



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

Minutes of the meeting of the Governing Body held on 6th June, 2018 (Wednesday) at 4 pm in the college premises.

Following members attended the meeting:

1. Prof. Pankaj Sinha, Chairman / University Representative
2. Mr. R.R. Pathania, Member
3. Mr. Prashant Saxena, Member
4. Mr. Praveen Gupta, Member
5. Dr. Ajay Gupta, Member
6. Dr. Anil Kumar Singh, Member
7. Dr. Manisha B. Thakur, Member
8. Prof. Reetesh K. Singh, University Representative.
9. Dr. Amrina Kausar, Teacher Representative.
10. Mr. Jaiversh Anand – Non-Teaching Staff Representative (Special Invitee).
11. Dr. Poonam Verma – Principal/Member Secretary.

Ms. Shalini Prakash, Teacher Representative was not present in the meeting as she was out of the country.

At the outset, the Principal/Member Secretary informed the Governing Body about the sad demise of Ms. Neha Rajput, Assistant Prof., Department of Management Studies on 2nd June, 2018. Members observed two minutes silence to pay homage to the departing soul.

The Member Secretary then introduced Mr. Jaiversh Anand, Non-Teaching Staff Representative (Special Invitee) to the other Governing Body members as the term of Mr. Tulsi Ram Sharma had expired.

Then the following agenda items were taken up for discussion:

- 1) To nominate one member of the Governing Body in the Selection Committee of the Librarian to be filled on deputation/ temporary basis.

The Governing Body nominated Mr. R.R. Pathania as a member of the Governing Body on the said Committee.

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डॉ. पूनम वर्मा/Dr. Poonam Verma
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- 2) To nominate one member of the Governing Body in the Departmental Promotion Committee for the post of Sr. Assistant.

The Governing Body nominated Dr. Manish B. Thakur as a member for the Departmental Promotion Committee meeting for the post of Sr. Assistant.

- 3) To nominate one member of the Governing Body in the Provident Fund Committee.

The Governing Body nominated Mr. Prashant Saxena on the Provident Fund Committee of the college.

- 4) To consider the recommendations of the Leave Advisory Committee as constituted by the Governing Body in its meeting held on 2nd December, 2017 for recommending Study Leave/CCL/EOL etc. to the faculty.

The Governing Body resolved to constitute a Leave Sanctioning Committee consisting of the following members to recommend the Study Leave/CCL/EOL etc. to the teachers:

- a. Dr. Ajay Gupta
- b. Dr. Anil Kumar Singh
- c. Dr. Manisha B. Thakur
- d. Principal

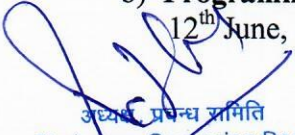
- 5) To nominate one member of the Governing Body in the Purchase Committee for purchasing above Rs.2.5 Lakh (as per GFR 2017).


The Governing Body nominated the following two members on the Purchase Committee for purchases above Rs. 2.5 lakhs:

1. Mr. R.R. Pathania and
2. Mr. Praveen Gupta

- 6) To approve the publishing of advertisement for filling up following already sanctioned non-teaching posts on permanent basis as approved by the University of Delhi vide letter no. CB-II/110/Roster/Advt./SSCBS/079/78 dated March 3/9, 2017:

- a) **Placement Officer – 01** (Sanction vide DU letter no. CB-II/92/150/40772 dt. 20/11/92)
- b) **Programmer – 01** (Reserved for VH) (Sanction vide DU letter no. CB-II/97/193/9131 dt. 12th June, 1997)


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- c) **Sr. Technical Assistant (Computer) – 02** (01 Reserved for OH) (Sanction vide DU letter no. CB-II/97/193/9131 dt. 12th June, 1997 and DHE letter bearing no. DHE-13(2)/Misc./2008-09/5245 dt. 17/09/10)
- d) **Jr. Assistant / Jr. Assistant-cum-Caretaker – 03** (02 Reserved for OBC & 01 Reserved for HH) (Sanction vide DU letter no. CB-II/92/150/40772 dt. 20/11/92 and DHE letter bearing no. DHE-13(2)/Misc./2008-09/5245 dt. 17/09/10)

The Governing Body approved the publishing of advertisement for these non-teaching posts.

- 7) To consider the application of Mr. Neeraj Kumar Sehrawat, Assistant Professor for seeking financial assistance for attending and presenting paper at World Finance Conference, Mauritius to be held from July 25, 2018 to July 27, 2018.

The matter was discussed in detail regarding the financial assistance to be given by the college for presenting papers at the International Conferences held outside India. However, it was resolved that the faculty members of the college from all the Departments should identify list of International Conferences of repute.

A Committee of the following members was formed to finalize the rules and criteria for releasing the financial assistance to the faculty members for presenting papers in the International Conferences and the applications of these faculty members will be examined and approved for financial assistance by this Committee.

- a. *Prof. Reetesh K. Singh*
- b. *Dr. Anil Kumar Singh*
- c. *Dr. Manisha B. Thakur*
- d. *Mr. Prashant Saxena*
- e. *Dr. Amrina Kausar, Presenting Officer (Teacher Representative on the Governing Body)*

The present application of Mr. Neeraj Kumar Sehrawat be kept in abeyance till the faculty members recommend the names of these International Conferences of repute. The aforesaid Committee will finalize the rules and the international Conferences held abroad to be attended.

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- 8) To consider and approve the reward scheme for faculty for publishing research paper in the journals (National and International) listed in Australian Business Deans Council (ABDC). (Annexure – I).

It was resolved that a Committee of the following members will examine the proposal received as part of Annexure-I:

- a. *Prof. Reetesh K. Singh*
- b. *Dr. Anil Kumar Singh*
- c. *Dr. Manisha B. Thakur*
- d. *Mr. Prashant Saxena*

- 9) To consider and approve the revenue sharing proposal for faculty development program / Workshop/ Doctoral Summer School/Short term courses & Graduate Summer School. (Annexure – II).

The matter was discussed at length and the Governing Body approved this proposal in principle. The standard operating procedure should be developed so as to bring in more transparency and objectivity. It was discussed that a mechanism should be developed on how it is to be rolled out. The Governing Body resolved that a proposal should be presented in the next meeting. The ratio of sharing the revenue between the coordinator and the college should be finalized only after evaluating the detailed proposal.


- 10) To consider and approve the reimbursement structure of paper presentation by the college students for participating in conferences along with their teacher mentors. (Annexure – III).


It was resolved that a Committee of the following members will examine the proposal received as part of Annexure-III:

- a. *Prof. Reetesh K. Singh*
- b. *Dr. Anil Kumar Singh*
- c. *Dr. Manisha B. Thakur*
- d. *Mr. Prashant Saxena*

- 11) To report the progress of publishing tenders for purchasing systems and having Public Private Partnership on concession based model to run Post Graduate Diploma in Cyber Security and Law (PGDCSL) course.

Following amendments were made in the resolution passed in the emergent Governing Body meeting held on 22nd May, 2018:


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1. *An Empowered Committee was constituted to facilitate the effective inception and conduct of PGDCSL course from the academic session 2018-19 onwards. The Committee will also look into the purchases of hardware requirements and tendering of the Public Private Partnership on Concession Based Model as Knowledge partners for this course. The Committee will have the following members and it was decided that a meeting of the same be held on June 8, 2018 at 4 pm:*


- a) *Prof. Reetesh K. Singh*
- b) *Mr. R.R. Pathania*
- c) *Mr. Prashant Saxena*
- d) *Mr. Praveen Gupta*
- e) *Finance Officer, University of Delhi or his nominee.*
- f) *Ms. Sunaina Kanojia, OSD, ICSL, Univ. of Delhi.*
- g) *Dr. Ajay Jaiswal, Assistant Prof., SSCBS - Coordinator*
- h) *Mr. Ajitabh Saxena, Section Officer (Accounts), SSCBS*
- i) *Dr. Poonam Verma, Principal, SSCBS*

2. *The name of Treasurer, University of Delhi was removed from the Committee due to the protocol requirements as mentioned by him in a personal communication to the Principal.*

3. *As per the inputs given by the Principal regarding her meeting with the Treasurer of the University it was resolved that the Governing Body of the college is empowered to take a decision regarding the honorarium to be paid to the teacher coordinator for a self-financing course. Thus, after discussions and after deliberating upon the amount of work that is required beyond the workload of a teacher it was resolved that it is appropriate to give an honorarium of Rs. One lakh p.a. to the course coordinator till such time the regular teachers are appointed for this course.*

12) To take a decision in the matter of Internal Complaints Committee's (ICC) order in the case of Dr. Nidhi Kesari as per resolution passed in the Governing Body meeting held on 19th May, 2018.

The sequence of events were narrated by the Principal as circulated to all the members as per resolution passed in the Governing Body meeting held on 19th May, 2018.


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An appeal for personal appearance in the Governing Body meeting given by the complainant Dr. Nidhi Kesari was taken note by the members of the Governing Body.

The Governing Body considered the ICC report and notwithstanding the ICC orders it was resolved that the concerned students be asked to tender an "Unconditional apology" and they should do community service with any organization/NGO for 20 hours and documentary evidence of the same be produced and submitted to the college Administration.

It was further resolved that the matter be considered as closed.

- 13) To report that college had invited applications for the post of Deputy Warden for Girls Hostel and Warden and Deputy Warden for Boys Hostel from amongst the teachers of our college. No application was received.

The Principal/Member Secretary informed the Governing Body that no application has been received for these posts from the faculty members despite the fact that Notice has been circulated twice for the same. The Governing Body asked the Principal to look within the college teachers either permanent or adhoc for this post and efforts should be made to get these posts sanctioned from the competent authorities. It was directed that advertisement for the same be again released asking faculty members to apply for the same and then the status of the same be put up to the Governing Body for further necessary action.

- 14) To report the status of the following e-tenders published on the e-procurement portal of Govt. of India:

- a. Security Services (18 vendors applied and Technical Evaluation under process)
b. Mess & Canteen Services (02 vendors applied in Re-tendering).

The Principal/Member Secretary informed the Governing Body that only two vendors have applied in the re-tendering done for providing Mess and Canteen Services.

Due to the non-receipt of sufficient number of bids for e-tender invited for providing Canteen & Mess services in


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Shaheed Sukhdev College of Business Studies, the Governing Body directed that the Tendering for the third time (Re-tendering for the second time) be done for providing Mess & Canteen Services in SSCBS and fresh bids be invited for the same.

ITEMS (ACCOUNTS)

- 15) To approve the Final Accounts of the college for the financial years 2014-15, 2015-16 and 2016-17 duly audited by the Examiner Local Fund Audit (ELFA), Govt. of NCT of Delhi.

It was resolved that this agenda item will be placed again in the next Governing Body meeting. It was also observed by the members that a detailed accounts needs to be sent to members before next Governing Body meeting for their perusal.

- 16) To approve the following panel of Chartered Accountants for conducting the statutory internal audit of the college accounts for the financial year 2017-18:

M/s Mandeep Kumar Garg & Co.
619, Ring Road Mall
Near Kali Mata Mandir
Sector-5, Rohini
New Delhi - 110085

Regn. No.: 020726N

M/s Narender Singh & Co.
B-38, Christian Colony
Patel Chest, Delhi University
Delhi - 110007

Regn. No.: 015455N

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


Regn. No.: 017937N

M/s DSD & Co.
211, Neelkanth Plaza
Plot No. 15, Community Centre
Road No. 44, Pitam Pura
New Delhi - 110034

Regn. No.: 019262N

The Governing Body directed that communication be sent to the University asking for a list of empanelled Chartered Accountants with the University and advertisement for the same be released on the college website as well.


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- 17) To approve the distribution of share on account of NPS account of the college among the subscribers i.e. Mr. S.K. Jain (Ex-Administrative Officer), Ms. Damini Gupta (Ex-Assistant Professor) and Dr. Ajay Jaiswal (Assistant Professor – now GPF Subscriber) as there is no subscription transaction in this account since financial year 2013-14 and accordingly closure of the account at SBI.

Approved

- 18) To approve for seeking advice from the Chartered Accountant regarding registration of college under Goods and Service Tax (GST) with the relevant provisions of the GST Act and, if required approval for hiring of services of Chartered Accountant for filing the returns & allied services.

Approved

SUPPLEMENTARY AGENDA

1. To consider and approve the Fee Structure and recruitment of following staff required for Hostel (**Annexure - IV**):
- Warden (One)
 - Doctor (One)
 - Deputy Warden (Two)
 - Nurse (One)
 - Matron (One)
 - Account Assistant (One)
 - Security Guards (Six)
 - Cleaning Staff (Six)
 - Office Attendant (Two)

It was resolved that Warden and Dy. Warden has to be identified from the existing teaching staff only. The recruitment of other staff is approved. It was also felt that as the teacher Warden and Dy. Warden are not residing in the college campus there is need for two Matrons i.e. one for boys and another for girls hostel is essential and these may be appointed.

2. To consider a proposal received from Moksh S. Nair and Jatin Garg, students of BMS second year duly forwarded by CEO, SIIF for starting a fitness centre chain starting with SSCBS itself and requesting the college authorities to allow them to use one of the faculty flats within college campus. (**Annexure - V**).

The matter was deferred and a final decision was not taken and the CEO, SIIF was asked to submit a fresh proposal regarding the same before the Governing Body to take a final decision.

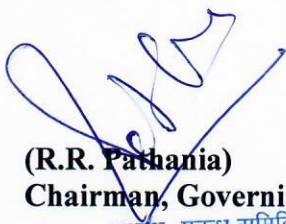

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3. To consider the request received from Dr. Ajay Jaiswal, PGDCSL Coordinator for procurement of following items and further allow to publish the tender documents for Public private partnership and tender document for purchasing hardware as limited tender (time given to response to tender 14 days instead of 21 days) at the earliest (**Annexure – VI**)

S. No.	Item	Quantity
1	Desktops	55
2	Server	1
3	Workstation	1
4	Printers	4
5	Laptop	1

Resolution same as Point no. 11 of the Main Agenda to be taken up by the duly constituted Empowered Committee.



(R.R. Pathania)
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)
पी एस पी खण्ड-IV, डॉ. के.एन.काटजू मार्ग, सेक्टर-16,
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(Poonam Verma)
Member Secretary, Governing Body

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