

Minutes of the Governing Body meeting held on December 23, 2002 at 4.00 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. Tanuja Sharma – Member, Teacher Representative
5. Ms. Anamika R. Gupta – Member, Teacher Representative
6. Dr. R.M. Singh – Member Secretary  
(Principal)

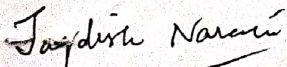
- 1/ To report that the minutes of the Governing Body meeting held on August 19, 2002 were confirmed by circulation to members.

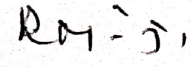
*Resolved that the confirmation of the minutes of the Governing Body meeting held on 19/08/2002 by circulation be recorded.*

- 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. – 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. The supply for curtain drapery rods (mentioned in f) has been placed
Item No. – 11: Purchase of two photocopiers machine (one for library and other for office)	Two Photocopier machines (Sharp brand) have been purchased at DGS & D approved rates.
Item No. – 14: Purchase of one LCD Projector for college	Purchase process is on. The supply order to be placed shortly.
Item No. – Under any other matter (G.B. meeting dated 17/08/2001) Purchase of three Air Conditioners of 1.5 ton capacity for use in the staff room (two nos.) and for library (one no.)	3 Air conditioners (Voltas) have been purchased 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.*

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

  
Member Secretary  
Shaheed Sukhdev College of Business Studies  
(University of Delhi)  
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- 3/ To report for consideration the recommendations of the Purchase Committee with regard to assignment of Annual Maintenance Contract of some of the college Computer systems and hardware for the year 2002-2003 at Rs.59,900/- to M/s Multiple Zones (I) Pvt. Ltd., who quoted lowest out of the 12 tenders received by the college. The tenders were invited from 33 vendors (23 IBM service providers and 10 Govt. empanelled firms). After completing the codal formalities the purchase committee, following the G.F.R., recommended the name of M/s Multiple Zones (I) Pvt. Ltd. for assigning the AMC at lowest quoted price of Rs.59,900/-.

Since this firm was not empanelled with the I.T. Deptt. of Govt. of Delhi, the complete file was sent to the Director, Higher Education, who in turn directed the college not to go out of the Govt. list. If the direction of Education Deptt. is followed, it causes a loss of Rs.35,437/- to the Govt..

*After discussion the Governing Body resolved that the AMC be assigned to the lowest bidder as per GFR and the direction communicated by the office of the Director, Higher Education which is in contravention to the GFR, be ignored.*

- 4/ To consider and approve the stock taking report of the computer lab. (as on 28/11/2002).

*Approved*

- 5/ To consider and approve the 'stock taking' report of the college store as on August 31, 2002 and to permit the writing off of the untraceable / lost items (from stock) as detailed below:

S.No.	Items	Date of Purchase	Quantity			Book Value (Rs.)
			As per stock Register	Existing	Missing	
(1)	Iron angle used in the garden fencing	29/03/90	40	37	3 Pieces (12.5 kg per piece @ Rs.12/- per kg)	450/-
(2)	Intercom Instrument Set (Unserviceable)	21/03/92	09	08	01	1050/- (Obsolete)
(3)	Video Cassettes	16/03/90	01	--	One	480/-
		18/03/90	03	--	Three	
						(@ Rs.120/- each)

*Approved and resolved that the above (unserviceable / lost) stocks be written off. Though the loss occurred is of a petty nature, however, persons in-charge should be cautioned to be more careful in future.*

- 6/ To approve the recommendations of the Survey Committee to condemn the unserviceable / obsolete items as per Annexure.

*Approved*

#### 7/ Reporting Items (Office)

- 7.1 To report for approval the assignment of responsibility of handling the college portal (as per discussion of the Governing Body, meeting held on 19/08/2002), to Mr. Sanjay Batra, JACT with a monthly remuneration of Rs.400/- p.m. for his additional duty.

*Jagdeep Narain*  
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*R.M. Singh*  
Member Secretary  
Shaheed Sukhdev College of Business Studies  
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- 7.2 To report for approval the action of the Chairman in appointing the following ad-hoc/ guest faculty (for 2<sup>nd</sup> term) with effect from the date and nature of appointment mentioned against each:

Sl. No.	Name	Nature of appointment	Nature of vacancy	Period
1	Dr. M.P. Gupta	Guest Faculty (Period basis)	-----	From 12/08/2002 till the end of the semester
2.	Ms. Vanecta	Lecturer (Ad-hoc basis)	Leave	From 24/09/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)
3.	Ms. Kishori R. Shanker	-do-	Permanent	From 16/10/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)
4.	Ms. Sujata Bhardwaj	-do-	Leave	From 16/10/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)
5.	Ms. Damini Gupta	-do-	Leave	From 16/10/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)
6.	Ms. Suman Madan	-do-	Permanent	From 16/10/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)
7.	Ms. Shivani	-do-	Temporary	From 16/10/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)
8.	Ms. Shikha Gupta	-do-	Permanent	From 16/10/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)
9.	Ms. Meghna Sachdeva	-do-	Leave	From 16/10/2002 till the end of the 2 <sup>nd</sup> term (23/12/2002)

- 7.3 To report for approval the action of the Chairman in appointing the following ad-hoc/ guest faculty (for 3<sup>rd</sup> term) with effect from the date and nature of appointment mentioned against each:

S.No.	Name	Nature of appointment	Period
1.	Dr. Balbir Singh	Guest Faculty (Period basis)	From 13/12/2002 till the end of the semester
2.	Prof. I.C. Dhingra	-do-	From 13/12/2002 till the end of the semester
3.	Ms. Deepa Bhatnagar	-do-	From 13/12/2002 till the end of the semester
4.	Dr. D.C. Shukla	-do-	From 13/12/2002 till the end of the semester
5.	Mr. A.K. Gupta	-do-	From 13/12/2002 till the end of the semester
6.	Mr. Pankaj Vajpayee	-do-	From 13/12/2002 to 23/12/2002
7.	Mr. Ratnesh Saxena	-do-	From 13/12/2002 till the end of the semester
8.	Ms. Kanchan Mohindra	-do-	From 13/12/2002 till the end of the semester
9.	Ms. Meghna Sachdeva	-do-	From 08/01/2003 till the end of the semester
10.	Ms. Kishori R. Shanker (Business Studies)	Lecturer (Ad-hoc basis)	From 08/01/2003 till the end of the 3 <sup>rd</sup> term
11.	Ms. Shivani (Business Studies)	-do-	From 08/01/2003 till the end of the 3 <sup>rd</sup> term
12.	Mr. Pankaj Vajpayee (Financial Studies)	-do-	From 08/01/2003 till the end of the 3 <sup>rd</sup> term

*Jagdeep Narain*  
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 (University of Delhi)  
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*Raj. Singh*  
 Member Secretary  
 Raj. Singh  
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 Vivek Vihar, Delhi-110095

13. Ms. Shikha Gupta (Computer Science)	-do-	From 08/01/2003 till the end of the 3 <sup>rd</sup> term
14. Ms. Damini Gupta (Business Studies)	-do-	From 08/01/2003 till the end of the 3 <sup>rd</sup> term
15. Ms. Suman Madan (Business Studies)	-do-	From 08/01/2003 till the end of the 3 <sup>rd</sup> term

7.4 To report for approval the action of the Chairman in appointing Mr. S.K. Dagar as Jr. Asstt. Cum Typist in the pay scale of Rs.3050-75-3950-80-4590 on purely Ad-hoc basis for a period of six months w.e.f. 06/11/2002.

7.5 To report the confirmation of Ms. Anamika R. Gupta as lecturer in the Deptt. of Computer Science w.e.f. 05/09/2001.

7.6 To report the changing of date of confirmation of the following employees as per their regular appointment mentioned below:

S.No.	Name of the employee & Designation	Present date of confirmation	Changed to
1.	Ms. Rohini Singh (Sr. Lecturer)	01/11/91 (Temporary appointment)	03/08/92 (Date of regular appointment)
2.	Ms. Kavita Rastogi (Sr. Lecturer)	09/09/91 (Temporary appointment)	16/07/92 (Date of regular appointment)

7.7 To report that the college has received a cheque no. 643225 dated 25/09/2002 for Rs.27,463/- from the Office of the Accountant General (A & E) Haryana, Lekha Bhawan, Plot No. 4 & 5, Sector-33 B, Chandigarh, on account of transfer of GPF accumulation along with interest for the services rendered by Mr. Tribhuvan Kumar, Professional Assistant (Library) at C.R. State College of Engineering, Murthal, Sonapat, vide letter no. Fds-18/S-5/2002-03/1008-10 dated 11/10/2002 as an Asstt. Librarian there.

7.8 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	Ms. Sheelwant Kaur	Lecturer (Temporary)	01/08/2002	Rs. 275/-
2	Ms. Manju Sahni	Lecturer (Temporary)	01/08/2002	Rs. 275/-
3	Ms. Anamika R.Gupta	Lecturer	01/09/2002	Rs. 275/-
4	Mr. Basant Lal	Lib. Attendant	01/09/2002	Rs. 75/-
5	Ms. Anuja Mathur	Lecturer	01/10/2002	Rs. 275/-
6	Mr. Gopal Singh	Driver	01/10/2002	Rs. 75/-
7	Mr. Manohar Lal	Daftri	01/10/2002	Rs. 70/-
8	Dr. Narender Kumar	Librarian	01/11/2002	Rs. 325/-
9	Mr. Mohinder Pal	Lib. Attendant	01/11/2002	Rs. 75/-
10	Mr. Ajay Jaiswal	Lecturer (Temporary)	01/11/2002	Rs. 275/-
11	Mr. Tulsi Ram Sharma	Lab. Attendant	01/12/2002	Rs. 75/-

*Jagdeep Narain*  
Chairman  
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*RM-51*  
Member Secretary  
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- 7.9 To report the fixation of pay of the following employees for placement in the next higher scale of pay under one time / second time upward movement in terms of ACP scheme as per below detailed University approval.

S.No.	Name & Designation	Pay Fixed at Rs.	Next date of Increment	University approval
i)	Mr. Harbhajan Singh (Driver)	4000/-	01/03/1998	vide letter no. CB-III min./2002/22178 dated 6/7 September 2002
ii)	Mr. Jagdev Singh (G.O.)	3540/-	01/03/1998	vide letter no. CB-III min./2002/23534 dated Nil
iii)	Mr. Drigpal Yadav (Office Attendant)	3050/-	01/03/1998	vide letter no. CB-III min./Lab./Lib./2002/29456 dated Nil
iv)	Mr. M.S. Tyagi (S.P.A.) Library	8000/-	01/05/2002	vide letter no. CB-III min./Lab./Lib./2002/28074 dated 31/10/2002 (Under second time upward movement)

*All the items from item no. 7.1 to 7.9 noted and approved.*

#### Items (Accounts)

- 8/ To approve the revised budget for the year 2002-2003 and the budget estimates for 2003-2004.

*Approved.*

- 9/ To consider and approve the observations of the college on the audit report of the E.L.F.A. for the year 2001-2002.

*Considered and approved.*

#### 10/ Reporting Items (Accounts) for approval

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

S.No.	Name	Designation	Amount	Date	Purpose
1.	Sh. Sanjay Batra	JACT .	1,20,000	02/09/2002	Brother's Engagement
2.	Dr. Sanjay Goyal	Reader	50,000	01/10/2002	Purchase of Computer
3.	Sh. Pradeep Verma	Assistant	10,000	01/10/2002	House Repair
4.	Sh. Suman Singh	Office Attend.	10,000	01/10/2002	Mundan ceremony of Daughter
5.	Sh. Tapan Mandal	Office Attend.	30,000	11/11/2002	House Renovation
6.	Sh. Manohar Lal	Dafti	10,000	01/10/2002	Mundan ceremony of Son
7.	Ms. D.K.Sachdeva	Tech. Asstt.	22,000	05/12/2002	Daughter's Higher Education

- 10.2 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)	3,21,000/-	17/09/2002
(ii)	30,000/-	09/10/2002
(iii)	95,000/-	13/11/2002
(iv)	73,000/-	11/12/2002

*Jagdish Narain*  
Chairman  
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*RM - 3.*  
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\*To report that the 18,000 units of MIS-97 (iii) @ Rs.10/- each with Unit Trust of India matured on 31/08/2002. The maturity value along with interest of the above units was 3,43,556/- out of which Rs.3,21,000/- after making the payment to the employees whose loan application was pending with accounts section had been reinvested in fixed deposit with canara bank for a period of three years.

- 10.3 To report that a sum of Rs.23,00,000/- (6,00,000+9,00,000+8,00,000) was transferred from Students' Societies Account to College Maintenance Account for the payment of salary to the staff for the month of September, October and November 2002 and to meet other urgent recurring expenditures with the approval of the Chairman and Treasurer, Governing Body. The same has been reimbursed to Students' Societies Account on 16/12/2002.
- 10.4 To report the payment of Rs. 20,000/- towards 4<sup>th</sup> quarterly installment of Rs. 20,000/- each to M/S Kusp Electronics Pvt. Ltd. (The AMC of computers and Printers was approved by the Governing Body in its meeting held on 17/08/2001).
- 10.5 To report the payment of Rs. 7,311/- to M/S Graphis Ads Pvt. Ltd. an authorized agency of D I P (Delhi Govt.) for publishing advertisement in the newspaper for appointment of ad-hoc / visiting faculty on 14/07/2002.
- 10.6 To report that a sum of Rs. 2,059/- paid to M/S Universal Motors (approved workshop) of Delhi Govt. for repair of college staff car with the approval of the Technical Officer, State Transport Authority, Delhi Govt..
- 10.7 To report for approval a sum of Rs.1,71,442/- paid to M/s Sharp Business Systems (India) Ltd. towards cost of two photocopier machines at DGS & D rates and two Voltage Stabilizers (approved by the G.B. in its meeting held on 03/05/2002) on the recommendations of the purchase committee and the approval of the Treasurer and chairman of the Governing Body out of the A.P.C. Fund.
- 10.8 To report for approval a sum of Rs.75,177/- paid to M/s Voltas Limited towards cost of three Air Conditioners on the recommendations of the purchase committee as approved by the Governing Body in its meeting held on 17/08/2001.
- 10.9 To report for approval a sum of Rs.7,500/- paid to M/s VSR Innovatives Technologies Pvt. Ltd (Authorized Sales & Service Dealers of M/S Voltas Ltd.) for cost of three Stabilizers (4 KVA) for Air Conditioners out of the A.P.C. Fund.
- 10.10 To report for approval a sum of Rs.50,220/- paid to M/S Excell Technologies for cost of Digital Trainer Kits and one Digital Multimedia for B.Sc. (H) Computer Science Lab.-II on the recommendations of the purchase committee out of the Student's Societies Fund.
- 10.11 To report for approval the payment of Rs.3,538/- made to M/s Godrej & Boyce Mfg. Co. Ltd. towards repair charges of some lab. / office Godrej chairs. M/s Godrej is the manufacturer of these items.
- 10.12 To report for approval a sum of Rs.20,000/- (one quarter) paid to M/S Kusp Electronics Pvt. Ltd. for renewal of AMC for three months of computers & printers on the expiry of AMC on 07/08/2002 (as approved by the Governing Body in its meeting held on 17/08/2001).

*All the reporting items from item no. 10.1 to 10.12 noted and approved.*

*Jagdish Narain*  
Chairman  
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*R.M. S.*  
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## SUPPLEMENTARY AGENDA

### Items Office

- 1/ To consider the request of Ms. Tarannum Ahmad, Sr. Lecturer, for extension of her study leave for a period of one year w.e.f. 25/01/2003. Ms. Tarannum Ahmad proceeded on study leave on 25/01/2002.

*After some discussions with the Principal / Teacher members,  
the Governing Body decided to extend the study leave of  
Ms. Tarannum Ahmad upto 23/12/2003.*

### 2/ Reporting Items (Office) for approval

- 2.1 To report for approval the engagement of a Lab. Attendant / Cleaner (semi skilled daily wage basis) in the computer lab. through the security agency (Adsum Security Network) w.e.f. 27/08/2002 against the approved post for BCA / B.Sc. (H) Computer Science Lab..
- 2.2 To report for approval the action of the Principal in inviting Ms. Dimple as a Guest Lecturer for four days to teach BIT V semester students.
- 2.3 To report the University letter no. CB-II/ 2002/ 32784 dated 09/12/2002 for approval and implementation.

*Items from 2.1 to 2.3 noted and approved.*

### Items Accounts

- 3/ To consider and approve the recommendations of the Provident Fund Committee regarding investment of P.F. funds in the post office under time deposit scheme.

*Approved*

### 4/ Reporting Items (Accounts) for approval

- 4.1 To report for approval the re-investment (F.D.) of the following fixed deposits, already matured, for a period of three years.

S. No.	Head	Amount (Principal + Interest)	Date of maturity
1	A.P.C. Fund	34,96,711.00	15/12/2002
2	Students' Societies Account	40,34,667.00	15/12/2002

*Noted and approved*

*Jagdeep Narain*

(Chairman – Governing Body)

**Chairman**

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*Minutes Confirmed  
by circulation vide  
letter No. CBS/office/2002/810-813  
dated 30/12/2002.*

*R. M. Singh*

(Secretary – Governing Body)

**Member Secretary**

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Business Studies

