

COLLEGE OF BUSINESS STUDIES

minutes of the Governing Body meeting held on 20/03/98 at 03:00 p.m. in the college premises.

The following members were present in the meeting :

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| 1 | Sh. G.K. Arora | Chairman |
| 2 | Dr. C.B. Gupta | Member |
| 3 | Prof. K.L. Krishna | Univ. Representative |
| 4 | Sh. Aruneshwar Gupta | Member |
| 5 | Ms. Kavita Kapur | Teacher Representative |
| 6 | Ms. Tarannum Ahmad | Teacher Representative |
| 7 | Dr. R.M. Singh | Principal, Member,
Secretary (Ex- Officio) |

OFFICE

- 1 To approve the minutes of the Governing Body meeting held on 22/11/97.

The minutes of the last Governing Body held on 22/11/97 were confirmed. *Minutes*

- 2 To approve the promotion of Dr. Preeti Rajpal Singh, Lecturer, Business Studies as Reader in the grade of (Rs. 3700-5700) which was recommended by the duly constituted selection committee at its meeting held on 14/01/98.

The Governing Body approved the recommendations of duly constituted Selection Committee, which was decided at its meeting held on 14/01/98, relating to promotion of Dr. Preeti Rajpal Singh, Lecturer, Business Studies as Reader in the grade of Rs. 3700-5700.

- 3 To consider and approve the writing off the following computer units since those have turned obsolete due to change in technology :

Particulars	Make	Quantity
* PC/Plus 640 KM RAM 360 KB FDD	Uptron	02 nos.
* PC-XT (8088) 640 KB RAM 20 MB Hard Disk	PCS	04 nos.
* PC-XT 1MB RAM 20 MB Hard Disk	PCL	04 nos.

The matter was discussed and it was resolved that the expert opinion be sought from the University Depart-

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ment on the proposal of the Principal towards writing off some obsolete computer units.

- 4 To approve the action taken by the Principal in the following cases in connection with appointment of Guest/Ad-hoc faculty.

S. No.	Name	Appointment as	Nature of appointment
(a)	Ms. Punita Saxena	Guest Lecturer	11/09/97 to 16/1/98 (period basis)
(b)	Dr. Pankaj Jain	-do-	15/9/97 to 3/11/97 (period basis)
(c)	Ms. Aparna Beniwal	-do-	11/9/97 to 29/1/98 (period basis)
(d)	Ms. Shobha Rani	-do-	17/11/97 to 16/1/98 (period basis)
(e)	Ms. Anuja Mathur	Lecturer (Ad-hoc)	5/1/98 to end of the 3rd term i.e. up to 30/04/98
(f)	Ms. K.R. Shanker	-do-	5/1/98 to end of the 3rd term i.e. up to 30/04/98
(g)	Mr. Vijay Kumar Wadhwa	-do-	5/1/98 to end of the 3rd term i.e. up to 30/04/98
(h)	Ms. Vandana Gandotra	-do-	5/1/98 to end of the 3rd term i.e. up to 30/4/98 (left w.e.f. 22/1/98)
(i)	Ms. Damini Gupta	-do-	21/1/98 to end of the 3rd term i.e up to 30/4/98
(j)	Mr. Anshu Rastogi	Guest Lecturer	26/2/98 to end of the term
(k)	Mr. Ratnesh R. Saxena	-do-	04/3/98 to end of the term
(l)	Prof. P.K. Hazra	-do-	02/3/98 to end of the term
(m)	Ms. Punita Saxena	-do-	10/03/98 to end of the term
(n)	Ms. Vandana Gandotra	-do-	16/03/98 to end of the term
(o)	Dr. S.K. Muttoo	-do-	16/03/98 to end of the term

The Governing Body noted and approved the action of the Principal

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relating to appointment of Guest/Ad-hoc Faculty incorporated in agenda item no. 4(a) to 4(o).

- 5 To approve the action of the Principal in appointing Mr. Bhopal Chand Arya as Office Attendant (on regular basis) w.e.f. 6/1/98 (one year probation period).

The Governing Body noted and approved the action of the Principal in appointing Mr. Bhopal Chand Arya as Office Attendant (Class IV cadre) on regular basis w.e.f. 06/01/98 with one year probation.

- 6 To approve the action of the Principal in appointing Mr. Tapan Kumar Mandal as Office Attendant (on regular basis) w.e.f. 6/1/98 (one year probation period).

The Governing Body noted and approved the action of the Principal in appointing Mr. Thapan Kumar Mandal as Office Attendant (Class IV cadre) on regular basis w.e.f. 06/01/98 with one year probation.

- 7 To approve the action of the Principal in extending the temporary promotion of Mr. S.Q. Abbas and Mr. Pradeep Verma as Sr. Asstt. and Asstt. respectively for a further period of two months w.e.f. 01/01/98.

The Governing Body noted and approved the extension of temporary promotion of Mr. S.Q. Abbas and Mr. Pradeep Verma as Sr. Asstt. and Asstt. respectively for a further period of two months w.e.f. 1/1/98.

- 8 To approve the action of the Principal in extending the appointment of Mr. Surender Kumar Dagar as Jr. Asstt. Cum Typist on ad-hoc basis for a period of three months w.e.f. 07/01/98.

The Governing Body noted and approved the extension of Ad-hoc appointment of Mr. Surender Kr. Dagar as Jr. Asstt. Cum Typist for a period of three months w.e.f. 7/1/98.

- 9 Ms. Kanta Batra has been appointed as Jr. Asstt. Cum Typist (on Ad-hoc basis) against vacant post of P.A. for a period of three months w.e.f. 19/11/97 with the permission of the Chairman. The appointment has been discontinued from the date of expiry of the term i.e. 18/02/98.

The Governing Body noted and ap-

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proved the Ad-hoc appointment of Ms. Kanta Batra done with the permission of the Chairman, as Jr. Asstt. Cum Typist against the vacant post of P.A. for a period of three months i.e., from 19/11/97 to 18/2/98.

- 10 To approve the extension of Study Leave to Mr.S.K. Goyal, Sr. Lecturer, for a period of one year w.e.f. 06/12/97 which is permitted under university rules.

Members discussed the request of Mr. S.K. Goel regarding extension of his study leave for further period of one year from 6/12/97 and was deferred for some clarifications from Mr. Goel. Members have also authorised the Chairman to take action in the matter after the clarifications/legal formalities are completed by Mr. S.K. Goel.

- 11 To approve the action of the Chairman in appointing Ms. Monica Mor as guest lecturer till the end of the term i.e. upto 30/04/98.

The Governing Body noted and approved the appointment of Ms. Monica Mor as Guest Lecturer, done with the permission of the Chairman. The appointment was for the academic term ending on 30/4/98.

12 Reporting Items (Office) for approval

- 12.1 Mr. Vaidu and Mr. Krishan Pal confirmed as Safai Karmchari w.e.f. 2/1/97.
- 12.2 Pay scale of Mr. Rajinder Singh Jaiswal, revised and fixed Rs. 1400/- w.e.f. 16/8/91 in the pay scale of Rs. 1400-2300 (personal) vide university letter no. CB-III/98/45122 dated 11/13 February 1998.
- 12.3 Pay scale of Ms. Rama Shukla revised and fixed Rs. 1400/- w.e.f. 9/2/95 in the pay scale of Rs. 1400-2300 (personal) vide university letter no. CB-III/98 / 44925 dated 11/12 February 1998.
- 12.4 Pay scale of Mr. S.Q. Abbas revised and fixed Rs. 1400 w.e.f. 2/3/89 in the pay scale of Rs. 1400-2300 vide university letter no. CB-III/98/41102 dated 14/16 January 1998.
- 12.5 Pay scale of Mr. Pardeep Verma and Mr. Sanjay Batra JACT revised and fixed at Rs.1200/- w.e.f. 17/9/91 and 16/01/92 in the pay scale of Rs. 1200- 2040 (personal) vide university letter no. Cb-III /98 / 41102 dated 14/16 January 1998.
- 12.6 Pay scale of Mr. Mohd. Ahmad revised and fixed Rs.

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1200/- w.e.f. 6/2/95 in the pay scale of Rs. 1200-2040 (personal) vide university letter no. CB-III/98/41102 dated 14/16 January 1998.

12.7 Pay scale of Mr. Imtiaz Ahmad revised and fixed Rs. 1400/- w.e.f. 1/3/93 in the pay scale of Rs. 1400-2300 (personal) vide university letter no. CB-III /98 / 40605 dated 9/1/98.

12.8 Promotion of Mr. Narender Kumar Librarian in the Senior scale of Rs. 3000-5000 has been approved by the university vide letter no. CB-I/ MPS /98/ 42531 dated 22/23 January 1998.

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

S.No.	Name of the employee	Designation	Date of increment	Amount of increment
1	Mr. Tulsi Ram Sharma	Lab. Attendant	01/12/97	20.00
2	Mr. Tribhuvan Kumar	P.A.	01/01/98	60.00
3	Ms. D.K. Sachdeva	Tech. Asstt.	01/01/98	60.00
4	Ms. Bimlesh Sharma	S.P.A. (personal)	01/01/98	40.00
5	Mr. Ramesh Chand	-do-	01/01/98	40.00
6	Mr. Sanjay Batra	JACT	01/01/98	30.00
7	Mr. Vaidu	S. Karmchari	01/01/98	12.00
8	Mr. Kishan Pal	-do-	01/01/98	12.00
9	Mr. A. Sen Gupta	A.O.	01/02/98	75.00
10	Mr. Suman Singh	O.A.	01/02/98	12.00
11	Mr. Mohd. Ahmad	C-taker	01/02/98	30.00
12	Ms. Rama Shukla	Asstt.	01/02/98	40.00
13	Mr. S.K. Goyal	Sr. Lecturer	01/03/98	100.00
14	Mr. Atul Bhardwaj	Tech. Asstt.	01/03/98	60.00
15	Mr. Harbhajan Singh	Driver	01/03/98	20.00
16	Mr. Jagdev Singh	Gest. Operator	01/03/98	20.00
17	Mr. Chander Pal	Mali	01/03/98	12.00
18	Mr. Drig Pal	O.A.	01/03/98	12.00

Members noted all the reporting items (office) listed in agenda from item no 12.1 to 12.9 and approved.

Accounts

Agenda Items (Accounts)

- 1 To consider the appointment of Bursar in place of Mr. Virender Khanna who has completed his term on 28/02/98.

The Governing Body considered the recommendations of the Principal and appointed Dr. Preeti Rajpal Singh, Reader in Business Studies as college Bursar for a term of two years

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with immediate effect, in place of Mr. Virender Khanna who completed his term as Bursar.

Reporting Items (Accounts) for approval

2(a) Following employees have been granted loan out of their Provident Fund.

S.NO.	NAME	DESIGN.	AMOUNT	PURPOSE
1	Ms. Tarannum Ahmad	Lecturer	65,000	Purchase of House
2	Dr. R.M. Singh	Principal	1,90,000	Son's Marriage
3	Mr. Pradeep Verma	Assistant	13,000	Wife's Treatment
4	Mr. Gopal Singh	Driver	4,000	House Repair
5.	Mr. Suman Singh	O.A.	8,000	Wife's Treatment

(b) Payment of Rs. 5250/- was made to M/S Kapco Press for balance payment of college magazine.

(c) Payment of Rs. 5500/- was made to M/S Vijay Kumar for repair charges of Sofa Set (Principal's Office).

(d) Payment of Rs. 50,130/- was made to M/S Kapco Press for Placement Brochure, Dossier & Letter Heads as full and final payment.

(e) Payment of Rs. 19,110/- was made to M/S Kapco Press for Assignment Register for students as full and final payment.

(f) Payment of Rs. 800/- was made to M/S Rajan Picture House for two pictures with frames, from college development fund.

(g) To approve the recurring budget for the year 1997-98 and budget estimate for 1998-99.

(h) To approve the appointment of M/S Savmit Grover & Associates (Chartered Accountants) for conducting audit of the college accounts for the year 1996-97.

Members noted and approved all the items (Accounts) listed in the agenda from item no. 2(a) to 2(h).

1 Accounts

SUPPLEMENTARY AGENDA

1 Reporting item (Accounts) for approval

(A) A sum of Rs. 67,000.00 has been paid to Dr. R.M. Singh, Principal as final withdrawal out of the employees provident fund for renovation of house.

Members noted and approved the payment of Rs. 67,000 to Dr. R.M. Singh out of E.P.F. account as final withdrawal for the purpose of house renovation.

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