



SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)

Minutes for the meeting of the Governing Body of the college held on **February 26, 2015** (Thursday) at **05:30 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.

- I. To confirm the minutes of the meeting of the Governing Body held on **December 02, 2014** as approved by circulation to members.

Minutes for meeting dt. December 02, 2014 were confirmed with slight modification in Agenda Item No. 1. It was resolved that the appointment of Bursar will be extended annually by the GB as per the University Ordinance.

- II. Report of the "Action Taken" on the minutes of the meeting held on **December 02, 2014**:

Resolution

Item No. 1:
Extension of the term of
Dr. Ajay Jaiswal as Bursar

Item No. 2:
Grant of increments at entry
level to Ms. Paridhi and Ms. Madhu Maheshwari

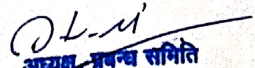
Item No. 3 to 13


Action Taken

Term of Dr. Ajay Jaiswal as
Bursar extended for another year

Letter sent to University for
clarification

Matter of record


अध्यक्ष, प्रबन्ध समिति
CHAIRMAN, GOVERNING BODY
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
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Item No. 14:

CCL of Ms. Shalini Prakash

CCL granted to Ms. Shalini Prakash and Guest Faculty have been appointed against her workload

Item No. 15

Matter of record

Item No. 16:

Three non-compoundable Increments to Ms. Neetu Yadav

Increments given to her

Item No. 17

Matter of record

Item No. 18

CDC Budget

All bills of CDC submitted and advance settled till Dec' 14.

Item No. 19:

Release of summer salary to faculty members

Letter has been received from University regarding clarification and payment of summer salary till 2nd June is under process

Item No. 20:

Audited accounts of CDC for 2009-10, 2010-11, 2011-12 & 2012-13

Payment to CA has been made and amount of ₹ 1,86,100/- has been Deposited in Students Society Account on 19/01/15

Item No. 21

Re-Appointment of Mr. Uttam Singh as Jr. Assistant w.e.f. 31/12/14

Appointment was made

Item No. 22

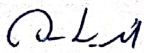
Re-Appointment of Ms. Pinki as Jr. Assistant w.e.f. 31/12/14

Ms. Pinki resigned from the post of Jr. Assistant w.e.f. 19/12/14 and, therefore, re-appointment was not done

Item No. 23:

Re-Appointment of Mr. Sunny as Lab Attendant w.e.f. 31/12/14

Appointment was made



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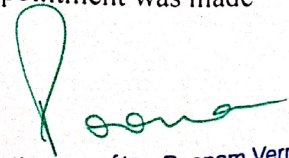
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Item no. 24:

Re-Appointment of Mr. Deepak Kumar Patel
as Lab Attendant w.e.f. 31/12/14

Appointment was made

Item No. 25:

Re-Appointment of Mr. Hamendra Sharma
as Scientific Assistant w.e.f. 09/01/15

Appointment was made

Item No. 26

Re-Appointment of Varun Sharma
as System & Network Administrator

Appointment was made

Item No. 27:

Re-Appointment of Manika Kaushik
as Placement Officer

Appointment has been made
w.e.f. 06/02/15 for a period
of six months

Item No. 28 & 29:

Payment to Mr. Harbhajan and Mr. Suman
for settlement of excess licence fees

Payment has been made to
the concerned employees

Item No.30:

Payment of Medical bills of S.K. Jain
Ex-AO.

Payment has been made

Item No. 31 to 39

Matter of record

SUPPLEMENTARY AGENDA

Item no. 1

Payment to CA

Payment has been made

Item no. 2

Giving 09 Silver Jubilee commemorative coins
to distinguished guests at Foundation Stone
Laying Ceremony of the college

Silver coins given to the
following dignitaries
at the Foundation
Stone Laying Ceremony:
a. Union Minister of Road
Transport & Highways,
Shipping – Mr. Nitin
Gadkari

P.L.M.

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- b. DU VC – Prof. Dinesh Singh
- c. MP, North West Delhi – Dr. Udit Raj
- d. Chairman, SSCBS – Prof. S.L. Malik
- e. Chief Secretary, Govt. of NCT of Delhi – Sh. D.M. Spolia
- f. Principal Secretary, Directorate of Education - Sh. Anindo Majumdar
- g. DU PVC – Prof. Sudhish Pachauri
- h. Dean of Colleges – Prof. Malashri Lal
- i. Director, DHE, Govt. of NCT of Delhi – Ms. Achala Singh

Item no. 3

Reimbursement of registration fees and travelling fare for the faculty members

Under process

Formation of Committee to recommend rules for support and research and training, guidelines for faculty and staff

Recommendations received from the Committee

Item no. 4

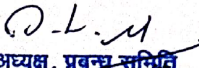
Issuance of appointment letters to selected candidates in the Dept. of Computer Science

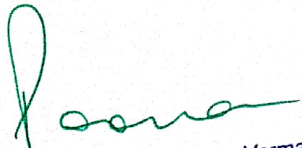
Appointment letters issued to the selected candidates and both of them joined their duties on 03/12/14

Item No. 5 & 6

Matter of record

Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 02/12/14 be recorded.


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III. MAIN AGENDA FOR THE MEETING DT. 26TH FEBRUARY, 2015

1. To consider and approve the recommendations of the Canteen Committee for making an interim arrangement on adhoc basis of awarding the work of running the college canteen to M/s Muneem Singh Caterers for a period of three months from 05/01/15 to 04/04/15 or till the process of calling the tender is completed.

Noted and Approved. It was also brought to the notice of the GB that this contract was given as he was one of the key workers of the previous Canteen Contractor. GB also resolved to expedite the process of calling the tenders.

2. To approve the extension of contract of M/s Alps Security Services for providing security services in the college for a further period of one year w.e.f. 01st January, 2015 on the same terms and conditions based on the recommendations of the Caretaker and Administrative Officer.

Noted and Approved

3. To consider the recommendations of the Library Committee for raising the fine charged from students on not returning the books and periodicals on time borrowed by them from the college Library (Annexure-I).

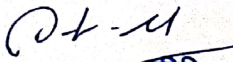
Approved. However, the Governing Body resolved that the Library Committee may take a sympathetic view under exceptional circumstances like medical reasons/economically weaker students etc. in the matter of enhanced fine on late returns of books and periodicals.

4. To consider the request received from Ms. Sonika Arora, Assistant Prof. for grant of admissible advance increments for having M.Phil (Computer Science) degree at the entry level as per DU rules.

Approved

5. To approve the enhancement of Grade Pay for the post of Junior Library & Information Assistant (JLIA) from ₹ 1900/- to ₹ 2000/- as per University of Delhi letter bearing no. Ref. Estab. II(i)/047/2008/NT/8/ dt. 22nd September, 2014 and payment of arrears w.e.f. 14/01/11 to Mr. Pushpender Prajapati, JLIA.

Approved


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6. To consider the Leave Without Pay of Mr. Deepak Kumar, Safai Karamchhari for 26/12/2014 (upto 26/12/14 he has already been on Leave Without Pay for a period of 118 ½ days).

The Governing Body took a very serious note of the habitual unauthorized absenteeism of Mr. Deepak, Safai Karmachari and asked the college administration to report the entire case with details to the University of Delhi and Delhi administration requesting them to inform the college the further course of action that can be taken under these circumstances.

7. To report the relieving of Mr. Harish Dutt, working as Assistant on deputation basis w.e.f. 20/02/15 (F/N).

Noted and Approved

8. To consider the approval of the extension of lien period of Mr. S.K. Dagar, Assistant (presently gone on lien in the Central University of Haryana) for a further period of two months till 24/04/15.

The Governing Body approved the extension of lien period of Mr. S.K. Dagar till 24/04/15 on the request of the Vice Chancellor (Actg.), Central University of Haryana and also stated that no further extension be given to him. It was also resolved that this position be filled on contractual basis by conducting Walk-in-Interview so that college administration does not suffer.

9. To approve the appointment of Ms. Srishti Gupta as Assistant Prof. in the Dept. of Management Studies of the college against unfilled sanctioned post w.e.f. 05/01/15 to 30/04/15 in the pay scale of ₹ 15600-39100/- with AGP of ₹ 6000/- plus usual allowances as per University of Delhi rules.

Noted and Approved

10. To approve the grant of three non-compoundable increments to Ms. Anuja Mathur, Associate Prof. on the award of Ph.D degree to her w.e.f. 16th January, 2015 as per University of Delhi rules.

Approved

O.K.M.

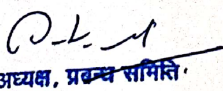
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11. To report for approval the action of the Principal for appointing the following Guest Faculty (**period basis**) for the semester based on the recommendations of the TIC of the respective departments:

Sl. No.	Name	Period
B. TECH (COMPUTER SCIENCE) & B.SC (H) COMPUTER SCIENCE		
1.	Mr. Rajeev Ranjan Singh	w.e.f. 05/01/15 to 25/04/15 (end of the semester)
2.	Ms. Sapna Varshney	w.e.f. 05/01/15 to 25/04/15 (end of the semester)
3.	Dr. Arvind	w.e.f. 05/01/15 to 25/04/15 (end of the semester)
4.	Ms. Sonia	w.e.f. 05/01/15 to 25/04/15 (end of the semester)
5.	Mr. Manoj Giri	w.e.f. 06/01/15 to 25/04/15 (end of the semester)
6.	Mr. Megha Bansal	w.e.f. 16/01/15 to 25/04/15 (end of the semester)
7.	Ms. Rini	w.e.f. 08/01/15 to 25/04/15 (end of the semester)
8.	Ms. Purnima Bindal	w.e.f. 16/01/15 to 25/04/15 (end of the semester)
9.	Ms. Priyanka Gupta	w.e.f. 09/01/15 to 25/04/15 (end of the semester)
10.	Mr. Rajneesh	w.e.f. 15/01/15 to 25/04/15 (end of the semester)
11.	Ms. Sugandha Gupta	w.e.f. 06/01/15 to 25/04/15 (end of the semester)
12.	Ms. Shabnam Agarwal	w.e.f. 14/01/15 to 25/04/15 (end of the semester)
13.	Mr. Manoj Agarwal	w.e.f. 06/01/15 to 25/04/15 (end of the semester)
14.	Mr. Jitender Singh	w.e.f. 19/01/15 to 25/04/15 (end of the semester)
15.	Mr. Gajendra Pratap Singh	w.e.f. 06/01/15 to 25/04/15 (end of the semester)
16.	Mr. Sumit Kumar Agarwal	w.e.f. 12/01/15 to 25/04/15 (end of the semester)
17.	Dr. Jyoti	w.e.f. 16/01/15 to 25/04/15 (end of the semester)
18.	Ms. Sonia Singh	w.e.f. 06/01/15 to 25/04/15 (end of the semester)
19.	Mr. Amrish Kumar Singh	w.e.f. 30/01/15 to 25/04/15 (end of the semester)
20.	Mr. Saket Kumar Choudhary	w.e.f. 03/12/15 to 25/04/15 (end of the semester)
BMS, BBS AND BFIA		
1.	Mr. A. Gopalkrishnan (against Leave Vacancy in place of Ms. Shalini Prakash)	w.e.f. 09/01/15 to 25/04/15 (end of the semester)
2.	Dr. Amrender Kumar Singh (against Leave Vacancy in place of Ms. Shalini Prakash)	w.e.f. 05/01/15 to 25/04/15 (end of the semester)

Noted and Approved


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12. To report for approval the action of the Principal for appointing the following Guest Faculty (period basis) from the industry for taking Employability Skills Sessions & Special Lecture on Entrepreneurship for BBS/BFIA/BMS 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. 08/01/15 to 25/04/15 (end of the semester)
2.	Mr. Namit Jain	w.e.f. 09/01/15 to 25/04/15 (end of the semester)
3.	Mr. Bharat Monga	w.e.f. 09/01/15 to 25/04/15 (end of the semester)
4.	Mr. Varun Madan	w.e.f. 05/01/15 to 25/04/15 (end of the semester)
5.	Mr. Sanjay Kapoor	w.e.f. 19/01/15 to 25/04/15 (end of the semester)
6.	Mr. Saurabh Sardana	w.e.f. 13/01/15 to 25/04/15 (end of the semester)
SPECIAL LECTURE ON ENTREPRENEURSHIP		
1.	Mr. Siddhartha Sharma	w.e.f. 09/01/15 to 25/04/15 (end of the semester)
2.	Mr. Sanjay Kapoor	w.e.f. 19/01/15 to 25/04/15 (end of the semester)

Noted and Approved

13. To report the resignation of Mr. Varun Sharma as System & Network Administrator on contractual basis w.e.f. 30/01/15 (F/N).

Noted and Approved

14. To report the appointment of Mr. Ravindra Kumar as System & Network Administrator on contractual basis w.e.f. 16/02/15 for a period of six months on the recommendations of the Selection Committee in its meeting held on 5th Feb, 2015 on a consolidated salary of ₹ 35,000/- per month.

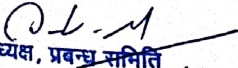
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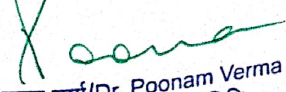
15. To report the Chairman's approval for allowing college to advertise the post of Section Officer in national dailies.

Noted and Approved

16. To consider the reply received from University of Delhi vide letter bearing No. CS-I/111/Misc.(TS)/2015/75/55518 dt. 18/02/15 regarding release of payment of summer vacation salary.

In the light of the letter received from the University and Clause no. 3 (4) of the Ordinance XII College Appointed Teachers, Page No. 365, the Governing Body approved the


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payment of summer salary for the entire summer vacation period to all the eligible faculty who worked till the last day of the previous academic session in our college and joined our college or any other institution of the University of Delhi on the first day of the new academic session.

17. To consider the recommendations received from the Committee formed (as per resolution passed in the GB meeting dt. 02nd Dec, 2014) for suggesting rules for support and 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 issues of attending and presenting papers in Conference/Seminar/Workshop.

The Governing Body accepted the recommendations, however, resolved that faculty should be allowed to attend Conference/Seminar/Workshop only once in a year and only Assistant Prof. be encouraged to attend and Associate Prof. be encouraged to present papers and that the teachers should be encouraged to liaison with the industry.

18. To report the progress of the work done for completion of NAAC work.


Noted and Approved. It was further resolved that if required the NAAC SSR be circulated for the inputs from the GB members and be then approved by circulation.


19. To report the progress of the work done for taking AICTE approval for B.Tech Computer Science course.

Noted and Approved

20. To approve the formation of a Local Purchase Committee to purchase three multi-functional printers as already approved by the Governing Body in its meeting held on 27th August, 2014.

Keeping in mind that the college work is suffering a lot due to the shortage of printers, the Governing Body approved the purchase of three multi-functional printers (two black and white and one coloured) through the market survey as per the GFR.


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विवेक विहार, फेस-11, दिल्ली-95
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21. To approve the purchase of IT Items (Software & Hardware) (as per Annexure II) as per the request received from various Departments out of the unspent grant of ₹ 33,92,162/- lakhs from the GIA to Capital Assets (Plan) lying in the college Maintenance Account specified for IT items.

The Governing Body approved the purchase of all items, however, asked the Committee to prioritize the purchase of such items that can be purchased within the grant already available and the other items left be deferred for purchase till the next grant is sanctioned.

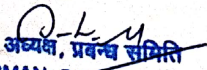
ITEM (ACCOUNTS):

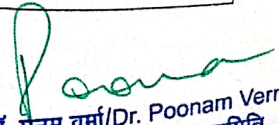
22. To consider and advise regarding the payment of ₹ 37,000/- to Mr. Ankur Chibbar, Advocate on the University panel on account of appearance and filing of reply in case titled as Mahendra Pandey Vs UOI & Ors in MA No. 368/2014 in Application No. 8/2014 before the National Green Tribunal, New Delhi as directed by Deputy Registrar (Legal), University of Delhi vide their letter bearing no. DU/124/LEGAL/COLL.APPR/107/124/14-15/71 dt 12 January, 2015.

The Governing Body directed the college administration to talk to the lawyer to revisit the bills in the light of the rates approved by the University.

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

S. No.	Name	Designation	Amount (Rs.)	Date	Purpose
1.	Shri Baleshwar Ram	Mali	Rs.62,000/-	05/12/2014	Repair of House
2.	Shri Pradeep Verma	Asstt.	Rs.20,000/-	05/12/2014	Treatment of Father
3.	Sh. Imtiaz Ahmad	Technical Asstt.	Rs.6,75,000/-	17/12/2014	Marriage of Son
4.	Sh. Jaiversh Anand	Technical Asstt.	Rs.1,25,000/-	17/12/2014	Repair of House


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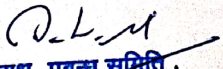
5.	Sh. Imtiaz Ahmad	Technical Asstt.	Rs.2,55,000/-	09/01/2015	Marriage of Son
6.	Sh. Mohinder Pal	Library Attdt.	Rs.50,000/-	16/01/2015	Rasam Pagdri


Noted and approved

24. To report the investment / re-investment of **Rs.2,36,47,450/-** (Rupees Two Crore Thirty Six Lacs Forty Seven Thousand and Four Hundred Fifty only) out of Employees Provident Fund and Students Society Account with Canara Bank under Fixed Deposit Scheme for a period mentioned against each on the recommendations of the Competent Authority and P.F. Committee with a consent of elected representatives of the P.F. Subscribers.

S.No.	Amount (Rs.)	Date Of Investment	Remarks
1.	80,00,000/-	09/01/2015	For Thirty Five months & Twenty Nine days out of Students Society Account
2.	74,48,450/-	09/01/2015	For Thirty Five months & Twenty Nine days out of Students Society Account
3.	1,99,000/-	28/01/2015	For Thirty Five Months & Twenty Nine days out of Provident Fund Account
4.	10,00,000/-	17/02/2015	For 12 months out of APC Fund Account
5.	70,00,000/-	17/02/2015	For Thirty Five Months & Twenty Nine days out of APC Fund Account
Total :	2,36,47,450/-		

Noted and approved


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25. A sum of **Rs.55,125/-** (Rupees Fifty Five Thousand and One Hundred Twenty Five only) paid to M/s. Abhishi Office Automation Pvt. Ltd. for purchase of one Projector (model Hitachi/CP-X4015WNEF) on DGS & D rate contract number MMP/IT-3/RC-D1020000/0115/83/OA179/2069 dated 4th March, 2014 valid upto 22nd January, 2015 on the recommendation of the Purchase Committee out of Students Society Account Fund.

Noted and approved

26. As sum of **Rs.39,709/-** (Rupees Thirty Nine Thousands Seven Hundred and Nine only) paid to Shri Harbhajan Singh, Driver of the College on account of settlement of excess licence fee as approved by the Governing Body in its meeting held on 2nd December, 2014.

Noted and approved


27. As sum of **Rs.66,897/-** (Rupees Sixty Six Thousands Eight Hundred Ninety Seven only) paid to Shri Suman Singh, Office Attendant of the College on account of settlement of excess licence fee as approved by the Governing Body in its meeting held on 2nd December, 2014.

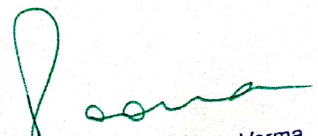
Noted and approved

28. To report and approve the expenditure amounting of **Rs.1,36,019/-** (Rupees One Lac Thirty Six Thousands and Nineteen only) in the connection with Foundation Stone Laying Ceremony at our New College Building at PSP Area-IV, Sector-16, Rohini, Delhi. The budget estimates of Foundation Stone Laying Ceremony already approved by the Governing Body in its meeting held on 2nd December, 2014. The details of the expenditure are as follows :

S.No.	Particulars	Amount
1.	Mementos & Gifts to Guests	Rs.48,377/-
2.	Printing Materials	Rs.36,939/-
3.	Transport & Conveyance	Rs.13,400/-
4.	Refreshment for the staff	Rs.19,183/-
5.	Flowers bouquets	Rs.15,000/-
6.	Plastic Tray	Rs.2,800/-
7.	Cloth	Rs.320/-
	TOTAL :	Rs.1,36,019/-

Noted and approved


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29. To report and approve the expenditure amounting of **Rs.13,578/-** (Rupees Thirteen Thousand Five Hundred and Seventy Eight only) in connection with the expenditure of releasing advertisement for the post of Section Officer (Accounts) in Employment News (English/Hindi) on 14th March, 2015.

Noted and approved

SUPPLEMENTARY AGENDA:

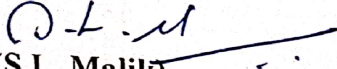
- (1). To report the joining of Ms. Laxmi Singh as Jr. Assistant on contractual basis w.e.f. 26th Feb, 2015 for a period of six months on a consolidated salary of ₹ 13,200/-.

Noted and approved

- (2). To report that none of the tenderers qualified the technical bid for the CAMC of Computer and Peripherals.

The GB noted and advised that the Purchase Committee revisit the terms and conditions of the tender contract to make these conditions less stringent and also keep the interest of the college so as to encourage more suppliers to apply.

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


(S.L. Malik)
Chairman, GB 110515

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(Poonam Verma)
Member Secretary, GB

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