



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

Minutes for the meeting of the Governing Body of the college held on **March 30, 2016 (Wednesday) 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. Prof. Anil Rai, University Representative
5. Ms. Kavita Rastogi, Teacher Representative
6. Dr. Kumar Bijoy, Teacher Representative
7. Mr. Rajinder Singh, Non-Teaching Staff Representative (Special Invitee)
8. Dr. Poonam Verma, Principal/Member Secretary

Prof. Brajesh Choudhary and Mr. G.L. Verma expressed their inability to attend their meeting due to some urgent work.

At the outset, Mr. Pankaj Vohra, Chairman welcomed new member Prof. Anil Rai, University Representative on the Governing Body in place of Prof. S.L. Malik whose term had expired. All the members also praised the valuable contribution of Prof. Malik for the college.

- 1) To confirm the minutes of the Governing Body meeting held on **December 8, 2015** as approved by circulation to members.

Minutes were confirmed

- 2) Report of the “**Action Taken**” on the minutes of Governing Body meeting held on **08/12/2015**.

RESOLUTION

Item No. 1 to 5

Item No. 6

Reimbursement of the remaining amount for granting the financial assistance of Rs.35,811/- to Dr. Neetu Yadav, Ex-Asstt. Professor

ACTION TAKEN

Matter of record

Payment has been released

डॉ. पूनम वर्मा/Dr. Poonam Verma
सदस्य सचिव, प्रबन्ध समिति

Member Secretary, Governing Body
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(दिल्ली विश्वविद्यालय / University of Delhi)
विवेक विहार, फेस-11, दिल्ली-110095
Vivek Vihar, Phase-II, Delhi-110095

अध्यक्ष, प्रबन्ध समिति
CHAIRMAN, GOVERNING BODY
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
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Item No. 7

Matter of record

Item No. 8

Payment of Dearness Relief in pension to Dr. Tanuja Sharma, Ex Associate Professor

An undertaking has been obtained on 21/03/2016 from Dr. Tanuja Sharma for releasing her Dearness Relief in pension

Item No. 9 to 17

Matter of record

Supplementary Agenda

Item No. 1

The fraudulent debit transactions from the College Saving Bank Student's Society Account Rs.6,64,400/-

Matter is being pursued regularly with the bank

Item No. 2 to 4

Matter of record

Resolved that "Action Taken" on the Minutes of the Governing Body meeting dt. 8th Dec, 2015 be recorded.

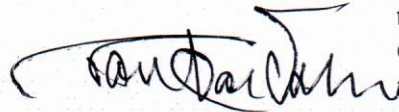
ITEMS (OFFICE)


- 3) To consider and approve the starting of new courses in the college as per the directions of the Directorate of Higher Education, Govt. of NCT of Delhi in terms of capacity expansion subject to shifting at the new campus of the College at Rohini.

The Principal informed the Governing Body that the college has received directions from DHE, Govt. of NCT of Delhi to start some new courses on account of the college moving to the new building with increase intake of students. She informed that the matter was discussed in detail in the Staff Council meeting of the college and the following courses were unanimously approved by the Staff Council:

- a. Business Analytics.
b. Operational Research.
c. Financial Mathematics.
d. Entrepreneurship.***

However, there was no consensus in the Staff Council of the college whether to start B.Com (H) course or not. Principal informed the Governing Body that after voting, 12 teachers were in favour to start the said course while 2 teachers were of the view that this course should not be started while the others present were neutral on this


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issue. Therefore, the said matter was raised before the Governing Body to decide by its wisdom.

Detailed discussions were held in this regard and it was resolved that the character of the college has always been to have professional and unique courses. The efforts, thus, should be to enhance this character and not dilute by starting courses which are being run already in numerous colleges and also at SOL (Distance Education). The Governing Body also felt that just because 12 teachers are in favour of starting a course and the majority of them preferred to stay neutral and not positive of starting a course is an indication that these 'run-of-the mill' courses should never be started in this college which has maintained its lead and uniqueness in this entire University. Moreover, the students admitted through the present BMS/BBS/BBA (FIA) courses are through an entrance exam and efforts should be made to have such courses where they are admitted through an entrance exam and not through the merit in their last qualifying exam of class 12th. The Governing Body applauded the four courses that were unanimously approved by the Staff Council and felt that even in future, courses which add value and increase the employability of the students should only be started. The Governing Body was of the view that only professional and career oriented courses should be there in the college which should have academic merits.

- 4) To consider and approve the starting of classes for Non Collegiate for Women on Saturday & Sunday in the college as per the directions of the Directorate of Higher Education, Govt. of NCT of Delhi subject to shifting at the new campus of the College at Rohini.

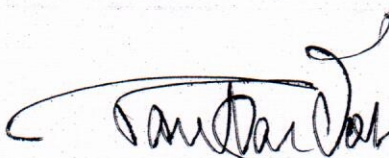
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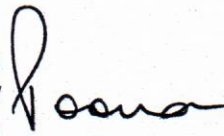
- 5) To consider the request received from Mr. Narander Kumar Nigam and Mr. Neeraj Kumar, Assistant Professors in the Department of Management Studies for granting the aid of Rs.1,81,000/- each or part of the fees for participation in 38th Faculty Development Programme (FDP) in Management Organized by Indian Institute of Management, Ahmedabad (IIMA) from June 6, 2016 to September 24, 2016 as forwarded by the Research Committee of the College.

After detailed discussions it was resolved by the Governing Body that a Committee of the following three members be constituted to draw guidelines so as to facilitate the development of the faculty through long duration FDP:

1. Mr. Harinder Singh, Treasurer
2. Mr. O.M. Aggarwal, Member.
3. Prof. Anil Rai, University Representation

It was further resolved that in the meanwhile both the faculty members can apply for the Faculty Development Programme and the Committee will take a final decision in regard to granting


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financial assistance in this matter well in time before the last date to apply. Tentatively 7th April, 2016 was decided as the date on which this Committee would meet subject to the availability of all the members.

- 6) To consider and approve the recommendations of the Condemnation board / committee to condemn and write off the unserviceable / obsolete computers, desktops, printers, UPSs, Lan Switches and some digital lab related items as per **Annexure – I**.

Approved

- 7) To Consider and approve the request received from Mr. Jagmohan Bhanver, Chief Mentor – People First (India & Middle East), Co Founder and CEO – The Next Milestone Technologies Pvt. Ltd. requesting Dr. Poonam Verma, Principal, SSCBS to be a member of their Governing Board of The Next Milestone Technologies Pvt. Ltd.

Approved

- 8) To consider the request of Ms. Shalini Prakash, Associate Professor, Department of Management Studies and Ms. Sonika Thakral, Assistant Professor, Department of Computer Science for revising the dates for granting the Child Care Leave on account of visiting the NAAC peer team.

S.No.	Name	Previous dates of CCL	Revised dates of CCL
1	Ms. Shalini Prakash	01/01/2016 to 15/01/2017	05/01/2016 to 26/01/2016 and 30/01/2016 to 15/01/2017
2	Ms. Sonika Thakral	04/01/2016 to 25/04/2016	05/01/2016 to 26/01/2016 and 30/01/2016 to 25/04/2016

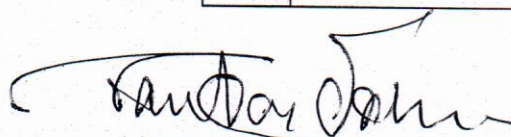
Approved

Reporting items (Office)

- 9) To report for approval the action of the Principal for appointing the following Guest Faculty (**period basis**) for the semester based on the recommendations of the TIC of the respective departments:

S. No.	Name	Period
B. TECH (COMPUTER SCIENCE) & B.SC (H) COMPUTER SCIENCE		
1.	Dr. Sonia	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
2.	Ms. Neelam Dabas	w.e.f. 05/01/2016 to 25/04/2016 (end of the semester)
3.	Mr. Rajiv Ranjan Singh	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
4.	Ms. Asha Yadav	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)

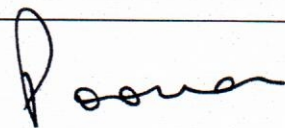
		semester)
5.	Mr. Nikhil Rajput	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
6.	Mr. Arvind	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
7.	Ms. Rini	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
8.	Ms. Sugandha Gupta	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
9.	Ms. Priyanka Gupta	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
10.	Ms. Isha Mangal	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
11.	Ms. Sonia Singh	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
12.	Mr. Navin Kumar Sehgal	w.e.f. 07/01/2016 to 25/04/2016 (end of the semester)
13.	Mr. Ashish Kumar Jha	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
14.	Ms. Jhankar Tyagi	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
15.	Ms. Barkhashree	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
16.	Mr. Sumit Kumar Aggarwal	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
17.	Ms. Divya Kwatra	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
18.	Mr. Prashant Kumar	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
19.	Mr. Umesh Kumar	w.e.f. 25/01/2016 to 25/04/2016 (end of the semester)
20.	Ms. Charu Puri	w.e.f. 27/01/2016 to 25/04/2016 (end of the semester)
21.	Ms. Juhi Gupta	w.e.f. 01/03/2016 to 25/04/2016 (end of the semester)
BMS, BBS AND BBA (FIA)		
1.	Ms. Tarika	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
2.	Ms. Ankita Arora	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
3.	Mr. Prashant Kumar	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)
4.	Mr. Himanshu Mishra	w.e.f. 04/01/2016 to 25/04/2016 (end of the semester)



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Noted and approved

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- 10) To report for approval the action of the Chairman for appointing the following contractual employees on a consolidated salary w.e.f. dates mentioned against their names after giving one day break for a period of six months.

S. No.	Name	Designation	Date of Re-appointment
1	Mr. Hemender Kumar Sharma	Sr. Technical Assistant	January 12, 2016
2	Mr. Uttam Singh	Junior Assistant	January 5, 2016
3	Mr. Sunny	Lab. Attendant	January 5, 2016
4	Mr. Deepak Kumar Patel	Lab. Attendant	January 5, 2016

Noted and approved

- 11) To report for approval the action of the Chairman for appointing Ms. Manika Kaushik as Placement Officer on contractual basis on a consolidated salary of Rs.35,000/- per month w.e.f. 09/02/2016 after giving one day break for a period of six months.

Noted and approved

- 12) To report for approval the action of the Chairman for appointing the following contractual employees on a consolidated salary w.e.f. the dates mentioned against their names after giving one day break for a period of six months.

S. No	Name	Designation	Date of Re-appointment
1	Ms. Champa Negi	Junior Assistant	March 30, 2016
2	Ms. Bharti Mishra	Library Assistant	April 4, 2016
3	Ms. Laxmi Singh	Junior Assistant	April 4, 2016
4	Mr. Varun Bhardwaj	MTS (Office Attend.)	April 4, 2016

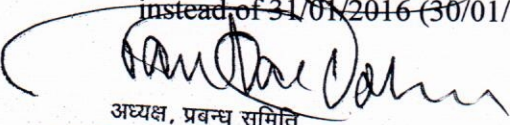
Noted and approved

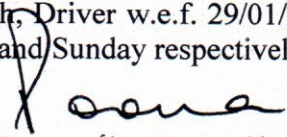
- 13) To report for approval the sanctioning of 06 days leave without pay to Mr. Deepak Kumar, Safai Karamchari for 06/11/2015 and 16/11/2015 to 20/11/2015.

The Governing Body took a very serious view of this and asked the college administration to issue a Show Cause Notice in this regard to the concerned employee asking him to explain why his services should not be terminated for his continuous unauthorized absenteeism from duty despite several verbal and written warnings in the past.

- 14) To report for approval the superannuation of Mr. Harbhajan Singh, Driver w.e.f. 29/01/2016 instead of 31/01/2016 (30/01/2016 and 31/01/2016 being Saturday and Sunday respectively).

Noted and approved


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- 15) 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 ad-hoc basis in the pay scale of Rs. 15600-39100 with AGP of Rs. 6000/- plus usual allowances w.e.f. 22/03/2016 till the end of the term / semester as per University of Delhi rules.

Noted and approved

- 16) To report for approval the action of the Chairman for constituting Grievance Redressal Committee, consisting of following members, at college level for a period of two years.

S. No.	Name	Designation	Contact Details (Email and Mobile Nos.)
1	Mr. Pankaj Vohra	Chairman, Governing Body	pankajvohra@gmail.com 9810061565
2	Dr. Sanjay Kumar Goyal	Associate Professor (Management Studies)	sanjay.goyal@rediffmail.com 9810420436
3	Dr. Preeti Rajpal Singh	Associate Professor (Management Studies)	preetirsingh@hotmail.com 9868360863
4	Dr. H.K. Porwal	Associate Professor (Management Studies)	porwalk@yahoo.com 9868325927
5	Ms. Bhoomika Panwar	Student, B.Sc. (H) Computer Sc. II Year	bhoomikapanwar04@gmail.com 9013407111

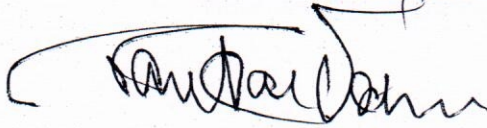
Noted and approved

ITEMS (ACCOUNTS)

- 17) To approve the action of the Principal on recommendation of Accounts Section vide Note dated 01.03.2016 for transfer of fee collected from the students to their respective heads/accounts of Grant-in-Aids (Maintenance Grant) of the college.

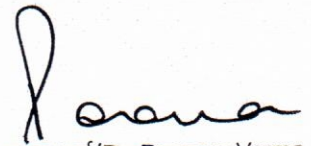
Approved

- 18) To consider the excessive work and its timely disposal in Accounts Section of the college on account of various Societies of the college students, maintaining books of accounts of newly opened accounts and other miscellaneous works and consequently to approve the appointment of one Jr. Assistant on contractual basis in Accounts Section of the college. The salary/remuneration paid to him will be as per University of Delhi rules and to be met out from the Society Account of the college.



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- 19) To approve creation of a Holding Company for the incubators under section 25, now become section 8, as per the document regarding Incubation Policy of the Govt. of NCT of Delhi.

Approved. It was further resolved by the Governing Body that the following persons should be inducted as Directors in the company for the incubators:

- a. Chairman, Governing Body (Ex-Officio)
- b. Treasurer, Governing Body (Ex-Officio)
- c. Principal (Ex-Officio)

Further it was also resolved that one TIC of the YUVA Cell, two teachers who are teaching the entrepreneurship paper should also be there. Efforts should be made to identify few more professionals from outside to be inducted as Directors.

REPORTING ITEMS (ACCOUNTS)

- 20) To report the approval of the Chairman, GB to extend the term of Dr. Ajay Jaiswal as Bursar of the college for another year w.e.f. 17-12-2015.

Noted and approved

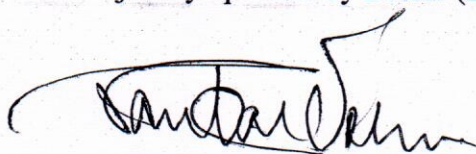
- 21) To report the settlement of advance for Rs.2 lakhs on account NAAC. As per the NAAC guidelines bills for Rs.1,11,427/- on account of expenditure incurred during NAAC Peer Team visit sent to the NAAC Officer for reimbursement. Rest of the expenditures incurred on account of NAAC visit have been met out from the Social Function account of the college.

Noted and approved

- 22) To report the approval of the Chairman, GB to open of a saving bank account with Canara Bank on account of RUSA, jointly operated by RUSA Coordinator (Dr. Ajay Jaiswal) and Principal (Dr. Poonam Verma) of the college as per requirement of the Directorate of Higher Education, Govt. of NCT of Delhi.

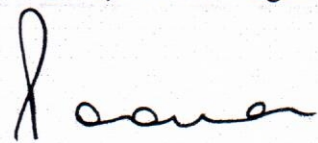
Noted and approved

- 23) To report the letter dated 26.02.2016 of Department of Training & Technical Education, Govt. of NCT of Delhi regarding sanction of Rs.1.5 crore to our college on account of establishment of Incubation Centre and opening of a separate saving bank account with Canara Bank for the same jointly operated by Bursar (Dr. Ajay Jaiswal) and Principal (Dr. Poonam Verma) of the college.



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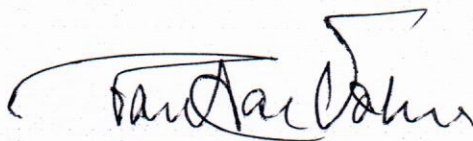
- 24) To report the closing of bank account no. 62422394856 with State Bank of Hyderabad, which was opened for convenience of the students regarding collection of fee for the session 2015-16, and transfer the respective amount alongwith interest earned to the Maintenance Account and Society Account of the college.

Noted and approved

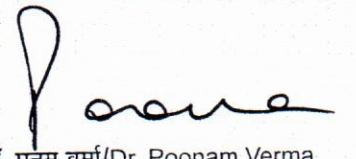
- 25) To report Loan/Withdrawal out of Provident Fund Account in respect of following employees/ex-employees of the college:

S.No	Name	Designation	Amount	Date	Purpose
1.	Ms. Bimlesh Sharma	S.P.A.	2,50,000.00	15-01-2016	Pre-Retirement
2.	Mr. Bhupal Chand Arya	O.A.	25,000.00	21-01-2016	Renovation of house
3.	Ms. Tanuja Sharma	Ex-S.P.A.	9,646.00	22-01-2016	Final Withdrawal
4.	Mr. Mohd. Ahmad	Ex-Caretaker	44,120.00	22-01-2016	Final Withdrawal
5.	Mr. Ramesh Chand	Ex-S.P.A.	1,14,317.00	22-01-2016	Final Withdrawal
6.	Ms. Rama Shukla	Ex-Assistant	40,352.00	22-01-2016	Final Withdrawal
7.	Mr. Sumit Lamba	Sr. P.A.	40,875.00	22-01-2016	Final Withdrawal
8.	Ms. Bimlesh Sharma	S.P.A.	1,50,000.00	02-02-2016	Pre-Retirement
9.	Mr. Harbhajan Singh	Ex-Driver	1,39,504.00	02-02-2016	Final Withdrawal
10.	Mr. Pradeep Verma	Assistant	55,000.00	02-02-2016	Repair of house
11.	Mr. Atul Bhardwaj	T.A.	50,000.00	09-02-2016	Renovation of flat
12.	Mr. Baleshar Ram	Mali	60,000.00	04-03-2016	Illness of Mother
13.	Mr. Jagdev Singh	G.O.	1,30,000.00	04-03-2016	Pre-Retirement

Noted and approved



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CHAIRMAN, GOVERNING BODY
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SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(दिल्ली विश्वविद्यालय / University of Delhi)
विवेक विहार, फेस-11, दिल्ली-95
Vivek Vihar, Phase-II, Delhi-95



डॉ. पूनम वर्मा/Dr. Poonam Verma
सदस्य सचिव, प्रबन्ध समिति
Member Secretary, Governing Body
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- 26) To report the Investments/Re-investments for Rs.17,91,84,484/- with Canara Bank as per details given below:

S.No.	Amount	Date of Investment	Remarks
1.	1,30,000.00	11-02-2016	For 555 days with Canara Bank from EPF Account
2.	4,89,178.00	11-02-2016	For 555 days with Canara Bank from EPF Account
3.	5,20,788.00	11-02-2016	For 555 days with Canara Bank from EPF Account
4.	6,02,29,725. 00	11-02-2016	7 term deposits for 555 days with Canara Bank from Students' Society Account
5.	11,78,14,793 .00	11-02-2016	13 term deposits for 555 days with Canara Bank from APC Account

Noted and approved

- 27) To report for approval the budgeted estimates for Rs. 5.95 crores due to capacity expansion of students.

Noted and approved

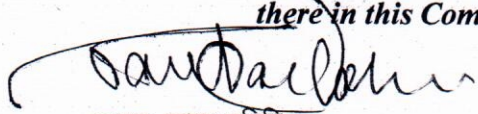
SUPPLEMENTARY AGENDA

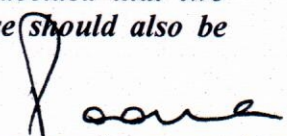
- (1). To consider and approve the reimbursement of Rs. 10,000/- (on actual basis) for purchase of briefcase/office bag/ladies purse to the Principal (Grade Pay Rs. 10,000/-) of the college as per Circular dt. 27th Sep, 2015 of General Administration Department, Govt. of NCT of Delhi, Caretaking Branch.

Approved

- (2). To nominate one person from Governing Body in the Committee constituted in the previous Governing Body meeting held on 8th Dec, 2015 to review the fee structure of the college in place of Prof. Brajesh Choudhary whose term as University Representative is going to end on 31/03/16.

In place of Prof. Brajesh Choudhary the Governing Body nominated Prof. Anil Rai as a member in this Committee as a University representative. In addition to that it was also decided that two students from second year from B.Sc/BMS course should also be there in this Committee.


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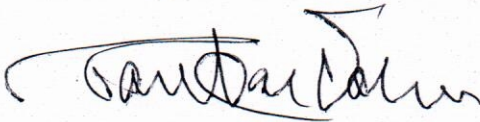

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- (3) To report an expenditure of Rs. 20.5 lakhs against various sanctioned heads of APC Fund Account of the college during 2015-16 as under:

NAME OF HEADS	AMOUNT (IN LAKHS)	REMARKS
Training & Development for student and staff	7.3	Financial approval had been delegated to the Principal upto Rs. 10 lakhs in GB meeting dt. 04/06/08
Purchase of Refrigerator	0.2	Financial approval already taken in the GB meeting dt. 25/05/09
Maintenance of Photocopier	0.2	Financial approval already taken in the GB meeting dt. 30/09/15
Furniture & Fixtures	6.3	Financial approval already taken in the GB meeting dt. 27/08/14
Venue Booking for students' societies	6.5	Financial approval already taken in the Governing Body meeting dt. 26/09/11
TOTAL EXPENDITURE	20.5	

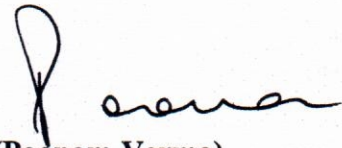
Noted and approved

The meeting with a vote of thanks to the Chair.



(Pankaj Vohra)
Chairman, Governing Body

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(Poonam Verma)
Member Secretary, Governing Body

डॉ. पूनम वर्मा/Dr. Poonam Verma
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