

Minutes of the Governing Body meeting held on January 31, 2003 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. Harish Jain – Member
5. Prof. Y.P. Singh – Member, Univ. Representative
6. Ms. Tanuja Sharma – Member, Teacher Representative
7. Ms. Anamika R. Gupta – Member, Teacher Representative
8. Dr. R.M. Singh – Member Secretary  
(Principal)

- 1/ To report that the minutes of the Governing Body meeting held on December 23, 2002 were confirmed by circulation to members.

*Resolved that the confirmation of the minutes of the Governing Body meeting held on 23/12/2002 by circulation be recorded.*

- 2/ Report of the "Action Taken" on the minutes of Governing Body meeting held on 23/12/2002.

<u>Resolution</u>	<u>Action taken</u>
Item No. – 3: Assignment of Computer AMC to the lowest bidder	As it was decided the AMC has been assigned to the lowest bidder - M/s Multiple Zones India Pvt. Ltd.

*Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 23/12/2002 be recorded.*

**3/ Reporting Items (Office)**

- 3.1 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. Sunita Gupta	Guest Faculty (Period basis)	From 08/01/2003 till the end of the semester
2.	Ms. Sujata Bhardwaj	Lecturer (Ad-hoc basis) (Computer Science)	From 13/01/2003 till the end of the 3 <sup>rd</sup> term

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

*R.M. Singh*  
**Member Secretary**  
Shaheed Sukhdev College of Business Studies  
(University of Delhi)  
Vivek Vihar, Delhi-110095

3.2 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. Tribhuvan Kumar	P.A. (Library)	01/01/2003	Rs. 175/-
2	Ms. D.K. Sachdeva	Tech. Asstt.	01/01/2003	Rs. 175/-
3	Ms. Bimlesh Sharma	S.P. A.	01/01/2003	Rs. 125/-
4	Mr. Ramesh Chand	S.P.A.	01/01/2003	Rs. 125/-
5	Mr. Sanjay Batra	JACT	01/01/2003	Rs. 100/-
6	Mr. Suman Singh	Office Attendant	01/01/2003	Rs. 60/-
7	Mr. Umesh Dutt	Office Attendant	01/01/2003	Rs. 60/-
8	Mr. Tapan Mandal	Office Attendant	01/01/2003	Rs. 60/-
9	Mr. Bhupal Chand	Office Attendant	01/01/2003	Rs. 60/-
10	Mr. Krishan Pal	S.K.	01/01/2003	Rs. 60/-
11	Mr. Vaidu	S.K.	01/01/2003	Rs. 60/-

Item nos. 3.1 & 3.2 noted and approved.

**Items (Accounts)**

4/ To approve the following panel of auditors for conducting the audit of the college accounts w.e.f. the financial year 2002-2003.

- (A) M/s Rajeshwar Parveen & Co.  
Chartered Accountants  
6, First Floor, Neelkanth House  
S-524, School Block, Shakarpur  
Delhi
- (B) M/s Narender Singh & Co.  
Chartered Accountants  
B-38, Christian Colony  
Patel Chest, Delhi University  
Delhi-110 007
- (C) M/s Samvit Grover & Associates  
C-2/32 Safdarjung Development Area  
New Delhi-110 016

Approved

5/ **Reporting Items (Accounts) for approval**

5.1 To report the investment of Rs.4,14,000/- out of the Employees' Provident Fund with the Post Office under time deposit scheme (interest @ 8.5% p.a.) for a period of five years, on the recommendations of the P.F. Committee and consent of elected representatives of P.F. subscribers and the approval of the Governing Body (meeting dated 23/12/2002).

S.No.	Amount	Dated
1	2,78,000/-	30/12/2002 (out of matured F.D. of Rs.1,73,272/- plus monthly subscription for the month of December)
2	1,36,000/-	21/01/2003 (out of matured F.D. of Rs.1,36,470/-)

Jagdish Naut

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R.M.S.  
Member Secretary  
Shahad Sukhdev College of Business Studies  
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- 5.2 A sum of Rs.1,300/- paid to Mr. Peter Toppo, Computer Lab. Attendant towards full and final payment of P.F. Account (Interest for the year 2001-2002).

*Item nos. 5.1 & 5.2 noted and approved.*

### SUPPLEMENTARY AGENDA

#### Items (Office)

- 1/ To approve the expenditure of Rs.3,145/- towards servicing charges of college Generator set (82.5 KVA) including consumables, spares and labour charges, since the assignment of AMC is under process.

**Noted & approved**

- 2/ To approve the action of the Chairman in appointing Ms. Manvinder Kaur as Placement Officer in the pay scale of Rs.8000-275-13500 on purely Ad-hoc basis from 24/01/2003 to 30/04/2003.

**Approved**

- 3/ To approve the appointment of Ms. Nidhi Sethi as Lab. Attendant in the pay scale of Rs. 2650-65-3300-70-4000 on purely Ad-hoc basis from 03/02/2003 to 30/05/2003.

**Approved**

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

- 4.1 To report the sale of unserviceable computers and printers for Rs.1,700/-, through auction in the presence of the following staff members, which took place on 30/01/2003. The Governing Body approved the condemnation of the above unserviceable computers and printers at its meetings held on 31/12/99 and 22/04/2000, on the recommendations of the Survey Committee / Condemnation Board.

- (i) Dr. R.M. Singh – Principal
- (ii) Dr. Sanjay Goyal – Convenor, Purchase Committee
- (iii) Ms. Kavita Rastogi - Secretary, Staff Council
- (iv) Mr. A. Sengupta – Administrative Officer
- (v) Mr. S.K. Jairath – Section Officer (Accounts)
- (vi) Mr. Atul Bhardwaj – Tech. Assistant (Computer)
- (vii) Mr. Mohd. Ahmad – Care Taker
- (viii) Mr. Jagdev Singh – Store Keeper

- 4.2 To report that a sum of Rs.3,495/- paid to M/s Unique Baths (P) Ltd. out of Students' Societies Account (Development Fund), being the lowest bidder for cost of aluminium rods, brackets and supports for hanging curtains in various rooms of the college on the recommendations of the Purchase Committee and approved by the Governing Body in its meeting held on 03/05/2002.

- 4.3 To report that a sum of Rs.7,236/- paid to M/s P.R. Printers, being the lowest bidder, for printing charges of 250 placement booklets, stickers for CDs and envelopes, on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body, quotations were invited from 15 vendors out of which four responded.

- 4.4 To report that a sum of Rs.1,300/- paid to M/s Vardhaman Compu Media Pvt. Ltd., being the lowest bidder for cost of 100 CD Rom (700 MB) for placement booklets, on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body, quotations were invited from 10 vendors out of which four responded.

*All the items from 4.1 to 4.4 noted and approved.*

*Jagdish Narain*

(Chairman – Governing Body)

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

*Minutes Confirmed  
by Circulation  
vide letter No. CBS/1  
of office dated 03/05/2003  
dated 04/02/03.*

*R.M. Singh*

(Secretary – Governing Body)

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