



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

Minutes for the meeting of the Governing Body of the college held on December 8, 2015 (Tuesday) at 04:00 PM in the college premises (Conference Room).

Following members attended the meeting:

1. Mr. Pankaj Vohra – Chairman
2. Mr. Harinder Singh – Treasurer
3. Dr. O.M. Aggarwal – Member
4. Mr. G.L. Verma – Member
5. Prof. Brajesh Choudhary, University Representative
6. Mr. Ashok Upadhyay – Member
7. Ms. Kavita Rastogi, Teacher Representative
8. Dr. Kumar Bijoy, Teacher Representative
9. Mr. Rajinder Singh, Non-Teaching Staff Representative (Special Invitee)
10. Dr. Poonam Verma, Principal/Member Secretary

- (1) To confirm the minutes of the Governing Body meeting held on **September 30, 2015** as approved by circulation to members.

Minutes confirmed

- (2) Report of the “**Action Taken**” on the minutes of Governing Body meeting held on **30/09/2015**.

RESOLUTION

Item No. 1 to 2

Item No. 3

Motto of the college

Item No. 4 to 43

ANY OTHER MATTER

Item No. 1

Item No. 2

Matter of CDC collection Rs.1,000/-
from the students

ACTION TAKEN

Matter of record

Under Process

Matter of record

Matter of record

The Governing Body in its meeting held on 30.09.15 resolved that next meeting of the Governing Body be fixed in consultation with Prof. Brajesh Choudhary and the matter be listed as

Dr. Poonam Verma
Member Secretary, Governing Body
Shaheed Sukhdev College of Business Studies
(Delhi University of Delhi)
Vivek Vihar, Phase-II, Delhi-110095

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CHAIRMAN, GOVERNING BODY
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
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part of the agenda item in that. It was also resolved that as this matter has prolonged for too long, the Governing Body needs to arrive at a decision, thus, necessarily decision will be taken in the next Governing Body meeting even if Prof. Brajesh Choudhary is unable to attend the meeting due to some reason.

SUPPLEMENTARY AGENDA:

Item No. 1

Matter of record

Item No. 2

GIA for promotion of sports facilities for the year 2015-16

Proposal for Rs. 58,040/- for the year 2015-16 sent to DHE for approval.

Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 30/09/2015 be recorded and item no.2 'matter of CDC collection of Rs.1000/- from students' resolved as follows:

The Governing Body believes that there have been severe lapses in both accounting and allocation of money for the CDC purposes. The Governing Body is also of the view that observation of Prof. Brajesh Choudhary that more care should have been taken in this regard is valid. While there is no reason to impute any motive to the Principal, she has to accept her responsibility for the lapses as the head of the Institution. There is no truth that the former Placement Officer had any role to play in the controversy and there has been a collective failure to check the anomalies.

The Governing Body resolves that a three member committee headed by the Treasurer should frame guidelines for collection of money in future, if such an eventuality ever arises. The guidelines will be sacrosanct for financial dealings.

ITEMS (OFFICE)

- (1) To report the action of the Chairman based on the recommendations of the Teacher In-charge and Principal for appointing Dr. Gurjeet Kaur as Assistant Prof. in the Dept. of Management Studies on adhoc basis in the pay scale of Rs. 15600-39100 with AGP of Rs. 6000/- plus usual allowances w.e.f. 21/11/15 for a period of 4 months as per University of Delhi rules.

Approved

- (2) To report the action of the Chairman for confirming the services of Ms. Sonika Thakral and Mr. Onkar Singh as Assistant Prof. in the Dept. of Computer Science w.e.f. the date of their joining the college i.e. 03/12/14 as per University of Delhi rules.

Approved

- (3) To approve the extension of contract term with Mr. Kuldeep Bhandari for running the Photostat shop inside the college premises on the same terms and conditions, retrospectively

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Dr. Poonam Verma
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Member Secretary, Governing Body
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for the period 01/11/15 to 31/05/16 based on the recommendations of the Administrative Officer.

Approved

- (4) To approve the extension of contract term with M/s Alps Security Services, Contractor for Security Services on the same terms and conditions w.e.f. 01.01.2016 for a period of 6 months or till the college shifts to the new building at Rohini, whichever is earlier, based on the recommendations of the Administrative Officer.

Approved

- (5) To report the nomination of Dr. Poonam Verma, Principal, SSCBS as Chairperson of the an Expert Committee constituted by Chairman, UGC to evaluate the performance and academic attainments of Chh. Shahu Institute of Business Education & Research, Kolhapur under the UGC Scheme for autonomous colleges and the visit of the said Expert Committee to Chh. Shahu Institute of Business Education & Research, Kolhapur and for grant of Duty Leave from 11-14 Dec, 2015.

Approved and resolved that Sr. most teacher shall act as Officiating Principal in the absence of Dr. Poonam Verma, Principal during 11-14 December 2015.

- (6) To re-consider the request received from Dr. Neetu Yadav, Ex-Assistant Prof. for reimbursement of the remaining amount for granting the financial assistance of Rs.35,811/- (Rs.15,656/- already paid) for presentation of a paper in the IIM Shillong International Conference on Sustainability-SUSCON IV held during 11-13 March 2015, organized by Rajiv Gandhi Indian Institute of Management, Shillong as passed in the Governing Body meeting held on 3rd September, 2015.

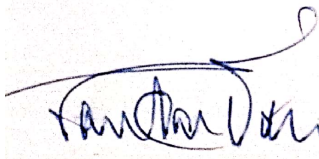
Approved and resolved that conferences which are held in India be treated as National conferences and reimbursement be made accordingly as per the previous resolution of the Governing Body.

- (7) To report the action of the Principal for utilizing the services of Mr. Varun Kumar Kushwaha as System & Network Administrator (SNA) on contractual basis w.e.f. 02.12.2015, after giving one day break on 1st Dec, 2015, till the final approval of the Governing Body due to emergent requirements during examinations, and to take approval from the Governing Body to re-appoint Mr. Varun Kumar Kushwaha as SNA on contractual basis for a period of 6 months on consolidated salary of Rs.35,000/- per month retrospectively w.e.f. 02/12/2015 to 01/06/2016.

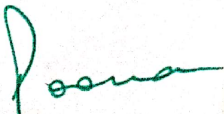
Approved

- (8) To consider the request received from Dr. Tanuja Sharma, Ex-Associate Prof. regarding payment of Dearness Relief in pension w.e.f. the year 2011 as per DU letter bearing Ref. No. Fin./Pen. Cell/2015 dated 21st Sep, 2015.

Approved and resolved that an undertaking be obtained from Dr. Tanuja Sharma to the effect that if at any stage the college or Delhi University finds that the payment of Dearness Relief is irregular then resultant recovery shall be paid by Dr. Tanuja Sharma, failing which the same may be recovered from her


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डॉ. पूनम वर्मा/Dr. Poonam Verma
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pension. The Governing Body further resolved that at the end of each financial year Dr. Tanuja Sharma be asked to submit a certificate from the institution where she is employed that the said institution is neither a state/central government institution or aided by any government institution. This certificate needs to be submitted for the time period for which the arrears of Dearness Relief paid for.

- (9) To approve credit of 27 days Earned Leave to Dr. Poonam Verma, Principal for attending college during vacations for 83 days from May 2014 to July 2015 as per University rules in the ratio of 1:3.

Approved

- (10) To report letter no. CS-I/(111)/Misc.(TS)/SSCBS/2015/83 dated 26.11.2015 of University of Delhi and for approval of appointment of teachers on Ad-hoc basis against short vacancy arising out of a sudden sickness or death, on medical grounds (including maternity leave), abrupt leave or any other situation that may disrupt the normal process of teaching-learning.

Noted and resolved that appointment of teachers on ad-hoc basis be made against any short vacancy arises including child care leave taken by the permanent teachers.

- (11) To report about the visit of National Assessment and Accreditation Council (NAAC) in the college during 26.01.2016 to 29.01.2016 and for approval of an Advance to the tune of Rs.2 lakhs from the General Maintenance Account of the college to meet the expenses thereto as per the Operational Guidelines of NAAC.

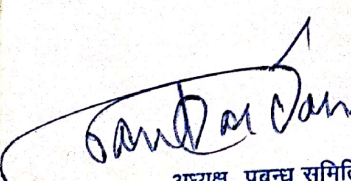
Noted and approved, further the Principal requested all the members of the Governing Body for joining on the luncheon meeting on 27th January, 2016 with peer team members of NAAC.

- (12) To report letter dated 13.11.2015 of the Dean, FAASH, University of Delhi regarding increase of seats from 62 to 90 for admission to BBA(FIA) course in the college from academic year 2016-17.


Noted and approved

- (13) To report letter no. DHE-35(1)/High Cut Off/DU/2015-16/4569-4583 dated 20.10.15 of the Admn. Officer (Hr. Edn.), DHE, Government of NCT of Delhi regarding Capacity Expansion and subsequently our letter no. SSCBS/Office/2015-16/966 dated 26.11.15 sent by the Principal to DHE and for taking approval of the Governing Body for Capacity Expansion of the Students alongwith additional requirement of Teaching and Non-Teaching Staff in the college in the year 2016-17, 2017-18 and 2018-19.

Noted & agreed with the proposal of capacity expansion of students. Further, it was discussed and deliberated upon that at this stage we should not consider starting an evening college as presently DU is also moving towards converting all evening colleges into day colleges. Experience has shown that evening


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colleges tend to become more like coaching institutions and lack students' extra-curricular activities, which impacts the holistic education in an institution. However, when the college moves to its new building then classes for students of Non Collegiate Women Education Board of University of Delhi be considered during the weekend

- (14) To review the existing fee structure of the college for the academic year 2016-17 and onwards.

The Governing Body discussed the matter and resolved that the Bursar, Staff Council Secretary & Section Officer (Accounts) of the college may submit jointly a proposal for revision of fees with due justification to the committee having following members:

- (1) Treasurer – Chairman
 (2) Prof. O.M. Aggarwal
 (3) Prof. Brajesh Choudhary

REPORTING ITEMS (ACCOUNTS)

- (15) To report the approval granted by the Chairman, Governing Body for sending the Revised Budget Estimates for the financial year 2015-16 and Budget Estimates for the year 2016-17 to DHE, Govt. of NCT of Delhi for their approval.
- (16) To report Loan/Final Withdrawal out of Provident Fund Account in respect of the following employees of the college:

S.No	Name	Designation	Amount (Rs.)	Date	Purpose
1.	Mr. Basant Lal	Lib. Attendant	60,000.00	06-09-2015	For payment of Stamp Duty of DDA flat

- (17) To report the Investment(s)/Re-Investment(s) of Rs.15,63,941/- with State Bank of Hyderabad as per details given below:

S.No	Amount	Date of Investment	Remarks
1.	4,64,941.00	19-10-2015	For 5 years with State Bank of Hyderabad from Employees Provident Fund Account.
2.	5,29,000.00	20-10-2015	For 5 years with State Bank of Hyderabad from Employees Provident Fund Account.
3.	4,70,000.00	17-11-2015	For 5 years with State Bank of Hyderabad from Employees Provident Fund Account.
4.	1,00,000.00	20-11-2015	For 1 year with State Bank of Hyderabad from Student's Society Account.

Reporting items (Accounts) no. 15 to 17 Noted and approved

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SUPPLEMENTARY AGENDA

- Item No. 1** To report about the fraudulent debit transactions from the College Saving Bank Student's Society Account No. 1300101071044 at Canara Bank, Vivek Vihar Branch, Delhi for Rs.6,64,400/- in the month of November-2015 and subsequent letter from the college to the Chief Manager, Canara Bank for taking immediate firm action and further needful for remitting back the amount to the college account. Information was also communicated to the S.H.O., Vivek Vihar Police Station for lodging an F.I.R. for the same. College received an acknowledgement email form the Canara Bank on 08.12.2015 which is also placed on record.

The Governing Body took a serious note of it and advised the administration to pursue it rigorously.

- Item No. 2** To report the relieving of Dr. Neetu Yadav, Assistant Professor, Department of Management Studies from the college w.e.f. 16.11.2015 (A/N).

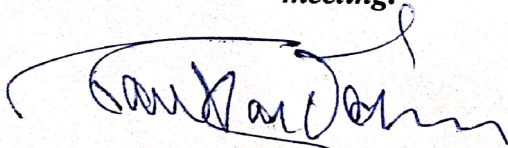
Noted and approved

- Item No. 3** To report an Investment for Rs.5,24,000/- on 07.12.2015 with Canara Bank for a period of 59 months and 29 days out of Employees Provident Fund Account of the college.

Note and approved

- Item No. 4** To approve the Budgetary Proposal sent by ICSIL for Rs.8,00,000/- on annual basis for 5 years, excluding taxes and other incidental & auxiliary charges, vide their email dated 07.12.2015 for College Automation Software.

The Governing Body discussed the matter thoroughly and resolved that the proposal submitted by ICSIL be sent through e-mail to all members of the Governing Body for their valuable inputs and then take up the same in the next Governing Body meeting.



(Pankaj Vohra)
Chairman, GB

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