

COLLEGE OF BUSINESS STUDIES

Minutes of the meeting of the Governing Body held on December 31, 1999 at 04.00 p.m. in the college premises.

Following members were present:

- 1 Sh. Bhagat Singh - (Chairman)
- 2 Dr. J.N. Bhatnagar - (Treasurer)
- 3 Prof. Sunanda Sen - (Member)
- 4 Prof. J.C. Kapoor - (Member)
- 5 Mr. S.K. Goyal - (College Rep.)
- 6 Ms. Rohini Singh - (College Rep.)
- 7 Dr. R.M. Singh, Principal - (Member Secretary)

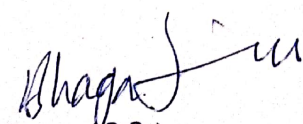
- 1 To report that the minutes of the Governing Body meeting held on 26/07/99 were confirmed by circulation.

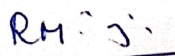
Resolved that the minutes of the Governing Body meeting held on 26/07/99 which were confirmed by circulation to members be noted.

- 2 Report of the "action taken" on the minutes of the Governing Body meeting held on 26/07/99.

<u>Resolution (Office)</u>	<u>Action taken</u>
Item No. 3- The Governing Body approved the purchase of 25 double seater desks for class rooms out of the Development Fund.	25 nos. double seater desks have been purchased from M/S Annapoorna Industrial Corporation, out of the Development Fund.
Item No. 4- The Governing Body approved the expenditure For construction of a college bus and car shade out of the Students' Society account.	PWD has been approached to submit an estimate in this regard which is yet to be received by the college. However, Asstt. Engineer, PWD telephonically informed that the estimate has been prepared and sent for approval of their Executive Engineer.
Item No. 5- EOL for two years to Ms. Tarannum Ahmad, Lecturer in the Deptt. of Business Studies was granted for doing her doctoral research work.	Ms. Tarannum Ahamd was informed accordingly.
Item No. 6- Approval of yearly computer maintenance contract to the next bidder.	The maintenance contract with M/S Eiko Nimmy Services was cancelled and the same was entrusted with M/S MIC. Info Solutions Limited, the next bidder.
Item No. 7, 8, 9 & 10	Matters of record
Item No. 11-	Consideration in change of medical fees has been recorded. Letters of inquiry were sent to different colleges about the payment structure of the doctor, if they have such arrangement. The replies are yet to be received by the college.
Item No. 12-	Matters of record

Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 26/07/99 be recorded except item no. 4.


Chairman (G.B.)
College of Business Studies
Vivek Vihar, De hi-110095


Principal
College of Business Studies
(University of Delhi)
Vivek Vihar, Delhi-110 095

Item No. 4

The Principal apprised the members that the cost of shade would be around Rs. 1,50,000/- as telephonically intimated by the Asstt. Engineer. The Governing Body then advised the Principal to explore every possibility for minimizing the cost.

- 3 To approve the action of the Chairman in granting extension of study leave to Ms. Tanuja Sharma for a period of one year w.e.f. 07/12/99. Permissible under University rules. (Annexure -1)

Approved

- 4 To consider and approve the stock taking report of the college library and to permit the writing off the lost books from the stock detailed below: (Annexure -2)

S.No.	Acc. No.	Call No.	Author	Title	Cost
1.	2767	005.43 U	Twitly	UNIX on the IBM PC	45.00
2.	5042	658.1	Awasthappa	Business environment strategic management	225.00
3	5311	650.07	Gilbert	Best business school	540.00
4	5759	330.954	Dhingra	Current topic in Indian Economy with self assesment	35.00

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

Total number of issue of books during 1998-99 - 11,686

Total number of issue of magazines during 1998-99 - 3,099

Resolved that the writing off the four books, mentioned in the agenda, from the library stock be Approved. Further the Governing Body desired that more precautions be taken so that such losses can be avoided/minimized.

- 5 To consider and approve the developmental proposal for the college library. (Annexure -3)

The matter was discussed and the decision was deferred till the Governing Body gets a concrete proposal from the staff council.

- 6 To consider and approve the purchase of 2 IBM computers for the library, as per requisition from the library. (Annexure - 4)

Approved

- 7 To consider the payment to the staff engaged for processing of applications of BBS and BFIA entrance examination @ Rs. 10/- per candidate since the fee in this regard is charged @ Rs. 10/- from each candidate. Earlier the payment rate was Rs. 5/-. (Annexure -5)

Approved

- 8 To consider revision of modalities of admission to BBS & BFIA program. (Annexure - 6)

Approved with following amendments:

- Remuneration for paper setting shall be Rs. 5,000/- for 150 questions.**
- Air fare may be allowed for out station observers at the discretion of the Principal.**
- Principal is authorised to spend upto Rupees One Lakh for faculty development and special training modules for students out of the interest earned on APC funds. If more amount is required, prior permission of the Chairman, Governing Body shall be sought. Such training programmes shall preferably be organised by the college.**

Sharma J
Chairman (G.B.)

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- 9 To consider the proposal of giving the charge of placement officer temporarily to one of the faculty members who will do some teaching work also, with an extra remuneration of 5% of the basic pay of the Placement Officer instead of filling up the vacant post. Subject to the approval of the University.

The Governing Body approved the proposal for officiating the post of Placement Officer by one of the faculty members till the post of Placement Officer is filled up.

Governing Body further decided to give an extra remuneration of 10% of the basic pay of the Placement Officer (in place of 5% as proposed) till the post of Placement Officer is filled up. This is subject to the approval of the University of Delhi.

- 10 To condemn the obsolete computers as per proposal. (Annexure - 7)

Resolved that the obsolete computers (10 nos. as mentioned in the annexure) be condemned and written off the college stock. Further it has been decided that these machines be donated to Delhi University Women's Association as advised by the expert of the Survey Committee.

- 11 To approve the recommendations of the duly constituted selection committee for the appointment of two lecturers in the Department of Business Studies. (Annexure - 8)

Approved

- 12 The duly constituted selection committee for the department of Computer Science recommended the following names for appointment as lecturers (nature specified against the names):

1. Ms. Shweta Bagga - (Recommended for permanent appointment subject to relaxation of NET qualification by UGC. In the meantime she shall be appointed on purely temporary basis till the end of the session)
2. Ms. Shradha Arya - (On temporary basis till the end of the session)

Since both of them have failed to join; the panel may be scrapped.

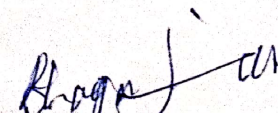
It has been resolved unanimously that the panel of appointees be scrapped because both the candidates have failed to join.

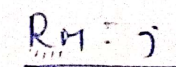
- 13 To consider the memorandum of understanding between the college and the Holland International Business School of Hogeschool Holland, in connection with exchange of students, staff and development of joint projects. (Annexure -9)

The Governing Body approved the MOU between the college and the Holland International Business School of Hogeschool Holland and desired that the University approval in this regard should also be obtained.

- 14 To consider the proposal submitted by M/S Modi Xerox for increasing their maintenance charge of Photocopier machine from 0.30 paise to 0.39 paise per copy. (Annexure -10)

The Governing Body approved the proposal of M/S Modi Xerox towards increasing the AMC rates of photocopier from 0.30 paise to 0.39 paise per copy. However, the Principal has been asked to negotiate if any reduction is possible.


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- 15 Mr. Peter Toppo, Lab. Attnd. has been granted 19 days L.W.P. from 08/06/99 to 11/06/99, 20/09/99 to 24/09/99, 11/10/99 to 15/10/99 and 25/10/99 to 29/10/99. Governing Body may decide on the future course of action against him for disappearing from duty without any notice and permission. He has been warned time and again but to no avail.

Mr. Peter Toppo was called to explain his position in this regard before the members. Not being satisfied with his explanation the Governing Body warned him not to indulge in such type of absence from duty in future or may face break in service.

- 16 To consider reimbursement of conveyance charges to college driver from college to Principals' residence in the morning and Principals' residence to college in the evening. Such reimbursement is required as the college staff car is parked at the Principals' residence to avoid dead mileage.

Resolved that the actual conveyance be reimbursed. Principal is authorised to explore the modalities and take action.

- 17 To approve the action of the Chairman in permitting the purchase of the items as per proposal (Annexure -11).

Approved

18 **To report the following items for approval :**

- 18.1 Promotion of Ms. Tanuja Sharma, Mr. Virender Khanna and Ms. Kavita Kapoor lecturer in Business Studies in the Senior scale of Rs. 10000-15200 has been approved by the University vide letter no. CB-I/ MPS/ 99/22776 dated 07/09/1999.

Noted & approved

- 18.2 University has accepted the past services (as continuous service) of Dr. Preeti Rajpal Singh, rendered at Delhi Productivity Council, for all purposes of her retirement benefits, intimated vide letter no. CB-I/99/34020 dated 06/12/99.

Noted and approved

- 18.3 To report for approval the action of the Chairman in appointing the following ad-hoc/ part time/ Guest lecturers and other non-teaching staff on the recommendation of teacher-in-charge.

Teaching

S.No.	Name	Nature of Appointment	Period
1	Ms. Secma Chhikara	Lecturer (ad-hoc basis) (BCA)	From 19/08/99 till the end of the 1 st term (30/09/99). Left on 17/09/99
2	Ms. Monica Mor	Lecturer (ad-hoc basis) (BBS)	From 20/10/99 till the end of the 2 nd term (23/12/99)
3	Ms Suman Madan	Lecturer (ad-hoc basis) (BBS+PGDCA)	From 20/10/99 till the end of the 2 nd term (23/12/99)
4	Ms. Kishori R. Shanker	Lecturer (ad-hoc basis) (BBS)	From 25/10/99 till the end of the 2 nd term (23/12/99)
5	Dr. Honey Gupta	Lecturer (Part time basis) (BBS)	From 21/10/99 to 25/11/ 99
6	Mr. Tribhuvan Kumar	Guest Lecturer (Period basis) (BCA) Lecturer (Part time basis) BBS (II Term)	From 03/05/99 till the end of the semester From 21/10/99 to 25/11/99 Principal <u>R.M. D.</u> College of Business Studies (University of Delhi) Vivek Vihar, Delhi-110 095

Chairman U.D.
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7	Mr. Ratnesh Saxena	Guest Lecturer (Period basis) (BCA)	From 27/07/99 till the end of the semester
8	Dr. P.K. Hazra	Guest Lecturer (Period basis) (BCA)	From 28/07/99 till the end of the semester
9	Prof. I.C. Dhingra	Guest Lecturer (Period basis) (BFIA)	From 23/08/99 till the end of the semester
10	Ms. Damini Gupta	Guest Lecturer (Period basis) (BBS)	From 24/08/99 till the end of the semester
11	Dr. M.P. Gupta	Guest Lecturer (Period basis) (BFIA)	From 07/10/99 till the end of the semester
12	Ms. Arpana Beniwal	Guest Lecturer (Period basis) (BCA)	From 07/10/99 till the end of the semester
13	Ms. Suruchi Kapoor	Guest Lecturer (Period basis) (BCA)	From 20/10/99 till the end of the semester
14	Ms. Amita Kapoor	Guest Lecturer (Period basis) (BCA)	From 22/10/99 till the end of the semester
15	Dr. Balbir Singh	Guest Lecturer (Period basis) (BFIA)	From 02/11/99 till the end of the semester

Approved

Non-teaching

S.No.	Name	Nature of appointment	Period
1.	Mr. Surender Kr. Dagar	JACT (Ad-hoc basis)	From 21/10/99 to 20/04/2000
2.	Mr. Nand Kishore	Safai Karamchhari (Daily wages basis) (Ad-hoc basis)	From 16/08/99 to 31/10/99 From 01/11/99 to 30/04/2000
3.	Mr. Karunesh Kumar	Safai Karamchhari (Daily wages basis) (Ad-hoc basis)	From 25/10/99 to 31/10/99 From 01/11/99 to 30/04/2000
4.	Ms. Deepa Shukla	Lab. Attendant (Daily wages basis, skilled)	From 17/09/99 to 30/09/99

Serial no. 1 to 4 – appointments are subject to clearance from the Director (Higher Education) in view of the ban imposed by the Government vide letter no. DHE-3(25)/99-2000/CB/1996-2007 dated 21/10/99.

The Governing Body discussed the contents of the letter dated 21/10/99 received on 27/10/99 and for the smooth functioning of the college decided the following:

1. Since Mr. S.K. Dagar is working as JACT on Ad-hoc basis since October 1997, he be allowed to continue in the same capacity and the post should not be filled up on regular basis except with the prior approval of the deptt. of Finance – Govt. of Delhi.

Bhagat
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2. Both the Safai Karamcharies were working on daily wages basis on the date of the receipt of Govt. notification. They be allowed to work in the same capacity and should not be regularised without the prior approval of the deptt. of Finance- Govt. of Delhi. The Governing Body opined that the ban applies to those posts which were lying vacant on the date of the receipt of the letter and clearance of the deptt. may be sought to fill these posts on regular basis.

18.4 Following employees have been granted their routine annual increments from the date mentioned against their names.

Sl NO.	NAME OF THE EMPLOYEES	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT @
1	Dr. Preeti Rajpal Singh	Reader	01/08/99	Rs. 420/-
2	Ms. Kavita Kapoor	Sr. Lecturer	01/08/99	Rs. 275/-
3	Ms. Rohini Singh	Sr. Lecturer	01/08/99	Rs. 275/-
4	Ms. Shalini Prakash	Lecturer	01/08/99	Rs. 275/-
5	Mr. Rajinder Jaswal	Asstt.	01/08/99	Rs. 125/-
6	Mr. Basant Lal	Lib. Attnd	01/09/99	Rs. 75/-
7	Mr. Pradeep Verma	JACT	01/09/99	Rs. 100/-
8	Mr. Gopal Singh	Driver	01/10/99	Rs. 75/-
9	Mr. Manohar Lal	Daftri	01/10/99	Rs. 70/-
10	Mr. Narender Kumar	Librarian (Sr. Scale)	01/11/99	Rs. 325/-
11	Mr. Mohinder Pal	Lib. Attnd.	01/11/99	Rs. 75/-
12	Mr. Tulsi Ram Sharma	Lab. Attnd.	01/12/99	Rs. 75/-

Noted and approved

Item (Accounts)

- 19 To consider and approve the observation of the college on the audit report of the ELFA for the year 1998-99. (Annexure -12)
The Governing Body approved the replies/observations of the college on the audit report of ELFA for the financial year 1998-99.
- 20 To consider and approve the Income and Expenditure statement of BFIA Entrance Examination 1999 held on 18/07/99. (Annexure -13)
The Governing Body noted and approved the expenditure of the entrance test (BFIA) as per Governing Body approved rates of BBS/ the Delhi University rates.
- 21 To approve the recurring budget for the year 1999-2000 and budget estimate for 2000-2001. (Annexure -14)

Approved

Reporting items (Accounts) for approval.

- 22 Following employees have been granted loan/final withdrawals out of their Provident Fund A/c with the permission of the Treasurer, Governing Body.

S.NO.	NAME	DESIGNATION	AMOUNT	PURPOSE
1	Sh. Narender Kumar	Librarian		
2	Sh. Tulsi Ram	Lab. Attnd.	Rs. 30,000/-	Sister Marriage
3	Sh. Imtiaz Ahmad	Input-Output Asstt.	Rs. 15,000/-	Renovation of House
4	Sh. S.K. Jairath	Section Officer	Rs. 96,000/-	Purchase of House
5	Sh. M.S. Tyagi	S.P.A.	Rs. 36,000/-	Munden ceremone of Son
			Rs. 1,35,000/-	Daughter's Marriage

Chairman (G.B.)

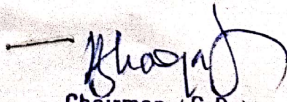
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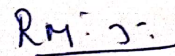
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23 The following investments were made with the Canara Bank under fixed deposit scheme for a period of three years out of the Employees Provident Fund Account, with the approval of the Treasurer, Governing Body.

<u>S.No.</u>	<u>Amount</u>	<u>Date</u>
1	Rs. 6,00,000/-	13/08/99
2	Rs. 1,30,000/-	15/09/99

- 24 Rs. 30,00,000/- invested with the Canara bank under fixed deposit scheme for a period of three years on 15/12/99 out of the Students' Society Account .
- 25 Rs. 26,00,000/- invested with Canara Bank in fixed deposit for the period of three years on 15/12/99 out of college APC Fund.
- 26 To approve the transfer of Rs. 14,50,000/- (1,50,000+13,00,000) from Students' Society Account to Maintenance Account to facilitate the payment of salary for the month of July & August and to meet other urgent expenditure with the approval of the Chairman, Governing Body and the same was repaid on the receipt of grant-in -aid. Further Rs. 10,00,000/- was again transferred from Students' Society Account to Maintenance Account for payment of salary for the month of December and to meet other urgent expenditure with approval of the Chairman, Governing Body.
- 27 Quarterly payment of Rs.10,488/- paid to M/S MIC Info Solutions for AMC of computers & printers with approval of the Chairman, Governing Body. The AMC quotations were invited through open tender and the order was placed with lowest bidder i.e. M/S Eiko Nimmy Services. The firm did not respond despite reminders. Matter was placed before the Governing Body and it was decided to invite next higher bidder i.e. M/S MIC Info Solutions.
- 28 Quarterly payment of Rs. 1,125/- paid to MIC Info Solutions for AMC of UPS of one 5 KVA and two 1 KVA with the approval of the Chairman, Governing Body. The quotations were invited along with item no. 27.
- 29 Rs. 1,250/- paid to M/S Gestetner (India) Ltd. for renewal of AMC of duplicating machine.
- 30 Rs. 1200/- paid to M/S Ureka Forbes Ltd. for AMC renewal of two Aquaguards.
- 31 Rs. 32,900/- paid to M/S Annapoorna Industrial Corporation for purchase of 25 double seater desks out of college development fund with the approval of the Treasurer & Chairman, Governing Body. The Quotations were invited from 16 firms by the Purchase Committee and 6 firms responded. The order was placed with the lowest bidder.
- 32 Paid Rs. 20,930/- to M/S HMT for purchase of 46 wrist watches out of General Reserve Fund which were given to the college employees, with the approval of the Treasurer and Chairman, Governing Body, as a token of commemoration of the University platinum jubilee events in terms of University circular dated 17/02/99.
- 33 Rs. 1,939/- paid to M/S Gestetner India Ltd. (manufacturer and supplier company) for repair charges of scanner machine, with the approval of Chairman, Governing Body.
- 34 Rs. 2,294/- paid to M/S Gestetner India Ltd. (manufacturer and supplier company) for repair charges of Scanner Machine.
- 35 Rs. 24,460/- paid to M/S Kapco Press for printing charges of Placement Brochures & envelopes, with the approval of the Chairman, Governing Body. Quotations were invited from 37 firms and 6 firms responded. The order was placed with the lowest bidder.
- 36 Rs. 6,900/- paid to M/S VSNL for Internet connection of the college with the approval of the Chairman, Governing Body.


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37 The following amount were paid to MIC Info Solutions Pvt. Ltd., yearly maintenance contractor of computers and printers out of Students' Society Account for repairs. Details are as under:

<u>S.No.</u>	<u>Particulars</u>	<u>Amount</u>
1	Cost of two Computer Hard Disk 4.3 GB (Being the lowest bidder)	9980.00
2	Repair charges of pentium mother board (Computers)	1450.00
3	Repair charges of SMPS	500.00
		<hr/> 11930.00

38 Payment of Rs. 2,000/- was made to the Faculty of Management Studies, Delhi University out of Societies Fund as registration fees of two faculty members for attending national case development workshop for the benefit of our students.

The Governing Body Noted and approved all the reporting items (Accounts) listed in the Agenda from item no. 22 to 38

Supplementary Agenda

Item (Accounts)

1 To approve the following panel of Auditors for conducting the audit of the college accounts for the financial year 1999-2000.

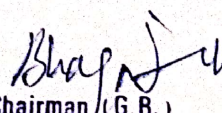
1 Ms. Narender Singh & Co.
Chartered Accountants
B-38, Christian Colony
Patel Chest
Delhi University
Delhi-110 007

2 Ms. Prashant K. & Co.
Chartered Accountants
201, Jain Bhawan
18/12, WEA, Karol Bagh
New Delhi-110 005

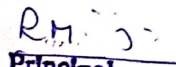
2 M/S G.B. Bhardwaj & Co.
Chartered Accountants
3570/4, Narang Colony
Tri Nagar
Delhi-110 035

The Governing Body approved the panel of auditors as listed in the supplementary agenda (Accounts) item no. 1.

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


Chairman (G.B.)
College of Business Studies
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*Minutes confirmed
vide by circulation
vide letter no. - 2 MS/office/2000/1
1577-1382 dt 10/11/2000*


Principal
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