

Minutes of the Governing Body meeting held on 22/11/97 at 03.00 p.m. in the college premises.

- 1 To approve the minutes of the Governing Body meeting held on 14/03/97. APPROVED

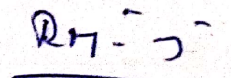
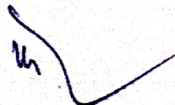
Action taken on the minutes of the Governing Body meeting held on 14/3/97.

Item no. 2(a), 4, 5

- 2(a) Govt. of NCT of Delhi as well as the University of Delhi has conveyed its decision to accord permission for starting BCA course in the college from the current session (1997-98), vide their letter no. DE-27(S2)/97-98/CB/Edn./2296 dated 19/08/97. NOTED
- 4 Details regarding internet connection have been gathered from 2/3 companies. Negotiation for getting the connection is in the process. NOTED
- 5 Proposal for sanction of a new post for Sr. Technical Asstt. is yet to be sent to the University. NOTED

ITEM NO. 3, 6, 7, 9 (b) OF SUPPLEMENTARY AGENDA

- 3 Mr. Sudhir Luthra, Advocate, Supreme Court, has been engaged out of the university approved panel, to defend the case of M/S Sudhir Printers. APPROVED
- 6 Matter has been taken up with the Chief Ex. Engineer, PWD for construction of Canteen hall and to provide a 75 KVA generator for the college. NOTED



7 The matter has been taken up with the Honble' Transport Minister, Dean Students' Welfare, University of Delhi for sanction of one U-special.

Chairman, Governing Body Sh.G.K. Arora took up the matter with higher authorities & bus is likely to be provided soon.

9(b) The old staff car (DBG-1864 Ambassador) has been disposed off for Rs. 31000/- through News paper tenders. There were 3 bidders in all.

APPROVED

AGENDA FOR THE PRESENT MEETING :

2 To approve the action taken by the Principal in the following cases inconnection with ap-  
pointment.

APPROVED

S. No.	Name	Appointment as	Nature of appointment
(a)	Dr. S.K. Muttoo	Guest Lecturer	14/02/97 to 6/5/97 (period basis)
(b)	Prof. J.C. Kapur	-do-	10/02/97 to 7/4/97 (period basis)
(c)	Ms. Anuja Mathur	Lecturer (Ad-hoc)	14/01/97 to 30/04/97
(d)	Ms. K.R. Shanker	Lecturer (Ad-hoc)	14/01/97 to 30/04/97
(e)	Mr. Gyan Prakash	Guest Lecturer P.G.D.C.A.	25/03/97 to 2/5/97 (period basis)
(f)	Dr. N.K. Kalra	Guest Lecturer	10/4/97 to 15/4/97 (period basis)
(g)	Dr. A.K. Singh	Guest Lecturer	One day (left) (29/07/97)
(h)	Ms. Anuja Mathur	Lecturer (Ad-hoc)	16/07/97 to end of the I term i.e. upto 30/9/97
(i)	Ms. K.R. Shanker	-do-	-do-
(j)	Mr. Vijay Kumar	-do-	01/08/97 to end of the I term i.e. up to 30/09/97
(k)	Mr. I.C. Dhingra	Guest Lecturer	from 1/8/97 (period basis)
(l)	Ms. Himja Bhan	Guest Lecturer	from 7/8/97 (period basis)

- (m) Ms. Vandana Gandotra Lecturer (Ad-hoc) 28/8/97 to end of the I term i.e. upto 30/9/97
- (n) Mr. V.S. Mehta Guest Lecturer from 23/10/97 (period basis)
- (o) Dr. A.K. Singh Guest Lecturer from 12/11/97 (period basis)
- 2.1 Mr. Bhopal Chand Arya appointed as Office Attendant (on Ad-hoc basis) for a period of six months w.e.f. 03/07/97. APPROVED
- 2.2 Mr. Tapan Kumar Mandal appointed as Office Attendant (on Ad-hoc basis) for a period of six months w.e.f. 03/07/97. APPROVED
- 2.3 Mr. Padam Singh appointed as Jr. Asstt. cum Typist (on Ad-hoc basis) for a period of three months w.e.f. 06/05/97 and has been allowed, extension for a further period of three months w.e.f. 06/8/97. APPROVED
- 2.4 Mr. Pramod Kumar appointed as Safai Karamchari (on daily wage basis for a period of three months w.e.f. 05/08/97. APPROVED
- 2.5 The temporary promotion of Mr. S.Q. Abbas and Mr. Pradeep Verma as Sr. Asstt. and Asstt. respectively has been extended for a further period of three months w.e.f. 01/07/97 and further extended for 3 months. APPROVED
- 2.6 Mr. Surender Kumar Dagar has been appointed as Jr. Asstt. Cum Typist (on Ad-hoc basis) for a period of three months w.e.f. 07/10/97. APPROVED

ROY - J  
M

APPROVED

3. Mr. Narender Kumar Librarian has completed his 8 years of continuous service in the scale of Rs. 2200-4000. He has become eligible for promotion to the Sr. Scale of Rs. 3000-5000. A meeting of the Screening committee was held on 21/3/97 to consider the promotion case of Mr. Narender Kumar. The committee recommended his promotion. It is placed before the Governing Body for its approval.

4. To consider the enhancement of overdue charges for college Library books from 0.25 paise to Re. 1/- per book per day.

5. To consider the purchase of a camera (Make : Canon, Model: Prima Zoom 70 F, Price : 9890/-) for the college out of Boys' Fund.

6. To consider the repair estimate of the college bus. (Annexure I)

7. To consider the letter from Delhi Govt. regarding the recommendation of a Purchase Committee having a nominee of the Finance Department, Delhi Govt., when the Purchase of non-recurring item/s exceeds Rs. 50,000/- and the clarifications of the university on the same.

8. To permit the college for maintaining its Entrance Examination bank account separately as an independent account.

Approved as under : Up to 7 days 50 paise per day then rupee one per day

Approved on the responsibility of the Principal to ensure its safety & proper use. Model to be chosen upto a price of Rs 5000/- (five thousand) only. (A) (A) → (A) III

Resolved that the efforts would be made to exploit the possibilities of a new bus & Chairman was authorised to decide the matter.

University position accepted. Delhi Government be informed accordingly.

Resolved that a separate bank account be opened in the name of "College Corpus Fund" and surplus of entrance test be credited to this account.

It is further resolved that the entire accumulated deposits of entrance test be transferred from

207-5

students society account to the college corpus fund which will be used only for infrastructural development of the college with the prior approval of the Governing Body.

9. To approve the revision of application processing fee to be paid to the non-teaching staff from Rs. 2.50 per candidate to Rs. 10/- per candidate. The same has been realised from the candidates seperately along with the entrance examination fees.

Revision approved @ Rs. 5/- from Rs. 2.50/-

10. To approve stock taking report of fixed assets, semi permanent and consumable item, and condemn the items as per list so that these items are written off the stock register, as per list attached with the stock taking report. (Annexure : II)

APPROVED

The following committee will over see its disposal.

- i) Sh. M.S. Panwar
- ii) Principal
- iii) Sh. Virender Khanna

11. To approve the stock taking report of the Library for the year 1996-97 and write off the loss of books as per list attached amounting to Rs. 2627.97 as per UGC letter no. UGC 1.31-5/70(GU II) dated 16/03/71. (Annexure : III)

APPROVED

12. TO REPORT THE FOLLOWING ITEMS FOR APPROVAL (OFFICE)

12.1 Dr. H.K. Porwal, Sr. Lecturer resumed his duty w.e.f. 07/04/97 after availing E.O.L. (Leave without pay) from 26/08/96 to 06/04/97.

NOTED & APPROVED

12.2 Mr. K.N. Singh, Lecturer in the department of Computer proceeded on EOL w.e.f. 05/08/94 for a period of two and half years. However, instead of rejoining his duties,

NOTED & APPROVED

RAJ

M

13 / TO REPORT THE FOLLOWING ITEMS FOR APPROVAL (ACCOUNTS)

13.1 Following employees have been granted loan/ final with-drawal out of their provident fund. APPROVED

S.NO.	NAME	DESIGN.	AMOUNT	PURPOSE
1	Mr.Pradeep Verma	Asstt.	8000.00	Repair of house
2	Mr.Virender Khanna	Lecturer	72000.00	House renovation
3	Mr.Ramesh Chand	S.P.A.	10000.00	Wife's treatment
4	Mr.Harbhajan Singh	Driver	12000.00	Sisters' marriage
5	Mr.Tulsi Ram	Lab. Attd	6000.00	Self marriage
6	Mr.Manohar Lal	Daftari	9000.00	Purchase of land
7	Mr.Suman Singh	Peon	6000.00	Repair of house
8	Dr.R.M. Singh	Principal	100000.00	Renovation of house (final with-drawal)
9	Mr.S.K. Jairath	S.O.	39000.00	Self marriage
10	Mr. Atul Bhardwaj	Tech.Asst.	24000.00	House renovation
11	Dr. R.M. Singh	Principal	100000.00	Son's marriage

13.2 To report the payment of Rs. 59288/- towards provident fund account (Principal plus interest upto 31/3/95) to Mr. K.N. Singh, lecturer, who has resigned from the services of the college w.e.f. 24/02/97. The balance amount of interest (final payment) would be released after the audit of the same.) APPROVED

13.3 Rs. 1,80,000/- invested in monthly income plan 1997 cumulative scheme out of employees provident fund account for the period of 5 years with U.T.I.. APPROVED

13.4 A MISG-90 (2500+2500+2500) = 7500/- units of Unit Trust of India matured on 31/3/97 and had been reinvested in monthly income plan 1997 (cumulative scheme) of UTI for the period of 5 years. APPROVED

R.M. Singh

13.5 The following fixed deposits (pertaining to students societies account & surplus of entrance test) matured and had been reinvested in fixed deposits. APPROVED

S.NO.	AMOUNT	DATE OF MATURITY	PERIOD OF REINVESTMENT
1	5,00,000.00	29/03/97	24 MONTHS
2	25,53,092.00	29/06/97	39 MONTHS
3	8,77,132.00	15/09/97	36 MONTHS & ONE DAY

13.6 The following amounts put in the fixed deposits scheme out of students societies a/c. APPROVED

S.NO.	AMOUNT	W.E.F.	PERIOD
1	21,00,000.00	1/5/97	37 MONTHS
2	18,00,000.00	13/8/97	39 MONTHS

13.7 Payment of Rs. 5900/- made to M/S Sudhir Kr. Luthra, Advocate, as legal expense for the case of Sameer Sood (student of BBS) VS. Delhi University & College of Business Studies. The same has been approved by the University. APPROVED

13.8 Payment of Rs. 2,27,466/- was made to M/S Asahi Advertising Associates towards News paper release of admission Notice of BBS (1997-98). He gave a rebate of 10% on the original bill. APPROVED

13.9 Payment of Rs. 11,68,137/- was made to M/S Chip Soft Technology, Private Ltd. for purchase of computers for New lab. with the permission of the Chairman, Governing Body out of the above payment Rs.7,50,000/- was paid from maintenance account & balance of Rs. 4,18,137/- from students societies account. APPROVED

*W*

RM-57

13.10 The following payments were made from college development fund for new computer lab. with the permission of the Chairman, Governing Body. APPROVED

S.NO.	DATE	PARTICULARS	AMOUNT
1	25/6/97	M/S. Avon Furnishers 8 windows covered by ply wood with molding	4216.00
2	25/6/97	M/S Harmilap Agencies Tiles	20932.00
3	14/7/97	-do-	2639.00
4	25/6/97	Charges for shifting of one air conditioner (library)	450.00
5	26/6/97	M/S Marble Home (Adhesive with liquid for fixing of floor tiles)	4284.00
6	14/7/97	Mr. Lal Bahadur Contractor labour charges for tiles fixing	3165.00
7	14/7/97	M/S Pyare Lal Bajaj & Son, (Cement, Badarpur & Jamuna Sand etc.) (552+1360)	1912.00
8	21/8/97	Mr. Malkhan Singh for white wash, oil bound distemper & civil work (9000+132)	9132.00
9	13/8/97	Mr. Malkhan Singh Repair charges of new computer lab.	1125.00
10	4/8/97	M/S Dysan Electronic ltd., Godrej furniture for Computer lab. (To be adjusted against the non-recurring grant for 1997-98.)	202458.00
11	4/9/97	Dr. Preeti Rajpal Singh Picture frame for Principal Room	1325.00

u

Rot-2



12	9/9/97	M/S Ahuja Glass Emp. Aluminium Door for New Compu. Lab.	5134.00
13	17/9/97	M/S ESS VEE Refrigeriation Two A.C. for Compu. Lab. (To be adjusted against the non-recurring grant for 1997-98.)	38000.00
14	17/9/97	M/S Mayur Enterprises Stabilizer for A.C. New Compu. Lab. (To be adjusted against the non-recurring grant for 1997-98.)	4120.00
15	29/9/97	M/S Magnum Elec. Corp. Laser Printer	20670.00
16	17/10/97	M/S Avon Furnisher Ply for window (New Compu. Lab.)	960.00
17	21/10/97	-do-	960.00
18	12/11/97	M/S Avon Furnisher Glass Frame for window (New Comp. Lab.)	1350.00

=====  
322832.00  
=====

13.11 Payment of Rs. **APPROVED**  
2,22,560/- was made to  
M/S Kapco Printer for  
printing charges of  
Information Bulletin of  
BBS (1997).

13.12 Payment of Rs. 39,700/- **APPROVED**  
was made to M/S Super  
Computer for printing of  
Placement Brochuers &  
Folders.

13.13 Payment of Rs. 3,750/- **APPROVED**  
was made to M/S Gestetner  
India Ltd., for annual  
maintenance contract of  
duplicating machine &  
stencil cutting machine  
(scanner).

*W*

RM - J

- 13.14 Payment of Rs. 1,03,135/- was made to M/S PCS Industries Ltd. for Annual Maintenance Contract for Computers. APPROVED
- 13.15 Payment of Rs. 15,000/- was made to M/S Sundram Infosel Ltd. for AMC for 5KVA UPS. APPROVED
- 13.16 Payment of Rs. 9,000/- was made to M/S Sundram Infosel Ltd. for AMC for 1KVA (2 nos.) UPS. APPROVED
- 13.17 Payment of Rs. 23,000/- was made to M/S Kapco Printers for printing of College Magazine. APPROVED
- 13.18 Payment of Rs. 13863/- was made to M/S TVS Electronics for repair charges of UPS. APPROVED
- 13.19 To approve the following panel of auditors for conducting the audit of the college accounts for the financial year 1996-97. APPROVED provided that their names exist on the panel of approved Auditors with the Institute of Chartered Accountants of India.
- 1 M/S Savmit Grover & Associates  
C-2/32, Safdarjung Development Area  
New Delhi.
  - 2 M/S Anantha Raman Raju & Associates  
A-1/14, Safdarjung Enclave  
New Delhi
  - 3 M/S Kumar Verma & Associates  
Chartered Accountants  
38/2079, III floor, Naiwala, Karol Bagh  
New Delhi-110 005
- 13.20 To approve the observations of the college on the audit report of college accounts for the year 1994-95 submitted by ELFA, Delhi Admn. (Anne.V) APPROVED
- 13.21 To approve the observations of the college on the audit report of college accounts for the year 1995-96 submitted by ELFA, Delhi Admn. (Anne.VI) APPROVED

13.22 To approve the Income & Expenditure statement of BBS entrance examination held on 8/6/97. Payment to the college employees is yet to be made. (Annexure VII) APPROVED

13.23 To approve the observations of the college on the audit report of college accounts for the year 1994-95 submitted by AGCR. (Annexure VIII) APPROVED

SUPPLEMENTARY AGENDA

TO REPORT THE FOLLOWING ITEMS FOR APPROVAL

1(a) To approve the non-recurring budget for the year 1997-98. APPROVED

1(b) Payment of Rs. 32,146/- was made to M/S Chip Soft Technology Pvt. Ltd. from college development fund for the preparation of new computer lab. and restructuring of existing data cabling at old computer lab. APPROVED

1(c) Rs. 3,00,000/- has been put in fixed deposit scheme w.e.f. 13/11/97 for a period of 36 months out of employees provident fund account. APPROVED

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

S.No.	Name	Appointment as	Nature of appointment
1	Ms. Anuja Mathur	Lecturer (Ad-hoc)	17/10/97 to end of the 2nd term i.e. upto 23/12/97
2	Ms. K.R.Shanker	-do-	-do-
3	Mr. Vijay Kumar	-do-	-do-
4	Mr. Vandana Gandotra	-do-	-do-
3	Mr. Pramod Kumar	appointed as Safai Karamchari (on daily wage basis for a period of three months w.e.f. 06/11/97.	APPROVED

4 Mr. Peter Toppo Lab. Attendant has been granted 11 days' leave without pay from 03/11/97 to 13/11/97. C APPROVED