

COLLEGE OF BUSINESS STUDIES

Minutes of Governing Body meeting held on October 10, 1995
at 3.00 p.m.

The meeting of the Governing Body was held on October 10, 1995 at 3.00 p.m. in the college premises. Following members attended the meeting :

1. Sh. G.K. Arora (Chairman)
2. Sh. M.S. Panwar (Treasurer)
3. Dr. C.B. Gupta
4. Dr. Preeti Rajpal Singh (Teacher Representative)
5. Prof. M.Y. Khan (Univ. Representative)
6. Sh. S.K. Goyal (Teacher Representative)
7. Sh. Jagdish Upasane
8. Prof. B.P. Singh (Univ. Representative)
9. Sh. Sudarshan Sareen
10. Sh. Aruneshwar Gupta
11. Dr. R.M. Singh (Principal, Member Secretary)

At the outset, the Principal welcomed the Governing Body members and assured that all decisions of Governing Body will be implemented. He requested the members of Governing Body to actively participate in building and shaping the destiny of this Premier Institution.

<u>Item No.</u>	<u>Agenda</u>	<u>Minutes</u>
1.	Election of the Chairman.	Sh. Gopal Krishan Arora suggested the name of Mr. M.S. Panwar to preside over the meeting to elect the chairman which was unanimously endorsed. Under the Chairmanship of Mr. M.S. Panwar election of the Chairman was conducted. Dr. C.B. Gupta proposed the name of Sh. Gopal Krishan Arora as Chairman and Mr. Jagdish Upasane seconded the proposal and the Governing Body unanimously elected Sh. Gopal Krishan Arora as Chairman of the Governing Body. Sh. Gopal Krishan Arora thanked the members of the Governing Body for giving him second term as Chairman and Sh. M.S. Panwar at this stage requested the newly elected Chairman to preside over the meeting. Sh. G.K. Arora took over as chairman of the meeting.

2. Appointment of Treasurer.

The Chairman, Sh. Goapl Krishan Arora appointed Sh. M.S. Panwar as Treasurer and this was hailed by all the members.

3. To confirm the minutes of the last Governing Body meeting held on 03/05/95. (annexure no. 1)

The minutes of the Governing Body meeting dated 3/5/95 and the emergent meeting of the Governing Body dated 15/6/95 were confirmed with the following amendment in Item 2 (G.B. meeting dt. 03/05/95):

"Resolved that they can be regularised only on the recommendations of the Selection Committee constituted for appointment of Lecturers in Business Studies."

4. To approve the action of the Principal in appointing the following staff members :

APPROVED

Sl. No.	Name	Appointment as	Nature of appointment
1.	Ms. Anuja Mathur	Lecturer	Ad-hoc 18th July to 30/09/95
2.	Ms. Kishori R.S.	-DO-	Ad-hoc 18th July to 30/09/95
3.	Dr. A.N. Gupta	Guest Lecturer	(Period basis)
4.	Ms. Sangeeta Narang (Since left)	-DO-	4/8/95 to 25/8/95
5.	Ms. Nishi Sharma (Since left)	-DO-	4/8/95 to 11/8/95
6.	Ms. Seema Sodhi (Since left)	-DO-	16/8/95 to 4/9/95
7.	Ms. Anju Rai	-DO-	w.e.f. 4/9/95
8.	Mr. Syed Humayun Raza	-DO-	w.e.f. 22/9/95
9.	Mr. Bhupal Chand Arya	Peon	Daily wage basis 17th July to 30th September 1995.
10.	Mr. Padam Singh	Jr. Asstt.	Ad-hoc 25th July to 24th Oct. 1995

5. To approve the extension of study leave of Ms. Poonam Verma for a further period of 6 months w.e.f. 01/09/95 subject to the approval of the university.

APPROVED



6. To form a sub-committee to work out the modalities of entrance test.

Resolved that a committee consisting of following members be constituted to work out the modalities of entrance test.

1. Sh. M.S. Panwar
2. Sh. Jagdish Upasane
3. Prof. B.P. Singh
4. Prof. M.Y. Khan
5. Sh. S.K. Goyal
6. Dr. (Mrs.) Preeti Rajpal Singh
7. Principal as Convenor

7. To grant permission for disposal of used / unserviceable answer scripts and other materials accumulated upto 1994, pertaining to entrance tests to BBS and PGDCA.

Resolved that the used / unserviceable answer sheets and other materials upto 1993 be destroyed in the presence of Sh. M.S. Panwar, Treasurer, and two years' record pertaining to entrance test be kept.

8. To approve the payment of telephone bills for Principal's residence telephone no. 6439037 which still stands in the name of Sri Aurobindo College (E) and to permit the payment of OYT registration amount to Sri Aurobindo College (E) and get the above telephone transferred in the name of College of Business Studies.

Approved payment of bills subject to University rules & procedures. Further resolved that instead of applying for transfer of telephone from Sri Aurobindo College (E) to CBS, a new OYT connection be applied.

9. To consider the report of the committee and approve the writing off the missing books amounting to Rs. 3619.30 University rules attached (annexure no. 2)

The amount was amended to Rs. 1802.86p. Considered and approved the writing off the amended loss amounting to Rs. 1802.86p.

10. To approve the proposal for non-recurring grant for the year 1995-96.

Approved the proposal worth Rs. 32,00,000/- for non-recurring grant.

11. To approve the transfer of Rs. 1,50,000/- from General Reserve Fund for the purchase of following items subject to final adjustment after receiving non-recurring grant from Delhi Government.

- A) 45 two-seater desks for class room
- B) 2 Lectuer stands
- C) 1 white board for P.G. Class

APPROVED

- D) 1 title board for Library
- E) 1 display board
- F) 2 students' notice boards
- G) Computer with UPS for Placement Cell

12. To approve the proposal for introducing and revising the following courses :

A. Introduction of New Courses

- (i) Bachelor in Business Information System (Self-Financing)
- (ii) Self-Financing course on diploma in Financial Journalism (one year course)

B. Revision of syllabus

- (i) Course of Bachelor of Business Studies.

13. To permit the college to organise Faculty Development Programmes in the college itself.

APPROVED

14. To grant permission for Shuttle service of college bus for the use of students (annexure-3) on self financing basis.

Approved on experimental basis

15. To grant permission for the staff car garage at the residence of Principal in order to avoid dead mileage.

In order to avoid dead mileage of approx. 50 k.m. per day (to & fro the residence to college) Governing Body allowed the Principal to park the college car at his residence after day's work.

16. To grant permission for purchase of a new Ambassador Car out of General Reserve Fund, which will be adjusted against grant-in-aid (non-recurring) as and when it will be received from the Delhi Government.

Principal requested that the car may be purchased with A.C. Governing Body allowed the purchase of new Ambassador Car model 1800 ISZ with A.C.

17. To grant permission for installation of fax machine in the college.

APPROVED

18. To discuss and suggest the industrial tie-ups for training, placement and development of college infrastructure.

Allowed and the Principal would report the developments in this regard to the Governing Body.

19. To extend the term of the present Bursar Ms. Tanuja Sharma till 28th February 1996.

Term of the Bursar extended. New Bursar may be appointed in

and appoint the new Bursar for a period of further two years.

the next meeting.

20. To report that Ms. Kavita Rastogi, Lecturer in Computer, took charge of the Computer Lab. from Mr. G.S. Chatwal, Lecturer in Computer, on his resignation from the college and gave clearance to him. Fresh stock-taking was ordered and its report is awaited. In case the said report is submitted by 09/10/95, it will be placed before the Governing Body on 10/10/95.

To be taken up in the next meeting of the Governing Body.

21. Operation of College Bank Accounts :

To be taken up in the next meeting of the Governing Body.

- (i) Maintenance Grant Account
- (ii) Students Societies Account
- (iii) Provident Fund Account (annexure-4)

Reporting Items

REPORTED AND APPROVED

1. Joining of Dr. R.M. Singh as college Principal w.e.f. 19/06/95.
2. Mr. G.S. Chatwal, lecturer had resigned from the services of the college w.e.f. 26/06/95.
3. The services of Ms. Urmil Thusu, (S.O.) has been terminated w.e.f. 21/11/93.
4. Mr. Baleshwar Ram, Mali, has been confirmed with retrospective effect i.e. from 05/04/94, the date of his joining in the college on probation.
5. Action taken on the reports of the Fact Finding Committee on the general affairs of the college.
6. Following employees have been granted their routine annual increments from the date mentioned against their names.

Sl. No.	Name of the Employee	Date of increment
1.	Mr. Peter Toppo	01/04/95 (payable from 01/07/95)
2.	Mr. Baleshwar Ram	01/04/95
3.	Mr. M.S. Tyagi	01/05/95
4.	Ms. Poonam Verma	01/06/95
5.	Mr. Virender Khanna	01/07/95
6.	Ms. Kavita Rastogi	01/07/95
7.	Ms. Tanuja Sharma	01/07/95
8.	Mr. Rajinder Singh	01/08/95
9.	Mr. Jaivarsh Anand	01/08/95
10.	Mr. Umesh Dutt	01/08/95
11.	Ms. Preeti Rajpal Singh	01/08/95
12.	Ms. Kavita Kapoor	01/08/95
13.	Ms. Tarannum Ahmad	01/08/95
14.	Ms. Rohini Singh	01/08/95
15.	Ms. Shalini Prakash	01/08/95

Payable from 15/09/95

AT THIS STAGE THE MEETING WAS ADJOURNED AND THE SUPPLEMENTARY AGENDA MAY BE TAKEN UP IN THE NEXT MEETING OF THE GOVERNING BODY.

Supplementary Agenda for Governing Body meeting to be held on 10/10/95 at 3.00 p.m.

1. To approve the payment of Rs. 2,20,000/- made to M/S Asahi Adevetising Associate in connection with the News Paper advertisement released on All India basis for admission notice to CBS, appointment of Principal and appointment of teachers.
2. To approve the payment of Rs. 45,636/- made to the college staff on account of entrance examination for admission (1995-96) to CBS.
3. To approve deposit of Rs, 7,00,000 under Fixed Deposit Scheme out of Students' Society Fund savings account.
4. To approve the moderated Balance Sheet with respect to the college maintenance account for the year 1993-94.
5. To approve grant of 10 days "leave not due" to Ms. Shalini Prakash, Lecturer, on medical ground.
6. To approve grant of 12 days leave without pay to Mr. Peter Toppo, Lab. Attendant.
7. To approve the following panel of Chartered Accountants firms for conducting audit of college accounts for the year 1994-95.
 1. M/S Nitin Tailor & Company
Chartered Accountants
L-16, Kirti Nagar
Delhi-110 015.
 2. M/S V.K. Thapar & Company
Chartered Accountants
C-2/37, Safdar Jung Development Area
New Delhi.
 3. M/S Kumar Rajesh & Company
B/U & V/66-A, Shalimar Bagh
Delhi-110 052.

8. To approve the payment of provident fund loan to the following staff members :

S.No.	Name	Designation	Amount	Purpose
1.	Sh. A.Sen Gupta	Admnt. Officer	15,000.00	Treatment of wife
2.	Sh. M.S. Tyagi	Semi Prof. Asstt.	30,000.00	Marriage of daughter

(Gopal Krishan Arora)
CHAIRMAN
10/10/95

(R.M. Singh)
PRINCIPAL
10/10/95