

GOVERNING BODY OF KLP COLLEGE REWARI

DR. L.N.SHARMA (PRESIDENT) MR. DEEPAK YADAV (VICE PRESIDENT) MR. DEEPAK GUPTA (GEN. SECRETARY) MR. DALIP TANEJA (TREASURER)

ADV. R.P.MUDGIL (MEMBER) MR.MUKESH GUPTA (MEMBER)

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Minutes of the 3rd meeting of the Governing Body of KLP College, Rewari held at 2.00 P.M. on 16th May 2017

The following members were present:

1. Advocate Deepak Yadav – Vice President
2. Mr. Deepak Gupta – General Secretary
3. Mr. Dalip Taneja – Treasurer
4. Advocate R.P. Mudgil
5. Mr. Mukesh Gupta

Advocate Deepak Yadav, presided over the meeting as Chairman.

The following were discussed and decided unanimously:

1. All the present and future vendors must have printed registered TIN and PAN on their invoices and their bank account details too shall be in College records. No payment shall be made by the College in absence of the above in future. The College shall take steps to make electronic payments latest by 30th September, 2017. A list of all such vendors to be provided to the General Secretary of the Governing Body by the end of May 2017 and any additions and deletions in the list to be notified on a monthly basis.
2. The Staff Room and the College Library Notice Board to display the names, contact nos and email address of the Governing Body members inviting the Staff and students for their valuable suggestions for the improvement in the college. Suggestion box too shall be put up for the same purpose. This information shall also be made available on the College website.
3. To provide filtered, cold drinking water facility on the ground floor and the first floor of the L Block building of the College before the beginning of the next session.
4. To provide filtered, cold drinking water facility in the College Cafeteria before the beginning of the next session.
5. To renovate an existing toilet adjacent to the Staff Room for the female staff before the beginning of the next session.
6. All existing toilets – staff, boys and girls – of the College, to be maintained properly to ensure running water and cleanliness.
7. Plantation of permanent trees to be carried out during the monsoon by the staff and the student in the College play ground after proper planning wrt their procurement from the Forest Department and determination of the plantation place.

Deepak

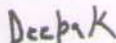
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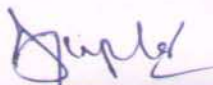
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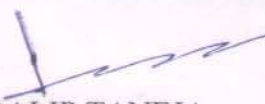
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8. To further improve the security of the college, the existing CCTV installations, their functioning and back up to be reviewed and the Governing Body authorises the Principal to go in for more numbers of installation of CCTVs and recording system as per need.
9. It has come to the notice of the Governing Body that some staff member/s teach outside the college campus. As per University Rules, the regular staff member cannot take academic classes outside the College campus. Such staff members as and when identified to be strictly dealt with in accordance with the Rules.
10. Principal KLP College to provide an office for the Governing Body from the existing infrastructure.
11. The minutes of the meeting of the Governing Body to be displayed on the College website.
12. The Principal to provide Department wise list of the number of staff, details of furniture, computers, and other movable assets along with the Department Head's recommendation regarding the adequacy of the same to ensure their proper utilisation.
13. The Old Building roof to be repaired to stop leakages in the rooms below. The concrete window shades of the first floor to be repaired and or removed for the safety of the people below. Department heads to inform the Principal if any civil repair/maintenance work is needed to be done.
14. Petty cash of Rs 1000/- to be maintained with the accountants as imprest for small out of pocket expenses. The accountants to submit such cash bills for approval before seeking further reimbursement.
15. Construction work of Administration Building to be reviewed by the General Secretary and Mr Mukesh Gupta. Report on the same to be submitted by the General Secretary to the Governing Body by 15th June 2017.
16. The Governing Body was informed of the Canteen Contractor showing his inability to continue beyond 15th May, 2017. After obtaining legal opinion of Advocate R.P. Mudgil, and after seeking the then Canteen Committee's views, the Governing Body decided to accept the termination of the Contract with the Canteen contractor as per the recommendations of the Advocate Mudgil.
17. In one of the visits to the College Campus by the Governing Body members, it was observed that the College Library has termite problem which poses risk to the books and other reading material in the Library. It was decided that steps for the pest control of the Library be taken immediately.

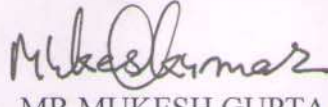
There being no other point to discuss, the meeting was terminated with a vote of thanks to the Chair.


MR. DEEPAK YADAV
(VICE PRESIDENT)


MR. DEEPAK GUPTA
(GEN. SECRETARY)


MR. DALIP TANEJA
(TREASURER)


ADV. R.P. MUDGIL
(MEMBER)


MR. MUKESH GUPTA
(MEMBER)