



SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)

Minutes of the meeting of the Governing Body held on January 4, 2014 (Saturday) at 11 AM in the College premises (Principal's Office).

The following members attended the meeting:

1. Prof. Girishwar Misra, Chairman/University Representative.
2. Prof. S.L. Malik, University Representative.
3. Ms. Kavita Kapur, Teacher Representative.
4. Mr. Neeraj Kumar, Teacher Representative.
5. Mr. S.Q. Abbas, Non-Teaching Staff Representative (Special Invitee).
6. Dr. Poonam Verma, Principal/Member Secretary.

At the outset, the Principal/Member Secretary, Governing Body welcomed Prof. S.L. Malik, University Representative as a new member of the Governing Body.

The Member Secretary requested the Chairman to waive off the mandatory notice period for circulating the agenda before a Governing Body meeting to which the Hon'ble Chairman allowed with the consent of all the other Governing Body members.

The minutes of the meeting held on December 3, 2013 were confirmed as approved by circulation to members with a corrigendum in the constitution of the Purchase Committee in light of the 20 August, 2010 resolution of the Governing Body.

**AGENDA FOR MEETING DT. JANUARY 4, 2014:**

- I. To nominate the Treasurer for the Governing Body.

*As per University Ordinance-XVIII, Chapter VII, Para 4(1) Prof. S.L. Malik was nominated as Treasurer in place of Prof. Vinod Kumar.*

- II. To discuss the recruitment roster of the teachers and to release advertisement for permanent teaching positions as approved by the University of Delhi.

*The roster received from the University was presented and approved. However, the Governing Body suggested some changes in the format of the advertisement and Application Form for these teaching positions. The names of subjects should come under the heading of the respective*

*G. Misra*  
Chairman, Governing Body  
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*P. Verma*  
Dr. Poonam Verma  
Member Secretary, Governing Body  
Shaheed Sukhdev College of Business Studies  
University of Delhi  
Vivek Vihar, Phase-II  
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*Departments. Permission was granted to release the advertisement.*

Any other matter with the permission of the Chair: The Member Secretary requested to consider a few matters which required immediate and urgent consideration of the Governing Body for the effective administration of the college.

1. **Koha Library Software:** The Member Secretary informed the Governing Body that the college Library is planning to implement an automation of the library management system through an Open Source Software – KOHA. After detailed discussions, the Governing Body agreed in principle on the automation of the library management system and also suggested the Member Secretary to call for a meeting with the University of Delhi Librarian and Director, Delhi University Computer Centre to discuss the automation proposal through KOHA and report in the next Governing Body meeting.
2. **Alumni Database:** The Member Secretary informed the Governing Body about the Alma Connect proposal in which the alumni database will be collected and various groups will be formed which can be used by the college students' community to identify mentors amongst the present alumni, summer internships and the job opportunities. The Member Secretary also informed that the approximate cost of this would be ₹ 45,000/- per annum.

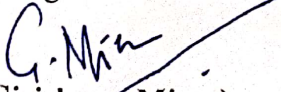
The Governing Body was convinced about the usefulness of the software and suggested the Member Secretary to explore the possibilities of the alumni contributing towards its funding and operationalizing through the college website and report in the next Governing Body meeting.

3. **Appointment against Placement Officer position:** Regarding the present status of the Placement Officers position, the Member Secretary informed the Governing Body that in its meeting held on 3rd Dec, 2013 the Governing Body had decided that interview be held on 4th Jan, 2014 for filling this position on contractual basis till the University replies on the issue of the Selection Committee minutes. But due to the non-availability of the Governing Body member, the said interviews were not conducted.

Governing Body resolved that a months' time be given to fill the Placement Officers position on contractual basis.

4. **Appointment against Office Attendant & Lab Attendant positions:** After considering the facts reported by the Principal vide her email dt. January 2, 2014, the Governing Body resolved that the term of the three incumbents already working on these positions be extended for a further period of 6 months as their performance was found to be satisfactory and their services was immediately required by the college. It was further resolved that during this period the positions may be re-advertised and expenses incurred in the conduct of the exam and processing of the result may be appropriately charged from the candidates.

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

  
(Prof. Girishwar Misra)  
Chairman, GB

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(Dr. Poonam Verma)  
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