



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

Minutes for the emergent meeting of the Governing Body of the college held on **June 20, 2013 (Thursday)** at 3:30 PM in the college premises.

Following members attended the meeting:

1. Sh. Abhishek Dutt – Chairman.
2. Sh. Ajay Virmani – Treasurer.
3. Ms. Kumkum Chadha – Member.
4. Prof. Nazirul Hasnain – Member.
5. Prof. Girishwar Misra – Member, University Representative
6. Dr. H.K. Porwal – Member, Teacher Representative.
7. Dr. Sameer Anand – Member, Teacher Representative.
8. Sh. S.Q. Abbas – Member, Non-teaching Representative (Special Invitee).
9. Dr. Poonam Verma – Member Secretary, Governing Body/Principal.

Ms. Mahrukh Singh informed through e-mail that she will not be able to attend the meeting as she was out of country.

Prof. M.H. Qureshi informed through e-mail that due to ill health he would not be able to attend the meeting.

Prof. Vinod Kumar telephonically informed that he will not be able to attend the meeting as he was out of station.

- I. To confirm the minutes of the meeting of the Governing Body held on **April 30, 2013** after considering the observations received from three GB members namely Ms. Mahrukh Singh, Prof. M.H. Qureshi & Ms. Kumkum Chadha.

Ms. Mahrukh Singh, Chairman of GB meeting dt. April 30, 2013 and Prof. M.H. Qureshi's observations on the minutes of GB meeting dt. April 30, 2013 were that the minutes were in the letter and spirit. However, Ms. Kumkum Chadha needed more time as she missed getting the minutes and, thus, she needed more time to go through the same. The Governing Body then resolved to confirm the minutes subject to Ms. Kumkum Chadha's observations/comments to be placed in the next Governing Body meeting.

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Vivek Vihar, Phase-II
Delhi-110095

Dr. Poonam Verma
Member Secretary, Governing Body
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II. MAIN AGENDA FOR THE MEETING DT. JUNE 20, 2013

ITEMS (OFFICE):

- (1). To consider and approve the extension of contractual appointment of Mr. Rishikesh Kumar Singh as Scientific Assistant after giving one day break for a further period of six months w.e.f. 19/07/2013 to 18/01/2014 on a consolidated salary of ₹ 16,500/- as per University of Delhi rules.


The Governing Body directed the college administration that the recommendations for extension of appointment should come from the respective Department Incharge to the Administrative Officer and then from the Administrative Officer to the Principal before the same is put up for final approval in the Governing Body. On due completion of this, the Governing Body authorized the Chairman to approve the extension of appointment for six months with a day's break as per the rules of the University of Delhi.

- (2). To consider and approve the extension of contractual appointment of Mr. Ishwari Paudal as Lab Attendant after giving one day break for a further period of six months w.e.f. 16/07/2013 to 15/01/2014 on a consolidated salary of ₹ 8,250/- as per University of Delhi rules.

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- (3). To consider and approve the extension of contractual appointment of Mr. Sunny as Office Attendant after giving one day break for a further period of six months w.e.f. 19/07/2013 to 18/01/2014 on a consolidated salary of ₹ 8,250/- as per University of Delhi rules.

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- (4). To consider and approve the extension of contractual appointment of Mr. Suraj Wadhwa as Lab Attendant (against leave vacancy) after giving one day break for a further period of six months w.e.f. 16/07/2013 to 15/01/2014 on a consolidated salary of ₹ 8,250/- as per University of Delhi rules.

The Governing Body directed the college administration that the recommendations for extension of appointment should come from the respective Department Incharge to the Administrative Officer and then from the Administrative Officer to the Principal before the same is put up for final approval in the Governing Body. On due completion of this, the Governing Body authorized the Chairman to approve the extension of appointment for six months with a day's break as per the rules of the University of Delhi.

- (5). To approve the extension of Mr. Varun Sharma on the contractual post of System & Network Administrator for a further period of six months w.e.f. 20/07/2013 to 19/01/2014 on the same terms and conditions as per University of Delhi rules.

The Governing Body directed the college administration that the recommendations for extension of appointment should come from the respective Department Incharge to the Administrative Officer and then from the Administrative Officer to the Principal before the same is put up for final approval in the Governing Body. On due completion of this, the Governing Body authorized the Chairman to approve the extension of appointment for six months with a day's break as per the rules of the University of Delhi.

- (6). To consider the request received from Ms. Shikha Gupta, Assistant Prof., Department of Computer Science for extension of her Study Leave for a further period of two years w.e.f. 23/07/13 to 22/07/15.

Based on the recommendations of the Principal, the Governing Body approved the Study Leave of Ms. Shikha Gupta for a period of one year only as per University of Delhi rules.

- (7). To report the joining of Ms. Anuja Mathur, Associate Prof., Department of Business Studies on 31/05/13 after availing Study Leave w.e.f. 02/01/12 to 30/05/13 (One year and five months).

Noted and approved

- (8). To consider the recommendations of the Committee for looking into the request of students for conducting workshop by Lok Bharti.

The Governing Body directed the Principal that a Committee be formed consisting of the Principal, two senior teachers and one junior teacher which should include one HR teacher to design a

course for professional, personality and communication skills development of the students as GB felt that in today's competitive time such courses should be there so as to groom the students from day one. The Committee was directed to submit its report within 21 days.

- (9). To consider the request received from Dr. Anamika Gupta, Assistant Prof., Department of Computer Science for granting three non-compounded increments on award of Ph.D degree to her w.e.f. 11/03/2013 as per University of Delhi rules.

Approved

- (10). To consider the request received from Dr. Ajay Jaiswal, Assistant Prof., Department of Computer Science for granting three non-compounded increments on award of Ph.D degree to him w.e.f. 12/03/2013 as per University of Delhi rules.

Approved

- (11). To consider the request received from Ms. Kavita Rastogi, Associate Prof., Department of Computer Science for granting Child Care Leave to her from 07/05/13 to 30/04/14 and appointing an adhoc teacher in her place as per University of Delhi rules.

It was resolved that the Child Care Leave of Ms. Kavita Rastogi, Associate Prof., Department of Computer Science be approved w.e.f. 24/07/13 to 30/04/14 since CCL for the period 07/05/13 to 23/07/13 was already sanctioned by the Principal as per the rules as during that time no substitute teacher was required. It was further resolved that appointment of adhoc faculty should be made in her place for the period the leave is now being sanctioned.

- (12). To consider the request received from Mr. Mohd. Ahmad, Caretaker for appointment of one additional lady security guard as per the directions received from the Inspection Committee of the University of Delhi.

The GB approved the appointment of one additional lady security guard for all the working days of the college.

- (13). To conduct interview for the appointment of adhoc teachers as per the roster of BBS, BFIA & B.Sc (H) Computer Science.

The GB approved the same as per the rules of the University of Delhi with the specific details of the vacancies to be mailed to the Chairman.



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ITEM (ACCOUNTS):

- (14). To grant permission to deposit the surplus money collected from the students by Career Development Cell (CDC) in Society Account as per the Governing Body resolution passed in its meeting held on 7th Dec, 2009.

The Principal informed the GB that her predecessors had been collecting money from the students for the purpose of the placements. However, on her taking up the charge in 2008 and after realizing that the predecessor had not taken up any authorization from the GB, she then requested the GB to authorize such collection of ₹ 1,000/- from the students desirous of seeking placement which was duly approved by the GB in its meeting held on 7th Dec, 2009. Then over the years surplus was generated through this activity to which she sought the views of the GB as to how the surplus generated through this activity be handled and whether this practice of collecting money be continued. To this the GB resolved that a Fact Finding Committee be constituted to look into the concerns of the GB over issues like why this money was never accounted or brought to book and who authorized expenditures under various heads etc. consisting of Mr. Ajay Virmani (Treasurer, GB), Ms. Kumkum Chadha (Member, GB), Dr. S.K. Goyal (Sr. most faculty member) and Mr. S.K. Jairath (Officiating Administrative Officer). The Fact Finding Committee was directed to submit its report within 21 days.


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

Sl. No.	Name	Designation	Amount (in ₹)	Date	Purpose
1.	Mr. Pradeep Verma	Assistant	47,000/-	02/05/13	Renovation of House
2.	Ms. Rama Shukla	Assistant	4,56,000/-	04/06/13	Attaining the age of superannuation on 31/08/13

Noted and approved

- (16). To report the investment of ₹ 4,07,000/- as Fixed Deposit out of Employees Provident Fund Account with Canara Bank @ 9.10 % per annum for a period of 1000 days on the recommendations of the elected members of the teaching and non-teaching representative on the PF Committee and as approved by the Chairman & Treasurer.

Noted and approved


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- (17). To report that a sum of ₹ 65,000/- was paid to M/s Multiplexus (India) being the lowest bidder for printing charges of 970 copies of college magazine on the recommendations of the Purchase Committee.

The GB resolved that the Treasurer will look into these bills and asked the Principal to state as to why no protocol was followed for the printing of the magazines, why there were no recognition of the University of Delhi, other college faculty, the GB, who gave the final approval for the magazines and whether proper accounting procedure were followed in the printing of the college magazine and directed the Principal to submit the same in the next GB meeting.

SUPPLEMENTARY AGENDA:

- (1). To report the receipt of Notification from University of Delhi bearing Ref. No. Estab-II(i)/012/2007/08 dt. May 13, 2013 whereby rates of consolidates fees of the employees working on contractual basis has been revised w.e.f. 10th May, 2013.

Noted and approved

- (2). To grant approval for merging of recruitment roster of Department of Business & Financial Studies after the merger of BBS & BFIA courses into BMS course as per the University of Delhi rules.

Approved

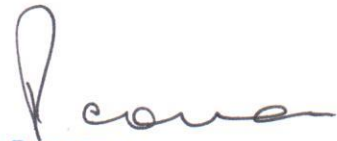
- (3). To set up an Inquiry Committee to look into the lapses and to fix responsibility on the issue of recruitment of the Placement Officer as per the resolution of the Governing Body in its emergent meeting held on June 15, 2013.

The Governing Body resolved that prior to any inquiry, a Fact Finding Committee has to be set up. Thus, for this, the Committee was set up of the following members:

1. *Mr. Abhishek Dutt, Chairman.*
2. *Mr. Ajay Virmani, Treasurer.*
3. *Ms. Kumkum Chadha, Member, GB.*
4. *Prof. Vinod Kumar, Univ. Representative, GB.*
5. *Dr. S.K. Goyal, Sr. most teacher.*



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- (4). To make appointment for the post of Placement Officer as per past practice till the concurrence to the recommendations of the Selection Committee is received from the University of Delhi.

Approved and it was resolved that Walk-in-Interview for the post of Placement Officer on adhoc basis as per the past practice be held on July 3, 2013, 3-5 PM.

*This was done
to be discussed in
the next G.B
AUG
24/July/13*

- (5). To enquire into the status of the payments pending to the teachers who have resigned/retired and to check if there are any more cases.

The Governing Body resolved to have in writing from the Administrative Officer the status of the payments pending to the teachers who have resigned/retired, reasons of the delay in payment, number of such cases pending alongwith the confirmation of the view of the teachers concerned to be placed in the next GB meeting.

- (6). To re-constitute the Committee set up as per Governing Body resolution no. 7 of the Supplementary Agenda in its meeting held on April 30, 2013 due to the non-availability of one of the members namely Ms. Mahrukh Singh as per her e-mail received on May 31, 2013.

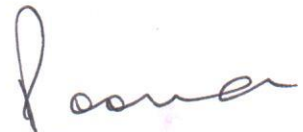
It was resolved that the Committee already formed for this purpose will continue and submit its report.

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



(Abhishek Dutt)
Chairman, GB

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