

Minutes of the Governing Body meeting held on August 20, 2010 at 3 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. Mr. Anuj Sinha – Member.
 4. Mr. Ajesh Luthra – Member.
 5. Prof. Matreyi Chandra – Member.
 6. Ms. Anamika R Gupta – Member, Teacher Representative.
 7. Dr. Poonam Verma – Member Secretary, Principal.
- (1). To report that the minutes of the Governing Body meeting held on 17/05/10 were confirmed by circulation to members.

Minutes were circulated and confirmed.

- (2). Report of the “Action Taken” on the minutes of Governing Body meeting held on 17/05/10.

RESOLUTION

ACTION TAKEN

Item No. 1 & 2

Matter of Record

Item No. 3

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

The case has been taken up with University of Delhi with regard to extension of tenure. Reply is awaited.

Item No. 4 & 5

Leave without pay and non compliance of written orders by Mr. Atul Bhardwaj, Technical Assistant

Matter has been referred to University of Delhi for legal opinion. Reply is awaited.

Item No. 6

Purchase of items out of APC Fund

Water Dispenser purchased & others under process.

Item No. 7

Installation charges of 80 computers likely to be received from University of Delhi.

Action will be taken on receipt of Computers from the University.

Item No. 8

Regarding the “Award for College Lecturer Scheme”.

Case of Ms. Anuja Mathur, Asstt. Prof. has been referred to Govt. of NCT of Delhi.

Item No. 9 to 21

Matter of record

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

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

Supplementary Agenda:

Item No. 1

Matter of record

Item No. 2

Audio Visual Equipment for AV Room

Action is in progress

Item No. 3

Creation of Staff to manage the Computer System of the college.

Case has been referred to Govt. of NCT of Delhi.

Item No. 4

Matter of record

Misc. Points:

Point No. 1

Getting the portion of adjoining college i.e. Shaheed Rajguru College of Applied Sciences for Women after they shift to their new building

The Principal has taken the matter with the Directorate of Higher Education and they have given the verbal assurance of favourably looking into it.

Point No. 2

Regarding the regularization of BFIA course

The Principal has written letters to Secretary Higher Education, Pr. Secretary to CM and she has met personally with the Secretary, Higher Education and he was very favourably inclined to accept our proposal of 100 % funding of this BFIA program.

Point No. 3

Submitting of Leave application from the staff for 6th February, 2010

On the directions of the GB a notice was again sent to the staff members asking them to submit the leave application.

Point No. 4

Printing of file covers with college name and logo.

An order is in process to print a smaller portion to begin with.

Resolved that the report of 'Action Taken' on the minutes of the Governing Body meeting held on 17/05/10 be recorded.

- (3). An emergency meeting of the Governing Body was held on 4th August, 2010 to discuss the appointment of adhoc faculty for the Computer Science papers for BBS/BFIA/B.Sc (H) Computer Science/PGDCA courses.

Minutes were circulated and confirmed and it was resolved by the GB that the teachers of Computer Science papers can continue teaching as adhoc faculty till such time any communication is received through University of Delhi from UGC in this regard and their appointment be confirmed retrospectively. It was also resolved that the total honorarium to be paid to the Guest Faculty will not exceed Rs. 1,00,000/- on an average basis for four months of the semester.

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- (4). To consider the Leave Without Pay of Mr. Ramesh Chandra, SPA (Library) of total 34 days w.e.f. 04/06/10 to 17/06/10, 21/06/10 to 24/06/10 & 08/07/10 to 23/07/10 on Medical Grounds.

Approved

- (5). To consider the Leave Without Pay of Mr. Atul Bhardwaj, Technical Assistant (Computer) of 3 days for 08/06/10, 21/06/10 and 29/06/10.

Approved

- (6). To approve the routine annual increments of teaching and non-teaching staff in the month of July, 2010 after the implementation of the Sixth Pay Commission Recommendations.

Approved

- (7). To review the performance of Mr. S.K. Jain, Administrative Officer mid way after his probation period has been extended for a period of six months.

The Governing Body reviewed the performance of Mr. S.K.Jain, Administrative Officer who is on an extended probation w.e.f. the date of his completion of one year in service for a further period of six months. The Principal submitted the report and the letters dt. June 8, June 16, July 16, July 21 and August 9 in this regard were circulated among the members of the Governing Body present. After considering these the members of the Governing Body were of the view that Mr. S.K. Jain has not made satisfactory progress in his performance and has also not improved his shortcomings pointed out by the Chairman and the Principal. After detailed discussions the Governing Body decided that these shortcomings etc. mentioned in the letters be communicated to Mr. S.K.Jain. A copy of this Resolution be supplied to Mr. S.K. Jain so that he could work towards improving his performance.

- (8). To discuss about the formation of Purchase Committee.

Formation of Purchase Committee was discussed and it was resolved by the GB that the Purchase Committee be formed for one year as per the following:

- (a). *Two teacher representatives (one senior most and one junior most) and then from next year onwards the teacher second in the seniority list and the teacher who is second last in the seniority list. This practice to be followed for each year.*
(b). *Administrative Officer.*
(c). *Section Officer (A/C's).*
(d). *One respective Department Head to be co-opted, where the purchase is specific to that Department.*
(e). *One member from the Governing Body in case purchase is to be made for Rs. 1 lacs and above. GB resolved that Mr. Anuj Sinha, Member will be the member for the same.*
(f). *Senior most teacher to be the Convener.*

[Signature]
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- (9). To consider the request regarding increasing the security deposit as per the recommendations of the Library Committee.

It was resolved by the GB that the security deposit be increased to Rs. 2,000/- (refundable amount) from 2010-11 batch and onwards.

- (10). To consider enhancing the Alumni Association charges.

It was resolved that when a student is admitted a non refundable Alumni Charges of Rs. 500/- be charged from the students admitted from 2010-11 batch and onwards.

- (11). To consider the 'Stock verification Report (2009-2010)' of the College Library and to permit the writing off the lost books (from stock) as detailed below:

S. No.	Account No.	Author	Title	Cost Rs.
1	9423	Yule	Study of Language	175.00
2	13038	Ahuja	Macroeconomics	265.00

Total: Rs. 440.00

Total number of issue of books during 2009-10 = 14423

Total number of issue of magazines during 2009-10 = 143

As per UGC letter no. UGC F.31-5/70 (GU-11) dated 16/03/1971 loss of one book is permitted against every 500 issues.

Approved

- (12). To consider the financial deficit on account of two sections of BFIA Ist Year.

It was resolved that the deficit be met out of the previous cumulative collection as course fees of BFIA program and the GB insisted that this arrangement should be done for one year and efforts should be made to get grants from the Delhi Government.

- (13). To report the terminating of the services of Mr. Hemant Kumar, Driver working on adhoc basis w.e.f.10/05/10 (AN).

Approved

- (14). To report that various colleges are advertising the post of System and Network Administrator on contractual basis.

It was resolved by the GB that this post be created based on the recommendations by the University. The advertisement be issued in the newspaper to this effect and the contractual payment for this post be made out of the APC fund till such time that Delhi Government sanctions the grant.

Hemant Kumar
Chairman
Shahad Sukhdev College of Business Studies
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[Signature]
Member Secretary
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- (15). To consider the period of Extra Ordinary Leave (without pay) as qualifying service for retirement benefits of Dr. H.K. Porwal, Associate Professor after his availing Extra Ordinary Leave w.e.f. 06/02/10 to 24/06/10 (4 months and 17 days) in total for the purpose of teaching assignment at Majan College (University College) Muscut, Oman.

Approved

- (16). To consider the appointment of the following teachers as Guest Faculty on period Basis for the period mentioned against their names:

Sl. No.	Name	Period
<u>Department of Financial Studies</u>		
1.	Sh. D.C. Shukla	From 26/07/2010 till the end of the semester
2.	Ms. Ashu Bhardwaj	From 26/07/2010 till the end of the semester
<u>Department of Computer Science</u>		
1.	Mr. Animesh Naskar	From 21/07/2010 till the end of the semester
2.	Mr. Rishi Ranjan Sahay	From 23/07/2010 till the end of the semester
3.	Mr. Virender Kumar Mishra	From 26/07/2010 till the end of the semester
4.	Mr. O.P. Aggarwal	From 21/07/2010 till the end of the semester
<u>Department of Business Studies</u>		
1.	Mr. S.S. Lamba	From 11/08/2010 till the end of the semester

Approved

REPORTING ITEMS (OFFICE):

- (17). To report for approval the action of the Chairman for the appointment of Ms. Sonia Sareen as Placement Officer in the pay scale of Rs 15,600-39,100/- with grade pay of Rs. 5,400/- on purely adhoc basis for a period of three months w.e.f. 08/06/10.

Noted and Approved

- (18). To report for approval action of the Chairman in accepting the recommendations of the Selection Committee (meeting held on 26th May, 2010) for appointing Mr. Neeraj Kumar as Assistant Professor under the PH category in the Department of Business Studies in the pay scale of Rs. 15,600-39,100/- with grade pay of Rs. 6,000/-.

Noted and Approved

- (19). To report for approval action of the Chairman in accepting the recommendations of the Selection Committee (meeting held on 16th June, 2010) for appointing Mr. Deepak Chandra Kabdwal as Jr. Assistant cum Typist against the leave vacancy of Mr. S.K. Dagar who has proceeded on deputation for a period of one year.

Noted and Approved

Neeraj
Chairman
Shahzed Sukhdev College of Business Studies
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Power
Member Secretary
Shahzed Sukhdev College of Business Stud
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- (20). To report for approval action of the Chairman for appointing Mr. Rakesh Kumar as Driver on purely adhoc basis for a period of three months w.e.f. 17/05/10 in the pay scale of Rs. 5,200-20,200/- with Grade Pay of Rs. 1,900/-.

Noted and Approved

- (21). To report that Dr. H.K. Porwal, Associate Professor, Department of Business Studies has resumed his duties on 25/06/10 after availing Extra Ordinary Leave (Without Pay) w.e.f. 06/02/10 to 24/06/10 (4 months and 17 days).

Noted and Approved

- (22). To report for approval the action of the Chairman for extending the appointment of Mr. Pushpender Prajapati as Junior Library Information Assistant on purely adhoc basis from 02/07/10 to 29/09/10 in the pay scale of Rs. 5,200-20,200/- with grade pay of Rs. 1900/-.

Noted and Approved

- (23). To report for approval the receipt of amount of Leave Salary and Gratuity of Mr. Sumit Lamba, Sr. PA to Principal in respect of past services rendered by him in Office of District & Sessions Judge and India Trade Promotion Organisation w.e.f. 11/11/2003 to 20/07/2009 as per the following details:

- (i). Leave Salary: Rs. 8,497/-
(ii). Gratuity Rs. 49,019/-.

Noted and Approved

- (24). To report for approval the receipt of final payment of CPF of Mr. Sumit Lamba, Sr. PA to Principal from India Trade Promotion Organisation as per the following details:

- (i). Rs. 2,877/- as Employees Share. (submitted in his GPF A/C in the college)
(ii). Rs. 1,220/- as Employers Share (submitted in the college Maintenance Account)

Noted and Approved

- (25). To report for approval the action of the Chairman for confirming the services of Mr. Sumit Lamba, Sr. PA to Principal w.e.f. 21/07/2009 the date of his joining the college on regular basis vide Office Order No. CBS/Office/2010/710 dt. 21/07/2010.

Noted and Approved

- (26). To report for approval the action of the Chairman for giving the Canteen Contract to M/s Surya Caterers.

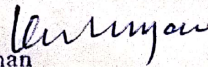
Noted and Approved

- (27). To report that the case of Mr. Joydeb Biswas has been closed by the Labour Officer.

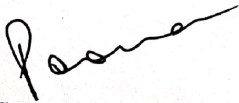
Noted and Approved and it was also resolved that AO shall procure the certified copy of the order.

- (28). To report that the legal matter of Sh. Ram Sagar Shukla has been sorted out by mutual conversation.

Noted and Approved


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- (29). To report the approval of fixation of pay of Mr. Sameer Anand, Assistant Professor in the revised pay scale under 6th Pay Commission Recommendations w.e.f. 08.02.2007 as per University Letter no. CB-I/P.F/2010/504/22148 dt. 4.8.2010.

Noted and Approved

- (30). To report for approval the action of the Chairman for appointing the following as ad-hoc/guest faculty for the nature of appointment and period as mentioned against their names:

Sl. No.	Name	Nature of appointment	Period
<u>Department of Business Studies</u>			
1.	Ms. Nomita Sharma	Ad-hoc	From 21/07/10 till the end of the semester
2.	Ms. Jyoti Sikka	Ad-hoc	From 21/07/10 till the end of the semester
3.	Mr. Abhishek Kumar	Ad-hoc	From 21/07/10 till the end of the semester
4.	Mr. Ameet Sao	Ad-hoc	From 21/07/10 till the end of the semester
<u>Department of Financial Studies</u>			
1.	Ms. Vibhuti Vasishth	Ad-hoc	From 21/07/10 till the end of the semester
2.	Ms. Naina Karol	Ad-hoc	From 03/08/10 till the end of the semester

Noted and Approved

Items Accounts

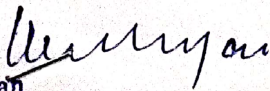
- (31). To consider and approve the observations of the College Audit Report of the Local Fund Account for the financial year 2007-2008.

Approved

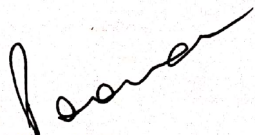
- (32). To approve the following panel of Auditors (Chartered Accountants) and for conducting the audit of college accounts.

1. M/S Narender Singh & Co.
(Chartered Accountants)
B-38, Christian Colony
Patel Chest, Delhi University
Delhi-110 007.
2. M/S G.K. Bhardwaj & Co.
(Chartered Accountants)
3570/4 Narang Colony, Tri Nagar
Delhi-110 035.
3. M/S Rajeev Shagun Gupta & Co.
(Chartered Accountants)
4/2778, Street No. 3, Bihari Colony
Shahdara, Delhi-110 032.

Approved


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Member Secretary
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Reporting Items (Accounts)

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

S.No.	Name	Designation	Amount (Rs.)	Date	Purpose
1.	Dr. S.K. Goyal	Associate Professor	50,000/-	06/07/2010	Higher Education of child
2.	Mr. Pradeep Verma	Assistant	21,000/-	02/08/2010	Treatment of Mother

Noted and Approved

(34). To report the investment / re-investment of Rs.11,41,194/- 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 elected representatives of the P.F. Subscribers.

S.No.	Amount (Rs.)	Date Of Investment	Remarks
1.	2,10,000/-	08/06/2010	For five years of out of Provident Fund Account
2.	80,000/-	08/06/2010	For one year out of New Pension Scheme Fund
3.	3,71,194/-	14/07/2010	Re-invested for one year out of New Pension Scheme Fund
4.	1,62,000/-	19/07/2010	For five years of out of Provident Fund Account
5.	2,10,000/-	09/08/2010	For five years of out of Provident Fund Account
6.	1,08,000/-	09/08/2010	For one year out of New Pension Scheme Fund
7.	1,28,623/-	10/08/2010	Re-invested for one year out of New Pension Scheme Fund
Total	12,69,817/-		

Noted and Approved

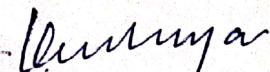
(35). A sum of Rs. 3,635/- was paid to M/S R.K. Power Systems towards 1st installment (Quarterly) from 10/02/2010 to 09/02/2011, (Billing date 10/02/2010 to 09/05/2010) for Annual maintenance Contract of three Nos. 5 KVA and one No. of 3 KVA Enertech make online UPS on the recommendations of the Computer Committee.


Noted and Approved

(36). A sum of Rs. 42,052/- towards 1st installment (quarterly) for the period from 25/03/2010 to 24/03/2011 (Billing date 25/03/2010 to 24/06/2010) was paid to M/S Agmatel India (P) Ltd. for Annual Maintenance Contract of computers and peripherals on the recommendations of the purchase committee (Rs. 27,465/- from Maintenance Account and Rs. 14,587/- from Student's Society Account) Quotations were invited from forty two vendors out of which six responded.

Noted and Approved

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(37). A sum of Rs. 32,895/- was paid to Mrs. D.K. Sachdeva, Technical Assistant who retired on 28/02/2010 on account of retirement benefits after the enhancement of D.A. from 27 % to 35 % (Diff. 8 %) details are as under :

1.	Gratuity	:	23,969/-
2.	Leave Encashment	:	8,926/-
			=====
	Total	:	32,895/-
			=====

Noted and Approved

SUPPLEMENTARY AGENDA:

- (1). To consider the recommendations of the Library Committee for adjusting the amount of students security against the cost of the following books and the second book be written off as the security of Rs. 1,000/- is insufficient to meet cost of books:

12527	Russel: Microsoft Windows Server 2003	Rs. 895.00/-
13138	Young: Microsoft Office System	Rs. 750.00/-
	Total	Rs. 1645.00/-

Approved

- (2). To consider the "Stock Taking Report" of Computer Stores as per the Minutes of the Stock Taking Committee (Computer).

Approved

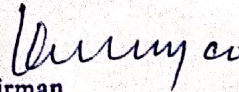
- (3). To give approval to the college to advertise various Non-Teaching posts in accordance with the existing recruitment rules in Employment News and leading newspapers which have been approved by the Deputy Registrar (Colleges), University of Delhi vide their letter no. CB-II/Roster/Advt./SSCBS/079/2010/1812 dt. 13th August, 2010.

Approved. The Governing Body also approved initiating the process for the appointment of teaching faculty.

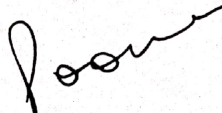
REPORTING ITEMS (OFFICE):

- (4). To report for approval action of the Chairman for appointing Mr. Rakesh Kumar as Driver on purely adhoc basis for a period of three months w.e.f. 18/08/10 in the pay scale of Rs. 5,200-20,200/- with Grade Pay of Rs. 1,900/-.

Noted and Approved


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(5). To report the sanction of University Grants Commission for grant to the college as per the following details vide two letters both having No. F.1-8/2008 (DC) and both dated 16th August, 2010 for XI Plan period:

(a). Towards Merged Scheme	:	Rs. 14,67,000/-
(b). Towards Development Assistance	:	Rs. 6,50,000/-
Total		Rs.21,17,000/-

Noted and Approved

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

[Handwritten Signature]
(CHAIRMAN, G.B.)

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

[Handwritten Signature]
(SECRETARY, G.B.)

Member Secretary
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