

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)

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Minutes for the meeting of the Governing Body of the college held on **July 2, 2012** at **03:00 PM** in the college premises (Principal's Office) is as follows:

Following members attended the meeting:

1. Sh. Abhishek Dutt – Chairman.
2. Sh. Ajay Virmani – Treasurer.
3. Ms. Kumkum Chadha – Member.
4. Dr. Sanjeev Kumar – Member.
5. Ms. Mahrukh Singh – Member.
6. Dr. Preeti Rajpal Singh – Member, Teacher Representative.
7. Ms. Shikha Gupta – Member, Teacher Representative.
8. Sh. S.K. Jairath – Member, Non-teaching Representative (Special Invitee).
9. Dr. Poonam Verma – Member Secretary (Principal).

Sh. M.C. Sharma and Prof. Vinod Kumar expressed their inability to attend the meeting.

- (1). To confirm the minutes of the meeting of the truncated Governing Body held on **April 24, 2012** as approved by circulation to members.

*Minutes were confirmed.*

- (2). To confirm the minutes of the meeting of the newly constituted Governing Body held on **May 28, 2012** as approved by circulation to members.

*Minutes were confirmed.*

- (3). Report of the “**Action Taken**” on the minutes of the meeting held on **March 13, 2012**

Resolution

Action Taken

Item No. 1

Matter of record

Item No. 2 :

Action Taken on the minutes of meeting held on December 5, 2011

A letter has been received from the University bearing no. CB-I/111/SSCBS/EOL (La)/2012/37/8012

*Poonam*

**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**

dt. 22/05/2012 regarding the VRS case of Dr. Tanuja Sharma in response to the letter of the Principal highlighting the infirmities in the EOL availed by Dr. Tanuja Sharma

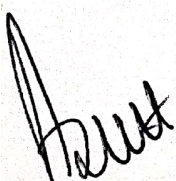
Item No. 3 to 5	Matter of record
Item No. 6 :	
Purchase of certain software applications for college website	Under process
Item No. 7 to 9	Warning letters issued to the employees concerned
Item No. 10 :	
Enrolling of college Library with DELNET	Recommendations has come from the Library Committee.
Item No. 11 to 12	Matter of record
Item No. 13 :	
LTC case of Sh. Atul Bhardwaj	Reply to the Show Cause Notice received from the employee concerned and Memorandum of Charges served to Sh. Atul Bhardwaj on 12/06/2012
Item No. 14 to 30	Matter of record

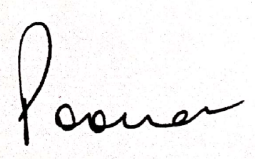
**Supplementary Agenda:**

Item No. 1	Matter of record
Item No. 2 :	
Condemnation of obsolete stores as per the recommendations of Purchase/Condemnation Committee	Under Process
Item No. 3	Matter of record

*Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 13/03/12 be recorded.*

*Regarding the VRS case of Dr. Tanuja Sharma, the Governing Body resolved to refer her case for legal opinion from the*

  
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Member Secretary, Governing Body  
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*Advocates on the University panel after giving due considerations to the letter received from the University of Delhi bearing no. CB-I/111/SSCBS/EOL (La)/2012/37/8012 dt. 22/05/2012 and the letter of the Principal highlighting the infirmities/irregularities in the EOL availed by Dr. Tanuja Sharma affecting the mandatory requirement of her qualifying service i.e. 20 years for grant of VRS and, thereby, admissible retirement benefits. It was further resolved that she may represent her case to the Governing Body on this.*

*Regarding the LTC case of Sh. Atul Bhardwaj, the Principal reported that no reply to the Memorandum of Charges served to him has been received by the college. The Governing Body endorsed the earlier decision taken by the Governing Body in its meeting held on April 24, 2012 regarding appointment of an Inquiry Officer.*

(4). Report of the "Action Taken" on the minutes of the meeting held on April 24, 2012

**Resolution**

**Action Taken**

Item No. 1

Matter of record

Item No. 2 :

Purchase of certain items

Under process

Item No. 3 :

Warning to Mr. Ramesh Chandra

Under Process

Item No. 4 to 10

Matter of record

**SUPPLEMENTARY AGENDA:**

Item No. 1 to 5

Matter of record

**Misc. Items**

Under Process

*Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 24/04/12 be recorded.*

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

**ITEMS (OFFICE):**

- (5). To report the misconduct of Mr. Harbhajan Singh, Driver who remained unauthorizedly absent from duty on 19/04/2012 due to which the college had to incur an amount of Rs. 4,500/- in hiring a bus to facilitate the transport of the children of NGOs to the college Kartavaya Society function which was to be held at Dilli Haat, Pitampura on 19/04/2012.

*It was resolved by the Governing Body that only ₹ 500/- be deducted from the salary of Mr. Harbhajan Singh for his misconduct as per University Non-Teaching Employees (Terms and Conditions of Service) Rules – 1971 Rule 67 Point (iii) and he be issued a strict warning that in case he repeats such act in future, he'll be liable to pay for the entire pecuniary loss to the college.*

- (6). To report the unauthorized absenteeism of Mr. Deepak Kumar, Safai Karamchari since 15/05/12 without prior approval.

*It was resolved that a Staff Welfare Committee be formed which will look into all issues related to the non-teaching staff members and will consist of the following members:*

- (a). Ms. Kumkum Chadha, GB member – Convener.
- (b). Principal.
- (c). Bursar.
- (d). Two teacher Representatives on the Governing Body.
- (e). Administrative Officer.

*It was also resolved that the quorum for convening any meeting of the Staff Welfare Committee should be 'three'.*

*The matter of Mr. Deepak be referred to the Staff Welfare Committee.*

*It was also suggested that after receiving the feedback from the two Teacher Representatives on the Governing Body, issues related to teachers may also be brought to the purview of this Committee.*

- (7). To report the theft of one LCD projector from the classroom and place the report of the Inquiry Committee and suggestions of Security Agency to beef up the college security.

*The Governing Body took a very serious view of the matter and directed the Principal to recover the amount equivalent to the cost of the stolen Projector from the Security Agency and asked the Principal to explore other security agencies providing better security services.*

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Member Secretary, Governing Body  
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*The Governing Body also directed the Principal to send a reminder to Directorate of Higher Education regarding the theft that took place in the college and to request them to expedite the installation of CCTV cameras in the college at the earliest.*

- (8). To consider the recommendations of the Library Committee for enrolling with Developing Library Network (DELNET) for maximum accessibility of resources and services.

*Approved*

- (9). To discuss the activities and budget for the Silver Jubilee celebrations of the college as per the recommendations of the Silver Jubilee Committee.

*Matter was deferred and the Principal was asked to convene a meeting on July 9, 2012 of all the GB members and Silver Jubilee Committee members to have detailed discussions about the preparations of the Silver Jubilee celebration functions.*

- (10). To report the handing over of part of the building vacated by Shaheed Rajguru College of Applied Sciences for Women to Shaheed Sukhdev College of Business Studies on 12/06/12 alongwith the fixtures as per enclosed list. (Annexure-I).

*Approved*

- (11). To consider and approve the appointment of two additional Security Guards and four Housekeeping staff for the maintenance of the handed over part of the building by Shaheed Rajguru College of Applied Sciences for Women to Shaheed Sukhdev College of Business Studies.

*Approved and it was resolved that appointments should be made on contractual basis or outsourced whichever is feasible and further that the existing security agency be asked to provide two additional security guards before the commencement of the new academic session 2012-13.*

- (12). To seek approval for the purchase of the following items out of APC Fund for the handed over part of the building by Shaheed Rajguru College of Applied Sciences for Women to Shaheed Sukhdev College of Business Studies:

- (a). 7 White Boards & 15 Students Notice Board.
- (b). 24 work tables for 3 Staff Rooms.
- (c). 24 Chairs.
- (d). 24 Computers and other related equipment. 24 Computer tables and 24 Chairs.
- (e). 6 laser printers.
- (f). 40 easy Chairs for Boys and Girls common room.
- (g). 40 Chairs for Canteen.
- (h). 15 Air Conditioners to equip 3 Staff Rooms, One Research Centre, 3 Activities rooms for students.

*Approved*

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

*[Signature]*  
Dr. Poonam Verma  
Member Secretary, Governing Body  
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- (13). To constitute a Finance Committee for the college.
- (14). To constitute a Provident Fund Committee for the college.

*(For both Point No. 13 & 14): Governing Body approved the formation of the Finance & Provident Fund Committee consisting of the following members to look into the matters related to Finances/Purchases & Provident Fund etc.:*

- (a). *Sh. Ajay Virmani, Treasurer, Governing Body (Convener).*
- (b). *Ms. Mahrukh Singh, Member, Governing Body.*
- (c). *Principal.*
- (d). *Bursar.*
- (e). *Convener of the Purchase Committee.*
- (f). *Administrative Officer/Section Officer (Accounts).*

*The Governing Body enhanced the authorization of the Principal to sanction purchases upto ₹ 25,000/- from the present limit of ₹15,000/-.*

- (15). To approve the recommendations of the Canteen Committee for awarding the work of running the college canteen for a period of one year to M/s HBSC Exim Pvt. Ltd.

*In view of the lack of experience of M/s HBSC Exim Pvt. Ltd. for running the college canteen, the Governing Body requested the Treasurer to convene a meeting with caterers shortlisted by the Canteen Committee to finalize the award of work for running the college canteen.*

- (16). To approve the recommendations of the Purchase Committee for placing the order for the following items:

- (a). Slotted Angel Racks to M/s Brand U.
- (b). Classroom Desks & Podium to M/s Brand U.
- (c). AMC of Computer & Printers to M/s Natcomp Computers.
- (d). College Information Bulletin to M/s Dolphin Printo.

*Approved*

**REPORTING ITEMS (OFFICE):**

- (17). To report and approve the granting of one increment on 01/01/2006 to the eligible employees who were due to get their annual increment between February to June 2006 as

*Abut*

**Chairman, Governing Body  
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Delhi-110095**

*Poonam*

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



per University of Delhi letter bearing No. CB-III/Notification/2012/1127 dt. 2<sup>nd</sup> April, 2012.

*Noted and Approved*

- (18). To report for approval the fixation of pay of Mr. S.Q. Abbas, Sr. Assistant under ACP Scheme at Rs 15,350/- p.m. w.e.f. 01/07/2008 with Grade Pay of Rs 4,600/- in the pay band of Rs 9,300-34,800 (PB-2) with next increment on 1<sup>st</sup> July, 2009 vide University Letter No. CB-III/Fix of Pay/2012/4059 dt. 23<sup>rd</sup> April, 2012.

*Noted and Approved*

- (19). To report for approval the fixation of pay of Mr. Pradeep Verma, Assistant under ACP Scheme at Rs 11,220/- p.m. w.e.f. 01/07/2008 with Grade Pay of Rs 4,200/- in the pay band of Rs 9,300-34,800 (PB-2) with next increment on 1<sup>st</sup> July, 2009 vide University Letter No. CB-III/Fix of Pay/2012/4818 dt. 25<sup>th</sup> April, 2012.

*Noted and Approved*

- (20). To report for approval the one day's Half Pay Leave of Mr. Harbhajan Singh, Driver as per rules for 19/04/2012 and deduction of half day's salary accordingly as per rules.

*Noted and Approved*

- (21). To report for approval action of the Chairman for 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. 20/06/2012 after giving one day's break.

*Noted and Approved*

- (22). To report for approval action of the Chairman for appointing Sh. Prakash Saini as System & Network Administrator (on contractual basis) on the recommendations of the Selection Committee for a period of six months from the date of his joining on a monthly salary of ₹ 35,000/- to be reviewed after three months.

*Noted and Approved*

**SUPPLEMENTARY AGENDA:**

**ITEMS (OFFICE):**

- 1). To consider and approve the purchase of four 5 KVA UPS one each for Library and Office and two for Lab - I.

*Approved*

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

*[Signature]*  
 Dr. Poonam Verma  
 Member Secretary, Governing Body  
 Shaheed Sukhdev College of Business Studies  
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- (2). To consider and approve the appointment on contractual basis of two Lab Attendants (one in lieu of the Ms. Nidhi Arora, Lab Attendant going on Maternity Leave for Lab - I and one new post for Lab - IV) and one Technical Assistant for Lab - IV.

*Approved the appointment of two Lab Attendants, one Office Attendant and one Technical/Scientific Assistant on contractual basis as against the sanctioned positions.*

- (3). To approve the appointment of Hindi Translator for doing the Hindi translation work of the college and approving its payment as per University of Delhi rules.

*Approved*

- (4). To approve the appointment of the following adhoc teachers based on the recommendations of the Selection Committee in its meeting held on June 29, 2012 in the pay scale of ₹ 15,600-39,100/- with AGP of ₹ 6,000/ for a period of 4 months from 23<sup>rd</sup> July, 2012 or from the date of joining whichever is later.

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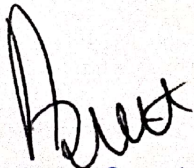
**Department of Business Studies**

- |    |                     |
|----|---------------------|
| 1. | Mr. Ameet Sao       |
| 2. | Ms. Rajat Arora     |
| 3. | Ms. Neha            |
| 4. | Mr. Deepak Kukreja  |
| 5. | Dr. Abhishek Tandon |
| 6. | Dr. Nomita Sharma   |
| 7. | Ms. Malvika Maggo   |
| 8. | Ms. Charu Singh     |

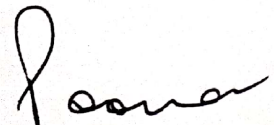
**Department of Financial Studies**

- |    |                            |
|----|----------------------------|
| 1. | Ms. Kriti Chitkara Mahajan |
| 2. | Ms. Nishita Gupta          |
| 3. | Ms. Vibhuti Vasishth       |
| 4. | Ms. Priya Gupta            |
| 5. | Ms. Sanjana Juneja         |

*Approved*



Chairman, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi



Dr. Poonam Verma  
Member Secretary, Governing Body  
College of Business Studies





- (5). To consider and approve the purchase of 3 Split and 2 Window Air conditioners for use in the college Library as per the request received from the Librarian.

*Approved*

- (6). To consider and approve the organizing of professional training program/s for computer practical paper no. 505 of BBS/BFIA by professional trainers as per the requirements of the new curriculum.

*Matter referred to the newly constituted Staff Welfare Committee for taking corrective/appropriate action in this regard.*

**REPORTING ITEMS (ACCOUNTS):**

- (7). To report the grant of Loan/Final Withdrawal out of the Provident Fund Account to the following employee:

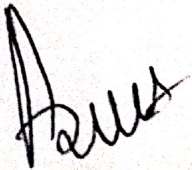
Sl. No.	Name	Designation	Amount (in ₹)	Date	Purpose
1.	Dr. Poonam Verma	Principal	3,38,000/-	11/06/2012	For payment of Plot

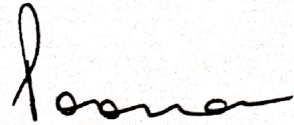
*Noted and Approved*

- (8). To report the investment/re-investment of ₹ 29,00,000/- with Canara Bank/State Bank of Hyderabad as per details given below:

Sl. No.	Amount	Date of Investment	Remarks
1.	3,30,000/-	11/05/2012	For 1000 Days out of Employees Provident Fund Account with State Bank of Hyderabad
2.	4,07,000/-	15/05/2012	For 180 Days out of New Pension Scheme Fund with Canara Bank
3.	21,63,000/-	21/06/2012	For 180 Days out of New Pension Scheme Fund with Canara Bank
<b>TOTAL</b>	<b>29,00,000/-</b>		

*Noted and Approved*

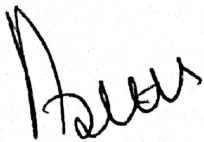
  
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Dr. Poonam Verma  
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Misc. points:

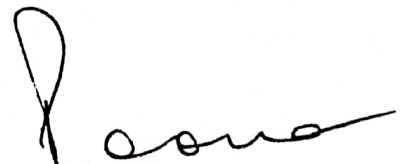
- (a). It was suggested by the Governing Body that insurance of assets for fire and theft should be taken by the college.
- (b). Governing Body laid stress on the importance of a website in today's competitive world and asked the Principal to upgrade the website with latest features and if required the work of handling the college website should be outsourced to a professional agency. Further, the Governing Body said that no compromise should be made on the quality of the website at any cost.
- (c). Governing Body stated that efforts should be made to install Video Conferencing facility in the college.
- (d). Regarding payment to trainers or professionals for conducting sessions/workshop for the students to enhance their employability, it was decided that it should be enhanced from the present payment of ₹ 1,000/- to ₹ 1,500/- per hour and in addition to that conveyance too should be paid on the actual basis.

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



(ABHISHEK DUTT)  
CHAIRMAN, GB

Chairman, Governing Body  
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University of Delhi  
Vivek Vihar, Phase-II  
Delhi-110095



(POONAM VERMA)  
MEMBER SECRETARY, GB

Dr. Poonam Verma  
Member Secretary, Governing Body  
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