

Draft minutes of the Governing Body meeting held on February 14, 2001 at 3.00 p.m. in the college premises (Principal's Office).

Following members attended the meeting:

- 1 Sh. Bhagat Singh – Chairman
- 2 Sh. N.S. Raghav – Member
- 3 Sh. Ashok Kr. Verma – Member
- 4 Prof. B.P. Singh – Univ. Representative
- 5 Dr. R.M. Singh – Member Secretary
(Principal)

- 1/ To report that the minutes of the newly constituted Governing Body meeting held on 27/11/2000 (election of the Chairman and appointment of Treasurer), were confirmed by circulation to members.

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

- 2/ To report to the new Governing Body that the minutes of the Governing Body meeting held on 23/10/2000 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 23/10/2000 by circulation be also recorded.

- 3/ Report of the "Action Taken" on the minutes of the Governing Body meeting held on 23/10/2000.

<u>Resolution</u>	<u>Action taken</u>
Item No. 5 – Appointment of new Security Agency in place of M/s Jaguar Securitas	A new security agency (M/s Adsum Security Network) has been appointed for providing the guarding services to the college

Resolved that the report of the "Action Taken" on the minutes of the Governing Body meeting held on 23/10/2000 be recorded.

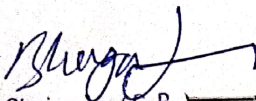
- 4/ To approve the appointment of the following lecturers on the recommendations of the duly constituted Selection Committee (meeting held on 10/01/2001) in the department of Computer Science in the pay scale of Rs. 8000-275-13500.

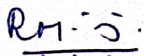
S.No.	Name	Nature of appointment	Period
1	Ms. Deepti Chadha	Temporary	Two years
2	Ms. Suman Madan	Temporary	One year

**The appointments were approved.
The Governing Body recorded the relieving of Ms. Deepti Chadha she has since resigned.**

- 5/ To approve the action of the Chairman to employ two Safai Karamchary through a supplier agency, on contract basis.

Approved – Since the requirement is of an essential nature


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6/ To discuss and decide the proposal of Bajaj Capital Business School to use the infrastructure of the college for training purposes of insurance personnel.

Resolved that the matter be deferred

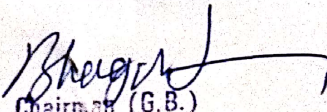
7/ Reporting Item (Office)

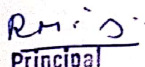
7.1 To report for approval the action of the Chairman in appointing the following ad-hoc/ guest faculties with effect from the dates and nature of appointment mentioned against their names:

S.No.	Name	Nature of appointment	Period
1	Ms. Suman Madan	Lecturer (Ad-hoc), BIT	From 01/12/2000 to 22/12/2000
2	Prof. I.C. Dhingra	Guest faculty (Period basis), BFIA	From 15/12/2000 till the end of the semester
3	Col. P.N. Pandey (Ret.)	Guest faculty (Period basis), BBS	From 18/12/2000 till the end of the semester
4	Ms. Kishori Ravi Shankar	Lecturer (Ad-hoc), BBS	From 08/01/2001 till the end of the session
5	Mr. Pankaj Vajpayee	Lecturer (Ad-hoc), BBS	From 08/01/2001 till the end of the session
6	Mr. A.K. Gupta	Guest faculty (Period basis), BFIA Lecturer (Ad-hoc), BFIA	From 18/12/2000 to 22/12/2000 From 08/01/2001 till the end of the session

7.2 To report for approval the action of the Principal in inviting the following persons as guest faculty.

S.No.	Name	Nature of appointment	Period
1	Mr. Sanjay Goel	Guest faculty (Period basis), BIT	From 20/10/2000 till the end of the semester
2	Dr. R.K. Batra	Guest faculty (Period basis), BBS & PGDCA	From 01/11/2000 till the end of the semester
3	Mr. Sumil Sharma	Guest faculty (Period basis), BIT	From 02/11/2000 till the end of the semester
4	Dr. M.P. Gupta	Guest faculty (Period basis), BFIA	From 08/11/2000 till the end of the semester
5	Ms. Rachna	Special Lecture for BIT	From 09/11/2000 to 13/11/2000
6	Mr. T. Aggarwal	Guest faculty (Period basis), BBS, BFIA & BIT	From 18/12/2000 till the end of the semester
7	Ms. Preeti Goel	Guest faculty (Period basis), BFIA & BIT	From 08/01/2001 till the end of the semester
8	Mr. Ratnesh Saxena	Guest faculty (Period basis), BIT	From 16/01/2001 till the end of the semester
9	Mr. D.C. Shukla	Guest faculty (Period basis), BBS	From 16/01/2001 till the end of the semester


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- 7.3 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. Narender Kumar	Librarian	01/11/2000	Rs. 325/-
2	Mr. Mohinder Pal	Lib. Attendant	01/11/2000	Rs. 75/-
3	Mr. Tulsi Ram Sharma	Lab. Attendant	01/12/2000	Rs. 75/-
4	Mr. Tribhuvan Kumar	P.A.	01/01/2001	Rs. 175/-
5	Ms. D.K. Sachdeva	Tech. Assistant	01/01/2001	Rs. 175/-
6	Ms. Bimlesh Sharma	S.P.A.	01/01/2001	Rs. 125/-
7	Mr. Ramesh Chand	S.P.A.	01/01/2001	Rs. 125/-
8	Mr. Sanjay Batra	JACT	01/01/2001	Rs. 100/-
9	Mr. Suman Singh	O.A.	01/01/2001	Rs. 60/-
10	Mr. Umesh Dutt	O.A.	01/01/2001	Rs. 60/-
11	Mr. Tapan Kumar	O.A.	01/01/2001	Rs. 60/-
12	Mr. Bhupal Chand	O.A.	01/01/2001	Rs. 60/-
13	Mr. Vaidu	S.K.	01/01/2001	Rs. 60/-
14	Mr. Krishan Pal	S.K.	01/01/2001	Rs. 60/-
15	Mr. A. Sen Gupta	Admnt. Officer	01/02/2001	Rs. 275/-
16	Ms. Rama Shukla	Assistant	01/02/2001	Rs. 125/-
17	Mr. Mohd. Ahmad	C.T.	01/02/2001	Rs. 100/-

- 7.4 To report for approval the sanction of the University in extending the study leave (beyond two years) of Ms. Tanuja Sharma for a further period of one year w.e.f. 07/12/2000, vide University letter no. CB.I/2001/34061 dated 01/01/2001.

All the reporting items from item no. 7.1 to 7.4 were noted and approved.

Item (Accounts)

8/ Reporting Item (Accounts) for approval

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

S.No.	Name	Designation	Amount	Purpose
1	Sh. Jaiversh Anand	Data Entry Operator	65,000/-	Renovation of House
2	Sh. Pradeep Kr. Verma	Assistant	14,000/-	Purchase of colour T.V.

- 8.2 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.	1,00,000/-	08/11/2000
2.	75,000/-	08/01/2001
3.	50,000/-	08/01/2001

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- 8.3 The following fixed deposits on maturity had been reinvested along with interest in fixed deposit with Canara Bank with the approval of the Treasurer, Governing Body.

S.No.	Head	Amount (Principal + Interest)	Date of maturity	Period of investment
1	CBS Employees Provident Fund	4,05,368/-	13/11/2000	3 Years
2	CBS APC Fund	26,13,776/-	13/11/2000	3 Years

- 8.4 Quarterly payment of Rs.7,500/- (2nd 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 the approval of the Treasurer, Governing Body.

- 8.5 A sum of Rs. 5,696/- (3,278+2,418) paid to M/s Airads Limited, an authorized agency of DIP (Delhi Govt.) for publishing the advertisements in the newspaper:

All the reporting items from item no. 8.1 to 8.5 were noted and approved.

SUPPLEMENTARY AGENDA

Office

- 1/ The term of present Bursar, Dr. Preeti Rajpal Singh shall come to an end on 20/03/2001.

To consider the appointment of College Bursar in place of Dr. Preeti Rajpal Singh.

The Governing Body discussed the matter with the Principal. Resolved that the term of present Bursar, Dr. Preet Rajpal Singh, be extended for one more year w.e.f. March 21, 2001.

- 2/ To approve the action of the Chairman in opening a separate Bank Account with the Canara Bank (College Banker) for Gujarat Quake Relief Fund.

The Bank Account shall be operated by the Principal and Bursar in consultation with the co-ordination committee, representing all sections of the college, constituted in this regard.

The Principal apprised the members regarding the decisions taken by all sections of the college in collecting funds (through contributing one day's salary, selling coupons, organizing fairs etc.) for the "Gujarat Earth Quake victims". Considering the volume of transactions, likely to take place, it was resolved that a separate Bank Account be opened with the college banker for this purpose and the same be operated jointly by the Principal and the Bursar.

- 3/ 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. Amita Kapoor	Guest Faculty (Period basis) BIT	From 06/02/2001 till the end of the semester
2	-----	Guest Faculty (Period basis) BIT	From 08/02/2001 till the end of the semester
3	-----	Guest Faculty (Period basis) BIT	From 07/02/2001 till the end of the semester

(2 & 3) are arranged through M/s World Wide Web Institute and hence the payment may be allowed to be made to the supplying institute.

Noted and approved

Shagun
Chairman (G.B.)
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R.M. D.
Principal
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4/ To report for approval the promotion and fixation of pay of the following lecturers in the Senior scale of Rs. 10,000-15,200 as given against each, vide University letter no. CB.-I/MPS,98/2001/35448 dated 22/01/2001 and CB.-I/MPS,98/2001/37261 dated 02,07/02/2001.

1. Ms. Kavita Rastogi : Promotion w.e.f. 27/07/98 and pay fixed at Rs.10,000/- p.m. w.e.f. 27/07/98 with the next date of increment on 01/07/1999.
2. Ms. Shalini Prakash : Promotion w.e.f. 27/07/98 and pay fixed at Rs.10,000/- p.m. w.e.f. 27/07/98 with the next date of increment on 01/07/1999.
3. Ms. Rohini Singh : Promotion w.e.f. 27/07/98 and pay fixed at Rs.10,000/- p.m. w.e.f. 27/07/98 with the next date of increment on 01/07/1999.
4. Ms. Taramum Ahmad : Promotion w.e.f. 27/07/98 and pay fixed at Rs.10,000/- p.m. w.e.f. 27/07/98 with the next date of increment on 01/07/1999.

Noted and approved

Accounts

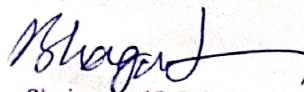
- 5/ A sum of Rs. 10,000/- was granted P.F. loan to Mr. Narender Kumar, Librarian for Mundan ceremony of his daughter with the permission of the Treasurer, Governing Body.
- 6/ Rs. 85,000/- invested with Canara Bank under fixed deposit scheme for a period of three years on 02/02/2001 out of the employees provident fund with the approval of the Treasurer, Governing Body.
- 7/ Quarterly payment of Rs. 7,500/- (3rd 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 the approval of the Treasurer, Governing Body.
- 8/ A sum of Rs. 5,206/- paid to M/s Airads Limited, an authorized agency of DIP (Delhi Govt.) for publishing the advertisement in the newspaper.
- 9/ A sum of Rs. 2,00,069/- paid to M/s Pushkar Electronics (P) Ltd. for cost of 3 IBM Aptiva 45 Q P-III 600 MHz/64 MB RAM computers out of the (Lab. Development Fund) Students' Societies Account with the approval of the Chairman, Governing Body after completing due procedure by the Purchase Committee.
- 10/ A sum of Rs. 13,066 (12,300+766) paid to M/s Associated Service Station for repair charges of College Staff car with the approval of the Technical Officer, Delhi Govt.
- 11/ A sum of Rs. 19,850/- paid to M/s Perfect Printo Pack Pvt. Ltd. for printing of Placement Brochures for 2001 of the college with the permission of the Chairman, Governing Body and duly processed by Purchase Committee.

All the reporting items of Supplementary Agenda from item no. 5 to 11 were noted and approved.

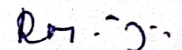
Other matters with the permission of the Chair.

The Principal placed before the Governing Body a letter received from Administrative Officer, Directorate of Higher Education, dated 29/11/2000 with regard to accordance of permission to a private party for operating a Photocopier from inside the college campus, for perusal and necessary decision.

The Governing Body resolved unanimously to re-affirm its decision to allow the facility of photocopier in the best interest of students.


Chairman (G.B.)
College of Business Studies
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*confirmed by
resolution
letter
22/19/2/2001
M*


Principal
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