav Mahavidyalaya, Rani Bagh, Pitampura, New Delhi	17,65,000/-
3	ARMO various Electrical Installation and Mechanical Equipments at Keshav Mahavidyalaya at Pitampura, Delhi during 2020-21	74,99,444/-

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- (iv) Grant of Annual Increment to the Principal w.e.f. 01.07.2020.
- (v) Grant of approval for Loan/ Withdrawal from General Provident Fund to following employees:
- |  |   |                |
|--|---|----------------|
| 1. Mr. Ashok, Safai Karamchari         | - | Rs. 70,000/-   |
| 2. Mr. Umesh Chand, Mali               | - | Rs. 3,18,000/- |
| 3. Mr. Gajender Pal, Library Attendant | - | Rs. 4,35,000/- |
| 4. Mr. Kamal Gulati, Junior Assistant  | - | Rs. 1,00,000/- |
| 5. Mr. Prem Singh, Lab. Assistant      | - | Rs. 1,00,000/- |
| 6. Dr. Kanupriya Goswami               | - | Rs. 2,40,000/- |
- (vi) Grant of MACPS to following Non-Teaching staff as per approval of University of Delhi vide letter No.: CS-III/009/MACP/KMV/2019/422 dated 06.08.2020/ 14.09.2020 and letter No.: CS-III/009/MACP/KMV/2020/378 dated 29.07.2020/ 14.08.2020.

S. No.	Name and Designation	MACP	Pay to be fixed with applicable Level & Cell with effective date	Date of next increment
1.	Sh. Umesh Chand Mali	2 <sup>nd</sup> MACP	Rs. 32000/- Level – 03, Cell – 14 w.e.f 11.12.2017	01.07.2018 & subsequent increments in July each year, if otherwise admissible
2.	Sh. Narender Pal Singh Daftari	2 <sup>nd</sup> MACP	Rs. 32000/- Level – 03, Cell – 14 w.e.f 01.07.2018	01.07.2019 & subsequent increments in July each year, if otherwise admissible

- (vii) Grant of approval to release the monthly contribution of Group Insurance Scheme and the LIC premium from the Students fees from May, 2020 to September, 2020 as detailed below.
- |                                  |   |                |
|----------------------------------|---|----------------|
| (a) Group Insurance Scheme (GIS) | - | Rs. 2,50,000/- |
| (b) LIC                          | - | Rs. 60,000/-   |
- (viii) Release of General Provident Fund balance of Rs. 4,33,619/- to Mr. Ram Kumar, Daftari who retired on 30.09.2020.
- (ix) Minor change of title in one section of fee head having name as Students Societies now changed to Student Society Fund.
- (x) Clubbing an amount of Rs. 3,30,254/- available under the head of Sports and Games Fee in Student Society Account (collected from 1994-95 to 2002-2003) available in the form of Fixed Deposit whose present value as on 26.10.2020 is Rs. 11,84,927.43/- with similar head available under College Fee by tranfering it under College Account.

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- (xi) Grant of Charge Rs. 500/- per month from the final year and other students of Girls Hostel who have not taken their belongings from hostel w.e.f 1<sup>st</sup> December, 2020.
- (xii) Following changes made in girls hostel staff as College Girls Hostel is not earning any fee from student because of complete lockdown:
- (a) Services of Security Guard and House Keeping were reduced to one each w.e.f 1<sup>st</sup> August, 2020.
- (b) Services of Warden only to continue and the other two staff Ms. Himanshi, Matron and Ms. Baby, Hostel Attendant only till their present appointment letter.
- (xiii) Payment of the balance salary for the month of April, 2020 from the fee collected from students.
- (xiv) Utilization of fee collected from students alongwith available money under capital grant head (that was approved by Directorate of Higher Education vide letter No.: DHE-3(01)/100%/GIA/20-21/Pt. File-II/2130 dated 13.11.2020) in order to pay the salary of staff for the month of May, 2020 to permanent (Teaching and Non-Teaching Staff and Ad-hoc employees). Salary were paid to contractual staff for the month of October, 2020, pension to pensioners and Outsourced staff (Housekeeping and Security) for October, 2020.
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. P.K. Bhatia	09.10.2020	41,693/-	S.O (Accounts)	6 Months
2	Mr. Arvind Kumar	25.06.2020	23,760/-	S.T.A	6 Months
3	Mr. Akhilesh Kumar	04.03.2020 & 07.09.2020	18,960/-	Lab. Asstt.	6 Months
4	Mr. Amit Kumar	21.08.2020	18,960/-	Jr. Asstt.	6 Months
5	Mr. Suraj Kumar	07.07.2020	18,960/-	Jr. Asstt.	6 Months
6	Mr. Santosh Kumar	05.08.2020	15,070/-	MTS	6 Months
7	Mr. Chandra Pal	15.07.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
8	Mr. Rahul Kumar	16.06.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
9	Mr. Sanjay Kumar	20.07.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
10	Mr. Sanjay Kumar	27.07.2020	15,070/-	MTS (Lab. Attdt.)	6 Months

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11	Mr. Hari Chand Meena	21.07.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
12	Mr. Sangram Singh Yadav	15.07.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
13	Mr. Surender Kumar	15.07.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
14	Mr. Punit Thakur	02.11.2020	15,070/-	MTS (Lab. Attdt.)	6 Months
15	Mr. Manish	21.10.2020	15,070/-	MTS (Lib. Attdt.)	6 Months
16	Mr. Shakeel Ahmed	22.07.2020	15,070/-	MTS	6 Months
17	Mr. Lovkesh	31.08.2020	15,070/-	MTS	6 Months
18	Mr. Mohit	31.08.2020	15,070/-	MTS	6 Months
19	Mr. Karam Veer	03.11.2020	15,070/-	MTS	89 Days
20	Mr. Sanam Pathania	03.11.2020	15,070/-	MTS	89 Days
21	Mr. Abhishek	06.10.2020	15,070/-	MTS	6 Months
22	Ms. Anju Tyagi	22.07.2020	29,000/-	Warden	6 Months
23	Mr. Ajay	05.08.2020	15,070/-	MTS	6 Months

(ii) Grant of approval for Annual Increments to the all permanent teachers except the following teachers who are on leave w.e.f 01.07.2020

- (a) Mr. Sandeep Vodwal
- (b) Ms. Anita Mendiratta
- (c) Dr. Daisy Sharma
- (d) Dr. Divya Haridas
- (e) Ms. Chetna
- (f) Ms. Maulein Pathak

Annual increment to Dr. Daisy Sharma has been granted w.e.f. 03.11.2020 after she joined from her maternity leave and to Ms. Maulein Pathak w.e.f. 09.09.2020 after she joined back after availing Child Care Leave.

(iii) Grant of approval for Annual Increments to the all permanent Non-Teaching Staff w.e.f. 01.07.2020.

5. The following Finance Committee was reconstituted:

**Finance Committee:**

- (a) Prof. Satish K. Awasthi - Chairman
- (b) Ms. Saraswati Kalyani - Member, GB
- (c) Prof. Daman Saluja - University Representative
- (d) Prof. Madhu Pruthi - Principal
- (e) Dr. Kanupriya Goswami - Bursar

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6. The following Provident Fund Committee was reconstituted:

**Provident Fund Committee:**

- |                             |   |                               |
|-----------------------------|---|-------------------------------|
| (a) Mr. Pankaj Gaur         | - | Chairman                      |
| (b) Prof. Satish K. Awasthi | - | Treasurer                     |
| (c) Prof. Daman Saluja      | - | University Representative     |
| (d) Prof. Madhu Pruthi      | - | Principal                     |
| (e) Dr. Kanupriya Goswami   | - | Bursar                        |
| (f) Dr. Vipin Negi          | - | Member of Teaching Staff      |
| (g) Mr. Naveen Sharma       | - | Member of Non-Teaching Staff. |
7. A Special Audit of Accounts of the college including all Accounts, Administration, Hostel, Provident Fund and Student Society Fund etc. for the financial years 2017-18, 2018-19 and 2019-20 (as per letter No.: DHE.1(44)/Estt./AGCR/Audit/2015-16/708-711 dated 21.08.2020 received from the Dy. Director, Directorate of Higher Education, Govt. of NCT of Delhi) conducted by M/s Dass Gupta & Associates from August to October, 2020 was reported and recorded.
8. Receipt of letter No.: Fin./Pen.Cell/F-35/2020/271 dated 19/22/08.2020 from the Joint Registrar (Finance), University of Delhi regarding fixation of Pension and Commutation of Pension in respect of Mr. Praveen Kumar Bhatia, Ex-Section Officer who retired on 30.09.2018 was reported, recorded and approved for payment.
9. Receipt of letter No.: GEN-II/123/2020/14E/2225 dated 19.10.2020 from the Assistant Registrar (Proc. & Store), University of Delhi regarding reimbursement of Rs. 500/- per month in respect of Newspapers purchased/ supplied to Joint Registrar, Deputy Registrar, Assistant Registrar and other officers of the equivalent rank and Section Officer– guidelines was reported, recorded and adopted.
10. Receipt of an e-mail from the Assistant Registrar (Colleges), University of Delhi regarding EC Resolution dated 21.09.2020 reg. pension pdf was reported, recorded and adopted.
11. Receipt of half yearly progress report for the period 27.01.2020 to 27.07.2020 in respect of Ms. Anita Mendirata, Assistant Professor, Department of Commerce was reported and recorded.

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12. Receipt of half yearly progress report for the period 07.01.2020 to 06.07.2020 in respect of Ms. Chetna, Assistant Professor, Department of Physics was reported and recorded.
13. The Governing Body granted the approval for advertising vacant teaching post as per roster approved by University of Delhi.
14. The Governing Body approved purchase of 20 Desktop Computers and 12 MF Printers for Administration, Accounts and Library from College Development Fund/ College Computer Fund as per urgency of the college and permitted technical committee of the college to finalize the technical specification of the item to be purchased as per requirement of different software's to be used.
15. The Governing Body approved advertisement of Ad-hoc/ Guest position for smoother conduct of teaching in the following departments against Leave Vacancies and clear positions as per workload for the current semester:

1	Commerce	01 Leave Vacancy (Ad-hoc)	EWS/UR
2	EVS	01 Guest	OBC
3	Management Studies	01 Guest	EWS/UR
4	Physics	01 (Ad-hoc) against Study Leave and 01 (Guest) as less than one month is left in the completion of Maternity Leave	01 Study Leave (Ad-hoc) – EWS/UR & 01 Guest - ST

The following points were raised and discussed with the approval of the chair:

1. Preparation of duty roster of the staff in the unlock-5 period as per guidelines of University of Delhi/ Directorate of Higher Education and other regulatory body.

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