

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on August 1, 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. Prof. O.P. Chopra – Member, Univ. Representative
6. Ms. Tarannum Ahmad – Member, Teacher Representative
7. Ms. Damini Gupta – Member, Teacher Representative
8. Dr. R.M. Singh – Member Secretary
(Principal)

- 1/ To report that the minutes of the Governing Body meeting held on February 18, 2005 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 18/02/2005 by circulation be recorded.

- 2/ Report of the "Action Taken" on the minutes of Governing Body meeting held on 18/02/2005.

Resolution

Action taken

Item No. 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13.1 to 13.12,
14, 15, 16, 17 & 18.1 to 18.13

Matter of Record

(Copy of the Minutes attached for ready reference)

Supplementary Agenda

Item No. 1 & 2

(Copy of the Minutes attached for ready reference)

Matter of Record

Item No. 3 - EOL of Mr. Virender Khanna for a period one year w.e.f. 04/02/05 on medical ground subject to the condition that he would submit a medical certificate from AIIMS/RML

Mr. Khanna Submitted a medical certificate from Ram Manohar Lohia Hospital & proceeded on EOL

Item No. 4.1 to 4.3 & 5.1

Matter of Record

(Copy of the Minutes attached for ready reference)

Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 18/02/2005 be recorded.

Governing Body noted that Mr. Virender Khanna instead of submitting the proper medical certificate just submitted an OPD slip which neither carries the name of the specific disease nor the exact period of rest and it is not properly signed and stamped. Hence it is rejected. Governing Body requires Mr. Khanna to submit the medical certificate for the period of leave from Ram Manohar Lohia Hospital on the prescribed proforma with the mention of the specific disease; exact advice and signed by the specialist with official seal within a week

(Signature)
Chairman

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

(Signature)
Member Secretary

Shaheed Sukhdev College of Business Studies
(University of Delhi)



failing which this period of absence from duty may be treated as unauthorized absence from duty with consequential effects. No medical certificate is valid after three months. The medical certificate should be countersigned by the Medical Superintendent of the Hospital.

- 3/ To approve the recommendations of the study leave advisory committee meeting held on 02/05/2005 for extension of study leave to Ms. Rohini Singh, Lecturer in Reader's grade for a period of one more year w.e.f. 24/04/2005 as approved by the University vide its letter no. CB-I/STUDY LEAVE/2005/457/10437 dated 08/07/2005.

Approved

- 4/ 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. 13/04/2005.

Approved

- 5/ 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 for a period of six months w.e.f. 03/05/2005.

Approved

- 6/ To consider and approve the below detailed payments to be made to Mr. M.S. Tyagi, S.P.A. (Library), who is superannuating on 31/07/2005 a.n., towards his retirement benefits. The fixation of pension and family pension of Mr. M.S. Tyagi was approved by the University at Rs.6,175/- p.m. and Rs. 4,095/- p.m. respectively, which was communicated vide University letter no.Fin./Pen. Cell/PGC/8374 dated 06/06/2005.

Details of Payment

1. Commutation of Pension	: Rs. 2,90,769.00	
2. Service gratuity	: Rs. 2,43,558.00*	*(can be revised subject to upward revision of D.A.)
3. Encashment of earned leave for 300 days	: Rs. 1,59,710.00*	
4. On account payment out of PF	: Rs. 5,15,976.00	
G. Total	: Rs.12,10,013.00	

Approved

- 7/ To consider the letter no. DHE-3(32)/NR-GIA/2005-06/1602 dated 14/07/2005 received from the Directorate of Higher Education regarding sharing of College Bus with Shaheed Rajguru College of Applied Sciences for Women. (Annexure - I)

Charge of under utilization of the bus is without any basis. College of Business Studies is a registered society and as per rules "the affairs of the society i.e. the College shall be administered and vested in the Governing Body of the college which functions under the acts, statutes, ordinances, regulations, and resolutions of the University of the Delhi". Hence, Governing Body alone is the competent authority to take decisions in matters of internal administration of the college. Governing Body rejects the proposal of sharing the college bus with another college.

(Signature)
Chairman
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Vivek Vihar, Delhi-110095

(Signature)
Member Secretary
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Vivek Vihar, Delhi-110095

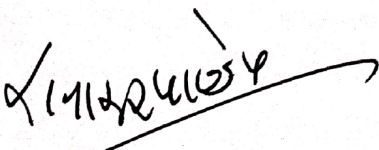
8/ Reporting Items (Office) for approval

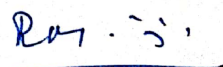
- 8.1 To report for approval the action of the Chairman in sanctioning the routine annual increments to the following staff members from the date mentioned against their names.

Sl. NO.	NAME OF THE EMPLOYEES	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT
1	Mr. Atul Bhardwaj	Tech. Assistant	15/03/2005 (Due to 14 days of LWP)	Rs. 175/-
2	Mr. J.V. Anand	Data Entry Operator	01/03/2005	Rs. 125/-
3	Mr. Imtiaz Ahmad	Input Output Asstt.	01/03/2005	Rs. 125/-
4	Mr. Harbhajan Singh	Driver	01/03/2005	Rs. 100/-
5	Mr. Jagdev Singh	G.O.	01/03/2005	Rs. 85/-
6	Mr. Drigpal	O.A.	01/03/2005	Rs. 75/-
7	Mr. Chander Pal	Mali	01/03/2005	Rs. 75/-
8	Dr. Sanjay Goyal	Reader	01/04/2005	Rs. 420/-
9	Mr. Baleshwar Ram	Mali	01/04/2005	Rs. 65/-
10	Mr. M.S. Tyagi	S.P.A. Library	01/05/2005	Rs. 275/-
11	Mr. S.K. Jairath	S.O. Accounts	01/05/2005	Rs. 200/-
12	Dr. Poonam Verma	Reader	01/07/2005	Rs. 420/-
13	Ms. Tanuja Sharma	Reader's grade	01/07/2005	Rs. 420/-
14	Ms. Tarannum Ahmad	Reader's grade	01/07/2005	Rs. 420/-
15	Mr. S.Q. Abbas	Sr. Asstt.	01/07/2005	Rs. 175/-
16	Mr. Pradeep Verma	Assistant	01/07/2005	Rs. 100/-

- 8.2 To report for approval the recommendations of the duly constituted Selection Committee (meeting held on 03/03/2005) with regard to promotion of Dr. Narender Kumar, Librarian to the Professional Senior Scale (Rs.12,000-18,300) from the date of his eligibility i.e. 04/11/2001.
- 8.3 To report for approval the sanction of 05 days leave without pay to Mr. Atul Bhardwaj, Technical Assistant for 20/12/2004, 08/02/2005, 09/02/2005, 17/02/2005 & 18/02/2005.
- 8.4 To report for approval the pay fixation (detailed given below) of Ms. Damini Gupta & Mr. Ajay Jaiswal as lecturer in the department of Business Studies & Computer Science respectively.

S.No.	Name	Pay fixed at Rs.	w.e.f.	Next date of increment	University Letter no. & dated
1	Ms.Damini Gupta	8,825/-	07/10/2004	01/10/2005	CB-I/Pay Fixation/2005/5568 dated 13/05/2005
2	Mr.Ajay Jaiswal	9,100/-	04/11/2004	01/11/2005	CB-I/H.S./2005/423/9092 dated 24/06/2005


Chairman
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Member Secretary
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8.5 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
<u>Deptt. of Business Studies</u>				
1.	Ms.Kishori R. Shanker	Lecturer (Ad-hoc)	Vacant Post for S.C. (Permanent)	From 16/07/2005 for a period of four months
2.	Ms.Rumita Pal	Lecturer (Ad-hoc)	Leave vacancy of Ms.Shalini Prakash	From 16/07/2005 for a period of four months
3.	Ms.Monika Kapur	Lecturer (Ad-hoc)	Leave vacancy of Ms. Rohini Singh	From 16/07/2005 for a period of four months
4.	Ms.Meghna Malhotra	Lecturer (Ad-hoc)	Leave vacancy of Mr.Virender Khanna	From 16/07/2005 for a period of four months
5.	Ms.Aditi Aeron	Lecturer (Ad-hoc)		From 20/07/2005 for a period of four months
<u>Deptt. of Financial Studies (Self-Financing course)</u>				
6.	Ms.Anita Chhabra	Lecturer (Ad-hoc)	-----	From 18/07/2005 for a period of four months
7.	Mr.Kumar Bijoy	Guest Faculty (Period basis)	-----	From 18/07/05 to 22/07/05
		Lecturer (Ad-hoc)	-----	From 25/07/2005 for a period of four months
8.	Prof. I.C. Dhingra	Guest Faculty (Period basis)	-----	From 18/07/2005 till the end of the semester
9.	Dr. D.C. Shukla	Guest Faculty (Period basis)	-----	From 18/07/2005 till the end of the semester
10.	Prof. M.P. Gupta	Guest Faculty (Period basis)	-----	From 18/07/2005 till the end of the semester
11.	Ms.Deepa Bhatnagar	Guest Faculty (Period basis)	-----	From 18/07/2005 till the end of the semester
12.	Ms.Geetanjali Kher	Lecturer (Ad-hoc)	-----	From 21/07/2005 for a period of four months
<u>Deptt. of Computer Science</u>				
13.	Mr.Sameer Anand	Lecturer (Ad-hoc)	Vacant post	From 16/07/2005 for a period of four months
14.	Ms.Rachna	Lecturer (Ad-hoc)	Vacant post	From 16/07/2005 for a period of four months
15.	Ms. Kanchan Mohindra	Guest Faculty (Period basis)	-----	From 18/07/2005 till the end of the semester

All the reporting items (office) from 8.1 to 8.5 noted & approved

Items Accounts

9/ To consider & approve the Income and Expenditure Statement of BBS/BFIA entrance examination-2005. (Annexure - II)

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

Approved

(Signature)
Member Secretary
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 Vivek Vihar, Delhi-110095

10/ Reporting Items (Accounts) for approval

- 10.1 To report for approval the investment of Rs. 18,68,000/- out of Employees Provident Fund with the Post Office under Time Deposit Scheme and with Canara Bank under fixed deposit scheme for a period of five years (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 the recommendations of the Treasurer, Governing Body and approval of the Chairman, Governing Body.

S.No.	Amount	Dated	Monthly Subscription for the month
1.	16,80,000/-	18/03/2005	Matured value of F.D. +Subscription & recovery of Loan for the month of Feb.,2005
2.	1,88,000/-	11/07/2005	Subscription , recovery of Loan & interest

- 10.2 Following employees were granted loan/ final withdrawal out of their Provident Fund with the recommendations of the Treasurer, Governing Body and approval of the Chairman, Governing Body:

S. No.	Name	Designation	Amount	Date	Purpose
1.	Mr. Tapan Mandal	Daftri	12,000/-	18/02/2005	House Renovation
2.	Mr. Drig Pal	Office Attdt.	10,000/-	07/04/2005	Mundan Ceremony
3.	Mr. Umesh Dutt	Office Attdt.	40,000/-	07/04/2005	House Renovation
4.	Mr. Mohd. Ahmad	Care Taker	60,000/-	07/04/2005	House Renovation
5.	Sh. Jaiversh Anand	Data Ent. Optr.	50,000/-	12/05/2005	Mundan Ceremony
6.	Dr. S.K.Goyal	Reader	70,000/-	20/05/2005	Purchase of Consumer Durable & renovation of house
7.	Sh. Pradeep Verma	Asstt.	8,000/-	20/06/2005	Purchase of Consumer Durable

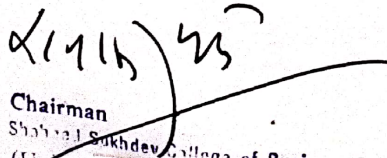
- 10.3 To report that a sum of Rs. 19,00,000/- (12,00,000+7,00,000) was transferred from student's Society Account to Maintenance Account for the payment of salary to the staff and to meet other urgent recurring expenditure with the recommendations of the Treasurer, Governing Body and approval of the Chairman, Governing Body during this financial year. Funds borrowed during the last financial year i.e. Rs. 19,00,000/- from societies account have been fully refunded.

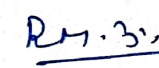
- 10.4 A sum of Rs. 3,81,502/- paid to M/S National Informatics centre services Inc. (A Govt. of India enterprises under NIC) for purchase of 11 computers (P-IV) with the recommendations of the Treasurer-Governing Body and approval of the Chairman, Governing Body and as per the condition of grant by Delhi Govt.

- 10.5 A sum of Rs. 1,500/- paid to Mr. Rajinder Dhawan, Advocate High Court for the legal opinion in the case of Ms. Shivani, Lecturer (Ad-hoc) for payment of salary for summer vacation (2004).

- 10.6 A sum of Rs. 51,350/- paid to M/S Indu Cards Graphics being the lowest bidder for printing charges of 650 copies of college magazine on the recommendations of the purchase committee. Quotations were invited from 19 firms out of which 06 responded.

- 10.7 A sum of Rs. 10,860/- was paid towards 1st & 2nd quarterly installment of Rs. 5,430/- each for annual maintenance contract of LCD Projector (SANYO, PLC-XU-35) to M/S Total Presentation Devices (P) Ltd., the supplier company & only distributor for multimedia projectors (SANYO) in Delhi on the recommendations of the purchase committee (The AMC was approved by the Governing Body in its meeting held on 07 August 2004).


Chairman
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Member Secretary
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- 10.8 A sum of Rs. 10,809/- 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.
- 10.9 A sum of Rs. 14,830/- (13,630 + 1200) paid to M/S Pappu Maintenance works being the lowest bidder for repair charges of college furniture on the recommendations of the purchase committee.
- 10.10 To report that a sum of Rs. 44,00,000/- (out of the surplus money of BBS/BFIA entrance examination-2005 plus last year balance of Rs. 1,50,153/- lying in savings account) invested with Canara bank for a period of five years on 13/07/2005 out of Shaheed Sukhdev college of business studies APC Fund with the recommendations of the Treasurer, Governing Body and the approval of the Chairman, Governing Body.
- 10.11 To report for approval the re-investment of the following fixed deposits (already matured) for a period of three years (to earn maximum rate of interest) under the same scheme:

S.No.	Head	Matured on	Amount Re-invested	Remarks
1.	Student's Society Account	31/03/2005	1,00,000/-	Without interest
2.	APC A/C	09/04/2005	1,78,147/-	With interest
3.	APC A/C	17/06/2005	31,93,996/-	With interest
4.	Student's Society Account	05/07/2005	38,32,796/-	With interest

- 10.12 To report the following investments with Canara Bank under Fixed Deposit Scheme out of students' Society Account

S.No.	Amount	Date	Period
1.	Rs.38,00,000/-	13/07/2005	05 years.

- 10.13 A sum of Rs. 2,100/- paid to M/S Ram Neer Enterprises (Authorized service provider of M/S Eureka Forbes Ltd.) for Annual Maintenance Contract of two Acquaguards (Water purifier) with the recommendations of the Treasurer, Governing Body and the approval of the Chairman, Governing Body out of Student's Society Account (Student's Welfare Fund).

All the reporting items (Accounts) from 10.1 to 10.13 noted & approved

SUPPLEMENTARY AGENDA

- 1/ To consider and approve the extension of Extra Ordinary Leave (leave without pay), beyond two years (from 18/08/2003 to 17/08/2005) to Ms. Shalini Prakash, Lecturer in Reader's Grade in the department of Business Studies from 18/08/2005 to 09/09/2005 to accompany her husband, who has been posted on an assignment to the U.S.A..

Approved

2/ Reporting Items (Office) for approval

- 2.1 To report for approval the action of the Chairman in condemning the college staff car on the recommendations of the Delhi Transport Corporation Central Workshop – Delhi w.e.f. 09/05/2005.

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

2.2 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. Preeti Rajpal Singh	Reader	01/08/2005	Rs. 420/-
2	Ms. Shikha Gupta	Lecturer	01/08/2005	Rs. 275/-
3	Mr. Rajinder Singh	Assistant	01/08/2005	Rs. 125/-

Item No. 2.1 & 2.2 noted & approved

3/ Reporting Items (Accounts) for approval

- 3.1 A sum of Rs.68,005/- paid to M/s Mansarover Industrial Corporation for cost of Computer furniture for new computer lab. at DGS & D rate contract out of Students' Society Account (B.Sc. (H) Computer Science course fees) with the recommendations of the Treasurer, Governing Body and the approval of the Chairman, Governing Body.
- 3.2 A sum of Rs. 12,000/- was paid towards 4th quarterly AMC installment of Rs. 12,000/- each to M/S KUSP Electronics Pvt. Ltd. (The AMC of computers and Printers was approved by the Governing Body in its meeting held on 20/03/2004).
- 3.3 A sum of Rs. 10,500/- was paid towards 1st quarterly AMC installment of Rs. 10,500/- each to M/S KUSP Electronics Pvt. Ltd. (The AMC of computers and Printers was approved by the Governing Body in its meeting held on 18/02/2005).
- 3.4 A sum of Rs. 38,076/- paid to M/S Targus Technologies Pvt. Ltd., being the lowest bidder, for the cost of Lan Cabling in New Computer Lab., on the recommendations of the Purchase Committee and the Treasurer, Governing Body and with the approval of the Chairman, Governing Body. Quotations were invited from 9 vendors out of which 4 responded.
- 3.5 A sum of Rs. 10,00,000/- transferred from Students' Society Account to college Maintenance account for the payment of salary to the staff for the month of July, 2005 and to meet other urgent recurring commitments with the recommendations of the Treasurer, Governing Body and approval of the Chairman, Governing Body. The same will be re-imbursed to the Students' society Account after receiving the grant (2nd installment) from Delhi Government.
- 3.6 A sum of Rs.24,825/- was paid to M/S Galaxy U.P.S. Private Limited (Authorized distributor for sale and after sales service of Eneritech UPS Systems) towards 2nd, 3rd & 4th installment 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.

Item No. 3.1 to 3.6 noted & approved

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

CHAIRMAN, G.B.

Chairman

Shri. Sukhdev College of Business Studies
(University of Delhi)
Vivek Vihar, Delhi-110095

Minutes Confirmed by
circulation vide letter No.
CBS/office/2005/285-90
dated August 5/8, 2005.

SECRETARY, G.B.

Member Secretary

Shri. Sukhdev College of Business Studies
(University of Delhi)
Vivek Vihar, Delhi-110095

