

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

Minutes of the Governing Body meeting held on **May 17, 2010 at 4 pm** in the college premises (Principal's Office).

Following members attended the meeting:

1. Mr. K.K. Mahajan – Chairman.
2. Mr. Abhishek Dutt – Treasurer.
3. Sh. Anuj Sinha – Member.
4. Prof. Rashmi Agrawal – Member, University Representative.
5. Ms. Anuja Mathur – Member, Teacher Representative.
6. Ms. Anamika R. Gupta – Member, Teacher Representative.
7. Dr. Poonam Verma – Member Secretary, Principal.

Sh. M.C. Sharma, Member vide his letter dt. 12.5.10 informed that due to some pre-scheduled meeting on the same date and time, he would not be able to attend the meeting.

- (1). Confirmation of the minutes of the Governing Body meeting held on March 18, 2010.

Minutes were circulated and confirmed.

- (2). Report of the “**Action Taken**” on the minutes of Governing Body meeting held on March 18, 2010.

RESOLUTION

Item No. 1 to 5

Item No. 6

Extension of tenure of Ms. Kishori Ravi Shankar and Mr. Kumar Bijoy as Lecturer (Temporary) in the Department of Financial Studies.

Item No. 7

Item No. 8

Proceeding of Mr. S.K. Dagar, Jr. Asstt. on deputation and finding replacement.

Item No. 9 to 19

Item No. 20

Leave without pay of Mr. Atul Bhardwaj

ACTION TAKEN

Matter of record

Matter to be reconsidered by the Governing Body.

Matter of record

Mr. S.K. Dagar has already proceeded on deputation w.e.f. 25/03/10 (A/N). Written test for his replacement has already been conducted and further action is in progress.

Matter of record

Reply from the individual has been received which is to be considered by GB.

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

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

Item No. 21 to 34

Matter of record

Supplementary Agenda:

Item No. 1

Non compliance of written orders by
Mr. Atul Bhardwaj, Technical Assistant

Explanation from the
individual has been received which
is to be considered by the GB.

Item No. 2

Matter of record

Item No. 3

Enhancement of course fees for BFIA course

Matter to be reconsidered
by the GB.

Item No. 4

Period of EOL (without pay) from 19/12/2005
to 17/12/2009 as qualifying service for retirement
benefits in respect of Dr. Tanuja Sharma,
Associate Professor.

Matter has been referred to
the University and reply from
the University is awaited.

Item No.5 to 8

Matter of record

*Resolved that the report of 'Action Taken' on the minutes of the
Governing Body meeting held on 18/03/10 be recorded.*

- (3). To consider and approve the extension of tenure of Ms. Kishori Ravi Shankar and Mr. Kumar Bijoy as Lecturer (Temporary) in the Department of Financial Studies.

*Resolved that a letter be sent to University of Delhi in this regard and
the University may also be informed that till the time a reply is received
from there side, Mr. Kishori Ravi Shankar and Mr. Kumar Bijoy will
continue as Assistant Professor (Temporary) in Department of
Financial Studies.*

- (4). To consider the reply received from Mr. Atul Bhardwaj, Technical Assistant for sanction of 03 days Leave Without Pay (LWP) for 27/11/2009, 08/12/2009 & 15/12/2009.

*Resolved that details of the leave availed by Mr. Atul Bhardwaj during
the last year be collected and legal opinion be obtained in this matter.*

- (5). To consider the explanation received from Mr. Atul Bhardwaj, Technical Assistant for non compliance of written orders regarding preparation of Computer Stores for the Stock Verification Report.

*Resolved that details of case be prepared and legal opinion be obtained
in this matter. It was also resolved that the charge may be handed over
to another person to complete the pending task.*

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- (6). To seek the approval of the Governing Body for procurement of following items out of APC Fund:
- | | | |
|------------------------------|---|-------|
| (a). Paper Shredder | : | One |
| (b). Water Dispenser | : | Three |
| (c). Laptop and sound system | : | One |
| (d). Furniture for Canteen. | | |

Approved for point (a) to (c) and resolved that for point (d) 50 Chairs and 10 Tables be purchased for Furniture for Canteen.

- (7). To seek the approval of the Governing Body for incurring the installation charges of 80 computers like to be received from University of Delhi out of APC fund.

Approved

- (8). To seek the approval of the Governing Body regarding the "Award for College Lecturers Scheme" as per the Government of NCT of Delhi, Directorate of Higher Education letter dt. 22/04/10.

Approved

- (9). To seek the approval of the Governing Body regarding the extension of the term of Ms. Anuja Mathur Assistant Professor as Bursar which is till 27/05/10 for a further period of one year.

Approved

REPORTING ITEMS (OFFICE):

- (10). To report for approval the fixation of pay of the following employees in the revised pay scale under 6th Central Pay Commission recommendations w.e.f. 01/01/2006 as per details given below:

Sl. No.	Name	Designation	University Letter No.
<u>Teaching Staff</u>			
1.	Dr. Poonam Verma	Principal	CB-1/P.F./2010/08/80634 dt. 18/19.03.10
2.	Dr. Preeti Rajpal Singh	Associate Professor	CB-1/P.F./2010/09/80634 dt. 18/19.03.10
3.	Dr. H.K. Porwal	Associate Professor	CB-1/P.F./2010/10/80634 dt. 18/19.03.10
4.	Ms. Kavita Kapur	Associate Professor	CB-1/P.F./2010/11/80634 dt. 18/19.03.10
5.	Dr. Tanuja Sharma	Associate Professor	CB-1/P.F./2010/17/4290 dt. 20/22.04.10
<u>Non Teaching Staff</u>			
1.	Mr. Atul Bhardwaj	Technical Assistant	CB-3/Fix of Pay/2010/6041 dt. 03.05.10

Noted and Approved

- (11). To report the regularization of appointment of Ms. Shikha Gupta as Assistant Professor in Department of Computer Science w.e.f. 15/11/2006 instead of 29/05/2007 vide University letter no. CB-1/Misc./H/2010/66/2457 dt. 17/04/2010.

Noted and Approved

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Items Accounts

Reporting Items (Accounts)

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

S. No.	Name	Designation	Amount	Date	Purpose
1.	Dr. H.K. Porwal	Asso. Professor	(Paid Rs. 2,20,000/-) (Paid Rs. 6,35,000/-)	03/03/2010 23/03/2010	Purchase of House
2.	Sh. Chander Pal	Mali	Rs.1,00,000/-	23/03/2010	Construction of House
3.	Sh. Jaiversh Anand	Tech. Assistant	Rs. 3,30,000/-	23/03/2010	Purchase of House
4.	Sh. Harbhajan Singh	Driver	Rs. 56,000/-	23/03/2010	Daughter's Engagement

Noted and Approved

(13). To report the investment/re-investment of Rs. 1,05,49,182/- 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.	1,35,000	18/03/2010	For one year out of New Pension Scheme Fund
2.	1,00,000	31/03/2010	For one year out of Student's Society Account
3.	65,00,000	09/04/2010	For five years out of APC Fund
4.	9,55,000	09/04/2010	For five years out of Provident Fund Account
5.	20,00,000	09/04/2010	For five years out of Student's Society Account
6.	5,33,182	05/05/2010	For one year out of New Pension Scheme Fund
7.	1,07,000	10/05/2010	For one year out of New Pension Scheme Fund
8.	2,19,000	10/05/2010	For five years out of Provident Fund Account
	1,05,49,182		

Noted and Approved

(14). A sum of Rs. 42,300/- paid to M/S C.R. Infotech Pvt. Ltd. for repair charges of Computers on the recommendations of the purchase committee and the approval of the Chairman, Governing Body. Quotations were invited from five vendors out of which four responded.

Noted and Approved

(15). A sum of Rs.20,500/- towards the 1st quarterly installment for the period from 12/12/2008 to 11/12/2009 (billing period from 12/12/2008 to 11/03/2009) was paid to M/S C.R. Infotech Pvt. Ltd. For Annual Maintenance Contract of Computers and Peripherals on the recommendations of the Purchase Committee and the approval of the Chairman, Governing Body. Quotations were invited from eleven vendors out of which four responded.

Noted and Approved

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- (16). A sum of Rs. 82,725/- paid to M/S Capital Market Publishers India Pvt. Ltd. For supply of capital market Plus Software program on the recommendations of the Purchase Committee out of College Development Fund (Student's Society Account).

Noted and Approved

- (17). A sum of Rs. 5,307/- towards the 1st Installment (Quarterly) of six year from 03/11/2009 to 02/11/2010 (billing period from 03/11/2009 to 02/02/2010) 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 and Approved

- (18). A sum of Rs.48,360/- paid to M/S New fields Advertising Pvt. Ltd. An authorised agency of DAVP/DIP (Delhi Govt.) for publishing Advertisement for the post of Assistant Professor (Business Studies) and Junior Assistant in The Times of India and Employment News, Delhi. Details of Publishing Advertisement are as follows:

- | | | |
|----|-------------------------------|-------------------------------------|
| 1. | 03/03/2010 The Times of India | For the Post of Assistant Professor |
| 2. | 13/03/2010 Employment News | For the Post of Assistant Professor |
| 3. | 17/03/2010 The Times of India | For the Post of Junior Assistant |

Noted and Approved

- (19). A sum of Rs. 99,720/- paid to M/S Durian Industries Ltd. and Rs. 98,044 paid to M/S Usha Shriram Enterprises Pvt. Ltd. for the cost of furniture for the Principal's Office on the recommendations of Purchase Committee.

Noted and Approved

- (20). A sum of Rs. 3,215/- paid to Mr. Amit Bansal, Advocate for legal notice dated 05/04/2010.

Noted and Approved

- (21). A sum of Rs. 4,95,590/- (2,47,795 + 2,47,795) paid to Deen Dayal Upadhaya College and Keshav Mahavidalya out of surplus money of BBS & BFIA Entrance Examination, 2009 as per students Ratio. It has already been approved in the Governing Body meeting held on 07/12/09.

Noted and Approved

SUPPLEMENTARY AGENDA

- (1). To seek the approval of the Governing Body for the approval of the budget as per Annexure-I for the course on NSE Certified Capital Market Professional course of 4-6 months in joint collaboration between SSCBS and National Stock Exchange of India Limited.

Approved

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- (2). To seek the approval of the Governing Body for providing audio visual equipment facility for the Aud-Visual Room of the college as per details given in **Annexure-II**.

Approved and resolved that Video Conferencing Facility should also be included.

- (3). To seek the approval of Governing Body for the creation of following staff to manage the computer systems of the College. Presently, the College is having 92 Computers and 2 Printers. In addition to this, 80 computers are to be received from the University of Delhi very shortly and the whole campus has to have Wi Fi connectivity. The following computer staff is essentially required to manage and maintain the computers and computer related peripherals of the College:

- (a).System Manager – 1 (qualifications as downloaded from University of Delhi website is **Annexure-III**)
(b).Scientific Assistant - 1
(c).Lab Attendant - 1

Approved

REPORTING ITEMS (OFFICE):

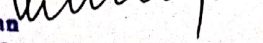
- (4). To report for approval the action of the Chairman for extending the probation period of Mr. S.K. Jain, Administrative Officer for a further period of six months.

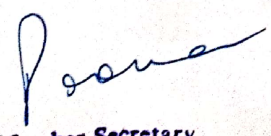
Noted and approved

Misc. Points:

- (a). Chairman proposed that once the adjoining college i.e. Shaheed Rajguru College of Applied Sciences for Women shifts to its new building, efforts should be made to get their portion of the building as well.
- (b). Regarding the intake of students in BFIA course consequent to OBC Reservation it was discussed that first and second phase has already been implemented but implementing the third phase is not possible at this stage due to paucity of funds as fee cannot be increased arbitrarily. It was also discussed that a letter be written to Govt. of Delhi to regularize the BFIA course to meet the increased expenditure of salaries to teachers.
- (c). The Chairman mentioned that one of staff members has met him with regard to submission of leave application for 6th February, 2010. The Principal intimated that in lieu of 6th February, 8th February i.e. Monday was declared a closed day and since the staff availed the closed day, the staff who have not attended the event on 6th February should submit leave application. Governing Body approved the same. Further, the contention of staff that all functions should be held on weekdays cannot be agreed to since the premises to hold such events have to be hired and its availability decides the holding of the event.

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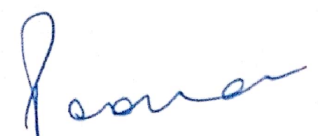
(d). Mr. Anuj Sinha mentioned that the college must print the file covers with college name and logo. This will be implemented once the next purchase is made.

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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