

Cup
No 4 of 5

Minutes of the Governing Body meeting held on February 18, 2005 at 4.30 p.m. in the college premises (Principal's Office).

Following members attended the meeting:

1. Dr. Ratnakar Pande – Chairman
2. Sh. Raman Tomar – Treasurer
3. Ms. Rita Wilson – Member
4. Prof. K.B. Lugani – Member
5. Sh. Subhash Kakkar – Member
6. Prof. Devendra Mishra – Member, Univ. Representative
7. Prof. M.P. Gupta – Member, Univ. Representative
8. Ms. Tarannum Ahmad – Member, Teacher Representative
9. Ms. Damini Gupta – Member, Teacher Representative
10. Dr. R.M. Singh – Member Secretary
(Principal)

At the very out set, the Hon'ble Chairman apprised the Governing Body of the developments with regard to the college site and entrusted the responsibility of seeking an appointment with the Hon'be Chief Minister to the Treasurer – Sh. Raman Tomar so that the whole Governing Body could meet and impress upon the Hon'ble Chief Minister of the urgency of proper infrastructure for the college. The Hon'ble Chairman also thanked the Vice-chancellor for honouring the resolution of the Governing Body on the re-employment of the Principal – Dr. R.M. Singh and recognizing the sincere service rendered by the Principal to the college. The Principal thanked the Governing Body and the Hon'ble Chairman for reposing their trust in him by giving him re-employment with grace and honour.

- 1/ To report that the minutes of the Governing Body meeting held on September 27, 2004 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 27/09/2004 by circulation be recorded.

- 2/ Report of the "Action Taken" on the minutes of Governing Body meeting held on 27/09/2004.

Resolution

Action taken

Item No. 3 – The Governing Body nominated the following members on the committee

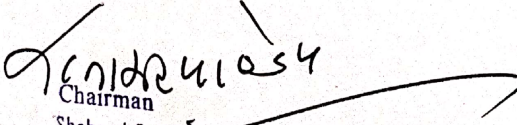
a) Provident Fund Committee -

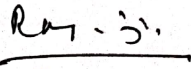
Chairman; Secretary; Sh.Raman Tomar;
& Sh.Subhabsh Kakkar

Provident Fund Committee met
on 31/12/2004

Item No. 4 – EOL of Dr. H.K. Porwal, Reader in the Deptt. of Business Studies for a period of 1 year & 4 months i.e. the remaining period of his leave w.e.f. 01/01/2005

Dr. Porwal was not allowed to proceed on EOL for not completing the 3 years continuous service before proceeding on leave


Chairman
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Member Secretary
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Item No. 5 - (5.1 & 5.2)

Matter of Record

Item No. 6 - Revised recurring budget for the year 2004-05 and budget estimates for the year 2005-06.

Revised recurring budget (2004-05) and budget estimates (2005-06) has been sent to the Delhi Government

Item No. 7 - (7.1 to 7.6)

Matter of Record

Under any other matter

Re-employment of Dr. R.M. Singh as Principal

Letter for approval has been sent to the Vice-chancellor- D.U. on 13-10-2004.

R.M. Singh

Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 27/09/2004 be recorded.

3/ To consider and approve the 'stock taking' report (2003-2004) 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 | 3152 | 823.91 | Cook | Mortal fear | 45.00 |
| 2 | 3768 | 658.4 | Lanza-Bazo | How to be a better manager | 92.33 |
| 3 | 7287 | 332.6322 | Fosback | Stock market logic | 145.00 |
| Total : | | | | | 282.33 |

Total number of issue of books during 2003-04 = 16,340
Total number of issue of magazines during 2003-04 = 841

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

Approved

4/ To approve the recommendations of the duly constituted Selection Committee, meeting held on 26/10/2004, for the appointment of Ms. Damini Gupta as lecturer in the department of Business Studies. (Annexure - II)

Approved

5/ To approve the recommendations of the duly constituted Selection Committee, meeting held on 27/10/2004, for the appointment of Mr. Ajay Jaiswal, Ms. Shikha Gupta and Ms. Meenu Chhikara as lecturers in the department of Computer Science. (Annexure - III)

Approved

6/ To approve the appointment of Ms. Archana Pandey as Office Attendant in the pay scale of Rs.2550-75-2660-60-3200 on purely Ad-hoc basis for a period of six months w.e.f. 12/10/2004.

Approved

7/ To approve the appointment of Ms. Sapna Daga as Guest Faculty on period basis in the department of Financial Studies w.e.f. 08/11/2004 till the end of the semester.

Approved

Chairman
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Member Secretary
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- 8/ To approve the appointment of Ms. Nidhi Sethi as Lab Attendant in the pay scale of Rs.2650-65-3300-70-4000 on purely Ad-hoc basis from 08/12/2004 to 30/04/2005.

Approved

- 9/ To appoint a leave advisory committee.

Following members were appointed on the Leave Advisory Committee

1. Dr. M.P. Gupta
2. Ms. Rita Wilson

- 10/ To consider and approve the below detailed payments to be made to Dr. R.M. Singh, Principal, who is superannuating on 28/02/2005 a.n., towards his retirement benefits. The fixation of pension and family pension of Dr. R.M. Singh was approved by the University at Rs.16,800/- p.m. and Rs. 10,080/- p.m. respectively, which was communicated vide University letter no.Fin./Pen. Cell/PGC/33958 dated 09/11/2004.

Details of Payment

| | |
|--|---|
| 1. Commutation of Pension | : Rs. 7,37,856.00 |
| 2. Service gratuity | : Rs. 3,50,000.00 |
| 3. Encashment of earned leave for 300 days | : Rs. 3,83,040.00 (can be revised subject to upward revision of D.A.) |
| 4. On account payment out of PF (upto February 2005) | : Rs.13,39,190.00 (excluding interest for the year 2004-05) |
| G. Total | : Rs.28,10,086.00 |

(Interest on P.F. for the year 2004-05 will be paid after finalization of interest rate at the end of the financial year 2004-05)

Approved

- 11/ To consider the University letter no. CB-I/S.V.S./2004/28997 dated November 23/29, 2004 with regard to the payment of salary for the summer vacation i.e. from 1st May 2004 to 15th July 2004 to Ms. Shivani whereas she was in the service of the college only upto 30th April 2004 and did not join the college on the opening day because Mr. Virender Khanna against whom she was working joined the duty during the summer vacation. Advice of the C.A. and Legal Advice will be placed before the G.B. on the day of the meeting.

Advice by C.A. and Legal Expert not to pay the salary considered, recorded and accepted.

- 12/ To consider the resignation of Mr.Ajit Mozoomdar from the membership of the college Governing Body w.e.f. 22/09/2004. Hon'ble Chairman has requested him to reconsider his decision.

Approved

13/ Reporting Items (Office) for approval

- 13.1 To report that the stock verification of college store (consumable & non-consumable) was conducted for the year 2003-04 and found nothing lost.

T. N. D. K. S. S.
Chairman
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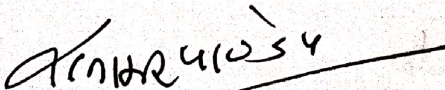
R. M. S.
Member Secretary
Shaheed Sukhdev College of Business Studies
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Vivek Vihar, Delhi-110095

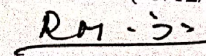
- 13.2 To report for approval the action of the Chairman in sanctioning the routine annual increments to the following staff members from the date mentioned against their names.

| Sl. NO. | NAME OF THE EMPLOYEES | DESIGNATION | DATE OF INCREMENT | AMOUNT OF INCREMENT |
|---------|-----------------------|--------------------|-------------------|---------------------|
| 1 | Dr. H.K. Porwal | Reader | 01/10/2004 | Rs. 420/- |
| 2 | Ms. Kavita Rastogi | Reader's grade | 01/10/2004 | Rs. 420/- |
| 3 | Ms. Anuja Mathur | Sr. Lecturer | 01/10/2004 | Rs. 325/- |
| 4 | Mr. Gopal Singh | Driver | 01/10/2004 | Rs. 100/- |
| 5 | Mr. Manohar Lal | Daftri | 01/10/2004 | Rs. 70/- |
| 6 | Dr. Narender Kumar | Librarian | 01/11/2004 | Rs. 325/- |
| 7 | Mr. Ajay Jaiswal | Lecturer Temporary | 01/11/2004 | Rs. 275/- |
| 8 | Mr. Mohinder Pal | Lib. Attendant | 01/11/2004 | Rs. 75/- |
| 9 | Ms. Kavita Kapur | Reader's grade | 01/12/2004 | Rs. 420/- |
| 10 | Mr. Tulsi Ram Sharma | Lab. Attendant | 01/12/2004 | Rs. 75/- |
| 11 | Mr. Tribhuvan Kumar | P.A. Library | 01/01/2005 | Rs. 175/- |
| 12 | Ms. D.K. Sachdeva | Tech. Assistant | 01/01/2005 | Rs. 175/- |
| 13 | Ms. Bimlesh Sharma | S.P.A. | 01/01/2005 | Rs. 125/- |
| 14 | Mr. Ramesh Chand | S.P.A. | 01/01/2005 | Rs. 125/- |
| 15 | Mr. Sanjay Batra | JACT | 01/01/2005 | Rs. 100/- |
| 16 | Mr. Umesh Dutt | O.A. | 01/01/2005 | Rs. 60/- |
| 17 | Mr. Tapan Mandal | O.A. | 01/01/2005 | Rs. 60/- |
| 18 | Mr. Bhupal Chand | O.A. | 01/01/2005 | Rs. 60/- |
| 19 | Mr. Krishen Pal | S.K. | 01/01/2005 | Rs. 60/- |
| 20 | Mr. Vaidu | S.K. | 01/01/2005 | Rs. 60/- |

- 13.3 To approve the action of the Chairman in appointing of Mr. S.K. Dagar as Junior Assistant in the pay scale of Rs.3050-75-3950-80-4590 w.e.f. 05/10/2004 on the basis of the test conducted by the college under the supervision of the Assistant Registrar – Mr. V.K. Gulati from the University.
- 13.4 To report for approval the action of the Chairman in appointing Ms. Rachna as Placement Officer in the pay scale of Rs.8000-275-13500 on purely Ad-hoc basis for a period of six months w.e.f. 01/11/2004.
- 13.5 To report for approval the acceptance of resignation of Ms.Meenu Chhikara, lecturer temporary w.e.f. 08/11/2004.
- 13.6 To report for approval the sanction of 09 days leave without pay to Mr. Atul Bhardwaj, Technical Assistant for 26/10/2004, 27/10/2004, 28/10/2004, 04/11/2004, 05/11/2004, 10/11/2004, 11/11/2004, 01/12/2004 & 03/12/2004.
- 13.7 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 |
|-----------------------------------|-----------------------|-----------------------|-------------------------------------|---|
| Deptt. of Business Studies | | | | |
| 1. | Ms.Damini Gupta | Lecturer (Ad-hoc) | Leave vacancy of Dr. Sanjay Goyal | From 18/10/2004 till the end of the 2 nd term (23/12/2004) |
| 2. | Ms.Kishori R. Shanker | Lecturer (Ad-hoc) | Vacant Post | From 18/10/2004 till the end of the 2 nd term (23/12/2004) |
| 3. | Ms.Rumita Pal | Lecturer (Ad-hoc) | Leave vacancy of Ms.Shalini Prakash | From 18/10/2004 till the end of the 2 nd term (23/12/2004) |


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4. Ms.Kawaljeet Kaur Lecturer (Ad-hoc) Vacant Post From 18/10/2004 till the end of the 2nd term (23/12/2004) (Not joined)
5. Ms.Meghna Malhotra Lecturer (Ad-hoc) Leave vacancy of Mr.Virender Khanna From 18/10/2004 till the end of the 2nd term (23/12/2004) (Not joined)
6. Ms.Shraddha Tyagi Lecturer (Ad-hoc) Leave vacancy of Ms.Rohini Singh From 18/10/2004 till the end of the 2nd term (23/12/2004)

Deptt. of Financial Studies (Self-Financing course)

7. Ms.Suman Madan Lecturer (Ad-hoc) ----- From 18/10/2004 till the end of the 2nd term (23/12/2004)

Deptt. of Computer Science

8. Mr.Sameer Anand Lecturer (Ad-hoc) Vacant post From 18/10/2004 till the end of the 2nd term (23/12/2004)
9. Ms.Surbhi Tandon Lecturer (Ad-hoc) Vacant post From 18/10/2004 till the end of the 2nd term (23/12/2004) (Not joined)

3.8 To report for approval the action of the chairman in approving the recommendations of the Purchase Committee with regard to the assignment of college security & sanitation to a new security agency (M/s Indian Industrial Security Services Pvt. Ltd.), being the lowest bidder out of 5 quotations received (in all – quotations from 12 firms were invited). Since the agreement of the present security agency M/s Adsum Security Network, has been over; the process was repeated.

3.9 To report for approval the sale of Raddi (Old newspapers, Magazines, Assignment Registers etc.) for Rs.33,138/- on limited tender basis to M/s Hariom, being the highest bidder out of 5 quotations received, in the presence of the following staff members, which took place on 24/12/2004, on the recommendations of the purchase committee. It was sold under the supervision of the following:

- 1 Mr. Ajay Jaiswal (Lecturer – on supervision duty)
- 2 Mr. Surender Kr. Jairath, S.O. Accounts
- 3 Mr. Tribhuvan Kumar, P.A. Library
- 4 Mr. M.S. Tyagi, S.P.A. Library
- 5 Mr. Rajinder Singh, Assistant
- 6 Mr. Pradeep Verma, Assistant
- 7 Mr. Mohd. Ahmad, Care Taker
- 8 Mr. Jagdev Singh, Store Assistant

13.10 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 |
|---------|------|-----------------------|-------------------|--------|
|---------|------|-----------------------|-------------------|--------|

Deptt. of Business Studies

1. Ms.Rumita Pal Lecturer (Ad-hoc) Leave vacancy of Ms.Shalini Prakash From 08/01/2005 till 30th April 2005
2. Ms.Monika Kapur Lecturer (Ad-hoc) Leave vacancy of Ms.Rohini Singh From 12/01/2005 till 30th April 2005

Deptt. of Financial Studies (Self-Financing course)

3. Ms.Kishori R. Shanker Lecturer (Ad-hoc) ----- From 08/01/2005 till 30th April 2005

(Signature)
 Chairman
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(Signature)
 Member Secretary
 Shaheed Sukhdev College of Business Studies
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| | | | | |
|----|--------------------|-------------------|-------|---|
| 4. | Ms.Suman Madan | Lecturer (Ad-hoc) | ----- | From 08/01/2005 till 30 th April 2005 |
| 5. | Ms.Meghna Malhotra | Lecturer (Ad-hoc) | ----- | From 20/01/2005 till 30 th April 2005 |

Deptt. of Computer Science

| | | | | |
|----|-----------------|-------------------|-------------|---|
| 6. | Mr.Sameer Anand | Lecturer (Ad-hoc) | Vacant post | From 08/01/2005 till 30 th April 2005 |
|----|-----------------|-------------------|-------------|---|

Guest Faculty

| | | | | |
|----|--|---------------------------------|-------|---|
| 1. | Prof. I.C. Dhingra (Financial Studies) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |
| 2. | Dr. Balbir Singh (Financial Studies) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |
| 3. | Mr.Kumar Bijoy (Financial Studies) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |
| 4. | Dr. D.C. Shukla (Financial Studies) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |
| 5. | Ms.Sapna Daga (Financial Studies) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |
| 6. | Mr. P.N. Pandey (Business Studies) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |
| 7. | Ms. Kanchan Mohindra (Computer Science) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |
| 8. | Ms. Geetanjali Kher (Computer Science) | Guest Faculty (Period basis) | ----- | From 08/01/2005 till the end of the semester |

13.11 To report for approval the action of the Chairman in approving the recommendations of the Purchase Committee with regard to the assignment of Annual Maintenance Contract of some of the college Computer systems and hardware for the year 2004-05 at Rs.42,000/- (including taxes) to M/s KUSP Electronics Pvt. Ltd., who quoted lowest out of the 08 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.42,000/-.

13.12 To report that Dr. Sanjay Goyal, Reader in the Department of Business Studies, has joined his duties on 17/01/2005 (a.n.) after availing extra ordinary leave (leave without pay) from 08/01/2004 to 17/01/2005.

All the reporting items (office) from 13.1 to 13.12 noted & approved

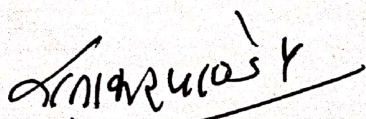
Items (Accounts)

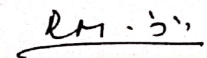
14/ To consider & approve the observations of the college on the Audit Report of the E.L.F.A. for the year 2003-2004.

Approved

15/ To consider & approve the observations of the college on the Audit Report of the A.G.C.R. for the year 2003-2004.

Approved


Chairman
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16/ To approve the non-recurring budget 2004-05. (Annexure – IV)

Approved

17/ To report the investment of Rs.1,14,000/- out of Employees Provident Fund with the Post Office under Term Deposit Scheme for a period of five years @ 7.50 % (to earn the 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. | 1,14,000/- | 05/10/2004 | Subscription & recovery of Loan for The month of Sept.,2004 |

Approved

18/ Reporting Items (Accounts) for approval

18.1 Following employees were granted loan/ final withdrawals out of their Provident Fund with the approval of the Treasurer – Governing Body.

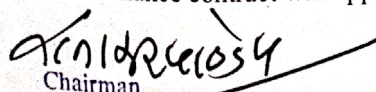
| S. No. | Name | Designation | Amount | Date | Purpose |
|--------|---------------------|---------------|------------|------------|---|
| 1. | Mr. Atul Bhardwaj | Tech. Asstt. | 37,000/- | 02/11/2004 | Purchase of Computer |
| 2. | Mr. Pradeep Verma | Assistant | 10,000/- | 02/11/2004 | Purchase of Fridge & Geyser |
| 3. | Mr. Umesh Dutt | Office Attdt. | 14,000/- | 02/11/2004 | Purchase of T.V. & Fridge |
| 4. | Mr. S.K.Jairath | S.O. (A/C) | 20,000/- | 02/11/2004 | Purchase of Consumer Durable |
| 5. | Ms. Rama Shukla | Assistant | 1,30,000/- | 08/11/2004 | Renovation of own house |
| 6. | Mr. Vaidu | S. K. | 25,000/- | 25/11/2004 | Daughter's Marriage |
| 7. | Dr. Poonam Verma | Reader | 1,17,000/- | 02/12/2004 | Purchase of house |
| 8. | Mr. A. Sen Gupta | A.O. (Retd.) | 63,093/- | 06/12/2004 | Interest of P.F. 2003-2004, Retired on 31/07/2004 |
| 9. | Mr. Krishan Pal | S. K. | 18,000/- | 10/12/2004 | Son's Marriage |
| 10. | Ms. Bimlesh Sharma | S.P.A. (Lib) | 2,50,000/- | 06/01/2005 | Purchase of house & renovation |
| 11. | Mr. Harbhajan Singh | Driver | 9,000/- | 06/01/2005 | Purchase of Refrigerator |

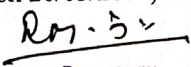
18.2 To report that a sum of Rs.22,00,000/- has been re-imbursed to Students' Societies Account out of the total Rs.44,50,000/- transferred from Students' Society Account to College Maintenance Account for the payment of salary to the staff and to meet other urgent recurring expenditure with the approval of the Chairman & Treasurer Governing Body.

18.3 A sum of Rs.22,400/- was paid to M/S Library Equipment service being the lowest bidder for the purchase of 02 book stacks and 4 wooden step stools on the recommendations of the purchase committee and approval of the Treasurer & chairman, Governing Body out of students' Society Account(college development fund). Quotations were invited from 15 firms out of which 03 responded.

18.4 A sum of Rs.8,274/- was paid to M/S Galaxy U.P.S. Private Limited (Authorized distributor for sale and after sales service of Enertech UPS Systems) for Annual Maintenance Contract of 11 UPS (3 UPS- 5 KVA; 1 UPS 3 KVA; 7 UPS 1 KVA) on the recommendations of the purchase committee. The AMC of the UPS was approved by the Governing Body in its meeting held on August 7,2004.

18.5 A sum of Rs.36,000/- was paid towards 1st, 2nd and 3rd quarterly installment of Rs.12,000/- each for Annual Maintenance contract of computers & printers to M/S Kusp Electronics Pvt. Ltd. (The annual maintenance contract was approved by the Governing body in its meeting held on 20/03/2004).


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- 18.6 A sum of Rs.4,959/- was paid to M/S Godrej & Boyce Mfg. for Annual Maintenance Contract of Panasonic V-60 Fax Machine with the approval of the Treasurer, Governing Body.
- 18.7 A sum of Rs.3,090/- was paid to M/S Universal Motors (Approved workshop of Delhi Govt.) for the repair charges of the staff car with the approval of the Technical Officer, State Transport Authority, Delhi Govt.
- 18.8 A sum of Rs.2,393/- was paid to M/S Ceat Limited for the purchase of two set of Tyres & Tubes for staff car with the approval of the Technical Officer, State Transport Authority, Delhi Govt. The purchase was made at DGS & D (Govt. of India) approved rates.
- 18.9 A sum of Rs.13,462/- (8382 + 5080) was paid to Mr. A. Sen Gupta as the balance amount of Gratuity & Leave encashment after enhancement of Dearness Allowance by 3 % P.M. w.e.f. 01/07/2004.
- 18.10 A sum of Rs.25,292/- was paid to The Principal, Kamla Nehru College as pension contribution in respect of Sh. J.S. Grover, S.O. from 03/12/1987 to 17/10 1989 on deputation in this college as per the Univ. letter No. CB-III/Min./2002/28352 Delhi dated 03/11/2002.
- 18.11 A sum of Rs.13,135/- was paid to Mr. Jitender Tiwari (ex-lecturer) towards final payment of P.F. Subscription along with interest.
- 18.12 A sum of Rs.10,600/- was paid to M/S The Printline, being the lowest bidder for printing of 500 Students' Attendance Registers, 1000 Provisional Certificates & 1000 Students' Identity Cards on the recommendations of the purchase committee and approval of the Chairman , Governing Body. Quotations were invited from 23 firms out of which 03 responded.
- 18.13 A sum of Rs.21,902/- was paid to M/S Alka Book Binding House, being the lowest bidder for binding of library books (1200 nos.), periodicals (114 nos.) & question papers (24 nos.) on the recommendations of the purchase committee and approval of the Treasurer & Chairman , Governing Body. Quotations were invited from 26 firms out of which 04 responded.

All the reporting items (Accounts) from 18.1 to 18.13 noted & approved

SUPPLEMENTARY AGENDA

- 1/ To approve the extension of the term of Dr. Preeti Rajpal Singh, Reader, as College Bursar for a period of one year w.e.f. 21/03/2005.

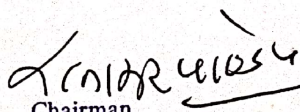
Approved

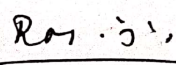
- 2/ To approve a new savings bank account in the name of Shaheed Sukhdev College of Business Studies Pension Account with the Canara Bank (College Banker) for all new entrants who joined the services of the college on or after 01/01/2004.

Approved & resolved that the new account shall be operated by the Principal and Bursar or Treasurer of the College.

- 3/ To consider the request of Mr. Virender Khanna, Lecturer in Reader's grade for extension of EOL for a period of one year w.e.f. 04/02/2005 on medical grounds.

Approved subject to the medical advice from AIIMS or Ram Manohar Lohiya Hospital to this effect and a bond that he would not accept any salaried assignment.


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

4/ Reporting Items (Office) for approval

- 4.1 To report for approval the action of the Principal in promoting Mr. Tapan Kumar Mandal, Office Attendant to the post of Daftri on purely ad-hoc basis w.e.f. 01/10/2004. His pay & other matters shall be fixed as per the University rules.
- 4.2 To report for approval the action of the Chairman in sanctioning 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 | Ms. Rama Shukla | Assistant | 01/02/2005 | Rs. 125/- |
| 2 | Mr. Mohd. Ahmad | C.T. | 01/02/2005 | Rs. 100/- |
| 3 | Mr. Suman Singh | O.A. | 01/02/2005 | Rs. 65/- |

- 4.3 To report for approval the re-employment of Dr. R.M. Singh, Principal for a period of three years with effect from the date of his superannuation, as intimated vide University letter no. DRC-2005/48 dated February 16, 2005.

All the reporting items from 4.1 to 4.3 noted & approved

5/ Reporting Items (Accounts) for approval

- 5.1 To report the investment of Rs.1,65,000/- out of Employees Provident Fund with the Post Office under Term Deposit Scheme for a period of five years @ 7.50 % (to earn the 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. | 1,65,000/- | 10/02/2005 | Subscription & recovery of Loan for The month of January 2005 |

Noted & approved

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

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

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

*Minutes Confirmed
by circulation vide
letter no. CBS/office/2005/1116 to 1123
dated February 25/28, 2005.*