

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on March 2, 2006 at 5.00 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. Prof. K.B. Lugani – Member
4. Prof. Sanjay Sehgal – Member, Univ. Representative
5. Ms. Kavita Rastogi – Member, Teacher Representative
6. Mr. Ajay Jaiswal – Member, Teacher Representative
7. Dr. R.M. Singh – Member Secretary
(Principal)

- 1/ To report that the minutes of the Governing Body meeting held on December 7, 2005 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 07/12/2005 by circulation be recorded.

- 2/ Report of the "Action Taken" on the minutes of the Governing Body meeting held on 07/12/2005.

Resolution

Action taken

Item No. 3, 4, 5, 6, 7.1 to 7.11, 8, 9 & 10.1 to 10.14

Matter of Record

Supplementary Agenda

Item No. 1, 2, 3.1 to 3.3 & 4.1 to 4.3

Matter of Record

Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 07/12/2005 be recorded.

- 3/ To approve the action of the Chairman to allow the proposal of the college to invite fresh quotations for the security services on the expiry of the contract with M/s Indian Industrial Security Services (P) Ltd. on 31/12/2005.

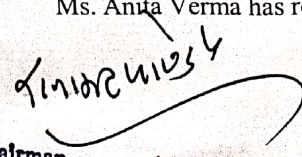
Approved

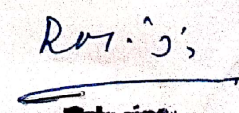
- 4/ To approve the recommendations of the duly constituted Selection Committee, meeting held on 13/02/2006 for the appointment of following lecturers in the department of Financial Studies, as detailed below: (**Annexure – I**)

- (1) Ms.Kishori Ravi Shankar – Temporary for a period of two years
- (2) Mr.Kumar Bijoy - Temporary for a period of two years
- (3) Ms.Anita Verma - Temporary for a period of one year
- (4) Ms.Shivali Chawla - Temporary for a period of one year

Ms. Anita Verma has refused to join the post.

Approved


Chairman
Shaheed Sukhdev College of Business Studies
(University of Delhi)


Principal

5/ Reporting Items (Office) for approval

- 5.1 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	Ms. D.K. Sachdeva	Tech. Assistant	01/01/2006	Rs. 175/-
2	Ms. Bimlesh Sharma	S.P.A.	01/01/2006	Rs. 125/-
3	Mr. Ramesh Chand	S.P.A.	01/01/2006	Rs. 125/-
4	Mr. Sanjay Batra	JACT	01/01/2006	Rs. 100/-
5	Mr. Bhupal Chand	O.A.	01/01/2006	Rs. 60/-
6	Mr. Krishen Pal	S.K.	01/01/2006	Rs. 60/-
7	Mr. Vaidu	S.K.	01/01/2006	Rs. 60/-
8	Ms. Rama Shukla	Assistant	01/02/2006	Rs. 125/-
9	Mr. Mohd. Ahmad	C.T.	01/02/2006	Rs. 100/-
10	Mr. Suman Singh	O.A.	01/02/2006	Rs. 65/-

- 5.2 To report for approval the re-fixation of pay of Mr. Tribhuvan Kumar, Prof. Assistant at Rs.1,940/- p.m. in the pay scale of Rs.1640-2900 from 01/01/94 and pay re-fixed at Rs.6,375/- p.m. in the pay scale of Rs.5500-9000 w.e.f. 01/01/96, as intimated by the University vide its letter no.CB-III/Lib./2005/33574 dated 07/12/2005.

- 5.3 To report for approval the action of the Chairman in appointing Ms. Rumita Pal as Placement Officer in the pay scale of Rs.8000-275-13500 on purely Ad-hoc basis from 02/02/2006 to 30/04/2006.

- 5.4 To report for approval the action of the Chairman in extending the EOL (without pay) on medical grounds of Mr. Virender Khanna, Lecturer in Reader's grade from 15/12/2005 to 28/02/2006.

Approved & resolved that Mr. Virender Khanna should be asked to explain as to why he did not join his duty.

- 5.5 To report for approval the action of the Chairman for granting Extra Ordinary Leave (leave without pay) to Ms. Tanuja Sharma, Lecturer in Reader's Grade in the department of Business Studies for a period of one year w.e.f. 19/12/2005 for joining the post of Associate Professor at Management Development Institute, Gurgaon (Haryana).

- 5.6 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.	Miss Naina	Lecturer (Ad-hoc)	Leave vacancy of Mr. Virender Khanna	From 09/01/2006 till the end of the semester (Not joined)
2.	Ms. Kishori R. Shanker	Lecturer (Ad-hoc)	Leave vacancy of Ms. Tanuja Sharma	From 09/01/2006 till the end of the semester
3.	Ms. Meghna Malhotra	Lecturer (Ad-hoc)	Leave vacancy of Ms. Rohini Singh	From 09/01/2006 till the end of the semester
4.	Ms. Monica Bansal	Lecturer (Ad-hoc)	-----	From 09/01/2006 till the end of the semester (Relieved)
5.	Dr. D.C. Shukla	Guest Faculty (Period basis)	-----	From 09/01/2006 till the end of the semester
6.	Ms. Parul Chachra	Lecturer (Ad-hoc)	-----	From 17/02/2006 till the end of the semester

[Signature]
Chairman
Shaheed Sukhdev College of Business Studies
(University of Delhi)

[Signature]
Principal

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Deptt. of Financial Studies (Self-Financing course)

7.	Mr.Kumar Bijoy	Lecturer (Ad-hoc)	-----	From 09/01/2006 till the end of the semester
8.	Ms.Anita Chhabra	Lecturer (Ad-hoc)	-----	From 09/01/2006 till the end of the semester (Relieved)
9.	Ms.Shivali Chawla	Lecturer (Ad-hoc)	-----	From 09/01/2006 till the end of the semester
10.	Ms.Jyoti Sikka	Lecturer (Ad-hoc)	-----	From 09/01/2006 till the end of the semester (Left)
11.	Prof. I.C. Dhingra	Guest Faculty (Period basis)	-----	From 09/01/2006 till the end of the semester

Deptt. of Computer Science

12.	Mr.Sameer Anand	Lecturer (Ad-hoc)	Vacant post	From 09/01/2006 to 16/03/06
13.	Ms.Geethanjali Kher	Lecturer (Ad-hoc)	Vacant post	From 09/01/2006 to 20/03/06
14.	Ms.Kanchan Mohindra	Guest Faculty (Period basis)	-----	From 09/01/2006 till the end of the semester
15.	Mr.Karan Gaur	Guest Faculty (Period basis)	-----	From 25/01/2006 till the end of the semester

- 5.7 To report for approval the sanction of 04 days leave without pay to Mr. Pradeep Kumar Verma, Assistant from 31/01/2006 to 03/02/2006.

All the reporting items (office) from 5.1 to 5.7 noted & approved

Items Accounts

- 6/ To Consider and approve the observations of the college on the audit report of the E.L.F.A. for the year 2004-2005. (**Annexure – II**)
Approved
- 7/ To Consider and approve the observations of the college on the audit report of the A.G.C.R. for the year 2004-2005. (**Annexure – III**)
Approved

8/ Reporting Items (Accounts) for approval

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

S. No.	Name	Designation	Amount	Date	Purpose
1.	Mrs.D.K.Sachdeva	Tech. Asstt.	75,000/-	07/12/2005	Higher Studies of Daughter
2.	Mr.Baleshwar Ram	Mali	10,000/-	09/01/2006	Mundan Ceremony
3.	Mr.Harbhajan Singh	Driver	20,000/-	03/01/2006	Construction of House

- 8.2 To report the investment of Rs. 8,76,000/- out of Employees Provident Fund with Canara Bank under fixed deposit scheme for a period of five years @ 6.50 % (to earn the maximum rate of interest) on the recommendations of the P.F. Committee and the consent of elected representatives of the P.F. Subscribers and approval of the Treasurer and chairman of the Governing Body.

[Signature]
Chairman
Shahed Sukhdev College of Business Studies

[Signature]
Principal

S. No.	Amount	Date of Investment	Head
1.	4,22,000	08/12/2005	Subscription & Recovery for the month of November,2005
2.	1,32,000	13/01/2006	Subscription & Recovery for the month of December,2005
3.	1,63,000	20/02/2006	Subscription & Recovery for the month of January,2006
4.	1,59,000	20/02/2006	Subscription out of New Pension Fund.

- 8.3 A sum of Rs. 10,00,000/- transferred from students' Society Account to Maintenance Account for the payment of salary to the staff for the month of December,2005 and to meet other urgent recurring expenditure with the approval of the Chairman, Governing Body, The above mentioned amount and Rs. 8,00,000/- (earlier transferred from societies' Account for the payment of the salary of November,2005) Grand total Rs. 18,00,000/- would be re-imbursed to the students' Society Account after receiving Grant-in-Aid from Delhi Govt.
- 8.4 A Sum of Rs. 8,274/- was paid to M/S Galaxy U.P.S. (Authorised distributor for sale and after sale service of Eneritech UPS Systems) towards 1st installment for Annual Maintenance Contract of 11 UPS (3 UPS-5KVA, 1 UPS- 3 KVA, 7 UPS- 1KVA) on the recommendations of the Purchase Committee. The AMC of he UPS was approved by the Governing Body in its meeting held on August 07, 2004.
- 8.5 To report the approval of re-investment of the following fixed deposits with Canara Bank (already Matured) along with interest for a period of five years (to earn the maximum rate of interest) under the same scheme with the recommendations of the Treasurer, Governing Body and the approval of Chairman, Governing Body.

S.No.	Head	Matured On	Amount Re-Invested
1.	Student's Society Account	15/12/2005	49,31,949
2.	A.P.C. Fund	15/12/2005	42,74,355

- 8.6 A sum of Rs. 60,441/- paid to M/S SMR Solutions Private Limited for the cost of one APC 5 KVA UPS with 12 V 12 AH Batteries & Rack 6 lines out of Student's Societies Fund (B.Sc. (H) Comp. Science on the recommendations of the Purchase Committee and approved by the Governing Body in its meeting held on 07/12/2005. The purchase was made at DGS & D (Govt. of India) approved rates.
- 8.7 To approve the following Panel of Auditors for conducting the audit of the college accounts w.e.f. the financial year 2005-2006.
- Narinder Singh & Co. Chartered Accountants
B-38, Christian Colony
Patel Chest
University of Delhi
Delhi-110 007
 - Rajeev Shagun Gupta & Co.
Chartered Accountants
4/2778, Street No. 3, Bihari Colony
Shhadara, Delhi-110 032.
 - G.K. Bhardwaj & Co.
Chartered Accountants
3570/4 Narang Colony, Tri Nagar
Delhi-110 035

All the reporting items (Accounts) from 8.1 to 8.7 noted & approved

Vivek
Chairman
Shahad Sukhdev College of Business Studies
(University of Delhi)
Vivek Vihar. Delhi-110095

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SUPPLEMENTARY AGENDA

- 1/ To approve the following appointments for the period and nature of appointment mentioned against each:

S.No.	Name	Nature of appointment	Period
1	Dr. R.K. Batra (Financial Studies)	Guest Faculty (Period basis)	From 22/02/2006 till the end of the semester
2	Ms. Vibha Batra (Financial Studies)	Guest Faculty (Period basis)	From 27/02/2006 till the end of the semester

Approved

- 2/ To approve the recommendations of the duly constituted Selection Committee, meeting held on 11/02/2006 for appointment of the lecturers in the department of Computer Science. (**Annexure - IV**)

Approved

3/ Reporting Items (Office) for approval

- 3.1 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	01/03/2006	Rs. 175/-
2	Mr. J.V. Anand	Data Entry Operator	01/03/2006	Rs. 125/-
3	Mr. Imtiaz Ahmad	Input Output Asstt.	01/03/2006	Rs. 125/-
4	Mr. Harbhajan Singh	Driver	01/03/2006	Rs. 100/-
5	Mr. Jagdev Singh	G.O.	01/03/2006	Rs. 85/-
6	Mr. Drigpal	O.A.	01/03/2006	Rs. 75/-
7	Mr. Chander Pal	Mali	01/03/2006	Rs. 75/-

- 3.2 To report for approval the action of the Chairman for allowing the college to purchase the following items for new constructed lab - III and Internet connection:

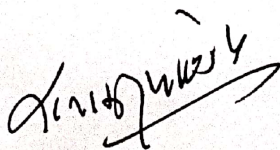
Computer Lab-III and Internet Connection (Out of the Students' Society Fund - Course fee)

- 1) Two units of 2.0 tone window air conditioner with remote and stabilizer
- 2) UPS cabling
- 3) Seven units of 0.5 KVA UPS
- 4) One unit of Wall rack 9U
- 5) One Jack panel 24 port Dlink
- 6) Four Dot Matrix Printers
- 7) Sixteen Pentium-IV Desk Top Computers

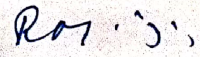
College requirement (Out of the Development Fund)

- 1) Two units of water cooler
- 2) One unit of Microwave for staff room

Reporting items 3.1 and 3.2 noted & approved



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





- 3.3 To report for approval the action of the Chairman for allowing Mr. Sanjay Batra, Junior Assistant to assist the Principal as Sr. P.A. on officiating basis.

Approved, Minimum Graduation Qualifications relaxed if University rules permit.

4/ Reporting Items (Accounts) for approval

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

S. No.	Name	Designation	Amount	Date	Purpose
1.	Mr. Mohinder Pal	Lib. Attendant	15,000/-	22/02/2006	Purchase of Fridge & Washing Machine
2.	Mr. Pradeep Verma	Assistant	5,400/-	22/02/2006	Karn Chhedan of daughter

- 4.2 To report the approval of re-investment of the following fixed deposit with Canara Bank (already Matured) along with interest for a period of five years (to earn the maximum rate of interest) under the same scheme with the recommendations of the Treasurer, Governing Body and the approval of Chairman, Governing Body.

S.No.	Head	Matured On	Amount Re-Invested
1.	Student's Society Account	01/03/2006	3,61,344

- 4.3 A sum of Rs. 5,219/- was paid towards 1st quarterly installment of Rs. 5,219/- each for Annual Maintenance Contract of LCD Projector (SANYO, PLC-XU-35) to M/S Total Presentation Devices (P) Ltd. – the supplier company and the 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 07/08/2004).
- 4.4 A sum of Rs. 74,870/- was paid to M/s Virender Kumar & Co. (Godrej Authorized Wholesale Dealer) being the lowest bidder for the cost of 38 computer table (C-10) and 01 office table (T-9) on the recommendations of the purchase committee, out of Students' Societies Account (B.Sc. (H) Computer Science Course Fee). Quotations were invited from 14 firms out of which 7 responded. The purchase was approved by the Governing Body in its meeting held on 07/12/2005.
- 4.5 To report the investment of Rs. 1,66,000/- out of Employees Provident Fund with Canara Bank under fixed deposit scheme for a period of five years @ 6.50 % (to earn the maximum rate of interest) on the recommendations of the P.F. Committee and the consent of elected representatives of the P.F. Subscribers and approval of the Treasurer and chairman of the Governing Body.

S. No.	Amount	Date of Investment	Head
1.	1,66,000	02/03/2006	Subscription & Recovery for the month of February 2006

Reporting items 4.1 to 4.4 noted & approved

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

(Signature)
(CHAIRMAN. G.B.)

*Minutes confirmed by
circulation vide letter no.
CBS/office/2006/992-996
dated March 9, 2006.*

(Signature)
(SECRETARY. G.B.)