



SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)

Minutes for the meeting of the truncated Governing Body of the college held on April 24, 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 confirm the minutes of the meeting of the truncated Governing Body held on March 13, 2012.

Minutes were circulated in the meeting and were confirmed by the members.

ITEMS (OFFICE):

- (2). To consider and approve the purchase of the following items as per GFR from the non-recurring grant from Delhi Government:
 - (a). Purchase of furniture & equipment:
 - (i). 200 classroom desks.
 - (ii). 3 almirahs & 6 book cases.
 - (b). Printing of Information Bulletin.
 - (c). AMC of Computers, Printers and other related items.
 - (d). Repair work and AMC of UPS.
 - (e). Photocopy Machine.

Governing Body granted administrative approval for the purchase of these items as per rules.

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
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Delhi-110 095



- (3). To consider the Leave Without Pay of Mr. Ramesh Chandra, SPA (Library) for a total period of 38 days w.e.f. 21/02/2012 to 01/03/2012 and 14/03/2012 to 10/04/2012.

Governing Body though approved the Leave Without Pay of Mr. Ramesh Chandra directed the Principal to issue a warning to him telling him the consequences he has to face on his habitually being on Leave Without Pay.

- (4). To consider and approve the request received from Dr. Preeti Rajpal Singh, Associate Professor to be a member of the Academic Council of Faculty of Applied Management and Entrepreneurship.

Approved the membership for advisory role subject to the condition that it will not interfere with the responsibilities of the college.

- (5). To consider and approve initiating inquiry against Mr. Atul Bhardwaj, Technical Assistant in the case of his LTC claim of the financial year 2010 and appointing an Inquiry Officer.

Governing Body authorized the Chairman for the appointment of the Inquiry Officer/Panel, terms of reference of Inquiry Officer/Panel.

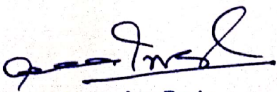
- (6). To consider and approve the attending of 2nd National Conference on "Excellence in Higher Education" by Dr. Poonam Verma, Principal to be conducted by IIT, Delhi scheduled to be held from 28 June – 30 June, 2012.

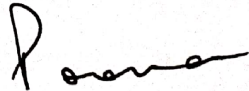
Approved the Principal's attending this conference and it was also approved that the registration charges be also paid by the college.

REPORTING ITEMS (OFFICE):

- (7). To report for approval 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.

Noted and Approved


Chairman, Governing Body
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Dr. Poonam Verma
Member Secretary, Governing Body
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- (8). To report for approval action of the Chairman for re-appointing the following adhoc teachers for the time period as mentioned against their names after giving one days break:

Sl. No.	Name	Period
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Department of Business Studies

1.	Ms. Nomita Sharma	From 23/03/12 till the end of the semester
2.	Mr. Deepak Kukreja	From 23/03/12 till the end of the semester
3.	Mr. Ameet Sao	From 23/03/12 till the end of the semester
4.	Ms. Neha	From 23/03/12 till the end of the semester
5.	Ms. Malvika Mago	From 10/04/12 till the end of the semester

Department of Financial Studies

1.	Ms. Priya Gupta	From 23/03/12 till the end of the semester
2.	Ms. Vibhuti Vasishth	From 23/03/12 till the end of the semester
3.	Ms. Sanjana Juneja	From 10/04/12 till the end of the semester

Department of Computer Science

1.	Ms. Onkar Singh	From 23/03/12 till the end of the semester
2.	Ms. Aarti Goel	From 23/03/12 till the end of the semester
3.	Ms. Urmil Bharti	From 23/03/12 till the end of the semester

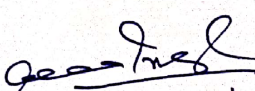
Noted and Approved

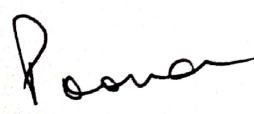
REPORTING ITEM (ACCOUNTS):

- (9). Following employees were granted loan/final withdrawal from their Provident Fund:

Sl. No.	Name	Designation	Amount (in ₹)	Date	Purpose
1.	Dr. Poonam Verma	Principal	4,25,000/-	13/04/2012	For payment of plot

Noted and Approved


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- (10). To report the investment/re-investment of ₹ 7,80,000/- with Canara Bank/State Bank of India as per details given below:

SL. NO.	AMOUNT (in ₹)	DATE OF INVESTMENT	REMARKS
1.	2,98,000/-	15/03/12	Out of Employees Provident Fund with State Bank of Hyderabad for 1000 days
2.	1,32,000/-	20/03/12	Out of NPS Fund with Canara Bank for 180 days
3.	1,00,000/-	05/04/12	Out of Students Society Fund with Canara Bank for a period of one year
4.	2,50,000/-	11/04/12	Out of NPS Fund with Canara Bank for a period of 180 days.
TOTAL	7,80,000/-		

Noted and Approved

SUPPLEMENTARY AGENDA:

ITEMS (OFFICE):

- (1). To consider and approve the recommendations of the Screening Committee for giving financial upgradation under the MACP Scheme of the non-teaching staff in its meeting held on April 7, 2012 (Annexure-I).

Approved

- (2). To consider and approve the implementation of University of Delhi Office Memorandum No. Estab.III/LIB./2012 Tr-530 dt. 9/15 February, 2012 circulated vide their letter No. CB-III/Circular/2012 dt. 22nd February, 2012.

Approved

REPORTING ITEMS (ACCOUNTS):

- (3). A sum of ₹ 2,07,380/- was paid out of APC Fund to M/s Options Printo Fast being the lowest bidder for printing charges of 1197 copies of new year diary for the year 2012 on the occasion of Silver Jubilee Celebrations of the college, on the recommendation of the Purchase Committee. Quotations were invited from eleven printers out of which four responded.

Noted and Approved as per GFR

Poonam

Dr. Poonam Verma
Member Secretary, Governing Body
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Delhi-110 095

Chairman
Chairman, Governing Body
Shaheed Sukhdev College of Business Studies
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- (4). A sum of ₹ 63,470/- (24,970/- + 24,500/- + 14,000/-) paid to M/s Chandra Book Binding being the lowest bidder for binding charges of books, question papers and periodicals on the recommendations of the Purchase Committee. Quotations were invited from fifteen vendors, out of which three responded.

Noted and Approved as per GFR

- (5). A sum of ₹ 39,423/- was paid to M/s Newfield Advertising Pvt. Ltd. (an authorized agent of DAVP and DIP) for publishing advertisement in The Times of India, Hindustan Times and Employment News for the post of Assistant Professor and System & Network Administrator.

Noted and Approved

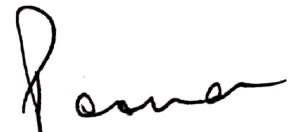
Misc. Items:

The Governing Body suggested to form a Committee of Section Officer (Accounts), Administrative Officer, One Teacher Representative of Governing Body of the college to look into the investment/reinvestment of college funds.



(Anand Prakash)
Chairman, GB

Chairman, Governing Body
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(Poonam Verma)

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