



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

Minutes for the meeting of the Governing Body held on **August 27, 2014 (Wednesday)** at 4 PM in the college premises (Principal's Office).

Following members attended the meeting:

1. Prof. S.L. Malik, Chairman/University Representative.
2. Prof. Brajesh Choudhary, Treasurer/University Representative.
3. Ms. Kavita Kapur, Teacher Representative.
4. Mr. Neeraj Kumar, Teacher Representative.
5. Ms. Bimlesh Sharma, Non-Teaching Staff Representative (Special Invitee).
6. Dr. Poonam Verma, Principal/Member Secretary.

At the outset, the Principal welcomed Ms. Bimlesh Sharma, SPA (Library) on the Governing Body and informed the other members of the Governing Body that Ms. Bimlesh Sharma will now be the non-teaching staff representative (Special Invitee) in the Governing Body in place of Mr. S.Q. Abbas whose term was completed.

- I. To confirm the minutes of the meeting of the Governing Body held on **April 26, 2014** as approved by circulation to members.

Minutes for meeting dt. April 26, 2014 were confirmed.

- II. Report of the "Action Taken" on the minutes of the meeting held on **April 26, 2014**:

Resolution

Item No. 1:

Election of Chairman, GB

Item No. 2:

Appointment of Treasurer

Item No. 3:

Confirmation of minutes of meeting
4th Jan, 2014

Item No. 4:

Grievance case of Ms. Sonia Sareen,
Ex-Placement Officer

Item No. 5:

Mr. Atul Bhardwaj LTC Inquiry case

Action Taken

Chairman, GB was elected.

Treasurer, GB was appointed.

Minutes were confirmed

Matter of record.

O.L.M.
Chairman, Governing Body
Shaheed Sukhdev College of Business Studies
University of Delhi
Vivek Vihar, Phase-II
Delhi-110095

Poonam
Action was taken as per GB
resolution dt. April 26, 2014
Dr. Poonam Verma
Member Secretary, Governing Body
Shaheed Sukhdev College of Business Studies
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Delhi-110 095

Items No. 6 to 33

The GB noted and approved in its meeting held on April 26, 2014

Item No. 34
AMC of Computers

Under process

Items No. 35 to 37

The GB noted and approved in its meeting held on April 26, 2014

Item No. 38
Study of Ms. Shikha Gupta, Assistant Prof.

Approved by the GB in its meeting held on April 26, 2014

Item No. 39
Library Automation

As per the report of the Librarian requisition for the purchase of the items for automating the library will be given after observing the performance of the software as already few features are missing and to work on the complete software covering each and every feature requires time as it is a long term project.

Item No. 40
Installation of KOHA - Open Source Software

KOHA – Open Source Software has been installed in the college Library and a letter of gratitude was written to Director, DUCC and Librarian of the University as they were part of initiating this process in our college.

Item No. 41
Installation of Biometric Attendance System

Clarification received from University of Delhi.

Items No. 42 to 50

The GB was noted and approved by the GB in its meeting held on April 26, 2014

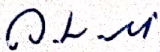
SUPPLEMENTARY AGENDA

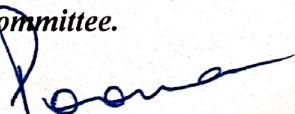
Item No. 1
Unauthorized absenteeism of Mr. Deepak Kumar, Safai Karamchari

Warning has been issued as per the GB resolution dt. April 26, 2014

Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 26/04/14 be recorded.

Regarding Item no. 39, GB suggested that these kind of recommendations be routed through the Library Committee.


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III. MAIN AGENDA FOR THE MEETING DT. 27TH AUGUST, 2014

1. To consider and approve the payment of Employer share for the services rendered by Mr. S.K. Jain, Ex-Administrative Officer consequent upon termination of his services from the college on 04/10/10 (A/N) as per clarification received from University of Delhi vide letter No. CS-III/149/SSCBS/2014/Min./84/20496 dt. 24th July, 2014

Approved and it was directed that the due payment be released to the concerned person at the earliest.

2. To report the letter received bearing no. CS-III/149/SSCBS/2014/Min./564/4533 dt. 24/30 April, 2014 regarding clarification of counting of past service of Mr. Sumit Lamba, Sr. PA to Principal and as per University directives accord approval regarding placing him under the New Pension Scheme and accordingly release retirement benefits received from his previous employers by the college and release of the amount of Provident Fund after adjustment of the amount of the New Pension Scheme.

The Governing Body resolved that in light of the University directive dt. 24/30 April, 2014, Mr. Sumit Lamba, Sr. PA to Principal be placed under New Pension Scheme w.e.f. the date of his joining the college and the amount of all retirement benefits received from his previous two employers be released to him alongwith the amount lying in his Provident Fund Account after adjustment of the amount of New Pension Scheme (Employees Share) at the earliest.

3. To consider and approve the purchase of three multi-functional printers out of APC Fund for the college Administration, Accounts and Principal's Office.

The Governing Body approved the purchase of three multi-functional printers and also suggested that one printer for the Office of the Principal be such that it should have coloured printing facility and should be a heavy duty printer. Needless to say the process should follow GFR.

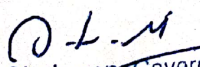
4. To consider and approve the purchase of the following items for college use out of the APC fund:


- (a). Three Tables.
- (b). Fifty One Chairs.

Approved. Needless to say the process should follow GFR.

5. To report the letter received from University of Delhi bearing no. CB-II/Misc./33/2014/380/18435 dt. 15/07/14 regarding Biometric Attendance in respect of teaching staff.

Noted and the Governing Body resolved that University practice be followed regarding Biometric Attendance for teaching staff.


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Dr. Poochan Verma
Member Secretary, Governing Body
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6. To seek approval of the recommendations of the Library Committee for donating the written off books and Video Cassettes to NGO.

Approved

7. To accord approval for initiating the process of recruitment of one Junior Library Information Assistant in place of Mr. Ramesh Chand Saini, Ex- Semi Professional Assistant who has retired from the services of the college on attaining the age of superannuation on 30/06/14.

Approved

8. To approve the extension of canteen contract of M/s Chadha Caterers for running the college canteen for a further period of 6 months w.e.f. 22/07/14 on the same terms and conditions on the recommendations of the Canteen Committee.

Approved

9. To report the extension of AMC of Computers, Printers and other hardware with M/s M Intergraph Systems Pvt. Ltd. for a further period of three months w.e.f. 08/07/14 to 07/10/14 on the same terms, conditions and rate on the recommendations of the Purchase Committee.

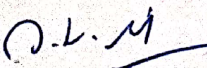
Noted and Approved. However, the Governing Body directed that the award of work for AMC of Computers, printers and other hardware be completed by the college within this extended period of three months.

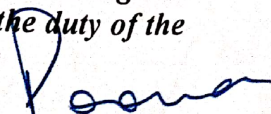
10. To approve the conveyance of ₹ 1500/- paid to the Selection Committee members for appointment to the post of Assistant Professor in the Department of Business Studies for the interviews held from 19-31 May, 2014.

Approved and resolved that the enhanced payment of conveyance allowance be paid for all meetings including today's which are held in the college like Selection Committee meetings, Governing Body meetings, other Committee meetings etc.

11. To report the appointment and joining of 19 candidates out of 20 selected (except Dr. Jyoti Sikka who has shown her inability to join vide her email dt. 1st August, 2014) for the post of Assistant Professor in the pay scale of ₹ 15600-39100/- with AGP of ₹ 6000/- on the recommendations of the duly constituted Selection Committee.

Noted and Approved. The GB also noted the reasons of Dr. Jyoti Sikka not joining to which the GB suggested that a letter be written to her stating that it's the prerogative of the college to decide the allocation of papers and it is the part of the duty of the teachers to teach the paper allotted to them.


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12. To accord approval for grant of five non-compoundable increments to the following newly recruited Assistant Professor for being Ph.D at the entry level as per DU rules:

- a) Dr. Kumar Bijoy.
- b) Dr. Rishi Rajan Sahay.
- c) Dr. Amrina Kausar.
- d) Dr. Mona Verma.
- e) Dr. Nidhi Kesari.
- f) Dr. Sushmita.
- g) Dr. Abhishek Tandon.

Approved

13. To accord approval for grant of two non-compoundable increments to the following newly recruited Assistant Professor for having M.Phil degree at the entry level as per DU rules:

- a) Ms. Kishori Ravi Shankar.
- b) Mr. Ramesh Kumar.

Approved

14. To report the appointment and joining of Mr. Uttam Singh and Ms. Pinki as Jr. Assistant on contractual basis for a period of 6 six months w.e.f. 30th June, 2014 on consolidated salary of ₹ 13,200/- based on recommendations of the Selection Committee after the conduct of the written and skill tests as per DU norms.

Noted and Approved

15. To report the appointment and joining of Mr. Sunny and Mr. Deepak Kumar Patel as Lab Attendants on contractual basis for a period of 6 months w.e.f. 30th June, 2014 on consolidated salary of ₹ 8,250/- based on recommendations of the Selection Committee after the conduct of the written test as per DU norms..

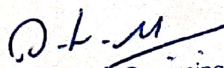
Noted and Approved


16. To report the appointment of joining of Mr. Deepak Gupta as Office Attendant on contractual basis for a period of 6 months w.e.f. 30th June, 2014 on consolidated salary of ₹ 8,250/- based on recommendations of the Selection Committee after the conduct of the written test as per DU norms..

Noted and Approved

17. To report the resignation of Mr. Deepak Gupta as Office Attendant on contractual basis w.e.f. 01/08/2014 (A/N).

Noted and Approved and directed to fill this position on contractual basis at the earliest.


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18. To report the re-appointment of Mr. Varun Sharma as System & Network Administrator on contractual basis w.e.f. 22/07/2014 after giving one working day break for a period of six months on a consolidated salary of ₹ 40,000/-.

Noted and Approved

19. To report the re-appointment of Mr. Hamendra Sharma as Scientific Assistant on contractual basis on consolidated salary of ₹ 16,500/- w.e.f. 08/07/2014 after giving one working days break for a period of six months.

Noted and Approved

20. To report the re-appointment of Ms. Manika Kaushik as Placement Officer on contractual basis on a consolidated salary of ₹ 35,000/- w.e.f. 05/08/2014 for a period of six months after giving one working day break.

Noted and Approved

21. To report the Leave Without Pay of Mr. Deepak Kumar, Safai Karamchhari of one day i.e. 13/06/2014.

Noted and Approved

22. To consider and approve the payment of excess licence fees received amounting to ₹ 1,16,401/- after adjustment of ₹ 28,912/- as recovery due to re-fixation of pay to Mr. Mohd. Ahmad, Ex-Caretaker of the college as per DU rules.

Approved and the GB directed the college administration to release the due amount to the concerned person at the earliest.

23. To report for approval the action of the Principal for appointing the following Guest Faculty (**period basis**) for the semester based on the recommendations of the TIC of the respective departments:

Sl. No.	Name	Period
B. TECH (COMPUTER SCIENCE) & B.SC (H) COMPUTER SCIENCE		
1.	Mr. Arvind Kumar	w.e.f. 22/07/14 to 22/11/14 (end of the semester)
2.	Dr. Upasana Pandey	w.e.f. 04/08/14 to 22/11/14 (end of the semester)
3.	Ms. Sangeeta Goel	w.e.f. 04/08/14 to 22/11/14 (end of the semester)
4.	Ms. Usha Mangla	w.e.f. 06/08/14 to 22/11/14 (end of the semester)
5.	Ms. Shikha Jain	w.e.f. 04/08/14 to 22/11/14 (end of the semester)
6.	Dr. Manoj Aggarwal	w.e.f. 22/07/14 to 22/11/14 (end of the semester)
7.	Ms. SughandhaGupta	w.e.f. 22/07/14 to 22/11/14 (end of the semester)
8.	Ms. Priyanka Gupta	w.e.f. 22/07/14 to 22/11/14 (end of the semester)
9.	Ms. Ankita	w.e.f. 04/08/14 to 22/11/14 (end of the semester)
10.	Ms. Megha	w.e.f. to 22/11/14 (end of the semester)

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31/07/14
Member Secretary, Governing Body
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11.	Ms. Aditya Pancholi	w.e.f. 22/07/14 to 22/11/14 (end of the semester)
12.	Ms. Divya Kwatara	w.e.f. 22/07/14 to 22/11/14 (end of the semester)
BMS, BBS AND BFIA		
1.	Mr. Deepak Kukreja	w.e.f. 04/08/14 to 20/08/14
2.	Mr. Rajiv Ranjan	w.e.f. 21/8/14 to 22/11/14 (end of the semester)
3.	Ms. Meera Bhatia	w.e.f. 04/08/14 to 22/11/14 (end of the semester)

Noted and Approved as the appointment of guest faculty in the Department of Computer Science was duly approved in the Governing Body meeting held on 3rd December, 2013 due to excess admissions in 2013-14 for the B.Tech (FYUP). The Guest Faculty for BMS, BBS & BFIA was in lieu of one teacher namely Dr. Jyoti Sikka not joining.

24. To report for approval the action of the Principal for appointing the following Guest Faculty (period basis) for taking Employability Skills Sessions & Special Lecture on Entrepreneurship for BBS/BMS III & V semester students out of APC fund @ ₹ 1,500/- per lecture plus conveyance on actual basis as per GB resolution passed in its meeting held on December 15, 2012:

Sl. No.	Name	Period
EMPLOYABILITY SKILLS SESSIONS		
1.	Mr. Siddhartha Sharma	w.e.f. 31/07/14 to 22/11/14 (last day of teaching)
2.	Mr. Varun Madan	w.e.f. 31/07/14 to 22/11/14 (last day of teaching)
SPECIAL LECTURE ON ENTREPRENEURSHIP		
1.	Mr. Siddhartha Sharma	w.e.f. 01/08/14 to 22/11/14 (last day of teaching)
2.	Mr. Sanjay Kapoor	w.e.f. 25/07/14 to 22/11/14 (last day of teaching)

Noted and Approved

25. To grant permission to deposit the surplus money amounting to ₹ 1,86,100/- collected from the students by the Career Development Cell (CDC) in Students Society Account for the financial year 2009-10, 2010-11 & 2011-12.

Resolved that complete accounts of the CDC with all the details should be presented and internal audit be conducted and the report of the same be presented before the Governing Body in its next meeting.

Reporting Items (Accounts)

26. Following employees were granted Loan / Final Withdrawal out of their Provident Fund:

S. No.	Name	Designation	Amount (₹)	Date	Purpose
1	Mr. Jaiversh Anand	Tech. Asstt.	40,000/-	06/05/2014	Purchase of TV

P. K. Singh
Chairman, Governing Body
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P. Poonam
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Member Secretary, Governing Body
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2	Mr. Pardeep Verma	Asstt.	35,000/-	06/05/2014	Purchase of AC
3	Dr. Tanuja Sharma	Associate Professor	1,00,332/-	30/05/2014	Final Withdrawal
4	Mrs. Rama Shukla	Asstt.	1,42,739/-	30/05/2014	Final Withdrawal
5	Mr. Mohd. Ahmad	Care Taker	44,383/-	30/05/2014	Final Withdrawal
6.	Mr. Ramesh Chandra Saini	Semi Prof. Asstt.	12,78,963	10/06/2014	Final Withdrawal
7.	Mr. Mahender Pal	Lib. Attdt.	1,00,000/-	14/07/2014	Final Withdrawal

Noted and Approved

27. To report that a sum of ₹ 1,47,142/- paid to M/s. Nine Corporate Trade Pvt. Ltd. on 31/03/2014 for cost of 06 Book Racks and 03 Almira under Furniture & Fixture head on DGS&D rate contract on the recommendation of the Purchase Committee with approval of Hon'ble Treasurer, Governing Body.

Noted and Approved

28. A sum of ₹ 9,40,361/- paid to Mr. Mohd. Ahmad, Ex-Care-taker of the College for retirement benefits. The details of the amount are as follows :

Sl. No.	Particulars	Amount
1.	Commutation of Pension	₹ 2,95,574/-
2.	Retirement Gratuity	₹ 3,83,265/-
3.	Leave Encashment	₹ 2,61,522/-
	TOTAL :	₹ 9,40,361/-

Noted and Approved

O-L-11
Chairman, Governing Body
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Poonam Verma
Dr. Poonam Verma
Member Secretary, Governing Body
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29. A sum of Rs.9,62,395/- paid to Mr. Ramesh Chandra Saini, Ex-Semi Professional Assistant of the College for retirement benefits. The details of the amount are as follows:

Sl. No.	Particulars	Amount
1.	Commutation of Pension	₹ 3,89,969/-
2.	Retirement Gratuity	₹ 4,85,835/-
3.	Leave Encashment	₹ 86,591/-
	TOTAL :	₹ 9,62,395/-

Noted and Approved

30. To report that a sum of ₹ 49,702/- paid to M/s. Abhishi Office Automation Pvt. Ltd. being the lowest bidder for projector ceiling mount kit for 10 LCD projector – Model Hitachi CPX 3021wn accessories on the recommendation of the Purchase Committee out of APC fund. Quotations were invited to seven vendors out of which three were responded.

Noted and Approved

31. A sum of ₹ 13,00,000/- paid to M/s. Nine Corporate Trade Pvt. Ltd. on 03/07/2014 for cost of 34 Tables and 34 Chairs for Faculty members, 40 visitors chairs and 04 Almirah under Furniture & Fixture head on DGS&D rate contract on the recommendation of the Purchase Committee with approval of Hon'ble Treasurer, Governing Body from APC fund.

Noted and Approved

SUPPLEMENTARY AGENDA

1. To report and seek directions on the issue that the Driver of the college bus namely Mr. Harbhajan Singh had not sought the Fitness Certificate for the bus since 08/04/14 (since the expiration of the last Fitness Certificate) and also to report his long unauthorized absenteeism from duty affecting the welfare of the students.

The Governing Body took a very serious note of this situation and directed the reporting officer of the driver to issue a warning in the form of Show Cause Notice to him asking him to explain in writing the reasons for this misconduct and not doing his duty.

On the issue of the long unauthorized absenteeism of Mr. Harbhajan Singh from duty, the GB directed that an Office Memorandum be issued to him in this regard.

- (2). To approve the following panel of Chartered Accountants for a period of three years for conducting the internal audit of the college accounts:

(a). M/s Bhupinder Shah & Co.
Chartered Accountants

C-13, Raj Nagar

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Pitampura
Delhi – 110 034.

(b). M/s G.K. Bhardwaj & Co.
Chartered Accountants
3570/4, Narang Colony
Tri Nagar
Delhi – 110 035.

(c). M/s Rajeev Shagun Gupta & Co.
Chartered Accountants
4/2778, Street No. 3
Bihari Colony, Shahdara
Delhi – 110 032.

Approved

- (3). To report the receipt of letter of the University regarding the Roster for the teaching staff and also to report the decision taken by the Staff Council of the college in its meeting held on 25/8/14 to continue with the two main Departments of the college namely Management Studies and Computer Science and forming of the roster accordingly and, thus, not changing the roster as was approved by the University vide their letter bearing no. dt. CB-II/110/Roster/Advt./SSCBS/079/646 dt. 09/12/2013.

Approved and GB directed the college administration to take approval of the same from the University of Delhi. Also GB suggested that HOD of Department of Management Studies be in accordance with the seniority and rotation and for BFIA Department coordinator be appointed.

- (4). To report the representations received from the Assistant Professors namely Ms. Kishori Ravi Shankar, Dr. Kumar Bijoy and Dr. Rishi Rajan Sahay regarding protection of their pay.


Approved to pursue the case with the University.

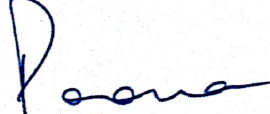
- (5). To approve the grant of admissible annual increments to all the eligible teaching and non-teaching staff members in the month of July 2014 as per list enclosed in **Annexure-1**.

Noted and Approved

- (6). To report that a sum of ₹ 14,269/- paid to M/s. Nine Corporate Trade Pvt. Ltd. on 31/03/2014 for cost of 01 Almirah for NCCMP course of Godrej make on DGS&D rate contract on the recommendation of the Purchase Committee with approval of Hon'ble Treasurer, Governing Body.

Noted and Approved


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Any other matter with the permission of the Chair

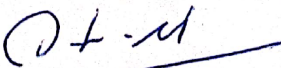
1. The Governing Body considered the case of the two Fact Finding Committee Reports “on the issues of the recruitment of Placement Officer” and “to look into the collection of ₹ 1,000/- from students” by CDC. While this was being discussed, the Principal, Dr. Poonam Verma was asked to excuse herself from the deliberations.

On the Fact Finding Committee report on the issue of recruitment of the Placement Officer, the other members of the Governing Body unanimously agreed that it was an inadvertent mistake on the part of the college to overlook the age criteria so the said case be closed.


On the second Fact Finding Committee report on the issue of collection of ₹ 1,000/- from the students by the Career Development Cell (CDC), the other members of the Governing Body resolved that college should keep complete account of money so collected in future and get it audited from approved Chartered Accountant and expenditure of auditing be charged to this account. The details of money collected and the expenditure incurred since 2009 be accounted for through the Office of the Principal.

2. The Environmental paper which has been introduced during this semester to be taught to the first year students as per the orders of the Hon'ble Supreme Court of India and, thereafter, passed by the AC & EC resolution of the University of Delhi, it was resolved that the college administration should write to the Delhi Government for sanctioning teaching position for teaching this paper and till such time the college will arrange to teach this paper with the available faculty in the college as per the present sanctioned strength of the faculty.

The meeting ended with a vote of thanks to the Chair.


**(S.L. Malik) -
Chairman, GB**

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