

Minutes of the Governing Body meeting held on August 28, 2003 at 10.30 a.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Sh. Dheerendra Tyagi – Chairman
2. Ms. Reeta Wilson – 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 newly constituted Governing Body meeting held on May 24, 2003 (election of the Chairman and appointment of Treasurer), were confirmed by circulation to members.

Resolved that the confirmation of the minutes by circulation be recorded.

- 2/ To report to the new Governing Body that the minutes of the Governing Body meeting held on April 30, 2003 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 30/04/2003 by circulation be recorded.

- 3/ Report of the "Action Taken" on the minutes of Governing Body meeting held on 30/04/2003.

Resolution

Action taken

Supplementary Agenda – Item No. 5

Appointment of three faculty members (permanent) in the department of Computer Science

Posts have been advertised on 24/05/2003 and the Selection Committee meeting in this regard has been fixed on 18/08/2003.

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

- 4/ To consider and approve the 'stock taking' report (2002-2003) 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	198	823.91	Hardy	Far from the madding crowd	28.80
2	659	153.9	CSR	Improve your I.Q.	18.00
3	709	823.91	Maclean *	Seawitch	65.00
4	1812	658.3	Chopra	Management of human resources	60.00
5	7454	153.93	Carter	Test of reasoning 4	60.00
Total :					231.80

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Total number of issue of books during 2002-03 = 15,986
Total number of issue of magazines during 2002-03 = 722

Loss permitted one book for 500 issues as per UGC letter no. UGC 1.31-5/70 (GU-11) dated 16/03/1971

After a brief discussion the Governing Body approved the writing off

- 5/ To approve the recommendations of the duly constituted Selection Committee (meeting held on 11/08/2003) with regard to promotion of Ms. Tarannum Ahmad, Ms. Rohini Singh and Ms. Shalini Prakash, Sr. Lecturers in Business Studies and Ms. Kavita Rastogi Sr. Lecturer in Computer department to the Selection Grade of Rs.12,000-18,300. (**Annexure - II**)

Approved

- 6/ To approve the recommendations of the duly constituted Selection Committee (meeting held on 11/08/2003) with regard to promotion of Ms. Anuja Mathur, Lecturer in Business Studies, in the Sr. Scale of Rs.10,000-15,200. (**Annexure - III**)

Approved

- 7/ To approve the recommendations of the duly constituted Selection Committee, meeting held on 18/08/2003, for the appointment of the following lecturers in the department of Computer Science, as detailed below: (**Annexure - IV**)

- (a) Ms. Shikha Gupta: Temporary for a period of two years
(b) Mr. Ajay Jaiswal: Temporary for a period of two years
(c) Ms. Shilpa Chadha: Temporary for a period of one year
(d) Ms. Sujata Bhardwaj: Temporary till the end of the current session

The Governing Body discussed the recommendations of each case with the Principal and approved

8/ Reporting Items (Office)

- 8.1 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 (Business Studies)	Lecturer (Ad-hoc basis)	Permanent	From 16/07/2003 till the end of the 1 st term (30/09/2003)
2.	Ms. Suman Madan (Business Studies)	-do-	Permanent	From 16/07/2003 till the end of the 1 st term (30/09/2003)
3.	Ms. Meghna Sachdeva (Business Studies)	-do-	Leave	From 16/07/2003 till the end of the 1 st term (30/09/2003)
4.	Ms. Damini Gupta (Financial Studies)	-do-	----	From 16/07/2003 till the end of the 1 st term (30/09/2003)
5.	Mr. A.K. Gupta (Financial Studies)	Guest Faculty (Period basis)	----	From 16/07/2003 till the end of the semester
6.	Prof. I.C. Dhingra (Financial Studies)	-do-	----	From 16/07/2003 till the end of the semester
7.	Dr. Balbir Singh (Financial Studies)	-do-	----	From 16/07/2003 till the end of the semester
8.	Ms. Deepa Bhatnagar (Financial Studies)	-do-	----	From 16/07/2003 till the end of the semester

[Signature]
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9.	Dr. D.C. Shukla (Financial Studies)	-do-	----	From 16/07/2003 till the end of the semester
10.	Ms. Shikha Gupta (Computer Science)	Lecturer (Ad-hoc basis)	----	From 16/07/2003 till the end of the 1 st term (30/09/2003)
11.	Mr. Pankaj Goel (Computer Science)	-do-	----	From 16/07/2003 till the end of the 1 st term (30/09/2003)
12.	Ms. Shivani (Computer Science & Business Studies)	-do-	----	From 16/07/2003 till the end of the 1 st term (30/09/2003)
13.	Mr. Ratnesh Saxena (Computer Science)	Guest Faculty (Period basis)	----	From 16/07/2003 till the end of the semester
14.	Ms. Kanchan Mohindra (Computer Science)	-do-	----	From 16/07/2003 till the end of the semester
15.	Ms. Sujata Bhardwaj (Computer Science)	Lecturer (Ad-hoc basis)	----	From 16/07/2003 till the end of the 1 st term (30/09/2003)
16.	Ms. Manvinder Kaur	Placement Officer	----	From 16/07/2003 till the end of the 1 st term (30/09/2003)
17.	Ms. Vaneeta (Business Studies)	Lecturer (Ad-hoc basis)	Leave	From 28/07/2003 till the end of the 1 st term (since resigned)
18.	Mr. Kamal Bhatnagar (Financial Studies)	Guest Faculty (Period basis)	----	From 07/08/2003 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.

- 8.2 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. 07/05/2003.
- 8.3 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. 03/06/2003.
- 8.4 To report for approval the action of the Chairman for extending the Extra Ordinary Leave (leave without pay) for one more year to Mr. Virender Khanna, Lecturer in Reader's Grade in the department of Business Studies upto 31/07/2004 for his doctoral research work.
- 8.5 To report for approval the action of the Chairman for granting Extra Ordinary Leave (leave without pay) to Ms. Shalini Prakash, Sr. Lecturer in the department of Business Studies w.e.f. 18/08/2003 for a period of one year to accompany her husband, who has been posted on an assignment to the U.S.A..
- 8.6 To report for approval the fixation of pay of Mr. Chander Pal, Mali, at Rs.3050/- for placement in the next higher scale of pay (Rs.3050-75-3950-80-4590) under one time upward movement in terms of ACP scheme w.e.f. 02/03/97 as approved by the University and communicated vide letter no. CB-III/Min./Lab/Lib/2003/2698 dated nil.
- 8.7 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.	01/05/2003	Rs. 275/-
2	Mr. S.K. Jairath	S.O.	01/05/2003	Rs. 200/-
3	Dr. R.M. Singh	Principal	01/06/2003	Rs. 500/-
4	Dr. Poonam Verma	Reader	01/07/2003	Rs. 420/-
5	Ms. Tanuja Sharma	Reader's Grade	01/07/2003	Rs. 420/-
6	Ms. Kavita Rastogi	Sr. Lecturer	01/07/2003	Rs. 325/-


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7	Ms. Shalini Prakash	Sr. Lecturer	01/07/2003	Rs. 325/-
8	Ms. Rohini Singh	Sr. Lecturer	01/07/2003	Rs. 325/-
9	Mr. S.Q. Abbas	Sr. Asstt.	01/07/2003	Rs. 175/-
10	Mr. Pradeep Verma	Assistant	01/07/2003	Rs. 100/-
11	Dr. Pteet Rajpal Singh	Reader	01/08/2003	Rs. 420/-
12	Ms. Manju Sahni	Lecturer (Temporary)	01/08/2003	Rs. 275/-
13	Mr. Rajinder Singh	Assistant	01/08/2003	Rs. 125/-

8.8 To report that the college has received an amount of Rs.11,522/- vide cheque no. 59280 dated 19/06/2003 towards leave encashment of accumulated earned leave of Mr. M.S. Tyagi, S.P.A., from Shaheed Bhagat Singh College (E) vide their letter no. SBSC (Eve.)/150 dated 24/06/03.

8.9 To report that the college has received the below mentioned amounts towards retirement benefits of the following employees from their previous employer:

S.No.	Name	Head	Amount (Rs.)	Previous Employer
1	Dr.Sanjay Goyal	Provident Fund	3,227.90	SGGS College of Commerce vide letter no. SGGSC/118 dated 10/4/2003
2	Mr.Tribhuvan Kumar	Gratuity	9,943.00	C.R. State College of Engineering, Murthal (Sonepat) vide letter no.271/- dated 13/5/2003

All the items from item no.8.1 to 8.9 noted and approved

Items (Accounts)

9/ To consider and approve the Income and Expenditure statement of BBS/BFIA entrance examination 2003 held on 01/06/2003. (Annexure – V)

Approved

10/ To consider and approve the observations of the college on the audit report of the A.G.C.R. for the period from 01/04/1999 to 31/03/2002. (Annexure – VI)

Considered and approved

11/ Reporting Items (Accounts) for approval

11.1 Following employees were granted loan/final withdrawal out of their Provident Fund :

S.No.	Name	Design.	Amount	Date	Purpose
1.	Sh. S.Q. Abbas	Sr. Asstt.	20,000	02/06/2003	Son's Mundan
2.	Sh. Harbhajan Singh	Driver	35,000	02/06/2003	Purchase of Land
3.	Ms. D.K.Sachdeva	Tech. Asstt.	25,000	02/07/2003	Daughter's Higher Education

11.2 To report the investments of Rs. 16,24,000/- out of 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.

S.No.	Amount	Dated	Monthly Subscription for the Month
1.	1,11,000	09/05/2003	Monthly Subscription for the month of April,2003
2.	49,000	16/06/2003	Balance of Monthly Subscription for the

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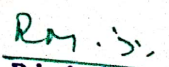
			month of May,2003
3.	75,000	03/07/2003	Balance of Monthly Subscription for the month of June,2003
4.	12,89,000	10/07/2003	Including Rs. 12,87,938/- maturity value of 70,000/- units of MIP-II @ Rs. 10/- per unit with UTI mature on 30/06/2003
5.	1,00,000	01/08/2003	Monthly subscription for the month of July,2003
	16,24,000		

- 11.3 To report for approval the re-investment of the following fixed deposits (already matured) for a period of three years under the same scheme.

S.No.	Head	Amount Invested	Interest	Total	Date of Maturity
1.	APC Fund	30,79,936	10,02,023	40,81,959	01/06/2003
2.	APC Fund	5,077	1,652	6,729	01/06/2003
3.	Student Society A/C	10,00,000	3,25,339	13,25,339	10/08/2003
4.	APC Fund	22,00,000	7,15,746	29,15,746	10/08/2003

- 11.4 To report that a sum of Rs. 28,00,000/- (out of the surplus money of BBS/BFIA entrance examination-2003) invested with Canara Bank under Fixed Deposit Scheme for a period of three years on 09/07/2003 out of Shaheed Sukhdev College of Business Studies APC Fund with the approval of the Treasurer, Governing Body.
- 11.5 To report that a sum of Rs. 7,00,000/- was transferred from Student's Society Account to college Maintenance account for the payment of salary to the staff for the month of May,2003 and to meet other urgent recurring commitments with the approval of the Chairman, Governing Body. The above amount i.e. Rs. 7,00,000/- Plus Rs.9,00,000/- which was earlier transferred on 30/04/2003 has been re-imbursed to Students Society Account on 01/07/2003 after receiving the Maintenance Grant from Delhi Govt.
- 11.6 A sum of Rs. 40,500/- paid to M/S Excelsior Enterprises, being the lowest bidder, for printing charges of 550 copies of College Magazine on the recommendations of the purchase committee and the approval of the Chairman, Governing Body. Quotations were invited from 24 firms out of which three responded.
- 11.7 A sum of Rs. 4,500/- paid to M/S Godrej & Boyce Mfg. Co. Ltd. for AMC charges of Panasonic-V-60 Fax Machine for May 2003 to April 2004 on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body.
- 11.8 A sum of Rs. 5,490/- paid to M/S Universal Motors (Approved workshop of Delhi Govt.) for repair charges of staff car with the approval of the Technical Officer, State Transport Authority, Delhi Govt.
- 11.9 To report for approval a sum of Rs. 5,00,173/- paid to M/S Enertech UPS Ltd. towards cost of UPS (02 units of 5 KVA and 07 Units of 1 KVA) on the recommendations of the purchase committee and with the approval of the Treasurer and Chairman, Governing Body. The purchase was made at DGS & D (Govt. of India) approved rates. Out of the total payment of Rs. 5,00,173/- the sum of Rs.2,60,173/- was paid from Students Society Account (Lab. Development Fund).
- 11.10 A sum of Rs. 18,665/- paid to M/S Newfield Advertising Pvt. Ltd. an authorised agency of D.I.P. (Delhi Govt.) for publishing advertisement in the newspaper for appointment of computer lecturers.
- 11.11 To report the payment of Rs. 14,975/- towards 2nd 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).


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- 11.12 A sum of Rs. 9,288/- paid to M/S Pioneer Enterprises, being the lowest bidder, for cost of Toner Cartridge for 3 laser printers out of Students Society Account (BCA Course Fee) on the recommendations of the Purchase committee. Quotations were invited from 16 firms out of which five responded.
- 11.13 A sum of Rs. 45,629/- paid to M/S Kalindi Impressions, being the lowest bidder, for printing charges of 9,784 (10,000-216) Assignment Register out of students Society Account (Study Material Fee) on the recommendations of the purchase committee and with the approval of the Chairman, Governing Body. Quotations were invited from 21 firms out of which five responded.
- 11.14 A Sum of Rs. 4,270/- paid to Mr. Ajay Talesara, Advocate for pleading the case of Ms. Neelam Bhatia V/S Principal, Shaheed Sukhdev College of Business studies in the consumer court and decided in favour of the Principal. The bill has been approved by Delhi University.
- 11.15 A sum of Rs. 4,050/- paid to M/s Taneja Enterprises for purchase of three tyres for staff car with the approval of the Technical Officer, State Transport Authority, Delhi Government.

All the reporting items (Accounts) from item no.11.1 to 11.15 noted and approved

SUPPLEMENTARY AGENDA

1/ Reporting Items (Office)

- 1.1 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	Period
1.	Ms. Anjali Agarwal	Lecturer (Ad-hoc basis)	From 18/08/2003 till the end of the 1 st term (30/09/2003)
2.	Ms. Bharti	Guest Faculty (Period basis)	From 22/08/2003 till the end of the semester

Noted and approved

2/ Reporting Items (Accounts)

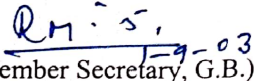
- 2.1 A sum of Rs. 17,262/- paid to M/S Universal Motors (Approved workshop of Delhi Govt.) for repair charges of staff car with the approval of the Technical Officer, State Transport Authority, Delhi Govt.
- 2.2 To report that the college has received a cheque no. 906960 dated 05/02/2003 for Rs.22,057.95 from the Principal, Shaheed Bhagat Singh College, on account of transfer / full and final payment of P.F. contribution (College share under CPF scheme) of Mr. A. Sengupta, Administrative Officer (Ex-employee of SBSC) vide letter no. SBSC/ACCTS/998 dated 13/02/2003.

Item no. 2.1 and 2.2 noted and approved


(Chairman, G.B.)

Chairman
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*Minutes Confirmed by
Circulation vide letter
No. CBS/office/2003/681-684
dated 09/09/2003*


(Member Secretary, G.B.)
Principal
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