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

Minutes for the meeting of the Governing Body held on **June 07, 2016 (Tuesday)** at **02:30 PM** in the college premises (Principal's Office).

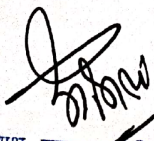
Following members attended the meeting:

1. Sh. Pankaj Vohra, Chairman, Governing Body
2. Sh. Harinder Singh, Treasurer, Governing Body
3. Mr. O.M. Aggarwal, Member.
4. Mr. G.L. Verma, Member.
5. Prof. Anil Rai, University Representative.
6. Ms. Kavita Rastogi, Teacher Representative.
7. Dr. Kumar Bijoy, Teacher Representative.
8. Mr. Imtiaz Ahmad – Member, Non-Teaching Staff Representative (Special Invitee).
9. Dr. Poonam Verma – Principal/Member Secretary.

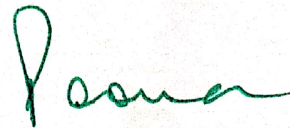
At the outset, the Principal informed the other members of the Governing Body that Mr. Imtiaz Ahmad will now be the non-teaching staff representative (Special Invitee) w.e.f. 28/05/16 for a period of one year in the Governing Body in place of Mr. Rajinder Jaswal whose term was completed. The members welcomed him.

- 1) To confirm the minutes of the Governing Body meeting held on **March 30 2016** as approved by circulation to members.

Minutes were confirmed


18.4.17

अध्यक्ष, प्रबन्ध समिति
CHAIRMAN, GOVERNING BODY
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(दिल्ली विश्वविद्यालय / University of Delhi)
विवेक विहार, फेज-II, 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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- 2) Report of the "Action Taken" on the minutes of Governing Body meeting held on 30/03/2016.

RESOLUTION

ACTION TAKEN

Item No. 1 to 4

Matter of record

Item No. 5

Consideration of request of Mr. Narander Kumar Nigam and Mr. Neeraj Kumar, Assistant Professors 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.

A committee of the following three members met on April 7, 2016 and framed the guidelines (attached) 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 Rep.

Item No. 6 to 12

Matter of record

Item No. 13

Sanctioning of 06 days leave without pay to Mr. Deepak Kumar, Safai Karamchhari for 06/11/2015 and 16/11/2015 to 20/11/2015.

Show Cause Notice has been issued for his frequently unauthorized absenteeism.

Item No. 14 to 16

Matter of record

Item No. 17 to 27 (Items Accounts)

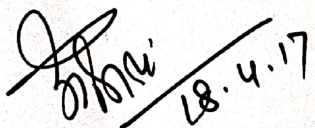
Matter of record

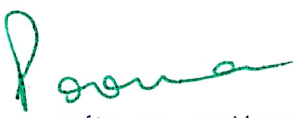
SUPPLEMENTARY AGENDA

Item No. 1 to 3

Matter of record

Resolved that "Action Taken" on the Minutes of the Governing Body meeting dt. 30th March, 2016 be recorded.


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ITEMS (OFFICE)

- 3) To consider and approve the guidelines for the long duration Faculty Development Plan (more than 4 weeks) for faculty members as recommended by the three members committee in its meeting held on 7th April, 2016 constituted by the Governing Body, in its meeting held on 30/03/2016. (Annexure – I)

Approved

- 4) To consider the request received from Mr. Neeraj Kumar Sehrawat, Assistant Professor, Department of Management Studies for granting the Study Leave (67 days from 20th July to 24th September 2016) 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 and an amount of 50% of registration fees as passed by the three member Committee in its meeting held on 7th April, 2016 and also to approve the waiver of condition for the gap of 5 years between two spells of Study Leave granted as per University of Delhi rule quoted below:

“Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earliest spell of study leave...”

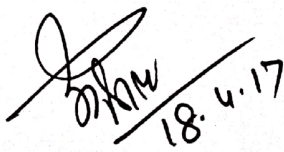
Study Leave for 67 days from 20th July to 24th September 2016 approved. As far as the waiver of condition for the gap of 5 years between two spells of Study Leave was concerned, it was resolved by the Governing Body that this may be reviewed at the time when he applies for Study Leave to complete his PhD and the decision on this was deferred till then.

- 5) To confirm the appointment of Mr. Ajitabh Saxena, Section Officer (Accounts) from the date of his joining i.e. 11/06/2015 on completion of probation period (one year) with excellence of services.

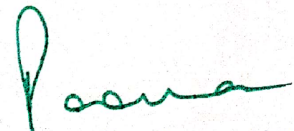
Approved

- 6) To consider the request of Dr. Anamika Gupta, Assistant Professor, Department of Computer Science for granting the Child Care Leave from 20th July 2016 to 30th April 2017 and appointment of a Faculty on Ad-hoc/Guest basis for the said period as per Delhi University rules.

Approved


18.4.17

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- 7) 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 for the period 01/06/16 to 31/12/16 based on the recommendations of the Administrative Officer.

Approved

- 8) 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. 03.06.2016, after giving one day break on 02.06.2016, till the final approval of the Governing Body due to emergent requirements, 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. 03/06/2016 to 02/12/2016. Mr. Varun Kushwaha has also requested for increment in his salary vide his application dt. 26/05/16.

Approved. However, on the request of Mr. Varun Kushwaha for grant of increments, the Governing Body was unanimously of the view that grant of increment is the prerogative of only the Selection Committee and, hence, his request was not acceded to.

- 9) To consider and approve to publish the advertisement for the following posts in the national dailies & employment newspaper at DAVP rates:

- a. Programmer (01 post)
b. Library Assistant (JLIA) (01 post)

Approved

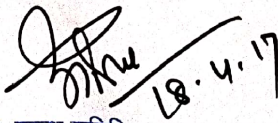
Reporting items (Office)

- 10) To report for approval the resignation of Ms. Manika Kaushik, Placement Officer on contractual basis w.e.f. 01/05/2016 (F/N).

Noted and Approved

- 11) To report for approval the sanctioning of 03 days leave without pay to Mr. Deepak Kumar, Safai Karamchhari from 27/04/2016 to 29/04/2016 prior to serving the Show Cause Notice dt. 02 May, 2016.

The Governing Body took a very serious view of the continuous unauthorized absenteeism of Mr. Deepark Kumar from duty and asked the Principal to inform him that he has to mend his ways otherwise he will have to face serious disciplinary action.


18.4.17

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- 12) To report for approval the assignment of canteen contract to M/s Green Bell Catering Services to run the canteen in the college premises w.e.f. 09/05/2016 for a period of six months on the recommendations of the Canteen Committee.

Noted and Approved

- 13) To report for approval the fixation of pay of Mr. Tribhuwan Kumar, Professional Assistant for 1st upgradation under ACP at Rs.8000/- in the pay scale Rs.8000-13500 w.e.f. 15/07/2000 and as per 6th CPC pay fixed at Rs.17440/- + Rs.5400/- in the pay band of Rs.9300-34800 (PB-2) w.e.f. 01/01/2006 as communicated by the University vide its letter no. CS-III/009/ACP/SSCBS/2016/940 dated April 4/8, 2016.

Noted and Approved

- 14) To report for approval the fixation of pay of Mr. Jaiversh Anand, Technical Assistant for 2nd MACP at Rs.15350/- + Rs.4600/- in the pay band of Rs.9300-34800 (PB-2) w.e.f. 01/09/2008 as communicated by the University vide its letter no. CS-III/009/MACP/SSCBS/2015/899 dated April 4/8, 2016.

Noted and Approved

- 15) To report for approval the fixation of pay of Mr. Rajinder Singh Jaswal, Assistant at Rs.11,160/- + Grade Pay Rs.2,400/- in the pay band 5200-20200 (PB-I) w.e.f. 01.01.2006 under 6th Central Pay Commission and subsequent 3rd MACP at Pay Rs.12880/- + Grade Pay Rs.2800/- in the pay band of Rs.5200-20200 (PB-1) w.e.f. 01/09/2008 as communicated by the University vide its letter no. CS-III/009/MACP/SSCBS/2015/899 dated April 4/8, 2016.

Noted and Approved

- 16) To report for approval the action of the Chairman for releasing advertisement for the following three posts on contractual basis:
- a. Placement Officer
 - b. Driver
 - c. Jr. Assistant (Accounts).

Noted and Approved

- 17). To report the Closure Report received from the faculty coordinators for the following courses:
- a. "Integrated Financial Modelling and Financial Econometrics" being run in our college in collaboration with Bombay Stock Exchange (course conducted from Nov'15 to June'16).
 - b. "National Capital Certified Market Professional" being run in our college in collaboration with National Stock Exchange of India Limited (course conducted from Sep'15 to Jan'16).

अध्यक्ष, प्रबन्ध समिति

CHAIRMAN, GOVERNING BODY

शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज

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Vivek Vihar, Phase-II, Delhi-95

Noted and Approved

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सदस्य सचिव, प्रबन्ध समिति

Member Secretary, Governing Body

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ITEMS (ACCOUNTS)

18). To approve the following panel of Chartered Accountants for conducting the statutory internal audit of the college accounts for the financial year 2015-16:

M/s Narender Singh & Co. Regn. No.: 015455N
B-38, Christian Colony
Patel Chest, Delhi University
Delhi - 110007

M/s G.K. Bhardwaj & Co. Regn. No.: 011105N
3570/4, Narang Colony
Tri Nagar
Delhi-110035

M/s Deepak Singhal & Co. Regn. No.: 019262N
B.O.: 211, Neelkanth Plaza
Plot No. 15, Community Centre
Road No. 44, Pitam Pura
New Delhi - 110034

M/s M V & Co. Regn. No.: 017937N
207, Sagar Plaza-II
Pitampura, Road No. 44
New Delhi - 110034

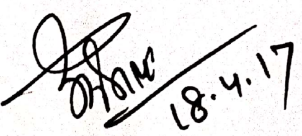
Approved


- 19). To seek the approval for the purchase of following items from APC Fund Account of the college:
- (i) 21 Licenses of Microsoft Office
 - (ii) 2 Scanners
 - (iii) 1 Computer with Laser printer

Approved

- 20). To report and approve the opening of Salary Accounts of staff members of the college and college accounts in State Bank of India, Vivek Vihar Branch, Delhi.

Noted and Approved


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- 21). To report the letter (email) dated 22.04.2016 of Solar Department, Indraprastha Power Generation Company Limited (IPGCL), A Govt. of NCT of Delhi Undertaking & subsequent consent, in principle, given by the Principal dated 27.04.2016 for installation of Grid-connected Solar Power Plant at the rooftops of the new campus building of the college for the sake of energy efficiency, and **approve** the signing of Power Purchase Agreement (PPA) with M/s Hero Solar Energy Pvt. Ltd for the purpose vide letter (email) dated 30.05.2016 of Solar Department, IPGCL.

Noted and Approved. It was informed by the Principal that there is no cost implication on the college, for installation of this solar energy plant.

REPORTING ITEMS (ACCOUNTS)

- 22). To report the show-cause notice dated 18.05.2016 received from DPCC regarding compensation and compliance due to air pollution of dust from construction and demolition activity at new campus building of the college in Rohini, Sector-16. College has communicated to DPCC and forwarded the reply alongwith compensation submitted by M/s SAM India Builtwell Pvt. Ltd, the Construction Contractor, vide our letter no. SSCBS/Accounts/2016-17/326-328 dated 19.05.2016.

Noted and Approved

- 23). To report the payment of Rs.1,81,000/- to IIM, Ahemdabad on account of Fee for Faculty Development Programme (FDP) in respect of Mr. Neeraj Kumar Sehrawat, Assistant Professor after receipt of Rs.90,500/-, being 50% share of fee, from Mr. Sehrawat vide R.No. 23/2283 dated 02.05.2016.

Noted and Approved

- 24). Report the reimbursement of Rs.22,266/- to Ms. Deepti Khatri, Librarian on account of presentation of a paper at ILA International Conference at Saurashtra University, Rajkot.

Noted and Approved

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

S.No	Name	Designation	Amount	Date	Purpose
1.	Mr. Sanjay Batra	Jr. Assistant	4,35,000.00	05.04.2016	Purchase of house
2.	Mr. Umesh Dutt	Office Attendant	3,50,000.00	07.04.2016	Repair of house

Noted and Approved

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- 26). To report the Investments/Re-investments for Rs.1,78,11,621/- with Canara Bank as per details given below:

S.No.	Amount	Date of Investment	Remarks
1.	4,61,621.00	12.04.2016	For 555 days with Canara Bank from EPF Account
2.	99,00,000.00	17.05.2016	For 59 months 29 days with Canara Bank from EPF Account
3.	53,50,000.00	17.05.2016	For 59 months 29 days with Canara Bank from EPF Account
4.	21,00,000.00	17.05.2016	For 70 days with Canara Bank from EPF Account

Noted and Approved. However, the Governing Body said that the rate of interest on which the investment/re-investment is done should also be mentioned. Thus, for these the rate of interest is 7.85%, 7.55%, 7.55% & 6.50% respectively.

SUPPLEMENTARY AGENDA:

1. To seek the approval for getting the AMC and replacement of batteries of all the laptops owned by the college.

Approved

2. To report for approval three extra classes taken by Mr. Nikhil Rajpul, Guest Faculty for B.Tech third year on the request of the students and on the recommendations of the TIC, Dept, of Computer Science.

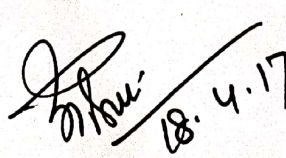
Noted and Approved


3. To consider the request received from the Administrative Officer to appoint Mr. S.Q. Abbass, Sr. Assistant who is retiring from the services of the college on 31st July, 2016 on contractual basis for a period of six months w.e.f. 02nd August, 2016 on consolidated salary of Rs. 19,800/- pm as per University of Delhi rules.

Approved

4. To consider the request received from the Library Committee to award the binding of the books and periodicals with the estimated cost of Rs. 1,36,325/- to Ms. Chandra Book Binding empanelled vendor with Delhi University at the approved binding rates.

Approved


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5. To consider the counting of past services of Mr. S.K. Dagar, Assistant for the services rendered by him in the Central University of Haryana w.e.f. 26/03/10 to 22/01/14 (on deputation basis to the post of UDC) and w.e.f. 22/02/14 to 23/04/15 (as Assistant in Central University of Haryana on lien).

Approved

6. To report that Ms. Bimlesh Sharma, SPA (Library) will be retiring from the services of the colleges on 30th June, 2016 on attaining the age of superannuation and payment of the following retirement benefits to her:

a. Commutation of Pension	: Rs. 4,13,961/-
b. Service Gratuity	: Rs. 7,18,096/-
c. Leave Encashment	: <u>Rs. 4,61,000/-</u>
Total	: <u>Rs. 15,93,057/-</u>

d. Pension : Rs. 10,525/-pm as per University of Delhi letter bearing no. Fin./Pen. Cell/F-No.-67/2016/792 dt. 16/03/16

Noted and Approved

7. To approve the proposal submitted by the duly constituted Committee for revision of existing fee structure for BMS/BBA (FIA)/B.Sc (H) Comp. Sc. courses from the academic year 2016-17.

Approved

8. To approve the purchase of 02 number of Windows 10 operating system from the authorised reseller of Microsoft.

Approved

9. To report the letter dt. 02/06/16 of DHE, Govt. of NCT of Delhi regarding revalidation/regularization of unutilized amount of Rs. 33,92,162/- for the financial year 2015-16 to be utilized during current financial year 2016-17 under sub head GIA (Capital Assets) and, therefore, to seek approval for purchase of computer and other IT items as already communicated to the DHE, Govt. of NCT of Delhi in 2015-16. The budget sent to the DHE was for Rs. 2 crores and the revalidation is for Rs. 33.92 lakhs, therefore, purchase will be made by keeping the constraint of approved amount.

Approved

10. To consider the restructuring of the course "Integrated Financial Modelling and Financial Econometrics" to "Financial Modelling & Algorithm Trading (FMAT)" as per the proposal enclosed (Annexure-II).

Approved

[Signature]
18.4.17

अध्यक्ष, प्रबन्ध समिति
CHAIRMAN, GOVERNING BODY
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES
(दिल्ली विश्वविद्यालय / University of Delhi)
विवेक विहार, फेस-II, दिल्ली-95
Vivek Vihar, Phase-II, Delhi-95

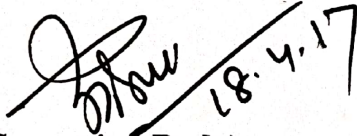
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डॉ. पूनम वर्मा/Dr. Poonam Verma
सदस्य सचिव, प्रबन्ध समिति
Member Secretary, Governing Body
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
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Vivek Vihar, Phase-II, Delhi-110095

11. To approve the expenses of travel and stay of the faculty advisor (presence of a faculty advisor is mandatory) for travelling to Mumbai alongwith Enactus team of SSCBS in the Enactus National Championship to be held from 21-22 July, 2016 at Mumbai.

Approved. It was requested by the Principal that the faculty advisor may be exempted from mandatorily travelling by Air India only as air fares of other private airlines are much cheaper than what the Air India is charging. The Governing Body resolved that the faculty advisor may be allowed to travel by any other airline if its fare is less than Air India. A comparative may be submitted by the faculty advisor for evaluation of rates by the college.

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



(Chairman, Governing Body)

अध्यक्ष, प्रबन्ध समिति

CHAIRMAN, GOVERNING BODY

शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज़

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(दिल्ली विश्वविद्यालय / University of Delhi)

विवेक विहार, फेस-II, दिल्ली-95

Vivek Vihar, Phase-II, Delhi-95



(Member Secretary, Governing Body)

डॉ. पूनम वर्मा/Dr. Poonam Verma

सदस्य सचिव, प्रबन्ध समिति

Member Secretary, Governing Body

शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज़

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