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

Minutes of the meeting of the Governing Body meetings held on **September 25, 2012** and continued on **October 9, 2012** are as follows.


The meeting on September 25, 2012 was attended by:

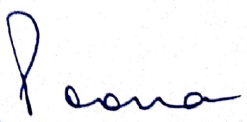
1. Mr. Abhishek Dutt, Chairman.
2. Mr. Ajay Virmani, Treasurer.
3. Ms. Kumkum Chada, Member.
4. Ms. Mahrukh Singh, Member.
5. Dr. Sanjeev Kumar, Member.
6. Prof. Nazirul Hasnain, Member.
7. Prof. Vinod Kumar, University Representative.
8. Dr. Preeti Rajpal Singh, Teacher Representative.
9. Dr. Sameer Anand, Teacher Representative.
10. Mr. S.K. Jairath, Non-Teaching Staff Representative (Special Invitee).
11. Dr. Poonam Verma, Principal/Member Secretary.

The meeting on October 9, 2012 was attended by:

1. Mr. Abhishek Dutt, Chairman .
2. Mr. Ajay Virmani, Treasurer.
3. Dr. Sanjeev Kumar, Member.
4. Prof. Vinod Kumar, University Representative.
5. Dr. Sameer Anand, Teacher Representative.
6. Mr. S.K. Jairath, Non-Teaching Staff Representative (Special Invitee).
7. Dr. Poonam Verma, Principal/Member Secretary.

As the one year term of Dr. Preeti Rajpal Singh was completed and the next teacher as per seniority in more than 10 years category was Dr. H.K. Porwal (his name was sent to the University of Delhi for approval for replacing Dr. Preeti Rajpal Singh in the Governing Body reply to which was awaited), he was invited by the Governing Body to attend the meeting as well and he attended the meeting as per the directions.


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
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- (1). To confirm the minutes of the meeting of the Governing Body held on July 2, 2012 as approved by circulation to members.

The minutes were confirmed.

However, the Governing Body amended the resolution of the Item No. 2 regarding Dr. Tanuja Sharma's VRS case as follows:

The letter received from the University bearing no. CB-I/111/SSCBS/EOL (La)/2012/37/8012 dt. 22/05/2012 with reference to the letter sent by the college bearing no. SSCBS/OFFICE/2011-12/1515 dt. 27/01/12 to the Chairman with a copy to the Deputy Registrar was noted and the college was directed that the earlier decision taken by the University of Delhi vide its letter bearing no. CB-I/EOL/SSCB(LY)/2011/27/39256 dt. 20/12/2011 stands re-confirmed.

letter?
A

The objections raised by the senior teacher representative regarding Tanuja Sharma's case in Pt. No. 1: The Governing Body recalled and said that the objections raised by him were incorrect to which he agreed, however, the letter stating the minutes of the Governing Body be sent to the concerned employee and a copy of which may be marked to the Chairman was agreed upon.

Supplementary Agenda

Item No. 1 & 5: It was resolved that whatever purchases are pending are to be processed through Purchase/Finance Committee.

Item No. 3: Hindi translator should be hired as per rules for payment on job assignment basis.

Misc. points:

It was directed that Website Committee should be re-constituted with 2/3rd of permanent teachers as its members.

It was decided by the Governing Body that in each Society/Committee of the college, at least 2/3rd of the members should be from the permanent teaching faculty only.

[Signature]
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[Signature]
Dr. Poonam Verma
Member Secretary, Governing Body
Shaheed Sukhdev College of Business Studies
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Chairman
Shaheed
Univers
Vivek V
Delhi-11

- (2). To report the minutes of the emergent meeting of the Governing Body held on August 22, 2012.

It was resolved by the Governing Body on the recommendations of the Facts Finding Committee that Ms. Damini Gupta should finish her Ph.D by 31/03/13. The GB granted her EL and HPL and it was decided that any other leave may be considered in future on merits after taking the approval of the Governing Body.

- (3). Report of the "Action Taken" on the minutes of the meeting held on July 2, 2012

Item No. 6

Unauthorized absenteeism of
Mr. Deepak, Safai Karamchari

Matter has been referred to the
Staff Welfare Committee

It was resolved by the Governing Body that an administrative note be prepared and recommendations be put to the Governing Body for taking a final decision in this matter.

- (4). Report of the "Action Taken" on the minutes of the emergent meeting held on August 22, 2012

Resolution

To report the unauthorized absenteeism of
Ms. Damini Gupta, Assistant Professor

Action Taken

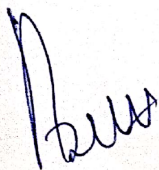
Meeting of the Facts Finding Committee was held in the college on 12/09/12 and it was decided that final decision in this matter be taken in the next GB meeting.

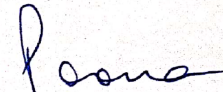
Resolved that the 'Action Taken' on the minutes of the Governing Body meeting held on 22/08/2012 be recorded.

MAIN AGENDA FOR MEETING DT. 25/09/12 & 09/10/12

- (5). To consider and approve the proposal received from Mundo Lationo for starting a Spanish language course in the college for the students as per their proposal.

It was resolved to take the view of the teachers regarding this course. However, as per the faculty meeting held on 26/09/12 it was decided to delete this proposal.


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- (6.) To consider and approve the attending and payment of Registration fees by the college for the 2nd Workshop on Institution Building: Creating an institute of Excellence organized by Indian Institute of Technology, New Delhi from 25-28 October 2012 by Dr. Poonam Verma, Principal.

Approved, however, the Principal thanked the Governing Body and informed that she will be unable to attend the same.

- (7.) To consider the recommendations received from the Library Committee for procuring LSEase software for library automation.

Governing Body accorded the administrative approval for the purchase of the LSEase software and directed that the matter be now referred to the Finance Committee/Purchase Committee for taking further necessary action.

- (8.) To consider the request received from Dr. Sameer Anand, Assistant Prof. for granting three non-compounded Ph.D increments to him on awarding of Ph.D degree to him w.e.f. 20/02/2011.

Approved as per University of Delhi rules.

- (9.) To consider the request received from Ms. Shikha Gupta, Assistant Prof. for granting one advance increment to her on completion of her M.Phil w.e.f. 28/10/2009.

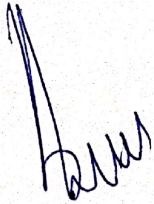
Approved as per University of Delhi rules.

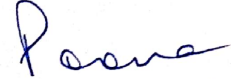
- (10.) To consider the request received from Ms. Damini Gupta for granting Leave vide her e-mails dt. 24th August, 2012 & 27th August, 2012.

It was resolved by the Governing Body on the recommendations of the Facts Finding Committee that Ms. Damini Gupta should finish her Ph.D by 31/03/13. The GB granted her EL and HPL and it was decided that any other leave may be considered in future on merits after taking the approval of the Governing Body.

- (11.) To consider the Extra Ordinary Leave of Mr. Deepak Kumar, Safai Karamchari w.e.f. 21/02/12 to 01/03/12 (illness of wife), 15/03/12 to 25/03/12 (fever) and 15/05/12 to 11/06/12 (Personal work). The matter has been referred to Staff Welfare Committee and the decision on the same is pending.

It was resolved by the Governing Body that an administrative note be prepared and recommendations be put to the Governing Body for taking a final decision in this matter.


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- (12). To consider and approve confirming the services of Ms. Deepti Khatri as Librarian w.e.f. 12th October, 2011 (the date of her joining) on completion of probation period of one year on 11th October, 2012.

Approved

REPORTING ITEMS (OFFICE):

- (13). To report the granting of annual increments to teaching and non-teaching staff in the month of July 2012 as per list enclosed.

Noted and approved as per University of Delhi rules

- (14). To report the joining of Mr. Varun Sharma as System & Network Administrator on contractual basis on 20th July, 2012 on a monthly salary of 35,000/- for a period of six months.

Noted and approved. It was further resolved that any further renewal be done by the duly constituted Selection Committee only

- (15). To report the joining of Mr. Ajay Jaiswal, Assistant Prof. on 25th May, 2012 after availing Study Leave from 08/01/2010 to 24/05/2012 (2 Years, 4 Months & 17 Days)

Noted and approved

- (16). To report for approval action of the Principal for appointment the following Guest Faculty (**period basis**)

| Sl. No. | Name | Period |
|---------|------|--------|
|---------|------|--------|

DEPARTMENT OF BUSINESS STUDIES

| | | |
|-----|---------------------|---|
| 1. | Mr. S.S. Lamba | From 23/07/2012 till the end of the semester (i.e. 17/11/12) |
| 2. | Gurvinder Kaur | From 24/07/2012 till the end of the semester (i.e.17/11/12) |
| 3. | Moumita Acharyya | From 27/07/2012 till the end of the semester (i.e.17/11/12) |
| 4. | Nomita Aggarwal | From 23/07/2012 till the end of the semester (i.e.17/11/12) (worked till 01/08/2012) |
| 5. | Dr. Abhishek Tandon | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 6. | M.A. Beg | From 23/07/2012 till the end of the semester (i.e.17/11/12) (worked till 17/08/2012) |
| 7. | Khushboo Garg | From 22/08/2012 till the end of the semester (i.e.17/11/12) |
| 8. | Ameet Sao | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 9. | Rajat Arora | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 10. | Shivani Raheja | From 22/08/2012 till the end of the semester (i.e.17/11/12) |
| 11. | Chitra Khari | From 03/09/2012 till the end of the semester (i.e.17/11/12) |

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| | | |
|-----|----------------------|---|
| 12. | Gunjan Kohli | From 28/08/2012 till the end of the semester (i.e.17/11/12) |
| 13. | Kishori Ravi Shankar | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 14. | Vishakha Bansal | From 13/09/2012 till the end of the semester (i.e.17/11/12) |
| 15. | Deepak Kukreja | From 24/07/2012 till the end of the semester (i.e.17/11/12) |
| 16. | Shalini Prakash | From 24/08/2012 till the end of the semester (i.e.17/11/12) |
| 17. | Kavita Kapur | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 18. | Neeraj Kumar | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 19. | Dr. Kumar Bijoy | From 24/08/2012 till the end of the semester (i.e.17/11/12) |

DEPARTMENT OF FINANCIAL STUDIES

| | | |
|----|------------------|---|
| 1. | Dr. R.K. Gupta | From 24/07/2012 till the end of the semester (i.e.17/11/12) |
| 2. | Gurjeet Kaur | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 3. | Manisha Luthra | From 24/07/2012 till the end of the semester (i.e.17/11/12) |
| 4. | Vibhuti Vasishth | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 5. | Neha | From 25/07/2012 till the end of the semester (i.e.17/11/12) |
| 6. | Sanjana Juneja | From 24/07/2012 till the end of the semester (i.e.17/11/12) |
| 7. | Dr. Kumar Bijoy | From 24/07/2012 till the end of the semester (i.e.17/11/12) |
| 8. | Renu Batra | From 27/08/2012 till the end of the semester (i.e.17/11/12) |
| 9. | Subhash Kumar | From 23/08/2012 to 03/09/2012 |

DEPARTMENT OF COMPUTER SCIENCE

| | | |
|----|---------------------|---|
| 1. | Suchita Shrivastava | From 01/08/2012 till the end of the semester (i.e.17/11/12) |
| 2. | Manoj Aggarwal | From 07/08/2012 till the end of the semester (i.e.17/11/12) |
| 3. | Lokesh | From 26/07/2012 till the end of the semester (i.e.17/11/12) |
| 4. | Neha Sawhney | From 23/07/2012 till the end of the semester (i.e.17/11/12) |
| 5. | Arvind | From 24/07/2012 till the end of the semester (i.e.17/11/12) |
| 6. | Onkar Singh | From 31/07/2012 till the end of the semester (i.e.17/11/12) |
| 7. | Anamika Gupta | From 13/08/2012 till the end of the semester (i.e.17/11/12) |
| 8. | Ajay Jaiswal | From 23/07/2012 till the end of the semester (i.e.17/11/12) |

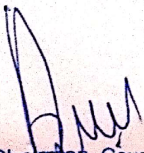
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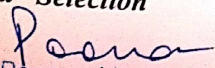
- (17). To report for approval the appointment of the Mr. Onkar Singh as Assistant Prof. on adhoc basis in the Department of Computer Science based on the recommendations of the Selection Committee in its meeting held on 13/07/2012 in the pay scale of ₹ 15,600-39,100/- with AGP of ₹ 6,000/ for a period of 4 months w.e.f. 23rd July, 2012.

Noted and approved

- (18). 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. 21/09/2012.

Noted and approved and it was resolved that any further renewal be done by the duly constituted Selection Committee.


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- (19). To report for approval action of the Chairman for granting Ms. Shikha Gupta, Assistant Prof., Department of Computer Science Study Leave for a period of one year w.e.f. 23rd July, 2012.

REPORTING ITEMS (ACCOUNTS):

Noted and approved

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


| S. No. | Name | Designation | Amount (in ₹) | Date | Purpose |
|--------|------------------------|-----------------|------------------|------------|--|
| 1. | Dr. Tanuja Sharma | Asso. Professor | 2,89,000 | 25/07/2012 | 1 st part payment of Final Settlement of P.F. Account on taking VRS |
| 2. | Dr. Sanjay Kumar Goyal | Asso. Professor | 40,000 | 08/08/2012 | Higher Education of daughter |
| 3. | Mr. Atul Bhardwaj | Tech. Assistant | 40,000 | 08/08/2012 | Purchase of Laptop |
| 4. | Dr. Tanuja Sharma | Asso. Professor | 2,11,000 | 08/08/2012 | 2 nd part Payment of Final Settlement of P.F. Account on taking VRS |
| 5. | Dr. Tanuja Sharma | Asso. Professor | 1,92,759 | 17/09/2012 | 3 rd part Payment of Final Settlement of P.F. Account on taking VRS |
| 6 | Mr. Basant Lal | Lib. Attendant | 60,000 | 17/09/2012 | Mother's illness |

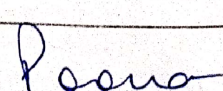
Noted and approved

- (21). To report the investment/re-investment of ₹ 12,97,000/- with Canara Bank as per details given below:

| S. No. | Amount | Date of Investment | Remarks |
|--------|------------------|--------------------|---|
| 1. | 7,36,000 | 25/07/2012 | For 180 Days out of New Pension Scheme Fund With Canara Bank. |
| 2. | 5,61,000 | 17/08/2012 | For 180 Days out of New Pension Scheme Fund With Canara Bank. |
| | 12,97,000 | | |

Noted and approved


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Dr. Poojari, Telma
Member Secretary, Governing Body
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- (22). A sum of ₹ 7,270/- (3,635 + 3,635) towards the 1st and 2nd installment (quarterly) from 10/02/2012 to 09/02/2013 (Billing date 10/02/2012 to 09/05/2012 & 10/05/2012 to 09/08/2012) 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

- (23). A sum of ₹ 49,440/- was paid to M/S Brand U, being the lowest bidder for supply of Slotted Angle Racks for Library on the recommendations of the purchase committee. Quotations were invited from twenty three suppliers out of which fourteen responded.

Noted and approved

- (24). A sum of ₹ 4,96,984/- was paid to M/S Brand U, being the lowest bidder for supply of class room desks on the recommendations of the purchase committee. Quotations were invited from thirty eight suppliers out of which eighteen responded.

Noted and approved

- (25). A sum of ₹ 56,700/- was paid to M/S Artcrafts Sales, being the lowest bidder for supply of 07 White Boards for class rooms on the recommendations of the purchase committee.

Noted and approved

- (26). A sum of total ₹ 10,64,080/- incurred as expenses for the Silver Jubilee Celebrations functions of the college as per the approved budget and head wise details given below:

| Sl. No. | Item | Approved Amount (in ₹) | Actual Expenses (in ₹) |
|---------|--------------------------------|---------------------------|---------------------------|
| 1. | Venue | | |
| 2. | Lunch | 1,50,000/- | 1,23,000/- |
| 3. | Horticulture | 4,00,000/- | 3,70,180/- |
| 4. | Logistics | 40,000/- | 28,429/- |
| 5. | Mementos | 1,50,000/- | 97,763/- |
| 6. | Invites & Badges | 1,40,000/- | 77,250/- |
| 7. | Silver Coins for Staff members | 50,000/- | 33,575/- |
| 8. | Mementos for Students | 1,50,000/- | 1,46,965/- |
| 9. | Diaries | 1,00,000/- | 69,998/- |
| 10. | Misc. Expenses | 1,00,000/- | 85,932/- |
| | Total | 13,30,000/- | 10,64,080/- |

The GB directed that the senior faculty members of Silver Jubilee Committee namely Dr. S.K. Goyal and Dr. Preeti Rajpal Singh should meet the Finance Committee on October 12, 2012 to put forth their observations/comments about the Silver Jubilee Function.

Arora
Chairman, Governing Body
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*To be placed in
the next h-B meeting.*

Poonam
Dr. Poonam Verma
Member Secretary, Governing Body
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SUPPLEMENTARY AGENDA:

- (1). To consider the request received from Ms. Deepti Khatri, Librarian for granting two non-compounded advance increments for having M.Phil degree at the entry level of her joining the college on 12th October, 2011.

Approved as per University of Delhi rules.

- (2). To report the investment of ₹ 2,06,000/- as Fixed Deposit out of New Pension Scheme Fund Account with Canara Bank for a period of 6 months.

Noted and Approved

- (3). To consider and approve crediting the BFIA course fees in the Maintenance Account instead of Students Society Account from the financial year 2012-13 onwards.

It was directed by the Governing Body to take the comments of the Finance Committee on this issue and it was also decided that if the Finance Committee recommends the same, the Governing Body approval be given.


- (4). To consider the application received from Ms. Kavita Rastogi, Associate Prof. regarding grant of Child Care Leave to her from 8th October, 2012 to 31st Jan, 2013.

Approved

Misc. points with the permission of the Chair:

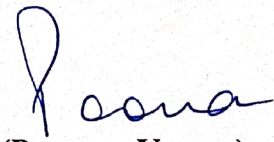
1. One senior teacher representative requested the Governing Body to direct the Accounts Department to complete the PF Pass Book and provide the same to the concerned employees within a month and the Governing Body directed the Accounts Department to do the needful.

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



(Abhishek Dutt)
Chairman, GB

Chairman, Governing Body
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