

Minutes of the truncated Governing Body meeting held on January 23, 2002 at 4.00 p.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Prof. R.S. Dhankar – Member, Univ. Representative
2. Prof. Y.P. Singh – Member, Univ. Representative
3. Ms. Kavita Kapur – Member, Teacher Representative
4. Ms. Anuja Mathur – Member, Teacher Representative
5. Dr. R.M. Singh – Member Secretary
(Principal)

Principal welcomed the members and requested that one of the members out of the two University Representatives occupy the chair so that deliberations can be started. Being the senior member in the Governing Body Prof. R.S. Dhankar was requested to chair the meeting. He then conducted the meeting.

- 1/ To consider the recommendations of the Study Leave Advisory Committee.

Resolved that Ms. Tarannum Ahmad be allowed to proceed on study leave for one year.

2/ Reporting Item (Office)

- 2.1 To report for approval the action of the Principal 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	Col. P.N. Pandey (Business Studies)	Guest faculty (Period basis),	From 12/12/2001 till the end of the semester
2	Dr. Balbir Singh (Financial Studies)	Guest faculty (Period basis),	From 12/12/2001 till the end of the semester
3	Mr. A.K. Gupta (Financial Studies)	Guest faculty (Period basis),	From 12/12/2001 till the end of the semester
4	Mr. D.C. Shukla (Business Studies & Financial Studies)	Guest faculty (Period basis),	From 11/12/2001 till the end of the semester
5	Mr. Ratnesh Saxena (Computer Science)	Guest faculty (Period basis),	From 12/12/2001 till the end of the semester
6	Ms. Nitu Rana (Financial Studies)	Lecturer (Ad-hoc basis), (since left)	From 12/12/2001 till the end of the 2 nd term (up to 21/12/2001)
7	Ms. Shivani (Financial Studies)	Lecturer (Ad-hoc basis),	From 12/12/2001 till the end of the 2 nd term (up to 21/12/2001) and From 08/01/2002 to 30/04/2002 or till the dispersal of classes
8	Ms. Deepa Bhatnagar (Financial Studies)	Guest faculty (Period basis),	From 14/12/2001 till the end of the semester
9	Mr. Sumit Jha Phalahari (Computer Science)	Guest faculty (Period basis), (since left)	From 19/12/2001 till the end of the semester
10	Ms. Mamta Mittal (Computer Science & Financial Studies)	Guest faculty (Period basis),	From 20/12/2001 till the end of the semester

11	Prof. I.C. Dhingra (Financial Studies)	Guest faculty (Period basis),	From 08/01/2002 till the end of the semester
12	Ms. Kishori R. Shankar (Business Studies)	Lecturer (Ad-hoc basis),	From 08/01/2002 till the end of the session
13	Ms. Shikha Gupta (Computer Science)	Guest faculty (Period basis), Lecturer (Ad-hoc basis),	From 12/12/2001 to 21/12/2001 and From 08/01/2002 to 30/04/2002 or till the dispersal of classes
14	Ms. Damini Gupta (Financial Studies)	Guest faculty (Period basis),	From 21/01/2002 till the end of the semester

- 2.2 To report for approval the action of the Principal in appointing Ms. Preeti Arora as Lab. Attendant on purely Ad-hoc basis for a period of four months w.e.f. 03/12/2001.
- 2.3 To report for approval the sanction of 48 days leave without pay on medical ground to Mr. Peter Toppo, Lab. Attendant from 15/11/2001 to 01/01/2002.
- 2.4 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. Narender Kumar	Librarian	01/11/2001	Rs. 325/-
2	Mr. Mohinder Pal	Lib. Attendant	01/11/2001	Rs. 75/-
3	Mr. Tulsi Ram Sharma	Lab. Attendant	01/12/2001	Rs. 75/-
4	Mr. Tribhuvan Kumar	P.A.	01/01/2002	Rs. 175/-
5	Mr. D.K. Sachdeva	Tech. Asstt.	01/01/2002	Rs. 175/-
6	Ms. Bimlesh Sharma	S.P.A.	01/01/2002	Rs. 125/-
7	Mr. Ramesh Chand	S.P.A.	01/01/2002	Rs. 125/-
8	Mr. Sanjay Batra	JACT	01/01/2002	Rs. 100/-
9	Mr. Suman Singh	O.A.	01/01/2002	Rs. 60/-
10	Mr. Umesh Dutt	O.A.	01/01/2002	Rs. 60/-
(Payable from 15/01/2002 due to joining on 15/01/2002 after availing 35 days commuted leave)				
11	Mr. Tapan Kumar	O.A.	01/01/2002	Rs. 60/-
12	Mr. Bhupal Chand	O.A.	01/01/2002	Rs. 60/-
13	Mr. Kishan Pal	S.K.	01/01/2002	Rs. 60/-

All the reporting items from item no. 2.1 to 2.4 were noted and approved.

Item (Accounts)

3/ Reporting Item (Accounts) for approval

- 3.1 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	Date	Purpose
1	Sh. Rajinder Singh	Assistant	25,000/-	05/11/2001	House renovation
2	Sh. Atul Bhardwaj	Tech. Asstt.	30,000/-	03/12/2001	House renovation
3	Sh. Harbhajan Singh	Driver	11,400/-	03/12/2001	Purchase of T.V.

- 3.2 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 P.F. Committee and consent of elected representatives of P.F. subscribers.

<u>S.No.</u>	<u>Amount</u>	<u>Date</u>
i	73,000/-	06/11/2001
ii	53,000/-	05/12/2001
iii	94,000/-	09/01/2002

- 3.3 A sum of Rs.8,00,000/- (5,00,000+3,00,000) transferred from Students' Societies Account to College Maintenance Account for payment of salary to the staff for the month of September and October 2001 and to meet other urgent expenditures, with the approval of the Chairman, Governing Body and the same has been reimbursed to Students' Societies Account on 19/11/2001 on receipt of recurring grant.
- 3.4 A sum of Rs.1500/- paid to M/s Excelsior Enterprises, being the lowest bidder, for printing charges of Student's Identity Card. In all quotations were invited from 18 firms out of which six were responded.
- 3.5 A sum of Rs.11,48,000/- paid to M/s Targus Technologies Pvt. Ltd. for purchase of IBM computers, CD Writer, Printers (Laser and Dot Matrix) and Scanner out of Students' Societies Account as approved by the Governing Body in its meeting held on 05/11/2001. Quotations were invited through open tender.

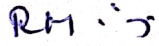
All the items from item no. 3.1 to 3.5 were noted and approved.

- 3.6 To report for approval the action of the Chairman in approving the observations of the college on the audit report of the ELFA for the year 2000-2001. (Annexure - I)

The matter was postponed

Any other matter with the permission of the Chair.


Chairman-Governing Body


(R.M. Singh)
Secretary-Governing Body
Member Secretary
Governing Body
College of Business Studies
Vivek Vihar, Delhi-110 095.