

Minutes of the Governing Body meeting held on November 5, 2001 at 4.00 p.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Sh. Bhagat Singh – Chairman
2. Dr. J.N. Bhatnagar – Treasurer
3. Sh. Ashok Kumar Verma – Member
4. Sh. N.S. Raghav – Member
5. Prof. Y.P. Singh – Member, Univ. Representative
6. Prof. R.S. Dhankar – Member, Univ. Representative
7. Ms. Kavita Kapur – Member, Teacher Representative
8. Dr. R.M. Singh – Member Secretary
(Principal)

- 1/ To report that the minutes of the Governing Body meeting held on August 17, 2001 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 17/08/2001 by circulation be recorded.

- 2/ Report of the "Action Taken" on the minutes of the Governing Body meeting held on 17/08/2001

Resolution

Action taken

Item No. – 4 (Supplementary Agenda) Payment of bill of Sh. Sudhir Kumar Luthra, Advocate engaged for the lower court, amounting to Rs.8,490/- as per University norms.

A payment of Rs.7,990/- was made to Mr. Sudhir Kumar Luthra after deduction of Rs.500/- out of the total bill amount of Rs.8,490/-, as per the University guidelines

For seeking legal advice, to file an appeal, against the court decree, from Mr. Rajinder Dhawan, an Advocate of Delhi High Court

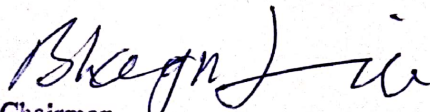
Mr. Rajinder Dhawan, Advocate was approached for seeking legal advice

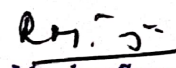
After examining the case he advised to file an appeal to the Hon'ble High Court against the verdict of the lower court and accordingly an appeal was filed.

Resolved that the report of the "Action Taken" on the minutes of the Governing Body meeting held on 17/08/2001 be recorded.

- 3/ To consider the conversion of college mini bus from diesel to CNG operation system.

The said bus was denied certificate of fitness by the Technical Officer, State Transport Authority as per the orders of the Hon'ble Supreme Court, since it completed its 8 years of life. The matter was placed before the Governing Body (on 28/07/2000) and it was decided to seek permission from the Delhi Govt for its disposal. No reply was received by the college so far. May be allowed to retain the bus and change it to CNG.


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Subject to clarification from State Transport Authority.

- 4/ To consider and decide a monthly payment to be made to college employee(s) who will operate the newly installed Diesel Generator set (82.5 KVA) in the college and maintain the daily operational records of the same, in addition to his/ their normal duties.

At the time of discussion the Principal brought it to the notice of the members that there is no exclusive sanctioned post in the college for generator operator. This may be managed through the existing staff members against some honorarium which may be paid from the Students' Society Funds for doing extra duty in addition to the normal duties as it is in practice in the neighboring college.

It was then resolved that two of the existing staff members be engaged for sharing the operational responsibility with a monthly honorarium of Rs.250/- each out of the Students' Society Fund (Students' Welfare Fund).

The principal was authorized to identify the suitable persons for the job from amongst the existing staff.

- 5/ To consider and approve the criterion for grant of study leave to the teachers of the college.

The University ordinances are silent on the issue. The college had sought clarifications from the University in this regard, in reply to which the University suggested that the criterion has to be decided by the College Governing Body. (Annexure - I)

The Governing Body discussed the matter in details and resolved to appoint a Study Leave Advisory Committee, consisting of the following:

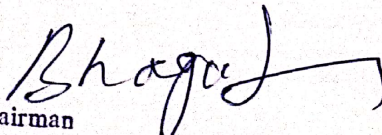
- (A) Principal
- (B) Secretary Staff Council
- (C) Nominee of the Chairman
- (D) One University nominee on Governing Body
- (E) Two Elected Representative of Teachers

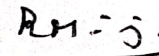
Principal shall go by the advice of the committee with the prior approval of the Governing Body.

- 6/ To consider and decide an amount of compulsory subscription from all outgoing students of the college for the College Alumni Association.

Normally every professional college encourages active participation of its Alumni Association in arranging summer training and final placements of the current batches. Alumni meet is organized every year.

Resolved that a compulsory collection of Rs.200/- be made from each Alumnus for their Association and a proper notification in this regard be inserted in the college information bulletin.


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7/ To consider and approve the fee of Rs.100/-, as per staff council resolution, from the Ex-students of the college for supplying them typed and attested copies of required certificates and marks statements in bulk enabling them to apply for admission to the Foreign Universities.

Approved

8/ Amendments in admission rules

To consider and approve the amendments to modalities for admission to BBS/ BFIA. The existing criterion, as approved by the Governing Body in its meeting held on 31/12/99 is

(3) Final Selection:

Final selection shall be made on the basis of the following criteria:

GN, SC, ST WW categories

50% weightage to the written entrance examination,
20% weightage to Senior Secondary examination,
20% weightage to the interview, and
10% weightage to the group discussion.

FS category

100% weightage to the interview.

In view of the information provided in the Annual Bulletin of Information of the Delhi University, it is proposed to revise the criterion as follows, which is also approved by the college staff council:

Final Selection:

Final selection shall be made on the basis of the following criteria:

GN, SC, ST WW categories

50% weightage to the written entrance examination
30% weightage to Senior Secondary examination
10% weightage to the interview, and
10% weightage to the group discussion

FS category

As per recommendations of the Foreign Student's Advisor of the Delhi University.

Approved

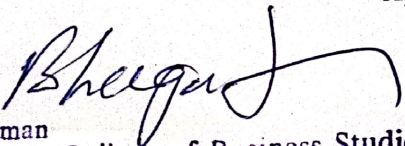
9/ To consider and approve the amendments to the constitution of the College Purchase Committee. The present constitution as approved by the Governing Body at its meeting held on 22/04/2000 is:

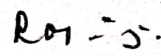
- (i) Chairman, Governing Body } (When the purchase is above
(ii) Treasurer, Governing Body } Rs.2,00,000/-)
- (iii) Convener Purchase Committee –
appointed by Staff Council
- (iv) Bursar
- (v) Teacher-in-charge of the department
- (vi) Teacher-in-charge (Lab.) (Only in case of purchase/ AMC of computers)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

In view of the full growth of the department of computer science in the college the following amendment is proposed in the point (viii) of the constitution panel:

- (viii) One external expert (in area where such department does not exist and value of the order is above Rs.2 lakhs).

Approved


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10/ To approve the recommendations of the duly constituted Selection Committee, meeting held on 30/08/2001, for the appointment of the following lecturers in the department of Computer Science, as detailed below: (Annexure – II)

- (i) Ms. Anamika R. Gupta - On permanent basis with two advance increments.
(ii) Ms. Sheelwant Kuar - On temporary basis for a period of two years.
(iii) Mr. Ajay Jaiswal - On temporary basis for a period of two years.
(iv) Ms. Manju Sahni - On temporary basis for a period of two years.

Approved

11/ Reporting Item (Office)

11.1 To report for approval the promotion and fixation of pay of the following Sr. Lecturers as the Reader/ Reader's Grade of Rs. 12,000-18,300 as approved by the University and intimated vide letter no. CB-1/ MPS/ 98/ 2001/ 16459 dated 29/08/2001.

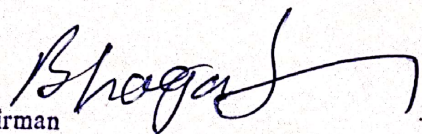
- a). Dr.Poonam Verma: Promotion w.e.f. 27/07/98 and pay fixed at Rs.12,840/- w.e.f. (Reader) 27/07/98 with the next date of increment on 01/07/99.
b). Dr.S.K. Goyal : Promotion w.e.f. 27/07/98 and pay fixed at Rs.12,000/- w.e.f. (Reader's Grade) 27/07/98 with the next date of increment on 01/07/99.
c). Dr.H.K. Porwal: Promotion w.e.f. 03/08/98 and pay fixed at Rs.12,840/- w.e.f. (Reader) 03/08/98 with the next date of increment on 01/08/99.

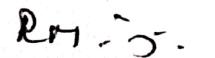
11.2 To report for approval the action of the Chairman in appointing the following ad-hoc/ guest faculty with effect from the date and nature of appointment mentioned against each:

S.No.	Name	Nature of appointment	Period
1	Ms. Anamika Sharma (Computer Science)	Guest faculty (Period basis),	From 29/08/2001 till the end of the semester
2	Ms. Kanchan Mohnidra (Computer Science)	Guest faculty (Period basis),	From 31/08/2001 till the end of the semester
3	Ms. Bhavna Jain (Computer Science)	Lecturer (Ad-hoc basis),	From 03/09/2001 till the end of the 1 st term (30/09/2001) left w.e.f. 18/09/2001
4	Ms. Shikha Gupta (Computer Science)	Guest faculty (Period basis),	From 11/09/2001 till the end of the semester
5	Ms. Kishori R. Shanker (Business Studies)	Lecturer (Ad-hoc basis),	From 16/10/2001 till the end of the 2 nd term (21/12/2001)
6	Mr. Pankaj Vajpayee (Financial Studies)	Lecturer (Ad-hoc basis),	From 16/10/2001 till the end of the 2 nd term (21/12/2001)
7	Mr. A.K. Gupta (Financial Studies)	Guest faculty (Period basis),	From 16/10/2001 till the end of the semester
8	Ms. Ruchi Khandelwal (Business Studies)	Lecturer (Ad-hoc basis),	From 16/10/2001 till the end of the semester
9	Ms. Anjni Anand (Business Studies)	Lecturer (Ad-hoc basis),	From 16/10/2001 till the end of the semester
10	Ms. Meghna Sachdeva (Business Studies)	Lecturer (Ad-hoc basis),	From 22/10/2001 till the end of the 2 nd term (21/12/2001)

11.3 To report for approval the action of the Chairman in appointing Mr. Atul Jain as Placement Officer on purely Ad-hoc basis for a period of four months w.e.f. 03/10/2001.

11.4 To report for approval the acceptance of services of security guards / safai karamchhari from M/s Jet Eye Security Services (P) Ltd.. Since M/s Adsum Security Network, the earlier service provider merged with M/s Jet Eye Security Services (P) Ltd. as intimated by M/s Adsum Security Network vide their letter dated 28/08/2001. (Annexure – III)


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11.5 To report for approval the sale of unserviceable stores for Rs.10,500/- through auction in the presence of the following staff members which took place on 01/10/2001. The Governing Body approved the condemnation of the above unserviceable stores at its meeting held on 28/07/2000 on the recommendations of the Survey Committee / Condemnation Board (Minimum price fixed was Rs.1500/-).

- (i) Dr. R.M. Singh – Principal
- (ii) Dr. Sanjay Goyal – Secretary, Staff Council
- (iii) Mr. A. Sengupta – Administrative Officer
- (iv) Mr. S.K. Jairath – Section Officer (Accounts)
- (v) Mr. Sanjay Batra – Cashier
- (vi) Mr. Mohd. Ahmad – Care Taker
- (vii) Mr. Jagdev Singh – Store Keeper

11.6 To report for approval the routine annual increments sanctioned 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. Peter Toppo (Payable from 25/05/2001 due to 130 days Leave Without Pay/ Suspension)	Lab. Attendant	25/05/2001	Rs. 75/-
2	Mr. Basant Lal	Lib. Attendant	01/09/2001	Rs. 75/-
3	Ms. Anuja Mathur	Lecturer	01/10/2001	Rs. 275/-
4	Mr. Gopal Singh	Driver	01/10/2001	Rs. 75/-
5	Mr. Manohar Lal	Daftri	01/10/2001	Rs. 70/-

All the reporting items from item no. 11.1 to 11.6 were noted and approved.

Item (Accounts)

12/ To approve the revised recurring budget for the year 2001-2002 and budget estimates for the year 2002-2003. (Annexure – IV)

Approved

13/ To approve the non-recurring budget 2001-2002. (Annexure – V)

Approved

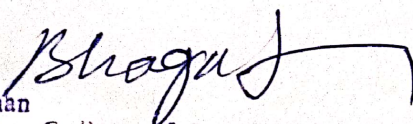
14/ Reporting Item (Accounts) for approval

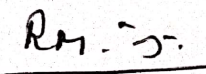
14.1 Following employees were granted Loan/Final withdrawal out of their provident fund with the permission of the Treasurer, Governing Body.

S.No.	Name	Designation	Amount	Purpose
1	Sh. Tribhuvan Kumar	Prof. Asstt. (Library)	60,000/-	Mundan ceremony of son
2	Sh. Pradeep Kumar	Assistant	12,000/-	Mundan ceremony of daughter
3	Sh. A. Sengupta	Admnt. Officer	15,000/-	Higher education of son

14.2 To report for approval the following investments with the Canara Bank under fixed deposit scheme for a period of three years out of the employees Provident Fund Account, on the recommendations of the elected representatives of P.F. subscribers and the approval of the Treasurer, Governing Body.

S.No.	Amount	Date
i	1,00,000/-	06/09/2001


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- 14.3 A sum of Rs.5,00,000/- transferred on 20/04/2000 from Students' Societies Account to College Maintenance Account for payment of salary to the staff for the month of September 2001 and to meet other urgent expenditures, with the approval of the Chairman, Governing Body.
- 14.4 A sum of Rs.1,250/- paid to M/s Gestetner India Ltd. for renewal of AMC of Duplicating Machine, with the approval of the Chairman, Governing Body.
- 14.5 A sum of Rs.2,100/- paid to M/s Eureka Forbs Limited for renewal of AMC of 3 water purifier, with the approval of the Chairman, Governing Body.
- 14.6 A sum of Rs.21,993/- paid to M/s Alka Book Binding House for binding charges of library books and magazines being the lowest bidder out of 5 quotations received (in all - quotations from 27 firms were invited), on the recommendations of the Purchase Committee.
- 14.7 A sum of Rs.8,324/- paid to M/s Universal Motors (Govt. approved workshop) for repair charges of staff car, with the approval of the Technical Officer, State Transport Authority (Delhi Govt.).
- 14.8 A sum of Rs.500/- refunded to Mr. R.K. Gupta father of Ms. Shilpa Gupta (a blind candidate) on account of entrance examination fee on the order of the Chief Commissioner (For Persons With Disability), out of the APC Fund.
- 14.9 A sum of Rs.7,990/- paid to M/s Sudhir Kumar Luthra, Advocate as fee for court case of M/s Sudhir Printers V/s College of Business Studies, out of the APC Fund.
- 14.10 To report that the entire amount i.e. Rs.81,128/- collected towards Gujarat Relief Fund was given to the Chief Ministers' relief fund (Delhi Govt.) by presenting a pay order (number 950234 dated 03/09/2001 drawn on Canara Bank) to the Chief Minister of Delhi, by the Treasurer, Governing Body and the Principal. The bank account which was opened in this connection got closed.
- 14.11 A sum of Rs.5,687/- paid to Dy. Controller of Examinations, Delhi University South Campus on account of balance payment for printing charges of test booklets for BBS/ BFIA, entrance examination 2001, out of the APC Fund, with the approval of the Chairman, Governing Body.
- 14.12 A sum of Rs.1,082/- paid to M/s Universal Motors (Govt. approved workshop) for repair charges of air conditioner of the staff car, out of General Reserve Fund with the approval of the Chairman, Governing Body.
- 14.13 A payment of Rs.5,000/- was made to Mr. Rajinder Dhwan, Advocate, as advance towards court fees for filing appeal with the Delhi High Court against the verdict of the Lower Court (in connection with the case of M/s Sudhir Printers Vs College of Business Studies), out of the APC Fund.
- 14.14 To report that the college has received a cheque for Rs.3,96,463/- towards retirement benefit in respect of Dr. R.M. Singh from Sri Aurobindo College (E). Past services of Dr. R.M. Singh have already been counted vide University Letter no. CB-I/H.S.(47)/96 / 34073 dated 28/11/96. With this all the necessary formalities have been completed.
- 14.15 A sum of Rs.10,000/- paid to M/s Micro Clinic India Pvt. Ltd. for renewal of AMC (for Four Months) of computers and printers on the expiry of AMC on 31/03/2001, with the approval of the Chairman, Governing Body, on pro-rata basis, as per the AMC approved by the Governing Body, in its meeting held on 22/04/2000
- 14.16 A sum of Rs. 5,29,000/- paid to M/s Sudhir Gensets Ltd. in connection with the purchase and installation of Diesel Generator set in the college premises.

All the items from item no. 14.1 to 14.16 were noted and approved.

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SUPPLEMENTARY AGENDA

Office

- 1/ To consider and approve the enhanced payment rate for employees engaged through agency, since the Delhi Govt. increased the daily wage rate w.e.f. 01/08/2001. (Annexure - VI)

Approved

- 2/ To approve the recommendations of the Purchase Committee to place an order for the purchase of computer systems, hardware, and peripherals with M/s Targus Technologies Pvt. Ltd., the lowest bidder, for Rs.11,48,000/-, out of Students' Society Fund. (Annexure - VII)

Approved

3/ Reporting Item (Office) for approval

- 3.1 To report the progress of the appeal made by the College in the Hon'ble High Court against the court decree in connection with the case of M/s Sudhir Printers Vs College of Business Studies "on second date of hearing i.e. 30th October 2001, the Hon'ble High Court has directed both the parties to negotiate the settlement mutually by 18/12/2001 when the appeal is listed for further hearing". And to approve the payment of the balance amount of Rs.42,997/- and Rs.2,953/- again through the college advocate to avoid the future obligation of rate of interest as per the advice of the advocate.

Noted and Approved. The Governing Body authorized the Treasurer - Governing Body and the Senior most teacher Dr. Sanjay Goyal to negotiate the compromise with the other party if the initiative is taken by M/s Sudhir Printers; In the event of expiry of the term of the Governing Body, Bursar of the college will substitute the Treasurer till the new Governing Body is constituted. Balance payment of Rs.42,997/- and Rs.2,953/- approved. The amount will be sent by the college per registered post as advised by the advocate.

- 3.2 To report for approval the action of the Chairman in appointing Mr. S.K. Dagar as Junior-Assistant-Cum-Typist on purely Ad-hoc basis for a period of six months w.e.f. 31/10/2001.

Approved

- 3.3 To report for approval the sanction of 05 days leave without pay to Mr. Peter Toppo, Lab. Attendant from 15/10/2001 to 19/10/2001.

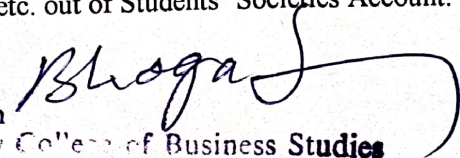
Noted and Approved

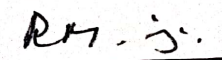
Item (Accounts)

4/ Reporting Item (Accounts) for approval

- 4.1 A sum of Rs.3,000,00/- transferred on 30/10/2001 from Students' Societies Account to College Maintenance Account for payment of salary to the staff for the month of October 2001 and to meet other urgent expenditures, with the approval of the Chairman, Governing Body.

- 4.2 A sum of Rs.7,306/- paid to M/s Graphisads Private Ltd. an authorized agency of DIP (Delhi Govt.) for publishing the advertisement in the Newspaper for purchase of computers, printers, CD writer, Scanner and UPSs etc. out of Students' Societies Account.

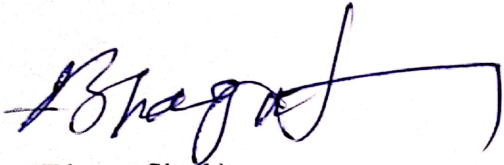

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- 4.3 A sum of Rs.14,781/- (11,853+2,928) paid to M/s Universal Motors (Govt. approved workshop) for repair charges of staff car, with the approval of the Technical Officer, State Transport Authority (Delhi Govt.).

Item No. 4.1 to 4.3 noted and approved

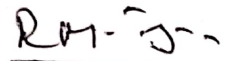
Being the last meeting of the Governing Body Dr. R.M. Singh thanked the members of the Governing Body for their invaluable contribution and co-operation in guiding and motivating the college fraternity to further enhance the prestige of this premier institution. He expressed his personal gratitude to the members especially the Chairman- Ch. Bhagat Singh and treasurer – Dr. J.N. Bhatnagar for their personal love and affection and unqualified support in running the administration of the college.



(Bhagat Singh)

Chairman-Governing Body

Chairman
Bhaskardev College of Business Studies
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(R.M. Singh)

Secretary-Governing Body
Member Secretary
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