

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES**

Minutes of the Governing Body meeting held on October 11, 2008 at 11.00 a.m. in the college premises (Principal's Office) is as follows:

Following members attended the meeting:

1. Mr. Pradeep Gupta – Chairman
2. Prof. H.O. Gupta – Member
3. Prof. Jawahar Lal – Member, Univ. Representative
4. Ms. Shalini Prakash – Member, Teacher Representative
5. Dr. Poonam Verma – Member Secretary, Principal

- (1) To report that the minutes of the Governing Body meeting held on June 4, 2008 were confirmed by circulation to members.

***Resolved that the confirmation of the minutes of the Governing Body meeting held on 04/06/2008 by circulation be recorded.***

- (2) Report of the "Action Taken" on the minutes of Governing Body meeting held on 04/06/2008.

**Resolution**

**Action taken**

**Item No. 1 & 2**

Matter of record

**Supplementary Agenda**

**Item No. 1**

Matter of record

**Item No. 2**

Case of Ms. Shikha Gupta has been sent to the University for approval

**Item No. 3**

**Development of Infrastructure**

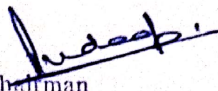
Renovation work is under process with PWD in Lab.-I.  
One water dispensing machine has been purchased for college use. The process for the items is under way.

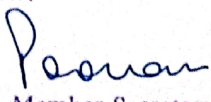
***Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 04/06/2008 be recorded.***

- (3) To report that the minutes of the Governing Body meeting held on September 18, 2008 were confirmed by circulation to members.

***Resolved that the confirmation of the minutes of the Governing Body meeting held on 18/09/2008 by circulation be recorded.***

- (4) To consider and approve the 'stock taking' report (2007-2008) of the College Library and to permit the writing off the lost books (from stock) as detailed below:

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

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





S. No.	Account No.	Author	Title	Cost Rs.
1	1026	Fischer	Security Analysis and Portfolio Management	842.70
2	6921	Aswathappa	Human Resource an Personal Management	150.00
				Total : Rs. 992.70

Total number of issue of books during 2007-08 = 12,488

Total number of issue of magazines during 2007-08 = 342

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**

- (5) To consider and approve the writing off the following books from the stock of college library as detailed below:

S. No.	Author	Title	No. of copies available
1	Apte, P G	International Financial Management	6
2	Apte, P G	International Financial Management. Ed 2	5
3	Apte, P G	International Financial Management. Ed 3	8
4	Avdhani, V A	International Finance. Ed 2	1
5	Agarwal, Manju	International Finance	1
6	Bhalla, V K	International Financial Management	1
7	Bhalla, V K	International Financial Management. Ed 2	1
8	Bhalla, V K	International Financial Management. Ed 4	1
9	Bhalla, V K	International Financial Management. Ed 5	1
10	Rajwade, A V	Foreign Exchange, International Financial risk Management	1
11	Rajwade, A V	Foreign Exchange, International Financial risk Management. Ed 2	3
12	Sethi, A K	International Financial Management	6

**Noted & approved**

- (6) To consider and approve the recommendation of the Study Leave Advisory Committee meeting held on April 23, 2008 for allowing Ms. Damini Gupta, Lecturer to proceed on Extra Ordinary Leave (leave without pay for pursuing higher studies) w.e.f. June 20, 2008. She may be allowed to avail one year's study leave (with pay and allowances, as per the rules of the University of Delhi) in continuation as soon as any of the teachers already availing the study leave joins the college.

**Noted & approved**

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- (7) To consider and approve the re-designation of Mr. Jaiversh Anand and Mr. Imtiaz Ahmad from Data Entry Operator and Input Output Assistant respectively to Technical Assistant (Computer) from 1997 and deciding the further course of action as intimated by the University vide its letter no. CB-III/Lab.8/2008/16118 dated 24<sup>th</sup> July 2008.

*Approved and resolved that according to their re-designation as Technical Assistant their cases be sent to the University of Delhi for further process.*

- (8) To consider and approve the support for research and teaching for faculty and staff development.  
(Annexure - I)

*Modifications to the proposal was considered as Annexure - I*

**Reporting Items (Office)**

- (9) To report that Dr. Poonam Verma, Reader has joined as Principal of the college w.e.f. 27/05/2008 (Afternoon).

*Noted & approved*

- (10) To report for approval for reverting back to Dr. Sanjay Goyal to his substantive post of Reader from the post of Acting Principal w.e.f. 27/05/2008 (Afternoon).

*Noted & approved*

- (11) To report for approval the action of the Chairman in appointing the following ad-hoc faculty with effect from the date and nature of appointment mentioned against each:

Sl. No.	Name	Nature of appointment	Period
<b><u>Deptt. of Business Studies</u></b>			
1.	Mr. Phool Chand	Lecturer (Ad-hoc)	From 22/04/2008 to 30/04/2008
<b><u>Deptt. of Financial Studies (Self Financing Course)</u></b>			
2.	Mr. Ameet Sao	Lecturer (Ad-hoc)	From 11/04/2008 to 30/04/2008
<b><u>Deptt. of Computer Science</u></b>			
3.	Ms. Aarti Goel	Lecturer (Ad-hoc)	From 11/04/2008 to 30/04/2008
4.	Ms. Urmil Jain	Lecturer (Ad-hoc)	From 11/04/2008 to 30/04/2008

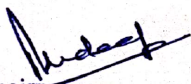
*Noted & approved*

- (12) To report for approval 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 as intimated by the University vide its letter no. CB-1/Study Leave/(H)/2008/ 400 / 5246 dated May 13/14, 2008 and letter no. CB-1/Study Leave/(H)/2008/ 399 /5244 dated May 13, 2008.

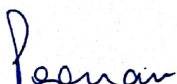
*Noted & approved*

- (13) To report for approval the action of the Chairman for appointing 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. 21/05/2008. She has resigned from the post of Placement Officer w.e.f. 15/07/2008 (A.N.).

*Noted & approved*

  
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- (14) To report for approval the action of the Chairman for appointing Dr. H.K. Porwal (Reader) as College Bursar for a period of one year w.e.f. 28/05/2008.

*Noted & approved*

- (15) To consider and approve the recommendations of the Selection Committee meeting held on July 5, 2008 for appointment of following lecturers on ad-hoc basis in the Department of Business Studies with effect from 16/07/2008 till the end of semester or four months whichever is earlier:

S.No.	Name	Remarks
<b><u>General Category</u></b>		
1.	Ms. Nomita Sharma	
2.	Ms. Geetanjali Juneja	
3.	Ms. Astha Dewan	
4.	Ms. Sneha Suri	Did not join
5.	Ms. Megha Aggarwal	Did not join
6.	Ms. Jyoti Sikka	
7.	Mr. Abhishek Gupta	Did not join.
8.	Ms. Sonal Gupta	Resigned on 20/08/2008
9.	Ms. Shweta Sharda	Did not join
10.	Ms. Diksha Malhotra	Did not join
<b><u>SC Category</u></b>		
1.	Mr. A.P. William Wordsworth	
2.	Ms. Amita	Resigned on 31/07/2008

*Noted & approved*

- (16) To consider and approve the recommendations of the Selection Committee meeting held on July 7, 2008 for appointment of following lecturer on ad-hoc basis in the Department of Computer Science and Business Studies with effect from the date of appointment mentioned against each:

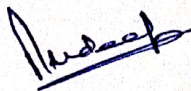
S.No.	Name	Remarks
<b><u>General Category</u></b>		
1.	Ms. Neetika	Did not join

*Noted & approved*

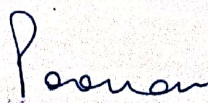
- (17) To consider and approve the recommendations of the Selection Committee meeting held on July 15, 2008 for appointment of following lecturers (Reserved Category) on ad-hoc basis in the Department of Business Studies with effect from 16/07/2008 till the end of semester or four months whichever is earlier:

S.No.	Name	Remarks
<b><u>OBC Category</u></b>		
1.	Mr. Vinod Sen	
<b><u>SC Category</u></b>		
2.	Ms. Rakhi Solanki	Resigned on 18/08/2008
		Resigned on 21/08/2008

*Noted & approved*

  
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- (18) To consider and approve the recommendations of the Selection Committee meeting held on August 25, 2008 for appointing Mr. Ameet Sao, as lecturer against the post of OBC category on purely ad-hoc basis in the Department of Business Studies with effect from 25/08/2008 till the end of the semester or four months whichever is earlier.

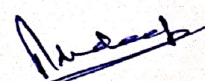
*Noted & approved*

- (19) To consider and approve the recommendations of the Selection Committee meeting held on September 1, 2008 for appointing Mr. Bhim Singh, as lecturer against the post of SC category on purely ad-hoc basis in the Department of Business Studies with effect from 01/09/2008 till the end of the semester or four months whichever is earlier.

*Noted & approved*

- (20) 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	Period
<b><u>Deptt. of Business Studies</u></b>			
1.	Ms. Neeti Gupta	Lecturer (Ad-hoc)	From 16/07/2008 till the end of the semester or for a period of four months whichever is earlier
2.	Ms. Urmil Bharti	Lecturer (Ad-hoc)	From 16/07/2008 till the end of the semester or for a period of four months whichever is earlier
3.	Ms. Shveta Kalra	Lecturer (Ad-hoc)	From 17/07/2008 till the end of the semester or for a period of four months whichever is earlier
4.	Mr. Deepak Kukreja	Lecturer (Ad-hoc)	From 16/07/2008 till the end of the semester or for a period of four months whichever is earlier
5.	Ms. Meghna Malhotra	Lecturer (Ad-hoc)	From 28/08/2008 till the end of the semester or for a period of four months whichever is earlier
<b><u>Deptt. of Computer Science</u></b>			
6.	Ms. Aarti Goel	Lecturer (Ad-hoc)	From 16/07/2008 till the end of the semester or for a period of four months whichever is earlier
7.	Dr. O.P. Aggarwal	Guest Faculty (Period basis)	From 17/07/2008 till the end of the semester
8.	Mr. Veerendra Kr. Mishra	Guest Faculty (Period basis)	From 17/07/2008 till the end of the semester
9.	Mr. Rishi Rajan Sahay	Guest Faculty (Period basis)	From 21/07/2008 till the end of the semester
<b><u>Deptt. of Financial Studies (Self-Financing course)</u></b>			
10.	Dr. S.S. Lamba	Guest Faculty (Period basis)	From 16/07/2008 till the end of the semester
11.	Ms. Anchal Jain (Business Studies & Financial Studies)	Guest Faculty (Period basis)	From 23/07/2008 till the end of the semester



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12. Ms. Neha Matlani  
(Business Studies &  
Financial Studies)

Guest Faculty  
(Period basis)

From 04/08/2008 till the end of the  
semester

*Noted & approved*

- (21) 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.

Sl. NO.	NAME OF THE EMPLOYEE	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT
1	Dr. Sanjay Goyal	Reader	01/04/2007	Rs. 420/-
2	Mr. S.K. Jairath	Section Officer	01/04/2008	Rs. 420/-
3	Dr. Poonam Verma	Principal	01/05/2008	Rs. 200/-
4	Mr. Virender Khanna	Lecturer in Reader's grade	01/07/2008	Rs. 420/-
5	Ms. Tarannum Ahmad	Lecturer in Reader's grade	01/07/2008	Rs. 420/-
6	Mr. Tribhuvan Kumar	P.A. (Library)	01/07/2008	Rs. 420/-
7	Mr. S.Q. Abbas	Sr. Assistant	01/07/2008	Rs. 275/-
8	Mr. Pradeep Verma	Assistant	01/07/2008	Rs. 175/-
9	Ms. Nidhi Arora	Lab. Attendant	01/07/2008	Rs. 100/-
10	Ms. Archana Pandey	Lab. Attendant	01/07/2008	Rs. 65/-
11	Mr. Nand Kishore	S.K.	01/07/2008	Rs. 65/-
12	Mr. Karunesh Mishra	S.K.	01/07/2008	Rs. 55/-
13	Mr. Vishnu Prasad	Waterman	01/07/2008	Rs. 55/-
14	Ms. Shikha Gupta	Lecturer	01/07/2008	Rs. 55/-
15	Mr. Rajinder Singh	Assistant	01/08/2008	Rs. 275/-
16	Mr. Umesh Dutt	O. Attendant	01/08/2008	Rs. 125/-
17	Mr. Deepak Kumar	S.K.	01/08/2008	Rs. 65/-
18	Mr. Basant Lal	Lib. Attendant	01/08/2008	Rs. 55/-
19	Dr. H.K. Porwal	Reader	01/09/2008	Rs. 125/-
20	Ms. Kavita Rastogi	Lecturer in Reader's grade	01/10/2008	Rs. 420/-
21	Ms. Anuja Mathur	Sr. Lecturer	01/10/2008	Rs. 420/-
22	Mr. S.K. Dagar	Jr. Assistant	01/10/2008	Rs. 325/-
23	Mr. Gopal Singh	Driver	01/10/2008	Rs. 75/-
24	Mr. Manohar Lal	Daftri	01/10/2008	Rs. 100/-
			01/10/2008	Rs. 70/-

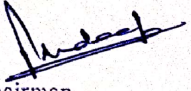
*Noted & approved*

- (22) To report for approval the action of the Chairman for terminating the ad-hoc service of Mr. Pushpender Prajapati as S.P.A. (Library) w.e.f. 09/07/2008 and re-appointing him as Junior Library and Information Assistant in the pay scale of Rs.3050-75-3950-80-4590 on purely Ad-hoc basis for a period of three months w.e.f. 10/07/2008.

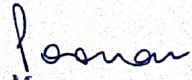
*Noted & approved*

- (23) To report for approval the action of the Chairman for terminating the ad-hoc service of Mr. Joydeb Biswas as Office Attendant w.e.f. 13/08/2008 and re-appointing him as Office Attendant in the pay scale of Rs.2550-55-2660-60-3200 on purely Ad-hoc basis for a period of three months w.e.f. 14/08/2008.

*Noted & approved*

  
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- (24) 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	Mr. Vishnu Prasad	Waterman	27/07/2007
2	Mr. Deepak Kumar	Safai Karamchari	01/08/2007

*Noted & approved*

- (25) To report for approval the action of the Chairman for allowing a payment of Rs.60.00 per transcript (out of the money collected from the applicants) to the staff members towards issue of the same to the applicants.

*Noted & approved*

- (26) To report for approval the action of the Chairman for extending the term of agreement of Mr. Kuldeep Bhandari, a private photocopier, for operating the photocopier machine in the college campus for the next three years w.e.f. 12/09/2008.

*Noted & approved*

- (27) To report for approval the sale of obsolete / condemned store items (including computers peripherals) through sealed tender invitation, after obtaining permission from the Delhi Government vide letter no.DHE-3(40)/NR GIA / 2005-06/4995 dated 09/01/2007. The bidding amount Rs.36,500/- received and has been taken into college account..

*Noted & approved*

- (28) To report for approval the sanction of three days leave without pay to Mr. Harbhajan Singh (Driver) for 30/04/2008, 01/05/2008 and 07/05/2008.

*Noted & approved*

- (29) To report for approval the sanction of twenty two days leave without pay to Mr. Pradeep Verma (Assistant) for 22/07/2008 to 01/08/2008, 13/08/2008 to 14/08/2008, 25/08/2008 to 26/08/2008, 01/09/2008, 03/09/2008 to 04/09/2008 and 09/09/2008 to 12/09/2008.

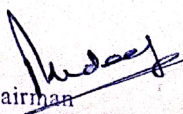
*Noted & approved*

- (30) To report for approval the action of the Chairman for allowing the distribution of gift items, to the staff members, lying in the store received as complementary with the magazines, the library subscribers or placement companies and social organizers in the college premises in last few years.

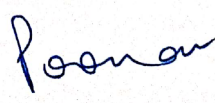
*Noted & approved*

- (31) To report for approval the action of the Chairman for enhancing the allowances from Rs.100/- to Rs.250/- per month of the non-teaching staff members who are performing some extra work other than their regular duties. These allowances are same since January 9, 1996.

*Noted & approved*

  
Chairman  
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Member Secretary  
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- (32) To report for approval the action of the Chairman for allowing to form an association viz. College of Business Studies Alumni Association for interaction of the students and alumni of the college.  
(Annexure – II)

*Noted & approved*

- (33) To report for approval the action of the Chairman for enhancing the allowances for guest faculty and speakers as per details given below:

S.No.	Particulars	Proposed per Lecture	Proposed per visit conveyance
1	BFIA Guest Speaker	Rs.800/- (Hr.)	Rs.400/-
2	BFIA Guest Faculty	Rs.400/-	Rs.400/-
3	BBS Guest Faculty	(As per Univ. rules)	Rs.400/-

*Approved & resolved that the mementos may also be given to the BFIA Guest Speakers.*

- (34) To report for approval the action of the Chairman for permitting the college to allow a private company for installing a tea / coffee vending machine in the college premises and allowing all the employees two tea / coffee per day out of the Societies' Account.

*Space can be provided to the private company for installing tea / coffee vending machine. It was suggested that an alternative source of funding for 2 cups of tea/ coffee be explored for the employees.*

- (35) To report for approval the action of the Chairman for allowing the following particulars for development of the college:

- (1) Installing Wi-Fi Broadband in the Principal's Room, A.V. Room, Staff Room and Placement Cell.
- (2) Opening a bank account in the Punjab National Bank (in front of the college) for Career Development Centre (A Society working for placements of the students) of the college which shall be operated by Bursar and Principal.

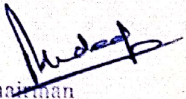
*Approved and the members of the Governing Body also recommended to buy one scanner, fax & printer (all in one) for the college use out of the APC fund.*

- (36) To report for approval the fixation of pay of Dr. Poonam Verma on her appointment as Principal on 27/05/2008 (A.N.) at Rs.17,300/- p.m. in the pay scale of Rs.16,400-22,400 w.e.f. 28/05/2008 to 30/06/2008 and at Rs.18,200/- p.m. w.e.f. 1<sup>st</sup> July 2008 (i.e. the date of her annual increment) as intimated by the University vide its letter no. CB-I/FIX. PAY/PRINCIPAL /2008/ 744/24735 dated September 11/12 2008.

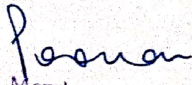
*Noted & approved*

- (37) To report for approval the action of the Chairman for appointing of Ms. Sheetu as Placement Officer in the pay scale of Rs.8000-275-13500 on purely Ad-hoc basis for a period of three months w.e.f. 01/10/2008.

*Noted & approved*

  
Chairman  
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Member Secretary  
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- (38) To report that a congratulation letter was received from the College of Business Studies Alumni Association for allotment of land to the college.

*Noted & approved*

- (39) To report for approval the action of the Chairman for appointing Mr. Pushpender Prajapati as Junior Library and Information Assistant in the pay scale of Rs.3050-75-3950-80-4590 on purely Ad-hoc basis for a period of three months w.e.f. 11/10/2008.

*Noted & approved*

- (40) To report for approval the action of the Chairman for allowing the college to start shuttle bus service of the college bus from Dilshad Garden Metro Station to College for welfare of the students and staff..

*Noted & approved*

**Items (Accounts)**

- (41) To consider and approve the observations of the college audit report of the Local Fund Accounts 2006-2007.

*Approved*

- (42) To Consider and approve the Revised Recurring Budget Estimates for 2008-2009 and Budget Proposals for 2009-2010.

*Approved*

- (43) To approve the Income & Expenditure Statement of BBS/BFIA Entrance Examination-2008.

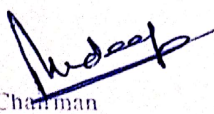
*Approved*

**Reporting Items (Accounts)**

- (44) Following employees were granted Loan / Final Withdrawal out of their Provident Fund:

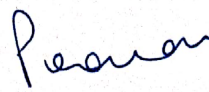
S. No.	Name	Designation	Amount	Date	Purpose
1.	Sh. Harbhajan Singh	Driver	15,000	04/04/2008	Mother's illness
2.	Sh. Suman Singh	Off. Attdt.	4,000	08/05/2008	Purchase of refrigerator
3.	Sh. Baleshwar Ram	Mali	20,000	13/05/2008	Sister's Marriage
4.	Sh. Rajinder Singh	Assistant	3,00,000	21/05/2008	Purchase of House
5.	Sh. Virender Khanna	Sr. Lecturer	6,00,000	29/07/2008	Purchase of House
6.	Mrs. Rama Shukla	Assistant	2,00,000	01/08/2008	Thread ceremony
7.	Sh. S.Q. Abbas	Sr. Asstt.	80,000	01/08/2008	Son's Higher Education
8.	Sh. Sanjay Batra	Jr. Asstt.	1,50,000	02/09/2008	Earnest money for DDA Flat.
9.	Ms. Shalini Prakash	Sr. Lecturer	1,50,000	03/10/2008	Renovation of House

*Noted & approved*



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



- (45) To report the investment of Rs. 14,26,029/- 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.	1,41,029	11/07/2008	For one year out of New Pension Scheme Fund
2.	1,75,000	14/07/2008	For one year out of New Pension Scheme Fund
3.	11,10,000	14/08/2008	For five years out of Provident Fund Account

*Noted & approved*

- (46) A sum of Rs.1,58,078/- was paid to M/S Royal Décor (India) Pvt. Ltd. being the lowest bidder for purchase of vinyl flooring for office, Staff Room, Placement Cell, Library & Lab. out of Student's Society Account (College Development Fund) on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body. Quotations were invited from ten vendors out of which three responded.

*Noted & approved*

- (47) A sum of Rs.77242/- paid to M/S Kent International being the lowest bidder for fixing of Vertical Blinds in office, Staff Room, Placement Cell, Library & Lab. out of Student's Society Account (College Development Fund) on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body. Quotations were invited from ten vendors out of which three responded.

*Noted & approved*

- (48) A sum of Rs. 2,600/- paid to M/S Neeti Enterprises for Annual Maintenance Contract for two water purifiers out of Student's Society Account (Student's Welfare Fund).

*Noted & approved*

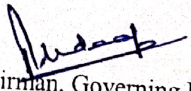
- (49) A sum of Rs. 15963/- towards 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> quarters for the period from 03/11/2007 to 2/11/08 total two quarters (5321+5321 +5321) was paid for Annual Maintenance contract of LCD Projector (Sanyo PLC-XU-35) to M/S Total Presentation Devices (P) Ltd. The supplier 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).

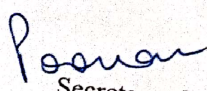
*Noted & approved*

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

*The members of the Governing Body unanimously recommended to renovate & refurnish the Principal's room out of the APC fund.*

The meeting ended with a vote of thanks to the Chair.

  
Chairman, Governing Body  
Chairman  
Shahed Sukhdev College of Business Studies  
(University of Delhi)  
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Secretary, Governing Body  
Member Secretary  
Shahed Sukhdev College of Business Studies  
(University of Delhi)  
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**Support for Research and Teaching**

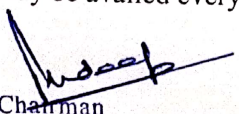
1. Laptop computers with data card for each faculty in permanent position to be returned when written off / teacher leaves college.
2. For access to online journals 2-3 computers with printers and internet facility including connectivity to the DU network to be dedicated for use by staff and faculty. These could be placed in library or any other area that is access able to all.
3. One ream of paper / box of slides / pen drive / memory stick / other stationary items as may be suitable may be issued to the teachers just like attendance registers are issued at present. The consumable items not to be accounted for. Pen drive / memory stick returnable when out of order or teacher leaves college.
4. For typing of teaching related work or research articles for publication one person will be assigned.

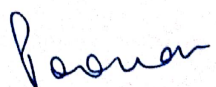
*Regarding the support for research and teaching it was suggested by the members that in the light of the VI Pay Commission recommendations in this context which are about to be released, these will be taken up after the final decision has been made.*

**Guidelines for Faculty and Staff Development were approved as follows**

**For Paper Presentation**

1. The concerned faculty / staff member will provide an abstract of his / her proposed paper presentation accepted in a conference along with the details of the conference and the organization / university hosting the conference. The abstract along with the details and invitation will be submitted to the committee in case of both national / international conferences.
2. A 5 – member committee of Principal, Bursar, Teachers-in-charge may be formed. The role of the committee will be to ensure that due procedures are followed in the disbursement and utilization of funds. However, the committee may not 'reject' any proposal or grant.
3. For paper presentation in international conference support will only be of 50% of the round trip airfare by the shortest route and reimbursing the full registration fee. This may be availed only once in three years.
4. For paper presentation in the national conferences the support will include 100% of the round trip airfare by the shortest route and TA / DA as applicable to the pay scale. This may be availed every year.

  
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Member Secretary  
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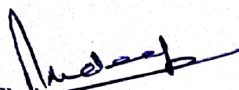
5. University rules will be followed in disbursement of funds, and will be on a 'reimbursement only' basis. However, as per University rules 50% advance may be permissible.
6. Every person who avails funding support will be required to present a faculty seminar on his or her return.
7. The concerned staff members will be required to settle accounts as per University rules.
8. At the end of each year, the college may publish a volume of working papers based on these seminars.
9. The grant may also be utilized by faculty members for chairing a session or for delivering a keynote address in a conference for both national and international conferences.
10. For articles accepted for publication, the submission fee paid will be reimbursed by the college in case the faculty has not been able to get a waiver for the same.


**For attending seminars / conferences / MDP / FDP / Skill Enhancement for all teachers / staff.**

This will be permitted for 2 conferences in an academic year, for nationally recognized institutions / speakers of repute. A list will be provided and if the institution is not in the list it may be referred to the 5 member committee for approval. Maximum of Rs.30,000/- may be spent by the individual as registration fee during one academic session. In case the requirement exceeds Rs.30,000/- it may be reviewed by the committee on an individual case basis. To attend such conferences a round trip airfare and TA / DA as applicable to the pay scale may also be paid.

These facilities are for permanent staff only. However, the local conferences may be attended by the staff / faculty member who have worked for at least one academic year.

These rules are subject to periodical review and revision depending on the need.

  
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Minutes confirmed by  
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letter no. CBS/office/  
2008/1443-1445  
dated October 27/29, 2008.