

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES**

Minutes of the Governing Body meeting held on March 20, 2004 at 3.00 p.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Sh. Dheerendra Tyagi – Chairman
2. Ms. Reeta Wilson – Member
3. Dr. H.K. Porwal – Member, Teacher Representative
4. Ms. Anuja Mathur – Member, Teacher Representative
5. Dr. R.M. Singh – Member Secretary (Principal)

- 1/ To report that the minutes of the Governing Body meeting held on January 3, 2004 were confirmed by circulation to members.

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

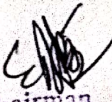
**2/ Reporting Items (Office)**

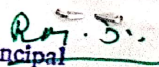
- 2.1 To report for approval the recommendations of the Purchase Committee with regard to assigning of Annual Maintenance Contract of some of the college Computer systems and hardware for the year 2003-04 at Rs.48,000/- to M/s KUSP Electronics Pvt. Ltd., who quoted lowest out of the 07 tenders received by the college. The tenders were invited from 33 vendors (23 IBM service providers and 10 Govt. empanelled firms). After completing codal formalities the purchase committee recommended the name of M/s KUSP Electronics Pvt. Ltd. for assigning the AMC at lowest quoted price of Rs.48,000/-.
- 2.2 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	A.O.	01/02/2004	Rs. 325/-
2	Ms. Rama Shukla	Assistant	01/02/2004	Rs. 125/-
3	Mr. Mohd. Ahmad	Care Taker	01/02/2004	Rs. 100/-
4	Mr. Atul Bhardwaj	Tech. Asstt.	01/03/2004	Rs. 175/-
5	Mr. J.V. Anand	Data Entry Operator	01/03/2004	Rs. 125/-
6	Mr. Imtiaz Ahmad	Input Output Asstt.	01/03/2004	Rs. 125/-
7	Mr. Harbhajan Singh	Driver	01/03/2004	Rs. 100/-
8	Mr. Jagdev Singh	G.O.	01/03/2004	Rs. 85/-
9	Mr. Drigpal	O. Attendant	01/03/2004	Rs. 75/-

- 2.3 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
<b><u>Deptt. of Business Studies</u></b>				
1.	Dr. Anjali Aggarwal (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 08/01/2004 till the end of the semester
2.	Mr. P.N. Pandey (Business Studies)	Guest Faculty (Period basis)	-----	From 08/01/2004 till the end of the semester

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

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

**Deptt. of Financial Studies (Self-Financing course)**

3. Prof. N.K. Ken Guest Faculty ----- From 12/01/2004 till the end of the semester  
(Financial Studies) (Period Basis)  
4. Mr. Kumar Bijoy Guest Faculty ----- From 12/01/2004 till the end of the semester  
(Financial Studies) (Period Basis)

**Deptt. of Computer Science**

5. Mr. Ripunjay Tripathi Lecturer (Ad-hoc) ----- From 11/02/2004 till the end of the semester  
(Computer Science)

*All the reporting items from item no.2.1 to 2.3 noted and approved*

- 2.4 To report for approval the fixation of pay of Ms. Anuja Mathur, Lecturer in the Sr. Scale of Rs.10,000-325-15,200, under M.P.S. 1998, w.e.f. 22/10/99 (A.N.) with the next date of increment as 01/10/2000, which the University has approved and intimated vide their letter no.CB-I/Fixation of pay/2004/38770 dated 13/02/2004.

*The Governing Body noted and accepted the fixation of pay of Ms.Anuja Mathur at Rs.10,000/- as approved by the University.*

- 2.5 To report for approval the fixation of pay of Ms. Rohini Singh, in Reader's Grade of Rs.12,000-420-18,300, under M.P.S. 1998, w.e.f. 01/11/2002 with the next date of increment as 01/11/2003, which the University has approved and intimated vide their letter no.CB-I/FIX. OF PAY/2003/40643 dated 10/03/2004.

*The Governing Body noted and accepted the fixation of pay of Ms.Rohini Singh at Rs.12,000/- as approved by the University.*

**Items (Accounts)**

- 3/ To consider and approve the observations of the College on the Audit Report of the A.G.C.R. for the period from 01/04/2002 to 31/03/2003. (Annexure - I)

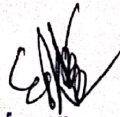
*Considered and approved*

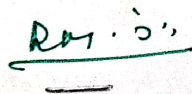
**4/ Reporting Items (Accounts) for approval**

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

S.No.	Name	Design.	Amount	Date	Purpose
1.	Sh. Manohar Lal	Daftri	45,000	02/01/2004	Purchase of Land
2.	Sh. A. Sen Gupta	Admnt. Officer	3,00,000	05/02/2004	For taking LIC Policy (Retiring in July, 2004)
3.	Sh. Atul Bhardwaj	Tech. Asstt.	25,000	01/03/2004	Medical Treatment
4.	Ms. Tarannum Ahmad	Sr. Lecturer	2,59,000	01/03/2004	Purchase of House

- 4.2 To report the investments of Rs.2,63,000/- out of employees provident fund with the post office under time deposit scheme for a period of five years at 7.5% per annum on the recommendations of the P.F. Committee and with the consent of the elected representatives of P.F. Subscribers and approval of the Treasurer, Governing Body.

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

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

S.No.	Amount	Dated	Monthly Subscription for the Month
1.	2,63,000	08/01/2004	Monthly Subscription & Recovery of the loan for the month of Dec., 2003 Plus out of Matured F.D. of Rs.1,68,111/-

- 4.3 A Sum of Rs.4,399/- paid to M/S Universal Motors (Approved Workshop of Delhi Govt.) for repair charges of the staff car with the approval of the Technical Officer, State Transport Authority, Delhi Govt.
- 4.4 A sum of Rs. 21,307/- paid to M/S Blue Star Ltd. for purchase of Water Cooler with the approval of the Chairman, Governing Body out of Student's Society Account (College Development Fund). The purchase was made at DGS & D (Govt. of India) approved rates.
- 4.5 A sum of Rs.22,104/- (18,904 + 3,200) paid to M/S Alim Sofa & Chair Repair, being the lowest bidder for repair of college furniture and cost of one shoe rack & one property rack for Lab. II, on the recommendations of Purchase committee and with the approval of the Chairman, Governing Body. Quotations were invited from 05 firms out of which four responded. Out of the total payment of Rs. 22,104/- the sum of 3,200/- was paid from Student's Society Account (B.Sc. H course fee)
- 4.6 To report that a sum of Rs. 5,00,000/- was transferred from Student's Society Account to college Maintenance account for the payment of salary to the staff for the month of February, 2004 and to meet other urgent recurring commitments with the approval of the Treasurer, Governing Body. The same may be re-imbursed to Student's society Account after receiving the Maintenance Grant from the Delhi Govt.
- 4.7 A sum of Rs.31,814/- paid to M/S Kalindi Impressions, being the lowest bidder for printing of Answer Booklets for House Examinations on the recommendations of purchase committee and with the approval of the Chairman, Governing Body out of Student's Society Account (Study Material Fund), Quotations were called from 24 firms out of which seven responded.
- 4.8 A sum of Rs.68,120/- paid to M/S Brilliance Display Devices, being the lowest bidder for cost of five over head projectors (Godrej Prima Vision 2000) on the recommendations of the Purchase Committee and with the approval of the Chairman, Governing Body out of Student's Society Account (College Development Fund). Quotations were called from 07 authorized dealers (list supplied by M/s Godrej & Boyce Mfg. Co. Ltd.) out of which six responded.

*All the reporting items (Accounts) from item no.4.1 to 4.8 noted and approved*

### SUPPLEMENTARY AGENDA

- 1/ To approve the appointment of Dr. Prasannanshu (list of candidates provided by the department of Linguistic, University of Delhi) as Guest Faculty in the department of Computer Science w.e.f. 25/02/2004 till the end of the semester. *Approved*
- 2/ To consider the period of Extra Ordinary Leave (without pay) as qualifying service for retirement benefits of the following teachers as mentioned against their names. This is in consideration with the University circular no. Estab.(T)/EOL/VI/ dated 13/02/2004.

S.No.	Name of the teacher	Period of EOL	Purpose
1	Dr. H.K. Porwal	26/08/1996 to 06/04/1997 12/10/2000 to 08/10/2003	Teaching assignment in foreign Univ. Hongkong Teaching assignment in foreign Univ. Tenaga Nasional, Malaysia

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

*[Signature]*  
**Principal**  
 Shaheed Sukhdev College of Business Studies  
 (University of Delhi)  
 Vivek Vihar, Delhi-110095

2	Ms. Tarannum Ahmad	16/07/1999 to 31/07/2000	Doctoral research work
3	Ms. Kavita Kapur	18/07/2002 to 20/12/2002	Revision work of a Computer Book

*Considered & recommended for counting of this service as qualifying service.*

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

- 3.1 A sum of Rs.4,840/- paid to M/s Godrej & Boyce Mfg. Co. Ltd. for repair of college Godrej furniture on the recommendations of the Purchase Committee and with the approval of the Chairman, Governing Body.

*Noted & approved*

(Chairman, G.B.)

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

*Minutes Confirmed  
by circulation vide  
letter No. CBS/office/2004/1449-46  
dated March 26, 2004.*

(Member Secretary, G.B.)

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