

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES**

Minutes of the Governing Body meeting held on August 7, 2004 at 4.00 p.m. in the college premises (Principal's Office)

Following members attended the meeting:

1. Sh. Dheerendra Tyagi – Chairman
2. Prof. Devendra Mishra – Member, Univ. Representative
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 March 20, 2004 were confirmed by circulation to members.

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

- 2/ To approve the action of the chairman in granting extension of the term of Dr. Preeti Rajpal Singh, Reader, as College Bursar for one more year i.e. upto 20/03/2005 or till further notice whichever is earlier.

***Approved***

**3/ Reporting Items (Office)**

- 3.1 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. Chander Pal	Mali	01/03/2004	Rs. 75/-
2	Mr. Baleshwar Ram	Mali	01/04/2004	Rs. 65/-
3	Mr. M.S. Tyagi	S.P.A.	01/05/2004	Rs. 275/-
4	Mr. S.K. Jairath	S.O. Accounts	01/05/2004	Rs. 200/-
5	Dr. Poonam Verma	Reader	01/07/2004	Rs. 420/-
6	Ms. Tanuja Sharma	Reader's grade	01/07/2004	Rs. 420/-
7	Ms. Tarannum Ahmad	Reader's grade	01/07/2004	Rs. 420/-
8	Mr. S.Q. Abbas	Sr. Asstt.	01/07/2004	Rs. 175/-
9	Mr. Pradeep Verma	Assistant	01/07/2004	Rs. 100/-

- 3.2 To report for approval the action of the Chairman in accepting the resignation of Ms. Manvinder Kaur, Placement Officer w.e.f. 16/04/2004, who was appointed on purely Ad-hoc basis from 02/01/2004 to 30/04/2004.
- 3.3 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. 12/05/2004 or till the vacancy is filled up on regular basis whichever is earlier.
- 3.4 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. 07/06/2004.

**Chairman**

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

**Principal**




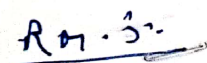

- 3.5 To report that Ms. Tarannum Ahmad, Lecturer in Reader's Grade in the Deptt. of Business Studies, joined her duties on 22/04/2004 after availing study leave from 25/01/2002 to 21/04/2004 for completing her Ph.D..
- 3.6 To report that Mr. Virender Khanna, Lecturer in Reader's Grade in the Deptt. of Business Studies, joined his duties on 15/07/2004 after availing extra ordinary leave (leave without pay) from 01/08/2001 to 14/07/2004 for pursuing his Ph.D..
- 3.7 To report the approval of the University, for study leave to Ms. Rohini Singh, Lecturer in Reader's Grade in the Deptt. of Business Studies, w.e.f. 24/04/2004 for a period of one year, for her research work leading to Ph.D., intimated vide letter no. CB-I/STUDY LEAVE/2004/11161 dated 08/07/2004.
- 3.8 To report for approval the fixation of pay of Mr. Gopal Singh, Driver at Rs.4,000/- w.e.f. 01/10/2003, in the pay scale of Rs.4000-100-6000, towards first upgradation, under ACP scheme, with the next date of increment as 01/10/2004, which the University has approved and intimated vide their letter no.CB-III/Min./2004/6309 dated 02/06/2004.
- 3.9 To report for approval the fixation of pay of Mr. Suman Singh, Office Attendant at Rs.3,215/- w.e.f. 25/02/2004, in the next higher pay scale of Rs.2610-3540, towards first upgradation, under ACP scheme, with the next date of increment on 01/02/2005, which the University has approved and intimated vide their letter no.CB-III/2004/8/7085 dated 10/06/2004.
- 3.10 To report for approval the fixation of pay of Ms. Tarannum Ahmad, Ms. Shalini Prakash and Ms. Kavita Rastogi, in Reader's Grade of Rs.12,000-420-18,300, under Merit Promotion Scheme 1998, w.e.f. the dates mentioned against each, intimated vide University letter no.CB-I/MPS/FIX. OF PAY/2004/41163-65 dated 17/03/2004.

S.No.	Name of the teacher	Pay fixed at Rs.12000/- w.e.f.	Next date of increment
1	Ms. Tarannum Ahmad	16/07/2002	01/07/2003
2	Ms. Shalini Prakash	09/12/2001	01/12/2002
3	Ms. Kavita Rastogi	23/10/2002	01/10/2003

- 3.11 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. Anshu Gupta (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
2	Ms. Anjali Malhotra (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
3	Ms. Supriya Kochar (Financial Studies)	Lecturer (Ad-hoc)	Self Finance	(Since did not join) From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
4	Ms. Surbhi Tandon (Computer Science)	Lecturer (Ad-hoc)	Permanent vacancy	(Since did not join) From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
5	Ms. Suman Madan (Financial Studies)	Lecturer (Ad-hoc)	Self Finance	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
6	Ms. Shivani (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004) (Could not join since the teacher, who was on leave (EOL) resumed duty on 15/7/04)

  
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7	Ms. Meghna Malhotra (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
8	Ms. Damini Gupta (Business Studies)	Lecturer (Ad-hoc)	Permanent vacancy	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
9	Ms. Kishori R. Shankar (Business Studies)	Lecturer (Ad-hoc)	Permanent vacancy	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
10	Mr. Sameer Anand (Computer Science)	Lecturer (Ad-hoc)	Permanent vacancy	From 16/07/2004 till the end of the 1 <sup>st</sup> term (30/09/2004)
11	Dr. M.P. Gupta (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester
12	Prof. I.C. Dhingra (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester
13	Mr. Kumar Bijoy (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester
14	Dr. D.C. Shukla (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester
15	Ms. Anjali Malhotra (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester (since did not join)
16	Ms. Meghna Malhotra (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester
17	Dr. Balbir Singh (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester
18	Dr. Prasannanshu (Computer Science)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester
19	Ms. Deepa Bhatnagar (Financial Studies)	Guest Faculty (Period basis)	-----	From 16/07/2004 till the end of the semester

*All the reporting items from item no.3.1 to 3.11 noted and approved*

**Items (Accounts)**


- 4/ To consider and approve the Income & Expenditure Statement of BBS/ BFIA Entrance Examination-2004. (Annexure – I)

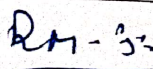
*Discussed and approved*

**5/ Reporting Items (Accounts)**

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

S.No.	Name	Designation	Amount	Date	Purpose
1.	Sh. Tulsi Ram Sharma	Lab. Attendant	60,000	15/04/2004	Purchase of Land
2.	Sh. Pradeep Verma	Assistant	32,000	15/04/2004	Purchase of Land
3.	Sh. A. Sen Gupta	Admnt. Officer	3,00,000	19/04/2004	For Taking LIC Policy (Retiring in July, 2004)
4.	Sh. Harbhajan Singh	Driver	20,000	01/05/2004	Daughter's Engagement
5.	Sh. Rajinder Singh	Assistant	25,000	13/05/2004	Purchase of Colour T.V.
6.	Dr. Narender Kumar	Librarian	70,000	02/06/2004	Renovation of House
7.	Sh. Suman Singh	Office Attdt.	12,000	02/06/2004	Purchase of Colour T.V.
8.	Sh. Bhopal Singh	Office Attdt.	15,000	06/07/2004	Purchase of Colour T.V. & Refrigerator
9.	Sh. Surender Kr. Jairath	S.O. (Accounts)	1,00,000	06/07/2004	Addition & Alteration of Owned House
10.	Sh. Gopal Singh	Driver	13,000	06/07/2004	Purchase of Colour T.V.

  
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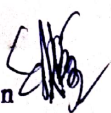
- 5.2 To report the investments of Rs.11,93,000 out of employees provident fund with the post office under time deposit scheme for a period of five years @ 7.50% p.a. (to earn maximum rate of interest) on the recommendations of the P.F. Committee and with the consent of elected representatives of P.F. Subscribers and approval of the Treasurer, Governing Body.

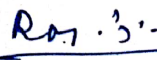
S.No.	Amount	Dated	Monthly Subscription for the Month
1.	8,70,000	19/04/2004	Monthly Subscription & Recovery of the loan for the month of March, 2004 Plus Maturated value of MIP-98-V & Maturated F.D. of Rs. 80,693/-
2.	2,00,000	13/05/2004	Monthly Subscription & Recovery of the loan for the month of April, 2004 Plus Maturated F.D. of Rs. 1,28,558/-
3.	1,23,000	07/06/2004	Monthly Subscription & Recovery of the loan for the month of May, 2004 Plus Maturated F.D. of Rs. 1,03,178/-

- 5.3 To report that a sum of Rs.38,00,000/- (out of the surplus money of BBS/ BFIA Entrance Examination 2004 plus last years balance of Rs.2/- lakhs lying in saving account) invested with Canara Bank for a period of three years on 23/07/2004 out of S. S. College of Business Studies APC fund with the approval of the Treasurer, Governing Body.
- 5.4 To report for approval the re-investment of the following fixed deposits (already matured) along with interest for a period of three years (to earn maximum rate of interest) under the same scheme.

S.No.	Head	Matured on	Amount Re-invested
1.	APC	06/07/2004	34,45,881
2.	Students' Society A/C	19/07/2004	43,50,057

- 5.5 To report that a sum of Rs. 12,00,000/- transferred from Students' Society Account to college Maintenance account for the payment of salary to the staff for the month of April, 2004 and to meet other urgent recurring commitments with the approval of the Chairman, Governing Body. The same was re-imbursed to the Students' society Account on 24/05/2004 after receiving the Maintenance Grant from Delhi Govt.
- 5.6 A Sum of Rs.21,758/- paid to M/S Alsun Systems being the lowest bidder for the cost of two computer Printers on the recommendations of the purchase committee and with the approval of the chairman, Governing Body. Quotations were invited from 14 firms out of which 05 responded.
- 5.7 A sum of Rs. 6,71,762/- paid to M/S Targus Technologies Pvt. Ltd. towards purchase of 15 computers (Compaq EVO-D 330M) and one laptop (HP Compaq NX-9010) on the recommendations of the purchase committee. The purchase was made at DGS & D (Govt. of India) approved rates.
- 5.8 A sum of Rs. 95,359/- paid to M/S Ambica Electricals, being the lowest bidder for cost of one set of public Address system and conference system on the recommendations of the purchase committee and with the approval of the chairman, Governing Body. Quotations were invited from 09 firms out of which 05 responded.
- 5.9 A sum of Rs. 10,53,302/- paid to M/S Swaraj mazda Ltd. for cost of 32 seater CNG Semi Deluxe Bus on the recommendations of the purchase committee. The purchase was made at DGS & D (Govt. of India) approved rates.
- 5.10 A sum of Rs. 2,100/- paid to M/S Eureka Forbes Ltd. for Annual Maintenance Contract of two Acqua Guard out of Students' Society Account. (Students' Welfare Fund)

  
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- 5.11 A sum of Rs. 30,150/- 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 Government.

*All the reporting items (Accounts) from item no.5.1 to 5.11 noted and approved*

### SUPPLEMENTARY AGENDA

- 1/ To consider and approve the below detailed payments made to Mr. A. Sengupta, Administrative Officer, who retired on superannuation from 31/07/2004 a.n., towards his retirement benefits. The fixation of pension and family pension of Mr. A. Sengupta was approved by the University at Rs.8,378/- p.m. and Rs. 5,085/- p.m. respectively, which was communicated vide University letter no.Fin./Pen. Cell/PGC/10184 dated 06/07/2004

#### Details of Payment

1. Commutation of Pension	: Rs. 3,94,480.00
2. Service gratuity	: Rs. 3,10,448.00
3. Encashment of earned leave for 300 days	: Rs. 1,88,150.00
4. On account payment out of PF	: Rs. 1,74,429.00

*Discussed & approved*

- 2/ To report for consideration the recommendations of the Purchase Committee with regard to assignment of Annual Maintenance Contract of 11 UPS Systems (3 UPS 5 KVA, 1 UPS 3 KVA & 7 UPS 1 KVA) at Rs.30,036/- p.a. (payable in four equal installments at the end of each of the four quarters of the year), for at least a period of 7 years, to M/s Enertech UPS Limited, the manufacturer and supplier company, as it was agreed by both the parties at the time of purchase.

*Considered & approved*

- 3/ To report for consideration the recommendations of the Purchase Committee with regard to assignment of Annual Maintenance Contract of LCD Projector (Sanyo PLC XU 35) at Rs.19,392/- p.a. plus taxes as applicable (payable in four equal installments), to M/s Total Presentation Devices (P) Ltd., the supplier company, as per the terms & conditions decided at the time of purchase.


*Approved*

- 4/ To consider the request for Extra Ordinary Leave (leave without pay) on medical ground to Mr. Virender Khanna, Lecturer in Reader's Grade in the department of Business Studies w.e.f. 04/08/2004 for a period of six months.

*Approved*

- 5/ To consider and approve the extension of Extra Ordinary Leave (leave without pay) to Ms. Shalini Prakash, Lecturer in Reader's Grade in the department of Business Studies w.e.f. 18/08/2004 for a period of one year to accompany her husband, who has been posted on an assignment to the U.S.A..

*Approved*

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

Ro-30  
Principal

## 6/ Reporting Item (Office)

- 6.1 To report for approval the action of the Chairman to sanction the routine annual increments 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	Dr. Preeti R. Singh	Reader	01/08/2004	Rs. 420/-
2	Mr. Rajinder Singh	Assistant	01/08/2004	Rs. 125/-

*Noted & approved*

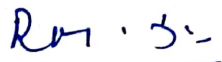
## 7/ Reporting Item (Accounts)

- 7.1 To report that a sum of Rs.7,00,000/- was transferred from Students' Society Account to college Maintenance account for the payment of salary to the staff for the month of July, 2004 and to meet other urgent recurring commitments with the approval of the Chairman, Governing Body. The same shall be transferred back on receipt of the maintenance (recurring) grant.

*Noted & approved*

  
CHAIRMAN, G.B.

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

  
SECRETARY, G.B.

*Minutes Confirmed  
by circulation vide  
letter no. CBS/office/2004/455-57  
dated August 23, 2004.*