



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

Minutes of the meeting of the Governing Body held on **December 15, 2012 (Saturday)** at **11 AM** in the college premises (Principal's Office) are as follows:

The following members attended the meeting:

1. Mr. Abhishek Dutt, Chairman.
2. Mr. Ajay Virmani, Treasurer.
3. Ms. Kumkum Chadha, Member.
4. Dr. H.K. Porwal, Teacher 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.

Members namely Ms. Mahrukh Singh and Prof. Vinod Kumar expressed through an e-mail their inability to attend the meeting.

- (1). To confirm the minutes of the meetings held on September 25, 2012 & October 9, 2012 after taking into consideration the objections received.


Minutes were confirmed after taking into consideration the objections received from one of the member as follows:

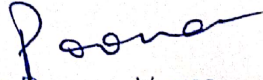
Pt. No. 1: Amendment was made in resolution regarding Tanuja Sharma's case.

Pt. No. 1 (Misc. Points): word '2/3rd of permanent teachers as its members' was used for Website Committee resolution.

Pt. No. 17: Word 'on adhoc basis' was added.

Misc. Pt. with the permission of the Chair: One misc. point regarding PF Pass Book was added.


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- (2). To report for approval appointment Mr. Amit Bansal (from Kundra & Bansal) as advocate from the DU panel of advocates in the writ petition filed by Dr. Tribhuwan Kumar, Professional Assistant of the college before the Hon'ble High Court of Delhi.

Noted and approved.

- (3). To report for approval extending the term of Dr. Sameer Anand, Assistant Prof., Dept. of Computer Science as Bursar till 14th Dec, 2012 (his term was ending on 30th Nov, 2012) and further appointment of the new bursar as per University Ordinance for a period of one year as per DU rules.

Noted and approved. The term of Dr. Sameer Anand as college bursar was further extended for two more days for administrative convenience i.e. upto 16/12/12.

The Principal recommended the name of Mr. Ajay Jaiswal, Assistant Prof., Dept. of Computer Science to take over the charge of Bursar w.e.f. 17/12/12 which was unanimously accepted by all the Governing Body members.

- (4). To report the appointment based on the test conducted as per DU rules and joining on 26/11/12 (A/N) of Mr. Javed Siddiqui as Jr.-Assistant-cum-Typist on contractual basis for a period of six months on consolidated salary of ₹ 11,550/- .

Noted and approved.

- (5). To report for approval appointment of the following adhoc teachers based on the recommendations of the Selection Committee as per DU rules in its meeting held on Nov 21, 2012 in the pay scale of ₹ 15,600-39,100/- with AGP of ₹ 6,000/ for a period of 4 months from 23rd Nov, 2012.

Sl. No.	Name
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Department of Business Studies

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

[Signature]
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[Signature]
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8.

Department of Financial Studies

Ms. Shivani Raheja

1.

Ms. Priya Gupta

2.

Ms. Vibhuti Vasishth

3.

Ms. Sanjana Juneja

4.

Ms. Kriti Chitkara Mahajan

Department of Computer Science

1.

Mr. Onkar Singh

Noted and approved.

The Principal informed that composition of Selection Committee had more than 2/3rd members from permanent faculty as per the resolution of the Governing Body and she further informed that due to the non-availability of UGC NET qualified teachers for computer papers, one such teacher who has been with the college since almost 5 years and with excellent teaching and dedication to the college has been appointed. This has been done in the interest of the students and University too has taken a relaxed view on this, and there has been a precedence on this in our college.

- (6). To consider the 'Stock Verification Report (2011-12)' of the college Library Committee and to permit the writing off the lost books on their recommendations as per DU rules as per list of books enclosed in Annexure-I.

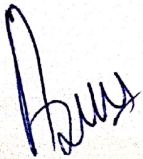
Approved

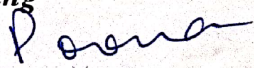
- (7). To consider the request received from the Library Committee for writing off the damaged books from the library as per DU rules as per list of books enclosed in Annexure-II.

Approved subject to all the pages of the report be signed by the members and not just the last page.

- (8). To consider the request dt. 7th Nov, 2012 received from Ms. Damini Gupta, Assistant Prof. for Leave Without Pay till May 31, 2013 to complete her Doctoral work or her resignation with immediate effect in case the leave is not granted.

The Governing Body proposed to accept the resignation of Damini Gupta within the University of Delhi rules and regulations subject to Ms. Mahrukh Singh's (member of the GB) opinion as she was one of the members of the Fact Finding


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**Committee on the granting of leave matter of Ms.
Damini Gupta.**

- (9). To report appointment of Guest/Adhoc faculty as per DU rules from 08/10/12 to 17/11/12 in place of Ms. Kavita Rastogi, Associate Prof. who has proceeded on Child Care Leave.

Noted and approved.

- (10). To accord approval for appointment of Guest/Adhoc faculty as per DU rules in place of Ms. Kavita Rastogi, Associate Prof. for the next semester starting in January, 2013 till her CCL period.

Approved.

- (11). To consider the request received from Ms. Anuja Mathur, Associate Prof. for extension of her Study Leave on the recommendations of her Ph.D. supervisor for a period of six months w.e.f. 2nd January, 2013.

Approved.

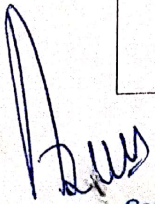
- (12). Following employees were granted Loan / Final Withdrawal out of their Provident Fund:

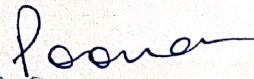
S. No.	Name	Designation	Amount (Rs.)	Date	Purpose
1.	Mr. Pradeep Verma	Assistant	18,000	18/09/2012	Father's illness
2.	Dr. Poonam Verma	Principal	2,17,000	09/10/2012	Purchase of Land
3.	Mr. Mohinder Pal	Lib. Atttd.	90,000	09/10/2012	Repair of House
4.	Dr. Poonam Verma	Principal	1,20,000	22/11/2012	Purchase of Land

Noted and approved.

- (13). To report the investment/re-investment as per the recommendations of the members for Rs. 10,89,000/- with Canara Bank/ State Bank of Hyderabad as per details given below:

S. No.	Amount	Date of Investment	Remarks
1.	8,39,000	23/11/2012	For 180 Days out of New Pension Scheme Fund With Canara Bank.


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2.	2,50,000	26/11/2012	2years 9 Months out of Provident Fund Account With State Bank of Hyderabad
	10,89,000		

Noted and approved.

- (14). A sum of Rs. 3,635/- was paid towards the 3rd installment (quarterly) from 10/02/2012 to 09/02/2013 (Billing date 10/08/2012 to 09/11/2012 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.

SUPPLEMENTARY AGENDA:

- (1). To report the receiving of Inquiry Report from the Inquiry Officer in the LTC case of Mr. Atul Bhardwaj, Technical Assistant.

Inquiry Report was opened before the Governing Body and it was decided to provide Mr. Atul Bhardwaj a copy of this Inquiry Report and 15 days' time be given to him as per rules to file a representation on the Inquiry Report, if he so desires and further a Committee of the following two members of the GB was formed to recommend the further course of action in this matter:

1. Mr. Ajay Virmani, Treasurer – Convener.
2. Mr. S.K. Jairath, Non Teacher Staff Representative (Special Invitee) on the Governing Body.

- (2). To approve the conducting of interview for the post of Placement Officer on 18/12/12 and also to approve the composition of the Selection Committee members for the same.

Approved. The Governing Body was of the view that the position should be filled on permanent basis at the earliest preferably within a month.

The composition of the Selection Committee members was approved as follows:

1. Chairman.

[Signature]
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2. *Treasurer.*
3. *One GB member nominated by the Chairman (Ms. Kumkum Chadha).*
4. *Principal.*
5. *HR expert from FMS, DU.*

- (3). To approve the conducting of interview for the contractual post of System & Network Administrator during the month of January, 2013.

Approved.

- (4). To consider the request received from the Placement Officer for initiating skill enhancement programs for the 49.5% reserved category students for improving their placement prospects.

It was decided to form a Committee of the following members to look into the matter:

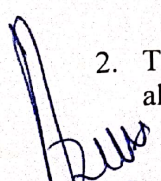
1. *Chairman.*
2. *Treasurer.*
3. *One GB member nominated by the Chairman (Ms. Kumkum Chadha).*
4. *Principal.*
5. *One senior faculty, HR expert from the college.*
6. *One senior teacher representative in the Governing Body.*
7. *Placement Officer.*

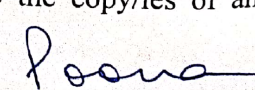
- (5). To consider and approve the budget received from the Library Committee for procuring LSEase software for library automation as per the administrative approval granted by the Governing Body in its meeting held on 25th September, 2012.

Approved.

Misc. points (With the permission of the Chair):

1. Sr. teacher representative on the Governing Body appreciated the Governing Body for their efforts in directing the Accounts Section to expedite the process of completing the PF Pass Book and providing the same to the concerned employees.
2. The Governing Body said that the college should provide the copy/ies of annexures alongwith the minutes to all the Governing Body members.


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3. The Principal requested the Governing Body to revise the honorarium paid to the Guest Faculty engaged for teaching the course curriculum during the semesters. The Governing Body resolved to increase the honorarium from the present ₹ 1,000/- to ₹ 1,500/- plus conveyance to be paid on actual basis. It was resolved that the enhanced amount be paid out of the APC Fund of the college.

However, the Governing Body also resolved that the Guest Faculty presently employed with the Delhi University should continue to be paid as per the honorarium of ₹ 1,000/- per lecture.

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



(Abhishek Dutt)
Chairman, GB

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(Poonam Verma)
Member Secretary, GB

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