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**Minutes of the Staff Council Meeting**

Dated: 20.3.2008

A meeting of the Staff Council was held on ~~20.03.08~~<sup>Ms.</sup> at 12:30 pm in Staff room. The Acting Principal presided over the meeting.

1. The minutes of the Staff Council meeting held on 22.12.07 were passed.

2. The Principal informed the council that he had called the meeting to discuss the recommendations and suggestion of the various committees formed under the Staff Council as he felt that all policy decisions must be discussed and be transparent.

(a) (i) The Attendance Committee had placed a recommendation that the attendance records be computerized. It was emphasized by the Principal that complete automation of the attendance record was required and not mere data entry. The automation should be of a kind where information can be generated and not mere reproduction of data. The college already had a committee for computerization and it was decided that committee would look into this matter also.

(ii) The attendance committee further recommended that the attendance of the semester courses also be brought under the purview of the committee. It was also decided that for purposes of estimation partial attendance may be submitted roughly midway through the semester. However keeping in mind that the specified work load of classes must be met by teachers and could not be met by 23<sup>rd</sup> March it was decided that the matter needed deliberation and that the subsequent dates for submitting attendance of the semester courses will be decided later (on 30<sup>th</sup> April)

(b) (i) Regarding the Home examinations it was felt that there was a need to define a uniform policy for reexamination of candidates. Dr. V.K Verma was asked to look into the internal assessment manual to determine this. If any information of relevance to the matter was found then it would be implemented this year itself. Otherwise it would be incumbent on the new Home Examination committee, which will be formed on 30<sup>th</sup> April, to regulate the matter.

(c) The Principal informed the council that he was extending the term of the Teacher In Charges of various departments till 30<sup>th</sup> of April 2008. He suggested that an earlier committee which had been set up for the purpose of determining the tenure ship of TICs and the modalities of its implementation may submit their recommendations by 30<sup>th</sup> April 2008.

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(d) The Chairperson Library and Computerization Committees brought to the notice of the members on behalf of all the members of both the committees, the non co-operative attitude of the Librarian, because of which the members found it impossible to work for the benefit of the institution. From issues ranging from preparation of Agenda and tabulation of minutes in an incorrect manner to the non procurement of the minutes of the committee, the librarian made it very difficult for the committees to function in a proper manner.

In response the librarian counteracted saying that she had that very day submitted a note to the Principal in this matter. The matter was referred to the Principal for action.

(e) Convenor Committee for recommendation of new courses informed that the committee had recommended the introduction of the following courses to be applied for to the Delhi Government.

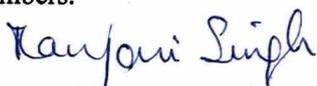
1. One extra section of Bachelor of Business Studies course
2. BFIA or Bachelor of Financial Services
3. B.A(H) course in English
4. B.Sc. (H) course in Statistics
5. B.Sc.(H) course in Biochemistry
6. B.A(H) course in Economics

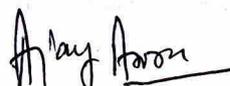
3. (a) Under any other matter The Principal informed that a Performa was available in the office for purposes of Internal Assessment for all courses and may be duly filled.

(b) The Principal placed on record his appreciation of the efforts of the Placement Committee.

(c) The Principal further told the members that he was in the process of earmarking parking space with yellow stubs for the convenience of the staff. He also promised that he would allot cubicles on the second floor to departments which didn't have laboratory space and was in the process of getting fans installed in the same.

The meeting ended with a note of thanks to the chair by the secretary on behalf of all the members.

  
**Manjari Singh**  
**Secretary Staff Council**

  
**Dr. A.K. Arora**  
**(Chairperson)**  
**Actg. Principal**