



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

Minutes for the meeting of the Governing Body held on **December 02, 2017 (Saturday)** at **11 am** in the college premises.

Following members attended the meeting:

1. Prof. Anil Rai, University Representative/Chairman.
2. Prof. Pankaj Sinha, University Representative/Treasurer.
3. Ms. Shalini Prakash, Teacher Representative.
4. Dr. Amrina Kausar, Teacher Representative.
5. Mr. Tulsi Ram Sharma – Non-Teaching Staff Representative (Special Invitee).
6. Dr. Poonam Verma – Principal/Member Secretary.

At the outset, the Principal/Member Secretary informed the Governing Body that the term of Prof. Pankaj Sinha, University Representative was extended for one year and introduced Ms. Shalini Prakash, Teacher Representative under the more than 10 years of service category to the Governing Body. She replaced Dr. Rohini Singh whose term was completed. The other members welcomed them to the Governing Body.

- 1) To approve and confirm minutes of the Governing Body meeting held on **September 28, 2017**.

*Minutes were confirmed*

- 2) Report of the “Action Taken” on the minutes of Governing Body meeting held on **28/09/2017**.

**RESOLUTION**

**Item No. 1 to 6**

**Item No. 7**

**Item No. 8 to 12**

**Item No. 13 to 36 (Reporting Items Office)**

**Item No. 37 to 43 (Reporting Items Accounts)**

**SUPPLEMENTARY AGENDA**

**Item No. 1**

**Item No. 2:**

Starting the Nescafe outlet in the college

premises

**ACTION TAKEN**

**Matter of record**

**Deleted**

**Matter of record**

**Matter of record**

**Matter of record**

**Matter of record**

**Nescafe outlet cabin has already  
been built up and to be functional**

**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)**

**पी एर 4 खण्ड-IV, डॉ. के.एन.काटजू मार्ग, सेक्टर-16,**

**रोहिणी, दिल्ली-110 089 (भारत)**

**PSP Area-IV, Dr. K.N. Katju Marg, Sector-16,**

**Rohini, Delhi-110 089 (INDIA)**

**Chairman, Governing Body**

**शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज**  
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very soon.

Item No. 3 & 4

Matter of record

Item No. 5

Deleted

Item No. 6, 7 & 8

Matter of record

**Resolved that "Action Taken" on the Minutes of the Governing Body meeting dt. 28<sup>th</sup> Sep, 2017 be recorded**

- 3) To consider and approve for starting a Certificate Course on Ind-AS (IFRS) and GST with six (6) modules (100 Hours) with fee of Rs.12,000/- plus taxes per student. (*Annexure - I*)

*Approved*

- 4) To consider and approve the request dated 3<sup>rd</sup> November 2017 of Ms. Kavita Kapur, Associate Professor in the Department of Management Studies for voluntary Retirement from the services w.e.f. 01/01/2018 and waive off one month of notice period (out of the three months).

*Approved. The Governing Body on the request of Ms. Kavita Kapur waived off one month notice period as per University of Delhi rules and appreciated her contribution to the college.*

- 5) To consider and approve request of Ms.Paridhi, Assistant Professor, Department of Management Studies for granting Child Care Leave from 1<sup>st</sup> January 2018 to 30<sup>th</sup> April 2018 (120 days) and to appoint a faculty on guest (period basis)/ad-hoc basis against this leave vacancy.

*Approved*

- 6) To consider and approve request of Ms.Sonika Thakral, Assistant Professor, Department of Computer Science for granting Child Care Leave from 20<sup>th</sup> Jul. 2018 to 19<sup>th</sup> Nov. 2018 (123 days) and to appoint a faculty on guest (period basis)/ad-hoc basis against this leave vacancy.

- 7) To consider and approve request of Dr.Mona Verma, Assistant Professor, Department of Management Studies for granting Child Care Leave from 21<sup>st</sup> Jul.2018 to 30<sup>th</sup> Nov.2018 (133 days) and to appoint a faculty on guest (period basis)/ad-hoc basis against this leave vacancy.

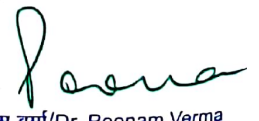
**Point no. 6 & 7: The Governing Body constituted a Committee to frame the rules for granting Study Leave/ CCL/EOL etc. It was also resolved that 50% of the total number of leave to be granted should be for Study Leave and the other 50% should be for CCL/EOL etc. However, to be able to consider each cases and be able to prioritize case by case certain policy recommendations be made by a Committee consisting of the following members:**

1. Principal
2. Two teachers representatives on the Governing Body



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डॉ. पूनम वर्मा/Dr. Poonam Verma  
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3. Staff Council Secretary
4. Staff Association President

- 8) To consider the appointment of Bursar as the term of existing Bursar Dr. Ajay Jaiswal, Assistant Professor is expiring on 16<sup>th</sup> December, 2017.

*The Principal/Member Secretary informed the Governing Body that Dr. Ajay Jaiswal, Assistant Prof./Bursar had desired to be relieved from the duties of Bursar as he wants to focus on his academic research work and as he has been handling this position for the past 05 years also. She recommended the name of Dr. Rishi Rajan Sahay to be the new Bursar once the term of Dr. Ajay Jaiswal expires on 16<sup>th</sup> December, 2017 to which the Governing Body approved the name of Dr. Rishi Rajan Sahay as Bursar for a period of one year w.e.f. 17<sup>th</sup> December, 2017. The Governing Body appreciated the work of the outgoing Bursar Dr. Ajay Jaiswal.*

- 9) To consider and approve the initiation of process for appointment of staff for the following posts on purely contractual basis through a skill test.

- ① Semi Professional Assistant – One
- 2) Junior Assistant-cum-Care Taker – One
- 3) Library Attendant (MTS) – One (As the number of books in library has increased above 21000 and as per UGC norms we may be sanctioned one more MTS above 15000 books) subject to the approval obtained from the Directorate of Higher Education.

*Point no. 9) 1) & 3) deleted from the Agenda Item.*

*Point no. 9) 2) was approved as per University of Delhi rules*

- 10) To consider and approve the honorarium for concerned staff members who are performing additional duties along with their regular work for looking after the building in the odd hours / days due to many events conducted by the various societies of the college.

*The Governing Body approved the payment of honorarium to the following staff members as mentioned against their names w.e.f. December 2017. It was also resolved that their duties may also be specified.*

1. Mr. Atul Bhardwaj, Technical Assistant – ₹ 3,000/- p.m.
2. Mr. Tulsi Ram Sharma Lab Attendant - ₹ 2,000/- p.m.
3. Mr. Tapan Mandal, Office Attendant - ₹ 1,500/- p.m.

- 11) To consider and approve the purchasing of following items from GeM as per requirement of the college out of the APC fund:

- a) Dustbins (Approximate cost is Rs.4,00,000/-)
- b) Table Top beveled Glasses (Approximate cost is Rs.2,50,000/-)
- c) Installation of 20 LCD Projectors (Approximate cost is Rs.2,50,000/-)

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Approved

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- 12) To consider and approve the fixing of some aluminum extra doors at the room numbers mentioned below for smooth functioning of the hostel block, and payment to be met by the college from the APC fund. Approximate cost is Rs.2,50,000/-.

S.No.	Room No.	Particulars
1.	222	Extra Door to be fitted between room no 221-222 (Girls Hostel)
2.	240	Extra Door to be fitted between room no 239-240 (Boys Hostel)
3.	322	Extra Door to be fitted between room no 321-322
4.	352	Extra Door to be fitted between room no 351-352
5.	422	Extra Door to be fitted between room no 421-422
6.	440	Extra Door to be fitted between room no 439-440

*Approved*

### **REPORTING ITEMS (OFFICE)**

- 13) To report a letter no. DHE 6 (140)/2017-18/LG/CM/Dy.CM/5247-48 dated 24/11/2017 received from the Administrative Officer, Directorate of Higher Education, Govt. of NCT of Delhi in reference to a letter of OSD to Minister of Social Welfare, Co-op, SC/ST Welfare & Gurudwara Elections, GNCTD alongwith a letter from URS India Sports Management Pvt. Ltd. for opening a Cricket Academy in the college. (*Annexure – II*)

*The matter was discussed and it was resolved that a reply be sent to the Administrative Officer, DHE, GNCTD that as there is no cricket ground in our college, the said offer cannot be acceded to. It was further resolved that a request be sent to DHE for allotting the adjacent vacant plot to our college for such sports related purposes.*

- 14) To report and approve the installation and payment of DTH services from Tata Sky on monthly/yearly basis.

*Noted and approved*

- 15) To report and approve the purchase of 300 Godrej locks with master keys from GeM, for using in all the classrooms, hostel rooms & other rooms, out of the APC fund account of the college. The cost involved is Rs.1,94,700/-.

*Noted and approved*

- 16) To report for approval the action of the Principal for appointing the following Guest Faculty (**period basis**) for the semester (I, III & V) based on the recommendations of the TIC of the respective departments as per the rules of the University of Delhi:

S. No.	Name	Period
<b>B.SC (H) COMPUTER SCIENCE</b>		
1.	Ms. Rimi	w.e.f. 31/08/2017 to 15/11/2017 (end of the semester)

*Noted and approved*

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- 17) To report for approval the action of the Chairman for appointing the following teaching staff as Assistant Professors on ad-hoc basis in the department of Management Studies w.e.f. dates mentioned against their names on the recommendations of the Teacher-in-charge.

S. No.	Name	Designation	Date of Appointment
1	Dr. Gurjeet Kaur	Assistant Professor	November 21, 2017 to March 20, 2018
2	Ms. Ashima Arora	Assistant Professor	November 21, 2017 to March 20, 2018
3	Ms. Anusha Goel	Assistant Professor	November 21, 2017 to March 20, 2018
4	Ms. Kunjana Malik	Assistant Professor	November 21, 2017 to March 20, 2018
5	Ms. Pratibha Maurya (OBC Category)	Assistant Professor	November 21, 2017 to March 20, 2018

*Noted and approved*

- 18) To report for approval the inclusion of name of Dr. Poonam Verma, Principal, in the Pre-Screening Committee constituted for screening of the applications received for the post of the Principal for various colleges as communicated by the University vide its letter no. CS.I(114)/Apptt. Principal/2014/ dated 24/11/2017.

*Noted and approved*

- 19) To report for approval the nomination of Dr. Poonam Verma, Principal as Special Invitee in an Interim Governing Body for Institute of Cyber Security & Law (ICSL) in order to look after day to day functioning of ICSL as per University Notification no. Estab.II(i)/2017/1610 dated 14<sup>th</sup> November 2017.

*Noted and approved*


### ITEMS (ACCOUNTS)


- 20) To consider the proposal dated 27.11.2017 of MGRM Net Ltd. for procurement of M-STAR College Expert System, i.e. an ERP solution for automation of college activities and procedures, from GeM (Government e-Marketplace) as administratively approved in the Governing Body in its meeting held on 28.09.2017. The expenditure involved as per Commercials (content point no. 6) for the first year only may be approved out of APC Fund Account of the college. The expenditure of AMC for second year onwards may be approved out of Students' Society Account with revision of fee structure for the same. **(Annexure-III)**

*After detailed discussions, it was resolved that as there is only one vendor available on GeM, college should explore more companies/vendors providing these type of services by way of e procurement by calling e tenders for better quality and results.*

*For the preparation of the Tender Document for the same, a Committee of the following was formed:*

*a. Two senior teachers from the Department of Computer Science of the college.*

  
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- b. *Dr. Ajay Gupta, Ex-Director, Delhi University Computer Centre.*  
 c. *Expert from the Delhi Technological University*

*However, as there is no software for the attendance of the students, the Governing Body resolved that one Jr. Assistant may be appointed on contractual basis the salary of which be paid from the APC Account. The said person will enter the students' attendance to be given by teachers on daily basis the modalities of which may be worked out by the college administration.*

*The Governing Body resolved that the Accounts Department could purchase the Tally/any other accounting software so as to facility the accounts related work.*

- 21) To consider the proposal dated 20.11.2017 of ICT Academy, an initiative of the Government of India in collaboration with the State Governments and Industries for better training opportunities for faculty/students and increased industry interaction and approve the associated expenditure for Rs.25,000/- + Taxes per annum out of APC Fund Account of the college. (*Annexure-IV*)

*Approved on trial basis for one year*

- 22) To consider the application of Dr. Tribhuvan Kumar, Professional Assistant of this college and approve a payment of Rs.31,580/- to him on account of Non-productivity Linked Bonus as per relevant orders of University of Delhi. (*Annexure-V*).

*Approved*

### REPORTING ITEMS (ACCOUNTS)

- 23) To report and approve the budget allocated to various societies/activities out of Students' Societies Account of the college for the academic year 2017-18.

*Noted and approved*

- 24) To report the approval taken on 11.09.2017 regarding opening of bank account at ICICI Bank, Sector-11, Rohini with payment gateway facility for digital/online receipts including fee from the students.

*Noted and approved*

- 25) To report the Final Withdrawal out of Employees Provident Fund account in respect of following employees/pensioners of the college:

Sno.	Name	Designation	Amount	Date	Purpose
1	Mr. Pradeep Verma	Assistant	68,000	02.11.2017	Illness of son
2	Mr. Manohar Lal	Daftari	1,62,000	14.11.2017	Purchase of flat

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*Noted and approved*

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- 26) To report the Investments/Re-investments, based on the recommendations of the concerned committees, with the following details:

S. No.	Date of Investment	Amount of Investment	Rate of Interest	Period of Investment	Bank	Out of Account
1	12.10.2017	26,46,000	6.50%	1 year	SBI	Employees Provident Fund Account
2	25.10.2017	5,19,550	6.75%	1 year	IDBI	

*Noted and approved*

**SUPPLEMENTARY AGENDA:**

1. To seek approval of the recommendations of the Library Committee for written off the following books as these have been found missing in the physical stock verification of library books for the year 2016-17:

S. No.	Acc. No.	Author	Title	Cost of Book
1.	637	Akbar, M.J	Riot after riot	55.00
2.	4337	Koren, Leonard	Haggler's handbook	346.70
3.	5594	Tax, Indian-Institute	Value added tax with reference to India	100.00
4.	7963	Khan, M.Y	Basic financial management	165.00
5.	8225	Puliani, Ravi	Handbook on companies act	0.00
6.	8689	Prasad, Ajit	Extremely short cases on strategic management	150.00
7.	8753	Foster, Jack	How to get ideas	195.00
8.	9121	De Cenzo, David A	Human resource management	348.60
9.	9122	De Cenzo, David A	Human resource management	348.60
10.	9560	Trout, Jack	Genie's wisdom	95.00
11.	10468	Dessler, Gary	Human resource management	295.00
12.	12931	Dessler, Gary	Human resource management	295.00
13.	13819	Jones, John Philip	When Ads work	195.00
14.	16405	Gupta, S.L	Research methodology	339.00
15.	16687	Froyen, Richard T.	Macroeconomics	475.00
16.	16692	Froyen, Richard T.	Macroeconomics	475.00
17.	16921	Hinton, Perry R.	SPSS explained	550.00
18.	16930	George, Darren	SPSS for windows step by step	425.00
19.	16931	George, Darren	SPSS for windows step by step	425.00
20.	17065	George, Darren	SPSS for windows step by step	425.00
21.	19909	Singhania, V.K.	Students guide to indirect tax laws	345.00
			<b>Total</b>	<b>6047.9</b>

*[Signature]*  
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*Approved*

*[Signature]*  
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2. To consider and approve the proceeding on Study Leave of Ms. Deepti Khatri, Librarian w.e.f. 1<sup>st</sup> January, 2018 as passed in the Governing Body in its meeting held on April 18, 2017.

*Approved and it was resolved that the said post of Librarian be filled on deputation/temporary basis against the leave vacancy at the earliest so that the Library functions smoothly and efficiently.*

3. To consider the request of Ms. Shikha Gupta, Assistant Prof., Department of Computer Science for extension of Child Care Leave from July 2018 to January 24, 2019 and thereafter Earned Leave till the end of Jan-Apr 2019 semester.

**Resolution same as Pt.no. 6 & 7 of the main agenda**

4. To consider the observations of the Purchase Committee meeting held on December 1, 2017 for the following Tender Documents: (*Annexure – VI*)
- Mess and Canteen
  - Housekeeping Services
  - Security Services

*The Governing Body considered the observations of the Purchase Committee. It resolved that there is wisdom in including the criteria of 'Understanding the Scope of Work through PPT alongwith the Execution Plan' as part of the technical evaluation in the two bid tendering process. This criterion will help in identifying the right vendor.*

5. To report the progress report of the SIIF received from the CEO, SIIF (*Annexure – VII*).

*Noted*



(Anil Rai)

**Chairman, Governing Body**

अध्यक्ष, प्रबन्ध समिति  
Chairman, Governing Body  
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(दिल्ली विश्वविद्यालय / University of Delhi)  
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रोहिणी, दिल्ली-110 089 (भारत)  
PSP Area-IV, Dr. K.N. Katju Marg, Sector-16,  
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(Poonam Verma)

**Member Secretary, Governing Body**

डॉ. पूनम वर्मा/Dr. Poonam Verma  
सदस्य सचिव, प्रबन्ध समिति  
Member Secretary, Governing Body  
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
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