

SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on October 23, 2000 at 3.00 p.m. in the college premises (Principal's Office).

Following members attended the meeting:

- 1 Sh. Bhagat Singh – Chairman
- 2 Sh. J.N. Bhatnagar – Treasurer
- 3 Prof. B.P. Singh – Member- Univ. Representative
- 4 Dr. Preeti R. Singh – Teacher Representative
- 5 Dr. R.M. Singh – Member Secretary

1/ To report that the minutes of the Governing Body meeting held on 28/07/2000 were confirmed by circulation to members.

Resolved that the confirmation of the minutes by circulation be recorded.

2/ Reports of the 'Action Taken on the decisions of the Modernization Committee.

- a) Formalities for calling open tender have been completed. The supply and installation order of D.G. set with sound proof acoustic frame would be placed soon.
- b) Quotations through open tender have been invited and the order for upgradation of computers would be placed soon.
- c) College website has been registered.
- d) In view of the committees' suggestions for improvement of the greenery and ecology of the college—adequate efforts have been made for improvement of the same through fresh plantation and cleaning drive.

Resolved that the report of the "Action Taken" on the decision of the Modernization Committee be recorded.

3/ Report of the "Action Taken" on the minutes of the Governing Body meeting held on 28/07/2000.

Resolution

Action taken

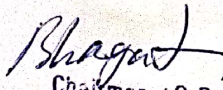
Item No. – 5	To consider and approve the installation of 150 KVA generator set in the college campus by the college at its own level. The installation order was placed with the PWD. However, they could not initiate the work so far despite repeated reminders. It has come to the knowledge unofficially through Junior Engineer, PWD that they are unable to do this job.	Process for calling quotations through open tender for the supply and installation of 82.5 KVA D.G. set instead of 150 KVA D.G. set in order to save on capital cost and running cost, has been completed. D.G. set shall be used only for essential purposes.
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Item No. – 3, 4, 6, 7, 8, 9, 10, 11 & 12

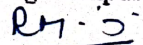
Matters of record

Supplementary Agenda

Item No. – 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)	Rs. 10,000/- (usage charges) paid to M/s Modi Xerox for bringing the Library Photocopier under their AMC. As per decisions one private agency (M/s Kuldip Singh Bhardwaj) has been allowed to operate his copier from the college campus.
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Item No. - 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

College got the domain name transferred in its name in connection with hosting college web site.

Item No. - 1, 3, 5 & 6

Matters of record

Resolved that the report of the "Action Taken" on the minutes of the Governing Body meeting held on 28/07/2000 be recorded.

4/ To consider and approve the 'stock taking' report (1999-2000) of the college library and to permit the writing off the lost books from stock detailed below: (Annexure -1)

Sl. No.	Account No.	Call No.	Author	Title	Cost (Rs.)
1	1438	336.2	Singhnam, V.K.	Direct Taxes	125.00
2	4610	332.6	Fischer, Donald E	Security Analysis and Portfolio Management	195.00
3	4803	030	Mathew, K.M.	Manorma Yearbook 1996	55.00
4	5050	658.4012	Hamek, Gary	Cometing for the Future	594.00
5	6325	823.91	Orwell, George	Nineteen eight-four	216.00
Total					Rs. 1,185.00

Total number of issue of books during 1999-2000: 13,792

Total number of issue of magazines during 1999-2000: 1,119

Loss permitted one book for 500 issues as per UGC letter no. 1.31-5/70 (GU-II) dated 16/03/71.

After some discussion on the Library Stock Taking report (1999-2000) it was resolved that the writing off the five books, mentioned in the agenda, from the library stock, be approved.

5/ To approve the action of the Chairman in appointing a new Security Agency (M/s Adsum Security Network) for providing guarding services to the college in place of M/s Jaguar Securitas who failed to provide services as per college requirements/ agreement, at the same terms and conditions.

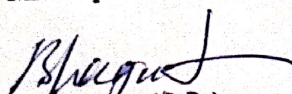
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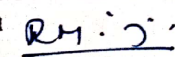
6/ Reporting Item (Office)

6.1 To report for approval the action of the Chairman in appointing Mr. S.K. Dagar as Jr. Asstt. Cum Typist (on Ad-hoc basis) for a period of six months w.e.f. 27/10/2000.

6.2 To report for approval the action of the Chairman in appointing the following ad-hoc/ guest faculties with effect from the dates and nature of appointment mentioned against their names:

S.No.	Name	Nature of appointment	Period
1	Ms. Anjani Anand (in place of Ms. Mandeep Chawla)	Lecturer (Ad-hoc) (BBS)	From 09/08/2000 till the end of the 1 st term
2	Mr. Kapil Dhawan	Lecturer (Ad-hoc) (BFIA & BIT)	From 21/08/2000 till the end of the 1 st term


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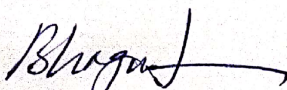

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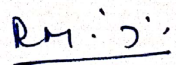
3	Mr. Tribhuvan Aggarwal	Guest faculty (Period basis) (BIT & BFLA)	From 01/08/2000 till the end of the semester
4	Ms. Amita Kapoor	Guest faculty (Period basis) (BIT)	From 22/08/2000 till the end of the semester
5	Ms. Kanchan Mohindra	Guest faculty (Period basis) (BIT)	From 24/08/2000 till the end of the semester
6	Dr. A.K. Seth	Guest Faculty (Period basis) (BBS)	From 30/08/2000 till the end of the semester
7	Ms. Alpana Kakkar	Programmer (Ad-hoc)	For a period of six months w.e.f. 04/10/2000

6.3 To approve the Ad-hoc appointment of the following lecturers from 16/10/2000, the opening day after Autumn break, to end of the 2nd term i.e. 23 December 2000/ current semester.

S.No.	Name	Nature of appointment	Period
1.	Ms. Kishori R. Shanker	Lecturer (Ad-hoc basis) Business Studies	From 16/10/2000 till the end of the 2 nd term (23/12/2000)
2.	Ms. Anjni Anand	-do-	From 16/10/2000 till the end of the semester
3.	Ms. Preeti Goyal	-do-	From 16/10/2000 till the end of the semester
4.	Ms. Sulochana Verma	Lecturer (Ad-hoc basis) Computer Science	From 16/10/2000 till the end of the 2 nd term (23/12/2000)
5.	Ms. Priyanka Gupta	-do-	From 16/10/2000 till the end of the 2 nd term (23/12/2000)
6.	Mr. Kapil Dhawan	-do-	From 16/10/2000 till the end of the 2 nd term (23/12/2000)

- 6.4 To report for approval the appointments of Mr. Nand Kishore as Safai Karamchari (daily wage basis) and Mr. Karunesh as casual labour on daily wage basis w.e.f. 11/09/2000.
- 6.5 To report for approval the action of the Chairman - extending the term of the additional charge to Mr. Virender Khanna as Placement Officer for the session 2000-2001. Mr. Virender Khanna has also been allowed to teach only one section of BBS I year to enable him to perform his additional duty properly.
- 6.6 Ms. Tarrannum Ahmad, Lecturer in Business Studies, joined her duties on 01/08/2000 (F.N.) after availing 01 year 16 days E.O.L. (without pay) w.e.f. 16/07/99 which was taken in connection with her doctoral research work.
- 6.7 To report the confirmation of Ms. Anuja Mathur as lecturer in the department of Business Studies w.e.f. 22/10/99 (A.N.).
- 6.8 To approve the recommendations of the duly constituted Screening/ Evaluation Committee (meeting held on 27/09/2000) with regard to promotion of Ms. Tarrannum Ahmad, lecturer in Business Studies, in the Sr. scale of Rs. 10,000-15,200. (Annexure - 2)
- 6.9 To approve the recommendations of the duly constituted Selection Committee (meeting held on 27/09/2000) with regard to promotion of Ms. Tanuja Sharma, Mr. Virender Khanna and Ms. Kavita Kapur, Sr. lecturers in Business Studies to the selection grade of Rs. 12,000-18,300 (lecturer in Reader's grade). (Annexure - 3)
- 6.10 To approve the recommendations of the duly constituted Selection Committee (meeting held on 27/09/2000) with regard to promotion of Dr. S.K. Goyal, Dr. Poonam Verma and Dr. H.K. Porwal, Sr. lecturers in Business Studies as Reader in the pay scale of Rs. 12,000-18,300. (Annexure - 4)


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6.11 To report for approval the amounts against their names.

Sl. NO.	NAME OF THE EMPLOYEES	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT
1	Ms. Kavita Rastogi	Lecturer	01/07/2000	Rs. 275/-
2	Dr. Preeti R. Singh	Reader	01/08/2000	Rs. 420/-
3	Ms. Rohini Singh	Lecturer	01/08/2000	Rs. 275/-
4	Ms. Shalini Prakash	Lecturer	01/08/2000	Rs. 275/-
5	Ms. Tarannum Ahmad	Lecturer	*01/08/1999	Rs. 275/-
			*01/08/2000	Rs. 275/-
			*(Payable from 1/8/2000, joined duties on 1/8/2000 (F.N.) after availing EOL from 16/7/99 to 31/7/2000 (1 year 16 days))	
6	Mr. Rajinder Singh	Assistant	01/08/2000	Rs. 125/-
7	Mr. Basant Lal	Lib. Attendant	01/09/2000	Rs. 75/-
8	Ms. Anuja Mathur	Lecturer	01/10/2000	Rs. 275/-
9	Mr. Gopal Singh	Driver	01/10/2000	Rs. 75/-
10	Mr. Manohar Lal	Dafti	01/10/2000	Rs. 70/-

6.12 To report for approval the sanction of two advance increments each, to Dr. Poonam Verma and Dr. S.K. Goyal for acquiring Ph.D. degree on 20/06/96 and 13/04/2000 respectively, in accordance with the University circular no. CB-I/Vth PC/2000/01635 dated 10/04/2000. (Annexure - 5)

All the reporting items from item no. 6.1 to 6.12 were noted and approved.

Item (Accounts)

7/ To approve the payment of Rs. 560/- to State Transport Department as late fee for obtaining fitness certificate of the college bus in the year 1999-2000 after getting some minor repairs made.

In view of the circumstances the Governing Body approved the expenditure.

8/ Reporting Item (Accounts) for approval

8.1 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	Sh. Tribhuvan Kumar	Prof. Assistant (Lib.)	1,00,000/-	Purchase of house
2	Sh. S.K. Goyal	Sr. Lecturer	30,000/-	Purchase of consumer durable
3	Sh. Mohinder Pal	Lib. Attendant	10,000/-	-do-
4	Sh. Atul Bhardwaj	Tech. Assistant	80,000/-	Renovation of house

8.2 The following fixed deposits pertaining to college of Business Studies APC fund matured and had been reinvested along with interest in fixed deposit with Canara Bank with the approval of the Treasurer, Governing Body.

S.No.	Amount	Date of maturity	Period of investment
1	30,85,013/-	01/06/2000	3 Years
2	12,19,595/-	16/09/2000	3 Years
3	37,65,913/-	29/02/2000	3 Years

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- 8.3 Rs. 22,00,000/- invested with Canara Bank under fixed deposit scheme for a period of three years on 10/08/2000 out of College of Business Studies APC Fund.
- 8.4 Rs. 10,00,000/- invested with Canara Bank under fixed deposit scheme for a period of three years on 10/08/2000 out of Students' Society Account (savings).
- 8.5 A sum of Rs. 2,00,000/- transferred on 25/09/2000 from Students' Society Accounts to college College Maintenance Account as loan for payment of salary for the month of September 2000 and to meet other urgent expenditures with the approval of the Chairman, Governing Body.
- 8.6 A sum of Rs. 1,950 (650+1,300) paid to M/s Eureka Forbes Ltd. for renewal of AMC of three aquaguards.
- 8.7 Quarterly payment of Rs. 7,500/- (1st installment) paid to M/s Micro Clinic for AMC of computers and printers as per AMC approved by the Governing Body in its meeting held on 22/04/2000 with approval of the Treasurer, Governing Body.
- 8.8 A sum of Rs. 39,490/- (14,255+17,685+7,550) paid to M/s Ashraf Khan for repair charges of college furniture with the approval of the Chairman, Governing Body and the remaining amount of Rs. 12,525/- (7,805/- +4,720/-).

The Governing Body noted and approved all the reporting items (Accounts) listed in the agenda from item no. 8.1 to 8.8.

SUPPLEMENTARY AGENDA

Office

- 1/ To approve the appointment of the following faculty members as per the nature of appointment and period mentioned against each:

S.No.	Name	Nature of appointment	Period
1	Ms. Suman Madan	Guest Faculty (Period basis) (BIT)	w.e.f. 18/10/2000 till the end of the semester
2	Ms. Shalu Mahajan (in place of Dr. H.K. Porwal who proceeded on extra ordinary leave for teaching assignment in a Foreign University)	Lecturer (Ad-hoc basis) (BBS)	w.e.f. 23/10/2000 till the end of the 2 nd term i.e. 23/12/2000
3	Ms. Priyanka Gupta	Lecturer (Ad-hoc basis) – Item 6.3 (BIT)	She has been relieved from her duty, on academic grounds.

Noted and approved

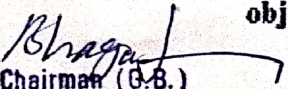
- 2/ To approve the enhancement of remuneration paid to the guest speakers for special lectures from Rs. 500/- to Rs. 800/- per lecture, out of Students' Society Fund.

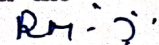
Approved

Accounts

- 3/ To consider and approve the observations of the college on the audit report of the ELFA for the year 1999-2000. (Annexure – 6)

The Governing Body carefully went through the audit report (ELFA) for the year 1999-2000 and college observations on the objections.


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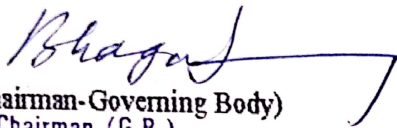

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After some general discussion the Governing Body approved the replies/ observations of the college on the audit report of ELFA for the financial year 1999-2000.

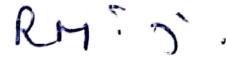
4/ To approve the non-recurring budget for the year 2000-2001. (Annexure -7)

Approved

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



(Chairman-Governing Body)
Chairman (G.B.)
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(Secretary-Governing Body)
Member Secretary
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