

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES**

Minutes of the Governing Body meeting held on May 25, 2009 at 11.00 a.m. in the college premises (Principal's Office).

Following members attended the meeting:

1. Mr. Pradeep Gupta – Chairman
2. Prof. H.O. Gupta – Member
3. Dr. Shikha Sharma – Member
4. Ms. Shalini Prakash – Member, Teacher Representative
5. Mr. Sameer Anand – Member, Teacher Representative
6. Dr. Poonam Verma – Member Secretary, Principal

- (1) To report that the minutes of the Governing Body meeting held on December 16, 2008 were confirmed by circulation to members.

*Resolved that the confirmation of the minutes of the Governing Body meeting held on 16/12/2008 by circulation be recorded.*

- (2) Report of the "Action Taken" on the minutes of Governing Body meeting held on 16/12/2008.

**Resolution**

**Action taken**

**Item No. 1**

Matter of record

**Item No. 2**

**Sub-item no. 35 regarding installing Wi-fi Broadband in the college**

Wi-fi has been installed in the college premises by MTNL

**Item No. 3**

**Renovation of Computer Lab.-I**

Lab.-I is smoothly functioning

**Item No. 4**

**Appointment of Mr. Sandeep Meena, Lecturer against the post of Physically Handicapped**

Mr. Sandeep Meena has expressed his inability to join

**Item No. 5 to 28**

Matter of record

**Supplementary Agenda**

**Item No. 1**

**Purchase of One photocopier machine**

One photocopier machine (Xerox) has been purchased and installed in the college library

**Item No. 2**

Matter of record

**Item No. 3**

**Starting SAP ERP (Enterprise Resource Planning) course**

Under process

**Item No. 4 & 5**

Matter of record

Chairman  
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Assistant Professor  
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*Resolved that the report of the 'Action Taken' on the minutes of the Governing Body meeting held on 16/12/2008 be recorded.*

**Reporting Items (Office)**

- (3) To report the sad demise of Mr. Gopal Singh (Driver) who expired on 09/03/2009.

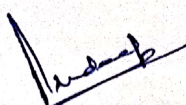
*Governing Body discussed the family background of the departed soul and assured to provide all possible help to his family.*

- (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:

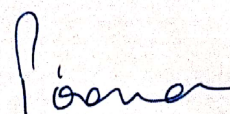
Sl. No.	Name	Nature of appointment	Period
<b><u>Deptt. of Business Studies</u></b>			
1.	Ms. Nomita Sharma	Lecturer (Ad-hoc)	From 13/03/2009 to 30/04/2009
2.	Ms. Jyoti Sikka	Lecturer (Ad-hoc)	From 13/03/2009 to 30/04/2009
3.	Mr. Deepak Kukreja	Lecturer (Ad-hoc)	From 13/03/2009 to 30/04/2009
4.	Ms. Geetanjali	Lecturer (Ad-hoc)	From 13/03/2009 to 30/04/2009
5.	Ms. Urmil Bharti	Lecturer (Ad-hoc)	From 13/03/2009 to 30/04/2009
6.	Mr. Ameet Sao	Lecturer (Ad-hoc)	From 01/04/2009 to 30/04/2009
7.	Mr. Arvind Kumar	Lecturer (Ad-hoc)	From 01/04/2009 to 30/04/2009
8.	Ms. Neha Matlani (Deptt. of Business Studies & Financial Studies)	Guest Faculty (Period basis)	From 12/01/2009 till the end of the semester
9.	Ms. Swati Gupta (Deptt. of Business Studies & Financial Studies)	Guest Faculty (Period basis)	From 13/01/2009 till the end of the semester
10.	Mr. Shyamal R. Sinha (Deptt. of Business Studies & Financial Studies)	Guest Faculty (Period basis)	From 13/01/2009 till the end of the semester
<b><u>Deptt. of Computer Science</u></b>			
11.	Ms. Aarti Goel	Lecturer (Ad-hoc)	From 13/03/2009 to 30/04/2009
<b><u>Deptt. of Financial Studies</u></b>			
12.	Ms. Charu Banga	Lecturer (Ad-hoc)	From 01/04/2009 to 30/04/2009
13.	Ms. Meghna Malhotra	Lecturer (Ad-hoc)	From 01/04/2009 to 30/04/2009

*Noted & approved*

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- (5) To report the fixation of pay of Dr. Narender Kumar, Librarian after completion of 5 years of service in the Selection Grade / Deputy Librarian in the pay scale of Rs.12000-420-18300 at Rs.14,940/- w.e.f. 04/11/2004 as intimated by the University vide letter no. CB-I/P.F./2008/989/37904 dated December 15/17, 2008.

*Noted & approved*

- (6) To report that the re-designation and fixation of pay of Mr. Jaiversh Anand (Data Entry Operator) and Mr. Imtiaz Ahmad (Input Output Assistant) as Technical Assistant (Computer) at Rs.5500/- p.m. notionally w.e.f. 03/06/1997 in the pay scale of Rs.5500-175-9000 (P) with cash benefit w.e.f. 30/11/1999 plus usual allowances as intimated by the University vide letter no. CB-III/Lab.-8/2009/43817 dated 20/01/2009.

*Noted & approved*

- (7) To report for approval the action of the Chairman for appointing Mr. Pushpender Prajapati as Junior Library & Information Assistant in the pay scale of Rs.5200-20200 with grade pay Rs.1800/- on purely Ad-hoc basis from 07/01/2009 to 31/03/2009 (A.N.) and further appointment w.e.f. 02/04/2009 for a period of three months.

*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.5200-20200 with grade pay Rs.1800/- on purely Ad-hoc basis for a period of three months w.e.f. 17/02/2009 and further appointment w.e.f. 15/05/2009 for a period of three months.

*Noted & approved*

- (9) To report for approval the action of the Chairman for appointing Mr. S.K. Jain as Administrative Officer in the pay scale of Rs. 15600-39100 with grade pay of Rs.5400/- on purely Ad-hoc basis for a period of three months w.e.f. 20/02/2009.

*Noted & approved*

- (10) To report for approval the action of the Chairman for accepting the resignation of Mr. Virender Khanna, Associate Professor w.e.f. 12/01/2009. The Chairman has also waived off the three months requisite notice period for the resignation of Mr. Virender Khanna.

*Noted & approved*

- (11) To report for approval the action of the Chairman for appointing Ms. Sonia Sareen as Placement Officer in the pay scale of Rs. 15600-39100 with grade pay of Rs.5400/- on purely Ad-hoc basis for a period of three months w.e.f. 06/03/2009.

*Noted & approved*

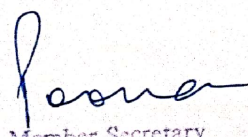
- (12) To report for approval the action of the Chairman for extending the contract of M/s Mr. Rajeev Kumar for providing canteen services for a period of eleven months w.e.f. 17<sup>th</sup> March 2009 to 16<sup>th</sup> February 2010 on the same terms & conditions.

*Noted & approved*



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Assistant Professor  
Assistant Professor  
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- (13) To report that Ms. Damini Gupta, Lecturer has proceeded on study leave w.e.f. 02/01/2009 to 01/01/2010 for her doctoral research work.

*Noted & approved*

- (14) To report for approval the sanction of 07 days leave without pay to Mr. Atul Bhardwaj (Technical Assistant) for 19/06/2007, 24/10/2008, 17/11/2008, 18/11/2008, 05/12/2008, 11/12/2008 & 12/12/2008.

*The Governing Body took a strong view of the fact that he has been taking too many leaves without pay after exhausting his entitled leave. Since frequent absence disturbs the overall performance, it was decided that the individual be counseled suitably to mend his ways so that the work of the college does not suffer.*

- (15) To report for approval the sanction of 01 day leave without pay to Mr. Harbhajan Singh (Driver) for 17/11/2008.

*Noted & approved*

- (16) To report for approval the action of the Chairman for appointing Mr. Hemant Kumar as Driver in the pay scale of Rs. 5200-20200 with grade pay of Rs.1900/- on purely Ad-hoc basis for a period of three months w.e.f. 01/04/2009.

*Noted & approved*

- (17) To report for approval the action of the Chairman for approving the recommendation of the Purchase / Condemnation Committee to condemn the obsolete stores / assets of the college. (Annexure - I)

*Noted & approved*

- (18) To report for approval the action of the Chairman for allowing One Senior Faculty Member and Placement Coordinator Ms. Sonia Sareen to represent the college, for the inauguration of Bombay Alumni chapter at Bombay.

*Noted & approved*

- (19) To report for approval the action of the Chairman for appointing Mr. Deepak Kukreja as Programmer in the pay scale of Rs. 15600-39100 with grade pay of Rs.5400/- on purely Ad-hoc basis for a period of three months w.e.f. 01/05/2009.

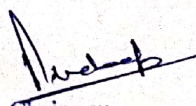
*Noted & approved*

- (20) To report for approval the sanction of 12 days half pay leave and 09 days leave without pay to Ms.Nidhi Arora, Lab. Attendant from 31/03/2009 to 11/04/2009 and from 12/04/2009 to 20/04/2009 respectively.

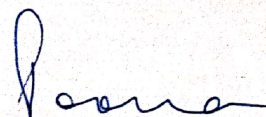
*Noted & approved*

- (21) To report for approval the action of the Chairman for accepting and approving the revised modalities for entrance examination conducted by the college for admission to BBS and BFIA Programs forwarded by the Dean, Faculty of Applied Social Sciences & Humanities. (Annexure - II)

*Noted & approved*



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- (22) To report the approved list of Conference / Seminar / Workshop received from the University of Delhi vide letter no. CB-II/2009/Misc./758 dated 04/03/2009. (Annexure – III)

*Resolved that Conferences / Seminars / Workshops organized by national Government / Autonomous Bodies or any organization affiliated to such bodies may be added to the approved list of University.*

*It was also suggested that the college should write to the University for including more of such Conferences / Seminars / Workshops organized by national Government / Autonomous Bodies or any organization affiliated to such bodies in the approved list by the University, as the last update was done by the University in the year 1986.*

*Maximum two Conferences / Seminars / Workshops can be attended in a year by teaching & non-teaching staff for which the duty leave be granted.*

*This is in partial modification of the earlier decision taken in Governing Body meeting held in on 11/10/2008 (Item No. 8).*

**Items Accounts**

- (23) To consider and approve the observations of the college audit report of the AGCR for the financial year 2006-2007 & 2007-2008 and replies to the observations submitted by the college.

*Approved*

**Reporting Items (Accounts)**

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

S. No.	Name	Designation	Amount	Date	Purpose
1.	Sh. Basant lal	Lib. Attdt.	40,000	18/12/2008	Mundan Ceremony
2.	Sh. Narender Kumar	Librarian	12,395	16/01/2009	Final Withdrawal
3.	Sh. Virender Khanna	Lecturer	2,49,705	16/01/2009	Final Withdrawal
4.	Sh. Pradep Verma	Assistant	12,000	20/02/2009	Mother's illness
5.	Sh. Bhupal Chand	Off. Attdt.	10,000	18/03/2009	Father's Illness
6.	Sh. Sanjay Batra	Jr. Asstt.	5,20,000	01/04/2009	Purchase of Flat
7.	Ms. Anita Devi (Nominee of Late Sh. Gopal Singh)	Driver	1,24,716	01/05/2009	Full & Final Payment upto 28/02/2009 and interest for the financial year 2008-09 to be paid separately after the Audit of the financial year 2008-09

*Noted & approved*

- (25) To report the Investment of Rs.20,90,000/- out of Employees Provident Fund and New Pension Scheme 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.	2,35,000	19/01/2009	For five years out of Provident Fund Account
2.	1,45,000	04/02/2009	For five years out of Provident Fund Account
3.	12,15,000	01/05/2009	For five years out of Provident Fund Account
4.	4,95,000	04/05/2009	For one year out of New Pension Scheme Fund
<b>Total</b>	<b>20,90,000</b>		

*Noted & approved*

*[Signature]*  
Chairman  
Shaheed Sukhdev College of Business Studies  
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*[Signature]*  
Member Secretary  
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Sh. Anil Goel  
Assistant Professor  
436  
Sh. Manu Malik  
Assistant Professor  
466  
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- (26) To report the re-investment of the following fixed deposits with Canara Bank (already Matured) along with interest for period mentioned against the amount

S. No.	Head	Matured on	Amount of Re-investment	Period
1.	New Pension Fund	08/12/2008	1,53,523	One year
2.	New Pension Fund	17/12/2008	1,24,786	One year
3.	Student's Society Account	31/03/2009	1,00,000	One year

*Noted & approved*

- (27) A sum of Rs. 55,960/- paid to M/S Godrej & Boyce Mfg. Co. Ltd. for cost of 20 Tables of Computer Lab-I on the recommendations of the purchase committee out of APC Fund. The purchase was approved by the Governing Body in its meeting held on 04/06/2008.

*Noted & approved*

- (28) A sum of Rs. 1,64,900/- paid to M/S Nikon Impex Pvt. Ltd. being the lowest bidder for for cost of 1 unit of online UPS (APC 10 KVA with ½ hours backup ) on the recommendations of the purchase committee and the approval of the Chairman, Governing Body out of APC Fund. Quotations were invited from six vendors out of which 04 responded. The purchase was approved by Governing Body in its meeting held on 04/06/2008.

*Noted & approved*

- (29) A sum of Rs. 5,321/- towards the 4<sup>th</sup> quarter for the period from 03/11/2007 to 02/11/2008 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 projector (Sanyo) in Delhi on the recommendations of the purchase committee (The AMC was approved by the Governing Body in its meeting held on 07/08/2004).

*Noted & approved*

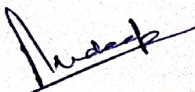
- (30) A sum of Rs. 5,07,954/- (290333 + 217621) paid to M/S Godrej & Boyce Mfg. Co. Ltd. for cost of 100 chairs of AV Room & 40 Chairs of Computer Lab.-1 on the recommendations of the Purchase Committee out of APC Fund. The Purchase was approved by Governing Body in its meeting held on 04/06/2008.

*Noted & approved*

- (31) To approve the following panel of Auditors (Chartered Accountants) for conducting the audit of the college accounts w.e.f. the financial year 2008-2009:

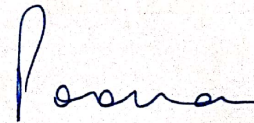
1. **M/S Rajeev Shagun Gupta & Co.**  
4/2778 Street No. 3, Bihari Colony, Shahdara, Delhi-110 032
2. **M/S G.K. Bhardwaj & Co.**  
3570/4 Narang Colony Tri Nagar, Delhi-110 035
3. **M/S Karnatak & Associates**  
213, Hari Sadan, 20, Ansari Road, Daryaganj, New Delhi-110 002

*Noted & approved*



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- (32) A sum of Rs. 1,40,450/- was paid to M/S HCL Infotech for conducting the Training for B.Sc. (H) Computer Science & PGDCA students with the approval of the Chairman, Governing Body.

*Noted & approved*

- (33) A sum of Rs. 3,46,767/- was paid to M/S Xerox India Ltd. for cost of one photocopier Machine (Xerox WC 5645 Digital) for Library on DGS & D contact rate contract, on the recommendations of the purchase Committee, out of APC Fund. The Purchase was approved by the Governing Body in its meeting held on 06/12/2008.

*Noted & approved*

- (34) A sum of Rs. 42,151/- paid to M/S Kalindi Impressions being the lowest bidder for printing charges of House Examination Answer Sheets 13000 copies of 24 pages and 4000 copies of 8 pages on the recommendations of the purchase committee and the approval of the Chairman, Governing body out of Student's Society Account. Quotations were invited from 29 vendors out of which four responded.

*Noted & approved*

- (35) A sum of Rs. 1,77,920/- paid to M/S Crystal Presentations Solutions being the lowest bidder for purchase of two panasonic LCD Projectors (Model No. PT-LB-75, NTEA-2060 IMX GA) @ Rs.88,960/- per projector for a effective and upgraded lectures in the class rooms, on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body. Quotations were invited from four firms and all the four quotations were received.

*Noted & approved*

- (36) A sum of Rs. 57,587/- paid to M/S Galaxy UPS System being the lowest bidder for cost of 20 sealed maintenance free battery-12 volt + 40 Ah make Exide through buy back old batteries on the recommendations of the purchase committee and the approval of the Chairman, Governing Body out of APC Fund. Quotations were invited from five dealers out of which four responded.

*Noted & approved*

- (37) A sum of Rs. 13,415/- paid to M/S Sky Solutions for purchase of Wi-Fi devices for computer Lab-I out of APC Fund for installing Wi-Fi Broadband. It was approved by the Governing Body in its meeting held on 11/10/2008.

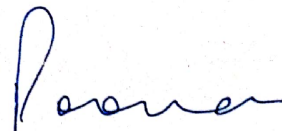
*Noted & approved*

- (38) A sum of Rs. 85,260/- paid to M/S Newfields Advertising Pvt. Ltd. (authorized agency of DAVP / DIP Delhi Government) for publishing advertisement regarding vacant posts of non-teaching staff in national dailies newspaper and in employment news on the approval of the Chairman, Governing Body.

*Noted & approved*



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## SUPPLEMENTARY AGENDA

### Items (Office)

- (1) To consider the appointment of the College Bursar, as the term of existing College Bursar, Dr.H.K. Porwal, is expiring on May 27, 2009.

*Principal informed the Governing Body that Dr. H.K. Porwal has expressed his inability to continue the Bursarship due to his health problem. The Name of Ms. Anuja Mathur, (Sr. Faculty) is approved for College Bursar for a period of one year w.e.f. 28/05/2009.*

- (2) To consider and approve the purchase of following items for upgrading the systems of computer lab. – I for use of the students out of the APC fund.

1. DDRI Ram for 45 Computers
2. Wi-fi cards for 40 Computers and five Wi-fi access points

*Approved & resolved that in addition to above (1) One colour printer (2) Nine Laser Printer & (3) Four Fax-Scanner-Printer also be purchased.*

- (3) To consider and approve the appointment of Major (Retd.) S.K. Jain, on the recommendations of the Selection Committee (meeting held on 19/05/2009), as Administrative Officer. Further to consider and approve grant of three increments to him by the Selection Committee. (Annexure – IV).

*Approved*

- (4) To report for approval the action of the Chairman for allowing Mr. S.K. Jairath, (Section Officer Accounts) to draw officiating allowance for the post of Administrative Officer w.e.f. 1<sup>st</sup> June 2008, as per University rules.

*Approved*

- (5) To consider and approve the purchase of following items for the welfare of the staff out of APC fund.

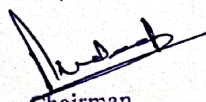
1. Two Microwave Oven
2. One Refrigerator

*Approved*

### Items (Accounts)

- (6) To approve the new proposed budget for the year 2009-10 for further submission of the same to Govt. of NCT of Delhi. (Annexure – V)

*Approved*

  
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Reporting Items (Accounts)

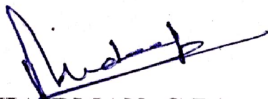
- (7) A sum of Rs. 5,326/-, towards the 1<sup>st</sup> quarter of 5<sup>th</sup> year for the period from 03/11/2008 to 02/11/2009, was paid for Annual Maintenance Contract of LCD projector (Sanyo PLC XU-35) to M/S Total Presentation Devices (P) Ltd., the supplier company and only distributor for multimedia projector (Sanyo) in Delhi on the recommendations of the purchase committee (The AMC was approved by the Governing Body in its meeting held on 07/08/2004).

*Noted & approved*

Any other matter with the permission of the Chair

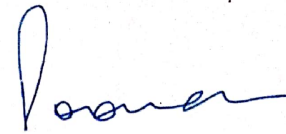
*Resolved that (1) Renovation of staff room with walls and flooring and  
(2) Renovation of A.V. room with walls and flooring to be done out of  
the APC fund.*

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



(CHAIRMAN, G.B.)

Chairman  
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(SECRETARY, G.B.)

Member Secretary  
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*Minutes Confirmed by  
Circulation vide  
letter No. CBS/office/2009/342-345  
dated May 29, 2009.*