



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

Minutes of the meeting of Governing Body of the college held on **September 30, 2015 (Wednesday)** at **04:00 PM** in the college premises (Conference Room).

Following members attended the meeting:

1. Mr. Pankaj Vohra – Chairman.
2. Mr. Harinder Singh – Treasurer.
3. Dr. O.M. Aggarwal – Member.
4. Mr. G.L. Verma – Member.
5. Dr. Ashok Upadhyay – Member.
6. Dr. Tarannum Ahmad, Teacher Representative.
7. Dr. Kumar Bijoy, Teacher Representative.
8. Mr. Rajinder Singh, Non-Teaching Staff Representative (Special Invitee).
9. Dr. Poonam Verma, Principal/Member Secretary.

- (1) To confirm the minutes of the Governing Body meeting held on **September 3, 2015** as approved by circulation to members.

Minutes for meeting dt. September 3, 2015 were confirmed as approved by circulation to members

- (2) Report of the “Action Taken” on the minutes of Governing Body meeting held on **03/09/2015**.

Resolution

Action taken

Item No. 1

Constitution of Finance Committee

Matter of record

Item No. 2 & 3

Constitution of Provident Fund Committee

Matter of record

Item No. 4

Visiting of the Finance Committee to the new under construction building of the college at Rohini to understand the infrastructural requirement

The G.B. Members visited the new campus of the college on 15/09/2015 and met the PWD officials

Item No. 5


Purchasing of new software for Administration & Accounts as per GFR

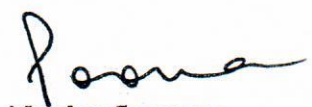
Under Process

Item No. 6

Starting a short term duration course (less than six months) in collaboration with BSE Institute Limited

Under Process


अध्यक्ष, प्रबन्ध समिति
CHAIRMAN, GOVERNING BODY
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(दिल्ली विश्वविद्यालय / University of Delhi)
विवेक विहार, फेस-II, दिल्ली-95
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Item No. 7

Purchasing of books from the previous year vendors for supply books

Process for purchasing of books has been initiated

Item No. 8, 9, 10 & 11

Matter of record

Item No. 12

Publishing the advertisement of non-teaching posts in the national dailies

Advertisement is under process & reminder letter for qualifications for the post of Placement Officer has been written to the UGC.

Item No. 13

Reply of the Audit Report of the Directorate of Audit, Examiner Local Fund Accounts, Government of NCT of Delhi

Matter of Record

Item No. 14

Condemnation of old photocopier machine (Xerox WC5645) and purchasing a new Photocopier machine

Process has been initiated

Item No. 15 to 22

Matter of Record

Any other matter with the permission of the Chair

(1) Forming a Purchase Committee

Matter of Record

(2) Matter of CDC collecting of Rs.1000/- from the students


To be discussed in the next G.B. meeting to be held on 30/09/2015

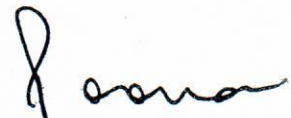
Resolved that the 'Action Taken' on the minutes of the Governing Body meeting held on 03/09/2015 be recorded.

The GB was apprised of the visit made by the GB members to the new building site at Rohini on September 15, 2015. The GB was very happy with the progress of construction.

The Governing Body accorded its approval to the budget estimates submitted by PWD vide email dt. September 29, 2015 to the proposal of air conditioning of the areas in the new building that were not air conditioned.

The GB also reiterated that the good office of Mr. Harinder Singh, Treasurer be used for getting the government funding for this. However, in case the government is unable to provide funding fully or partially, the Governing Body agrees to spend out of the APC Fund of the college for the air conditioning.


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The administration was duly directed to inform the PWD that the work be started by the PWD on the air conditioning on an urgent basis.

On the matter of CDC collecting Rs. 1000/- from the students, the Chairperson informed the Governing Body that Prof. Brajesh Choudhary, Member, GB called up from Patna and informed his inability to attend the meeting as his brother was in critical condition in Patna hospital. He further requested that the matter regarding CDC collecting Rs. 1000/- from students be taken up in the next meeting when he is present.

The Governing Body resolved that the next meeting of the Governing Body be fixed in consultation with Prof. Brajesh Choudhary and the matter be listed as part of the agenda item in that. It was also resolved that as this matter has prolonged for too long, the Governing Body needs to arrive at a decision, thus, necessarily decision will be taken in the next Governing Body meeting even if Prof. Brajesh Choudhary is unable to attend the meeting due to some reason.

ITEM(S) (OFFICE)

- (3) To consider the recommendations of the committee regarding the motto for our college.

The Governing Body very graciously decided that it be the prerogative of the Staff Council of the college to take a decision in this regard. Therefore, it was decided that the suggestions from the GB members be put forward to the Staff Council for taking a final decision in this regard.

- (4) To consider the request of Ms. Sonika Thakral, Assistant Professor, Department of Computer Science for granting Child Care Leave w.e.f. 4th January, 2016 to 25th April, 2016.

Child Care Leave approved with appointment of guest faculty in her place.

- (5) To give post-facto approval for appointment of Ms. Bharti Mishra as Junior Library Information Assistant on contractual basis on a consolidated salary of Rs.15,800/- per month w.e.f. 12/05/2015 to 29/09/2015 based on the recommendations of the Librarian.


Approved

- (6) To consider and approve the appointment of Ms. Bharti Mishra as Junior Library Information Assistant on contractual basis on a consolidated salary of Rs.15,800/- per month w.e.f. 01/10/2015 after giving one day break for a period of six months.

Approved


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3


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- (7) To give post-facto approval for appointment of Ms. Laxmi Singh as Junior Assistant on contractual basis on a consolidated salary of Rs.15,800/- w.e.f. 27/08/2015 to 29/09/2015 based on the recommendations of the Administrative Officer.

Approved

- (8) To consider and approve the appointment of Ms. Laxmi Singh as Junior Assistant on contractual basis on a consolidated salary of Rs.15,800/- w.e.f. 01/10/2015 after giving one day break for a period of six months.

Approved

- (9) To give post-facto approval for appointment of Mr. Varun Kumar Bhardwaj as Office Attendant on contractual basis on a consolidated salary of Rs.11,000/- per month w.e.f. 03/07/2015 to 29/09/2015 based on the recommendations of the Administrative Officer.

Approved

- (10) To consider and approve the appointment of Mr. Varun Kumar Bhardwaj as Office Attendant on contractual basis on a consolidated salary of Rs.11,000/- per month w.e.f. 01/10/2015 after giving one day break for a period of six months.

Approved

ITEM(S) (LIBRARY)

- (11) To consider and approve the proposal of the Library Committee for using the Canon photocopier machine, which was provided by the AMC provider M/s Laxmi Technologies as a backup due to condemnation of the old Xerox photocopier machine, till the new photocopier machine is purchased which is under process.

Approved

- (12) To consider and approve the recommendation of the Library Committee for purchasing a server (Intel Xeon Server with 250 GB Hard Disk Space and 8 GB RAM) to make the library services online/ remote access in the Library. The approximate cost of the server is Rs.1,00,000/-(One Lakh only).

Approved

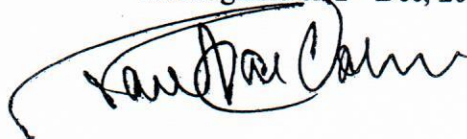
REPORTING ITEMS (OFFICE):

- (13) To report for approval the joining of Ms. Shalini Prakash on 01/05/2015 after availing Child Care Leave w.e.f. 05/01/2015 to 30/04/2015.

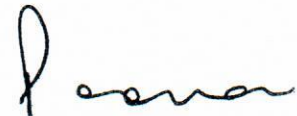
Noted and approved

- (14) To report for approval the joining of Ms. Sonika Thakral and Mr. Onkar Singh as Assistant Professor in the Department of Computer Science w.e.f. 03/12/2014 (F.N.) on the recommendations of the Selection Committee meeting held on 28/29 November, 2014 and as approved by the GB in its meeting held on 2nd Dec, 2014.

Noted and approved



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- (15) To report for approval the action of the Chairman for confirming the following faculty members as Assistant Professor in the Department of Management Studies w.e.f. the dates mentioned against their names:

| S. No. | Name of Teachers | Date of Joining | Date of Completion of One Year of Probation Period | Date of Confirmation |
|--------|--------------------------|-----------------|--|----------------------|
| 1 | Ms. Kishori Ravi Shankar | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 2 | Dr. Kumar Bijoy | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 3 | Dr. Rishi Rajan Sahay | 03/06/2014 | 02/06/2015 | 03/06/2014 |
| 4 | Dr. Amrina Kausar | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 5 | Mr. Ramesh Kumar | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 6 | Dr. Mona Verma | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 7 | Ms. Madhu Totla | 09/06/2014 | 08/06/2015 | 09/06/2014 |
| 8 | Dr. Nidhi Kesari | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 9 | Ms. Paridhi | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 10 | Dr. Sushmita | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 11 | Mr. Tushar Marwaha | 03/06/2014 | 02/06/2015 | 03/06/2014 |
| 12 | Mr. Narender Kumar Nigam | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 13 | Dr. Neetu Yadav | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 14 | Dr. Abhishek Tandon | 11/06/2014 | 10/06/2015 | 11/06/2014 |
| 15 | Mr. Amit Kumar | 07/07/2014 | 06/07/2015 | 07/07/2014 |
| 16 | Ms. Neha | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 17 | Mr. Raj Kumar | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 18 | Mr. Abhimanyu Verma | 02/06/2014 | 01/06/2015 | 02/06/2014 |
| 19 | Mr. Saumya Jain | 02/06/2014 | 01/06/2015 | 02/06/2014 |

Noted and approved

- (16) To report for approval the joining of Ms. Shikha Gupta, Assistant Professor on 17/07/2015 (A.N.) after availing Study leave w.e.f. 23/07/2012 to 16/07/2015 (2 years, 11 months & 24 days) and the action of the Chairman for further sanctioning the child care leave to Ms. Shikha Gupta w.e.f. 01/08/2015 to 31/12/2015.

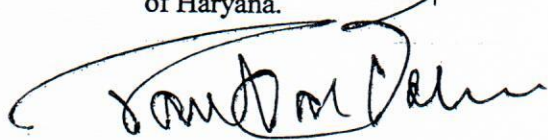
Noted and approved

- (17) To report for approval the joining of Mr. Ajitabh Saxena as Section Officer (Accounts) on regular basis w.e.f. 11/06/2015 (F.N.) on the recommendations of the Selection Committee meeting held on 04/06/2015 and approval of the Chairman, G.B..

Noted and approved

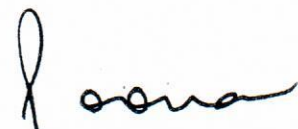
- (18) To report for approval the joining of Mr. Surender Kumar Dagar, Assistant on 24/04/2015 (F.N.) after availing lien period w.e.f. 22/02/2014 to 23/04/2015 (1 year, 2 months & 2 days) at Central University of Haryana.

Noted and approved



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5



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- (19) To report for approval action of the Chairman for appointing Ms. Manika Kaushik as Placement Officer on contractual basis on a consolidated salary of Rs.35,000/- per month w.e.f. 07/08/2015 after giving one day break for a period of six months.

Noted and approved

- (20) To report for approval the acceptance of resignation of Mr. Ravindra Kumar from the post of System & Network Administrator on contractual basis w.e.f. 09/05/2015.

Noted and approved

- (21) To report for approval the appointment of Mr. Varun Kumar Kushwaha as System & Network Administrator on contractual basis w.e.f. 01/06/2015 for a period of six months on the recommendations of the Selection Committee in its meeting held on 5th February 2015 (Sl. No. 2 in the panel of the minutes) on a consolidated salary of Rs.35,000/- per month.

Noted and approved

- (22) To report for approval the rationalization of the post of Scientific Assistant to Senior Technical Assistant (Computer) in colleges as passed in the meeting of the Executive Council held on 09/01/2015 and letter no. 1-1/2011 (JCRC) dated 10/10/2013 received from the University Grants Commission.

Noted and approved

- (23) To report the enhanced rates of salary paid to contractual staff w.e.f. 02/01/15 as per University of Delhi letter bearing no. EstabII(i)/012/2007/08/4224 dt. 9th March, 2015.

Noted and approved

- (24) To report for approval action of the Chairman for appointing Mr. Hemender Kumar Sharma as Sr. Technical Assistant on contractual basis on a consolidated salary of Rs.19,800/- per month w.e.f. 10/07/2015 after giving one day break for a period of six months.

Noted and approved

- (25) To report for approval action of the Chairman for appointing Mr. Uttam Singh as Junior Assistant on contractual basis on a consolidated salary of Rs.15,800/- per month w.e.f. 02/07/2015 after giving one day break for a period of six months.

Noted and approved

- (26) To report for approval the acceptance of resignation of Mr. Sameer Gahlot from the post of Junior Assistant on contractual basis w.e.f. 10/03/2015.

Noted and approved

- (27) To report for approval action of the Chairman for appointing Mr. Sunny as Lab. Attendant on contractual basis on a consolidated salary of Rs.11,000/- per month w.e.f. 02/07/2015 after giving one day break for a period of six months.

Noted and approved

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- (28) To report for approval action of the Chairman for appointing Mr. Deepak Kumar Patel as Lab. Attendant on contractual basis on a consolidated salary of Rs.11,000/- per month w.e.f. 03/07/2015 after giving one day break for a period of six months.

Noted and approved

- (29) To report for approval the fixation of pay of Mr. Surender Kumar Jairath, Section Officer (Accounts) on promotion to the post of Administrative Officer at Rs.22,900/- plus Grade Pay of Rs.5400/- in the pay band of Rs.15600-39100 (PB-3) w.e.f. 01/07/2014. However, the benefit of Grade Pay of Rs.5400/- would be admissible from the date of promotion i.e. 17/01/2014 as communicated by the University vide its letter no. CS-III/009/SSCBS/2015/Min./483 dated 12/14 August, 2015.

Noted and approved

- (30) To report for approval the fixation of pay of Mr. Surender Kumar Dagar, Junior Assistant on promotion to the post of Assistant at Rs.8,850/- plus Grade Pay of Rs.2400/- in the pay band of Rs.5200-20200 (PB-1) w.e.f. 01/07/2014 as communicated by the University vide its letter no. CS-III/009/SSCBS/2015/Min./334 dated 4/5 June, 2015.

Noted and approved

- (31) To report for approval the University corrigendum bearing no. Estab. 11(i)/047/2008/NT/8 dated 22/09/2014 from the Registrar and No. CS-III/149/ Notification/2014/403 dated 12/16 December 2014 issued from the Assistant Registrar (Colleges-N/T) University of Delhi regarding amendments to the recruitment rules (Non-Teaching Employees) 2008 for revised of Grade Pay of Junior Library Information Assistant from PB-1 Rs.5200-20200 plus Grade Pay Rs.1900/- to PB-1 Rs.5200-20200 plus Grade Pay Rs.2000/-. The pay of Mr. Pushpender Prajapati, JLIA has been fixed at Rs.6,460/- (entry pay in the revised pay structure for direct recruitment appointment on or after 01/01/2006 in the grade pay Rs.2000/- and paid arrears accordingly.

Noted and approved

- (32) To report for approval the sale of raddi & scrap items lying in the store on the recommendations of the Condemnation Committee to M/s Somnath, who had quoted the highest bid for the same. A total sum of Rs.74,520/- and Rs.16,955/- were collected from M/s Somnath vide receipt no.18/1742 dated 05/06/2015 and receipt no. 18/1745 dated 08/06/2015 respectively.

Noted and approved

- (33) To report for approval the assignment of canteen contract to M/s Rahul Caterer for running the canteen of the college on the recommendations of the Canteen Committee meeting held on 25/05/2015 for a period of one year w.e.f. 15/06/2015.

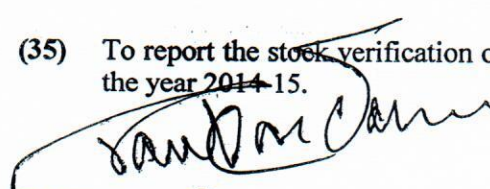
Noted and approved

- (34) To report for approval for granting the routine annual increments to all the eligible staff members w.e.f. 01/07/2015 as per University rules. (Annexure – I)

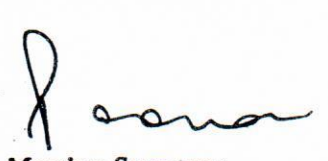
Noted and approved

- (35) To report the stock verification of college stores (consumable & non-consumable) was conducted for the year 2014-15.

Noted and approved


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7


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- (36) To approve the appointment of Dr. Gurjeet Kaur as Assistant Professor in the Department of Computer Science of the college against unfilled sanctioned post w.e.f. 24/03/2015 to 22/05/2015 and action of the Chairman for again appointing in the Department of Management Studies w.e.f. 20/07/2015 to 19/11/2015 (four months) in the pay scale of Rs.15600-39100/- with AGP of Rs.6000/- plus usual allowances on purely ad-hoc basis as per University of Delhi rules.

Noted and approved

- (37) To approve the appointment of Ms. Srishti Gupta as Assistant Professor in the Department of Management Studies of the college against unfilled sanctioned post w.e.f. 06/05/2015 to 22/05/2015 in the pay scale of Rs.15600-39100/- with AGP of Rs.6000/- plus usual allowances on purely ad-hoc basis as per University of Delhi rules.

Noted and approved

- (38) To report the action of the Principal regarding opening of a new saving bank account in State Bank of Hyderabad which is very near to the college with a spirit to provide hassle-free procedure of fee deposition by the students of the college for depositing the fee directly with the bank through Online or Offline keeping the spirit of the Governing Body resolution passed as per Agenda Item No. 4 in its meeting held on September 26, 2011.

Noted and approved

- (39) To report for approval receiving a cheque no. 151231 dated 10/09/2015 for Rs.51,919/- on account of leave salary contribution in respect of Mr. Surender Kumar Dagar, Assistant for the services rendered at Central University of Haryana on Deputation basis for the period from 26/03/2010 to 22/01/2014.

Noted and approved

REPORTING ITEMS (LIBRARY):

- (40) To consider and approve the 'stock taking' report (2014-2015) of the College Library and to permit the writing off the lost books (from stock) as detailed below:

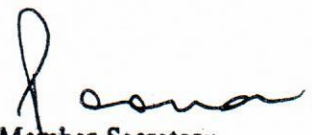
| S.No. | Acc. No. | Author | Title | Cost of Book |
|-------|----------|---------------------|---|----------------|
| 1 | 6496 | GULSHAN, S.S | Business law | 210.00 |
| 2 | 9579 | GUPTA, G S | Macroeconomics | 150.00 |
| 3 | 11766 | BHATIA, S K | Constructive industrial relations and labour laws | 300.00 |
| 4 | 13236 | KOCH, Richard | 80/20 principle | 415.62 |
| 5 | 14550 | HAYNES, Marion E | Make every minute count | 150.00 |
| 6 | 14683 | SALVATORE, Dominick | Microeconomics | 375.00 |
| 7 | 18612 | CHAWLA, Deepak | Research methodology | 450.00 |
| 8 | 18892 | SINGHANIA, Vinod K. | Students guide to income tax | 387.50 |
| | | | Total | 2438.12 |

Total number of issue of books during 2014-2015 = 11255

Total number of issue of magazines during 2014-15 = 43


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8


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Loss permitted one book for 500 issues as per UGC letter no. UGC 1.31-5/70 (GU-11) dated 16/03/1971.

Noted and approved

- (41) To consider and approve the recommendations of the Library Committee for weeding out the following books from the library on the recommendations of the concerned faculty member:

| S.No. | Call No. | Author | Title | Ed. | Acc. No. | Year | Price |
|-------|--------------|-------------|---------------------|-----|----------|------|---------|
| 1 | 005.1 BAA-M8 | BAASE, Sara | Computer algorithms | 2 | 6299 | 1988 | 1257.08 |
| 2 | 005.1 BAA-M8 | BAASE, Sara | Computer algorithms | 2 | 6300 | 1988 | 1257.08 |
| 3 | 005.1 BAA-M8 | BAASE, Sara | Computer algorithms | 2 | 6329 | 1988 | 1257.08 |
| 4 | 005.1 BAA-M8 | BAASE, Sara | Computer algorithms | 2 | 6330 | 1988 | 1257.08 |
| 5 | 005.1 BAA-M8 | BAASE, Sara | Computer algorithms | 2 | 6331 | 1988 | 1257.08 |

Noted and approved

Reporting Items (Accounts)

- (42) Following employees were granted Loan/Final Withdrawal out of their Provident Fund Account:

| S. No. | Name | Designation | Amount (Rs.) | Date | Purpose |
|--------|---------------------|----------------|----------------------|--------------------------|------------------------------|
| 1 | Mr. Imtiaz Ahmad | Tech. Asstt. | 2,55,000 | 09/01/2015 | Marriage of Son |
| 2 | Mr. Basant Lal | Lib. Attdt. | 1,50,000 | 13/04/2015 | Purchase of House |
| 3 | Mr. Krishan Pal | S.K. | 19,000 | 13/04/2015 | Renovation of House |
| 4 | Mr. Suman Singh | Off. Attdt. | 20,000 | 07/05/2015 | Renovation of House |
| 5 | Mr. Harbhajan Singh | Driver | 50,000 | 07/05/2015 | Treatment of Father |
| 6 | Mr. Pradeep Verma | Asstt. | 24,000 | 09/07/2015 | Treatment of Father |
| 7 | Mr. Rajinder Singh | Asstt. | 2,25,000 | 06/08/2015 | Renovation of House |
| 8 | Mr. S.K. Jairath | Admn. Officer | 3,00,000 1,00,000 | 13/08/2015 08/09/2015 | Repayment of Housing Loan |
| 9 | Mr. Mohinder Pal | Lib. Attendant | 50,000 | 08/09/2015 | Purchase of Television |

Noted and approved

- (43) To report the investment/re-investment of Rs. 1,25,94,967/- with Canara Bank and State Bank of Hyderabad as per details given below:

| S. No. | Amount | Date of Investment | Remarks |
|--------|-----------|--------------------|---|
| 1. | 14,45,000 | 23/03/2015 | For 35 months & 29 days with Canara Bank out of Provident Fund Account. |
| 2 | 3,44,000 | 15/04/2015 | For 35 months & 29 days with Canara Bank out of Provident Fund Account. |
| 3 | 4,41,000 | 27/05/2015 | For 3 years with Canara Bank out of Provident Fund Account. |

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CHAIRMAN, GOVERNING BODY
शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(दिल्ली विश्वविद्यालय / University of Delhi)
विवेक विहार, फेस-11, दिल्ली-95

9

Member Secretary
Shaheed Sukhdev College of Business Studies
(University of Delhi)
Vivek Vihar, Delhi-110095

| | | | |
|----|-----------|------------|---|
| 4 | 10,04,000 | 28/07/2015 | For 35 months & 29 days with Canara Bank out of Provident Fund Account. |
| 5 | 28,29,127 | 09/04/2015 | For 3 years & 19 days with Canara Bank out of Student's Society Account. |
| 6 | 40,00,000 | 12/08/2015 | For 1 year with State Bank of Hyderabad out of Student's Society Account. |
| 7 | 13,21,000 | 30/03/2015 | For 3 years with Canara Bank out of N.P.S. Fund Account. |
| 8 | 80,000 | 29/06/2015 | For 1 year out of Student's Society Account With State Bank of Hyderabad. |
| 9 | 3,19,328 | 26/08/2015 | For 1 year with State Bank of Hyderabad out of Provident Fund Account. |
| 10 | 3,90,000 | 16/09/2015 | For 5 years with State Bank of Hyderabad out of Provident Fund Account. |
| 11 | 4,21,512 | 21/09/2015 | For 5 years with State Bank of Hyderabad out of Provident Fund Account. |

Noted and approved

SUPPLEMENTARY AGENDA:

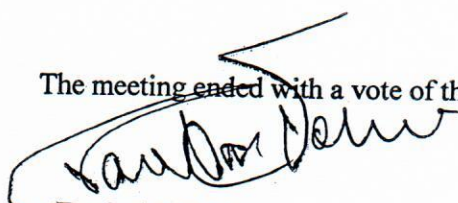
- (1). To consider the request for releasing salary for the month of September 2015 to the staff members from the unspent balance as on date in Grant-in-Aid to Salaries and Grant-in-Aid to Capital Assets heads in college Maintenance Account due to the non-receipt of recurring Grant-in-Aid for payment of salaries from the Directorate of Higher Education, Govt. of NCT of Delhi.

Approved

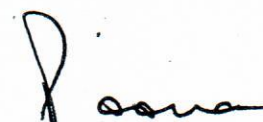
- (2). To approve the proposal for Rs. 58,040/- under Grant-in-Aid for promotion of sports facilities for 2015-16 as per Annexure-II as per letter received from the DHE, Govt. of NCT of Delhi vide letter dt. 22/09/15.

Approved

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


(Pankaj Vohra)
Chairman, Governing Body

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CHAIRMAN, GOVERNING BODY
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(Poonam Verma)
Member Secretary, Governing Body
Member Secretary
Shaheed Sukhdev College of Business Studies
(University of Delhi)
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