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SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on August 19, 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. Karan Singh – Treasurer
3. Sh. Ashok Kumar Verma – Member
4. Sh. N.S. Raghav – Member
5. Prof. Y.P. Singh – Member, Univ. Representative
6. Ms. Anuja Mathur – Member, Teacher Representative
7. Dr. R.M. Singh – Member Secretary
(Principal)

- 1/ To report the minutes of the Governing Body meeting held on May 3, 2002 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 03/05/2002 by circulation be recorded.

- 2/ Report of the "Action Taken" on the minutes of Governing Body meeting held on 03/05/2002.

	<u>Resolution</u>	<u>Action taken</u>
Item No. – 3:	Purchase of 75 meter of rubber water hose pipe for use in gardening of the College	Purchase has been made
Item No. – 6:	(a) Renovation of Computer lab.-I (b) Renovation of Placement Cell (c) Renovation of Principal's Office (d) Renovation of Staff Room (e) Creation of an improvised room in front of placement cell (f) To provide with/ change of curtain in the college offices/staff room/class room	Yet to be taken up except item (f) which is under process
Item No. – 7:	Approval of the expenditure to be Incurred on interactive college portal	College portal www.cbsd.edu.net is functional
Item No. – 11:	Purchase of two photocopiers machine (one for library and other for office)	Yet to be purchased
Item No. – 14:	Purchase of one LCD Projector for college	Process has been started, yet to be finalized
Item No. –	Under any other matter (G.B. meeting 17/08/2001) 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.)	Supply order for 3 air conditioners has been placed at DGS & D approved rates

Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 03/05/2002 be recorded.

Jagdish Nare
(Chairman)

R.M. Singh
(Principal Secretary)

3/

To consider and approve the 'stock taking' report (2001-2002) of the college library and to permit the writing off the lost books (from stock) as detailed below: (Annexure - I)

S. No.	Account No.	Class No.	Author	Title	Cost Rs.
1	230	823.91	Narayan	Malgudi days	49.75
2	708	823.91	Maclean	Partisans	65.25
3	2486	005.133COB	Richard	COBOL: A structured approach	45.00
4	3122	823.91	Joyce	Ulysses	331.73
5	4353	005.75850	Inmon	Oracle	99.00
6	6459	005.133C	Jayasri	C language trainer with C graphics and C++	110.00
7	7285	823.91	Pirsig	LILA	140.00
8	8315	650.91	Piramal	Business Maharajas	250.00
Total :					1,090.73

Total number of issue of books during 2001-02 = 16,012

Total number of issue of magazines during 2001-02 = 1,002

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/ Reporting Items (Office)

4.1 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:

Sl. No.	Name	Nature of appointment	Nature of vacancy	Period
1.	Ms. Kishori R. Shanker	Lecturer (Ad-hoc basis)	Permanent	From 16/07/2002 till the end of the 1 st term (30/09/2002)
2.	Ms. Sujata Bhardwaj	-do-	Leave	From 16/07/2002 till the end of the 1 st term (30/09/2002)
3.	Ms. Damini Gupta	-do-	Leave	From 16/07/2002 till the end of the 1 st term (30/09/2002)
4.	Ms. Suman Madan	-do-	Permanent	From 16/07/2002 till the end of the 1 st term (30/09/2002)
5.	Ms. Shivani	-do-	Temporary	From 16/07/2002 till the end of the 1 st term (30/09/2002)
6.	Ms. Shikha Gupta	-do-	Permanent	From 16/07/2002 till the end of the 1 st term (30/09/2002)
7.	Ms. Meghna Sachdeva	-do-	Leave	From 18/07/2002 till the end of the 1 st term (30/09/2002)
8.	Ms. Anjni Anand	-do-	Leave	From 08/08/2002 till the end of the 1 st term (30/09/2002)
9.	Ms. Deepa Bhatnagar	Guest Faculty (Period basis)	----	From 16/07/2002 till the end of the semester
10.	Dr. D.C. Shukla	-do-	----	From 16/07/2002 till the end of the semester
11.	Dr. Prasannanshu	-do-	----	From 17/07/2002 till the end of the semester

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(Chairman)

PM. S.
(Principal)

12. Dr. S.K. Ghosh	-do-	----	From 17/07/2002 till the end of the semester
13. Dr. Balbir Singh	-do-	----	From 17/07/2002 till the end of the semester
14. Mr. Ratnesh Saxena	-do-	----	From 17/07/2002 till the end of the semester
15. Prof. I.C. Dhingra	-do-	----	From 18/07/2002 till the end of the semester
16. Ms. Arshia Hussain	-do-	----	From 18/07/2002 till the end of the semester (Left on 07/08/02)
17. Ms. Kanchan Mohindra	-do-	----	From 19/07/2002 till the end of the semester
18. Mr. A.K. Gupta	-do-	----	From 19/07/2002 till the end of the semester
19. Ms. Punita Saxena	-do-	----	From 23/07/2002 till the end of the semester
20. Mr. Pankaj Vajpayee	-do-	----	From 25/07/2002 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.

- 4.2 To report for approval the action of the Chairman in appointing Ms. Nidhi Sethi as Lab. Attendant in the pay scale of Rs.2650-65-3300-70-4000 on purely Ad-hoc basis for a period of six months w.e.f. 01/08/2002 in place of Mr. Peter Toppo who resigned.
- 4.3 To report for approval the acceptance of resignation of Mr. Peter Toppo, Lab. Attendant w.e.f. 16/05/2002 and he has been granted 59 days leave without pay from 18/03/2002 to 15/05/2002 after adjustment of his final leave account.
- 4.4 To report for approval the action of the Chairman for extending the Extra Ordinary Leave (leave without pay) to Dr.H.K. Porwal, Reader in the department of Business Studies upto 11/10/2003.
- 4.5 To report for approval the action of the Chairman for granting Extra Ordinary Leave (leave without pay) to Ms.Kavita Kapur, Lecturer in Reader's Grade in the department of Business Studies from 18/07/2002 to 20/12/2002 for revision of a computer book.
- 4.6 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. M.S. Tyagi	S.P.A.	01/05/2002	Rs. 175/-
2	Mr. S.K. Jairath	S.O.	01/05/2002	Rs. 200/-
3	Dr. R.M. Singh	Principal	01/06/2002	Rs. 500/-
4	Dr. Poonam Verma	Reader	01/07/2002	Rs. 420/-
5	Ms. Tanuja Sharma	Reader's Grade	01/07/2002	Rs. 420/-
6	Ms. Kavita Kapur	-do-	01/07/2002	Rs. 325/-
7	Ms. Kavita Rastogi	Sr. Lecturer	01/07/2002	Rs. 325/-
8	Ms. Shalini Prakash	Sr. Lecturer	01/07/2002	Rs. 325/-
9	Ms. Rohini Singh	Sr. Lecturer	01/07/2002	Rs. 175/-
10	Mr. S.Q. Abbas	Sr. Asstt.	01/07/2002	Rs. 100/-
11	Mr. Pradeep Verma	Assistant	01/08/2002	Rs. 420/-
12	Dr. Pteet Rajpal Singh	Reader		

Jagdish Narain
(Chairman)

R.M.S.
(Principal)

13	Ms. Tarannum Ahmad	Lecturer in Sr. Scale	01/08/2002	Rs. 325/-
14	Mr. Rajinder Singh	Assistant	01/08/2002	Rs. 125/-
15	Ms. Sheelwant Kaur	Lecturer (Temporary)	01/08/2002	Rs. 275/-
16	Ms. Manju Sahni	Lecturer (Temporary)	01/08/2002	Rs. 275/-

4.7 To report the approval of the University for grant of two advance increments to the following employees for acquiring Ph.D. degree during service w.e.f. 27/07/1998 with the next date of increment as mentioned against their names, vide University circular no. CB-I/2002/3945 dated 08/05/2002.

S.No.	Name & Designation	Next date of Increment	University approval
i)	Dr. R.M. Singh (Principal)	01/06/1999	vide letter no. CB-I/P.F./2002/7073 dated 31/05/2002
ii)	Dr. Preeti R. Singh (Reader)	01/08/1998	vide letter no. CB-I/P.F./2002/7889 dated 06/06/2002

All the items from item no. 4.1 to 4.7 were noted and approved.

Items (Accounts)

5/ To consider and approve the Income and Expenditure statement of BBS / BFIA entrance examination 2002 held on 02/06/2002. (Annexure – II)

Approved

6/ To approve the non-recurring budget for the year 2002-2003. (Annexure –III)

Approved

7/ Reporting Items (Accounts) for approval

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

S.No.	Name	Designation	Amount	Date	Purpose
1	Mr. Pradeep Verma	Assistant	11,000/-	03/04/2002	Sister's engagement
2	Ms. D.K. Sachdeva	Tech. Asstt.	18,000/-	01/05/2002	Daughter's Higher Education
3	Sh. Mohinder Pal	Library Attend.	10,000/-	01/05/2002	Mundan ceremony of son
4	Dr. Poonam Verma	Reader	2,50,000/-	14/06/2002	Purchase of land
5	Sh. Mohinder Pal	Library Attend.	30,000/-	01/08/2002	Purchase of land

7.2 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 recommendation of the P.F. Committee and consent of elected representatives of P.F. subscribers and the approval of the Treasurer-Governing Body.

S.No.	Amount	Date
(i)	Rs.69,500/-	01/05/2002
(ii)	Rs.3,88,000/-	15/05/2002

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R.M.S.
(Principal)

- 7.3 To report that a sum of Rs.25,00,000/- (out of the surplus money of BBS / BFIA entrance examination 2002) invested with Canara Bank under fixed deposits scheme for a period of three years, on 12/06/2002, out of Shaheed Sukhdev College of Business Studies APC Fund with the approval of the Chairman, Governing Body.
- 7.4 To report the following investment with Canara Bank under fixed deposit scheme out of the Students' Societies' Account
- | | <u>Amount</u> | <u>Date</u> | <u>Period</u> |
|-----|----------------|-------------|---------------------------------|
| (a) | Rs.30,00,000/- | 05/07/2002 | 3 Years |
| (b) | Rs.1,00,000/- | 05/07/2002 | 8 months (upto end of the year) |
- (Money donated by the founder Principal – Dr. S.S. Gulshan as corpus fund to give prizes to BBS & PGDCA Final year toppers out of interest income)
- 7.5 A sum of Rs.11,00,000/- (3,00,000+8,00,000) transferred from Students' Societies Account to College Maintenance Account for the payment of salary to the staff for the month of April and May 2002 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 20/06/2002.
- 7.6 To report that the 19,350 units (6450+6450+6450) of MIS 97 with Unit Trust of India matured on 30/04/2002. The maturity value along with interest of the above unit was 3,88,160.07 (1,29,386.69 X 3) out of which a sum of Rs. 3,88,000/- had been reinvested in fixed deposits with the Canara Bank for a period of three years on the recommendation of the P.F. Committee and consent of the elected representatives of P.F. subscribers and the approval of the Treasurer of the Governing Body.
- 7.7 A sum of Rs.1,56,505/- paid to M/s Eneritech UPS Limited towards cost of two UPS (one 5KVA and one 3KVA) on the recommendation of the Purchase Committee and the approval of the Treasurer and Chairman of the Governing Body. Purchase was made at DGS & D – Govt. of India approved rates.
- 7.8 A sum of Rs.20,000/- towards 3rd 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).
- 7.9 A sum of Rs.2,250/- towards 2nd, 3rd and 4th installment paid to M/s MIC Info. Solutions Pvt. Ltd. for AMC of laser printer, with the approval of the Chairman, Governing Body as per AMC approved by the Governing Body in its meeting held on 26/07/1999.
- 7.10 A sum of Rs.30,584/- (26,322+4,262) 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.).
- 7.11 A sum of Rs.37,516/- paid to M/s Super Computer, being the lowest bidder, for printing charges of 543 copies of College Magazine on the recommendation of the Purchase Committee and the approval of the Chairman, Governing Body. Quotations were invited from 20 firms out of which five responded.
- 7.12 A sum of Rs.20,031/- paid to Mr. Peter Toppo, (Computer Lab. Attendant) who resigned from the services of the college w.e.f. 16/05/2002 towards full & final payment of P.F. Accounts (Principal Amount upto 31/03/2002 and Interest Amount upto 31/03/2001). The balance amount of interest (final payment) would be released after the audit of the same.
- 7.13 A sum of Rs.25,000/- paid as one time charge to M/s IYCWorld for designing and hosting college portal (cbsdu.net) as approved by the Governing Body in its meeting held on 03/05/2002 out of the (college development fund) - Students' Societies Account on the recommendation of the Purchase Committee and approval of the Treasurer, Governing Body.

— Jagdish Narain
(Chairman)

R. S. S.
(Principal) —

- 7.14 A sum of Rs.5,769/- paid (after adjustment of advance of Rs.5,000/- towards court fees) as approved by the University of Delhi, to Mr. Rajinder Dhawan, Advocate towards fee for contesting the case in the Hon'ble Delhi High Court against the verdict of the lower court (in connection with the case of M/s Sudhir Printers Vs Shahced Sukhdev College of Business Studies) out of APC Fund.
- 7.15 A sum of Rs.3,600/- paid to Mr. Sudhir Kumar Luthra, Advocate towards hearing fees for the case (CWP No. 2590 of 1999 in the matter of SC/ST Employees Welfare Association and another Vs. University of Delhi and 85 others) in the Hon'ble Delhi High Court as approved by the University of Delhi.

All the reporting items from item no. 7.1 to 7.15 were noted and approved.

SUPPLEMENTARY AGENDA

Items Office

- 1/ To inform the members regarding withdrawal of membership from the Governing Body by Mr. Vinod Kapoor.

Noted

- 2/ To approve the action of the Chairman regarding payment of flat rate conveyance charges of Rs.100/- in place of Rs.50/- to the non-teaching staff who perform the examination duty at the entrance examination centre. The same may be allowed for future also.

Approved

- 3/ To write off the following books (Total value Rs.208.11) which were not recovered from Mr. Ajay Kumar Mishra, who left the college half way without getting clearance. The same amount may be allowed to be deducted from his security. (Connected with main agenda item no. 3)

S. No.	Account No.	Author	Title	Cost Rs.
1	5709	Jain	Textbook of analytical geometry of two dimensions	80.00
2	5	Shelley	Computer Studies	40.00
3	2180	Hancock	C Primer	88.11

Approved

- 4/ To allow the fee to be charged by M/s IYCWorld on optional basis from registered students amounting to Rs.200/- per student for using college portal with integrated e-mail (having 2MB mail box capacity per account).

Approved

- 5/ To consider and decide the amount of remuneration to be paid to the employee for handling college website / e-mails (refer agenda item no. 13 (main) meeting dated 03/05/2002).

Resolved that "Chairman is authorized to take the decision after receiving the concrete proposal from the Principal".

Jagdish Nare
(Chairman)

Rm. S.
(Principal)

6/ Reporting Item(s) (Office) for approval

- 6.1 To report the approval of the University for retention of previous date of increment of Mr. Ajay Jaiswal who joined us on 07/09/2001 as Lecturer (on temporary basis) from Acharya Narendra Dev College, which falls on 20th/1st November, 2001 with subsequent date of increments as 1st November every year. The approval was communicated by the University vide letter no. CB-I/HS/2002/1873 dated 17/04/2002.

Noted and approved

7/ Reporting Items (Accounts) for approval

- 7.1 Following employees were granted Final withdrawal out of their provident fund.

S.No.	Name	Designation	Amount	Date	Purpose
1	Dr. Narender Kumar	Librarian	2,00,000/-	14/08/2002	Purchase of house
2	Sh. S.K. Jairath	S.O. Accounts	2,85,000/-	14/08/2002	Purchase of house
3	Sh. Jaivarsh Anand	D.E.O.	40,000/-	14/08/2002	House Renovation
4	Ms. D.K. Sachdeva	Tech. Asstt.	35,000/-	14/08/2002	Purchase of computer
5	Sh. Ramesh Chand	S.P.A. (Library)	80,000/-	14/08/2002	Construction of new house

- 7.2 To report that the investment of Rs.6,00,000/- with the Canara Bank under fixed deposit scheme out of the employees Provident Fund Account which was matured on 13/08/2002 had been encashed for making the payment to the employees whose loan/ final withdrawal applications are pending with the accounts section. The remaining amount along with interest of the above F.D.(i.e. Rs.1,65,000/-), invested in fixed deposits with Canara Bank for a period of three years on the recommendation of the P.F. Committee and consent of elected representatives of P.F. subscribers and the approval of the Treasurer-Governing Body.
- 7.3 A sum of Rs.5,500/- paid to M/s Excelsior Enterprises, being the lowest bidder, for printing of Library Stationary on the recommendation of the Purchase Committee and the approval of the Chairman, Governing Body. Quotations were invited from 20 firms out of which four responded.
- 7.4 A sum of Rs.1,632/- 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.).

All the items from item no. 7.1 to 7.4 were noted and approved.

Jagdish Narain

(Chairman – Governing Body)
Chairman
S. Sukhdev College of Business Studies
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Delhi-110095

Rajiv

(Secretary – Governing Body)
Member Secretary
Governing Body
S. College of Business Studies
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*Minutes Confirmed
by circulation vide
letter No. CBS/office/2002/470-475
dated 23/08/02*