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**KESHAV MAHAVIDYALAYA  
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**Minutes**

A meeting of staff council was held on 11/12/09 at 12:45 PM in the staff room. The Principal presided over the meeting.

1. Secretary Staff council welcomed Dr. Madhu Pruthi in her first staff council meeting. Principal then expressed her thanks for the immense support from the staff members in all respects. Secretary Staff council also thanked Dr. Ajay Arora for his leadership and efforts as Acting Principal in upliftment of the institution.
2. Minutes of the meeting held on 23/09/09 were passed.
3. Incharge of UPS room: Despite nominations by House members, nobody accepted the charge of UPS room. Then the Principal suggested that the maintenance of the UPS room should be taken care of by College Maintenance Committee and incharge must be decided from amongst its members.
4. a) Formation of Workload Committee: Principal informed that it would be teaching post committee and its job is to verify the requirement of additional teachers over and above the sanctioned strength in every department. It was decided by House members that Academic Affairs committee must take this charge as has happened in the past.  
b) Formation of Purchase Committee: Secretary Staff council explained the role of Purchase committee and one of the members said that it must be designated as Central Purchase Committee. The following committee was constituted:
  1. Dr. Rajni Mendiratta (Convenor)
  2. Ms. Manjari Singh
  3. Dr. Jagneet Anand
  4. Dr. Pradeep
  5. Ms. Richa Sharmac) Formation of Verification Committee: Principal explained the job of verification committee. The following Central Verification was constituted:
  1. Dr. Vandana Arora (Convenor)
  2. Ms. Roli Bansal
  3. Dr. Rittu Arora
  4. Dr. Shalini DeviPrincipal informed that Purchase and Technical committee of all the departments stand nullified henceforth.  
d) Formation of Annual Day Organizing Committee: Annual Day organizing is under the preview of Academic Affairs committee but Convenor, Academic affairs expressed

reluctance for the same since they had many assignments in hand. Hence, the following committee was constituted :

1. Ms. Manjari Singh (Convenor)
2. Ms. Richa Sharma
3. Dr. Jagneet Anand
4. Dr. Padma Sai Arora
5. Dr. Priti Sehgal
6. Dr. Rubina Mittal

e) Formation of College Provident Fund Committee: One of the members objected and explained that it is not under the purview of staff council, hence it was not formed.

5. Ms. Rajni Mendiratta volunteered to be the part of Auditorium Maintenance Committee from teaching faculty.
6. House proposed that there must be a record room controlled by Administration to keep house exams records . It was resolved that assignments have to be retained with the department for one year. One of the faculty members suggested that we must take soft copies of assignments instead of hard copies. House welcomed the suggestion and further it was decided that it must be clarified by the university.
7. Principal informed that a letter has been received from Dean Office seeking information about the penal action against internal assessment discrepancies. The House suggested that it's a human error and no action must be taken, accordingly a letter must be drafted and sent to the university.
8. Under any other matter, Convenor, Academic Affairs Committee informed the house about the visit of Inspection Committee from UGC on 22<sup>nd</sup> Dec 2009. Convenor informed about the various sections for XIth plan financial assistance and their incharges. The incharges were requested to give the write up indicating the required fund and its justification. T.I.C's of various departments were requested to give the achievements of their departments.

House Exams Committee member seeked clarification regarding the conduct of some of the qualifying papers which were not held in past years. House decided that concerned teachers may be asked if they want to hold the respective exams.

Principal informed house about the letter sent to PWD on request of some of the staff members regarding the improvement of staff room floors and extension of ladies toilets in the staff room. House suggested that flooring should be vetrified non-slippery tiles.

  
Principal

  
Dr. Priti Sehgal  
(Secretary Staff Council)