



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

Minutes for the meeting of the Governing Body held on **December 02, 2014 (Tuesday) 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. Dr. Tarannum Ahmad, Teacher Representative.
4. Ms. Kishori Ravi Shankar, Teacher Representative.
5. Ms. Bimlesh Sharma, Non-Teaching Staff Representative (Special Invitee).
6. Dr. Poonam Verma, Principal/Member Secretary.

At the outset, the Principal informed the other members that Dr. Tarannum Ahmad and Ms. Kishori Ravi Shankar will now be the Teacher Representatives under the more than 10 years and less than 10 years category respectively in the Governing Body in place of Ms. Kavita Kapur and Mr. Neeraj Sehrawat whose term was completed.

The Chairman welcomed the new members and thanked the outgoing members for their valuable contribution to the Governing Body.

- I. To confirm the minutes of the meeting of the Governing Body held on **August 27, 2014** as approved by circulation to members.

*Minutes for meeting dt. August 27, 2014 were confirmed.*

- II. Report of the "**Action Taken**" on the minutes of the meeting held on **August 27, 2014**:

**Resolution**

**Item No. 1:**

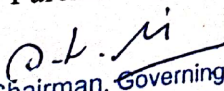
Payment to Mr. S.K. Jain, Ex-AO

**Item No. 2:**

Payment to Mr. Sumit Lamba, Sr. PA  
to Principal

**Item No. 3:**

Purchase of multi-functional printers


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

**Action Taken**

Payment was made

Payment was made

Under process

  
Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
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**Item No. 4:**  
Purchase of furniture

Under process

**Item No. 5:**  
Biometric Attendance in respect  
of teaching staff

University practice was followed

**Item No. 6:**  
Donation of written off books and  
Video cassettes to NGO

Under process

**Item No. 7 & 8:**

Matter of record

**Item No. 9:**  
AMC of Computers, printers and other  
hardware

Under process

**Item No. 10 & 11:**

Matter of record

**Item No. 12 & 13:**  
Grant of increments to faculty members for  
Phd. & M.Phil

Done

**Item No. 14 to 21:**

Matter of record

**Item No. 22:**  
Payment of excess licence fees to  
Mr. Mohd. Ahmad, Ex-Caretaker

Payment has been made

**Item no. 23 & 24:**

Matter of record

**Item No. 25:**

Surplus money college by the CDC

Audited accounts are being presented  
in the Governing Body meeting

**Item No. 26 to 31:**

Matter of record

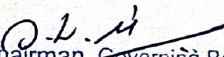
**SUPPLEMENTARY AGENDA:**

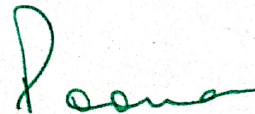
**Item No. 1:**  
Misconduct of Mr. Harbhajan Singh, Driver

Show Cause Notice and Office  
Memorandum issued to him as per  
GB directions

**Item No. 2:**

Matter of record

  
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Shaheed Sukhdev College of Business Studies  
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Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
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Item No. 3:  
Roster for teaching staff

Letter has been sent to University for approval and reply for the same is awaited

Item No. 4:  
Protection of pay of some faculty members

Under Process

Item No. 5 & 6:

Matter of record

*Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 27/08/14 be recorded.*

**III. MAIN AGENDA FOR THE MEETING DT. 2<sup>ND</sup> DECEMBER' 2014**

1. To grant approval for extending the term of Dr. Ajay Jaiswal, Assistant Prof. for a period of one year as college bursar as his present term is expiring on 16/12/14.

*The Governing Body accorded approval for extension of the term of Dr. Ajay Jaiswal as college bursar for another year. The Governing Body, however, further suggested that the term of a Bursar should generally be confined to three years.*

2. To consider the request received from the following teachers regarding grant of increments for possessing professional qualification as mentioned against their names at the entry level:

- Ms. Paridhi, Assistant Prof., M.Com – MBA as professional degree.
- Ms. Madhu Maheshwari, M.Com - CA/CS as professional degree.

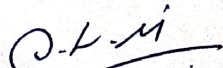
*The Governing Body resolved that clarification be sought from the College Branch of the University of Delhi whether these degrees are recognized by the relevant Statutory Bodies and Council which is a mandatory requirement as per UGC rules dt. 30<sup>th</sup> June, 2010 Point 7 (iii) and only then a decision be taken regarding grant of advance increments for possessing these qualifications at the entry level.*

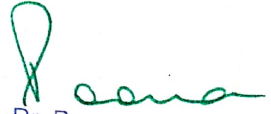
3. To approve the confirmation of Mr. S.K. Jairath on the post of Administrative Officer after promotion on 17/01/14 on completion of probation period of one year on 16/01/15.

*Approved*

4. To submit for approval the Stock Verification Report for the year 2013-14 of college Library.

*Approved*

  
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Member Secretary, Governing Body  
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5. To report the appointment of Ms. Bharti Mishra as Junior Library Information Assistant on contractual basis w.e.f. 10<sup>th</sup> November, 2014 for a period of six months on consolidated salary of ₹ 13,200/- as per the recommendations of the duly constituted Selection Committee in its meeting held on 8<sup>th</sup> Nov, 2014.

*Noted and approved*

6. To report the appointment of Mr. Sameer Gehlot as Junior Assistant on contractual basis w.e.f. 10<sup>th</sup> November, 2014 for a period of six months on consolidated salary of ₹ 13,200/- as per the recommendations of the duly constituted Selection Committee in its meeting held on 8<sup>th</sup> Nov, 2014.

*Noted and approved*

7. To report the appointment of Ms. Varun Bhardwaj as Office Attendant on contractual basis w.e.f. 10<sup>th</sup> November, 2014 for a period of six months on consolidated salary of ₹ 8,250/- as per the recommendations of the duly constituted Selection Committee in its meeting held on 8<sup>th</sup> Nov, 2014.

*Noted and approved*

8. To report the appointment of Mr. Onkar Singh as Assistant Prof. on adhoc basis in the Department of Computer Science w.e.f. 22<sup>nd</sup> November, 2014 for a period of four months in the pay scale of ₹ 15,600-39,100/- with AGP of ₹ 6,000/-.

*Noted and approved*

9. To report the appointment of Ms. Aarti Goel as Assistant Prof. on adhoc basis in the Department of Computer Science w.e.f. 22<sup>nd</sup> November, 2014 for a period of four months in the pay scale of ₹ 15,600-39,100/- with AGP of ₹ 6,000/-.

*Noted and approved*

10. To report the termination of services of Mr. Onkar Singh, Assistant Prof., Department of Computer Science w.e.f. 28<sup>th</sup> Nov, 2014 due to the interviews being held for the said post from 28-29 Nov, 2014.

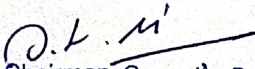
*Noted and approved*

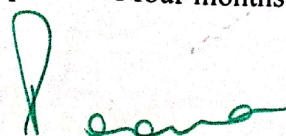
11. To report the termination of services of Ms. Aarti Goel, Assistant Prof., Department of Computer Science w.e.f. 28<sup>th</sup> Nov, 2014 due to the interviews being held for the said post from 28-29 Nov, 2014.

*Noted and approved*

12. To report the appointment of Dr. Gurjeet Kaur as Assistant Prof. on adhoc basis in the Department of Computer Science w.e.f. 22<sup>nd</sup> November, 2014 for a period of four months in the pay scale of ₹ 15,600-39,100/- with AGP of ₹ 6,000/-.

*Noted and approved*

  
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Dr. Poonam Verma  
Member Secretary, Governing Body  
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13. To report the Leave Without Pay of 43 days Mr. Harbhajan Singh, Driver w.e.f. 09/05/14 to 15/05/14, 19/08/14 to 31/08/14 and 01/09/14 to 23/09/14.

*Noted and approved*

14. To approve the Child Care Leave of Ms. Shalini Prakash, Associate Prof. w.e.f. 05/01/15 to 30/04/15 and allow appointment of Guest Faculty/Adhoc faculty as per the DU rules.

*CCL and appointment of faculty in lieu for the said period was approved. However, the GB directed the college administration to make appointments as per the University of Delhi rules.*

15. To report the donation of 19 books by Prof. S.L. Malik, Chairman, Governing Body, SSCBS to the college Library.

*Noted and approved. The Principal thanked Prof. S.L. Malik for having donated these books to the college Library which will be very beneficial for the students and the teaching community.*

16. To approve the grant of three non-compoundable increments to Ms. Neetu Yadav, Assistant Prof. on the award of Ph.D degree to her w.e.f. 20<sup>th</sup> October, 2014 as per University of Delhi rules.

*Approved*

17. To approve the extension of term of contract for a period of one year w.e.f. 01<sup>st</sup> November, 2014 with Mr. Kuldeep Bhandari for running the Photostat shop inside the college premises on the same terms and conditions based on the recommendations of the TICs and AO.

*Approved*

18. To approve the CDC Budget for the year 2013-2014.

*The Principal informed the Governing Body that inadvertently the year was mentioned as 2013-14 in the agenda item whereas approval is sought for the CDC budget for the year 2014-15 and the same be read as 2014-15.*

*For the year 2014-2015, the Governing Body granted the budget approval only for those items which will be used in actual w.e.f. from the date of this Governing Body meeting i.e. 2<sup>nd</sup> December, 2014. For the expenditure already incurred during this financial year till 1st of December, 2014 the bills and receipts will be presented in the next Governing Body meeting for necessary action.*

*P.L.M.*  
Chairman, Governing Body  
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*Poonam*  
Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business  
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Chairman  
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19. To consider the release of summer salary (23<sup>rd</sup> May, 2014 to 20<sup>th</sup> July, 2014) of the faculty members who worked on adhoc basis in the Management Studies Department of our college and have joined other colleges in the University of Delhi on the first day i.e. 21<sup>st</sup> July, 2014 of the academic session 2014-15. The college had made permanent appointment in the Department of Management Studies against the sanctioned teaching position in the month of June 2014.

*The Governing Body approved the payment of summer salary only for the period 23/05/14 to 01/06/14 to those faculty members eligible for this as per DU rules and directed the college administration to take clarification from the College Branch of the University of Delhi at the earliest regarding payment of the salary for the rest of the period of the summer vacation under the given circumstances where the permanent appointment was made w.e.f, 2<sup>nd</sup> June, 2014.*

20. To present the audited accounts for the CDC for the year 2009-10, 2010-11, 2011-12 & 2012-13 and to seek further directions.

*The account of the CDC for the year 2009-10, 2010-11, 2011-12 & 2012-13 were presented to the Governing Body.*

*The Governing Body deferred the decision on the detailed accounts till the next Governing Body meeting. The Governing Body approved the payment of the audit charges to the Chartered Accountant as per the decision of the GB in its meeting held on August 27, 2014.*

*The Governing Body authorized the Principal to temporarily deposit the surplus money of ₹ 1,86,100/- from the CDC accounts lying in the college in the Students Society Account of the college till a final decision is taken in the matter.*

21. To submit for approval the re-appointment of Mr. Uttam Singh as Jr. Assistant on contractual basis for a period of 6 six months w.e.f. 31<sup>st</sup> Dec, 2014 after giving one working day break on consolidated salary of ₹ 13,200/- as per DU norms.

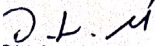
*Approved*

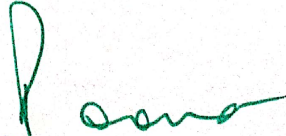
22. To submit for approval the re-appointment of Ms. Pinki as Jr. Assistant on contractual basis for a period of 6 six months w.e.f. 31<sup>st</sup> Dec, 2014 after giving one working day break on consolidated salary of ₹ 13,200/- as per DU norms.

*Approved*

23. To submit for approval the re-appointment of Mr. Sunny as Lab Attendant on contractual basis for a period of 6 months w.e.f. 31<sup>st</sup> December, 2014 after giving one working day break on consolidated salary of ₹ 8,250/- as per DU norms.

*Approved*

  
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Member Secretary, Governing Body  
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24. To submit for approval the re-appointment of Mr. Deepak Kumar Patel as Lab Attendant on contractual basis for a period of 6 months w.e.f. 31<sup>st</sup> December, 2014 after giving one working day break on consolidated salary of ₹ 8,250/- as per DU norms.

*Approved*

25. To submit for approval the re-appointment of Mr. Hamendra Sharma as Scientific Assistant on contractual basis on consolidated salary of ₹ 16,500/- w.e.f. 09/01/2015 after giving one working day break for a period of six months.

*Approved*

26. To submit for approval the re-appointment of Mr. Varun Sharma as System & Network Administrator on contractual basis w.e.f. 23/01/2015 after giving one working day break for a period of six months on a consolidated salary of ₹ 40,000/-.

*Approved*

27. To submit for approval the re-appointment of Ms. Manika Kaushik as Placement Officer on contractual basis on a consolidated salary of ₹ 35,000/- w.e.f. 06/02/2015 after giving one working day break for a period of six months.

*Approved*

**Reporting Items (Accounts)**

28. To consider and approve payment of Rs.39,709/- to Shri Harbhajan Singh, Driver on account of settlement of excess licence fee as per DU rules.

*Approved*

29. To consider and approve payment of Rs.66,897/- to Shri Suman Singh, Office Attendant on account of settlement of excess licence fee as per DU rules.

*Approved*

30. To consider and approve the payment of the following medical bills to Shri S.K. Jain, Ex Administrative Officer.

S.No.	Name of the Patient & Relation	Bill Amount	Bill Date
1.	Sh. S.K. Jain (Self)	Rs.3132/-	10.07.2010, 13.07.2010 and 05.08.2010
2.	Sh. S.K. Jain (Self)	Rs.1233/-	07.08.2010
3.	Mrs. Sunita Jain (Wife)	Rs.1110/-	07.08.2010
4.	Mrs. Sunita Jain (Wife)	Rs.628/-	23.08.2010
5.	Mrs. Sunita Jain (Wife)	Rs.1110/-	06.09.2010
6.	Sh. S.K. Jain (Self)	Rs.1278/-	06.09.2010
<b>TOTAL AMOUNT :</b>		<b>Rs.8491/-</b>	

*D. L. M.*  
Chairman, Governing Body  
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*D. Poonam Verma*  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business S  
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**Approved**

31. To note and approve that the following employees were granted Loan / Final Withdrawal out of their Provident Fund:

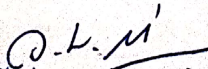
S. No.	Name	Designation	Amount (Rs.)	Date	Purpose
1.	Shri Basant Lal	Lib. Attdt.	2,00,000/-	15/09/2014	Repair of House

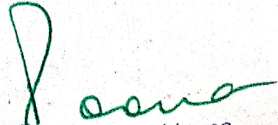
**Noted and approved**

32. To note and approve that the following amount paid to Shri Sumit Lamba, Sr. P.A. to Principal on account of settlement of his case from Old Pension Scheme to New Pension Scheme as per direction by the Delhi University.

S.No.	Particulars	Amount
1.	Retirement benefit received from previous employers : 1. C.P.F. Employer share from ITPO 2. Leave Salary 3. Gratuity	 Rs. 26,200.00 Rs. 14,573.00 <u>Rs. 49,019.00</u> <u>Rs. 89,792.00</u>
2.	Difference of Provident Fund Subscription and New Pension Scheme : P.F. Subscription upto August, 2014 (Including interest upto 2012-13) Less : NPS Employee Share  (NPS Employee share transferred to his NPS Account)	 Rs. 4,71,133.00  <u>Rs. 1,84,383.00</u> <u>Rs. 2,86,750.00</u>

**Noted and approved**

  
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Member Secretary, Governing Body  
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33. To report the investment / re-investment of Rs.25,68,000/- out of Employees Provident Fund and Students Society Account with Canara Bank under Fixed Deposit Scheme for the a period mentioned against each on the recommendations of the P.F. Committee and the consent of elected representatives of the P.F. Subscribers.

S.No.	Amount (Rs.)	Date Of Investment	Remarks
1.	15,72,000/-	28.10.2014	For Thirty Five months out of Provident Fund Account
2.	1,00,000/-	18.11.2014	For One Year out of Students Society Account
3.	8,96,000/-	21.11.2014	For Three Years of out of Provident Fund Account
TOTAL	25,68,000/-		

*Noted and approved*

34. To report that a sum of Rs. 55,102/- paid to M/s. M-Integrapp from College Maintenance Account and a sum of Rs.20,394/- from Students' Society Account for two quarters of Annual Maintenance contract of Computers & Printers on the recommendations of the Finance/Purchase Committee and the approval of the then Chairman, Governing Body dt. 23/11/12 and payment reported in the GB meeting dt. 24<sup>th</sup> September, 2013.

*Noted and approved*

35. To report that a sum of Rs.48,200/- (45000+3200) paid to M/s. Oriental Insurance Company Ltd. for the 2<sup>nd</sup> year of insurance of 482 Laptops (received from the University in the year 2013) of the College from the money collected from the students.

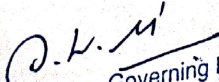
*Noted and approved*

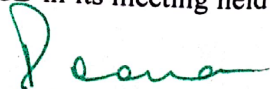
36. To report that a sum of Rs.7,93,227/- paid to M/s. Hitachi Home & Life Solutions (India) Limited for purchasing and installation of 20 split AC as approved by the GB in its meeting held on 03/12/13.

*Noted and approved*

37. To report that a sum of Rs.1,16,401/- paid to Shri Mohd. Ahmad Ex-Caretaker of the College on account of settlement of excess licence fee as approved by the GB in its meeting held on 27/08/14.

*Noted and approved*

  
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38. To report the approval of the budget estimates of Rs. 1,80,000/- by the Chairman, Governing Body for the Foundation Stone Laying Ceremony for the college's New Building at PSP Area-IV, Rohini, Delhi held on 12<sup>th</sup> Nov, 2014.

*Noted and approved*

39. To approve the reply of audit report of the Local Fund Account for the financial year 2011-12.

*Approved*

**SUPPLEMENTARY AGENDA:**

1. To approve the payment of ₹ 10,000/- to M/s Narender Singh & Co. for conducting the audit of the CDC for the years 2009-10, 2010-11, 2011-12 & 2012-13 (₹ 2,500/- per year for four years) as per the directions of the Governing Body in its meeting held on August 27, 2014.

*Approved*

2. To report the Chairman's approval in allowing the college to give 9 silver jubilee commemorative coins to the distinguished guests at the Foundation Stone Laying Ceremony function of the college held on 12<sup>th</sup> Nov, 2014.

*Noted and approved*

3. To consider and approve the request received from teachers for the reimbursement of Registration Fees and travelling fare for the faculty members for presentation of their research paper in Conferences.

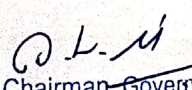
***The Governing Body resolved that a Committee be formed of the following members:***

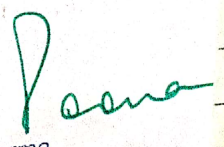
- 1. Principal.***
- 2. Staff Council Secretary.***
- 3. TICs of all the three Department of the college.***

***The terms of reference for this Committee will be to study the resolution regarding the rules for the support for research and training, guidelines for faculty and staff development passed in GB meetings dt. 11/10/08 & 25/05/09 and to recommend such changes as may be in consonance with the present rules of the University of Delhi governing these issues of attending and presenting papers in Conference/Seminar/Workshop.***

***The Committee will also decide the merit of each Conference proposed to be attended/presentation of research paper in such conferences by the teachers.***

***However, the present request of Mr. Neeraj Kumar Sehrawat was accepted and it was allowed to reimburse him as per the resolution***

  
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*passed in the GB meeting 2008 and 2009 but the request of Mr. Narander Kumar Nigam was rejected as the Governing Body was not convinced of the merit of the Conference in which Mr. Nigam was to present his research paper.*

4. To consider the recommendations of the Selection Committee for the appointment of Assistant Professor on permanent basis in the Department of Computer Science for the interviews held for the said post from 28-29 Nov, 2014.

*Approved and the GB directed the college administration to issue the appointment letters to the selected candidates with immediate effect.*

5. To consider the request received from Mr. Tushar Marwaha, Assistant Professor for grant of one advance increment at the entry level as per UGC CAS 2010 rules for having Post Graduate degree MA (English) in addition to an MBA degree which was his eligibility qualification.

*The Governing Body after going through the UGC rules dt. 30<sup>th</sup> June, 2010 Point 7 (viii) resolved that Mr. Tushar Marwaha cannot be granted increment as he possessed the said additional qualification at the entry level and the same was not acquired "while in service" which was a prerequisite for the grant of such advance increment as per UGC Rules dt. 30<sup>th</sup> June, 2010 Point 7 (viii) and, therefore, rejected his application.*

6. To consider and approve the list of items (in addition to the items condemned in GB meeting dt. 13/03/12) for condemnation as per the Condemnation Rules (Annexure-I).

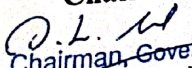
*Approved*

**ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR:**

The Principal informed the Governing Body that she has received a proposal from Centre for Education Growth and Research (CEGR) to become the member of the Advisory Council of CEGR. The Principal, however, assured the Governing Body that accepting the membership of the Advisory Council of CEGR will not affect the functioning of the college in any manner and the college duties will always remain her first priority. After consideration, the Governing Body approved the request of the Principal to accept the membership of the Advisory Council of CEGR. The Principal then thanked the Governing Body for the same.

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

(S.L. Malik)  
Chairman, GB

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

  
(Poonam Verma)  
Member Secretary, GB

Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
Delhi-110 095