

COLLEGE OF VOCATIONAL STUDIES  
UNIVERSITY OF DELHI

MINUTES OF THE GOVERNING BODY MEETING HELD ON MONDAY, THE 3<sup>rd</sup>  
OF FEBRUARY, 2025 AT 11:30 AM.

A meeting of the Governing Body of the College was held on 3<sup>rd</sup> of February, 2025 at 11:30 am in the Committee Room of the College. The following members were present in the meeting:

- |                                  |   |
|----------------------------------|---|
| 1. Prof. M.N. Doja               | Chairman                                      |
| 2. Prof. Pushpa Kumar Lakshmanan | Treasurer <i>dyp</i>                          |
| 3. Prof. Anu Mehra               | Member <i>Anu</i>                             |
| 4. Prof. Bharti Suri             | Member <i>Bharti Suri</i>                     |
| 5. Prof. N.K. Kakkar             | Member <i>NK</i>                              |
| 6. Mr. Naval Kishore             | Member <i>Naval Kishore</i>                   |
| 7. Mr. Sumeet Gupta              | Member <i>Sumeet</i>                          |
| 8. Prof. Ravinder Kumar          | Member <i>Ravinder Kumar</i>                  |
| 9. Prof. Shiv Kumar Sahdev       | Secretary <i>A</i>                            |
| 10. Prof. Anu Satyal             | Teachers' Representative <i>Anu Satyal</i>    |
| 11. Mr. Prateek Kashyap          | Teachers' Representative <i>Prateek</i>       |
| 12. Mr. P.C. Bhatt               | Non-Teaching Representative <i>P.C. Bhatt</i> |

The following agenda items were taken up:

2025 (1) 1:

Confirmation of Minutes of the Governing Body Meeting held on 14.11.2024.

Annexure 1

RESOLUTION: The Minutes of the Governing Body Meeting held on 14.11.2024 were already circulated among the members of the Governing Body and signed

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Secretary *Shiv K Sahdev*  
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*Anu Satyal* *dyp* *Anu* *Ravinder Kumar* *Naval Kishore* *Bharti Suri* *P.C. Bhatt* *Prateek*

by all the members of the Governing Body. The same were placed on record during the meeting held on 03.02.2025 and confirmed.

**2025 (1) 2:**

**To report and approve the appointment and joining of Prof. Shiv Kumar Sahdev as permanent Principal of College of Vocational Studies (University of Delhi).**

**Annexure 2**

It is submitted that with reference to the recruitment advertisement No. CVS/2024/Principal/Advt.-01 dated 30.05.2024 that was advertised for appointment to the post of permanent Principal of College of Vocational Studies (University of Delhi); a meeting of the duly constituted Selection Committee to conduct interviews for the post of regular Principal, College of Vocational Studies (University of Delhi) College was held on November 25, 2024.

Later, a meeting of the Selection Committee (Apex Committee) to consider the recommendations of the aforesaid duly constituted Selection Committee for appointment to the post of Principal, College of Vocational Studies (University of Delhi) in terms of clause 7(2) of Ordinance XVIII of the University was held on November 28, 2024.

On the recommendation of the Selection Committee (Apex Committee), the University communicated the name of Prof. Shiv Kumar Sahdev, whom the University recognized as Principal of College of Vocational Studies (University of Delhi) in terms of clause 7(2) of Ordinance XVIII of the University.

In view of the above, Prof. Shiv Kumar Sahdev joined as permanent Principal of College of Vocational Studies (University of Delhi) w.e.f. November 29, 2024 (Forenoon) for a term of five years.

**RESOLUTION:** The Governing Body approved the appointment and joining of Prof. Shiv Kumar Sahdev as permanent Principal of College of Vocational Studies (University of Delhi) w.e.f. November 29, 2024 (forenoon) for a term of five years.

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**2025 (1) 3:**

**To report and approve the promotion(s) in respect of the following faculty members from the post of Associate Professor (Stage 4) to the post of Professor (Stage 5) under Career Advancement Scheme 2018: Annexure 3**

It is submitted that the duly constituted Selection Committees considered the cases of the below mentioned faculty members for their promotion from the post of Associate Professor (Stage 4 - Academic Level 13A) to the post of Professor (Stage 5 – Academic Level 14):

Sr. No.	Name of the Teacher	Designation	Department	Date of Eligibility	Stage(s) of Promotion	Selection Committee(s) Meeting(s) Date(s)
1	Dr. Ajay Kumar	Associate Professor	Commerce	26.10.2021	From Stage 4 to 5 (Pay Matrix Level 13A to 14)	19/11/2024
2	Dr. Ragni Agarwal	Associate Professor	Commerce	18.08.2023	From Stage 4 to 5 (Pay Matrix Level 13A to 14)	
3	Dr. Ashis Taru Deb	Associate Professor	Economics	18.07.2018	From Stage 4 to 5 (Pay Matrix Level 13A to 14)	
4	Dr. Anu Satyal	Associate Professor	Economics	18.07.2018	From Stage 4 to 5 (Pay Matrix Level 13A to 14)	
5	Dr. Pradip Kumar Biswas	Associate Professor	Economics	18.07.2018	From Stage 4 to 5 (Pay Matrix Level 13A to 14)	
6	Dr. Vinay Kumar Jain	Associate Professor	Hindi	18.07.2018	From Stage 4 to 5 (Pay Matrix Level 13A to 14)	

The Selection Committee thoroughly vetted all the required documents, submitted by the candidates and found that the candidates satisfy the minimum eligibility norms/ service requirement as on their date of eligibility (detailed summaries in this regard are attached for reference), as per the CAS 2018 and as laid down in the University Grants Commission Regulations 2018 for CAS) for their promotion to the post of Professor, i.e.

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1. Three (3) years' service in Stage 4 (i.e. after Associate Professor),
2. Three (3) Research Publications (during the assessment period),
3. Minimum 10 Research Publications (till the date of eligibility of promotion),
4. Minimum 110 research score as per Table VI-A;b

On the basis of the details submitted by the candidates in the PBAS Proforma and APARs under CAS 2018 as prescribed by the University of Delhi for promotions of teachers and in terms of the overall grading as good with regard to their contributions in academics, administrative and research in terms of quality of publications, authored/ edited books, research guidance and their service as resource person etc., as assessed/ evaluated by the duly constituted scrutiny committee and also, verified by the Selection Committee(s) (as laid down in the UGC Regulations 2018 for CAS), the Selection Committee(s) after interviewing the candidates, recommended that the above mentioned faculty members be promoted from the post of Associate Professor (Stage 4 – Academic level 13A) to the post of Professor (Stage 5 - Academic level 14) under CAS 2018 with effect from their date of eligibility (subject to the approval of University of Delhi).

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

**2025 (1) 4:**

**To report and approve the decisions taken by the Leave Advisory Committee during the meeting held on 23.12.2024.**

**Annexure 4**

It is submitted that the duly constituted Leave Advisory Committee in its meeting dated 23.12.2024 resolved to grant various types of leave to the following teaching staff members for the mentioned below period:

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Sr. No.	Names of the Employee	Designation & Department	Nature/ Type of Leave	Period of Leave Applied	
				From	To
1.	Dr. Savita	Assistant Professor, Department of History	Child Care Leave	26.12.2024	30.04.2025
2.	Dr. Mamta Singh	Assistant Professor, Department of Hindi	Child Care Leave	26.12.2024	23.01.2025
3.	Dr. Meera Nangia	Associate Professor, Department of Commerce	Sabbatical Leave	02.01.2025	01.01.2026
4.	Prof. Anu Satyal	Professor, Department of Economics	Sabbatical Leave	05.08.2025	04.08.2026
5.	Dr. Meenakshi Aggarwal	Associate Professor, Department of Commerce	Sabbatical Leave	05.08.2025	04.08.2026
6.	Dr. Kumar Ram Krishna	Associate Professor, Department of History	Sabbatical Leave	01.08.2025	31.07.2026
7.	Dr. Ashis Taru Deb	Professor, Department of Economics	Sabbatical Leave	01.01.2025	31.12.2025
8.	Dr. Vijaya Rajni	Associate Professor, Department of Economics	Sabbatical Leave	01.01.2026	31.12.2026

It is further stated that the term of Ms. Ekta as a member of the Leave Advisory Committee by virtue of being a member of the Governing Body, ended on 11.01.2025. Therefore, it is requested that Prof. Anu Satyal may be appointed as a new member of the Leave Advisory Committee as she is the new teachers' representative on the Governing Body.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

**2025 (1) 5:**

**Regarding approval to fill the following Non-Teaching Posts:**

It is submitted that the Governing Body of the College in its meeting dated 31.05.2024 vide its resolution No. 6 accorded its approval to advertise the Non-Teaching posts (on permanent basis), which are lying vacant in the college and to initiate the

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promotion of eligible non-teaching staff as per the Reservation Roster, approved by the University of Delhi, bearing letter No. CB-II/110/Roster/CVS/2024/77 dated 09.04.2024.

Consequently, online applications (*used University of Delhi's Recruitment Portal to invite online applications*) were invited by the college for the following permanent non-teaching vacant posts (under the direct recruitment) via its advertisement, bearing Advt. No. CVS/2024/Non-Teaching/01 dated 07.06.2024:

Sl. No.	Group	Name of the Post	No. of Post(s)	Pay Matrix as per 7 <sup>th</sup> CPC
1.	A	Librarian	1	Academic Pay Level 10
2.	B	Section Officer	1	Pay Level 7
3.	B	Sr. Personal Assistant	1	Pay Level 7
4.	B	Sr. Technical Assistant	1	Pay Level 6
5.	B	Senior Assistant	2	Pay Level 6
6.	C	Assistant	1	Pay Level 4
7.	C	Library Attendant	5	Pay Level 1

Now in order to fill up the aforementioned vacant posts (on permanent basis), it is recommended to constitute a four-member committee, consisting of the following members, which will look after the entire recruitment process including conduct of exams, interview (wherever needed), evaluation of answer scripts etc.

1. Dr. Vedbrat Tiwari, Secretary, Staff Council of the College- Convener
2. Prof. Anu Mehra, Governing Body Member- Member
3. Dr. Shweta, Bursar of the College- Member
4. Dr. Naresh Kumar, Deputy Registrar (Colleges), University of Delhi- Member

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students with valuable real-world experience and foster a mutually beneficial relationship between students and the college.

**The committee members are as follows:**

1. Dr. Bhupinder Singh - Convenor
2. Dr. Deepa Sahai Garg - Co-Convenor
3. Mr. Bipan Kumar
4. Mr. Anand Kumar Singh
5. Dr. Shweta
6. Ms. Shilpa Garg
7. Mr. Manoj Kumar Sharma, Administrative Officer (Admn. Section)
8. Mr. Punit Kumar, Administrative Officer (Accounts Section)
9. Mr. Kunal Kishor Singh, Officiating Librarian

**It is proposed that there will be two kinds of Internship under Principal Internship Scheme:**

- a) Internship (Academic Session) – For 30 students [Duration: 200 hours (in 16 weeks) for each semester].
- b) Summer Internship - For 30 students (Duration: 120 hours in 5-6 weeks)

**Stipend/Remuneration for Interns:**

Internship (Academic Session) - Rs. 10,000/- per student

Summer Internship - Rs. 5,000/- per student

It is further recommended that the expenditure associated with this be met from the sub-head, namely "Amenities Fund Fee" available under the main head of Student Society Fund.

**RESOLUTION:** The Governing Body appreciated the efforts being made by the college and granted its approval to implement an internship scheme as mentioned above for its college's students similar to the Vice- Chancellor Internship Scheme (VCIS) offered by the Dean Students' Welfare office, University of Delhi.

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Dr. Bhupinder Singh

Dr. Deepa Sahai Garg

Mr. Manoj Kumar Sharma

Mr. Punit Kumar

Mr. Kunal Kishor Singh

**2025 (1) 8:**

**To consider and approve the allocation of funds from Student Society Fund for providing fee concessions to the students.**

It is submitted that currently the college employs 135 faculty members, each contributing Rs. 100/- from their salary, per month. This results in a meagre amount of Rs. 13,500/- per month, which is allocated to provide fee concessions to a limited number of underprivileged students.

Since the amount given as fee concessions is quite small, therefore, it is proposed to increase it to cover the full fee paid by the students, excluding the University Fee. The Fee Concession Committee will invite applications for this concession in a prescribed format. After that, the committee will scrutinize all received applications and approve fee concessions for those students who are truly/ genuinely in need.

The necessary amount for the fee concessions is proposed to be sourced/ met from the sub-head, namely "Amenities Fund Fee" available under the main head of Student Society Fund and Security Forfeit amount. The Fee Concession Committee will make sure that the total amount used for fee concessions does not go over Rs. 7 lacs each year.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

**2025 (1) 9:**

**Permission for allocation of Student Society fund for the purpose of Minor Research Project Scheme.**

It is submitted that a committee known as the 'Innovation & Research Cell' has been established by the college, consisting of the following members to launch the Minor Research Project Scheme:

1. Dr. Pradip Kumar Biswas (Convenor)
2. Prof. Anu Satyal
3. Prof. Vinay Kumar Jain

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4. Mrs. Anu Singh
5. Ms. Ananya
6. Mr. Akshay Mishra

It is proposed that under this scheme, 50% of academic societies' fee from Students fund, i.e. Rs. 100/- per student, received per year from our college students be allocated/utilized for the purpose of Minor Research Project Scheme.

This scheme will provide research support to faculty members and students of the college to undertake research. In this scheme, teachers will supervise students to enhance their skills to think about innovative research problems and approaches to apply their skills towards solving the problem.

The idea of Minor Research Project will ultimately help students for innovations/research during their graduation courses which in turns will inculcate the seed of research and development in their mind. As the aim of the scheme/project is to inculcate research aptitude among students, thus, it was decided to involve up to eight undergraduate students from the college in one project, who may come from either a single discipline or multiple disciplines.

It will be mandatory to make all associated students of Minor Research Project as co-authors while publishing the research outcomes.

It is recommended to start the above said scheme from the upcoming academic session 2025-26 (*Detailed Guidelines for Minor Research Project will be formulated by the committee in due course of time*). Further,

- The total/ maximum number of projects that will be sanctioned and funded shall not surpass six across all disciplines (maximum limit allowance of two projects per discipline).
- The maximum research grant for one project will amount to Rs. 50,000/-.
- The research grant should be used for small equipment (not available in college), consumables, field visits, outsourcing of laboratory facilities and contingencies.
- Contingency and travel heads should not exceed 40% of the total sanctioned amount of the project.

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- Teachers working in Ad-hoc/Guest capacity in the College will not be eligible to apply in the said scheme.
- If two teachers are involved in one project, then both will be designated as Principal Investigator. However, one will be the convener among the two and they will decide this among themselves and mention it in the research proposal.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

**2025 (1) 10:**

**Approval for the formation of a Building Committee of the College in accordance with the guidelines set forth by the University Grants Commission.**

It is submitted that as per norms, prescribed by the University Grants Commission, permission is sought to form a Building Committee of the College, comprising of the following members:

- I. Chairman, Governing Body/Nominee (Special Invitee)
- II. Treasurer, Governing Body and representative of the affiliating University
- III. Principal
- IV. Two Teachers' Representatives: Mr. Prateek Kashyap  
Dr. Abhishek Priyadarshi
- V. Bursar (Special Invitee)
- VI. Representative from User-teaching Department: Dr. Meenakshi Aggarwal
- VII. Representative of Non-teaching Staff: Mr. Ramesh Tiwari
- VIII. A Technical representative of the CPWD/PWD/ Zilla Parishad / Corporation, etc. (not below the rank of Assistant Engineer)
- IX. The Architect engaged by the College
- X. AO- Administrative Section
- XI. AO- Accounts Section

To ensure the full establishment of the College's Building Committee, permission may please be granted to appoint/engage a Technical Representative from the CPWD, PWD, Zilla Parishad, Corporation, etc., provided that the individual holds a rank no

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lower than that of Assistant Engineer. Additionally, an Architect is to be appointed/ engaged by the college (who should be registered with the Council of Architecture). All such appointments will adhere to the prescribed procedures.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

Further, the Governing Body considered and approved the name of Ms. Neha Gupta, an Architect and Faculty member at Indraprastha University to serve as the Architect in the aforementioned Building Committee of the College.

The Governing Body also approved the name of Mr. Ravinder Yadav (Assistant Engineer, CPWD) to serve as a technical representative of the CPWD in the aforementioned Building Committee of the College.

The Governing Body authorised the Principal of the College to consult and engage any other Architect who should be registered with the Council of Architecture (*provided that proper procedures are followed*) and also, any other technical representative of the CPWD, not below the rank of Assistant Engineer, in case of non-availability of the abovementioned persons.

**2025 (1) 11:**

**To report and approve regarding the formation of 'Maintenance and Development Committee of the College'.**

A committee has been formed by the college known as the 'Maintenance and Development Committee of the College' to oversee general maintenance, development initiatives, and minor daily civil tasks within the institution. The members of the Committee are as follows:

- |                               |            |
|-------------------------------|------------|
| 1. Dr. Abhishek Priyadarshi   | - Convener |
| 2. Dr. Raj Bahadur            | - Member   |
| 3. Dr. Jagdish Chandra Khatik | - Member   |
| 4. Ms. Swati Yadav            | - Member   |
| 5. Mr. Prateek Kashyap        | - Member   |
| 6. Ms. Asmita Tyagi           | - Member   |

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- |                        |          |
|------------------------|----------|
| 7. Ms. Priyanka Sharma | - Member |
| 8. Ms. Ananya          | - Member |

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

**2025 (1) 12:**

**To report and approve the matter related to the disposal of unserviceable items lying in the college.**

It is submitted that there are a lot of unserviceable items such as unusable fixtures and fittings/equipment, wooden and electrical items lying in the college's premises, which are required to be disposed of (as per past practice).

Thus, the matter is placed before the College's Governing Body for its approval for constitution of a Disposal Committee, comprising of the following members to survey these articles and dispose them via E-Auction through MSTC Portal:

1. Dr. Anand Kumar, Associate Professor, Dept. of Economics – Convener
2. Treasurer, Governing Body of the College
3. Convener, Maintenance and Development Committee of the College
4. Teachers Representatives on the Governing Body of the College
5. Librarian
6. Administrative Officer (Admin.)
7. Administrative Officer (Accounts)

The committee referenced above is responsible with the examination of articles as outlined in paragraph 1 of this agenda item. This will involve categorizing the articles into distinct groups, including fixed assets, e-waste, and other articles etc. Afterwards, the committee will arrange for their disposal via MSTC E-Auction.

Besides this, permission may please be granted to invite quotations from the experienced Waste Paper Recycling Service Provider through the College/University of Delhi's website to provide recycled paper and paper products on non-monetary basis, in exchange of old newspapers, magazines, books (obsolete titles) - which are

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required to be weeded out (after following suitable procedures) and office grade papers etc. (lying in the library and office).

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

**2025 (1) 13:**

**Regarding planning and execution associated with the revamping/renovation of the existing college's infrastructure, as well as the development of new facilities.**

**Annexure 6**

(1) The existing building of the college, constructed in the early 1980s, is significantly aged and exhibits various signs of deterioration, including peeling walls, severe seepage and falling plaster throughout the building. It necessitates extensive repair and renovation efforts. To avert any potential hazards, it is recommended that a structural audit of the existing building be conducted by the CPWD/PWD to assess the structural integrity of our existing college's building.

If the CPWD or PWD determines that it is feasible to undertake repair and renovation work, such tasks will be executed by CPWD or PWD through the College's Building Committee, following the signing of a Memorandum of Understanding (MoU) between the Principal of the College of Vocational Studies, University of Delhi, and CPWD.

In case, the CPWD/PWD finds the building is too damaged to fix and recommends tearing it down, in that case also the task of construction of the new building be given to CPWD/PWD. The college may initiate the process of procuring financial assistance to execute this task by sending a proposal to HEFA by the Building Committee of the College (ref. University of Delhi's letter, bearing ref. No. CB-II/330/Circular/HEFA/2024/279 dated 12.08.2024).

(2) It is submitted that the college currently possesses one seminar hall accommodating 100 participants and one conference hall that can fit 150 participants only. Both facilities are quite outdated and require immediate repair and renovation.

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Additionally, it is recommended that both halls be equipped with audio-visual system capabilities.

(3) It is submitted that the Principal's Bungalow in the college campus is in a deteriorated condition and is not being used at all. Since the college lacks an auditorium, it is suggested that the dilapidated bungalow be torn down. After its demolition, it is proposed that a parking area for the college's staff be built on the ground floor of the newly available space. An auditorium with a seating capacity of around 700 people be constructed on the first floor, along with two seminar halls on the second floor and a multipurpose hall on the third floor. These new facilities would feature modern infrastructure and amenities.

(4) Permission is sought for the repair and white washing of the college's boundary walls due to weathering and damage over time.

Further, the existing main entrance gate is in need of replacement as it is outdated and no longer meets the security and aesthetic standards required. Therefore, a new, more secure, and aesthetically pleasing gate as well as a new security guard room (near the main gate) are required to be constructed to enhance the safety and visual appeal of the campus entrance.

(5) Permission to construct sports facilities on our college's playground, which presently lacks any specialized and dedicated sports infrastructure.

Given the increasing interest in sports and physical fitness among our students, it is proposed to construct a **Tennis Court, Football Ground, Basketball Court, and Cricket Facilities**. These amenities will not only provide our students with the opportunity to engage in various recreational and competitive activities but will also enhance their overall physical and mental health.

Additionally, these sports facilities will enhance the college's reputation by encouraging students to represent the institution in inter-college and regional

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tournaments. These sports facilities will significantly contribute to the holistic development of our students and is in line with the institution's dedication to nurturing well-rounded individuals.

Approval is sought for the civil work outlined in Points 2, 3, 4 and 5 of this agenda item to be carried out through the Building Committee of the College via signing a Memorandum of Understanding (MoU) between the Principal, College of Vocational Studies, University of Delhi and CPWD for the execution of the above-mentioned civil work, while also ensuring compliance with all other requisite procedures.

**Relevant General Financial Rule in this regard is quoted as under:**

**As per General Financial Rule 133 (2) -** A Ministry or Department may, at its discretion, assign repair works estimated to cost above Rupees thirty Lakhs and original/minor works of any value to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorized to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO) etc. or Ministry/Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED**

The Governing Body resolved that the expenditure associated with Points 2, 3, 4 will be met from the Earmarked/ Endowment Fund. This has reference to resolution No. 2024(3) SA-1 of the Governing Body Meeting held on 14.11.2024, through which the Governing Body approved the mandate for Earmarked/ Endowment Fund (*constituted out of available Student Societies funds*), to be used for the development of the College in areas such as building infrastructure, students' activities, furniture and fixtures, office equipment and IT infrastructure, etc.

Further, the expenditure associated with Point 5 will be met from the available funds in the Student Society Fund, specifically under the sub-head, namely 'Sports Fee'.

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However, if the estimated cost for the reconstruction or renovation of the college infrastructure, as outlined in points 2, 3, 4, and 5, are determined to be excessively high, i.e. exceeding the college's available financial resources following a technical assessment to be conducted by competent agencies such as CPWD etc., the college should seek financial assistance from HEFA to secure the required funding.

Apart from initiating the process of structural audit and other efforts being made in the direction of revamping the college infrastructure, the governing body also emphasised that the renovation work should be carried out simultaneously for the smooth functioning of the college and to meet the day-to-day requirements of the college such as ensuring appropriate seating arrangements in the college's seminar room, renovating washrooms, equipping both the seminar hall and conference hall with audio-visual systems etc.

2025 (1) 14:

To report and approve the procurement and installation of CCTV security cameras in and around the existing college's building as well as in the new academic blocks of the college.

It is submitted that a committee has been constituted, comprising of the following members to identify/ earmark areas where CCTV security cameras are to be installed in and around the existing college building as well as in the new academic blocks of the college:

- 1) Dr. Abhishekh Priyadarshi (Convenor)
- 2) Prof. Anu Satyal
- 3) Prof. Gauri Mishra
- 4) Dr. Shalini Singhal
- 5) Dr. Suman Rani
- 6) Dr. Rupesh Kumar Shukla
- 7) Mr. Manoj Kumar Sharma (A.O. Admin)
- 8) Mr. Punit Kumar (A.O. Accounts)

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9) Mr. Ramesh Kumar Tiwari- Caretaker

As recommended by the concerned committee, approval is sought for the procurement and installation of CCTV security cameras, as well as display screens and other associated equipment via the CPPP/GeM Portal, the estimated cost of which will be around Rs. 15,00,000/-. These installations are to take place both within and outside the existing college building, as well as in the new academic blocks.

This step is essential for improving the safety and security of all individuals associated with the college and to mitigate potential harm to the college's property.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

Further, the Governing Body resolved that the expenditure associated with the procurement and installation of CCTV security cameras, as well as display screens and other associated equipment will be met from the Earmarked/ Endowment Fund [refer Item Resolution No. 2025 (1) 13].

2025 (1) 15:

**Comprehensive Proposal for upgrading ICT Infrastructure and facilitating the digital transformation of the College**

In the light of emerging academic and administrative requirements, particularly in alignment with the National Education Policy (NEP) 2020, it is imperative for the college to undertake key infrastructure improvements and digital initiatives to better serve its stakeholders. In this connection, following points are submitted:

**(1) Establishment and Upgradation of Computer Laboratories:**

Currently, the college has two operational computer labs, both of which require urgent relocation to the SNB building, due to unsuitable conditions including high humidity and inefficient equipment. Additionally, with the increasing need for computer access among across programmes/ courses, it is proposed to establish at least one more computer lab at the SNB building. This would involve the procurement of at least 40

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management of the college's students and faculty databases. This initiative would ensure seamless academic and administrative operations while improving accessibility.

The estimated one-time design and development cost for the college website is approximately Rs 1,70,000/-, with an annual maintenance fee starting from the second year after the Go-Live date, estimated at Rs 45,000/-. Additionally, the annual hosting cost for the IT infrastructure, which includes a dedicated cloud server, is projected to be around Rs 18,000/-. The ERP system will be fully integrated with the website, providing login access for all stakeholders, including students, faculty, departments, societies, and various administrative functions. The estimated one-time cost for the ERP is approximately Rs 9,00,000/- with an annual maintenance fee that will take effect from the second year following the Go-Live date.

These initiatives are needed for the college to meet emerging academic demands, provide quality education, and ensure smooth administrative functioning. Permission is sought to procure the required items and services through the GeM Portal/CPPP to facilitate these upgrades.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

It was resolved that in addition to relocating the two existing computer labs from the old block to the Second New Building (SNB), approval was granted for setting up of two new computer labs.

In addition to the 40 + 10 computers (as cited in 2025 (1) 15 (1)), the Governing Body in consideration with essential requirements for setting up of two new computer labs and to meet other emergent requirements for implementation of NEP and various other programmes in the college, granted permission for procurement of 60 more All in one/ Standard Desktop PC. This brings total tally of computers to be procured for teaching and non-teaching purposes for which permission was granted up to 100 All-In-one/ Standard Desktop PC for teaching and 10 additional computers for use at various other places such as the office, the library, the examination centre and for the faculty members.

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Since, approval for procurement of additional 60 computers were granted, the revised approximate additional cost of around 64,50,000/- to be incurred on it was also permitted.

The Governing Body accorded its approval to procure all essential resources to enhance Wi-Fi accessibility throughout the college campus.

Besides this, it was resolved that Prof Bharti Suri, a Member of the Governing Body of the College be included in the ICT Committee of the College to revamp the College's Website.

The Governing Body resolved that the expenditure related to the upgradation of ICT Infrastructure will be met from the Earmarked/ Endowment Fund [refer Item Resolution No. 2025 (1) 13].

2025 (1) 16:

Permission to authorize the Principal of the College to make the following part-time appointments in accordance with the relevant norms/guidelines, prescribed by the University of Delhi or the appropriate authority:

(1) a part-time Counsellor to help/ assist the college's students, address their emotional and behavioural issues etc. [**Minimum Qualification** – M.A. (Psychology) with two years' experience as counsellor in a reputed institute preferably in an education Institute].

(2) a part-time Allopathic Doctor (**Minimum Qualification** – MBBS degree) to address the health-related issues of the students and staff members of the college.

RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.

The Governing Body decided that arrangements be made for the visit of a general Physician, holding at least an MBBS degree, for three days a week. He/ She shall be paid a lump sum amount of Rs. 3000/- per visit.

Further, the Governing Body decided that arrangements be made for the visit of a part-time Counsellor. These visits be arranged in such a manner that either the doctor or the counsellor is available on all working days throughout the week.

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2025 (1) 17:

**Permission for deployment of staff on outsource basis.**

It is submitted that 12 permanent non-teaching posts are lying vacant in the college as indicated in Agenda Item No. 7. Therefore, to ensure smooth functioning of the college, permission may please be granted to deploy at least 4 semi-skilled MTS Office Attendants on an outsourced basis on prevailing terms and conditions from the current existing agencies. (The tender of the current agency responsible for supplying manpower is expiring by the end of January. The fresh tender has already been floated. For the time being, approval is sought to shift our existing manpower to existing agencies.)

It is further submitted that the college's current infrastructure has been enhanced by the addition of two new academic blocks. Consequently, to maintain comprehensive cleanliness and aesthetic standards in these new academic blocks, it is necessary to engage three housekeeping personnel and three security staff members on an outsourced basis on prevailing terms and conditions from the existing security and housekeeping agency.

Furthermore, as the aforesaid 10 staff members + 1 MTS staff member (*who was deployed on an outsourced basis following the Governing Body's approval in its meeting dated 14.11.2024*) exceed the sanctioned strength of non-teaching posts, therefore it is proposed that the salary expenditure in respect of the aforesaid 11 outsourced staff be met from the Student Society Account.

**RESOLUTION: ITEM REPORTED, RECORDED AND APPROVED.**

The Governing Body accorded its approval for the appointment of 4 Multi-Tasking Staff (MTS) on an outsourced basis.

The Governing Body also accorded its approval for the appointment of 4 males and 2 Females Security Guards on an outsourced basis.

Besides this, the Governing Body granted its approval for the appointment of 3 housekeeping staff members and 2 Gardeners on an outsourced basis.

It was resolved that the salary expenditure in respect of the aforesaid 15 staff members + 1 MTS staff member (*who was deployed on an outsourced basis*

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Further, the Governing Body has instructed that the Finance Committee of the College shall review the aforementioned bills prior to releasing the requested payments to M/s. Dynamos Allied Services Pvt. Ltd.

2025 (1) 21:

To place the report prepared by the three-member committee, which was duly formed by the College's Governing Body during its meeting on May 31, 2024.

Annexure 8

This report pertains to the findings of the Internal Complaint Committee concerning the grievances/complaints lodged by a few NCWEB students against Mr. Madan Lal, who is employed as a Waterman at the College.

RESOLUTION:

After due deliberation, the Governing Body of the College accepted the report of the three-member committee, which was duly formed by the College's Governing Body vide item resolution No. 2024 (2) 11 during its meeting on May 31, 2024 and resolved that the next 2 increments be withheld in respect of Mr. Madan Lal as disciplinary action as per Rule 63 (v) under the head *videlicet* Minor Penalties, University Non-Teaching Employees (Terms and Conditions of Service) Rules – 2013.

2025 (1) 22:

The Governing Body vide its meeting dated 23.12.2023 authorised Dr. Saroj Kumar Rath, Assistant Professor, Department of History, to keep all files pertaining to the inquiry concerning the library issue in his custody within an almirah. Now, Dr. Rath wants to handover the key of that almirah to the college. The matter is placed before the Governing Body for further deliberation and action.

Annexure 9

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**RESOLUTION:** The Governing Body considered the matter placed before it and after due deliberation, it was resolved to constitute a four-member committee with following members:

1 Prof. Shiv Kumar Sahdev, Principal, College of Vocational Studies

2 Prof. Anu Mehra, Member, Governing Body of the College

3 Prof Anu Satyal, Teachers' Representative, Governing Body of the College

4 Dr. Vedbrat Tiwari, Secretary, Staff Council of the College

The aforesaid committee is instructed to initiate the procedure for opening the sealed almirah, ensuring that the entire process is recorded on video. Furthermore, the committee is tasked with creating a detailed list/ an inventory of all documents retrieved from the almirah, which is to be placed before the Governing Body at its next meeting.

Besides this, the Governing Body has mandated the college to undertake a systematic process of maintaining inventory of records/ documents etc. related to college administration, library, labs etc., facilitating the efficient operations/ functioning of the college in the future.

2025 (1) 23:

Regarding examination and evaluation tasks in respect of the ongoing vocational courses and revamping of existing syllabus of these courses.

It is submitted that our College of Vocational Studies is a co-educational and University maintained institution. It is the only college of University of Delhi that offers various vocational courses which enable students to interweave general education with work-oriented skills and knowledge.

The College has a '**Committee of Courses**' that undertakes all the academic tasks related to these courses including the paper setting and the evaluation of answer scripts etc.

Therefore, it is recommended that in order to ensure transparency and fairness in such

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types of examination and evaluation related work, these responsibilities be transferred to the University of Delhi from the forthcoming Academic Session 2025-26.

Additionally, authorization is necessary to investigate opportunities for updating the curriculum of these courses in alignment with current market and industry demands pertinent to these vocational programs.

**RESOLUTION:** The Governing Body considered the matter reported before it regarding examination and evaluation tasks in respect of the ongoing vocational courses and revamping of existing syllabus of these courses.

The Governing Body directed that the existing process be retained for this academic semester ending June, 2025. It was resolved that from next academic year i.e. 2025-26, the examination and evaluation related work be carried out by the Examination Branch, University of Delhi. It was additionally noted that updating the existing courses is necessary to align them with contemporary standards and market demands; however, this should be undertaken only after careful deliberation by the Committee of Courses (COC) at the college level.

**2025 (1) 24:**

**To submit the report of the Finance Committee (duly constituted by the Governing Body) held on 22.01.2025 for consideration and review.**

**Annexure 10**

**RESOLUTION:** The Governing Body reviewed and approved the Finance Committee's report for required action.

**2025 (1) 25:**

**The term of Prof. Pushpa Kumar Lakshmanan, Treasurer, Governing Body, CVS, will end on 25/02/2025. Therefore, it is requested to appoint a new Treasurer who will take charge from 26/02/2025.**

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**RESOLUTION:** The Governing Body considered the request to appoint a new treasurer in the event of completion of tenure of Prof. Pushpa Kumar Lakshmanan, Treasurer, Governing Body, College of Vocational Studies on 25.02.2025.

The Governing Body unanimously decided to appoint Prof. Anu Mehra as Treasurer, Governing Body, College of Vocational Studies with effect from 26.02.2025.

**2025 (1) 26:**

To report and approve the creation of the account named 'CVS (DU) College Alumni Account' as suggested by the College Alumni Committee. The signatory of this account will be the Principal and the Bursar of the college.

**RESOLUTION:** ITEM REPORTED, RECORDED AND APPROVED

Further, the Governing Body directed that the said account be managed by the college for the time being and the college should facilitate early creation of an elected representative body of the College Alumni Association and the elected members be then made to handle this account alongside members from the college.

In case the College Alumni Association does not have any constitution, it should be drafted/ constituted and approved by the competent authorities.

**2025 (1) 27:**

Other matters with the permission of the Chair:

1). The Governing Body emphasised the need for timely completion of teachers' promotions, adhering to the deadline set by the University of Delhi, which is 28 February 2025.

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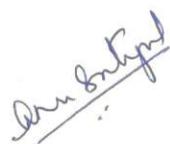
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2). The Governing Body instructed that all inoperative bank accounts in the name of College of Vocational Studies be closed.

3). The Governing Body directed that the College should approach/ contact all nationalised banks to request for Interest on Fixed Deposits of the College Funds.

The meeting ended with vote of thanks to the Chair.

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