

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

Minutes of the Governing Body meeting held on December 16, 2008 at 3.00 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. Prof. Jawahar Lal – Member, Univ. Representative
4. Mr. Sameer Anand – Member, Teacher Representative
5. Dr. Poonam Verma – Member Secretary, Principal

- (1) To report that the minutes of the Governing Body meeting held on October 11, 2008 were confirmed by circulation to members.

Resolved that the confirmation of the minutes of the Governing Body meeting held on 11/10/2008 by circulation be recorded.

- (2) Report of the "Action Taken" on the minutes of Governing Body meeting held on 11/10/2008.

Resolution

Action taken

Item No. 1, 2, 3, 4, 5 & 6

Matter of record

Item No. 7

Re-designation of Mr. Jaiversh Anand & Mr. Imtiaz Ahmad as Technical Asstt.

Cases of Mr. Jaiversh Anand & Mr. Imtiaz Ahmad have been sent to the University for fixation of pay.

Item No. 8 to 33

Matter of record

Item No. 34

Installing a tea / coffee vending machine

M/s Hindustan Unilever Limited has been allowed to install tea / coffee vending machine in the college premises and the machine has been installed.

Item No. 35

(1) Installing Wi-fi Broadband in the College

Under process

(2) Opening a bank in PNB for career Development Centre

Under Process

Item No. 36 to 49

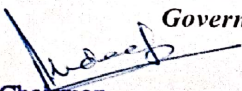
Matter of record

Any other matter with the permission of Chair


Renovation of Principal's Room

Under process

Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 11/10/2008 be recorded.


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

1


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

- (3) To report that as per the approval of the Governing Body in its meeting held on 04/06/2008 renovation of computer lab. I is under process and likely to be completed shortly.

Noted

- (4) To consider and approve the recommendations of the Selection Committee meeting held on June 26, 2008 and subsequent UGC's approval for exemption of NET (to clear within a period of four years) for appointing Mr. Sandeep Meena, as Lecturer against the post of Physically Handicapped category in the Department of Business Studies.

Approved

- (5) To consider the request of Dr. Tanuja Sharma, Reader for extension of Extra Ordinary Leave (without pay) for a period of one more year w.e.f. 19/12/2008, whereas she has already availed three years EOL.

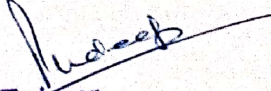
Considered and granted one year extension of extra ordinary leave.

Reporting Items (Office)

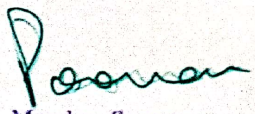
- (6) To report for approval the action of the Chairman in appointing the following ad-hoc faculty with effect from the date and nature of appointment mentioned against each:

Sl. No.	Name	Nature of appointment	Period
<u>Deptt. of Business Studies</u>			
1.	Ms. Nomita Sharma	Lecturer (Ad-hoc)	From 12/11/2008 for a period of four months
2.	Ms. Jyoti Sikka	Lecturer (Ad-hoc)	From 12/11/2008 for a period of four months
3.	Mr. Deepak Kukreja	Lecturer (Ad-hoc)	From 12/11/2008 for a period of four months
4.	Ms. Geetanjali	Lecturer (Ad-hoc)	From 12/11/2008 for a period of four months
5.	Ms. Urmil Bharti	Lecturer (Ad-hoc)	From 12/11/2008 for a period of four months
6.	Mr. A.P. William	Lecturer (Ad-hoc)	From 21/11/2008 for a period of four months
7.	Mr. Ameet Sao	Lecturer (Ad-hoc)	From 05/12/2008 for a period of four months
8.	Ms. Astha Dewan	Lecturer (Ad-hoc)	From 12/11/2008 for a period of four months (w.e.f. 08/12/2008 in the deptt. of Financial Studies)
9.	Ms. Meghna Malhotra	Lecturer (Ad-hoc)	From 05/12/2008 for a period of four months (w.e.f. 08/12/2008 in the deptt. of Financial Studies)
<u>Deptt. of Computer Science</u>			
10.	Ms. Aarti Goel	Lecturer (Ad-hoc)	From 12/11/2008 for a period of four months

Noted & Approved


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

2


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

- (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.

Sl. NO.	NAME OF THE EMPLOYEE	DESIGNATION	DATE OF INCREMENT	AMOUNT OF INCREMENT
1	Dr. Preeti R. Singh	Reader	01/08/2007	Rs. 420/-
2	Dr. Rohini Singh	Reader	01/08/2008	Rs. 420/-
3	Mr. Ajay Jaiswal	Lecturer	01/11/2008	Rs. 420/-
4	Mr. Mohinder Pal	Lib. Attendant	01/11/2008	Rs. 275/-
5	Ms. Kavita Kapur	Lecturer in Reader's grade	01/12/2008	Rs. 125/-
6	Ms. Shalini Prakash	Lecturer in Reader's grade	01/12/2008	Rs. 420/-
7	Mr. Tulsi Ram Sharma	Lab. Attendant	01/12/2008	Rs. 100/-

Noted & Approved

- (8) 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 three months w.e.f. 15/11/2008.

Noted & Approved

- (9) To report for approval the action of the Chairman for appointing of Mr. S.K. Jain as Administrative Officer in the pay scale of Rs.8000-275-13500 on purely Ad-hoc basis for a period of three months w.e.f. 19/11/2008 (F.N.).

Noted & Approved

- (10) To consider and approve the recommendations of the Selection Committee meeting held on December 3, 2008 for appointment of following lecturer (Reserved Category) on ad-hoc basis in the Department of Business Studies with effect from 08/12/2008 till the end of semester or four months whichever is earlier:

Sl. Name
No.

SC Category

1. Mr. Arvind Kumar

Noted & Approved

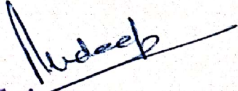
- (11) To consider and approve the recommendations of the Selection Committee meeting held on December 3, 2008 for appointment of following lecturer on ad-hoc basis in the Department of Financial Studies with effect from 10/12/2008 till the end of semester or four months whichever is earlier:

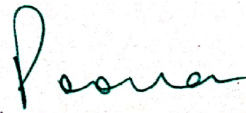
Sl. Name
No.

- 1 Ms. Charu Banga

Noted & Approved

3


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

- (12) To report for approval for accepting the resignation of Ms. Sheetu, Placement Officer (ad-hoc basis) w.e.f. 04/12/2008 (F.N.).

Noted & Approved

- (13) To report for approval the action of the Chairman for appointing of Ms. Sonia Sareen 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. 04/12/2008 and her joining.

Noted & Approved

- (14) To report that Dr. Preeti Rajpal Singh, Reader has resumed her duties w.e.f. 12/11/2008 after availing study leave from 09/01/2007 to 11/11/2008 (one year ten months & three days).

Noted & Approved

- (15) To report for approval the recommendations of the College Purchase Committee for extending the existing contract of security services upto 31/12/2008.

Noted & Approved

- (16) To report for approval the action of the Chairman for accepting the recommendations of the Purchase Committee for assigning M/s Lions Group Securitas for providing security services to the college w.e.f. 01/01/2009 for a period of two years.

Noted & Approved

- (17) To report for consideration the recommendations of the Purchase Committee with regard to assignment of Annual Maintenance Contract of some of the college Computer systems and hardware for the year 2008-2009 at Rs.82,000/- to M/s C.R. Infotech (P) Ltd., who quoted lowest out of the 04 tenders received by the college. The tenders were invited from 11 vendors. After completing the codal formalities the purchase committee, recommended the name of M/s C.R. Infotech (P) Ltd. for assigning the AMC at lowest quoted price of Rs.82,000/-.

Noted & Approved

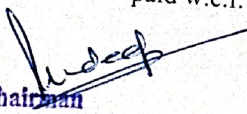
- (18) To report for approval the action of the Chairman for allowing the Principal to purchase a cellular handset costing upto Rs.10,000/- and also for reimbursement of cellular expenditure upto Rs.1,500/- per month or the actual expenditure whichever is less in accordance with Govt. of NCT of Delhi letter no. F1 (69) / Fin CE-I/2002-03/ 1057 dated 24/01/2002. which states that this is treated as office expenses.

Noted & Approved

- (19) To report for approval the action of the Chairman for crediting 66+2 (68) days earned leave to Dr.Sanjay Goyal, Reader for working during vacations w.e.f. May 1, 2006 to May 27, 2008.

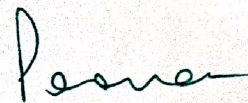
Noted & Approved

- (20) To report for approval the action of the Chairman for allowing a payment of Rs.250.00 per month to the non-teaching staff member Mr. Tapan Mandal for handling tea / coffee vending machine out of the Society Account, which is an extra work other than his regular duties. The allowances shall be paid w.e.f. December 1, 2008.


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

Noted & Approved

4


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

Reporting Items (Accounts)

- (21) 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	03/11/2008	Mother's illness
2.	Sh. Pradep Verma	Assistant	12,000	03/11/2008	Mother's illness
3.	Sh. Manohar Lal	Daftri	15,000	03/11/2008	Higher Education of son

Noted & Approved

- (22) To report the investment of Rs. 11,73,000/- 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.	1,00,000	04/11/2008	For five years out of Provident Fund Account
2.	8,20,000	24/11/2008	For five years out of Provident Fund Account
3.	1,45,000	08/12/2008	For five years out of Provident Fund Account
4.	1,08,000	08/12/2008	For one year out of New pension Scheme Fund

Noted & Approved

- (23) A sum of Rs.1,77,920/- was paid to M/S Crystal Presentation Solutions being the lowest bidder for purchase of two LCD Projectors (Model No. PT-LB75 NTEA-2060 CM X GA) @ Rs. 88,960/- per Projector, and also paid Rs.10,225/- for installation and kit charges for the same total amounting is Rs.1,88,045/- for effective and updated lectures in the classes. This was purchased out of APC Fund on the recommendations of the purchase committee and the approval of the Chairman, Governing Body. Quotations were invited from four vendors and all four quotations received.

Noted & Approved

- (24) A sum of Rs.49,000/- was paid to M/S Neelkanth Communication printing charges of 600 copies of College Magazine-2007-2008 on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body. Quotations were invited from twenty seven firms out of which five responded.

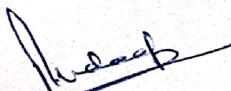
Noted & Approved

- (25) A sum of Rs.60,00,000/- (out of the surplus money of BBS/BFIA Entrance Examination-2008 plus opening balance of 2007-2008 and rest of balance kept in savings account) invested with Canara Bank for a period of five years on 03/11/2008 out of Shaheed Sukhdev College of Business Studies APC Fund.

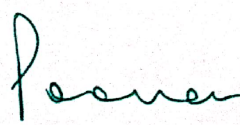
Noted & Approved

- (26) A sum of Rs. 24,440/- paid to M/S Mehta Offset being the lowest bidder for Cost of Printing Charges of 200 Copies of Placement Brochure and 200 envelopes on the recommendations of the purchase committee.

Noted & Approved


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

5


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

- (27) A sum of Rs. 6,300/- paid to M/S The Print Line for Cost of Printing Charges of 600 Copies of News letter.

Noted & Approved

- (28) A sum of Rs. 10,674/ was paid to M/S OVN Trading Engineers Pvt. Ltd. for service charges of Diesel Generator Set.

Noted & Approved

SUPPLEMENTARY AGENDA

- (1) To consider and approve the purchase of One Photocopier machine for the college use out of the APC Fund. College is having two photocopier machines of Sharp make. Both the machines have been declared beyond repairs by the authorized dealer of Sharp and action to condemn these machines is in process.

Approved

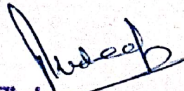
- (2) To approve the appointment of the following guest faculty with effect from the date and nature of appointment mentioned against each:

Sl. No.	Name	Nature of appointment	Period
<u>Deptt. of Financial Studies (Self-Financing course)</u>			
1.	Mr. Ramakar Jha	Guest Faculty (Period basis)	From 11/12/2008 till the end of the semester
2.	Ms. Anchal Jain (Deptt. of Financial Studies & Deptt. of Business Studies)	Guest Faculty (Period basis)	From 08/12/2008 till the end of the semester
<u>Deptt. of Computer Science</u>			
3.	Ms. Deepali Taneja	Guest Faculty (Period basis)	From 08/12/2008 till the end of the semester
4.	Mr. Rishi Rajan Sahay	Guest Faculty (Period basis)	From 08/12/2008 till the end of the semester
5.	Ms. Tina Sachdeva	Guest Faculty (Period basis)	From 08/12/2008 till the end of the semester
6.	Mr. Veerendra Kr. Mishra	Guest Faculty (Period basis)	From 08/12/2008 till the end of the semester

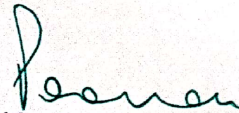
Approved

- (3) To consider and approve for starting SAP ERP (Enterprise Resource Planning) course in our college.

It was considered & approved that further action to tie-up with SAP be processed and approval was also acceded for the resultant expenditure (which will depend on the negotiated terms & conditions with them and same needs to be funded from APC fund).


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

6


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

Reporting Items (Office)

- (4) To report that the Hon'ble High Court has vacated the stay order against the Shaheed Sukhdev College of Business Studies consequent upon appointment of Mr. Sandeep Meena, as Lecturer against Physically Handicapped category in the Department of Business Studies, as intimated by Mr. Rajinder Dhawan, Advocate vide his letter dated December 3, 2008. Now the college can fill up the remaining vacant teaching post.

Noted

- (5) To report for approval the action of the Chairman for allowing the following payment, to the non-teaching staff members for working beyond normal working hours as per the requirement of the recruiting companies for the students, out of the society account:

1. From 5.30 p.m. to 8.00 pm. - Rs.75.00 per day to Peons and Caretaker
Rs.100.00 per day to Office Assistant & above
2. From 8.00 p.m. to 10.00 pm. - In addition to above, Rs.100.00 per head per day as food allowances (Rs.200.00 for Placement Co-ordinator)
3. Beyond 10.00 p.m. - In addition to above, conveyance expenditure on actual basis to all employees.

Payment as above may be made w.e.f. the placement for the year 2008-09 onwards.

Noted & Approved

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



(Chairman, Governing Body)

Chairman

Shaheed Sukhdev College of Business Studies

(University of Delhi)

Vivek Vihar, Delhi-110095



(Secretary, Governing Body)

Member Secretary

Shaheed Sukhdev College of Business Studies

(University of Delhi)

Vivek Vihar, Delhi-110095

Minutes Confirmed
by circulation vide
letter No. CBS/office/
2008/1913-1915
dated December 23, 2008