

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on August 17, 2001 at 4.00 p.m. in the college premises (Principal's Office).

Following members attended the meeting:

1. Sh. Bhagat Singh – Chairman
2. Dr. J.N. Bhatnagar – Treasurer
3. Sh. Ashok Kumar Verma – Member
4. Sh. N.S. Raghav – Member
5. Dr. Preeti Rajpal Singh – Member, Teacher Representative
6. Ms. Shalini Prakash – Member, Teacher Representative
7. Dr. R.M. Singh – Member Secretary (Principal)

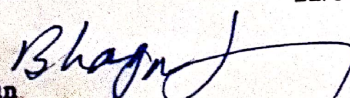
- 1/ To report that the minutes of the Governing Body meeting held on February 14, 2001 were confirmed by circulation to members.

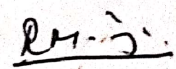
Resolved that the confirmation of the minutes of the Governing Body meeting held on 14/02/2001 by circulation be approved & recorded.

- 2/ Report of the "Action Taken" on the minutes of the Governing Body meeting held on 14/02/2001.

<u>Resolution</u>	<u>Action taken</u>
Item No. – 2 (Supplementary Agenda) Opening a separate bank account for depositing the collected funds for the "Gujarat Earth Quake victims".	A separate bank account (no.75612) has been opened with the Canara bank in the name of "Gujarat Earth Quake Relief Fund (CBS)".
Item No. – Under any other matter Accordance of permission to a private party for operating a Photocopier from inside the college campus	A private photocopier Mr. Kuldeep Bhardwaj, has been allowed for operating photocopier machine at the rates in practice in the University campus.
Item No. – 4 (Supplementary Agenda) of the Governing Body meeting held on 22/04/2000 – installation of three air conditioners	ACs have been delivered to the college and to be made operational very soon.
Item No. – 5 of the Governing Body meeting held on 28/07/2000 and reported the same in action taken in the G.B. meeting 23/10/2000 regarding installation of a Diesel Generator set of 82.5 KVA	The 82.5 KVA Diesel Generator set (cummins make) duly recommended by the Purchase Committee, was ordered and inspected at the factory site of the supplier, M/s Sudhir Gensets Ltd., the lowest bidder (Rs.5,29,000/-) out of the 4 tenders received by the College, in response to tender notice published through Newspaper advertisement. The D.G. Set is expected to be installed and Commissioned shortly.

Resolved that the report of the "Action Taken" on the minutes of the Governing Body meeting held on 14/02/2001, 22/04/2000 & 28/07/2000 be recorded.


Chairman
Sukhdev College of Business Studies
Jhalma Colony, Vivek Vihar,
Delhi-110095


Member Secretary
Governing Body
College of Business Studies
Vivek Vihar, Delhi-110 095

To consider and approve the 'stock taking' report (2000-2001) of the college library and to permit the writing off the lost books (from stock) as detailed below: (Annexure - I)

S. No.	Account No.	Coll No.	Author	Title	Cost Rs.
1	865	657	Gupta, R.L.	Principles and Practice of Accountancy	80.00
2	2105	823.91	Seth, Vikram	Golden Gate	140.00
3	3181	823.91	Huxley, Aldous	Brave New World	64.57
4	4420	332.6	Bogle, John C	Bogle on Mutual Funds	414.00
5	6321	823.91	Rushdie, Salman	Moor's Last Sigh	195.00
6	7384	005.133 C	Deltel, Harvey M	C: How to programme	940.65
Total :					1,834.62

Total number of issue of books during 2000-01 = 15,441
Total number of issue of magazines during 2000-01 = 727

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

- 4/ To approve the action of the Chairman in granting Extra Ordinary Leave (L.W.P.) to Mr. Virender Khanna, Lecturer in Reader's Grade, department of Business Studies w.e.f. 01/08/2001 for a period of two years for doing Ph.D. as mentioned in his application. (Annexure - II)

Approved

5/ Reporting Item (Office)

- 5.1 To report for approval the action of the Chairman in appointing the following ad-hoc/ guest faculty with effect from the date and nature of appointment mentioned against each:

S.No.	Name	Nature of appointment	Period
1	Dr. Balbir Singh BFIA	Guest faculty (Period basis),	From 21/03/2001 till the end of the semester and From 16/07/2001 till the end of the 1 st term (30/09/2001)
2.	Ms. Kishori R. Shanker (Business Studies)	Lecturer (Ad-hoc basis)	From 16/07/2001 till the end of the 1 st term (30/09/2001)
3.	Mr. Pankaj Vajpayee (Financial Studies)	Lecturer (Ad-hoc basis)	From 16/07/2001 till the end of the 1 st term (30/09/2001) or till the Selection Committee meets
4.	Mr. A.K. Gupta (Financial Studies)	Lecturer (Ad-hoc basis) cum Placement Officer	From 16/07/2001 till the end of the 1 st term (30/09/2001)
5.	Ms. Sheelwant Kaur (Computer Science)	Lecturer (Ad-hoc basis)	From 16/07/2001 till the end of the 1 st term (30/09/2001)
6.	Ms. Anamika R.Gupta (Computer Science)	Lecturer (Ad-hoc basis)	From 16/07/2001 till the end of the 1 st term (30/09/2001)
7.	Ms. Poornima Balan (Computer Science)	Lecturer (Ad-hoc basis)	From 16/07/2001 till the end of the 1 st term (30/09/2001) – (did not join)
8.	Prof. I.C. Dhingra (Financial Studies)	Guest Faculty (Period basis)	From 16/07/2001 till the end of the semester
9.	Prof. M.P. Gupta (Financial Studies)	Guest Faculty (Period basis)	From 16/07/2001 till the end of the semester (did not join)
10.	Ms. Deepa Bhatnagar (Financial Studies)	Guest Faculty (Period basis)	From 16/07/2001 till the end of the semester

Bhagat
Chairman
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RM. S.
Secretary
Governing Body
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Vivek Vihar, Delhi-110 095.

11.	Ms. Ruchi Khandelwal (Business Studies)	Lecturer (Ad-hoc basis)	From 16/07/2001 till the end of the 1 st term (30/09/2001)
12.	Prof. S.K. Ghosh (Financial Studies)	Guest Faculty (Period basis)	From 17/07/2001 till the end of the semester
13.	Ms. Manju Sahni (Computer Science)	Guest Faculty (Period basis)	From 23/07/2001 till the end of the semester
14.	Col. P.N. Pandey	Guest Faculty (Period basis)	From 24/07/2001 till the end of the semester (Already relieved)
15.	Ms. Anjni Anand (Business Studies & Computer Science)	Lecturer (Ad-hoc)	From 31/07/2001 till the end of the 1 st term (30/09/2001)
16.	Dr. D.C. Shukla (Financial Studies)	Guest Faculty (Period basis)	From 31/07/2001 till the end of the semester
17.	Mr. Pankaj Goel (Business Studies)	Lecturer (Ad-hoc basis)	From 01/08/2001 till the end of the 1 st term (30/09/2001)
18.	Mr. Dhruba S. Ray (Computer Science)	Lecturer (Ad-hoc basis)	From 07/08/2001 till the end of the 1 st term (30/09/2001)

5.2 To report for approval the action of the Principal in inviting the following persons as guest faculty.

S.No.	Name	Nature of appointment	Period
1	Mr. Sanjay Goel	Guest faculty (Period basis), BIT	From 30/03/2001 till the end of the semester
2	Mr. Manoj Kr. Bansal	Guest faculty (Period basis), BIT	From 04/04/2001 till the end of the semester

5.3 To report for approval the action of the Chairman in appointing Ms. Alpana Kakkar as Programmer and Mr. S.K. Dagar as Jr. Asstt. Cum Typist on purely Ad-hoc basis for a period of six months w.e.f. 09/04/2001 and 30/04/2001 respectively.

5.4 To report for approval the promotion and fixation of pay of the following Sr. Lecturers in the Reader's Grade of Rs. 12,000-18,300 as approved by the University and intimated vide letter no. CB-I/ MPS/ 98/ 2001/ 4171 dated 10/04/2001.

a). Ms.Tanuja Sharma: Promotion w.e.f. 17/07/2000 and pay fixed at Rs.12,000/- w.e.f. 17/07/2000 with the next date of increment on 01/07/2001.

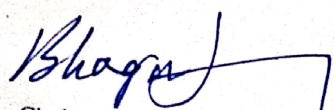
b). Mr.Virender Khanna: Promotion w.e.f. 17/07/2000 and pay fixed at Rs.12,000/- w.e.f. 17/07/2000 with the next date of increment on 01/07/2001.

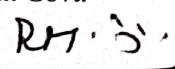
c). Ms.Kavita Kapur: Promotion w.e.f. 18/07/2000 and pay fixed at Rs.12,000/- w.e.f. 18/07/2000 with the next date of increment on 01/07/2001.

5.5 To report for approval the sanction of 103 days Leave Without Pay to Mr. Peter Toppo, Lab. Attendant from 05/10/2000 to 03/12/2000, from 06/02/2001 to 09/02/2001, from 09/04/2001 to 09/05/2001 and 29/06/2001 to 06/07/2001.

5.6 To report the change in the name and duration of BIT Course to B.Sc. (H) Computer Science 3 years degree course by the University from the session 2001-2002. (Annexure - III)

5.7 To report for approval to prefix the word "Shaheed" before the name of "Sukhdev College of Business Studies" as per letter no. DE 27(60)/ 95 / CB / Edn /1142 dated 27/07/2001 from Delhi Govt. (Annexure - IV)


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To report for approval the routine annual increments sanctioned to the following staff members from the date mentioned against their names.

Sl. No.	NAME OF THE EMPLOYEES	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT
1	Dr. S.K. Goyal	Sr. Lecturer	01/03/2001	Rs. 325/-
2	Mr. Atul Bhardwaj	Technical Asstt.	01/03/2001	Rs. 175/-
3	Mr. J.V. Anand	Data Entry Operator	01/03/2001	Rs. 125/-
4	Mr. Imtiaz Ahmad	Input Output Asstt.	01/03/2001	Rs. 125/-
5	Mr. Jagdev Singh	G.O.	01/03/2001	Rs. 75/-
6	Mr. Harbhajan Singh	Driver	01/03/2001	Rs. 75/-
7	Mr. Drigpal	O.A.	01/03/2001	Rs. 60/-
8	Dr. S.K. Goyal	Sr. Lecturer	01/04/2001	Rs. 325/-
(Two advance increment for acquiring Ph.D. degree and date of increment has been changed from 01/03/2001 to 01/04/2001 vide University letter no. CB-I/ P.F./ 2000/ 41752 dated 08/03/2001)				
9	Mr. Chander Pal	Mali	01/04/2001	Rs. 65/-
10	Mr. Baleshwar	Mali	01/04/2001	Rs. 65/-
11	Mr. M.S. Tyagi	S.P.A.	01/05/2001	Rs. 175/-
12	Mr. S.K. Jairath	S.O. Accounts	01/05/2001	Rs. 200/-
13	Dr. R.M. Singh	Principal	01/06/2001	Rs. 450/-
14	Dr. Poonam Verma	Sr. Lecturer	01/06/2001	Rs. 325/-
15	Ms. Tanuja Sharma	Reader's Grade	01/07/2001	Rs. 420/-
16	Mr. Virender Khanna	Reader's Grade	01/07/2001	Rs. 420/-
17	Ms. Kavita Kapur	Reader's Grade	01/07/2001	Rs. 420/-
18	Ms. Rohini Singh	Lecturer (Sr. Scale)	01/07/2001	Rs. 325/-
19	Ms. Shalini Prakash	Lecturer (Sr. Scale)	01/07/2001	Rs. 325/-
20	Ms. Kavita Rastogi	Lecturer (Sr. Scale)	01/07/2001	Rs. 325/-
21	Mr. S.Q. Abbas	Sr. Assistant	01/07/2001	Rs. 175/-
22	Mr. Pradeep Verma	Assistant	01/07/2001	Rs. 100/-
23	Dr. Preeti R. Singh	Reader	01/08/2001	Rs. 420/-
24	Ms. Tarannum Ahmad	Sr. Lecturer	01/08/2001	Rs. 275/-
25	Mr. Rajinder Singh	Assistant	01/08/2001	Rs. 125/-

All the reporting items from item no. 5.1 to 5.8 were noted and approved.

Item (Accounts)

6/ To consider and approve the income and expenditure statement of BBS/BFIA entrance examination 2001 held on 03/06/2001. (Annexure - V)

Approved

7/ Reporting Item (Accounts) for approval

7.1 Following employees were granted Loan/Final withdrawal out of their provident fund with the permission of the Treasurer, Governing Body.

S.No.	Name	Designation	Amount	Purpose
1	Sh. Ramesh Chand	S.P.A. (Library)	45,000/-	Wife illness
2	Sh. Harbhahan Singh	Driver	20,000/-	Renovation of House
3	Sh. Gopal Singh	Driver	10,700/-	Mundan ceremony of son
4	Sh. Umesh Dutt	O.A.	8,700/-	-do-
5	Sh. Bhupal Chand	O.A.	10,000/-	Sister's Marriage
6	Sh. Peter Toppo	Lab. Attendant	32,000/-	Renovation of House
7	Sh. Suman Singh	O.A.	8,700/-	Mundan ceremony of son

Blagant
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8	Sh. Tapan Mandal	O.A.	8,000/-	-do-
9	Sh. Pradeep Verma	Assistant	16,000/-	Renovation of House
10	Ms. D.K. Sachdeva	Tech. Assistant	40,000/-	Higher study for daughter
11	Sh. Atul Bhardwaj	Tech. Assistant	21,600/-	Mundan ceremony of son

7.2 To report for approval the following investments with the Canara Bank under fixed deposit scheme for a period of three years out of the employees Provident Fund Account on the recommendations of the elected representatives of P.F. subscribers and the approval of the Treasurer, Governing Body.

S.No.	Amount	Date
i	60,000/-	09/04/2001
ii	97,000/-	12/05/2001
iii	79,000/-	06/06/2001
iv	93,000/-	06/07/2001
v	34,000/-	08/08/2001

7.3 Rs.26,00,000/- invested with Canara Bank under fixed deposit scheme for a period of three years on 06/07/2001 out of APC fund, with the approval of the Treasurer, Governing Body.

7.4 Rs.33,00,000/- invested with Canara Bank under fixed deposit scheme for a period of three years on 19/07/2001 out of Students' Societies Account, with the approval of the Treasurer, Governing Body.

7.5 A sum of Rs.7,00,000/- transferred on 04/05/2001 from Students' Societies Account to College Maintenance Account for the payment of salary for the month of April 2001 and to meet other urgent recurring expenditures with the approval of the Chairman, Governing Body and the same has been reimbursed to Students' Societies Account on 30/05/2001 on the receipt of recurring grant.

7.6 A sum of Rs.4,500/- paid to M/s Godrej Boyce Mfg. Co. Ltd. for AMC of fax machine (Godrej Panasonic) on the recommendations of Convenor, Purchase Committee and the approval of the Treasurer and Chairman, Governing Body.

7.7 Quarterly payment of Rs.7,500/- (4th installment) paid to M/s Micro Clinic for AMC of computers and printers as per AMC approved by the Governing Body in its meeting held on 22/04/2000.

7.8 A sum of Rs.71,250/- paid to M/s Cine Links Services for cost of 5 Over Head Projectors being the lowest bidder out of 6 quotations received (in all - quotations from 26 firms were invited) on the recommendations of the Purchase Committee and the approval of the Treasurer and Chairman, Governing Body.

7.9 A sum of Rs.26,150/- paid to M/s Mittal Enterprises for printing charges of College Magazine being the lowest bidder out of 4 quotations received (in all - quotations from 24 firms were invited) on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body.

7.10 A sum of Rs.1,822/- paid to Mr. Ashok for re-boaring and fitting charges of hand pump in the college garden, out of APC fund, with the approval of the Chairman, Governing Body.

7.11 A sum of Rs.5,245/- paid to M/s Sharad Advertising Pvt. Ltd. an authorised agency of DAVP / DIP (Delhi Govt.) for publishing the advertisement in the Newspaper (H.T. Delhi) for purchase of D.G. set.

7.12 A sum of Rs.21,241/- paid to M/s Graphisads Private Limited an authorised agency of DAVP / DIP (Delhi Govt.) for publishing the advertisement in the Newspaper (H.T. Delhi) for appointment of Lecturers.

7.13 A sum of Rs.3,234/- paid to M/s Super Bazar for purchase of 2 Tyres and 2 Tubes for college staff car with the post facto approval of the Technical Officer, State Transport Authority (Delhi Govt.).

7.14 A sum of Rs.900/- paid to M/s Car Lovers for repair charges of air conditioner of staff car out of general reserve fund with the approval of the Chairman, Governing Body.

Chairman

Sukhdev College of Business Studies

Jhilmil Colony, Vivek Vihar,

Member Secretary

Governing Body

College of Business Studies



- 7.15 A sum of Rs.39,053/- paid to M/s Kalindi Enterprises for printing charges of 9867 (10000-133) Student's Assignment Registers, being the lowest bidder out of 5 quotations received (in all - quotations from 18 firms were invited), out of the Students' Societies Account, on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body.
- 7.16 A sum of Rs.14,712/- (11,030+3,682) paid to M/s Universal Motors for repair charges of college staff car with the approval of the Technical Officer, State Transport Authority (Delhi Govt.).
- 7.17 A sum of Rs.18,424/- paid to M/s Annapoorna Industrial Corporation for cost of 14 two seater desks, being the lowest bidder out of 4 quotations received (in all - quotations from 17 firms were invited), out of the (Development Fund) Students' Societies Account, on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body.
- 7.18 A sum of Rs. 6, 500/- paid to M/s Web Solutions for renewal of space for internet site for one year out of the Students Societies Accounts (College Development Fund) with the approval of the Chairman, Governing Body.
- 7.19 To report for approval the payment of Rs. 73,684/- in connection with purchase & installation of 3 air conditioners from M/s Voltas Ltd. at DGS & D rates, as the Governing Body approved in its meeting held on 22/04/2000.
- 7.20 To report for approval the action of the Chairman in granting permission to purchase computer hardwares & printers etc. for Rs.16 lakhs approximately out of Societies Fund.

All the reporting items from item no. 7.1 to 7.20 were noted and approved.

SUPPLEMENTARY AGENDA

Office

- 1/ To approve the action of the Chairman, in appointing the following persons on the teaching faculty as per the nature of appointment and period mentioned against each:

S.No.	Name	Nature of appointment	Period
1	Mr. Ratnesh Saxena	Guest Faculty (Period basis) Computer Science	From 10/08/2001 till the end of the semester

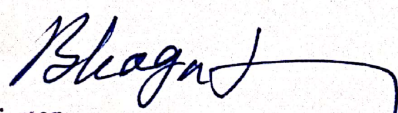
Approved

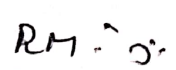
- 2/ To approve the assignment of Annual Maintenance Contract of some of the college Computer systems and hardwares for the year 2001-2002 at Rs. 80,000/- with M/s Kusp Electornics Pvt. Ltd., who quoted lowest out of the six tenders received by the college. The tenders were invited from 26 IBM service providers. After completing the codal formalities the contract was assigned with the approval of the Chairman and the Treasurer, Governing Body. (Annexure – Sup.-I).

Approved

- 3/ To report the complaint of Mr. Aditya Sardana – an applicant for admission to BBS Course for alleged irregularities in admissions and the reply of the college to the University of Delhi and a copy sent to the Directorate of Higher Education, Govt. of NCT of Delhi. Record is placed before the Governing Body for perusal and its satisfaction in the matter.

Reply approved and complaint rejected.


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4/ To report the court decree (copy enclosed) in a case between Mr. I.S. Chauhan – Prop. M/s Sudhir Printers Vs College of Business Studies filed by the Printer in the year 1997 with regard to the printing of college prospectus. A brief note along with the orders of the Chairman Governing Body and the copy of the judgement is placed before the Governing Body for its decision. (Annexure – Sup. -II)

The Governing Body devoted time to understand the case and after discussion approved the action of the Chairman to seek legal advice to file an appeal in the High Court against the order. The Governing Body after due deliberations decided to engage Sh. Rajinder Dhawan – Advocate High Court for the job out of the panel approved by the University of Delhi. It was further decided that an appeal be filed if the legal advice is in favour of an appeal. The Governing Body also decided to pay the bill of Sh. Sudhir Kumar Luthra, Advocate, engaged for the lower court, amounting to Rs.8,490/- as per University norms.

“Resolved that legal advice be sought to file an appeal in the High Court against the order. Mr. Rajinder Dhawan from University approved panel be approached for legal advice and if he advises, appeal be filed.”

Any other matter

The Governing Body approved three Air Conditioners of 1.5 tonne capacity for the use in the staff room (two nos.) and for library (one no.).

Meeting then ended with a vote of thanks to the Chair.

(Chairman – Governing Body)

Chairman
Sudhdev College of Business Studies
Jalmail Colony, Vivek Vihar,
Delhi-110095

R. S.
(Secretary – Governing Body)
Member Secretary
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*Minutes confirmed
by circulation vide
letter no. 21/8/2001
dt 21/8/2001*