

Minutes of the Governing Body Meeting held on 3rd January, 1995

Following members attended the meeting :

- (1) Sh.G.K.Arora, Chairman
- (2) Prof.Umesh Chand Singh
- (3) Sh.Tilak Raj Verma
- (4) Sh.M.S.Panwar
- (5) Ms.Shalini Kumar
- (6) Ms.Rohini Singh
- (7) Sh.Jagdish Upasane
- (8) S.K.Goyal, (Acting Principal) Member Secretary

1. Minutes of the Governing Body meeting held on 17/06/1994 were read and confirmed.

Members desired that along with the minutes of the previous meeting respective follow up actions taken should also be reported.

2. Sh.Jagdish Upasane and Sh.Mahesh Kumar were elected by the members to represent the Governing Body on the college Provident Fund Committee along with Chairman, G.B.; Treasurer, G.B.; Principal; and two members to be elected by the subscribers.

3. The revised budget for the year 1994-95 and budget estimates for 1995-96 were approved. The developmental use of the money to the credit of entrance examination account was noted.

4. The Audit Report (AGCR) on college accounts for the period 1987-88 to 1992-93 was considered and the observations of the college there on were approved.

Members desired that steps taken not only w.r.t. the compliance of audit objections but also w.r.t. recommendations of any other external body should be reported to the Governing Body in its next meeting.

5. The recommendation of Screening Committee regarding promotion of Mr. H.K.Porwal as senior lecturer in the grade of Rs.3000-5000 was considered and approved.

6. The extension of service of Ms.Kishori and Ms.Anuja Mathur, both lecturer, for the academic session 1994-95 or the meeting of Selection Committee for appointment of lecturers in Business Studies whichever is earlier was approved.

Resolved further that vacancies for lecturers be advertised and in the mean time ad-hoc/guest arrangements be made.

7. The letter dated 05/08/1994 given by the Librarian of the college was considered.

Resolved that a committee consisting of Sh.M.S.Panwar and Sh.Jagdish Upasane be formed to look into the details and suggest actions to be taken.

S.K.Goyal

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8. Resolved that the appointment of Sh.M.S.Panwar as Treasurer, w.e.f. 09/12/1994, in place of Prof.A.S.Narag be approved.

9. The case of appointment of College Bursar was considered.

The Acting Principal, Mr.S.K.Goyal, informed the members that Ms.Tanuja Sharma was appointed as Bursar by the Governing Body in its meeting held on 02/07/1993 for a period of two years. He asked for a change.

Resolved that the Committee formed to look into the library matters (refer point no. 7 above) shall also look into this matter and suggest action to be taken.

10. Having three signatories to operate college accounts, as per Delhi University Rules, instead of two signatories was considered.

Resolved that the College Bank Accounts will be operated and the cheques will be signed by persons as follows :

(1) Maintenance Grant Account :
Current Account No. 2184 with Canara Bank, Jhilmil Industrial Area, Vivek Vihar, Delhi Shall be jointly operated by the Treasurer and the Principal or the Bursar and the Principal.

(2) Students' Societies Account :
Savings Bank Account No. 71044 with Canara Bank, Jhilmil Industrial Area, Vivek Vihar, Delhi Shall be jointly operated by the Bursar and the Principal or the Treasurer and the Principal.

(3) C.B.S. Employees' Provident Fund Account :
Savings Bank Account No. 13812 with Canara Bank, Jhilmil Industrial Area, Vivek Vihar, Delhi Shall be jointly operated by the Treasurer and the Principal.

11. Under 'any other matter with the permission of the Chair' the following business was undertaken :

(a) The request made by the college students for a hostel was considered. The members desired that the possibility of allotment of land for college building be explored. Chairman suggested that a building committee may be formed at a later date to take up the issue with relevant authorities.

(b) Grant of 35 days' l.w.p. to Mr.Peter Toppo, Lab. Attendent, was noted.

(c) Permission granted to Mrs.Bimlesh Sharma to draw pay in the scale of Rs.1400-2300 was recorded and approved.

(d) The confirmation of service of Mr.Tribhuvan Kumar as Library Professional Assistant in the pay scale of Rs.1640-2900 w.e.f. 1/1/1994 was recorded and approved.

S.K.Goyal

[Signature]

REPORTING ITEMS

1. Joining of Prof.M.Y.Khan as University Nominee on the college Governing Body in place of Prof.A.S.Narag was recorded.

2. Joining of Ms.Rohini Singh and Ms.Shalini Kumar as Teacher Representatives on the college Governing Body in place of Ms.Kavita Rastogi and Mr.G.S.Chatwal was recorded.

3. The receipt of first instalment of recurring grant from Government of Delhi was recorded.

Sh.G.K.Arora, Chairman, enquired about the total requirement of Grant and instructed S.K.goyal, Acting Principal & Member Secretary, to inform him in case of any difficulties in obtaining Grant so that the matter can be taken up at appropriate level and sorted out.

4. Grant of two years' extra-ordinary leave to Mr.K.N.Singh, lecturer, w.e.f. 05/08/1994 (f.n.) for joining the Institute of Chartered Accountants of India and the request made to him regarding engagement of some classes by him in Computer Applications were recorded and approved.

5. Request made to Dr.A.N.Gupta, Dr.R.K.Gupta and Ms.Nirmala Bhatnagar regarding engagement of some classes in Business Studies as Guest Lecturers was recorded and approved.

6. Request made to Dr.S.K.Muttoo and Ms.Charu regarding engagement of some classes in Computer Applications as Guest Lecturers was recorded and approved.

7. Grant of maternity leave to Ms.Tarannum Ahmed from 17/10/1994 to 14/01/1995 was recorded.

8. On report of the absence of Ms.Urmil Thusu, Section Officer, from duty without any intimation/sanction of leave the Acting Principal was instructed to take action as per the rules and established practices of the University of Delhi.

9. Ad-hoc promotion given to Mr.Mohinder Pal, Peon, as Library Attendent for a period of three months w.e.f. 01/11/1994 was recorded and approved.

10. Grant of ad-hoc appointment to Mr.Bhupal as peon for a period of three months w.e.f. 03/10/1994 was recorded and approved.

11. The appointment of Mr.Tribhuvan Kumar as Library Professional Assistant in the pay scale of Rs.1640-2900 w.e.f. 31/12/1993 (a.n.) was recorded and approved.

12. Placement of Mr.M.S.Tyagi, Semi Professional Assistant in the library, in the pay scale of Rs.1640-2900 w.e.f. 01/05/1989 under one time upward movement scheme was recorded and approved.

13. Permission to draw pay in the revised pay scale of Rs.1350-2200 granted to Ms.Bimlesh Sharma and Mr.Ramesh Chand, both Semi Professional Assistants, was recorded and approved.

SK Goyal

[Signature]

14. Grant of 22 days' l.w.p. to Mr. Peter Toppo, Lab. Attendant, was recorded and approved.
15. Grant of 5 days' l.w.p. to Mr. Baleshwar Ram, Mali, was recorded and approved.
16. Grant of 65 days' l.w.p. to Mr. Ramesh Chand, S.P.A., was recorded and approved.
17. Grant of annual increment to following college employees w.e.f. the date written against their names was recorded and approved :

| <u>Name</u> | <u>Date of increment</u> |
|----------------------------|--------------------------|
| MR. M. S. TYAGI | 01/05/94 |
| MS. POONAM VERMA | 01/06/94 |
| MS. RAMA SHUKLA | 01/06/94 |
| MR. VIRENDER KHANNA | 01/07/94 |
| MS. KAVITA RASTOGI | 01/07/94 |
| MR. K. N. SINGH | 01/07/94 |
| MR. G. S. CHATWAL | 01/07/94 |
| MR. H. K. PORWAL | 01/07/94 |
| MS. TANUJA SHARMA | 01/07/94 |
| MS. PREETI R. SINGH | 01/08/94 |
| MR. RAJINDER SINGH | 01/08/94 |
| MS. KAVITA KAPOOR | 01/08/94 |
| MS. TARANNUM AHMED | 01/08/94 |
| MS. ROHINI SINGH | 01/08/94 |
| MS. SHALINI KUMAR | 01/08/94 |
| MR. JAIVARSH ANAND | 01/08/94 |
| MR. UMESH DUTT | 01/08/94 |
| MR. PRADEEP VERMA | 01/09/94 |
| MR. BASANT LAL | 01/09/94 |
| MR. MOHD. AHMAD | 01/10/94 |
| MR. MANOHAR LAL | 01/10/94 |
| MR. MOHINDER PAL | 01/10/94 |
| MR. GOPAL SINGH | 01/10/94 |
| MR. IMTIAZ AHMAD | 01/10/94 |
| MR. NARENDER KUMAR | 01/11/94 |
| MR. SURENDER KUMAR JAIRATH | 01/12/94 |
| MR. TULSI RAM SHARMA | 01/12/94 |

Meeting ended with thanks to the Chair.

PK Goyal

