



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

**Minutes** for the meeting of the truncated Governing Body of the college held on **March 13, 2012 at 03:30 PM** in the college premises (Principal's Office) is as follows:

Following members attended the meeting:

1. Prof. Anand Prakash – Member, University Representative (Chairman).
  2. Prof. Vinod Kumar – Member, University Representative.
  3. Dr. Preeti Rajpal Singh – Member, Teacher Representative.
  4. Ms. Shikha Gupta – Member, Teacher Representative.
  5. Dr. Poonam Verma – Member Secretary (Principal).
- (1). To report that the minutes of the meeting of the truncated Governing Body held on **December 5, 2011** were confirmed by circulation to members.

*Minutes were circulated and confirmed*

- (2). Report of the “**Action Taken**” on the minutes of the meeting held on **December 5, 2011**

**Resolution**

**Action Taken**

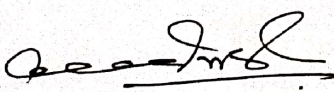
Item No. 1

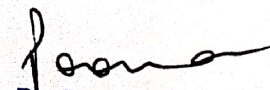
Matter of record

Item No. 2

Matter of record.

Regarding Dr. Tanuja Sharma's case, reply from the University addressed to the Chairman was duly received by the college and the Chairman directed the Principal to expedite the matter as was stated in the University letter. While giving effect to the directions of the Chairman, certain irregularities/infirmities in the EOL availed by Dr. Tanuja Sharma were highlighted through a letter dt. 27/01/12 addressed to the Chairman with a copy to DR (Colleges) and the reply to which is awaited.

  
**Chairman, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
Delhi-110095**

  
**Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
Delhi-110 095**



Item No. 3 to 6

Matter of record

Item No. 7

Opening of new account for  
SIFE, SSCBS

Under process

Item No. 8

Recovery from Mr. Atul Bhardwaj  
of ₹ 61,000/-

Recovery has been made from the salary for  
the month of Dec'11 & Jan'12.

Item No. 9 to 22

Matter of record

**SUPPLEMENTARY AGENDA:**

Item No. 1 to 3

Matter of record

*Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 05/12/11 be recorded.*

*Regarding Item No. 2 of Dr. Tanuja Sharma's case of VRS, the GB resolved that in the light of University letter dated 20/12/2011, Dr. Tanuja Sharma's request for VRS is accepted, and directed The Principal of the College to take immediate steps as required for clearance of her retirement benefits.*

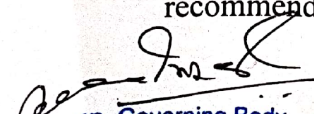
*GB further resolved with regard to the letter from Principal to Chairman and copied to Dy Registrar dated 27/01/2012 in the above matter, that University's any future directive in this matter will be suitably considered and appropriate modification in our decision, if required, be taken.*

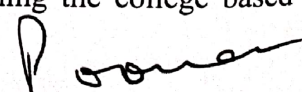
*Regarding Item No. 8 of recovery from Mr. Atul Bhardwaj the Principal reported that only the principal amount of the advance drawn by Mr. Atul Bhardwaj has been recovered from him and no penal interest has been charged as yet.*

**ITEMS (OFFICE):**

- (3). To consider and approve confirming the services of Mr. Rakesh Kumar, Driver in the pay scale of ₹ 5,200/- - 20,200/- with Grade Pay of ₹ 1,900/- on completing the probation period of one year w.e.f. 21/02/2011, the date of his joining the college based on the recommendations of the Principal.

Approved

  
Chairman, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
Delhi-110095

  
Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business Studies  
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- (4). To consider the request received from Deputy Registrar, Central University of Haryana regarding extending the period of deputation for further one more year of Mr. S.K. Dagar, Jr. Assistant presently working as UDC in Central University of Haryana w.e.f. 26/03/2012 to 25/03/2013.

*Approved*

- (5). To consider and approve the request received from the Library Committee for enhancing the security fee paid by the students at the time of admission from the next academic session onwards.

*Resolved that security fee paid by students at the time of admission be increased from ₹ 2,000/- to ₹ 2,500/- from the next academic session onwards i.e. 2012-13 onwards.*

- (6). To consider and approve the purchasing of certain software applications for the functioning of the college website as per the details enclosed. (Annexure-I).

*Resolved that the proposal for purchasing of certain software applications for the functioning of the college website be first approved by the Technical Committee of the college and subject to their approval, the payment be made through a Credit Card by one of the employees and the employee concerned be reimbursed later after verifying the same from the Credit Card account statement of the employee.*

- (7). To consider the Leave Without Pay of Mr. Atul Bhardwaj for a total period of two days for 15/12/11 & 21/12/11.

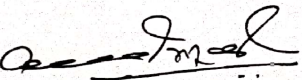
*Governing Body though approved the LWP, took a very serious note of this and directed that a warning be issued to the employee concerned and that in future such leave taken by habitual absentees be treated as break in service.*

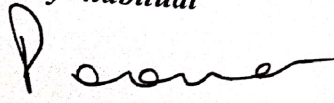
- (8). To consider the Leave Without Pay of Mr. Deepak Kumar, Safai Karamchari for a total period of 24 days w.e.f. 28/11/11 to 02/12/11, 12/12/11 to 16/12/11, 20/12/11 to 23/12/11, 30/12/11 to 06/01/12 & 23/01/12 to 24/01/12.

*Governing Body though approved the LWP, took a very serious note of this and directed that a warning be issued to the employee concerned and that in future such leave taken by habitual absentees be treated as break in service.*

- (9). To consider the Leave Without Pay of Mr. Ramesh Chandra, SPA (Library) for a total period of 13 days w.e.f. 19/09/2011 to 23/09/2011, 28/09/2011 to 30/09/2011, 21/11/2011 to 23/11/2011 & 28/11/2011 to 29/11/2011.

*Governing Body though approved the LWP, took a very serious note of this and directed that a warning be issued to the employee concerned and that in future such leave taken by habitual absentees be treated as break in service.*

  
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Member Secretary, Governing Body  
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- (10). To consider and approve the request received from the Librarian to enroll the college library as an institutional member of Developing Library Network.

*Governing Body appreciated these initiatives, however, resolved that the recommendations be put through the Library Committee and various other options too should be considered.*

- (11). To consider and approve the payment to the following Guest Faculty on period basis for conducting sessions for the students to enhance the employability skills during the current semester (as was approved in the meeting of the truncated Governing Body held on December 5, 2011) out of the APC Fund:

Sl. No.	Name of the faculty	Period
1.	Mr. Siddharth Sharma	From 02/01/2012 onwards
2.	Mr. Vikrant Kathoria	From 02/01/2012 onwards
3.	Ms. Jamila Khan	From 11/01/12 till 30/01/12
4.	Lt. Col. (Retd.) Riyaz Khan	From 02/01/2012 onwards
5.	Mr. Suhail Ahmed	From 06/02/12 onwards (in lieu of Ms. Jamila Khan)

*Governing Body approved the appointment till the end of the academic session 2012 i.e. ~~15<sup>th</sup> July, 2012~~. It was also resolved that the word "Professional Trainers" be used instead of "Guest Faculty".*

*30 April 2012. Poonam*

**REPORTING ITEMS (OFFICE):**

- (12). To report for approval action of the Chairman for extending the Study Leave of Mr. Ajay Jaiswal, Assistant Professor for a period of one year w.e.f. 08/01/2012 on the recommendations of the Study Leave Advisory Committee.

*Noted and approved*

- (13). To report for approval the action of the Principal for appointing M/s Kundra & Bansal Advocates for the writ petition filed by Mr. Atul Bhardwaj, Technical Assistant against the college in the Hon'ble High Court of Delhi.

*Noted and approved. The Principal also reported the issuance of Show Cause Notice to Mr. Atul Bhardwaj in the light of the letter received from Air India where it was specified that the amount actually paid against the air tickets as submitted by Mr. Atul Bhardwaj was much less than the amount claimed for (and*

*[Signature]*  
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*[Signature]*  
Dr. Poonam Verma  
Member Secretary, Governing Body  
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accordingly the advance paid) by the employee concerned and further that the date of issuance of ticket on which the journey was performed was 03/01/11 and not 20/12/10 as claimed by Mr. Atul Bhardwaj which was after the receipt and acknowledgment by the concerned employee of Office Memorandum No. 19024/1/2009-E.IV dt. 16/09/10 of the Ministry of Finance, Govt. of India regarding purchase of air tickets only from Air India Office/ authorized government agents circulated vide University of Delhi letter bearing No. CB-III/Lib/2010/46731 dt.28/29 December, 2010. The reply to the same was awaited from the employee concerned.

- (14). To report for approval action of the Principal for extending the security contract of M/s Jawa Management Services Pvt. Ltd. for a further period of one year w.e.f. 01/01/2012 to 31/12/2012 on the existing rates, terms and conditions as per the contract already entered into.

*Noted and approved*

- (15). To report for approval action of the Chairman for extending the adhoc appointment of the following teachers from Nov 22, 2011 or till the interview for the adhoc appointment for the next semester was held:-

Sl. No.	Name
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**Department of Business Studies**

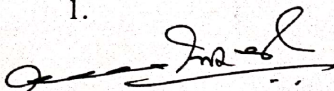
1.	Ms. Nomita Sharma
2.	Mr. Deepak Kukreja
3.	Mr. Ameet Sao
4.	Dr. Jyoti Sikka
5.	Ms. Neha
6.	Ms. Chitragada

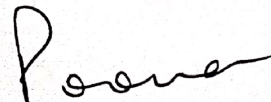
**Department of Financial Studies**

1.	Ms. Priya Gupta
2.	Ms. Vibhuti Vasishth
3.	Ms. Jasmeet Kaur
4.	Ms. Sanjana Juneja

**Department of Computer Science**

1.	Mr. Onkar Singh
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 Chairman, Governing Body  
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 University of Delhi  
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 Delhi-110095

  
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 University of Delhi  
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2. Ms. Aarti Goel  
3. Ms. Urmil Bharti

*Noted and approved*

- (16). To report for approval action of the Chairman for extending the adhoc appointment of the following teachers for a period of four months w.e.f. their date of their appointment/joining based on the recommendations of the Selection Committee meeting held on 29/11/2011.

Sl. No.	Name
<b><u>Department of Business Studies</u></b>	
1.	Mr. Deepak Kukreja
2.	Ms. Nomita Sharma
3.	Mr. Ameet Sao
4.	Dr. Jyoti Sikka
5.	Ms. Neha
6.	Ms. Chitragada
7.	Ms. Malvika Mago
<b><u>Department of Financial Studies</u></b>	
1.	Ms. Vibhuti Vasishth
2.	Ms. Priya Gupta
3.	Ms. Sanjana Juneja
<b><u>Department of Computer Science</u></b>	
1.	Mr. Onkar Singh
2.	Ms. Aarti Goel
3.	Ms. Urmil Bharti

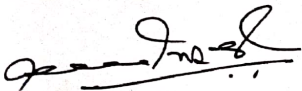
*Noted and approved*

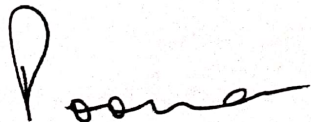
- (17). To report for approval action of the Principal for revising Full Service Maintenance Agreement (FSMA) service charges for the photocopy machine installed in the college Library w.e.f. 1<sup>st</sup> January, 2012 from ₹ 0.38 to ₹ 0.42.

*Noted and approved*

- (18). To report for approval action of the Principal for relieving Ms. Chitragada working as Assistant Professor on adhoc basis w.e.f. 11/01/2012 on the resignation received from her.

*Noted and approved*

  
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- (19). To report for approval action of the Principal for relieving Dr. Jyoti Sikka Kainth working as Assistant Professor on adhoc basis w.e.f. 28/02/2012 (A/N) on the resignation received from her.

*Noted and approved*

- (20). To report for approval action of the Chairman for confirming the services of Mr. Pushpender Prajapati, JLIA in the pay scale of ₹ 5,200/- - 20,200/- with Grade Pay of ₹ 1,900/- on completing the probation period of one year w.e.f. 14/01/2011 (A/N), the date of his joining the college.

*Noted and approved*

- (21). To report the fixation of pay in the revised pay scale on the recommendations of the 6<sup>th</sup> Central Pay Commission of Ms. Anuja Mathur, **Assistant Professor** received vide University of Delhi letter No. CB-I/6<sup>th</sup> CPC (La)/2012/02/45636 dt. 25/30.01.2012.

*Noted and approved*

- (22). To report the fixation of pay in the revised pay scale on the recommendations of the 6<sup>th</sup> Central Pay Commission of Ms. Anuja Mathur, **Associate Professor** received vide University of Delhi letter No. CB-I/6<sup>th</sup> CPC (La)/2012/02/45636 dt. 25/30.01.2012.

*Noted and approved*

- (23). To report for approval action of the Chairman for granting Child Care Leave to Ms. Damini Gupta, Assistant Professor for the period 03/01/2012 to 31/03/2012.

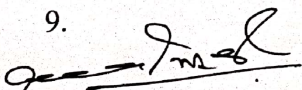
*Noted and approved*

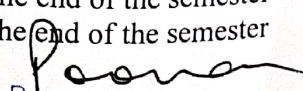
- (24). To report for approval action of the Principal for appointing the following Guest Faculty (period basis):

Sl. No.	Name	Period
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**Department of Business Studies**

1.	Ms. Momita Acharya	From 02/01/2012 till the end of the semester
2.	Dr. D.C. Shukla	From 03/01/2012 till the end of the semester
3.	Mr. Rajat Arora	From 03/01/2012 till the end of the semester
4.	Mr. Abhishek Tandon	From 02/01/2012 till the end of the semester
5.	Dr. R.P. Tulsian	From 03/01/2012 till the end of the semester
6.	Ms. Namita	From 03/01/2012 till the end of the semester
7.	Ms. Kishori Ravi Shankar	From 02/01/2012 till the end of the semester
8.	Mr. Gurjeet Kaur	From 09/01/2012 till the end of the semester
9.	Mr. S.L. Gupta	From 07/01/2012 till the end of the semester

  
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Member Secretary, Governing Body  
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University of Delhi  
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10.	Ms. Neha Mathur	From 19/01/2012 till the end of the semester
11.	Dr. Rohini Singh	From 02/01/2012 till the end of the semester
12.	Mr. Ameet Sao	From 02/01/2012 till the end of the semester
13.	Ms. Neha	From 13/01/2012 till the end of the semester
14.	Ms. Nomita Sharma	From 02/01/2012 till the end of the semester
15.	Mr. Neeraj Kumar	From 09/01/2012 till the end of the semester
16.	Ms. Kavita Kapur	From 09/01/2012 till the end of the semester
17.	Mr. Deepak Kukreja	From 09/01/2012 till the end of the semester

**Department of Financial Studies**

1.	Dr. M.A. Beg	From 02/01/2012 till the end of the semester
2.	Mr. Gurvinder Kaur	From 03/01/2012 till the end of the semester
3.	Dr. Kumar Bijoy	From 02/01/2012 till the end of the semester
4.	Ms. Radhika Kapur	From 03/01/2012 till the end of the semester
5.	Ms. Kanika Khurana	From 02/01/2012 till the end of the semester
6.	Ms. Sanjana Juneja	From 02/01/2012 till the end of the semester
7.	Ms. Priya Gupta	From 02/01/2012 till the end of the semester

**Department of Computer Science**

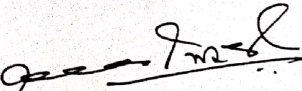
1.	Ms. Shabnam Agarwal	From 02/01/2012 till the end of the semester
2.	Ms. Tanu Gupta	From 02/01/2012 till the end of the semester
3.	Ms. Isha	From 02/01/2012 till the end of the semester
4.	Ms. Shikha Gupta	From 02/01/2012 till the end of the semester
5.	Mr. Onkar Singh	From 03/01/2012 till the end of the semester
6.	Ms. Anamika R Gupta	From 02/01/2012 till the end of the semester
7.	Ms. Kavita Rastogi	From 02/01/2012 till the end of the semester

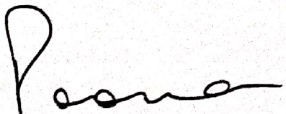
***Governing Body approved the appointment of the guest teachers  
till 30/04/12***

**Items Accounts**

- (25). To consider and approve the Revised Recurring Annual Budget for 2011-2012 & Budget Estimates for 2012-2013.

***Approved***

  
Chairman, Governing Body  
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### Reporting Items (Accounts)

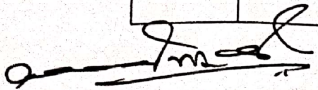
(26). Following employees were granted Loan / Final Withdrawal out of their Provident Fund:

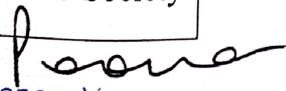
S. No.	Name	Designation	Amount (Rs.)	Date	Purpose
1.	Mr. Suman Singh	Off. Attdt.	20,000	08/12/2011	Shraadh Ceremony
2.	Dr. S.K.Goyal	Associate Professor	1,20,000	03/01/2012	Higher Education of Children
3.	Ms. Anita Devi (Nominee of Late Sh. Gopal Singh)		10,238	03/01/2012	Final Settlement
4.	Ms. D.K.Sachdeva	Ex-Tech. Asstt.	14,108	03/01/2012	Final Settlement
5.	Mr. Baleshwar Ram	Mali	35,000	06/02/2012	Mundan Ceremony
6.	Mr. Harbhajan Singh	Driver	40,000	01/03/2012	Daughter's Marriage
7.	Mr. Pradeep Kr. Verma	Assistant	20,000	01/03/2012	Illness of Father

*Noted and approved*

(27). To report the investment/re-investment of Rs. 12,90,75,960/- with Canara Bank/ State Bank of Hyderabad as per details given below:

S. No.	Amount	Date of Investment	Remarks
1.	3,47,000	17/12/2011	For 1000 Days out of Employees Provident Fund Account.
2.	20,08,000	20/12/2011	For 180 Days out of New Pension Scheme Fund
3.	2,10,000	11/01/2012	For 1000 Days out of Employees Provident Fund Account.
4.	1,00,000	11/01/2012	For 1000 Days out of Student's Society

  
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University of Delhi

			Account
5.	4,16,61,320	03/02/2012	For 23 Months & 29 Days Out of APC Fund Account
6.	4,16.61,320	03/02/2012	For 23 Months & 29 Days Out of APC Fund Account
7.	4,16.61,320	03/02/2012	For 23 Months & 29 Days Out of Student'S Society Account
8.	6,35,000	24/01/2012	For Six Months out of New Pension Scheme Fund
9.	4,64,000	14/02/2012	For Six Months out of New Pension Scheme Fund
10.	3,28,000	17/02/2012	For 1000 Days out of Employees Provident Fund Account.
	<b>12,90,75,960</b>		

*Noted and approved*

- (28). A sum of Rs. 7,950/- paid to Mr. Amit Bansal (Advocate) regarding the expenses in case of Mr. S.K. Jain (WPC No. 6901 – 2010 Sh. S.K.Jain V/S Govt. of NCT of Delhi & others)


*Noted and approved as per University of Delhi rules*

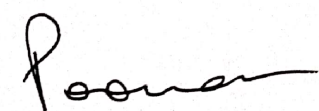
- (29). A sum of Rs. 24,343 + 5750 total amounting to Rs. 30,093/- was paid to M/S R.K. Power Systems for supply of 15 Batteries 12V/26 AH SMF Battery make Exide and 02 Batteries 12V/42Ah SMF battery make Exide for 5 KVA UPS enertech as per the recommendations of the purchase committee. Quotations were invited from Ten Dealers out of which three responded.

*Noted and approved*

- (30). A sum of Rs. 3,635/- towards the 4<sup>th</sup> installment (quarterly) from 10/02/2011 to 09/02/2012 (Billing date 10/11/2011 to 09/02/2012) to M/S R.K. Power Systems for Annual Maintenance Contract of three 5 KVA and one 3 KVA Enertech make online UPS on the recommendations of the purchase committee.

*Noted and approved*

  
 Chairman, Governing Body  
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**SUPPLEMENTARY AGENDA:****ITEMS (OFFICE):**

- (1). To consider and approve the re-appointment of Ms. Sonia Sareen as Placement Officer in the pay scale of ₹ 15,600-39,100/- with grade pay of ₹ 5,400/- on purely adhoc basis for a period of three months w.e.f. 19/03/2012 after giving one day's break.

*Governing Body required that these papers be sent only on the day of the expiry of the term of the Placement Officer for the consideration by the Chairman.*

- (2). To consider and approve the recommendation of the Purchase/Condemnation Committee to condemn the obsolete stores / assets of the college as per the Condemnation Rules of the list of items enclosed (Annexure-II).

*Governing Body approved the recommendations of the Purchase/Condemnation Committee and it was resolved that the list of the computer and related items be sent to MSTC as per the DHE requirement and other assets be disposed off as per the existing GFR rules.*

**REPORTING ITEMS (OFFICE):**

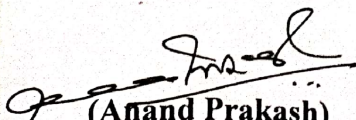
- (3). To report for approval action of the Principal for appointing the following Guest Faculty (period basis):

Sl. No.	Name	Period
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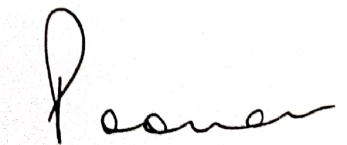
**DEPARTMENT OF BUSINESS STUDIES:**

1.	Ms. Malvika Mago	From 12/03/2012 till the end of the semester
2.	Ms. Gurvinder Kaur	From 12/03/2012 till the end of the semester
3.	Mr. Ameet Sao	From 12/03/2012 till the end of the semester

*Governing Body approved the appointment of the teachers till 30/04/12*

  
(Anand Prakash)  
Chairman, GB

Chairman, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
Delhi-110095

  
(Poonam Verma)  
Member Secretary, GB

Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
Delhi-110095