

COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on 14/03/97
at 04.00 p.m. in the college premises.

The following members were present in the meeting :

- | | | |
|----|-------------------------|---|
| 1. | Sh. Gopal Krishan Arora | Chairman |
| 2. | Sh. M.S. Panwar | Treasurer |
| 3. | Ms. Tanuja Sharma | Teacher Representative |
| 4. | Mr. Virender Khanna | -do- |
| 5. | Dr. R.M. Singh | Principal, Member
Secretary (Ex-officio) |

1 To confirm the minutes of the last Governing Body meetings held on 17/01/97 and 13/02/97. Confirmed

2 To consider the introduction of one new degree course viz. (a) BCA & (b) two foreign languages courses viz. French & German in reference to university letter no. Cb-II/96/193/14875 dated 17/7/96 and GRS/175 dated 3/9/96 respectively. (a) Approved
(b) Approved and will be applicable for new admissions as non-credit course only.

3 To consider the increase in BBS intake and reservation of seats for NRI'S in reference to university letter dated 23/7/96. Deferred

4 To consider the E-mail/Internet access at the college. Internet facility Approved.

5 To consider the matter regarding expenditure on training and development of the Faculty. Approved

6 To consider the creation of one post of Sr. Technical Assistant for Computer Lab. Approved

To approve the action taken by the Principal in the following cases inconnection with appointment : APPROVED

7.1

S. No.	Name	Appointment as	Nature of appointment
i)	Dr. A.N. Verma	Guest Lecturer	19/8/96 to end of the Sem. (period basis)
ii)	Dr. R.K. Gupta	-do-	4/9/96 to end of the Sem. (period basis)
iii)	Ms. Kalpna	-do-	25/4/96 to 28/5/96 (period basis) left



RM? 5'

iv) Ms. Aparna Singhal	-do-	9/9/96 to end of the session (period basis)
v) Mr. M.S. Joshi	-do-	language course French 11/9/96 to end of the session (period basis)
vi) Ms. Anuja Mathur	Lecturer (ad-hoc)	17/10/96 to 22/12/96
vii) Ms. K.R. Shanker	-do-	17/10/96 to 22/12/96
viii) Mr. K.N. Singh	Guest Lecturer	12/12/96 to end of the session (period basis)
ix) Mr. R.K. Gupta	Guest Lecturer	11/12/96 to end of the session (period basis)

7.2 Mr. Vaidu and Mr. Krishan who were working as Safai Karamchari on daily wage basis for more than three and half years and two and half years respectively, have been appointed in the regular scale of 750-940 w.e.f. 2/1/97. Approved

7.3 Mr. Bhopal Chand Arya who was working as Office Attendant on daily wage basis for more than two and half years has been appointed in the regular scale of Rs. 750-940 on ad-hoc basis for a period of six months w.e.f. 2/1/97. Approved

7.4 Mr. Tapan Kr. Mondal appointed as Office Attendant on daily wage basis w.e.f. 24/12/96 has been given ad-hoc appointment in the scale of Rs. 750-940 for a period of six months w.e.f. 2/1/97. Approved

7.5 Mr. Padam Singh appointed as Jr. Asstt. cum Typist (on adhoc basis) for a period of three months w.e.f. 1/5/96 and has been allowed extension for a further period of three months w.e.f. 1/8/96. Approved

Mr. Padam Singh appointed again as Jr. Asstt. Cum Typist (on adhoc basis) for a period of three months w.e.f. 4/11/96 after a break of 3 days. Approved

To approve the action of the Principal in the following cases inconnection with promotion :

B.1 Mr. S.K. Jairath, Sr. Asstt., (Accounts) promoted as Section Officer (Accounts) w.e.f. 17/05/96 and the University has approved the proceedings of the duly constituted DPC vide letter no. CB-III/96/18586 dated 20/08/96. Approved

[Handwritten signature]

[Handwritten initials]

8.2 Mr. S.O. Abbas, Asstt., temporarily promoted to the post of Sr. Asstt. (vacated by Mr. S.K. Jairath) w.e.f. 01/07/96.

Approved

8.3 Mr. P.K. Verma, Jr. Asstt. temporarily promoted as Asstt. (post vacated by Mr. Abbas) w.e.f. 01/07/96.

Approved

8.4 The temporary promotion of Mr. Mahender Pal Singh as Lib. Attendant w.e.f. 1/11/94 has been regularised in the pay scale of Rs. 950-1500 w.e.f. the date of his temporary promotion i.e. 01/11/94 vide office order no. CBS/Office/96/1515 dated 03/12/96 on the recommendations of the Librarian.

Approved

To approve the action of the Chairman in the following cases in connection with granting of leave :

9.1 Mr. K.N. Singh, Lecturer, in the Computer Applications who had been granted EOL for two years w.e.f. 5/8/94 to join the Institute of Chartered Accountants of India, Delhi, had applied for six months extension, since he was not confirmed by his employer on the date of expiry of his leave. Under the circumstances Mr. K.N. Singh was granted six months extension as a last chance, with the permission of the Chairman keeping in consideration of the following rules in this regard.

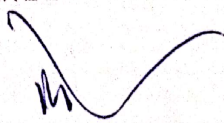
Approved.
He has since resigned.

"A teacher is entitled for five years extra ordinary leave during the full tenure of his service."

9.2 Dr. H.K. Porwal, Sr. Lecturer, has been allowed to proceed on E.O.L. (leave without pay) w.e.f. 26/08/96 (F.N.) to 05/09/97 keeping lien in his substantive post to join a Foreign University (HongKong) for a teaching assignment with the permission of the Chairman under the following university rules :

Approved

"Leave granted to accept an invitation to a teaching post of fellowship or research-cum-teaching post or an assignment for technical or academic work of importance."



RM: 5

Reporting Items (Office)

10.1 University has accorded its approval towards counting of past services rendered by Dr. R.M. Singh, in different Delhi University Colleges, for retirement benefit purpose vide letter no. CB-I HS(47)/96/34073 dated 28/11/96.

Noted &
Approved

10.2 The study leave granted to Mr. S.K. Goyal, Sr. Lecturer for a period of two years w.e.f. 6/12/95 has been approved by the university vide letter no. CB-I/96/32/CBS/12659 dated 19/7/96.

Noted &
Approved

10.3 The designation as well as the pay scale of Mr. Ramesh Chand Saini Jr. Asstt. Cum Typist (Library) has been phased out as S.P.A. (Personal) and Rs. 1400-2300 as per the University letter no. CB-III/96/5463 dated 15/05/96.

Noted &
Approved

10.4 Ms. Rama Shukla, Assistant and Mr. Sanjay Batra, Jr. Assistant have been given the pay scale of Rs. 1400-2300 (Personal) and Rs. 1200-2040 (Personal) respectively as per University, circular no. CB-III/97/38858 dated 03/01/97 and the university approved their fixation of pay in the revised scale.

Noted &
Approved

10.5 10 days "Leave not due" (HPL) granted earlier to Ms. Shalini Prakash, Lecturer on medical ground has now been adjusted against her HPL in credit.

Approved

10.6 Fixation of pension of Dr. S.S. Gulshan, former Principal of the college has been approved by the University vide letter no. Fin./Pension Cell/PGC/96/52 dated 16/08/96 and fixed at Rs. 3231/- p.m. which is one rupee more than he was paid. No recovery towards pension/commutation/gratuity etc. due against him.

Noted &
Approved

10.7 On the demands of the students two language courses (French and German) were started in the college with the approval of the university on purely self financing basis which had to be discontinued after 2 1/2 months as a result of poor response from the students in view of the high cost.

Noted &
Approved

RM. J.

10.8 Following employees have been granted their routine annual increments from the dates mentioned against their names :

APPROVED

S.No.	Name of the employee	Desination	Date of increment	Amount of increment
1	Dr. R.M. Singh	Principal	01/06/96	200.00
2	Dr. Poonam Verma	Sr. Lecturer	01/06/96	100.00
3	Mr. Virender Khanna	Lecturer	01/07/96	75.00
4	Ms. Kavita Rastogi	-do-	01/07/96	75.00
5	Ms. Tania Sharma	-do-	01/07/96	75.00
6	Dr. Preeti Raipal	Sr. Lecturer	01/08/96	100.00
7	Ms. Kavita Kapoor	Lecturer	01/08/96	75.00
8	Ms. Tarannum Ahmad	-do-	01/08/96	75.00
9	Ms. Rohini Singh	-do-	01/08/96	75.00
10	Mr. M.S. Tyagi	S.P.A.	01/05/96	60.00
11	Mr. Peter Toppo	Lab. Attd.	01/04/96	20.00
12	Mr. Rajinder Singh	Asstt.	01/06/96	30.00
13	Mr. J.V. Anand	D.E.O.	01/08/96	30.00
14	Mr. Umesh Dutt	D.A.	01/08/96	12.00
15	Mr. Basant Lal	Lib. Attd.	01/09/96	20.00
16	Mr. Manohar Lal	Daftari	01/10/96	15.00
17	Mr. Gopal Singh	Driver	01/10/96	20.00
18	Mr. Imtiaz Ahmad	I.O. Asstt	01/10/96	30.00
19	Mr. Narender Kr.	Librarian	01/11/96	75.00
20	Mr. Mahinder Pal	Lib. Attend.	01/11/96	20.00
21	Ms. Shalini	Lecturer	01/08/96	75.00
	(payable from 1/10/96 after maternity leave)			
22	Mr. Tulsi Ram	Lab. Attend	01/12/96	20.00
23	Ms. Bimesh	S.P.A.	01/01/97	40.00
24	Ms. D.K. Sachdeva	Tech. Asstt.	01/01/97	60.00
25	Mr. Tribhuvan	P.A.	01/01/97	60.00
26	Mr. Ramesh Chand	S.P.A.	01/01/97	40.00
27	Mr. A. SenGupta	A.O.	01/02/97	75.00
28	Mr. Mohd. Ahmad	C-taker	01/02/97	20.00
29	Mr. Suman Singh	Office Attd.	01/02/97	12.00

10.8 Ms. Shalini Prakash, Lecturer in Business Studies was granted maternity leave for three months w.e.f. 17/7/96, but resumed her duty on 1/10/96.

Approved

10.9 Ms. Kavita Rastogi, Lecturer in Computer Applications has been granted maternity leave for three months w.e.f. 25/10/96 and resumed her duty on 24/1/97.

Approved

10.10 Mr. Peter Toppo, Lab. Attendant has been granted 51 days leave without pay from 10/4/96 to 20/5/96 and 7/9/96 to 16/9/96.

Approved

M

Prakash

Items from Accounts

1 Following employees have been granted loan/advance out of their Provident Fund Account.

APPROVED

S.NO.	NAME	DESIG.	AMOUNT	PURPOSSE
1	Mr. Mohd. Ahmad	C-taker	30000/-	Medical treatment of daughter
2	Mr. J.V.Anand	D.E.O.	56000/-	Repair of House
3	Mr. M.S.Tyagi	S.P.A.	400000/-	Grand daughter marriage
4	Mr. Peter Toppo	Lab. Attd	70000/-	Wife's delivery
5	Dr. Preeti Raipal Singh	Lecturer	340000/-	House renovation
6	Mr. Narendra Kumar	Librarian	630000/-	sister's marriage

2 Rs. 170000/- has been put in fixed deposit scheme w.e.f. 26/7/96 for a period of 37 months out of employees Provident Fund Account with the permission of the Chairman.

Approved

3 Payment made to M/S Pertech Computer Ltd., Rs. 79196/- for Annual Maintenance contract of PCL Computers with the permission of the Chairman.

Approved

4 Payment of Rs. 1,49,137/- made to M/S Asahi Advertising Associates towards News Paper release of admission notice of BBS (1996-97).

Approved

5 Payment of Rs. 49688/- to Dr. S.S. Gulshan, former Principal, on account of arrears of pension w.e.f. 1/11/95 to 31/8/96.

Approved

6 To consider & approve the revised budget for 1996-97 and budget estimates for 1997-98.

Approved

7 To approve the non recurring budget for 1996-97.

Approved

8 To approve the appointment of M/S V.K. Thaper & Co. for conducting audit or college accounts for the year 1995-96 for consecutive third year.

Approved

9 To approve the Income & Expenditure statement of BBS entrance exam held on 9/6/96.

Approved

To consider the proposal of the Librarian for treating the Income earned through fines collected from the students and from the sales of old Newspapers as Library Income and to allow to spend the same for Library purpose in addition to the amount sanctioned for the Library.

Approved

11 To discuss the audit report of College Accounts for the year 1993-94, submitted by AGCR.

Approved
Objections replied & discussed.

12 To consider the appointment of Bursar in place of Mr. Virender Khanna whose term will come to an end on 28/02/97.

Term of existing Bursar extended by one year.

SUPPLEMENTARY AGENDA

1 To consider the request of M/S Nikhil Xerox centre to open a Electrostat service centre in the college premises.

Deferred

2 To consider opening of bank extension counter (Canara Bank) in the college premises.

Approved

3 To consider the case of M/S Sudhir Printers.

The court case has been filed. The same may be defended.

4 To appoint two members in the P.F. Committee.

Mr. D.N. Malhotra and Mr. Sudershan Sareen have been appointed.

5 To appoint a sub-committee for arranging a suitable site for college building.

Dr. R.M. Singh, Mr. M.S. Panwar and Mr. Sudershan Sarin have been appointed.

6 To appoint a sub-committee for infrastructural development of the college.

Proposal to be made for canteen facility and generator.

7 To appoint a sub-committee to arrange U-special for the college.

Chairman, Treasurer and Principal have been appointed.

8 To consider the stock taking report of Library and write off the loss of Books to the extent of Rs. 500.85. It is within the rules.

Approved

M

Raj. J.

Loss permitted one book for 500 issues
as per UGC letter no. UGC 1.31-5/70(GU
II) Dated 16/03/1971.

Total Book Issued during 1994-95	= 6499
Total Magazines issued during 1994-95	= 1026

Total Issue	7525
	=====

Number of missing books : 08

- | | |
|---|---|
| 9 To approve the payment of telephone bill of Dr. S.S. Gulshan after disconnection from his residence and in transit. | Approved
Rs. 1025/- |
| 9 (a) To consider the re-naming of the College of Business Studies. | Govt. Proposal
Approved |
| 9 (b) To consider the stock taking report of the Computer Lab. | To be placed to the
Chairman. |
| 9 (c) To approve the exemption from the upper limit of remuneration to be paid to the Guest Faculty. | Deferred |
| 9 (d) To appoint a sub-committee in connection with the disposal of college old staff car. | Give the advertisement
in the Sandhya Times
and Free Add. |

M

R.M. J.
(Secretary)