

Minutes of the Governing Body meeting held on January 3, 2004 at 3.30 p.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Sh. Dheerendra Tyagi – Chairman
2. Prof. M.P. Gupta – Member, Univ. Representative
3. Dr. H.K. Porwal – Member, Teacher Representative
4. Ms. Anuja Mathur – Member, Teacher Representative
5. Dr. R.M. Singh – Member Secretary
(Principal)

- 1/ To report that the minutes of the Governing Body meeting held on August 28, 2003 were confirmed by circulation to members.

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


- 2/ To consider the acceptance of service, rendered by Mr. Tribhuvan Kumar, in the previous Institution (C.R. State College of Engineering, Murthal, Sonapat, Haryana) from 15/07/1988 to 31/12/93 before joining this college (without any break) on 31/12/93 (A.N.), as continuous service.

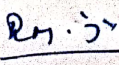
Considered as desired by Mr. Tribhuvan Kumar, subject to the fulfillment of all requirements as per rules of the University.

3/ Reporting Items (Office)

- 3.1 To report that the stock verification of college store (non-consumable) and computer lab. conducted for the year 2002-03 and found nothing lost.
- 3.2 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:

Sl. No.	Name	Nature of appointment	Nature of vacancy	Period
<u>Deptt. of Business Studies</u>				
1.	Ms. Kishori R. Shanker (Business Studies)	Lecturer (Ad-hoc)	Leave Vacancy	From 16/10/2003 till the end of the 2 nd term (23/12/2003)
2.	Ms. Suman Madan (Business Studies)	Lecturer (Ad-hoc)	Open Vacancy	From 16/10/2003 till the end of the 2 nd term (23/12/2003)
3.	Ms. Meghna Sachdeva (Business Studies)	Lecturer (Ad-hoc)	Leave Vacancy	From 16/10/2003 till the end of the 2 nd term (23/12/2003)
4.	Ms. Anjali Agarwal (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 16/10/2003 till the end of the 2 nd term (23/12/2003)
<u>Deptt. of Financial Studies (Self-Financing course)</u>				
5.	Ms. Damini Gupta (Financial Studies)	Lecturer (Ad-hoc)	-----	From 16/10/2003 till the end of the 2 nd term (23/12/2003)
6.	Mr. Pankaj Vajpayee (Financial Studies)	Guest Faculty (Period Basis)	-----	From 16/10/2003 till the end of the semester (Left)
7.	Dr. M.P. Gupta (Financial Studies)	Guest Faculty (Period Basis)	-----	From 01/10/2003 till the end of the semester
<u>Deptt. of Computer Science</u>				
8.	Ms. Shivani (Computer Science & Business Studies)	Lecturer (Ad-hoc)	-----	From 16/10/2003 till the end of the 2 nd term (23/12/2003)


Chairman
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9.	Ms. Sujata Bhardwaj (Computer Science)	Lecturer (Ad-hoc)	-----	From 16/10/2003 till the end of the semester
10.	Mr. Pankaj Goyal (Computer Science)	Guest Faculty (Period Basis)	-----	From 16/10/2003 till the end of the semester

3.3 To report for approval the action of the Chairman for granting Extra Ordinary Leave (leave without pay) to Dr. Sanjay Goyal, Reader in the department of Business Studies for a period of two years w.e.f. 08/01/2004 for writing a book.

3.4 To report the sale of unserviceable stores / assets including college bus for Rs.1,20,000/- through auction, after obtaining permission from the Delhi Government, in the presence of the following committee members which took place on 17/10/2003.

- i) Mr. Dheerendra Tyagi, Chairman, G.B.
- ii) Mr. Brijmohan Mahajan, Treasurer, G.B.
- iii) Dr. R.M. Singh, Principal
- iv) Dr. Sanjay Goyal, Convenor Purchase Committee
- v) Dr. Preeti Rajpal Singh, Bursar
- vi) Ms. Kavita Rastogi, Teacher in-charge Lab.
- vii) Ms. Anamika Gupta, Teacher in-charge, Deptt. of Computer Science
- viii) Mr. A. Sengupta, Administrative Officer

The Governing Body approved the condemnation of the above unserviceable stores / assets at its meetings held on 28/07/2000 and 23/12/2002 on the recommendations of the Survey Committee / Condemnation Board. The amount (Rs.1,20,000/-) received in the auction process has been taken into college account.


3.5 To report for approval the action of the Chairman in extending the appointment of Ms. Manvinder Kaur as Placement Officer in the pay scale of Rs.8000-275-13500 on purely ad-hoc basis for a further period of three months w.e.f. 01/10/2003.


3.6 To report that Dr. H.K. Porwal, Reader in the Deptt. of Business Studies, joined his duties on 09/10/2003 after availing extra ordinary leave (leave without pay) from 12/10/2000 to 08/10/2003 for a teaching assignment in the Universiti of Tenaga Nasional, Malaysia.

3.7 To report for approval the action of the Chairman in appointing Mr. S.K. Dagar as Jr. Asstt. Cum Typist in the pay scale of Rs.3050-75-3950-80-4590 on purely ad-hoc basis for a period of six months w.e.f. 10/11/2003.

3.8 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	Ms. Anamika Gupta	Lecturer	01/09/2003	Rs. 275/-
2	Mr. Basant Lal	Lib. Attendant	01/09/2003	Rs. 75/-
3	Ms. Anuja Mathur	Lecturer	01/10/2003	Rs. 275/-
4	Mr. Gopal Singh	Driver	01/10/2003	Rs. 75/-
5	Mr. Manohar Lal	Daftri	01/10/2003	Rs. 70/-
6	Dr. Narender Kumar	Librarian	01/11/2003	Rs. 325/-
7	Mr. Mohinder Pal	Lib. Attendant	01/11/2003	Rs. 75/-
8	Mr. Ajay Jaiswal	Lecturer (Temporary)	01/11/2003	Rs. 275/-
9	Mr. Tulsi Ram Sharma	Lab. Attendant	01/12/2003	Rs. 75/-
10	Ms. Kavita Kapur	Reader Grade	23/12/2003	Rs. 420/-


 Chairman
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3.9 To report for approval the action of the Chairman in appointing Ms. Nidhi Sethi as Lab. Attendant in the pay scale of Rs.2650-65-3300-70-4000 on purely ad-hoc basis for a period of six months w.e.f. 04/12/2003.

3.10 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:

Sl. No.	Name	Nature of appointment	Nature of vacancy	Period
<u>Deptt. of Business Studies</u>				
1.	Ms. Kishori R. Shanker (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 08/01/2004 till the end of the semester
2.	Ms. Suman Madan (Business Studies)	Lecturer (Ad-hoc)	Open vacancy	From 08/01/2004 till the end of the semester
3.	Ms. Shivani (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 08/01/2004 till the end of the semester
<u>Deptt. of Financial Studies (Self-Financing course)</u>				
4.	Ms. Damini Gupta (Financial Studies)	Lecturer (Ad-hoc)	-----	From 08/01/2004 till the end of the semester
5.	Ms. Meghna Sachdeva (Financial Studies)	Lecturer (Ad-hoc)	-----	From 08/01/2004 till the end of the semester
6.	Prof. I.C. Dhingra (Financial Studies)	Guest Faculty (Period Basis)	-----	From 15/12/2003 till the end of the semester
7.	Dr. D.C. Shukla (Financial Studies)	Guest Faculty (Period Basis)	-----	From 15/12/2003 till the end of the semester
<u>Deptt. of Computer Science</u>				
8.	Mr. Ratnesh R. Saxena (Computer Science)	Guest Faculty (Period Basis)	-----	From 02/12/2003 till the end of the semester
9.	Ms. Kanchan Mohindra (Computer Science)	Guest Faculty (Period Basis)	-----	From 02/12/2003 till the end of the semester
10.	Ms. Geetanjali (Computer Science)	Guest Faculty (Period Basis)	-----	From 15/12/2003 till the end of the semester
11.	Mr. Sameer Anand (Computer Science)	Lecturer (Ad-hoc)		From 08/01/2004 till the end of the semester


Sr. No. 11 is subject to the approval of the University department.

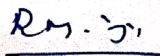
All the reporting items from item no.3.1 to 3.10 noted and approved

Items (Accounts)

4/ To approve the non-recurring budget for the year 2003-04. (Annexure - I)

Approved


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- 5/ To approve the revised recurring budget for the year 2003-04 and budget estimates for the year 2004-05. (Annexure – II)

Approved

- 6/ To consider and approve the observations of the college on the audit report of the ELFA for the year 2002-03. (Annexure – III)

Considered and approved

- 7/ To nominate two members from the Governing Body on the Employees Provident Fund committee of the college.

The Governing Body nominated Ms.Reeta Wilson and Mr.Ashok Kumar Aggarwal on the Employees' P.F. Committee

8/ Reporting Items (Accounts) for approval

- 8.1 Following employees were granted loan/final withdrawal out of the Provident Fund.

S.No.	Name	Designation	Amount (Rs.)	Date	Purpose
1	Dr. S.K. Goyal	Reader	1,07,000	03/09/03	Purchase of plot & Cell
2	Ms. Rama Shukla	Asstt.	99,000	01/10/03	Renovation of house
3	Ms. D.K. Sachdeva	Tech. Asstt.	25,000	12/11/03	Daughter's higher Education
4	Mr. Suman Singh	O.A.	20,000	04/12/03	Renovation of house


- 8.2 To report for approval the reinvestment of the following fixed deposits along with interest, out of APC Fund (already matured) for a period of three years under the same scheme.

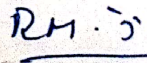
S.No.	Matured on	Amount invested	Interest	Total
1	16/09/03	12,19,595.00	4,20,625.00	16,40,220.00
2	29/09/03	37,65,913.00	12,98,822.00	50,64,735.00
3	13/11/03	26,13,776.00	9,53,252.00	35,67,028.00

- 8.3 To report the investment of Rs.8,52,000/- out of employees provident fund with the post office under time deposit scheme for a period of five years on the recommendations of the P.F. committee and consent of elected representatives of P.F. subscribers and approval of the Treasurer Governing Body.

S.No.	Amount	Date	Remarks
1	7,59,000.00	13/11/03	Monthly subscription & recovery of loan for the month of October 2003 plus matured fixed deposit of Rs.1,34,489.00 and Rs.5,45,175.00
2	93,000.00	08/12/03	Balance of monthly subscription and recovery of loan for the month of November 2003

- 8.4 To report that a sum of Rs.12,139.00 (Rs.4,932+7207) paid to M/S Universal Motors (Approved workshop of Delhi Govt.) for repair charges of staff car with the approval of the Technical Officer State Transport Authority, Delhi Govt.


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- 8.5 To report that a sum of Rs.4,264/- paid to M/S Universal Motors (Approved workshop of Delhi Govt.) for repair charges of Staff Car with the approval of the Chairman, Governing Body out of Students Societies Account (General Reserve Fund).
- 8.6 To report that a sum of Rs.16,50,000/- (8,50,000+8,00,000) was transferred from Students Society A/c to Maintenance A/c for the payment of salary to the staff for the month of September & October 2003 and to meet other urgent recurring commitments with the approval of the Chairman, Governing Body. The above amount i.e., Rs.16,50,000/- has been reimbursed to Students Society Accounts on 27/11/03 after receiving the Maintenance Grant from Delhi Govt.
- 8.7 To report that a sum of Rs.54,436/- paid to M/S Alsun Systems, being the lowest bidder for cost of five computer printers on the recommendation of the purchase committee and the approval of the Chairman, Governing Body out of Students Societies (Lab. Development Fund). Quotations were invited from 14 firms out of which five responded.
- 8.8 To report that a sum of Rs.12,113/- paid to M/s New Fields Advertising Pvt. Ltd. an authorized agency of DIP/DAVP (Delhi Govt.) for publishing advertisement regarding auction notice of condemned store items and college bus in the newspapers.
- 8.9 To report that a sum of Rs.1,20,000/- was received from the highest bidders in connection with the auction of the condemned store items including college bus.
- 8.10 To report that a sum of Rs.44,593/- (42,714+1,879/-) paid to M/s Amar Aluminium Fabricators being the lowest bidder for partitioning of the placement cell, out of Students' Societies Account (College Development Fund), on the recommendations of the Purchase Committee and with the approval of the Chairman, Governing Body. Quotations were called from 31 vendors out of which 9 responded.

All the items from item no.8.1 to 8.10 noted and approved

SUPPLEMENTARY AGENDA

- 1/ To consider the recommendations of the Study Leave Advisory Committee (meeting held on 03/01/2004).

Resolved that the recommendations of the Study Leave Advisory Committee (meeting held on 03/01/2004) be accepted

2/ Reporting Items (Office)

- 2.1 To report for approval the action of the Chairman in appointing Ms. Manvinder Kaur as Placement Officer in the pay scale of Rs.8000-275-13500 on purely ad-hoc basis for a period of four months w.e.f. 02/01/2004.
- 2.2 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. Tribhuvan Kumar	P.A. (Library)	01/01/2004	Rs. 175/-
2	Ms. D.K. Sachdeva	Tech. Asstt.	01/01/2004	Rs. 175/-
3	Ms. Bimlesh Sharma	S.P.A.	01/01/2004	Rs. 125/-
4	Mr. Ramesh Chand	S.P.A.	01/01/2004	Rs. 125/-
5	Mr. Sanjay Batra	JACT	01/01/2004	Rs. 100/-
6	Mr. Suman Singh	O.A.	01/01/2004	Rs. 60/-
7	Mr. Umesh Dutt	O.A.	01/01/2004	Rs. 60/-
8	Mr. Tapan Mandal	O.A.	01/01/2004	Rs. 60/-

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9	Mr. Bhupal Chand	O.A.	01/01/2004	Rs. 60/-
10	Mr. Krishan Pal	O.A.	01/01/2004	Rs. 60/-
11	Mr. Vaidu	O.A.	01/01/2004	Rs. 60/-

- 2.3 To report for approval the sanction of 22 days leave without pay on medical ground to Mr. Pradeep Kumar Verma, Assistant from 28/11/2003 to 19/12/2003.

Item Nos. 2.1, 2.2 and 2.3 noted and approved

3/ Reporting Items (Accounts) for approval

- 3.1 To report the payment of Rs. 14,975/- towards 3rd installment of Rs. 14,975/- each to M/S Multiple Zones India Pvt. Ltd. (The AMC of computers and Printers was approved by the Governing Body in its meeting held on 23/12/2002).

Noted and approved

It was also decided that M/s Multiple Zones India Pvt. Ltd. be requested to continue their present AMC (beyond 29/12/03) on the same terms & conditions till the date college gets finalized fresh assignment which is under process

(Chairman, G.B.)

Chairman
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(Member Secretary, G.B.)

Member Secretary
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*Minutes confirmed
by circulation vide
letter no. CBS/office/2004/1070-72
dated January 8, 2004.*