

DRAFT

Minutes of the Governing Body meeting held on July 28, 2000 at 4.00 p.m. in the college premises (Principal's Office).

1/ To report that the minutes of the Governing Body meeting held on 22/04/2000 were confirmed by circulation to members.

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 22/04/2000.

	<u>Resolution</u>	<u>Action taken</u>
Item No. 5-	Installation of 150 KVA Gen set in the college	Installation order of the generator has been placed with the PWD. However the installation work has not been initiated by the PWD so far. The Jr. Engineer, PWD (Elect.) has informally communicated their inability to install the generator.
Item No. 6-	Approval of opening a new gate at the canteen side of the college	A new entry gate has been provided in the canteen side boundary wall.
Item No. 7-	Appointment of a new Security Agency for supplying security guards to college	M/s Jaguar Securitas has been appointed as per decision. An additional guard (4 th) is being appointed for day time duty.
Item No. 9-	Handing over of canteen contract to a new contractor	As per decision, the contract has been assigned to the Vivekanand College Canteen contractor on the following terms and conditions: 1 Rates of items would be at par with the Vivekanand College Canteen 2 License fee Rs. 300/- p.a. (nonrefundable) 3 Electricity charges – actual (as per meter reading) 4 Water charges @ Rs. 50/- per month 5 Security deposit of Rs. 2000/- (refundable) 6 To provide a structure with a seating capacity of 30-35 students at their expenses.

Item No. 3, 4, 7, 10, 11 & 12

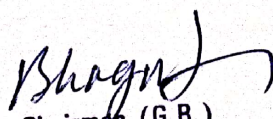
Supplementary Agenda

Item No. 1 Upgradation of computers out of Lab. development fund.

Matters of record

A committee was constituted to assist the Principal in this regard. The meeting of the above committee was held on 03/05/2000 and decision is being reported as per (Annexure -1).

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No. 11-110095

- a) Restructuring of the college library has been completed covering open veranda with aluminium panels fitted with glass.
- b) Flooring work (A. V. room/ Conference room) is in the process.
- c) To ensure proper sound system : yet to be initiated
- d) The order for sound proof acoustic frame for generator has been placed with PWD.
- e) A new entry gate has been installed.
- f) A Tubewell fitted with a jet pump has been installed in the college campus.
- g) Upgradation of computer lab. : the process is on
- h) A letter was written to VSNL in this connection. Application form for web site registration has been obtained from VSNL.
- i) Suggestions for improvement of the greenary and ecology of the college has been noted for compliance and due efforts have been made for the improvement of the same.
- j) The matter in connection with installation of EPABx system in the college has been discussed with J.E., PWD. The J.E. informed that he will take up the matter with their contractor and intimate us accordingly.

Item No. 4 Sanction of three ACs for Office/Accounts/ Placement Cell Purchase formalities are yet to be completed

Item No. 2, 3, 5 Matters of record.

Any other item with the permission of the Chair

Item No. a & b Matters of record

Resolved that the report of the "Action Taken" on the minutes of the Governing Body meeting held on 22/04/2000 be recorded.

However, in connection with item no. 4 of Supplementary Agenda the Governing Body noted and decided that Air Conditioners of Voltas make (at DGS & D rates) may be installed in the Office/Accounts/Placement Cell.

- 3/ To approve the action of the Chairman in granting extra ordinary leave (L.W.P) to Dr. H.K. Porwal, Sr. Lecturer in Business Studies w.e.f. October 12, 2000 for a period of two years, keeping lien in his substantive post to join a foreign University (University Tenaga Nasional, Malaysia) for teaching assignment, as per the rules of the University as stated below:

"Leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or an assignment for technical or academic work of importance."

Approved

- 4/ To consider the condemnation of the college bus which was purchased in 1989 and has completed 8 years of life span. The bus was sent to the STA office for obtaining fitness certificate. The Technical Officer, State Transport Authority refused to grant fitness and advised to get the vehicle condemned immediately as per Hon'ble Supreme Court orders.

College bus is condemned as per the instructions of Technical Officer, STA

- 5/ To consider and approve the installation of 150 KVA generator set in the college campus by the college at its own level. The installation order was placed with the PWD. However, they could not initiate the work so far despite repeated reminders. It has come to the knowledge unofficially through Junior Engineer, PWD that they are unable to do this job.

Rm. 5
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Principal informed the Governing Body that J.E. (PWD) has unofficially informed that generator as per college specifications can not be installed with in the budget of Rs. 9.54 lakhs and that the sound proof canopy (costing roughly Rs. 1.70 lakhs) can not be provided implying that the cost of generator according to PWD will be around Rs. 11 lakhs. Principal further informed the Governing Body that as per his market inquiries, generator with sound proof-weather proof canopy can be installed well within the sanctioned amount.

The Governing Body thereupon decided that the Purchase Committee (as approved by Governing Body earlier) should get the generator installed after completing all codal formalities.

- 6/ To approve the amendment of rule 4 (page no.6 forth line) of entrance examination, approved by the Governing Body in its meeting held on 31/12/99 "Members of the board shall be paid an honorarium @ of Rs. 500/- for half day" may be amended to "External members of the board shall be paid an honorarium @ of Rs. 500/- for half day".

Approved

- 7/ To approve the recommendations of the duly constituted Screening/Evaluation Committee (meeting held on 10/07/2000) with regard to promotion of Ms. Rohini Singh, Ms. Shalini Prakash lecturers in Business Studies and Ms. Kavita Rastogi lecturer in Computer Science department in the Sr. scale of Rs. 10000-15200. (Annexure -2)

Approved

- 8/ To approve one special increment of Rs. 55/- p.m. to Mr. Bhupal Chand Arya, Office Attendant w.e.f. 01/04/2000 as incentive to Central Govt. employees for promoting the small family norms as per University circular no. CB-III/99/20059 dated August 12, 1999 the University approved the same vide letter no. CB-III/2000/3023 dated 27/04/2000.

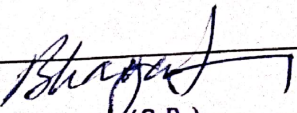
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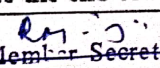
9/ Reporting Item (Office)

- 9.1 To report for approval the action of the Chairman in appointing of Mr. S.K. Dagar as Jr. Asstt. Cum Typist (on Ad-hoc basis) for a period of six months w.e.f. 25/04/2000 and extension of Ms. Alpana Kakkar as Programmer from 01/05/2000 to 30/06/2000.

- 9.2 To report for approval the action of the Chairman in appointing the following ad-hoc/ Guest lecturers for the 1st term (i.e. 30/09/2000) academic session 2000-2001 beginning from July 17, 2000

S.No.	Name	Department	Nature of appointment
i)	Ms. Kishori R. Shanker	Business Studies	Lecturer (Ad-hoc basis)
ii)	Ms. Monica Mor	Business Studies	Lecturer (Ad-hoc basis)
iii)	Ms. Sulochana Verma	Computer Science	Lecturer (Ad-hoc basis)
iv)	Ms. Mridula Pahwa	Computer Science	Lecturer (Ad-hoc basis)
v)	Mr. Navneet Pradhan	Computer Science	Lecturer (Ad-hoc basis)
vi)	Ms. Priyanka Gupta	Computer Science	Lecturer (Ad-hoc basis)
vii)	Ms. Deepu Katiyar	Business Studies	Lecturer (Ad-hoc basis)
viii)	Ms. Alpana Kakkar	Computer	Programmer (Ad-hoc basis w.e.f. 04/07/2000 upto the end of the 1 st term)


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ix)	Sh. I.C. Dhingra	Finance	Guest Lecturer (Period basis)
x)	Prof. S.K. Ghosh	Finance	Guest Lecturer (Period basis)
xi)	Ms. Suruchi Bhatia	Computer Science	Guest Lecturer (Period basis)
xii)	Ms. Mandeep Chawla	Computer Science	Guest Lecturer (Period basis)

9.3 To report for approval the routine annual increments to the following staff members from the date mentioned against their names.

Sl. NO.	NAME OF THE EMPLOYEES	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT @
1	Mr. M.S. Tyagi	S. P.A.	01/05/2000	Rs. 175/-
2	Mr. S.K. Jairath	S.O. Accounts	01/05/2000	Rs. 200/-
3	Dr. R.M. Singh	Principal	01/06/2000	Rs. 450/-
4	Dr. Poonam Verma	Sr. Lecturer	01/06/2000	Rs. 325/-
5	Ms. Tanuja Sharma	Sr. Lecturer	01/07/2000	Rs. 325/-
6	Mr. Virender Khanna	Sr. Lecturer	01/07/2000	Rs. 325/-
7	Ms. Kavita Kapoor	Sr. Lecturer	01/07/2000	Rs. 325/-
8	Mr. S.Q. Abbas	Sr. Asstt.	01/07/2000	Rs. 175/-
9	Mr. P.K. Verma	Assistant	01/07/2000	Rs. 100/-

9.4 Mr. Peter Toppo, Lab. Attendant was suspended w.e.f. 01/05/2000 for his repeated unauthorized absence from the college duty without any intimation/ permission. He made a mercy appeal to the Chairman, Governing Body, who in turn considered the appeal and directed the Principal to take the humanitarian view and re-instate him with a stern warning and undertaking that he would not repeat this behaviour.

The suspension order of Mr. Peter Toppo was revoked w.e.f. 12/06/2000 and was granted leave without pay for 27 and half days and with half pay salary for suspension period.

9.5 The University has approved the extension of study leave of Ms. Tanuja Sharma for a further period of one year w.e.f 07/12/99, vide University letter no. CB-I/2000/4118 dated 03/05/2000.

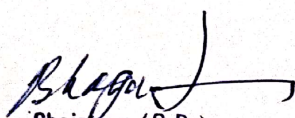
9.6 The University has approved the reimbursement of conveyance charges to Sh. Harbhajan Singh, Driver from college to Principal's residence and back (vide its letter no. CB-III/2000/4800 dated May 5, 2000) as it falls under official duty.

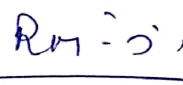
All the reporting items (office) from 9.1 to 9.6 were noted and approved.

With regard to Item no. 9.2 Principal informed that Ms. Monica Mor has proceeded on Medical Leave and is unlikely to join her duties.

Ms. Mridula Pahwa did not join.

Mr. Navneet Pradhan and Ms. Deepti Katiyar have since been replaced due to complaints from students and alternative arrangements as per supplementary agenda item no. 1 have been made. The Governing Body noted and approved the same.


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Item (Accounts)

- 10/ To consider and approve the Income and Expenditure statement of BBS/BFIA entrance examination held on 28/05/2000. (Annexure- 3 pages- 5)

The Governing Body noted that a surplus of Rs. 24,81,695/- has been generated out of the BBS/BFIA entrance examination (2000) process and has approved the income and expenditure statement of the said examination.

- 11/ To consider and approve the observations of the college on the audit of the AGCR for the year 1998-99. (Annexure - 4)

Approved

12/ Reporting Item (Accounts) for approval

- 12.1 Following employees granted Loan/Final withdrawal of their provident fund accounts with the permission of the Treasurer, Governing Body.

S.No.	Name	Designation	Amount	Purpose
1	Ms. Shalini Prakash	Lecturer	50,000/-	Purchase of land
2	Dr. R.M. Singh	Principal	55,000/-	Renovation of house
3	Sh. Krishan Pal	Sweeper	10,000/-	House repair
4	Sh. Narender Kumar	Librarian	2,25,000/-	Purchase of house

- 12.2 A sum of Rs. 5,00,000/- transferred on 20/04/2000 from Students Societies Accounts to College Maintenance Accounts for payment of salary for the month of April 2000 and to meet other urgent expenditures with the approval of the Chairman, Governing Body and the same has been reimbursed to Students Societies A/c on 12/05/2000 on receipt of recurring grant.

- 12.3 The following payments were made for AMC installment already approved by the Governing Body in its meeting held on 26/07/99.

(a) A sum of Rs. 20,976/- (3rd and 4th installment of Rs. 10,488/- each) paid to M/s MIC Info Solutions Pvt. Ltd. for AMC of computers and printers with the approval of the Chairman, Governing Body.

(b) A sum of Rs. 2,250/- (3rd and 4th installment of Rs. 1,125/- each) paid to M/s MIC Info Solutions Pvt. Ltd. for AMC of UPS of one 5 KVA and two 1 KVA with the approval of the Chairman, Governing Body.

(c) Quarterly payment of Rs. 750/- (1st installment) has been made to M/s MIC Info Solutions Pvt. Ltd. for AMC of Laser Printer with the approval of the Chairman, Governing Body.

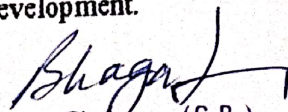
- 12.4 A sum of Rs. 1,250/- paid to M/s Gestetner (India) Ltd. for renewal of AMC of duplicating machine.

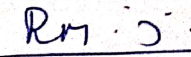
- 12.5 A sum of Rs. 800/- paid to M/s Seven Star Typewriter Co. for AMC of 4 type writers with the approval of the Chairman, Governing Body.

- 12.6 A sum of Rs. 1,037/- paid to M/s MIC Info Solutions Pvt. Ltd. for repair charges of Laser printer as approved by the Governing Body in its meeting held on 22/04/2000.

- 12.7 A sum of Rs. 36,915/- (32,285+4,630) paid to Transport Department Govt. of NCT of Delhi for road tax of college bus from 01/04/91 to 31/12/2000.

- 12.8 The following expenses have been met out of APC fund as per the recommendations of the Governing Body committee for college development.


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Member Secretary
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i) Installation of Tubewell

- (a) A sum of Rs. 4,100/- paid to M/s Oberoi Sales Agency for cost of 1 motor (one horse power) for hand pump with the approval of the Chairman, Governing Body.
- (b) A sum of Rs. 5,960/- paid to M/s Ram Phool Boring House for boring and fitting charges of hand pump in the college garden, with the approval of the Chairman, Governing Body.
- (c) A sum of Rs. 142/- paid to M/s Rakesh Builders for purchase of raw material i.e. stone, badarpur, jamuna sand etc. for fitting of pump.

Rs. 10,202/-

ii) Installation of Gate

A sum of Rs. 7,800/- paid to M/s Farheen Eng. Works for repair and fixing charges of college gate with the approval of the Chairman, Governing Body.

Items 12.1 to 12.8 noted and approved

Any other matter with the permission of the Chair.

Principal apprised the Governing Body of the results of BBS and BFIA. The Governing Body recorded its appreciation of the hard work and commitment of the Principal and the teaching faculty.

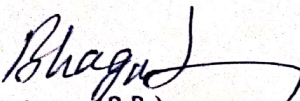
SUPPLEMENTARY AGENDA

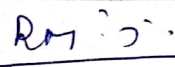
Office Items

- 1/ To approve the appointment of the following ad-hoc/ guest faculties with effect from the dates mentioned against their names:

S.No.	Name	Nature of appointment	
1	Mr. Ratnesh Saxena (in place of Ms.Mridula Pahwa)	Guest faculty (Period basis) w.e.f. 19/07/2000	For BIT classes
2	Mr. Tribhuvan Aggarwal	Guest faculty (Period basis) w.e.f. 19/07/2000 to 31/07/2000	For BBS & BFIA classes
3	Ms. Mandeep Chawla	Guest faculty (Period basis) w.e.f. 19/07/2000 to 31/07/2000 and Ad-hoc w.e.f. August 1, 2000 till the end of the term or till further notice whichever is earlier.	For BBS classes
4	Ms. Preeti Goel (in place of Ms. Deepti Katiyar)	Ad-hoc w.e.f. 01/08/2000 till the end of the term	For BBS classes
5	Ms. Anju Nigam	Guest faculty (Period basis) w.e.f. 27/07/2000	For BIT classes

Approved


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2/ To approve the payment of Rs. 10,000/- towards maintenance and usage charges over and above the normal charges of @ 0.39 paise per copy due to crossing the rated life of the Modi Xerox Photocopier machine (used in the library) i.e. 5 years or 5 lakh copies whichever is earlier.
Payment may be approved out of development fund (Annexure - 5 pages - 4).

Approved, further Governing Body opined that private party on the lines of practice in Delhi University may also be allowed to install the photocopier so as to share the load of library photocopier.

3/ To approve the recommendations of the Survey Committee to condemn the items as per Annexure -6 (pages -4).

Approved

4/ To approve the payment of Rs. 6,000/- (out of the development fund) as annual charges for hosting college website with M/s Web Solutions and \$14.95 towards getting the domain name transferred from a student of the college to the college.
Domain name is www.cbsdu.org.

The Governing Body approved the expenditure (hosting college website with M/s Web Solutions) out of the development fund.

Accounts Items

5/ To approve the revised recurring budget for the year 2000-2001 and budget estimate for 2001-2002 (Annexure-7 pages - 8).

Approved

6/ Reporting items (Accounts) for approval

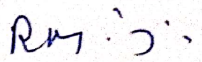
- 6.1 A sum of Rs. 32,900/- paid (out of the development fund) to M/S Annapoorna Industrial Corporation for purchase of 25 nos. double seater desk to meet the requirements of the BFIA 2nd year class (a new course started last year). The purchase was made after completing required codal formalities and with the permission of the Chairman, Governing Body.
- 6.2 Sum of Rs. 4,400/- and Rs. 3,600/- paid (out of the development fund) to M/S Ashraf Khan and M/S Dikshit Glass House respectively towards cost of two glass black boards (8' x 4' wooden frame fitted with frosted and painted glass) required for BFIA/BIT classes. The payments were made after completing purchase formalities and with the permission of the Chairman, Governing Body.
- 6.3 A payment of Rs. 13,171/- was made (out of the development fund) to M/S Aggarwal Agency for supplying 6 lecture stands (required for different class rooms of new courses - BIT/BFIA) and 3 notice boards to the college. Supply order was placed after completing codal formalities and with the permission of the Chairman, Governing Body.
- 6.4 M/S Royal Décor (India) Pvt. Ltd. was paid (out of the APC fund) a sum of Rs. 67,522 (51,322+16,200) for covering open veranda in the 1st floor and 2nd floor, with aluminium panels fitted with glass for use of the library and staff room respectively. This renovation work was decided by the College Modernization Committee (constituted by Governing Body) at its meeting held on 03/05/2000. M/S Royal Décor was assigned the job as per purchase procedure and after completing codal formalities and with the approval of the Chairman, Governing Body.
- 6.5 A sum of Rs. 16,092/- was paid (out of Maintenance grant) to M/S Airads Limited, an authorized ad agency of DIP (Delhi Govt.), for getting released an appointment ad of the college in Hindustan Times at DAVP rates with the approval of the Chairman, Governing Body.

Items 6.1 to 6.5 approved

Meeting then ended with a vote of thanks to the Chair.


Chairman (G.B.)

College of Business Studies


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Governing Body
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