

Minutes of the first meeting of the newly constituted Governing Body (effective from 10/09/2004 for a term of one year) held on September 27, 2004 at 4 p.m. in the office of the Principal, to elect the Chairman and to appoint the Treasurer of the college.

Following members were present:

- 1 Sh. Subhash Kakkar – Member
- 2 Sh. Raman Tomar – Member
- 3 Dr. Ratnakar Pande – Member
- 4 Prof. K.B. Lugani – Member
- 5 Ms. Rita Wilson – Member
- 6 Prof. Devendra Mishra – Univ. Representative
- 7 Dr. H.K. Porwal – Teacher Representative
- 8 Ms. Anuja Mathur – Teacher Representative
- 9 Dr. R.M. Singh – Member Secretary
(Principal)

The Principal extended a warm welcome to all the members of the new Governing Body and apprised them about the college. Prof. K.B. Lugani was requested to act as Pro-tem Chairman to conduct the elections of the Chairman.

Sh. Raman Tomar proposed the name of Dr. Ratnakar Pande for the office of the Chairman and Sh. Subhash Kakkar seconded it. The Governing Body unanimously approved the proposal. Dr. Ratnakar Pande – the new Chairman then took over the meeting and thanked all the members and assured them that he would do his best to maintain the high standards set by the college.

The Governing Body then unanimously approved the name of Sh. Raman Tomar as Treasurer, Governing Body, on the suggestion of the chair.

Supplementary Agenda

- 1/ To report to the new Governing Body that the minutes of the Governing Body meeting held on August 7, 2004 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 07/08/2004 by circulation be recorded.

- 2/ Report of the “Action Taken” on the minutes of Governing Body meeting held on 07/08/2004.

Resolution

Action taken

Supplementary Agenda

Item No. 2 – Assignment of Annual Maintenance Contract of 11 UPS systems to M/s Enertech UPS Limited

As decided the AMC has been assigned to M/s Enertech UPS Limited (the manufacturer and supplier company)

Item No. 3 - Assignment of Annual Maintenance Contract of LCD Projector (Sanyo PLC XU 35) to M/s Total Presentation Devices (P) Ltd.

The AMC has been assigned to M/s Total Presentation Devices (P) Ltd. (The supplier company)

Resolved that the report of the ‘Action Taken’ be recorded

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

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

3/ To decide & nominate the members on the following committees:

- Provident Fund Committee
- Finance Committee
- Academic Committee
- Building Committee

The Governing Body nominated the following members:

- Provident Fund Committee - Chairman; Secretary;
Sh.Raman Tomar & Sh.Subhash Kakkar*
- Finance Committee -Chairman; Secretary; Sh.Raman Tomar; Ms.Rita Wilson
Prof.Devendra Mishra & Ms.Anuja Mathur*
- Academic Committee -Chairman; Secretary; Prof.K.B. Lugani; Ms.Rita Wilson
& Prof.M.P. Gupta*
- Building Committee -Chairman; Secretary; Both Teacher Representatives;
Sh.Raman Tomar; Sh.Subhash Kakkar & Sh.Devendra
Mishra*

4/ To consider the request of Dr. H.K. Porwal, Reader in the department of Business Studies for Extra Ordinary Leave (leave without pay) for a period of two years w.e.f. 01/01/2005 for a teaching assignment in Swinburne University of Technology (Sarawak Campus), Kuching, Malaysia. A teacher can avail of EOL for a maximum period of 5 years. Dr. Porwal has already availed EOL for 3 years 7 months 7 days.

*Approved 1 year & 4 months i.e. the remaining period of
leave. No further request will be entertained*

5/ Reporting Items (Office)

5.1 To report for approval the appointments of 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. Kawaljeet Kaur (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 23/08/2004 till the end of the 1 st term (30/09/2004)
2	Ms. Rumita Pal (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 26/08/2004 till the end of the 1 st term (30/09/2004) (Since Ms. Anjali Malhotra did not join & Ms. Aditi Aeron (from 18/08/04 to 25/08/04) left who were appointed against leave vacancy)
3	Ms. Shraddha Tyagi (Business Studies)	Lecturer (Ad-hoc)	Leave vacancy	From 14/09/2004 till the end of the 1 st term (30/09/2004) (Since Ms. Anshu Gupta left who was appointed against leave vacancy)
4	Mr. P.N. Pandey (Business Studies)	Guest Faculty (Period basis)	-----	From 06/08/2004 till the end of the semester

(Signature)
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RM - S
Member Secretary
Shaheed Sukhdev
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- 5 Ms. Anjana Singh Guest Faculty ----- From 16/08/2004 till the end of the semester
(Computer Science)
- 6 Ms. Anamika Sharma Guest Faculty ----- From 23/08/2004 till the end of the semester
(Computer Science)

5.2 To report for approval the sanction of 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	Ms. Shikha Gupta	Lecturer (Temporary)	01/08/2004	Rs. 275/-
2	Ms. Anamika Gupta	Lecturer	01/09/2004	Rs. 275/-
3	Mr. Basant Lal	Lib. Attendant	01/09/2004	Rs. 75/-

Reporting items (Office) 5.1 & 5.2 noted & approved

Items (Accounts)

6/ To approve the revised recurring budget for the year 2004-05 and budget estimates for the year 2005-06.

Approved

7/ Reporting Items (Accounts) for approval

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

S.No.	Name	Design.	Amount	Date	Purpose
1.	Sh. Basant Lal	Lib. Attdt.	80,000	16/08/2004	Purchase of House
2.	Sh. Baleshwar Ram	Mali	65,000	17/08/2004	Purchase of House

7.2 To report the investments of Rs. 3,40,000 out of employees provident fund with the post office under time deposit scheme for a period of five years @ 7.50 % (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.

S.No.	Amount	Dated	Monthly Subscription for the Month
1.	86,000	19/08/2004	Monthly Subscription & Recovery of the loan for the month of July, 2004 Plus Matured value of F.D. of Rs.34,000/-
2.	2,54,000	10/09/2004	Monthly Subscription & Recovery of the loan for the month of August, 2004 Plus Matured value of F.D. of Rs. 1,00,000/-

7.3 To report that a sum of Rs.39,000/- paid to M/S Super Computers being the lowest bidder for printing charges of 550 copies of college magazine on the recommendations of the purchase committee. Quotations were invited from 23 firms out of which 04 responded.

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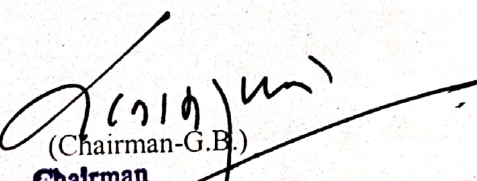
- 7.4 To report that a sum of Rs 12,811/- paid to M/S Newfields Advertising Pvt. Ltd. An authorised agency of D.A.V.P. (Delhi Govt.) for publishing a advertisement regarding a appointment notice in daily News Paper Hindustan Times.
- 7.5 To report the payment of Rs.17,873/- towards 4th quarterly installment of Rs.14,975/- each for AMC of computers & printers and Rs.2,898/- for the extension period of 18 days (01/01/04 to 18/01/04) for the same to M/s Multiple Zones India Pvt. Ltd. (The AMC of computers & printers was approved by the Governing Body in its meeting held on 23/12/2002).
- 7.6 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 August, 2004 and to meet other urgent recurring commitments. The same shall be re-imbursed on receipt of the maintenance (Recurring) Grant.

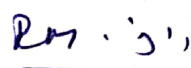
All the Reporting items (Accounts) 7.1 to 7.6 noted & approved

Any other matter with the permission of the Chair.

The Governing Body noted that the Principal – Dr. R.M. Singh is superannuating in February 2005. Chairman-Governing Body proposed the re-employment of Dr. R.M. Singh as Principal to the Governing Body. After discussion Governing Body resolved that Dr. R.M. Singh be re-employed as Principal of S.S. College of Business Studies for a period of 3 years w.e.f. the date of his superannuation subject to the approval of the University. This is in appreciation of his commendable services to the college. The college needs his services for more time.

The Meeting then ended with a vote of thanks to the Chair.


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


(Secretary-G.B.)
Member Secretary
Shaheed Sukhdev College of Business Studies
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*Minutes confirmed
by circulation vide
letter No. CBS/office/2004/588-594
dated September 28, 2004.*