

COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on 27/10/98 (Tuesday) at 4 p.m. in the college premises.

Following members attended the meeting :

- 1 Sh. G.K. Arora - Chairman
- 2 Sh. M.S. Panwar - Treasurer
- 3 Sh. Om Prakash Sharma - Member
- 4 Sh. M.K. Sashidharan - Member
- 5 Dr. R.M. Singh, Principal - Member, Secretary
- 6 Ms. Tarannum Ahmad - Teacher Representative

Before taking up the agenda item Principal informed the members that the meeting notice of Prof. D.N. Abrol, one of the members Governing Body, could not be delivered. Since Prof. Abrol expired way back in 1982 as informed by a lady member of his family. She also gave her expression on a piece of paper.

In consultation with the members Present, Chairman asked the Principal to convey the same to the University/Concerned Departments.

Agenda items

- 1 *To approve the minutes of the Governing Body meetings held on 20/03/98 and 08/09/98.*

The minutes of the Governing Body meetings held on 20/03/98 and on 08/09/98 were confirmed.

- 2 *To approve the recommendations of the duly constituted Screening Committee (meeting held on 21/04/98) with regard to promotion of Ms. Tanuja Sharma, Mr. Virender Khanna and Ms. Kavita Kapur, Lecturers in Business Studies, in the Senior Scale of Rs. 3000-5000.*

The Governing Body approved the recommendations of the Screening Committee with regard to the promotion of Ms. Tanuja Sharma, Mr. Virender Khanna and Ms. Kavita Kapur in the Sr. Scale of Rs.3000-5000.

- 3 *To consider and approve the sanction of two new telephone connections for college internet system and Principal's Office.*

The Governing Body approved the sanction of two new telephone connections for college (one for Principal's Office and the other for internet system) subject to the approval of the university.

- 4 *To approve the holding of entrance test of the candidates who apply for admission to BBS course under W/W quota. Earlier there was no test. Candidates were considered on the basis of merit list prepared out of the total applications received under the same quota. This is to maintain the uniformity in selection process.*

In the course of discussion Principal informed the members that the selection of candidates from other reserved categories namely SC and ST, through entrance examination, is already in practice. As such to maintain the uniformity in the selection process the written test for the candidates of w/w category has been introduced from the current session.

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The procedure (holding of entrance exam) adopted by the college from the current session in the case of selection of candidates under w/w category was approved unanimously.

- 5 To approve the use of College Development Fund, (which has been accumulated to the tune of Rs.1,35,000/-) on the purchase of furniture (Office, Staff Room) and equipments for the college.

Resolved that the Development Fund should not be used for these purposes and hence disallowed.

- 6 To approve the preparation of a project on "Intervention for the Socio-Economic well-being of under privileged women in Delhi." Which has been offered to the college by the Delhi Commission for Women with preparation cost of Rs. 60,000/- as initial charges and Rs. 15000/- per month subsequently as retention fees for consultancy. 20% of the fee to be paid to the faculty and the rest will be credited to the College Development Fund.

Dr. Preeti Rajpal Singh, Reader has been entrusted to do the project work as teacher-in-charge.

Item was discussed in detail and approved with the view that the share of the college and the teacher-in-charge out of the project amount received by the college be determined and disbursed as per the practice and norms fixed by the university in its own departments.

- 7 To approve the post of Data Entry Operator presently held by Sh. Jaivarsh Anand since 23/08/91 equivalent to the posts given in para (e) of the university circular dated 16/09/97 in order to enable Sh. Anand to avail the benefits extended under the rules.

Resolved that the university be informed regarding approval of the Governing Body for inclusion of the post of Data Entry Operator in the list of equivalent posts given in the para(e) of the university circular dated 16/09/97 so that Mr. Jaivarsh Anand be entitled to avail the benefits under the rules, as suggested by the university vide letter no. CB-III/98/48244 dated 06/09 March 1998.

- 8 To consider and approve the stock taking report of the college library and to permit the writing^{off} of the lost books detailed below :

S.No.	Acc. No.	Title	Cost (Rs.)
1	3792	Dynamics of mind management	60.00
2	4643	Seven habita of highly effective people	586.00
3	4876	Investment management	140.00
4	5583	Indian Tax Systems	285.00
5	4644	Financial Management and Policy	295.00
6	1094	Effective performance appraisals	75.00
7	1677	Information technology and management strategy	408.90
Total :			1849.90

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

Total books issued during 1997-98 : 11361
Total Magazine issued during 1997-98 : 3542
No. of missing books : 07

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The Governing Body discussed the stock taking report (1997-98) of the library. Discussion was also held on the measures taken by the library for preventing loss of book from the library and in view of the UGC letter no. UGC 1.31-5/70(GU-II) dated 16/03/1971 seven books as listed in the agenda were permitted to be written off the stock.

9 To approve the following appointments of the guest lecturers which were done to meet the needs of the time table.

S.NO.	NAME	APPOINTMENT AS	NATURE OF APPOINTMENT
1	Ms. Charu Ashish	Guest Lecturer	from 21/02/98 to the end of the term (period basis)
2	Ms. Anshu Rastogi	Guest Lecturer	from 27/03/98 to the end of the term (period basis)
3	Dr. Balbir Singh	Guest Lecturer	from 08/04/98 to the end of the term (period basis)
4	Mr. Param Dev Sharma	Guest Lecturer	from 02/06/98 to the end of the term (period basis)
5	Mr. M.S. Sushena	Guest Lecturer	from 03/06/98 to the end of the term (period basis)
6	Ms. Arpana Beniwal	Guest Lecturer	from 29/07/98 to the end of the term (period basis)
7	Dr. P.K. Hazra	Guest Lecturer	from 08/09/98 to the end of the term (period basis)

Noted and approved as listed in item no. 9.

10 To report the action of the Chairman in according de-facto/de-jure approval of the following ad-hoc appointments of teachers/lab staff.

Sl. No.	Name	Deptt.	Period
1	Ms. Kishori Ravi Sanker	Business Studies	16 th July to the end of the 1 st term
2	Ms. Anuja Mathur	-do-	16 th July to the end of the 1 st term
3	Ms. Damini Gupta	-do-	16 th July to the end of the 1 st term
4	Ms. Monika Mor (De Jure approval)	-do-	22 nd July to the end of the 1 st term
5	Mr. Anuj Kaushik	-do-	22 nd July to the end of the 1 st term (left from 31/07/98)
6	Ms. Shweta Bagga	Computer	16 th July to the end of the 1 st term
7	Dr. Archana Singhal	-do-	16 th July to the end of the 1 st term

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18	Driver Mr. Gopal Singh Driver	3050-4590	3200/-	98/19237 dt. 20/08/98 -do-
19	Mr. Drig pal O.A.	2550-3200	2660/-	CB-II/V-Pay/Comm/ 98/19235 dt. 20/08/98
20	Mr. Imtiaz Ahmad I.O.A.	4500-7000	4625/-	CB-III/V-pay Comm/ 98/20514 dt. 27/08/98
21	Mr. Peter Toppo Lab. Attendant	3050-4590	3275/-	-do-
22	Mr. Tulsi Ram Sharma Lab. Attendant	3050-4590	3200/-	-do-
23	Mr. S.Q. Abbas Asstt.	4500-7000	5000/-	CB-III/Pay Comm/ 20548 dt. 28/08/98
24	Mr. S.K. Jairath S.O. (A/c)	6500-10500	6500/-	-do-

The Governing Body approved the pay fixation of 24 employees listed in the agenda item no. 12.

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

S.NO.	NAME OF THE EMPLOYEES	DESIGNATION	DATE OF INCREMENT	AMOUNTS OF INCREMENT
1	Mr. Imtiaz Ahmad	Input/Output Asstt.	01/03/98	Rs. 40/-
2	Dr. H.K. Porwal	Sr. Lecturer	01/04/98	Rs. 100/-
3	Mr. Baleshwar Ram	Mali	01/04/98	Rs. 15/-
4	Mr. M.S. Tyagi	S.P.A.	01/05/98	Rs. 60/-
5	Mr. S.K. Jairath	S.O.	01/05/98	Rs. 60/-
6	Dr. R.M. Singh	Principal	01/06/98	Rs. 200/-
7	Dr. Poonam Verma	Sr. Lecturer	01/06/98	Rs. 100/-
8	Mr. Virender Khanna	Lecturer	01/07/98	Rs. 100/-
9	Ms. Kavita Rastogi	-do-	01/07/98	Rs. 75/-
10	Ms. Tamuja Sharma	-do-	01/07/98	Rs. 100/-
11	Dr. Preeti Rajpal Singh	Sr. Lecturer	01/08/98	Rs. 100/-
12	Ms. Kavita Kapur	Lecturer	01/08/98	Rs. 100/-
13	Ms. Tarannum Ahmad	Lecturer	01/08/98	Rs. 75/-
14	Ms. Rohini Singh	-do-	01/08/98	Rs. 75/-
15	Ms. Shalini Prakash	-do-	01/08/98	Rs. 75/-
16	Mr. Pradeep Verma	JACT	01/09/98	Rs. 100/-

Noted and approved as per university rules.

1 Reporting items (Accounts) for approval

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

S.NO.	NAME	DESIGN.	AMOUNT	PURPOSE
1	Mr. Umesh Dutt	O.A.	8000.00	Self Marriage

8	Mr. Vijay Kr. Wadhwa	-do-	6 th August to the end of the 1 st term
4	Ms. Alpana Kakkar	Scientific Asstt. (BCA Lab.)	For a period of six months w.e.f. 12/8/98

Members noted and approved the ad-hoc appointments as incorporated in agenda no. 10.

11 Reporting Items (Office) for approval

11.1 Ms. Rohini Singh, Lecturer has been granted 29 days 'Leave not due' from 01/04/98 to 29/04/98 on medical grounds.

Noted and approved

11.2 As per university circular pay scale of Mr. Chander Pal (Mali) and Mr. Baleshwar Ram (Mali) has been revised and their pay fixed at Rs. 830/- and Rs. 800/- respectively w.e.f. 01/04/95 in the pay scale of Rs. 800-1150 which was already approved by the university, intimated vide letter no. CB-III/98/4755-4756 dated 01/05/98.

11.3 Mr. Pramod Kumar appointed as Safai Karamchhari (on daily wage basis) for a period of three months w.e.f. 06/11/97 and re-appointed on 09/07/98 for two months (left w.e.f. 03/08/98)

11.4 Mr. Raisham Singh appointed as Safai Karamchhari (on daily wage basis) w.e.f. 10/08/98 (left w.e.f. 11/09/98).

11.5 Mr. Manoj Kumar appointed as Safai Karamchhari (on daily wage basis) w.e.f. 15/09/98.

11.6 Mr. S. Javed Hussain appointed as Waterman (on daily wage basis) w.e.f. 16/06/98.

Agenda item no. 11.2 to 11.6 noted and approved.

11.7 On the recommendations of the DPC (held on 27/02/98) Mr. S.Q. Abbas promoted as Sr. Asstt, on regular basis w.e.f. 01/07/96 i.e., the date of his temporary promotion, vide office order dated 02/03/98.

Principal informed that the university rejected the promotion of Mr. S.Q. Abbas from the date of his temporary promotion and directed to send fresh proposal effecting from the date of DPC meeting, through their letter no. CB-III/98/27315 dated 06th October, 1998.

In view of the above the Governing Body deferred its decision till the University decides.

11.8 Serial no. 11.8 erroneously omitted and slipped to 11.9. There was no matter in that para.

11.9 On the recommendations of the D.P.C. held on 27/02/98, Mr. Pradeep Verma promoted as Asstt. On regular basis w.e.f. 01/07/96 i.e., the date of his temporary promotion, vide office order dated 02/03/98.

Since the case is similar to agenda item no. 11.7 (case of Mr. Abbas) – hence the decision in this case has also been deferred accordingly.

11.10 The Ad-hoc appointment to Mr. Surender Kumar Dagar as JACT has been extended for a period of six months w.e.f. 13/04/98.

Noted and approved

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11.11 The university has already approved the extension of study leave of Mr. S.K. Goyal for a further period of one year w.e.f. 06/12/97 vide university letter no. CB-I/SL(CBS)/98/16353 dated 29/07/98.

The decision noted and approved.

12 Pay fixation of the following employees in terms of Vth Pay Commission's recommendations have been approved by the university as detailed against each.

S.NO.	NAME & DESIGNATION	REVISED PAY SCALE	PAY FIXED AS ON 01/01/96	VIDE UNIV. LETTER NO.
1	Mr. Tribhuwan Kumar Prof. Asstt	5500-9000	5500/-	CB-III/V-Pay.Comm. /98/17569 dated 10/08
2	Mr. M.S. Tyagi S.P.A.	5500-9000	6200/-	-do-
3	Ms. Bimlesh Sharma S.P.A.	4500-7000	4750/-	-do-
4	Mr. Ramesh Chandra S.P.A.	4500-7000	4750/-	-do-
5	Mr. Jagdev Singh Gest. Opt.	3050-4590	3350/-	CB-III/V-Pay/Comm /98/17582 dt. 10/08/98
6	Mr. Manohar Lal Daftri	2750-4400	2820/-	-do-
7	Mr. Chander Pal Mali	2650-4000	2650/-	-do-
8	Mr. Baleshwar Ram Mali	2650-4000	2650/-	-do-
9	Mr. Suman Singh O.A.	2550-3200	2605/-	-do-
10	Mr. Umesh Dutt O.A.	2550-3200	2605/-	-do-
11	Mr. S.K. Jairath Sr. Asstt	5500-9000	5850/-	CB-III/V-Pay.Comm/ 98/17986 dt. 12/08/98
12	Mr. Rajinder Singh Asstt.	4500-7000	4750/-	-do-
13	Ms. Rama Shukla Asstt.	4500-7000	4500/-	-do-
14	Mr. Pradeep Verma JACT	4000-6000	4100/-	-do-
15	Mr. Sanjay Batra JACT	4000-6000	4100/-	-do-
16	Mr. Mohd. Ahmad C-taker	4000-6000	4000 -/-	-do-
17	Mr. Harbhajan Singh	3050-4590	3350/-	CB-III/V-pay/Comm/

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2	Mr. Peter Toppo	Lab. Attd.	6000.00	Brother's Marriage
3	Mr. Rajinder Singh	Asstt.	24000.00	House Renovation
4	Mr. Mohd. Ahmad	Care-taker	3000.00	Mother's treatment
5	Mr. Gopal Singh	Driver	10000.00	Wife Delivery
6	Mr. S.K. Goyal	Sr. Lecturer	10000.00	Study Purpose

- 1.2 Rs. 7,00,000/- invested with UTI in monthly Income Plan (ii) (cumulative scheme) out of the employees Provident Fund account for the period of 5 years, with the approval of the subscribers and the treasurer.
- 1.3 To report the full & final payment of Rs. 34,604/- made to Mr. K.N. Singh, Lecturer in Computer who resigned from the services of the college w.e.f. 24/02/97, as balance amount of interest of his P.F. Account.
- 1.4 To report the full & final payment of Rs. 18,869/- made to Ms. Urmil Thusu, S.O. who is not in service w.e.f. 21/06/95, as balance amount of interest of her P.F. Account.
- 1.5 Payment of Rs. 68,182/- was made to M/S Inderson Motors (P) Ltd. (Swaraj Mazda) for repair of College Bus, with the approval of the Chairman.
- 1.6 Payment of Rs. 1,70,000/- was made to M/S Asahi Advertising Associates towards printing charges of college prospectus alongwith application form of BBS 1998, on the recommendations of the Purchase Committee and with the approval of the Chairman.
- 1.7 Payment of Rs. 13,41,694/- was made to M/S PCS Industries Ltd. for purchase of computers (and Rs. 15730/- for software is yet to be paid for full and final payment) on the recommendations of the duly constituted Purchase Committee and with the approval of the Chairman.
- 1.8 Payment of Rs. 1,05,156/- was made to M/S Asahi Advertising Associates towards Newspaper release of advertisement for the post of Lecturers, Placement Officer, Programmer & P.A. to Principal with the approval of the Chairman.
- 1.9 Payment of Rs. 3750/- was made to M/S Gestetner India Ltd. For Annual Maintenance contract of Scanner & duplicating machine.
- 1.10 Payment of Rs. 2,58,042/- was made to M/S Asahi Advertising Associates towards News Paper release of admission notice of BBS course as per practice approved by the Chairman.
- 1.11 Payment of Rs. 31,410/- was made to M/S Sudhir Kumar Luthra, Advocate as legal expenses for the cases of students of BBS Vs Delhi University and College of Business Studies with the approval of the University.
- 1.12 Payment of Rs. 480/- was made to M/S Seven Star Typewriter Co. for Annual Maintenance Contract of two typewriters for August 1998 to Sept. 1999
- 1.13 Payment of Rs. 5,881/- was made to M/S Chander Book Binding for binding charges of library books & periodicals as per recommendations of the Library Committee.
- 1.14 Payment of Rs. 85,922/- was made to M/S Indmark Infocom Ltd. For purchase of 3 Lan UPS 1000 as per recommendations of the Computer Purchase Committee.

The Governing Body noted and approved all the reporting items (Accounts) listed in the agenda from item no. 1.1 to 1.14.

Reference item no. 1.2 – The Governing Body nominated Sh. O.P. Sharma and Prof. H.P. Garg as representatives of the Governing Body to employees statutory P.F. Committee.

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Details of Income of BBS Entrance Test (1998-99)

Sales of form/prospectus and Entrance Examination Fee.

S.NO.	NO. OF CANDIDATES	CATEGORY	RATE	AMOUNT (RS.)
1	7372	General	310/-	22,85,320
2	232	SC/ST	185/-	42,920
3		Excess Payments		659
TOTAL : 7604				23,28,899
Less : Amount of Sales of Form/ Prospectus transferred to Maint. Account (7604 @ Rs.50/- each)				3,80,200
TOTAL :				19,48,699

Details of Expenditure of BBS Entrance Test 1998

S.NO.	PARTICULARS	AMOUNT
1	Paid to Joint Controller of Exam. Univ. of Delhi Delhi for paper setting, printing charges, conveyance and payment to staff and labour etc. BBS entrance exam 1998, as per bill submitted by the University Examination Branch.	65,749.00
2	Paid to Supdt./Dy. Supdt., Principals of the colleges, as conveyance for attending meeting on 04/06/98 inconnection with BBS entrance test as per the University rules.	3,000.00
3	Paid to seventeen centers in Delhi for conducting BBS Entrance Test 1998 as per the University rules.	1,42,008.00
4	Paid to four outstation centers & observers for conducting BBS Entrance Test 1998 as per University & G.B. approved rules.	35,213.00
5	Paid to Staff members and observers for conveyance (dated 07/06/98) as per G.B. approved rules.	13,140.00
6	Paid to observers for attending interview from 24/06/98 to 28/06/98 (subsidy) as per G.B. approved rules.	12,500.00

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7	Refreshments served to board members during interview days (from 24/06/98 to 28/06/98 for two session every day).	3,567.00
8	Misc. (towards conveyance & courier charges etc.)	2,105.00
9	Amount to be paid to M/S Methodex Systems Ltd for supply of 10,000 OMR answer sheets @ Rs.1.25 per sheet +7% S.T. & double scanning of 6431 OMR answer sheets @ Rs. 1.75 per sheet (13375 + 11254) as per G.B. approved rules.	24, 629.00
10	Amount to be paid to Joint Controller of Examination, University of Delhi, towards payment of Secrecy Officer, manually evaluating of 400 answer scripts, honorarium to the University staffs etc. & other connected misc. expenses as per bill submitted by the University Examination Branch.	22,995.00
11	Payment to be made to the college employees for processing 7,604 applications (@ Rs. 5/-per application) as per G.B. approved rules.	38,020.00

Total	3,62,926.00
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Details of Income & Expenditure statement of BBS entrance examination 1998 held on 07/06/98.

Income	19,48,699.00
Expenditure (As per list enclosed)	3,62,926.00
Income over expenditure (Surplus)	<u><u>15,85,773.00</u></u>


The Governing Body noted and approved the expenditure on the entrance test as per Governing Body approved rates/the Delhi University rates.

SUPPLEMENTARY AGENDA

Accounts

- 1 *To discuss and approve the observations of the college on the audit report of the ELFA (Delhi Govt.) for the financial year 1996-97.*

The audit report submitted by ELFA for 1996-97 was read in the meeting. Objection paras of the report were discussed. After thorough discussion the Governing Body approved the following replies/ observations of the college on the audit report for onward submission to the ELFA.



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Part - I (Old Paras)

Principal reported that the reply to Annual audit report for the following years has already been approved by the Governing Body on dates mentioned against them.

Reply to the annual audit report for the year 1993-94 has already been approved by the Governing Body in its meeting held on 14/05/96.

Reply to the annual audit report for the year 1994-95 and 1995-96 has already been approved by the Governing Body in its meeting held on 22/11/97.

The Governing Body directed the Principal to send the approved replies to ELFA.

Part - II

Para -1 : Asset Register

Asset register in the prescribed form (GFR-19) as suggested by the audit is under preparation, which will be shown to the next audit.

Para -2 Computer

The purchase Committee consisted of the following members :

- 1 Sh. G.K. Arora (Chairman, G.B.)
- 2 Prof. J.C. Kapur (Expert from I.I.P.A.)
- 3 Ms. Kavita Kapoor (Lab. Incharge)
- 4 Ms. Kavita Rastogi (Dept. Head)
- 5 Sh. V. Khanna (Member, Purchase Committee)
- 6 Sh. Narender Kumar (-do-)
- 7 Sh. A. Sen Gupta (-do-)
- 8 Dr. R.M. Singh (Principal)
- 9 Sh. M.S. Panwar Treasurer & Governing Body (whose name was omitted erroneously in the Agenda)

The committee in its meeting held on 27/02/97 (not 10/03/97 as mentioned in the report) decided to call post budget quotations from the following five dealers (not four as mentioned in the report) of multinational brands

- 1 SCL
- 2 Cosmic
- 3 Chipsoft
- 4 Wipro
- 5 ET & T

M/S Acumen Solutions (HCL) was not in the fray on that date.

M/S Acumen solutions, dealers of HCL was not considered because they quoted only for HP server. For nodes the quotation was given for HCL busy bee machine which is not comparable to multinational brands. M/S Acumen solutions sent uninvited post budget quotations on their own just four days before the final meeting of the Purchase Committee but it was not considered in the meeting of the purchase committee held on 10/03/97 for the reason mentioned above. Despite the HP server prices being lowest, it was not considered because it was decided by the experts in the purchase committee that the server and nodes of different brands will have compatibility problems and their maintenance in future will be difficult. Moreover, no new firm can be entertained after the original quotation have been considered on 27/02/97 and the process of purchase has started. The Purchase Committee was conscious of this fact & despite the inadvertent inclusion of the quotations of M/S Acumen Solution in the final comparative statement (10/03/97) the committee did not consider their proposal.

The college bus performed the journey to Haridwar in connection with an educational tour of the college students. The Chairman, Governing Body offered to give defacto approval of the same which may be verified by the next audit. In future prior approval of the Chairman would be sought and obtained in the event of journeys of the college bus out side territory of Delhi.

In the following cases of journeys

Date	km	Date	km
05/01/97	148	06/01/97	152
07/01/97	146	08/01/97	115

The college bus was requisitioned by the University of Delhi in connection with "Indian Science Congress" organized by the university which was held from January 3-8, 1997. The bus performed the journey (Fuel cost borne by the university) in question on the dates mentioned on the audit report for this purpose. The same has now been clearly mentioned in the Log Book which may be verified by the next audit.

Para -4 Conveyance

Being the college situated in a remote place from the main hub of the city and keeping in view the public vehicle fare rates it is very difficult to maintain the restriction of Rs. 150/- as conveyance to a single employee p.m. for smooth functioning of the college. Moreover, as per the circular of the university, which may be verified by the next audit, the restriction of Rs. 150/- is not applicable to the university and its colleges. I may quote the E.C. Res. No. /100 (ii) dated 21/11/87.

"179/ Resolved that the recommendations of the committee constituted by the executive council to examine the contents of the university grant commission letter no. F1-6/ 66 (NP-II) dated 16/08/87 (the letter of the UGC is dated 16/08/87 and not 16/08/97 as mentioned) be accepted and that the upper limit of conveyance charges of Rs. 150/- p.m. for a single employee be not applied."

Para -5 Printing of Stationery

A court case in between college and M/S Sudhir Printers whom the amount of Rs. 2,42,997/- was paid is pending with Tis Hazari Court, Delhi.

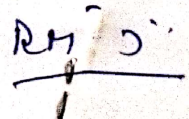
In this connection the original bills and relevant papers of the above payment submitted to the office of the college lawyer for onward submission to the Hon'ble Court. As soon as we will get back the papers, it would be placed before the audit.

- To consider and approve the withdrawal of securities invested out of employees Provident Fund account with UTI under US-64 scheme as desired by the employee's representatives in view of the present stock market situation.*

The Governing Body has allowed the withdrawal of securities invested with UTI under US64 scheme out of employees P.F. Account subject to the approval of all the subscribers with individual signatures and its approval by the P.F. Committee.

- To consider the demand of the members of the Governing Body to pay conveyance charges (fixed) @ Rs. 150/- only to the members.*

Members expressed that in view of the present market price the existing conveyance charges (Rs. 75/- fixed) is very meager and require revision.



The payment of conveyance charges to the members
@ Rs. 150/- (fixed) was approved in place of existing
Rs. 75/- (fixed).

Office--- Reporting item for approval

1 To report the action of the Chairman in according the approval of the following ad-hoc appointments of the teachers.

Sl. No.	Name	Deptt.	Appointed for the period	Suggested change in period of appointment
1	Ms. Kishori R. Shanker	Business Studies	16 th July to the end of the 1 st term	May be appointed from 12/10/98 till the end of the 2 nd term (Break from 1st Oct. to 11 th Oct. 1998).
2	Ms. Anuja Mathur	-do-	16 th July to the end of the 1 st term	Extention upto 15 th Nov. 98 (i.e. total four months)
3	Ms. Damini Gupta	-do	16 th July to the end of the 1 st term	Break from 01/10/98 to 11/10/98 and re-appointment from 12/10/98 till the end of the semester.
4	Ms. Monika Mor (De Jure approval)	-do-	16 th July to the end of the 1 st term	Break from 01/10/98 to 11/10/98 and re-appointment from 12/10/98 till the end of the semester.

Sl. No.	Name	Deptt.	Appointed for the period	Suggested change in period of appointment
1	Ms. Shweta Bagga	Computer	16 th July to the end of the 1 st term	Break from 01/10/98 to 20/10/98 and re-appointment from 21/10/98 till the end of the term.
2	Mr. Vijay Kr. Wadhwa	-do-	6 th August to the end of the 1 st term	Extension upto 5 th Dec. 1998 (i.e. total four months)

All the ad-hoc appointments of the teachers listed in the agenda noted and approved.

The meeting then ended with a vote of thanks to the Chairman.

(Chairman)
Governing Body

(Member Secretary)
Ex.- Officio

Minutes confirmed
by circulation vide
letter no. C/MS/Office/1
98/1410-12, dated 17/11/98
17/11/98