

SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the meeting of the Governing Body held on April 22, 2000 at 04.00 p.m. in the college premises.

1 To report that the minutes of the Governing Body meeting held on 31/12/99 were confirmed by circulation.

Resolved that the confirmation of the minutes by circulation be recorded

2 Report of the "action taken" on the minutes of the Governing Body meeting held on 31/12/99.

	<u>Resolution</u>	<u>Action taken</u>
Item No. 4-	Approval of the library stock taking report- permission for writing off the books	Matter of record
Item No. 6-	Purchase of 2 IBM computers for Library	Purchase process has been initiated
Item No. 9-	10% of basic pay for officiating allowance (as Placement Officer) to Mr. Virender Khanna with the approval of the University	Letter was written to the University explaining the position, for its approval.
Item No. 10-	Donation of 10 nos. condemned computers to Delhi University Women's Association	Letter was written to DHE Delhi Govt. for approval as per audit requirements. Reply awaited.
Item No. 13-	Approval of MOU between CBS and Holland International Business School	This is subject to the approval of the University.
Item No. 14-	Approval of Photocopier (Modi Xerox) AMC rates from Ps. 30 to Ps. 39 per copy. However efforts may be made for negotiation	M/S Modi Xerox was contacted and they expressed their inability to cut down the rates.
Item No. 16-	Re-imburement of conveyance charges to driver (Mr. Harbhajan Singh, who resides in the college campus) from college to Principals' residence and back	A letter was written to the University College branch for clarification regarding payment of Transport Allowances to Mr. Harbhajan Singh. The University replied in negative. However, the matter has been taken up again with the Dy. Finance Officer, Delhi University and the College branch.
Item No. 17-	Approval for Purchase of some office furniture (Godrej)	After completing the procedure supply orders have been placed.

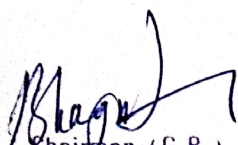
Resolved that the report of the "Action Taken" on the minutes of the Governing Body meeting held on 31/12/1999 (Item no. 4,6,9,10,13,14,16,17,) be recorded.

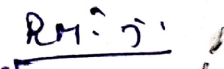
Supplementary Agenda

Item No. 1- Approval of the panel of Auditors

Panel was sent to the University for its approval -- it has been approved and M/S Prashant K. & Co. is being requested to audit the accounts of the college.

Resolved that the "Action Taken" on the supplementary agenda item no. 1 approved and be recorded


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


Principal
College of Business Studies
Vivek Vihar, Delhi-110095

3 To approve the extension of the term of Dr. Preeti Rajpal Singh, as College Bursar for a period of one year w.e.f. 21/03/2000 which was done with the permission of the Chairman.

Approved

4 To approve the nominal increase in the "Students' Societies Fund" fee structure (detailed below) and its incorporation in the current Information Bulletin, for which the Chairman has accorded his permission, in view of the present inadequacy of the Govt. non recurring grant for infrastructural development of the college.

<u>Head</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>
i) College development fee	Rs. 300/-	Rs. 500/-
ii) Students' welfare fund	Rs. 114/-	Rs. 200/-

Approved

5 To approve the following:

"College faces lot of problems due to power failure. The college applied for the sanction of a 150 KVA generator to Delhi Govt. The same has now been sanctioned and a grant of Rs. 9,54,316/- has been released as per estimates submitted by PWD (Elect.) of Delhi Govt.. College may be allowed to get it installed through PWD (Elect.)".

Approved

6 To approve the construction of generator room and gate. Two Governing Body members may be associated with the Purchase Committee to finalise the cost. The expenditure be allowed out of APC Funds.

Approved - and it has been resolved that the Chairman and the Treasurer, Governing Body, would associate themselves with the Purchase Committee and share their knowledge and experience in getting the room and gate constructed.

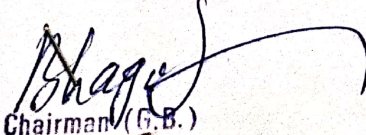
7 To approve the following amendment:

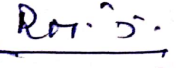
"APC Funds are the funds of the Governing Body and all the expenses related to entrance test and admission are met out of the fund and surplus if any is to be utilised for infrastructural development with the permission of the Governing Body. Running expenditure for conducting entrance test and admission be made under the signatures of the Principal and Bursar as per rules already approved by the Governing Body and any expenditure for infrastructural development would be under the signatures of Principal and the Treasurer."

Approved

8 To appoint a new Security Service Agency to provide security services to the college. [Annexure - 1 (two pages)].

The Committee discussed on the demands of the present agency and the offers submitted by the other two agencies. Being its lowest rates, the Committee decided that M/S Jaguar Securitas be appointed to provide security services to the college with three guards in 24 hours as it is in practice. However, Governing Body felt that one more guard may also be engaged after assessing the requirement on installation of new gate to provide better security at night.


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


Principal
College of Business Studies
Vivek Vihar, Delhi-110095

To consider the proposal of handing over the canteen contract to a new contractor.

"College has received a proposal from the canteen contractor of Viveknanda College, vivek Vihar, who has offered us to provide a variety of dishes at reasonable prices and has offered to construct a structure with the seating capacity of about 30 to 35 persons. In view of the deteriorating quality of services provided by the existing canteen contractor, it is proposed to review the situation." [Annexure - 2 (two pages)]

The Governing Body discussed and decided to assign the contract to the Vivekananda College Canteen contractor. However, the Committee desired that the rates of the food items should be at par with the Vivekananda College Canteen.

10 To report for approval the action of the Chairman in appointing the following members on the survey committee/condemnation board as per University guidelines to survey and submit its report to the Governing Body for consideration and decision. [Annexure - 3 (one page)]

- a) Principal
- b) Bursar
- c) HOD
- d) One Governing Body member (representing the University)
- e) *One/two Expert(s)

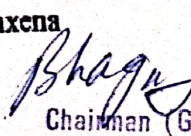
*Expert is needed only when items such as Refrigerator, Typewriter, vehicles, cooler, computers etc. are to be condemned. Principal may be allowed to appoint the expert (s).

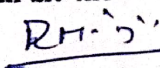
The Constitution of the Survey Committee/ Condemnation board appointed by the Chairman (as per University guidelines) has been approved. However, The Governing Body desired that the Survey Committee, while recommending the reserve price of any disposable stock, will keep in mind the depreciation factor of that particular item.

11 To report for approval the action of the Chairman in appointing the following ad-hoc/ Guest lecturers and staff.

Teaching

S.No.	Name	Nature of Appointment	Period
1	Ms. Kishori R. Shanker	Lecturer (ad-hoc basis) (DBS) Leave vacancy	From 10/01/2000 till the end of the session
2	Ms. Monica Mor	Lecturer (ad-hoc basis) (DBS) Leave vacancy	From 10/01/2000 till the end of the session
3	Mr. Tribhuvan Aggarwal	Lecturer (ad-hoc basis) (DCA & DOF)	From 10/01/2000 till the end of the session
4	Ms. Suman Madan	Lecturer (ad-hoc basis) (DCA)	From 10/01/2000 till the end of the session
5	Ms. Suruchi Kapoor	Lecturer (ad-hoc basis) (DCA)	From 14/01/2000 till the end of the session (Left on 25/02/2000)
6	Mr. Rajinder Singh	Guest Lecturer (Period basis) (DCA)	From 20/01/2000 till the end of the semester
7	Mr. Ratnesh Saxena	Guest Lecturer (Period basis) (DCA)	From 25/01/2000 till the end of the semester


Chairman (G.B.)
College of Business Studies
Vivek Vihar, Delhi-110005


Principal
College of Business Stud
Vivek Vihar, Delhi-110005

8	Ms. Sulochana Verma	Lecturer (ad-hoc basis) (DCA)	From 01/02/2000 upto 30/04/2000
9	Mr. Sandeep Rai Sharma (In place of Suruchi Kapoor)	Lecturer (ad-hoc basis) (DCA)	From 02/03/2000 till the end of the session (Left on 15/03/2000 F.N.)
10	Dr. Balbir Singh	Guest Lecturer (Period basis) (DOF)	From 23/03/2000 till the end of the semester
11	Ms. Parul Singhal (In place of Sandeep Sharma)	Lecturer (ad-hoc basis) (DCA)	From 29/03/2000 till the end of the session
12	M/S S.S.I. Limited	14 Guest lectures by an expert -- Mr. Ghalib Mohd. (BCA students)	Rs. 4,200/- (@ Rs.300/- per lecture) plus conveyance as per University rules

Non-teaching

S.No.	Name	Nature of appointment	Period
1	Ms. Alpana Kakkar	Programmer (Ad-hoc basis)	From 03/02/2000 till the end of session

Approved

- 12 To approve the condemnation of unserviceable computers/ printers/ softwares/ floppies etc. as per the recommendation of the Survey Committee/ Condemnation cum Technical Committee. [(Annexure - 4 (five pages)].

Approved

13 Reporting Item (Office) for approval

- 13.1 The University has accorded its approval to the appointment of Ms. Anuja Mathur as lecturer and fixation of her pay at Rs.9,100/- p.m. in the pay scale of Rs. 8000-13500 w.e.f. 22/10/99 (A.N.) vide letter no. CB-I/H.S./2000/45392 dated 17/02/2000.
- 13.2 The University has accorded its approval to the promotion of Mr. P.K. Verma as Assistant and fixation of his pay at Rs. 4,300/- in the pay scale of Rs. 4000-100-6000 w.e.f. 01/07/96 vide letter no. CB-III/2000/39025 dated 10/01/2000.
- 13.3 Mr. Peter Toppo, Lab. Attendant has been granted 08 days leave without pay from 06/012/99 to 13/12/99.
- 13.4 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	Mr. Tribhuvan Kumar	P.A.	01/01/2000	Rs. 175/-
2	Ms. D.K. Sachdeva	Technical Assistant	01/01/2000	Rs. 175/-
3	Ms. Bimlesh Sharma	S.P.A. (Personal)	01/01/2000	Rs. 125/-
4	Mr. Ramesh Chand	S.P.A. (Personal)	01/01/2000	Rs. 125/-
5	Mr. Sanjay Batra	JACT	01/01/2000	Rs. 100/-
6	Mr. Suman Singh	O.A.	01/01/2000	Rs. 60/-
7	Mr. Umesh Dutt	O.A.	01/01/2000	Rs. 60/-
8	Mr. Tapan Kumar Mandal	O.A.	01/01/2000	Rs. 55/-

Shagun
Chairman (G.B.)
College of Business Studies
Vivek Vihar, Delhi-110095

Principal
College of Business Studies
Vivek Vihar, Delhi-110095

9	Mr. Bhupal Chand Arya	O.A.	01/01/2000	Rs. 55/-
10	Mr. Vaidu	S.K.	01/01/2000	Rs. 60/-
11	Mr. Krishan Pal	S.K.	01/01/2000	Rs. 60/-
12	Mr. Peter Toppo	Lab. Attendant	01/01/2000	Rs. 75/-
(Payable from 14/01/2000 E.O.L. 27 days)				
13	Mr. A. Sen Gupta	Administrative Officer	01/02/2000	Rs. 275/-
14	Ms. Rama Shukla	Assistant (Personal)	01/02/2000	Rs. 125/-
15	Mr. Mohd. Ahmad	C.Taker (Personal)	01/02/2000	Rs. 100/-
16	Mr. S.K. Goyal	Sr. Lecturer	01/03/2000	Rs. 325/-
17	Mr. Atul Bhardwaj	Tech. Assistant (Personal)	01/03/2000	Rs. 175/-
18	Mr. Imtiaz Ahmad	Input Out put Asstt. (Personal)	01/3/2000	Rs. 125/-
19	Mr. Jagdev Singh	G.O.	01/03/2000	Rs. 75/-
20	Mr. Harbhajan Singh	Driver	01/03/2000	Rs. 75/-
21	Mr. Drig Pal	O.A.	01/03/2000	Rs. 60/-
22	Mr. Jaivarsh Anand	Data Entry Operator	01/03/2000	Rs. 125/-
23	Dr. H.K.Porwal	Sr. Lecturer	01/04/2000	Rs. 325/-
24	Mr. Chander Pal	Mali	01/04/2000	Rs. 65/-
25	Mr. Baleshwar	Mali	01/04/2000	Rs. 65/-

Item No. 13.1 to 13.4 noted and approved.

14 Reporting Items (Accounts) for approval

14.1 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.

S.No.	Amount	Date
1	Rs. 1,00,000/-	19/01/2000
2	Rs. 1,20,000/-	10/02/2000
3	Rs. 80,000/-	10/04/2000

Noted and approved

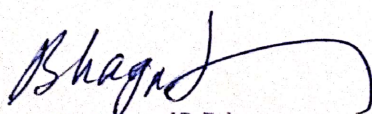
14.2 Rs. 5,00,000/- transferred from Students' Society Accounts to Maintenance Accounts for payment of salary for the month of January 2000 and to meet other urgent expenditures with the approval of the Chairman, Governing Body and the same has been reimbursed to Students' Society Accounts on 30/03/2000 on receipt of the grant-in-aid.

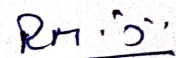
Noted and approved

14.3 The following employees granted loan/ final withdrawal out of their provident fund accounts with the permission of the Treasurer, Governing Body.

S.No.	Name	Designation	Amount	Purpose
1	Sh. Rajinder Singh (Final Withdrawal)	Assistant	85,000/-	Renovation of House
2	Sh. Pradeep Verma (P.F. Loan)	Assistant	36,000/-	Mundan Ceremony of son

Noted and approved


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

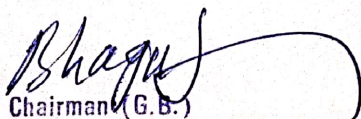

Principal
College of Business Studies
Vivek Vihar, Delhi-110095

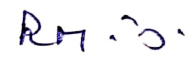
14.4 A sum of Rs. 7,488 paid (after deduction of Rs. 3,000/- from the quarterly 2nd installment of Rs. 10,488/-) to M/S MIC Info Solutions for AMC of computers and Printers with the approval of the Chairman, Governing Body as per AMC approved by the Governing Body in its meeting held on 26/07/99. Since they have repaired the laser printer at the rates given by H.P. service workshop; AMC of the laser printer be effected from the date it was made functional.

Approved - repair charges of Rs. 1,037/- as quoted by Hewlett Packerd be paid

- 14.5 Quarterly payment of Rs.1,125/- (2nd installment) has been made to M/S MIC Info Solutions as per AMC approved by the Governing Body in its meeting held on 26/07/99 of UPS of one 5 KVA and two 1 KVA with the approval of the Chairman, Governing Body.
- 14.6 A sum of Rs. 4,500/- paid to M/S Godrej and Boyce Mfg. Co. Ltd. for Annual Maintenance Contract of Fax machine (Godrej Panasonic) with the approval of the Treasurer and Chairman, Governing Body.
- 14.7 A sum of Rs. 6,357 /- paid to M/S Perfect Printo Pack Pvt. Ltd. for printing charges of students' record registers, attendance registers, Misc. fee receipt books and Imprest Vouchers after completing all the formalities & procedures and with the approval of the Chairman, Governing Body.
- 14.8 A sum of Rs. 75,730/- paid to the college staff as honorarium for BBS and BFIA entrance examination work 1999 out of the APC fund as per norms approved in the Governing Body, (meeting held on 31/12/99).
- 14.9 A sum of Rs. 3,420/- paid to M/S Rohit Enterprises for printing charges of 900 appreciation certificates with the approval of the Chairman, Governing body.
- 14.10 A sum of Rs. 4,000/- paid to M/S Choudhary Harichand for cost of 10 trucks of soil out of Student's Societies Accounts with the approval of the Chairman, Governing Body.
- 14.11 A sum of Rs. 8,392/- paid to M/S Associated Service Station for repair charges of college staff car with the approval of the Technical Officer, Transport Deptt. Govt. of Delhi.
- 14.12 A sum of Rs. 1,48,207/- paid to M/S Mittal Enterprises for cost of 8,940 Information Bulletins, 9,000 Forms and Acknowledgement Cards of BBS and BFIA entrance test 2000 with the approval of the Treasurer, Governing Body. Quotations were invited from 28 printers and college received 8 quotations. Order was placed with the firm quoting lowest price.
- 14.13 A sum of Rs. 26,320/- paid to M/S Annapoorna Industrial Corporation for cost of 20 desks out of College Development Fund as per rates already approved by the Governing Body in its meeting held on 31/12/99. Order was placed with in a period of 6 months so that fresh quotations were not required.
- 14.14 AMC of 11 IBM computers and 1 Lan Bit 16 port hub has been assigned to M/S Micro Clinic for Rs. 30,000/- after completing all the procedures and formalities and with the permission of Treasurer, Governing Body.
- 14.15 An expenditure of Rs. 77,003/- was incurred on the purchase of Godrej furniture out of APC Funds with the prior approval of Treasurer, Governing Body. [Annexure - 5 (page one)]
- 14.16 Payment of Rs. 27,135/- was made to M/S Excelsior Enterprises for printing 400 copies of college magazine "Pathmanzari". Quotations were invited from 28 printers and 8 quotations were received. Order was placed with the firm quoting the lowest price.

Item no. 14.5 to 14.16 - noted and approved.


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


Principal
College of Business Stud
Vivek Vihar, Delhi-110095

Supplementary Agenda

- 1 To approve the upgradation of computers at an approximate cost of Rs. 5,32,000/- out of lab. development fund [Annexure - 6 (pages two)]

The Governing Body decided to appoint the following members to assist the Principal in undertaking the modernisation of the college such as upgradation of labs, leased line for internet, buying latest softwares, revising rates for special lectures, organising periodical workshops for revision of syllabi, organising special training modules and development of website etc.

1. Prof. B.P. Singh – Univ. Representative on the Governing Body
2. Prof. J.C. Kapoor – Member- Governing Body
3. Sh. N.S. Raghav – Member- Governing Body

APC funds may be used for modernization package wherever needed for infrastructural development on the advice of the above committee.

- 2 To approve the composition of purchase committee:

- (i) Chairman, Governing Body (when the purchase is above Rs. 2,00,000/-)
- (ii) Treasurer, Governing Body
- (iii) Convener Purchase Committee – appointed by Staff Council
- (iv) Bursar
- (v) Teacher-in-charge of the department
- (vi) Teacher-in-charge (Lab.) (Only in case of purchase/ AMC of computers)
- (vii) Administrative Officer
- (viii) One external expert (from professional institute) in case of computer purchase/ upgradation

Approved

- 3 To approve the expenditure on the development & registration of college website

Decision is the same as that of item no. 1 of supplementary agenda.

- 4 To sanction three air conditioners for college Placement cell/ Office/ Accounts, out of APC Funds.

Approved

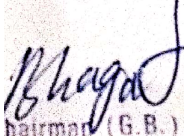
- 5 To approve the recommendations of the Screening Committee for the placement of Administrative Officer in the Sr. scale of Rs. 10,000-15,200. [Annexure - 7 (page one)]

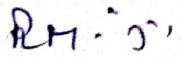
Approved

Any other item with the permission of the Chair.

- a) Prof. B.P. Singh raised the issue of paying the amount of conveyance charges to the Governing Body members for attending Governing Body meeting.

Members discussed the matter and resolved to re-imburse the actual conveyance charges out of the Societies Fund (General reserve) of the college over and above Rs. 75/- per member which is to be debited to G.I.A. Account.


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


Principal
College of Business
Vivek Vihar, Delhi-110

b) Principal informed the Governing Body of the college co-hosting an international conference along with Indian Commerce Association and other institutions. Organisers need funds to meet the deficit of the conference. College had promised to help the conference organisers in arranging the sponsorships but could not do so. Now the college expects to get some sponsorship money from MTNL for its yearly seminar. College may be allowed to assist the A.I. Commerce Association out of this money.

It has been resolved to pay Rs. 10,000/- to AICA on the receipt of sponsorship amount expected from MTNL.

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

Bhaga J
Chairman (G.B.)
College of Business Studies
Vivek Vihar, Delhi-110095

Raj. S.
Principal
College of Business Studies
Vivek Vihar, Delhi-110095

*Minutes confirmed
by circulation vide
letter no. - CBS/office/2000/442-450
dt. - 4/5/2000.
Dr -*