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**Minutes of the Staff Council Meeting**

20.11.08

A meeting of the staff council was held on 30.9.08 at 1:30 PM in the staff room. The Acting Principal presided over the meeting.

1. The minutes of the staff council meeting held on 30.4.08 were passed.
2. The Principal took stock of the academic progress in the I term of the academic year. He suggested that the various department heads should meet with the department faculty at least once a term and keep abreast the academic progress thereof. They would hence be equipped to report to the council and the need to ask faculty members individually would be eradicated.

He also informed the council that in case any faculty member was unwell and on leave for a considerable duration a guest faculty could easily be arranged. So the information of leave should come in at the earliest.

3. (a) Pertaining to agenda number 3, the Principal reminded the council that on its meeting held on 30.04.08 the house had resolved that the various departments would forward the names of their representatives for the constitution of the library committee for the academic year 2008-09. On 28.05.08 a note was put up to him by the librarian suggesting names of faculty members to be part of the library committee and computerization committee. A few days later yet another note was put up by the librarian contradicting her earlier note. This time she submitted names of library committee members, eliminating names of BBS coordinator and TIC English and BA(H) Psychology coordinator. The plea taken was that the ordinance 18 mentions that no person shall be member of a committee for more than two years.

It was demanded of the librarian to state by what authority she had subsumed the powers of all the departments and sent in a list of names of the faculty members to the part of the library committee. The librarian said that she had done so as per past practice. The house pointed out that there was no such past practice and she was reprimanded for misrepresenting facts.

It was noted that if the two year condition for membership is to be implemented then after every two years there would be a situation where we would have a library committee without the librarian.. The house noted that rules and ordinances were in place to assist and facilitate smooth and effective functioning of the institution. It was in the best interest of the students that all

departments should have representation in the library committee. The modalities for any policy decision on the same would be taken up at some later date.

It was also decided that there would be not be a chairperson necessarily in the library committee that the committee would collectively take a decision on that.

- (b) The house was informed that the Principal had on 6<sup>th</sup> May received a single page performa of the library membership form for students; sent by the librarian through speed post; to be included in the college prospectus as per the staff council decision of 27.9.07. The performa contained the librarian's signatures of the date 16<sup>th</sup> March 2008. The performa also contained a slot for affixing photograph but did not contain any of the membership rules.

The librarian claimed to have shown the performa to all the library committee members for approval, barring the staff secretary who was also part of the library committee, as she was not present in the Staff Council meeting of 30.7.08. The house noted this to be a misrepresentation as the secretary had joined the meeting a little late and had informed the Principal of this in advance. As Staff secretary she had sent the council register through a colleague and had requested that some other member may be given the task of taking the minutes. (\*The said members presence could also be corroborated from her attendance in the council register)

The librarian was reprimanded for the misrepresentation of facts and the librarian apologized to the house.

The performa for the library membership form contained the signatures of only one library committee member approving it. It was noted that the said member had signed on 1.5.08 whereas the aforesaid committees tenure ended on 30.4.08. The house desired to know in which capacity that member had signed, as there was no library committee in place on 1.5.08.

The said performa was included in the prospectus respecting the council's decision but the house decided to revisit and revoke their decision as the form is supposed to be filled only once the fees is deposited and the admission granted therefore it was redundant to include it in the prospectus and was unnecessary wastage of resources.

(c) Regarding the issue of membership of identity cards for teaching faculty the council decided not to accept any such proposal.

The Principal also reiterated that any books/journals recommended by the teaching faculty members would be endorsed by him, so that the process of procuring books for the library is not hindered.

4. (i) Under any other matter, the committee formed for crediting attendance during vacations on to earned leave reported that they had done so for the years for which the records were available. However no records were available for the years 1997 to 2000 and 2006. The Principal then stated that he would allow for extrapolating the available records to construct the records for those years for which no records exist.
- (ii) The issue of reserved parking for teaching faculty members was raised a second time in the council. The Principal promised to reserve space for faculty parking and two spaces to be reserved for the physically challenged. He also

informed that boards proclaiming the campus as a no smoking zone would be put up.

(iii) The Computer Science requested for an internet lab for sixth semester Convenor library computerization committee pointed out that the computer lab in the library, though ready, was not available for use. The librarian stated that there was not enough staff to man the lab so it was not operational. It was then pointed out that library already had more than adequate strength. However it was hoped that this problem would be sorted out during the approaching vacations. Departments which did not have labs requested for allotment of cabins on the II floor. The English department requested for a room on the ground floor.

(iv) The Principal reported that the admissions had been conducted very smoothly and thanked the admission committee. He also put on record appreciation for the cultural committee and exhorted all the faculty members to attend the various functions organized by the college. The meeting ended with the secretary thanking the chair.



Secretary Staff Council  
(Manjari Singh)



Actg. Principal