



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



संदर्भ सं. ....

Ref. No. ....

Ref. No: KMV/F-3/6/2023/

दिनांक .....

Date .....

Dated: 06.06.2023

**MINUTES**

A meeting of the Governing Body of the college was held on Wednesday 31st May 2023 at 3:30 pm in committee room of principal office.

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. Manjari Singh	Teachers Representative on GB
5	Dr. Anjali Thukral	Teachers Representative on GB
6	Mr. Arun Kumar Sharma	Non-Teaching Representative on GB

1. The Governing Body welcomed Mr. Arun Kumar Sharma as new Non-Teaching Representative on the Governing Body and thanked Ms. Anuradha Chadha, previous Non-Teaching Representative on the Governing Body.
2. The Governing Body resolved that the Minutes of Governing Body meetings held on 16.03.2023, 29.04.2023 (emergent meeting) and 19.05.2023 (emergent meeting) be confirmed.
3. The Governing Body accepted following items as per approval granted by Chairperson, Governing Body and Treasurer, Governing Body from time to time for smooth functioning of the college.

**3-1/** Budgets of the following departmental events were accepted.

S. No.	Name of Department	Event	Total Budget
1	Administration	Tryst – 2023	559000/-
2	Physics	COSMOS-2023	51000/-
3	Administration	Farewell – 2023	310000/-

Contd... P-2/-



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S. No.	Name of Department	Event	Total Budget
4	Hostel	Farewell – 2023	40000/-
5	Commerce	Bizworld Fledgling – 2023	175100/-
6	Management Studies	Cognizance – 2023	229700/-
7	Management Studies	Erudition 2023	23500/-
8	Administration	Placement Cell	58270/-

3-2/ Appointment of contractual staff after Superannuation were accepted:

1.	Mr. P.K. Bhatia	S.O (Accounts)	14.04.2023 to 13.09.2023
2.	Mr. Raj Kumar	S.O (Administration)	08.05.2023 six months

3-3/ Loan from General Provident Fund A/c to the following employee was accepted

1.	Dr. Vijay Kumar Verma	Associate Professor, Department of Physics	Rs. 45,00,000/-
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3-4/ Withdrawal from General Provident Fund A/c to the following employees was accepted

1.	Mr. Umesh Chand	Mali	Rs. 5,00,000/-
2.	Dr. Pardeep Kumar	Professor Department of Commerce	Rs. 20,00,000/-

3-5/ Grant of Earned Leave to Principal from 7<sup>th</sup> August, 2023 to 8<sup>th</sup> September, 2023 in order to meet her children in USA and Canada and a family friend in France.

Contd... P-3/-



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3-6/ Appointment of Dr. Arpana Sharma as Bursar w.e.f 01.04.2023 for a period of two years.

3-7/ Promotion of following teachers as details mentioned below was reported and recorded.

Teachers promoted from Assistant Professor Academic Level 12 to Associate Professor (Academic Level 13A)

S. No.	Name	Department	Date of Promotion
1	Dr. (Ms.) Amanjot Sachdeva	Management Studies	20.07.2019
2	Dr. Daisy Sharma	Psychology	11.11.2019
3	Dr. Ashish Bansal	Mathematics	25.09.2022

3-8/ Sending names of following three CA firms (empanelled with CAG) for verification to the office of ICAI for audit of College Annual Accounts was accepted.

1. Mr. Sandeep Kumar Jain and Co. (FR No. 010785N)
2. Mr. Ankit Dinesh Agarwal and Co. (FR No. 026678N)
3. Mr. R. Paul Jain and Co. (FR No. 008040)

4-1/ Resolved that the name of parents of Ms. Pooja Batra, Lab Assistant, Department of Computer Science as per her request dated 27.04.2023 and submission of affidavit be added in her service book as dependents.

4-2/ Resolved to revise the minimum wages to outsourced housekeeping workers as per the letter dated 04.05.2023 received from Mr. Sanjeev Ranjan, General Manager, M/s NEXGEN Manpower services Pvt. Ltd.  
(In Rs.)

Original Tender Rates	Revised rate w.e.f. 01.12.2022 to 31.03.2023	Revised rate w.e.f 01.04.2023
18992.45	19287.75	19744.12

Contd... P-4/-



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4-3/ Resolved that the additional qualification of Certificate course in Computer Applications (session: 30.09.2008 to 02.03.2009) be added in service records of Mr. Gajender Pal, Library Attendant as per his request letter dated 12.05.2023.

4-4/ Resolved that the college should send a request to the office of the Directorate of Higher Education for creation of Lab. Assistant post in the computer labs as per the letter received from Lab Attendants of Department of Computer Science dated 18.05.2023.

4-5/ Resolved to grant Study Leave to Mr. Praveen Kumar, Assistant Professor in Economics in the Department of Commerce as per his letter dated 25.05.2023 for pursuing Ph.D from Bhupal Nobles University.

4-6/ Resolved that the pending amount of Rs.60,517/- be transferred to Dr. Vipin Negi, Associate Professor, Department of Commerce during his study leave/ duty leave period from 01.09.2009 to 05.10.2009 under Erasmus Mundus Programme.

4-7/ Resolved to grant Child Care Leave to the following teachers and appointment of guest in lieu off.

S. No.	Name of Teacher(s)	Period for leave applied	Total Days of Leave	Balance Leave
1	Dr. Amanjot Sachdeva	20.07.2023 to 20.05.2024	305 Days	557
2	Dr. Bhavna Gupta	01.08.2023 to 15.01.2024	168 days	285

CCL may be granted at 100% of the leave salary for the first 365 days and 80% of the leave salary for the next 365 days.

4-8/ Resolved to consider when the Report/ Minutes of Sub-Committee of Governing Body is received.

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4-9/ (i) Resolved and accepted withdrawal of advertisement for the post of S.O (Accounts) on contractual basis uploaded on college website on 04.04.2023

(ii) Granted approval for advertising S.O (Accounts) post through deputation or reemployment of retired or going to retired person for a period of 3 years with pay and allowances as per University of Delhi norms (for deputation) and letter No.: CS-III/Misc/Re-emp./2023/020 dated 19.01.2023 received from the Assistant Registrar (Colleges), University of Delhi.

4-10/ Resolved to start the process of MACP in respect of Mr. Shiv Narain, Assistant in Accounts Section and Ms. Nidhi Sikri, Assistant in Administration Section.

4-11/ Resolved and accepted the proposal of college for communicating with the Director and Chairman, NCWEB to consider the name of one permanent non-teaching employee as co-signatory in the banking transaction of NCWEB as no permanent teacher has expressed unwillingness to be the Teacher In-Charge of NCWEB.

4-12/ Resolved that the Staff Council / a committed constituted should prepare a compliances report in regard to the letter No.: DAA/Misc./09/2023/418/R-4403 dated 1<sup>st</sup> May, 2023 received from the Registrar, University of Delhi regarding implementation of UGC Guidelines for Optimal Utilization of Resources Available in Central Universities/ Higher Educational Institutions (HEIs).

4-13/ Resolved and approved the request of the TIC, Department of Physical Education dated 31.05.2023 regarding engagement of one additional MTS Groundman.

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4-14/ Resolved to revise the fees of students of college pursuing Certificate Course in French and German as detailed below as per request letter dated 31.05.2023 from Prof. Vinita Jindal, Coordinator language courses due to paucity of funds for payment to staff and guest faculty engaged in teaching learning of language courses.

		Previous fee charged	Revised and Approved fee in meeting
Certificate Course in French and German	College Student	Rs. 5000/-	Rs. 6500/-
	Outside College Student	Rs. 8000/-	Rs. 8000/-

5-1/ Reported receipt of Gazette Notification dated 24.05.2023 regarding Central Board of Direct Taxes for leave encashment limit of Rs. 25,00,000/- at the time of retirement, whether superannuation or otherwise.

5-2/ Reported receipt of a letter dated 24.03.2023 from the Dy. Director (DHE) regarding Release/Sanction of fund amounting to Rs. 5 Lakh in total to 12 colleges under the Scheme "Promotion of Sports facilities in university colleges with a grant of Rs. 40,000/- (Rupees Fourty Thousand only) sanctioned for our college.

5-3/ Reported receipt of a letter dated 05.04.2023 from Joint Registrar (Estab-N/T) regarding grant of Dearness allowances to the University Staff w.e.f. 01.01.2023.

5-4-1/ Reported receipt of a 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 GNCTD).

5-4-2/ Reported receipt of a letter No. DHE—13(7)/ Misc./100%/GIA Colleges/2013-14/P.F.-I/2989-09 dated 22.05.2023 from the Asstt. Director (Plg./Stat.) regarding Nominee/ Member of DHE in Purchase Committee and Finance Committee of 12 Colleges (100% funded by GNCTD) – Ref. SOP dated 06.04.2023 issued by DHE.

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5-5/ Reported receipt of letter through email dated 30.05.2023 bearing No.: 26-CA (N.O.Univ.)/2023 from the Deputy Secretary, Disciplinary Directorate, ICAI regarding verification of list of three CA's firms (as detailed below) for audit of college accounts for the financial year 2022-23.

1. Mr. Sandeep Kumar Jain and Co. (FR No. 010785N)
2. Mr. Ankit Dinesh Agarwal and Co. (FR No. 026678N)
3. Mr. R. Paul Jain and Co. (FR No. 008040)

The audit work of college for financial year was given to firm Mr. Ankit Dinesh Agarwal and Co.

5-6/ Reported receipt of letter No.: F.10/42/2022-23/SRD/FIN/1999-2018 dated 29.05.2023 from the Joint Director (SRD), Govt. of NCT of Delhi, Finance Department: State Resource Division, Delhi Secretariat regarding information / documents required from Autonomous Bodies/ Grantee Institutions for Expenditure Monitoring.

## 6/ ADDENDUM

6-1/ Resolved and approved ex-post facto approval for the following appointment.

6-1-1/ In appointing the following teaching staff on Ad-hoc basis for a period of four months or 120 days or till such time regular appointment is made, whichever is earlier, as per norms of the University of Delhi

S. No.	Name of the Teacher	Department	Date of Joining
1	Ms. Astha Kanjlia	Management Studies	20.03.2023
2	Dr. R.S. Rajpurohit	Commerce	20.03.2023

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S. No.	Name of the Teacher	Department	Date of Joining
3	Mr. Hemant Yadav	Commerce	20.03.2023
4	Ms. Namita Padhy	Commerce	20.03.2023
5	Ms. Prama Vishnoi	Commerce	20.03.2023
6	Ms. Ruchi Goyal	Commerce	20.03.2023
7	Ms. Snehlata Rana	Commerce	20.03.2023
8	Ms. Nidhi Aggarwal	Commerce	20.03.2023
9	Mohd Tariq Azizy	Commerce	20.03.2023
10	Dr. Anjalika Solanki	Commerce	20.03.2023
11	Mr. Sumit Kumar Baberwal	Computer Science	20.03.2023
12	Mr. Rakesh Kumar	Computer Science	20.03.2023
13	Mr. Anand	Computer Science	20.03.2023
14	Dr. Sumit Kumar Agarwal	Computer Science	20.03.2023
15	Dr. Ashutosh Singh	Computer Science	20.03.2023
16	Mr. Himanshu Kushwah	Electronics	20.03.2023
17	Dr. Jyoti Bansal	Electronics	20.03.2023
18	Dr. (Ms.) Richie Aggarwal	Mathematics	20.03.2023
19	Dr. Ram Chander Verma	Mathematics	20.03.2023
20	Dr. (Ms.) Mona Ranga	Psychology	20.03.2023
21	Ms. Pinki	Psychology	20.03.2023
22	Ms. Kritee Manchanda	Management Studies	10.04.2023
23	Dr. (Ms.) Nomita Sharma	Management Studies	10.04.2023
24	Mr. Kunal Kumar	Commerce	12.04.2023
25	Ms. Monu Chauhan	Commerce	10.04.2023
26	Ms. Astha Goyal	Computer Science	10.04.2023
27	Ms. Nidhi Passi	Computer Science	10.04.2023
28	Dr. (Ms.) Namita Aggarwal	Computer Science	10.04.2023
29	Ms. Jyoti Kumari	Computer Science	10.04.2023
30	Mr. Pradeep Kumar	Computer Science	10.04.2023
31	Ms. Rashmeet Kaur Chawla	Computer Science	10.04.2023

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32	Mr. Anil Sethi	Electronics	10.04.2023
33	Mr. Prashant Kumar	Electronics	10.04.2023
34	Mohd. Rafeeqe CK	English	10.04.2023
35	Ms. Rajat Arora	Mathematics	10.04.2023
36	Dr. Panjabi Singh	Mathematics	10.04.2023
37	Dr. Ravi Kumar	Mathematics	10.04.2023
38	Mr. Deepak Kumar Meena	Mathematics	10.04.2023
39	Mr. Ankit Kumar	Mathematics	10.04.2023
40	Dr. (Ms.) Smita Korpai	Physics	10.04.2023
41	Mr. Gagandeep Longiany	Physics	10.04.2023
42	Mr. Neha Yadav	Physics	10.04.2023
43	Dr. Pallavi Raj	Psychology	10.04.2023
44	Ms. Akanksha Mendiratta	Psychology	12.04.2023
45	Dr. Kiran Yadav	Physics	01.05.2023

6-1-2/ In appointing 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. Akhilesh	14.03.2023	25500/- + DA	Lab. Assistant	6 Months
2	Mr. Abhishek	13.04.2023	18000/- + DA	MTS	6 Months
3	Mr. Manish	28.04.2023	18000/- + DA	Lib. Assistant	6 Months
4	Ms. Himanshi Jangid	28.04.2023	19900/- + DA	Matron/ Junior Assistant	6 Months
5	Mr. Puneet Thakur	12.05.2023	18000/- + DA	Lab. Attendant	6 Months

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6-1-3/ In appointing the following non-teaching staff on daily wages basis as per norms of the University of Delhi/ Govt. of NCT of Delhi.

S. No.	Name	w.e.f.	Salary @Rs. P.M.	Designation
1	Mr. Satendra Babu	10.04.2023	Rs. 712/- per day	STP Operator
2	Mr. Prabhakar Ojha	23.05.2023	Rs. 635/- per day	Mali

7. Following items were discussed under Any other matter with the permission of the chair:

7-1/ Resolved that Ms. Richa Gupta Assistant Professor, Department of Computer Science may proceed on Study Leave when the teacher proceeding on CCL from August, 2023 in the Department of Computer Science joins back her duty in January, 2024.

7-2/ It was proposed and approved by the House that college will prepare a common Budget template which should be used by the departments to prepare proposal for budgets estimates to conduct events/ activities/seminars in the college. The budget should be proportionally distributed under specific budgetary heads based on the number of students.

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