

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on May 3, 2002 at 4.30 p.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Dr. J.N. Bhatnagar – Chairman
2. Sh. Harish Jain – Member
3. Sh. N.S. Raghav – Member
4. Ms. Kavita Kapur – Member, Teacher Representative
5. Dr. R.M. Singh – Member Secretary
(Principal)

- 1/ To report the minutes of the old Governing Body meeting held on November 5, 2001 and confirmed by circulation and the minutes of the truncated Governing Body meeting held on January 23, 2002 for information and approval. (Annexure – I)

Resolved that the confirmation of the minutes of the Governing Body meeting held on 05/11/2001 and minutes of the truncated Governing Body meeting held on 23/01/2002 by circulation be recorded.

- 2/ Report of the "Action Taken" on the minutes of Governing Body meeting held on 17/08/2001.

Resolution

Action taken

Item No. – Under any other matter

For purchase of three Air Conditioners of 1.5 tonne capacity for the use in the staff room (two nos.) and for library (one no.)

Purchase will be made shortly

Resolved that the report of the 'Action Taken' be recorded.

- 3/ To consider the purchase of about 75 meter of rubber water hose pipe which will cost around Rs.10,000/- for use in gardening of the college. Since the existing one has completed its life.

Approved

- 4/ To report for approval the payment of Rs.2,34,889/- (Two Lakh Thirty Four Thousand Eight Hundred Eighty Nine Only) made to M/s Sudhir Printers as per the advice of the Hon'ble High Court communicated by the college advocate Sh. Rajinder Dhawan and the decision of the Chairman and Treasurer to settle the case by making the above payment as authorized by the Governing Body.

Approved

- 5/ To consider the appointment of college Bursar -- Dr. Preeti Rajpal Singh, Reader, who completed her term as Bursar on 20/03/2002 and is still continuing as Bursar with the permission of the Chairman.

It is recommended that she may be continued for a further term of one year i.e. upto 20/03/2003.

Approved

Jagdish Narain
Chairman
Sukhdev College of Business Studies
Jhilmil Colony, Vivek Vihar,
Delhi-110095

R.M. Singh
Member Secretary
Governing Body
College of Business Studies
Vivek Vihar, Delhi-110 095.

6/ To consider and approve the following infrastructural development of the college out of APC ~~Expend~~
Students' Society Funds/ College Development Fund.

- (a) Renovation of Computer Lab.-I (includes flooring, minor repair work and distempering of walls)
- (b) Renovation of Placement cell (includes partitioning, flooring, minor repair work, furnishing and distempering).
- (c) Renovation of Principal's Office (includes floor carpeting, distempering and furnishing)
- (d) Renovation of staff room (includes re-furnishing and air-conditioning).
- (e) Creation of an improvised room in front of placement cell covering blocked verandah, for doing various Students' activity work (includes aluminium framing/ glass partition etc.).
- (f) To provide with/ change of curtain in the college offices/ staff room/ class rooms.

Approved – Subject to availability of funds.

7/ To approve the expenditure to be incurred on interactive college portal, out of college development fund. The approximate one time cost would be around Rs.25,000/- whereas in the market they charge Rs.6,000/- per year for 25 MB space whereas the present proposal is for 1 GB space and free 25 MB space for each faculty.

Approved

8/ To report for approval the payment of professional charges of Sh. Rajinder Dhawan in connection with handling the court case of College Vs Mr. I.S. Chauhan (Sudhir Printer) at the High Court level (as was decided by the Governing Body) as per University rules.

The matter was discussed and it was observed that University permits low rates at which good advocate would never be available. Hence his entire payment be made out of APC Funds and the University should be requested to revise its rates.

9/ To report for approval the dropping/ withdrawal of entrance examination centre at Mumbai from the session (2002) since the number of applicants for that centre reduced to unreasonably low.

Noted & approved

10/ To report for approval the purchase of the following UPS units from M/s Enertech UPS LTd. as per DGS & D rate contract, which was done through Purchase Committee and with the permission of the Chairman.

S.No.	UPS Rating (KVA)	Input Phase	Output Phase	Backup Time (Minutes)	SMF Batteries (Min. VAH) Rating	Quantity (Number of Units)
1	One	Single	Single	30	800	Five
2	Three	Single	Single	30	2400	Two
3	Five	Single	Single	30	4000	Two

Approved

11/ To consider and approve the purchase of two photocopiers, one for library use and the other for office, out of the APC fund.

The existing units of library and office both have completed more than 10 years service life. The manufacturing company (M/s Modi Xerox) phased out these models and is no more ready to continue AMC of these machines.

Approved

Chairman
Jagdish Narain
Bukhdev College of Business Studies
Jhilmil Colony, Vivek Vihar,
Delhi-110095

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

12/ To approve the printing of OMR answer sheets required for entrance examination 2002 at the same rates which were paid last year (payments are made out of APC Funds).

Approved

13/ To consider the assignment of responsibility for handling the college website to an employee (s) with some monthly honorarium, since there is no specific post in the college for this purpose.

Deferred

14/ To consider the purchase of one LCD Projector for college, out of APC Fund. The proposal if approved will be processed by the College Purchase Committee.

Approved

15/ Reporting Item (Office)

15.1 To report for approval the action of the Principal 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	Mr. P.N. Pandey (Business Studies)	Lecturer (Ad-hoc basis),	From 01/02/2002 to 30/04/2002 or till the dispersal of classes
2	Ms. Mamta Mittal (Computer Science)	Lecturer (Ad-hoc basis),	From 01/02/2002 30/04/2002 or till the dispersal of classes (Left on 22/02/2002 A.N.)
3	Ms. Sujata Bhardwaj (Computer Science)	Guest faculty (Period basis),	From 08/02/2002 till the end of the semester
4	Prof. H.S. Prasad (Financial Studies)	Guest faculty (Period basis),	From 18/02/2002 till the end of the semester (Left)
5	Prof. S.K. Ghosh (Computer Science)	Guest faculty (Period basis),	From 28/02/2002 till the end of the semester
6	Mr. P.C. Chatterjee (Financial Studies)	Guest faculty (Period basis),	From 13/03/2002 till the end of the semester

All ad-hoc appointments have been made with the approval of the concerned University department/
Dean, Faculty of Applied Social Sciences.

15.2 To report for approval the action of the Principal for extending the appointment of the following Ad-hoc Lecturers upto 30th April 2002 as per the University rules.

- (a) Mr. P.N. Pandey
- (b) Ms. Kishori Ravi Shankar
- (c) Ms. Shivani
- (d) Ms. Shikha Gupta

15.3 To report for approval the action of the Principal in appointing Mr. Atul Jain as Placement Officer w.e.f. 05/02/2002 on purely Ad-hoc basis till 30th April 2002.

15.4 To report for approval the action of the Principal for extending the appointment of Ms. Preeti Arora as Lab. Attendant on purely Ad-hoc basis upto 30th April 2002.

15.5 To report for approval the sanction of 26 days 'Leave Not Due' on medical grounds to Mr. Atul Bhardwaj, Technical Assistant from 24/12/2001 to 18/01/2002.

Chairman
Sukhdev
Jyoti Naran
College of Business Studies
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Member Secretary
Governing Body
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- 15.6 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	Mr. A. Sengupta	Admtn. Officer	01/02/2002	Rs. 325/-
2	Ms. Rama Shukla	Assistant	01/02/2002	Rs. 125/-
3	Mr. Mohd. Ahmad	Care Taker	01/02/2002	Rs. 100/-
4	Mr. Atul Bhardwaj	Technical Asstt.	01/02/2002	Rs. 175/-
5	Mr. J.V. Anand	Data Entry Operator	01/03/2002	Rs. 125/-
6	Mr. Imtiaz Ahmad	Input Output Asstt.	01/03/2002	Rs. 125/-
7	Mr. Jagdev Singh	G.O.	01/03/2002	Rs. 75/-
8	Mr. Harbhajan Singh	Driver	01/03/2002	Rs. 75/-
9	Mr. Drigpal	O.A.	01/03/2002	Rs. 60/-

- 15.7 To report the approval of the University regarding promotion and fixation of pay of Mr. A. Sengupta in the senior scale of Rs.10000-15200 w.e.f. 04/02/2001 at Rs.10325/- with the next date of increment 01/02/2002, vide University letter no. CB-III/Min./2002/39072 dated 14/16 January 2002.

- 15.8 To report that the college has received the following cheques towards retirement benefit in respect of Mr. A. Sengupta from Shaheed Bhagat Singh College (SBSC) vide letter no. SBSC/933 dated 18/02/2002. Past services of Mr. A. Sengupta have already been counted vide University letter no. CB-III 97/37026 dated 16/12/97:

S.No.	Head	For the period	Amount (Rs.)	Cheque No.	Date
1	Gratuity	19/01/70 to 15/11/87	14,875.00	907079	05/02/2002
			425.00	907099	22/02/2002
2	Leave Encashment	For 174 days	11,142.00	907080	05/02/2002

- 15.9 To report the approval of the University for grant of two advance increments to Dr. S.K. Goyal for acquiring Ph.D. degree w.e.f. 13/04/2000 along with the next date of increment 01/04/2001 vide University letter no. CB-I/P.F./2001/34317 dated 04/12/2001.

All the items from item no. 15.1 to 15.9 were noted and approved.

Item (Accounts)

16/ Reporting Item (Accounts) for approval

- 16.1 Following employees were granted Loan/Final withdrawal out of their provident fund.

S.No.	Name	Designation	Amount	Date	Purpose
1	Ms. Rama Shukla	Assistant	80,000/-	01/02/2002	Son's Marriage
2	Sh. Vaidu	Safai K.	10,000/-	01/02/2002	Medical Treatment
3	Sh. Manohar Lal	Daftri	10,000/-	01/02/2002	House Construction

- 16.2 To report the following investment 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 P.F. Committee and consent of elected representatives of P.F. subscribers.

S.No.	Amount	Date
(i)	Rs.1,00,000/-	04/03/2002
(ii)	Rs.97,000/-	05/04/2002

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Jagdev College of Business Studies
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Rm. S.
Member Secretary
Governing Body
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Vivek Vihar, Delhi-110 095.

- 16.3 To report the following investments (fixed deposits) out of the Employees' Provident Fund Account, matured and had been reinvested in fixed deposits along with interest for a period of three years, on the recommendations of the P.F. Committee and consent of elected representatives of P.F. subscribers.

<u>S.No.</u>	<u>Amount (Principal+Interest)</u>	<u>Date of Maturity</u>
i)	Rs.4,91,797/-	22/02/2002
ii)	Rs.6,32,311/-	11/03/2002
iii)	Rs.8,604/-	09/04/2002

- 16.4 To report the following investments (fixed deposits) out of the APC Fund, matured and had been reinvested in fixed deposits along with interest for a period of three years.

<u>S.No.</u>	<u>Amount (Principal+Interest)</u>	<u>Date of Maturity</u>
i)	Rs.91,767/-	09/04/2002
ii)	Rs.48,701/-	09/04/2002

- 16.5 A sum of Rs.40,000/- towards 1st and 2nd quarterly AMC installment of Rs.20,000/- each paid to M/s Kusp Electronics Pvt. Ltd. (the AMC of Computer and Printer was approved by the Governing Body in its meeting held on 17/08/2001).

- 16.6 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 the Purchase Committee.

- 16.7 A sum of Rs.7,409/- paid to M/s Universal Motors (Govt. approved workshop) for repair charges of college staff car with the approval of the Technical Officer, State Transport Authority (Delhi Govt.).

- 16.8 A sum of Rs.16,480/- paid to M/s Rohit Enterprises, being the lowest bidder, for printing charges of 400 Placement Brochure and 300 Envelopes, on the recommendations of the Purchase Committee. In all quotations were invited from 18 firms out of which four responded.

- 16.9 A sum of Rs.6,450/- paid to M/s Super Computers, being the 2nd lowest bidder (since the lowest bidder did not supply the order), for printing charges of College letter head pads (100 nos.), on the recommendations of the Purchase Committee. In all quotations were invited from 18 firms out of which seven responded.

- 16.10 A sum of Rs.1,52,593/- paid to M/s Mittal Enterprises being the lowest bidder for printing charges of 6,965 copies (7,000 —35) of Information Bulletin, 7,000 forms and acknowledgement card BBS/ BFIA entrance examination 2002 on the recommendations of the Purchase Committee. In all quotations were invited from 20 firms out of which 5 responded.

- 16.11 A sum of Rs.8,042/- paid to M/s Graphisads Private Limited an authorized agency of DIP (Delhi Govt.) for publishing advertisement in newspaper for purchase of five UPS of model TVSE Lan UPS 1000 M 35 minutes backup.

- 16.12 To report for approval the action of the former Chairman in approving the observations of the college on the audit report of the ELFA for the year 2000-2001. (Annexure - II)

All the reporting items from item no. 16.1 to 16.12 were noted and approved.

SUPPLEMENTARY AGENDA

- 1/ To report that the minutes of the Newly constituted Governing Body meeting held on March 6, 2002 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 06/03/2002 by circulation be recorded.

R.M. D>
Member Secretary
Governing Body
College of Business Studies
Vivek Vihar, Delhi-110 095.

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2/ Reporting Items (Office)

2.1 To report for approval the acceptance of services of security guards/ safai karamchhari from M/s Adsum Security Network. Since Ms Jet Eye Security Services (P) Ltd., the earlier service provider has changed its title as M/s Adsum Security Network as intimated by M/s Jet Eye Security Services (P) Ltd. vide their letter dated April 30, 2002. (Annexure)

Approved

2.2 To report for approval the action of the Chairman, in appointing Mr. S.K. Dagar as Jr. Asst. Cum Typist (on Ad-hoc basis) for a period of six months w.e.f. 02/05/2002.

Approved

2.3 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	Reader	01/04/2002	Rs. 420/-
2	Mr. Chander Pal	Mali	01/04/2002	Rs. 65/-
3	Mr. Baleshwar	Mali	01/04/2002	Rs. 65/-

Noted & approved

(Chairman - G.B.)
Jaydev Narain
Chairman
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Delhi-110095

R.M. S.
(Member Secretary - G.B.)
Member Secretary
Governing Body
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Vivek Vihar, Delhi-110 095.

*Minutes Confirmed
by circulation vide
letter No. CBS/office/2002/173-175
dated 06/05/2002.*