

Minutes of the Governing Body meeting held on April 7, 2008 at 1.00 p.m. in the college premises (Principal's Office).

Following members attended the meeting:

1. Mr. Pradeep Gupta – Chairman
2. Dr. Shikha Sharma – Member
3. Sh. Jai Kishan – Member
4. Prof. J.K. Mitra – Member, Univ. Representative
5. Dr. Rohini Singh – Member, Teacher Representative
6. Ms. Shikha Gupta – Member, Teacher Representative
7. Dr. Sanjay Goyal – Member Secretary, Acting Principal

- (1) To report that the minutes of the Governing Body meeting held on January 17, 2008 were confirmed by circulation to members.

*Resolved that the confirmation of the minutes of the Governing Body meeting held on 17/01/2008 by circulation be recorded.*

- (2) Report of the 'Action Taken' on the minutes of Governing Body meeting held on April 17, 2007.

**Resolution**

**Action taken**

Item No. 2

Matter of record

Item No. 3

Appointment of Principal

Post of the Principal was advertised again on May 19, 2007 and applications received for the same have been sent to the University of Delhi for further process

Item No. 4

Appointment of Mr. Sameer Anand, Lecturer in the Department of Computer Science

Approval of the University of Delhi was received vide letter no.CB.I/F.P./2007/905 /26996 dated September 14/17, 2007

Item No. 5

Matter of record

Item No. 6

Allotment of College Land

Letters written to the Director of Higher Education for the purpose

Item No. 7

Decision of Electricity and Water charges for staff quarters

Amount was fixed as per the recommendation of the Committee framed for the purpose

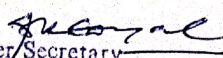
Item No. 8, 9 and 10

Matter of record

Item No. 11.1

Sad demise of Mr. Vaidu, Safai Karamchhari

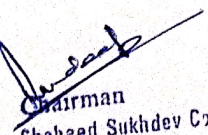
Condolence Message was sent to the bereaved family

  
Member Secretary

Shaheed Sukhdev College of Business Studies

(University of Delhi)

Vivek Vihar, Delhi-110095

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



Item No. 11.2 to 11.38

Matter of record

Item No. 12 and 13

Matter of record

Item No. 14

Reinvesting the existing reserves of the college invested in FDs into New FDs at higher rate of interest

Amount was reinvested as per the directives of the Sub-Committee formed for the purpose

Item No. 15.1 to 15.36

Matter of record

Supplementary Agenda

Item No. 1

Matter of record

Any other matter with the permission of the Chair

Item No.1

Decision was implemented

Item No.2

Purchase of 6 LCD Projectors

Purchase will be made shortly

***Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 17/04/2007 be recorded.***

- (3) To consider and approve the 'stock taking' report (2006-2007) of the College Library (**Annexure – I**) and to permit the writing off the lost books (from stock) as detailed below:

S. No.	Account No.	Author	Title	Cost Rs.
1	6	Sanders	Computers in Business	122.60
2	3923	Beckerman	Introduction to national income analysis	45.00
3	12157	Roy	Macroeconomics Policy environment	295.00
4	12645	Choudhury	Successful promotions build successful brands	425.00
Total: Rs.				887.60

Total number of issue of books during 2006-07 = 11,295

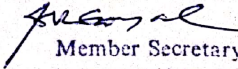
Total number of issue of magazines during 2006-07 = 378

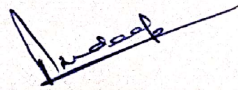
As per UGC letter no. UGC 1.31-5/70 (GU-11) dated 16/03/1971 loss of one book is permitted against every 500 issues.

***Noted & approved***

- (4) To consider and approve the recommendation of the Library Committee for writing off the damaged / unusable books from the stock (**Annexure – II**)

***Noted & approved***

  
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- (5) To approve the appointment of Ms. Nomita Sharma 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. 19/11/2007.

*Approved*

- (6) To approve the appointment of Mr. Pushpender Prajapati as Semi Professional Assistant in the Library in the pay scale of Rs. 4500-125-7000 on purely Ad-hoc basis for a period of six months w.e.f. 05/09/2007.

*Approved*

- (7) To approve the extension of Extra Ordinary Leave (leave without pay) of Dr. Tanuja Sharma (Lecturer in Reader's Grade) for a period of one more year w.e.f. 19/12/2007.

*Approved*

- (8) To approve the extension of study leave of Ms. Anamika Gupta (Lecturer) and Dr. Preeti Rajpal Singh (Reader) for a period of one year each w.e.f. 08/01/2008 and 09/01/2008 respectively on recommendation of the Study Leave Advisory Committee (meeting held on 11/12/2007).

*Approved*

- (9) To approve the extension of the term of Dr. Poonam Verma, Reader, as College Bursar by one year w.e.f. 09/01/2008.

*Approved*

- (10) To consider the request of Ms. Surbhi Tandon, Lecturer (Ad-hoc) for payment of the autumn break salary, i.e., from 1<sup>st</sup> October 2004 to 15<sup>th</sup> October 2004. (Annexure – III)

*Resolved that the case be referred to the University of Delhi and the payment be made on receiving approval from the University.*

- (11) To consider the request of Ms. Anuja Mathur, Lecturer (Ad-hoc) for payment of the salary for the period from 1<sup>st</sup> October 1999 to 21<sup>st</sup> October 1999 which included the autumn break from 1<sup>st</sup> October to 15<sup>th</sup> October 1999. (Annexure – IV)

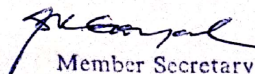
*Resolved that the two days' period from 20<sup>th</sup> October 1999 to 21<sup>st</sup> October 1999 when Ms. Anuja Mathur was on duty but for which a letter was not issued be condoned and her salary for the period from 01/10/99 to 21/10/99 be released.*


- (12) To consider the request of Ms. Shivani, Lecturer (Ad-hoc) for payment of summer vacation salary for the period from 1<sup>st</sup> May 2004 to 15<sup>th</sup> July 2004. (Annexure – V)

*Resolved that the case be referred to the University of Delhi and the payment be made on receiving approval from the University.*

- (13) To consider the request of Ms. Shikha Gupta, Lecturer in the Department of Computer Science, for grant of NET exemption from the date of her original appointment, protection of her pay and grant of additional increments etc. upon regularization of her appointment.

Representation given by Ms. Shikha Gupta and observations of the Principal on the same are enclosed. (Annexure – VI)

  
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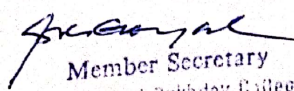
*Observations on the noted minutes w.r.t. item no.( 13) were received from Dr. Rohini Singh.*

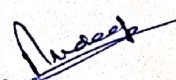
*The Chairman advised to defer the matter to the next meeting of the Governing Body.*

(14) **Reporting Items (Office)**

14.1 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
<b><u>Department of Business Studies</u></b>				
1.	Ms. Geetanjali	Lecturer (Ad-hoc)	Leave vacancy of Ms.Tanuja Sharma	From 16/07/2007 for a period of four months
2.	Ms. Nomita Sharma	Lecturer (Ad-hoc)	Leave vacancy of Ms.Preeti R. Singh	From 16/07/2007 for a period of four months
3.	Ms. Astha Dewan	Lecturer (Ad-hoc)	Vacant Post	From 16/07/2007 for a period of four months
<b><u>Department of Financial Studies (Self-Financing course)</u></b>				
1.	Mr. Deepak Kukreja	Lecturer (Ad-hoc)	Against Vacancy	From 16/07/2007 for a period of four months
2.	Ms. Meghna Malhotra	Lecturer (Ad-hoc)	Against Vacancy	From 16/07/2007 for a period of four months (Did not Join)
3.	Mr. D.C. Shukla	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester
4.	Dr. Rakesh Batra (Deptt. of Financial Studies & Computer Science)	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester
5.	Mr. Badal Sharma	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester (Did not Join)
6.	Dr. S.S. Lamba (Deptt. of Financial Studies & Computer Science)	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester
<b><u>Department of Computer Science</u></b>				
1.	Ms. Aarti Goel	Lecturer (Ad-hoc)	Leave vacancy of Ms. Anamika Gupta	From 16/07/2007 for a period of four months (Did not Join)
2.	Ms. Urmil Jain	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester (Did not Join)
3.	Ms. Deepali Taneja	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester
4.	Ms. Nidhi Sethi	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end the semester (Did not Join)
5.	Ms. Hema S.	Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester
6.	Mr. Rishi Rajan	Guest Faculty	-----	From 16/07/2007 till the

  
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(Relieved w.e.f. 14/3/2008)

Department of Financial Studies (Self-Financing course)

1. Mr. Deepak Kukreja Lecturer (Ad-hoc) Against Vacancy
2. Mr. Ameet Sao Lecturer (Ad-hoc) Against vacancy of OBC

From 19/11/2007 for a period of four months  
From 10/12/2007 for a period of four months

Department of Computer Science

1. Mr. Rishi Rajan Guest Faculty (Period basis) -----
2. Mr. O.P. Agarwal Guest Faculty (Period basis) -----
3. Ms. Deepali Taneja Guest Faculty (Period basis) -----
4. Mr. Veerendra Mishra Guest Faculty (Period basis) -----

From 14/12/2007 till the end of the semester  
From 17/12/2007 till the end of the semester  
From 08/01/2008 till the end of the semester  
From 08/01/2008 till the end of the semester

*Noted & approved*

- 14.4 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
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Department of Business Studies

1. Ms. Geetanjali Lecturer (Ad-hoc) Leave vacancy of Dr.Tanuja Sharma
2. Ms. Astha Dewan Lecturer (Ad-hoc) Leave vacancy of Dr.Preeti R. Singh
3. Dr. Vibha Batra Guest Faculty (Period basis) -----
4. Ms. Sonia Sareen Lecturer (Ad-hoc) Against vacancy

From 20/03/2008 to 30/04/2008  
From 20/03/2008 to 30/04/2008  
From 08/02/2008 till the end of the semester  
From 14/03/2008 to 04/04/2008

Department of Financial Studies (Self-Financing course)

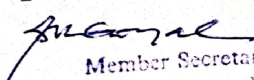
1. Mr. S.S. Lamba Guest Faculty (Period basis) -----
2. Mr. Jaswinder Singh Guest Faculty (Period basis) -----
3. Mr. Deepak Kukreja Lecturer (Ad-hoc) Against Vacancy

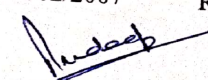
From 21/01/2008 till the end of the semester  
From 31/01/2008 till the end of the semester  
From 20/03/2008 to 30/04/2008

*Noted & approved*

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

S. No.	Name of the Employee	Designation	Date of Increment	Amount of Increment
1	Ms. Kishori R.Shankar	Lecturer (Temporary)	01/02/2007	Rs. 275/-
2	Mr. Kumar Bijoy	Lecturer (Temporary)	01/02/2007	Rs. 275/-

  
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7.	Mr. O.P. Agarwal	(Period basis) Guest Faculty	-----	end of the semester
8.	Mr. Vikas	(Period basis) Guest Faculty (Period basis)	-----	From 16/07/2007 till the end of the semester From 18/07/2007 till the end of the semester'

*Noted & approved*


14.2 To report for approval the appointment of the following guest faculty with effect from the date mentioned against each:

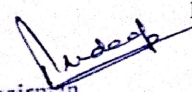
Sl. No.	Name	Nature of appointment	Period
<u>Department of Business Studies</u>			
1.	Dr. S.C. Deshmukh (Deptt. of Business Studies & Financial Studies)	Guest Faculty (Period basis)	From 20/08/2007 till the end of the semester
<u>Department of Computer Science</u>			
1.	Ms. Anchal Jain	Guest Faculty (Period basis)	From 28/08/2007 till the end of the semester
2.	Mr. Veerendra Kumar Mishra	Guest Faculty (Period basis)	From 05/09/2007 till the end of the semester
3.	Mr. Sudhansh Sharma	Guest Faculty (Period basis)	From 28/08/2007 till the end of the semester
4.	Ms. Suman Madan	Guest Faculty (Period basis)	From 28/08/2007 till the end of the semester

*Noted & approved*

14.3 To report for approval the appointment of the following faculty with effect from the date and nature of appointment mentioned against each:

Sl. No.	Name	Nature of appointment	Nature of vacancy	Period
<u>Department of Business Studies</u>				
1.	Ms. Geetanjali	Lecturer (Ad-hoc)	Leave vacancy of Dr. Tanuja Sharma	From 19/11/2007 for a period of four months
2.	Ms. Astha Dewan	Lecturer (Ad-hoc)	Leave vacancy of Dr. Preeti R. Singh	From 19/11/2007 for a period of four months
3.	Mr. Phool Chand	Lecturer (Ad-hoc)	Against vacancy of SC	From 18/12/2007 for a period of four months
4.	Mr. Vivek Kumar	Lecturer (Ad-hoc)	Against vacancy of SC	From 10/12/2007 for a period of four months (Did not join)
5.	Mr. S.S. Mishra	Lecturer (Ad-hoc)	Against vacancy of Physically Handicapped	From 10/12/2007 for a period of four months (Did not join)
6.	Mr. Roop K. Singhal	Lecturer (Ad-hoc)	Against vacancy	From 17/12/2007 for a period of four months

  
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3	Mr. S.K. Jairath	Section Officer	01/05/2007	Rs. 200/-
4	Dr. Sanjay Goyal	Acting Principal	01/07/2007	Rs. 450/-
5	Dr. Poonam Verma	Reader	01/07/2007	Rs. 420/-
6	Ms. Tarannum Ahmad	Lecturer in Reader's grade	01/07/2007	Rs. 420/-
7	Mr. Tribhuvan Kumar	P.A. (Library)	01/07/2007	Rs. 275/-
8	Mr. S.Q. Abbas	Sr. Assistant	01/07/2007	Rs. 175/-
9	Mr. Pradeep Verma	Assistant	01/07/2007	Rs. 100/-
10	Ms. Nidhi Arora	Lab. Attendant	01/07/2007	Rs. 65/-
11	Ms. Archana Pandey	Lab. Attendant	01/07/2007	Rs. 65/-
12	Mr. Nand Kishor	S.K.	01/07/2007	Rs. 55/-
13	Mr. Karunesh Mishra	S.K.	01/07/2007	Rs. 55/-
14	Ms. Shikha Gupta	Lecturer	01/08/2007	Rs. 275/-
15	Mr. Rajinder Singh	Assistant	01/08/2007	Rs. 125/-
16	Mr. Umesh Dutt	Office Attendant	01/08/2007	Rs. 65/-

*Noted & approved*

4.6 To report for approval sanctioning the routine annual increments to the following staff members from the dates mentioned against their names.

Sl. NO.	NAME OF THE EMPLOYEE	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT
1	Mr. Basant Lal	Lib. Attendant	01/09/2007	Rs. 125/-
2	Dr. H.K. Porwal	Reader	01/10/2007	Rs. 420/-
3	Ms. Kavita Rastogi	Lecturer in Reader's grade	01/10/2007	Rs. 420/-
4	Ms. Anuja Mathur	Sr. Lecturer	01/10/2007	Rs. 325/-
5	Ms. Damini Gupta	Lecturer	01/10/2007	Rs. 275/-
6	Mr. S.K. Dagar	Jr. Assistant	01/10/2007	Rs. 75/-
7	Mr. Gopal Singh	Driver	01/10/2007	Rs. 100/-
8	Mr. Manohar Lal	Daftri	01/10/2007	Rs. 70/-
9	Mr. Tapan Mandal	Daftri (Ad-hoc)	01/10/2007	Rs. 65/-
10	Ms. Rohini Singh	Lecturer in Reader's grade	01/11/2007	Rs. 420/-
11	Mr. Ajay Jaiswal	Lecturer	01/11/2007	Rs. 275/-
12	Mr. Mohinder Pal	Lib. Attendant	01/11/2007	Rs. 125/-
13	Ms. Kavta Kapur	Lecturer in Reader's grade	01/12/2007	Rs. 420/-
14	Ms. Shalini Prakash	Lecturer in Reader's grade	01/12/2007	Rs. 420/-
15	Mr. Tulsi Ram Sharma	Lab. Attendant	01/12/2007	Rs. 100/-
16	Ms. D.K. Sachdeva	Technical Assistant	01/01/2008	Rs. 175/-
17	Ms. Bimlesh Sharma	Semi Professional Asstt.	01/01/2008	Rs. 125/-
18	Mr. Ramesh Chand	Semi Professional Asstt.	01/01/2008	Rs. 125/-
19	Mr. Sanjay Batra	Jr. Assistant	01/01/2008	Rs. 100/-
20	Mr. Bhupal Chand	Office Attendant	01/01/2008	Rs. 60/-
21	Mr. Krishen Pal	S.K.	01/01/2008	Rs. 60/-

*Noted & approved*

*[Signature]*

Member Secretary  
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*[Signature]*

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

S. No.	Name of the Employee	Designation	Date of Increment	Amount of Increment
1	Mr. Sameer Anand	Lecturer	01/02/2008	Rs. 275/-
2	Mr. Kishori Shankar	Lecturer (Temporary)	01/02/2008	Rs. 275/-
3	Mr. Kumar Bijoy	Lecturer (Temporary)	01/02/2008	Rs. 275/-
4	Ms. Rama Shukla	Assistant	01/02/2008	Rs. 125/-
5	Mr. Mohd. Ahmad	Care Taker	01/02/2008	Rs. 100/-
6	Mr. Suman Singh	Office Attendant	01/02/2008	Rs. 65/-
7	Mr. Atul Bhardwaj	Technical Assistant	01/03/2008	Rs. 175/-
8	Mr. J.V. Anand	Data Entry Operator	01/03/2008	Rs. 125/-
9	Mr. Imtiaz Ahmad	Input Output Assistant	01/03/2008	Rs. 125/-
10	Mr. Harbhajan Singh	Driver	01/03/2008	Rs. 100/-
11	Mr. Jagdev Singh	G.O.	01/03/2008	Rs. 85/-
12	Mr. Drigpal Yadav	Daftri	01/03/2008	Rs. 75/-
13	Mr. Chander Pal	Mali	01/03/2008	Rs. 75/-

*Noted & approved*

- 14.8 To report for approval the fixation of pay of Dr. Narender Kumar, Librarian at Rs.12,000/- w.e.f. 04/11/1999, in the pay scale of Rs.12,000-420-18,300, towards promotion as College Librarian in Selection Grade, under Career Advance Scheme – 1998, with the next date of increment as 01/11/2000, which the University has approved and intimated vide their letter no.CB-I/Fixation of Pay/(H)/2007/893 / 18857 dated July 16/17, 2007.

*Noted & approved*

- 14.9 To report for approval acceptance of resignation of Dr. Narender Kumar, Librarian w.e.f. 08/03/2006 who resigned to join University of Delhi Library System as Professional Senior.

*Noted & approved*

- 14.10 To report for approval the action of the Chairman for appointing Mr. Deepak Kumar as Safai Karamchhari in the pay scale of Rs.2550-55-2660-60-3200 on purely ad-hoc basis w.e.f. 04/06/2007 for a period of six months.

*Noted & approved*

- 14.11 To report for approval the action of the Chairman in confirming the following employees w.e.f. the date of their joining the college on regular basis.

S.No.	Name	Designation	Date of confirmation
1	Ms. Nidhi Sethi	Lab. Attendant	17/07/2006
2	Ms. Archana Pandey	Lab. Attendant	17/07/2006
3	Mr. Nand Kishor	Safai Karamchhari	24/07/2006
4	Mr. Karunesh Mishra	Safai Karamchhari	24/07/2006

*Noted & approved*

*[Signature]*  
 Member Secretary  
 Shaheed Sukhdev College of Business Studies  
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*[Signature]*  
 Chairman  
 Shaheed Sukhdev College of Business Studies  
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- 12 To report for approval the action of the Chairman for appointing Mr. Joydeb Biswas as Office Attendant in the pay scale of Rs.2550-55-2660-60-3200 on purely Ad-hoc basis for a period of six months w.e.f. 19/07/2007 and further appointment for another period of six months w.e.f. 22/01/2008.

*Noted & approved*

- 13 To report for approval the action of the Chairman for appointing Mr. Vishnu Prasad as Waterman in the pay scale of Rs.2550-55-2660-60-3200 on regular basis w.e.f. 27/07/2007.

*Noted & approved*

- 14 To report for approval discontinuation of ad-hoc service of Mr. Deepak Kumar w.e.f. 30/07/2007.

*Noted & approved*

- 15 To report for approval the action of the Chairman for appointing Mr. Deepak Kumar as Safai Karamchhari in the pay scale of Rs.2550-55-2660-60-3200 on regular basis w.e.f. 01/08/2007.

*Noted & approved*

- 16 To report for approval the pay fixation (details given below) of Mr. Basant Lal and Mr. Mohinder Pal under 1<sup>st</sup> up-gradation in terms of ACP Scheme.

S.No.	Name & Designation	Pay fixed at Rs.	w.e.f.	Next date of increment	University Letter no. & dated
1	Mr. Basant Lal (Lib. Attendant)	4,500/-	01/09/2004	01/09/2005	CB-III/Lib./47/2007/34449 dated 15/11/2007
2	Mr. Mohinder Pal (Lib. Attendant)	4,500/-	01/11/2006	01/11/2007	CB-III/Lib./36/2007/34449 dated 15/11/2007

*Noted & approved*

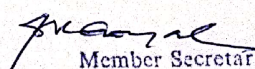
- 17 To report for approval the fixation of pay of Dr. Rohini Singh, Lecturer in Reader's Grade in the pay scale of Rs.12,000-420-18,300, with benefit of two advance increments for acquiring Ph.D. degree during service, by the University as intimated vide their letter no. CB-I/(H)/ Adv.Increment / 2007 / 1210 / 36030 dated November 28/29, 2007 as per details given below:

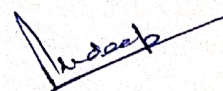
S. No.	Name	Pay in existing scale	Pay fixed at Rs.	Effective date	Date of next increment
1	Dr. Rohini Singh	13,680/-	14,520/-	17/09/2007	01/11/2007

*Noted & approved*

- 18 To report for approval the action of the Chairman in confirming Mr. Sameer Anand as Lecturer in the Department of Computer Science w.e.f. the date of his joining the college on regular basis, i.e., 08/02/2007.

*Noted & approved*

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

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



14.19 To report for approval the action of the Chairman for reverting Mr. Tapan Kumar Mandal from the Post of Daftri (ad-hoc) to his substantive post of Office Attendant w.e.f. 13/02/2008. Accordingly his pay has been fixed at Rs.3,140/- in the pay scale of Rs.2550-55-2660-60-3200 w.e.f. 13/02/2008 with next date of increment on 01/01/2009.

*Noted & approved*

14.20 To report for approval discontinuation of ad-hoc service of Mr. Joydeb Biswas w.e.f. 13/02/2008.

*Noted & approved*

14.21 To report for approval the action of the Chairman for promoting Mr. Drigpal Yadav, Office Attendant to the post of Daftri w.e.f. 15/02/2008 on the recommendations of the Departmental Promotion Committee (meeting held on 13/02/2008).

*Noted & approved*

14.22 To report for approval the action of the Chairman for extending the appointment of Ms. Kishori Ravi Shankar and Mr. Kumar Bijoy as Lecturer (Temporary) in the Department of Financial Studies w.e.f. 15/02/2008 for a period of one year or meeting of selection committee, whichever is earlier.

*Noted & approved*

14.23 To report for approval sanctioning of 135 days' maternity leave for 1<sup>st</sup> surviving child to Ms. Nidhi Arora, Lab. Attendant from 13/08/2007 to 25/12/2007. She has joined duty on 27/12/2007 after availing 135 days' maternity leave and one day EL on 26/12/2007.

*Noted & approved*

14.24 To report for approval sanctioning of 26 days leave without pay to Ms. Nidhi Arora, Lab. Attendant from 18/02/2008 to 14/03/2008.

*Noted & approved*

14.25 To report for approval the action of the Chairman for appointing Mr. Joydeb Biswas as Office Attendant in the pay scale of Rs.2550-55-2660-60-3200 on purely Ad-hoc basis for a period of six months w.e.f. 15/02/2008.

*Noted & approved*

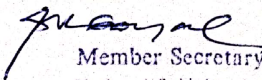
14.26 To report the approval of University for extension of appointment of Dr. Sanjay Goyal as Acting Principal for the period mentioned below, vide its letter no. CB-I/SSCBS/PRINCIPAL/2008/256 / 53416 dated March 10/11, 2008:

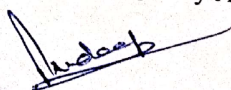
- |                                    |          |
|------------------------------------|----------|
| a) w.e.f. 24/01/2007 to 23/07/2007 | 6 Months |
| b) w.e.f. 24/07/2007 to 23/01/2008 | 6 Months |
| c) w.e.f. 24/01/2008 to 23/07/2008 | 6 Months |

*Noted & approved*

14.27 To report for approval the action of the Chairman for appointing Mr. Pushpender Prajapati as Semi Professional Assistant in the Library in the pay scale of Rs. 4500-125-7000 on purely Ad-hoc basis for a period of six months w.e.f. 07/03/2008.

*Noted & approved*

  
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Chairman  
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14.28 To report for approval the action of the Chairman for grant of increments to Mr. Virender Khanna w.e.f. July 1, 2002. Mr. Virender Khanna had joined duty on 15/07/2004 after availing EOL (Leave without pay) for studies from 01/08/2001 to 14/07/2007. He also availed EOL (Leave without pay) on medical ground from 04/08/2004 to 11/05/2006 and had joined duty on 12/05/2006.

*Noted & approved*

14.29 To report for approval establishment of e-learning kiosk by ICICI Bank in the college premises as per the directives of Institute of Life Long Learning, University of Delhi.

*Noted & approved*

**Items (Accounts)**

(1) To approve the revised recurring Budget for the year 2007-2008 and Budget Estimates for the year 2008-2009.

*Approved*

(2) To consider and approve the Income and Expenditure statement of BBS/BFIA entrance examination-2007.

*Approved*

(3) To consider and approve the observations of the college on the audit report of the ELFA for the year 2005-06.

*Approved*

**(4) Reporting Items (Accounts)**

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

S. No.	Name	Designation	Amount	Date	Purpose
1.	Sh. Manohar Lal	Daftri	10,000/-	26/04/2007	Mundan of Son
2.	Sh. Atul Bhardwaj	Tech. Asstt.	37,000/-	30/04/2007	Mundan of Son
3.	Sh. Bhupal Chand	Off. Attdt.	14,000/-	08/05/2007	Mundan of Son
4.	Dr. S.K. Goyal	Principal	1,20,000/-	04/07/2007	Higher Education of Son
5.	Sh. Jaiversh Anand	Data Entry Optr	55,000/-	04/07/2007	Karan Chhedan of Son
6.	Sh. Tapan Mandal	Daftri (Ad-hoc)	9,300/-	04/07/2007	Karan Chhedan of Daughter
7.	Sh. Harbhajan Singh	Driver	15,000/-	04/07/2007	Illness of wife
8.	Sh. Pradeep Verma	Assistant	18,000/-	04/07/2007	Sister's Marriage
9.	Sh. Basant Lal	Lib. Attdt.	10,000/-	12/07/2007	Mundan Cermony
10.	Sh. Gopal Singh	Driver	20,000/-	25/07/2007	Illness of Father
11.	Sh. S.Q. Abbas	Sr. Assistant	50,000/-	01/08/2007	Higher Education of Son
12.	Dr. Narender Kumar	Librarian	2,50,325/-	04/10/2007	After Resignation on 01/08/2007 w.e.f.08/03/2006
13.	Sh. Vaidu	Sweeper	1,638/-	04/10/2007	Interest of 2006-2007
14.	Dr. R.M. Singh	Ex-Principal	13,291/-	04/10/2007	Interest of 2006-2007
15.	Sh. Suman Singh	Off. Attdt.	5,000/-	07/12/2007	Purchase of

*[Signature]*

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*[Signature]*  
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					Refrigerator
16.	Sh. Mohinder Pal	Lib. Attdt.	7,000/-	10/12/2007	Karan Chhedan Of Daughter
17.	Sh. S.K. Jairath	Section Officer	50,000/-	16/01/2008	Purchase of Computer
18.	Sh. Gopal Singh	Driver	6,400/-	01/02/2008	Purchase of Television
19.	Sh. Pradeep Verma	Assistant	6,800/-	03/03/2008	Purchase of Television
20.	Sh. Basant Lal	Lib. Attdt.	80,000/-	05/03/2008	Renovation of House

*Noted & approved*

- 4.2 To report the investment of Rs. 23,17,601/- out of Employees Provident Fund and New Pension Fund with Canara Bank under fixed deposit scheme for a period of five years/one year on the recommendations of the P.F. Committee and the consent of elected representatives of the P.F. subscribers.

S. No.	Amount	Date of Investment	Remarks
1.	2,60,000/-	10/07/2007	Monthly subscription & recovery of loan for the month of June 2007 plus Interest received from the Post Office.
2.	1,30,000/-	11/07/2007	Subscription out of New Pension Scheme Fund
3.	1,68,000/-	13/08/2007	Monthly subscription & recovery of loan for the month of July 2007.
4.	1,20,000/-	07/11/2007	Monthly subscription & recovery of loan for the month of October 2007.
5.	1,41,485/-	08/12/2007	Maturity value of fixed deposit with Canara Bank
6.	1,15,000/-	17/12/2007	Subscription out of New Pension Scheme Fund
7.	2,40,000/-	17/12/2007	Monthly subscription & recovery of loan for the month of November 2007.
8.	3,75,000/-	16/01/2008	Monthly subscription & recovery of loan for the month of December 2007. Plus maturity value of time deposit scheme of post office.
9.	3,65,000/-	09/02/2008	Monthly subscription & recovery of loan for the month of January 2008 plus maturity value of fixed deposit with Canara Bank
10.	1,83,116/-	20/02/2008	Subscription out of New Pension Scheme Fund
11.	2,20,000/-	26/03/2008	Monthly subscription & recovery of loan for the month of February, 2008 plus maturity value of fixed deposit with Canara Bank

*Noted & approved*

- 4.3 To report the approval of re-investment of the following fixed deposits with Canara Bank (already matured) alongwith interest for a period of 57 months (To earn the maximum rate of interest) under the same scheme.

S. No.	Head	Matured on	Amount Re-invested
1.	Student's Society Account	03/05/2007	2,60,00,000
2.	A.P.C. Fund	03/05/2007	2,60,00,000
3.	A.P.C. Fund	03/05/2007	2,60,00,000
4.	Employees Provident Fund	03/05/2007	25,00,000
5.	Employees Provident Fund	03/05/2007	5,00,000
6.	Employees Provident Fund	03/05/2007	5,00,000

*[Signature]*  
 Member Secretary  
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*[Signature]*  
 Chairman  
 Shaheed Sukhdev College of Business Studies 12  
 (University of Delhi)  
 Vivek Vihar, Delhi-110095



*Noted & approved*

- 4.4 A sum of Rs. 2,380/- paid to M/S Eureka Forbes Pvt. Ltd. For Annual Maintenance Contract of two water purifier's out of student's Society Account ( Student's Welfare Fund).

*Noted & approved*

- 4.5 A sum of Rs. 76,219/- paid to M/S Vikas Trading Company for cost of 10 Batteries of 1 KVA , 14 Batteries of 3 KVA, and 15 Batteries of 5 KVA on the recommendations of the purchase committee & the approval of the Treasurer and Chairman, Governing Body, out of Student's Society Account (Lab. Development Fund). Quotations were collected from six firms.

*Noted & approved*

- 4.6 A sum of Rs.17,035/- (Rs.5,524 + Rs.4,728 + Rs.6,783) paid to M/S Universal Motors (approved Govt. workshop) for repair charges of Staff Car.

*Noted & approved*

- 4.7 A sum of Rs. 4,600/- paid to M/S Laxmi Batteries for the cost of exide battery for college bus.

*Noted & approved*

- 4.8 A sum of Rs. 33,716/- paid to M/S Galaxy UPS System (Authorised distributor for sale & service of M/S Enertech UPS System) towards four quarter for the period from 11/06/2005 to 10/6/06 & 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> quarter for the period from 11/06/2006 to 10/06/2007, total four quarters @8429 (1757+6672) quarterly installment for Annual Maintenance contract of 11 UPS (3 UPS – 5 KVA, 1 UPS-3KVA & 7UPS-1KVA) on the recommendations of the purchase committee. The Annual Maintenance Contract of the UPS was approved by the Governing Body in its meeting held on 07/08/2004.

*Noted & approved*

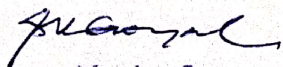
- 4.9 A sum of Rs. 44,000/- paid to M/S Neelkanth Communication, being the lowest bidder for printing charges of 600 college Magazine Pathmanjari on the recommendations of the Purchase Committee and the approval of the Treasurer and Chairman of Governing Body. Quotations were invited from twenty five printers out of which six responded.

*Noted & approved*

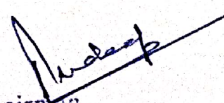
- 4.10 A sum of Rs. 60,668/- was paid to M/S Newfields Advertising Pvt. Ltd. (an authorised agency of DAVP/DIP) for printing advertisement for the post of Principal with the approval of the Chairman, Governing Body.

*Noted & approved*

- 4.11 A sum of Rs. 21,279/- towards 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters for the period from 03/11/2006 to 2/11/07 total 4 quarters (5316+5321+5321+5321) was paid for Annual Maintenance contract of LCD Projector (Sanyo PLC-XU-35) to M/S Total Presentation Devices (P) Ltd. The supplier company and only distributor for multimedia projectors (Sanyo) in Delhi on the recommendations of the purchase committee (The Annual Maintenance contract was approved by the Governing Body in its meeting held on 07/08/2004)



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Vivek Vihar, Delhi-110095

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*Noted & approved*

4.12 A sum of Rs. 33,200/- was paid to M/S Microclinic India Pvt. Ltd., being the lowest bidder towards 4<sup>th</sup> Quarterly installment for Annual maintenance contract for Computers and Printers on the recommendations of the purchase committee. Quotations were invited from five IBM dealers out of which three responded.

*Noted & approved*

4.13 A sum of Rs. 50,00,000/- (out of the surplus money of BBS/BFIA Entrance Exam. 2007 and rest of balance kept in Savings Account) invested with Canara Bank for period of five years on 10/09/2007 out of SS College of Business Studies A.P.C. Fund.

*Noted & approved*

4.14 A sum of Rs. 40,00,000/- (out of the Student's Society Account) invested with Canara Bank for a period of five years on 08/02/2008.

*Noted & approved*

4.15 A sum of Rs. 5,625/- was paid to M/S Palveer Parquet Furniture & decorators for cost of one podium out of Student's Society Account, (College Development Fund).

*Noted & approved*

4.16 A sum of Rs.11,911/- spend on purchase of material for repair of furniture and fixtures.

*Noted & approved*

4.17 A sum of Rs. 87,582/- was paid to M/S S.Raj Traders being the lowest bidder for cost of nine notice boards and nine white boards for class rooms out of Student's Society Account (College Development Fund) on the recommendations of the Purchase Committee. Quotations were invited from four vendors & all four quotations were received.

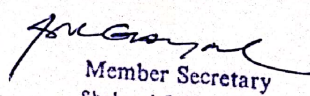
*Noted & approved*

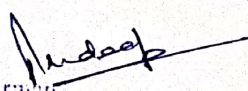
4.18 A sum of Rs. 3,03,000/- paid to M/S Hitachi Home & Life Solutions ( India) Ltd. Directly through M/S Supreme Aircon Pvt. Ltd., being the lowest bidder for cost of 11 Air conditioners of 1.5 Ton Logicoool Type window & 5 Air Conditioners of 2.00 Ton Logicoool Type window and a sum of Rs. 50,492 was paid to M/S Supreme Aircon Pvt. Ltd for cost of 11 Stabilizers of 4 KVA blue bird and 5 stabilizers of 5 KVA blue bird and installation charges of Air conditioners on the recommendations of the purchase committee and with the approval of the Chairman, Governing Body, out of Student's Society Account (College Development Fund). Quotations were invited from sixteen vendors out of which seven responded.

*Noted & approved*

4.19 A sum of Rs.74,724/- (Rs.14,070+14,580+14,679+31,395) out of Students' Societies Account (College Development Fund) spent on purchase of material for making furniture and fixture for various departments of college.

*Noted & approved*

  
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4.20 A sum of Rs. 54,000/- was paid to M/S Print Line, being the lowest bidder for printing charges of 10,000 Assignment Registers out of Student's Society Account (Study material Fund) on the recommendations of the purchase committee. Quotations were collected from twenty six printers out of which six responded.

*Noted & approved*

4.21 A sum of Rs. 98,468/- was paid to M/S Royal Décor (India) Pvt. Ltd. for Partition charges in Library, Office and Accounts Section out of Student's Society Account (College Development Fund) on the recommendations of the purchase committee. Quotations were invited from ten vendors out of which five responded.

*Noted & approved*

4.22 A sum of Rs.11,900/- paid to M/S Targus Technologies Pvt. Ltd. For the cost of one H.P. Battery for Laptop NX 9000(F4809A) & Net Gear Switch 24 port (S524), out of Student Society Fund (Lab. Development Fund).

*Noted & approved*

4.23 A sum of Rs.67,416/- paid to M/S Centre for Monitoring Indian Economy Pvt. Ltd. for the cost of one copy of Prowess multi user LAN Version. out of Student Society Fund (College Development Fund).

*Noted & approved*

4.24 A sum of Rs. 68,063/- paid to M/S S. Raj Trader being the lowest bidder for cost of 07 white Board & 06 Notice Boards for class rooms, out of Student's Society Fund (College Development Fund).

*Noted & approved*

4.25 A sum of Rs. 83,241/- on account of full & final payment (Rs. 71,520/- for Death Gratuity & Rs. 11,721/- for encashment of leave) paid to Mr. Mukesh Kumar elder son of Late Sh. Vaidu, Safai Karamchari, who expired on 10/10/2006.

*Noted & approved*

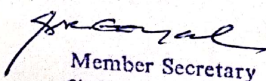
4.26 A sum of Rs. 5,500/- paid to M/S Jai Durga Enterprises for repair charges of 09 chairs of Computer Lab.-II, out of Student's Society Account (B.sc. Comp. Science Course Fee).


*Noted & approved*

4.27 A sum of Rs.11,97,207/- paid to Registrar, University of Delhi on account of Pro-rata pension of Rs.9,60,887/- & Pro-rata Gratuity Rs. 2,36,320/- in respect of Dr. Narender Kumar Ex Librarian who has joined the University of Delhi Library System as Professional senior (Deputy Librarian) w.e.f. 08/03/2006 for counting of past service for retirement benefits.

*Noted & approved*

4.28 A sum of Rs. 6,000/- was paid to M/S Print Line, for printing charges of 1000 Certificate of Appreciation and 1000 certificate of Award of Prize.

  
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Chairman  
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(University of Delhi)  
Vivek Vihar, Delhi-110095



*Noted & approved*

4.29 A sum of Rs.44,600/- paid to M/s Chand Bhai Furniture House on account of labour charges for making furniture and fixture for various departments of college.

*Noted & approved*

4.30 A sum of Rs. 10,913/- (5013 + 5900) was paid to M/S Print Line, for printing charges of News Letters from Student's Society Account (Student Activity Fund).

*Noted & approved*

**Any other matter with the permission of the Chair**

(A) Mr. Pradeep Gupta, Chairman informed that the University of Delhi has sent the panel of experts out of which the Selection Committee for appointment of Principal of the college shall have to be formed.

*Resolved that the Chairman is authorized to take all necessary steps and do correspondence w.r.t. appointment of the Principal of the college.*

(B) Dr. Sanjay Goyal, Acting Principal, informed that his son was planning to apply for admission to the BBS Program in the current year and as a result he will not be in a position to execute the duties entrusted in him by the Governing Body.

*Resolved that all duties whether administrative or confidential w.r.t. admission to the BBS / BFIA programs 2008 shall be executed by the Admission Committee formed by the Staff Council. The committee members viz., Dr. Poonam Verma (Convenor), Ms. Anuja Mathur and Ms. Kishori Ravi Shankar shall work in consultation with Prof. J.K. Mitra for conduct of the said admissions.*

**SUPPLEMENTARY AGENDA**

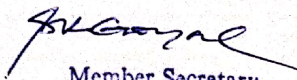
1 To consider and approve the modalities for entrance examination conducted by the college for admission to BBS and BFIA Programs. (Annexure – VII)

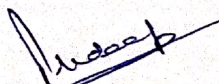
*Ms. Shikha Gupta (Teacher Representative on the Governing Body) was requested to redraft the document in consultation with Prof. J.K. Mitra.*

2 To consider the request of Dr. Poonam Verma for releasing traveling allowance for the period from 15/05/2001 to 17/06/2001.

*Resolved that the traveling allowance claimed by Dr. Poonam Verma for the period from 15/05/2001 to 17/06/2001 be released.*

3 To consider the recommendations of Committee formed to investigate misappropriation of funds by Mr. Suman Singh, Office Attendant.

  
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*Resolved that as proposed by the Committee Mr. Suman Singh be issued a Memorandum. Further a financial penalty amounting to Rs.500.00 be levied on him which may be recovered from him over a period of three months.*

**Reporting Items (Office)**

- 4 To report for approval the action of the Chairman for sanctioning the routine annual increment to the following staff member from the date mentioned against his name.

S. No.	Name of the Employee	Designation	Date of Increment	Amount of Increment
1	Mr. Baleshwar Ram	Mali	01/04/2008	Rs. 70/-

*Noted & approved*

**Reporting Items (Accounts)**


- 5.1 To report the investment of Rs. 2,45,000/- out of Employees Provident Fund with Canara Bank under fixed deposit scheme for a period of five years on the recommendations of the P.F. Committee and the consent of elected representatives of the P.F. subscribers.

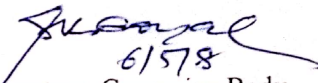
S. No.	Amount	Date of Investment	Remarks
1.	2,45,000/-	07/04/2008	Monthly subscription & recovery of loan for the month of March 2008 plus Interest received from the Post Office.

*Noted & approved*

- 5.2 A sum of Rs.8,226/- was paid to M/S Newfields Advertising Pvt. Ltd. (an authorised agency of DAVP/DIP) for printing advertisement of vacancies of Lecturer reserved for Physically Handicapped category with the approval of the Chairman, Governing Body.

*Noted & approved*

  
6/5/08  
Chairman, Governing Body  
Chairman  
Shaheed Sukhdev College of Business Studies  
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6/5/08  
Secretary, Governing Body  
Member Secretary  
Shaheed Sukhdev College of Business Studies  
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*Minutes Confirmed  
by circulation vide  
letter no. CBS/office/2008/155-159  
dated May 6, 2008.*