

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES**

Minutes of the Governing Body meeting held on April 30, 2003 at 3.30 p.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Dr. J.N. Bhatnagar – Chairman
2. Sh. N.S. Raghav – Member
3. Prof. Y.P. Singh – Member, Univ. Representative
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 January 31, 2003 were confirmed by circulation to members.

*Resolved that the confirmation of the minutes of the Governing Body meeting held on 31/01/2003 by circulation be recorded.*

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

**Resolution**

**Action taken**

**Item No. – 14: Purchase of one LCD Projector for college**

LCD Projector has been purchased at DGS & D rate contract from M/s Total Presentation Devices (P) Ltd. and installed in the college.

*Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 03/05/2003 be recorded.*

- 3/ To consider and approve the purchase of some computer furniture to meet the requirements for new additions of computers in the lab., out of the lab. development fund.

*Approved*

- 4/ To approve the action of the chairman in granting extension of the term of Dr. Preeti Rajpal Singh, Reader, as College Bursar for a period of one year w.e.f. 21/03/2003.

*Approved*

- 5/ To consider and approve the enhancement of conveyance payment for guest lecturer from Rs.200/- to Rs.250/- subject to a limit per visit.

*Approved*

*Jagdish Narain*

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

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

6/ To consider and to permit the writing off the following lost stationary item from the stock as detailed below:

S.No.	Particulars	Quantity	Cost	Remarks
1	Rubber Stamps	15	Rs.75/- (5 X 15)	Misplaced by the student organizers of the Financial Wizards '03 – an event of the college held at Samrat Hotel on 23/02/2003.

*Noted & Approved*

**7/ Reporting Items (Office)**

7.1 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.	Mr. Pankaj Goel (in place of Dr.Sunita Gupta)	Guest Faculty (Period basis)	From 28/03/2003 till the end of the semester
2.	Ms. Meghna Sachdeva (in place of Mr.Pankaj Vajpayee)	Lecturer (Ad-hoc basis)	From 20/03/2003 till the end of the 3 <sup>rd</sup> term

7.2 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. A. Sengupta	Admnt. Officer	01/02/2003	Rs. 325/-
2	Ms. Rama Shukla	Assistant	01/02/2003	Rs. 125/-
3	Mr. Mohd. Ahmad	C.T.	01/02/2003	Rs. 100/-
4	Mr. Atul Bhardwaj	Tech. Asstt.	01/03/2003	Rs. 175/-
5	Mr. J.V. Anand	Data Entry Operator	01/03/2003	Rs. 125/-
6	Mr. Imtiaz Ahmad	Input Output Asstt.	01/03/2003	Rs. 125/-
7	Mr. Harbhajan Singh	Driver	01/03/2003	Rs. 100/-
8	Mr. Jagdev Singh	G.O.	01/03/2003	Rs. 85/-
9	Mr. Drigpal	Office Attendant	01/03/2003	Rs. 75/-
10	Dr. Sanjay Goyal	Reader	01/04/2003	Rs. 420/-
11	Mr. Chander Pal	Mali	01/04/2003	Rs. 65/-
12	Mr. Baleshwar	Mali	01/04/2003	Rs. 65/-

*Reporting Items (Office) 7.1 & 7.2 noted & approved*

*Jagdev Singh*

Chairman  
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*R.M. Singh*  
Member Secretary  
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Items (Accounts)

8/ Reporting Items (Accounts) for approval

8.1 To report the investment of Rs.4,49,000/- out of the Employees' Provident Fund with the Post Office under time deposit scheme 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).

<u>S.No.</u>	<u>Amount</u>	<u>Dated</u>
1	86,000/-	05/02/2003 (monthly subscription for the month of January 2003)
2	1,63,000/-	10/02/2003 (out of matured F.D. of Rs.1,63,764/-)
3	2,00,000/-	10/04/2003 (out of matured F.D. of Rs.1,07,591/- plus monthly subscription for the month of March 2003)

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

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Amount</u>	<u>Date</u>	<u>Purpose</u>
1	Sh. Umesh Dutt	O.A.	9,000/-	03/02/2003	Mundan ceremony of Son
2	Sh. Pradeep Verma	Assistant	5,000/-	03/02/2003	Purchase of Washing Machine
3	Sh. Jagdev Singh	G.O.	80,000/-	06/03/2003	Purchase of land
4	Sh. Bhupal Chand	O.A.	10,000/-	06/03/2003	Mundan ceremony of Son
5	Sh. Drigpal	O.A.	10,000/-	06/03/2003	Mundan ceremony of Daughter
6	Sh. Gopal Singh	Driver	10,000/-	03/04/2003	Mundan ceremony of Son
7	Sh. Baleshwar Ram	Mali	9,500/-	10/04/2003	Mundan ceremony of Son

8.3 To report for approval the re-investment of the following fixed deposits (already matured), for a period of one year.

<u>S. No.</u>	<u>Head</u>	<u>Amount</u>	<u>Date of maturity</u>
i)	Students' Societies Account	Rs.1,00,000/-	31/03/2003

8.4 To report that a sum of Rs.14,00,000/- (7,00,000+7,00,000) was transferred from Students' Societies Account to College Maintenance Account for the payment of salary to the staff for the month of January and February 2003 and to meet other urgent recurring expenditures, with the approval of the Treasurer, Governing Body. The same has been reimbursed to Students' Societies Account on 31/03/2003 after receiving the maintenance grant from Delhi Govt..

8.5 To report that a sum of Rs.3,145/- paid to M/s OVN Trading Engineers (P) Ltd., authorized service providers of Cummins Diesel Sales and Service (I) Ltd., for supply of kits and servicing of 82.5 KVA Diesel Generator set of the college.

*Jagdish Narain*  
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Shahad Sukhdev College of Business Studies  
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- 8.6 To report the payment of Rs. 14,975/- towards 1<sup>st</sup> quarterly AMC installment of Rs. 14,975/- each to M/S Multiple Zones India Pvt. Ltd. (The AMC of computers and Printers was approved by the Governing Body in its meeting held on 23/12/2002).
- 8.7 To report for approval a sum of Rs. 2,52,096/- paid to M/s Total Presentation Devices (P) Ltd. towards cost of LCD Projector approved by the Governing Body in its meeting held on 03/05/2002. The purchase was made at DGS & D (Govt. of India) approved rates.
- 8.8 To report for approval the payment of Rs. 13,44,540/- paid to M/s Tech Pacific (India) Limited towards purchase of 30 Compaq desktops at DGS & D (Govt. of India) approved rates on the recommendations of the purchase committee. Out of the total payment of Rs.13,44,540/- the sum of Rs.44,540/- was paid from Students' Societies (course fees).
- 8.9 To report for approval a sum of Rs. 18,164/- (13,592+4,572) paid to M/s Godrej & Boyce Mfg. Co. for reconditioning charges of 35 computer lab. chairs, on the recommendations of the purchase committee and with the approval of the Chairman, Governing Body.
- 8.10 To report for approval a sum of Rs. 28,320/- paid to M/s Eureka Forbes for purchase of 03 nos. of water purifiers out of students' societies account (development fund), on the recommendations of the purchase committee and with the approval of the Chairman, Governing Body.

*Reporting Item Nos. 8.1 to 8.10 noted & approved*

### SUPPLEMENTARY AGENDA

#### Items (Office)

- 1/ To report the letter No. PS/R/2K2/785 dated August 20, 2002 from the University of Delhi and to allow the credit of interest in excess of the prescribed rate as per the provision (b) of the letter.

*Approved*

- 2/ To consider the request of the college Computer Science department to install Radio Link of 128 kbps Internet connection in the college. The estimated installation cost of the above Radio Link is Rs.2,50,000/- and the yearly recurring expenditure would be around Rs.4,80,000/-. The same is required for teaching purposes.

*The matter was discussed in detail and the installation of Radio Link Internet connection (128 kbps) in the college was approved subject to provision of funds either from Govt. or increase in students fees.*

- 3/ To consider and approve the purchase of one split air conditioner (1 ton capacity) for use in the office of the Librarian, out of the APC fund.

*Approved*

- 4/ To consider and approve the purchase of 05 nos. Dot Matrix Printers to meet the requirements of Computer Lab I & II and Library, out of lab development fund.

*Approved*

- 5/ To consider the proposal from the college computer department regarding appointment of three faculty members (permanent) for smooth functioning of the teaching curriculum.

*Approved*

*Jagdish Nair*

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

*R.H.S.*  
Member Secretary  
Shehad Sukhdev College of Business Studies  
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- 6/ To approve the action of the Chairman in granting Comprehensive Annual Maintenance Contract of college fax machine to M/s Godrej & Boyce Mg. Co. Ltd. for Rs.4,500/-.

*Approved*

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

- 7/ To report that a sum of Rs.9,00,000/- was transferred from Students' Societies Account to College Maintenance Account for the payment of salary to the staff for the month of April 2003 and to meet other urgent recurring commitments, with the approval of the Chairman, Governing Body.

*Noted & Approved*

*Jagdeep Narain*

(Chairman – Governing Body)

**Chairman**

Sheheed Sukhdev College of Business Studies

(University of Delhi)

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*Rm. Singh*

(Secretary – Governing Body)

**Member Secretary**

Sheheed Sukhdev College of Business Studies

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*Minutes Confirmed  
by Circulation vide  
letter No. CBS/office/1  
2003/129-132 dated  
05/05/2003.  
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