

Minutes of the Governing Body meeting held on 09/01/96 at 03.00 p.m. in the college premises.

The following members were present in the meeting :

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| 1. Sh. Gopal Krishan Arora | Chairman |
| 2. Sh. M.S. Panwar | Treasurer |
| 3. Prof. B.P. Singh | Univ. Representative |
| 4. Prof. R.N. Goyale | -do- |
| 5. Prof. Umesh Chand Singh | |
| 6. Sh. D.N. Malhotra | |
| 7. Sh. Jagdish Upasane | Teacher Representative |
| 8. Dr. (Ms.) Poonam Verma | -do- |
| 9. Dr. (Ms.) Preeti Rajpal Singh | Principal, Member |
| 10. Dr. R.M. Singh | Secretary (Ex-officio) |

1. To confirm the minutes of the last Governing Body meeting held on 10/10/95

The letter written by Dr. C.B. Gupta was read and discussed and its copies were also given to members of the Governing Body.

The Principal told to rectify the nomenclature of the minutes as "draft minutes".

The Principal informed that the shuttle service of college bus for students which was started on experimental basis has been stopped.

Governing Body confirmed the minutes.

2. Reporting items (office) for approval

- 2.1 Joining of Mr. C.S. Chadha as Sr. P.A. to Principal on deputation from Sri Aurobindo College (E) w.e.f. 17/10/95 and relieved on 05/12/95 as he desired.

The fact that Mr. C.S. Chadha, who joined as Sr. P.A. to Principal and went back to Sri Aurobindo College was noted and approved.

- 2.2 Ms. Poonam Verma, Sr. Lecturer, who was on study leave w.e.f. 01/09/93, joined her duty on 14/11/95.

The fact that joining of Ms. Poonam Verma after availing study leave was noted.

- 2.3 Following employees have been granted their routine annual increments from the dates mentioned against their names.

Resolved that the grant of routine annual increment to the employees between 01/10/95 and 01/12/95 as listed in the agenda, was approved.

S.No.	Name of the employee	Date of increment	Amount of increment
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1.	Mr. Manohar Lal	01/10/95	15.00
2.	Mr. Gopal Singh	01/10/95	20.00
3.	Mr. Imtiaz Ahmad	01/10/95	25.00
4.	Mr. Narender Kumar	01/11/95	75.00
5.	Mr. Mahinder Pal	01/11/95	20.00
6.	Mr. S.K. Jairath	01/12/95	60.00
7.	Mr. Tulsi Ram Sharma	01/12/95	20.00

2.4 Dr. (Ms.) Preeti Rajpal Singh, Promoted as Sr. Lecturer in the pay scale of Rs.3000-5000 w.e.f. 16/08/93 has been approved by the University vide letter no. CB-I/95/MPS/30054 dated 28/09/95.

Approval of the university regarding promotion of Dr.(Ms.) Preeti Rajpal Singh as Sr. Lecturer was noted and approved.

2.5 A new Ambassador car model no. 1800 ISZ-BU with A.C. has been purchased by the college from M/S Rajiv Motors, Delhi, as permitted by the G.B. at its last meeting.

Noted and approved.

Principal further reported that an additional amount of Rs. 28,033/- has been spent over & above the sanctioned amount of Rs. 3,00,000/-.

Governing Body approved the additional expenses.

2.6 a) Mr. Peter Toppo, Lab Attendant, has been granted 18 days leave without pay.

Grant of leave without pay to
a) Mr. Peter Toppo
b) Mr. Padam Singh

b) Mr. Padam Singh, Jr. Asstt. has been granted leave without pay for one day.

was noted and approved

2.7 Ms. Shalini Prakash, Lecturer, has been granted 10 days "leave not due" on medical ground from 5/9/95 to 14/9/95.

Grant of "leave not due" to Ms. Shalini Prakash was noted and approved.

2.8 To approve the action of the Principal in appointing following staff members in consultation with the Chairman, Governing Body.

Resolved that the ad-hoc / temporary appointments of the teaching / non teaching staffs listed in agenda were approved.

S.No.	Name	Appointment as	Nature of appointment
1.	Ms. Anuja Mathur	Lecturer (Ad-hoc)	17/10/95 to 22/12/95
2.	Ms. Kishori R.S.	-do-	17/10/95 to 22/12/95

3.	Mr. K.D. Sharma	Guest	(Period basis)
		lectuer	18/10/95 to 11/11/95
4.	Dr. A.N. Verma	-do-	18/10/95 to the end of the sessi
5.	Mr. S.K. Muttou	-do-	02/11/95 to 04/12/95
6.	Dr. N.K. Kalra	-do-	11/12/95 to the end of the sessi
7.	Mr. Padam Singh	Jr. Asstt	27/10/95 to 26/01/96
			(Ad-hoc)
8.	Mr. Bhupal Chand	O.A.	11/10/95 to 22/12/95
			(Daily wages basis)

Reporting items (Accounts) for approval

2.9 Mr. V.K. Thaper & Company, Chartered Accountants, has been entrusted to conduct the internal audit of the college accounts for 1994-95 for the consecutive 2nd year.

Re-appointment of M/S V.K. Thaper & Company, Chartered Accountants, for conducting audit of the college accounts for the year 1994-95 for the second year was approved.

2.10 Following employees have been granted loan out of their Provident Fund:

Loan sanctioned to the 6 employees as listed in agenda, out of their Provident Fund was noted and approved.

S.No.	Name of employee	Designation	Amount Sanctioned	Purpose
1.	Mr. A. Sen Gupta	Admnt. Officer	15,000	Wife's treatment
2.	Mr. M.S. Tyagi	S.P.A.	30,000	Daughter's marriage
3.	Mr. Pradeep Verma	Jr. Asstt.	4,000	Wife's delivery
4.	Mr. Narender Kumar	Librarian	35,000	Sister's marriage
5.	Mr. Atul Bhardwaj	Tech. Asstt.	10,000	Renovation of the house
6.	Mr. Suman Singh	O.Attendant	3,000	Further study

2.11 a) Rs. 7,00,000/- has been put under fixed deposit scheme w.e.f. 15/09/95 for a period of two years out of Students' Society fund Savings Account.

Approved

b) Amount of Rs. 5,00,000/- has been put under fixed deposit scheme w.e.f. 13/12/95 for a period of twenty seven months out of employees' Provident Fund Savings Account.

Approved

2.12 Payment of Rs. 45,636/- has been made to the college staff on account of entrance examination for admission (1995-96) to RBS & PGDCA.

Noted and approved

2.13 Payment of Rs. 1,09,952/- has been made to M/S Centre for Policy Research as final payment to-wards conduct of entrance test (1995-96) BBS & PGDCA.

Noted and approved

2.14 Payment made to M/S Wipro Information & Technology and M/S Pertech Computer Ltd. Rs. 30,000/- and 28,340/- respectively for renewal of Annual Maintenance Contract of computers.

Noted and approved

2.15 Payment of Rs. 2,20,000/- made to M/S Asahi Advertisement Associates in connection with the News Paper Advertisement released on All India basis for admission notice to CBS, appointment of Principal and appointment of teacher.

Noted and approved

2.16 Payment of Rs. 55,000/- made to M/S Saico Furniture towards purchase of classroom furniture.

Noted and approved

3 To approve the grant of study leave to Mr. S.K. Goyal, Sr. Lecturer, for a period of 2 years w.e.f. 06/12/95.

The Governing Body approved the proceeding of Mr. S.K. Goyal, Sr. Lecturer, on study leave w.e.f. 06/12/95 for a period of 2 years.

4. To approve the moderated Balance Sheet with respect to the college maintenance account for the year 1993-94.

The Principal placed in the meeting the moderated Balance Sheet (duly signed by the auditor) of college accounts for the year 1993-94. The Governing Body noted and adopted the same through some discussion.

5. To approve the Revised Budget for 1995-96 and Budget Estimate for 1996-97.

Resolved that the Revised Budget for 1995-96 and Budget estimate for 1996-97 be approved.

6. To appoint a new Bursar in place of Ms. Tanuja Sharma, whose term will come to an end on 28/02/96 (Refer last G.B meeting item no. 19)

The Governing Body authorised and left to the discretion of the Principal to appoint the next college Bursar in place of Ms. Tanuja Sharma, whose term will come to an end on 28/02/96.

Handwritten signature
R.H. D.

7. To decide the disposal of the old car.

8. To discuss the Audit Report of College accounts for the year 1993-94, submitted by ELFA, Delhi Govt.

It was resolved that tender should be invited through News Paper advertisement to effect the disposal of the old staff car.

The Principal placed before the Board and read out the special audit report of the college accounts for 1993-94 submitted by ELFA for consideration.

The Governing Body discussed the matter and constituted a three member committee consisting of (i) Chairman (ii) Treasurer and (iii) Principal to look into the audit report and to submit the observations / comments of the college to ELFA accordingly. Decision of the committee would be reported in the next Governing Body meeting. In the meantime reply may be sent.

Any other item

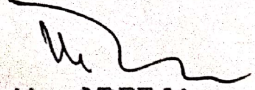
9. With the permission of the chair the Principal requested the Board to nominate 2 members from the Governing Body to college P.F. Committee as Governing Body representative, other than Chairman and Treasurer, who are ex-officio member.

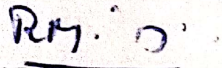
Resolved that Prof. R.N. Goyale and Mr. Jagdish Upasane be nominated as representative from the Governing Body to college Provident Fund Committee.

10. The Principal also requested the Board to approve a monthly honorarium of Rs. 100/- out of students' society fund to Mr. Manohar Lal who has been assigned the operational duty of various Teaching Aid Equipments in addition to his own duties.

Resolved that an amount of Rs. 100/- p.m. as honorarium out of society fund to Mr. Manohar Lal be approved.

The meeting ended with a vote of thanks to the Chair.


(G.K. ARORA)
CHAIRMAN, GOVERNING BODY


(R.M. SINGH)
PRINCIPAL