



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

Minutes of the meeting of the Governing Body held on 13th October, 2018 (Saturday) at 11:30 am in the college premises.

Following members attended the meeting:

1. Mr. R.R. Pathania, Chairman, Governing Body.
2. Mr. Praveen Gupta, Treasurer, Governing Body.
3. Dr. Ajay Gupta, Member.
4. Dr. Anil Kumar Singh, Member.
5. Prof. Pankaj Sinha, University Representative.
6. Prof. Reetesh K. Singh, University Representative.
7. Mr. Ramesh Kumar, Teacher Representative.
8. Dr. Poonam Verma – Principal/Member Secretary.

Mr. Prashant Saxena expressed his inability to attend the Governing Body meeting due to some other urgent meeting. Mr. Jaiversh Anand, Non-teaching staff representative telephonically informed the Principal that he would not be able to attend the meeting due to ill health.

At the outset, Principal introduced Mr. Ramesh Kumar, Teacher Representative under the less than 10 years' service category as a new member of the Governing Body in place of Dr. Amrina Kausar whose term had expired. All the Governing Body members welcomed Mr. Ramesh Kumar on board.

The Principal also informed that Dr. Anuja Mathur is a Teacher Representative under the more than 10 years' service category as a new member of the Governing Body in place of Ms. Shalini Prakash whose term had expired. However, Dr. Mathur was not available for the meeting as she had gone to USA with the ENACTUS team of students of the college for a World Water Race Competition. The team had honoured the country by being the 2nd position holder. To this the GB applauded the efforts and congratulated the college.

The Governing Body thanked Prof. Pankaj Sinha for his valuable contribution to the college both as a member and as the preceding Chairperson on the Governing Body during his tenure. The Governing Body further requested Prof. Pankaj Sinha to continue to support the causes of the college.

उपस्थित प्रबन्ध समिति
Chairman, Governing Body
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
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डॉ. पूनम वर्मा/Dr. Poonam Verma
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- 1) To approve and confirm the minutes of the Governing Body meeting held on **July 18, 2018**.

The minutes were approved and confirmed after considering the following observations:

Pt. no. 29 at Page no. 10 of the GB minutes dt. July 18, 2018 regarding approval of the Final Accounts of the college for the financial years 2014-15, 2015-16 and 2016-17, the Governing Body took a serious view of the same and directed that such inadvertent delays should not be there in getting the final accounts passed by the Governing Body. The Governing Body, however, approved the final accounts for the financial years 2014-15, 2015-16 and 2016-17 but directed that this should not be taken as precedence to be followed in future and also directed that the reasons due to which so much delay occurred should be put up as supporting documents and these documents justify inadvertent delay and must be placed before GB in the next meeting as the matter is very serious.

- 2) Report of the “**Action Taken**” on the minutes of Governing Body meeting held on 18/07/2018.

RESOLUTION

Item No. 1 & 4

Confirmation & action taken on the minutes of June 6, 2018 and July 5, 2018

Item No. 5

Starting an award for the meritorious student in HRM Core Paper of BMS in the name of Ms. Neha Rajput in the college

Item No. 6

Purchasing of White Boards and pin boards in Tutorial / Activity/ Faculty Rooms

Item No. 7

Appointment of Mr. Ravinder Kumar as Driver

Item No. 8

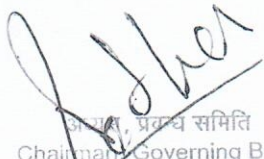
ACTION TAKEN


Matter of record

The award has been started & given to the meritorious student in HRM

The purchases have been made through GeM and installing is under process

Matter of record


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Appointment of contractual non-teaching employees

Matter of record

Item No. 9

Counting of past service of Mr. Ajitabh Saxena, S.O. Accounts

Matter of record

Item No. 10

Appointment of one Technical Assistant on contractual basis for handling electronic equipment

Recruitment process has been initiated

Item No. 11

Nomination of one member of G.B. for Selection Committee of System & Network Administrator

Matter of record

Item No. 12

Nomination of one member of G.B. for IQAC 2018-19

Matter of record

Item No. 13

Proposal for being a honorary Chairperson of Management Committee of Kendriya Vidyalaya for Dr. Poonam Verma

Matter of record

Item No. 14

Payment of Death Gratuity and leave Encashment of Ms. Neha Rajput

Matter of record

Item No. 15

Writing off the missing books of Library

Matter of record

Item No. 16 to 24 (Reporting Items Office)

Matter of record

Item No. 25

Sanctioning of 8 days leave without pay on Medical ground to Mr. Deepak Kumar

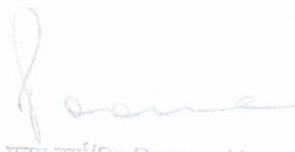
Matter deferred for next meeting

Item No. 26 to 28 (Reporting Items Office)

Matter of record



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ITEMS (ACCOUNTS)

Item No. 29

Approval of final accounts of the college for the year 2014-15, 2015-16 and 2016-17

Matter of record

Item No. 30 to 32 (Reporting Items Accounts)

Matter of record

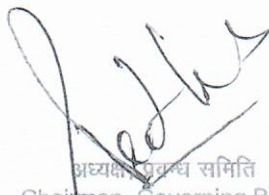
Item No. 33

Progress Report of the SIIF

Matter of record

Any other matter with the permission of the Chair

1. One representative from the G.B. on the Selection Committee for the appointment of Adhoc teachers in the college Letter written to the University
2. Sitting fee/ allowance and conveyance for the G.B. members Matter of record
3. An allowance of Rs.3000/- for looking after the work of Placement Officer to Mr. Tushar Marwaha, Assistant Professor Allowances has been started
4. Calculation of contract award value for Mess & Canteen services Matter of record
5. Letter received from the GeM for tendering on GeM instead of E-procurement Govt. of India Matter of record
6. For interim arrangement for Hostel
 - a. Mr. Tulsi Ram Sharma was granted an honorarium of Rs.5000/- for looking after the work of Boys Hostel An honorarium has been started for looking after the work of Boys Hostel
 - For Matron in the Women's Hostel a person be identified Ms. Sakshi has been appointed as Matron for Girls Hostel
 - b. One person from Office and one person from Accounts will look after the work of Hostel. An honorarium of Rs.2500/- each will be paid to them Mr. Sanjay Batra from Accounts and Mr. Himanshu Yadav from office have been assigned the additional work of hostel and payment of honorarium has started
 - c. The Warden and Dy. Warden be given phone bill reimbursement as per their pay scales Under process



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Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 18/07/2018 be recorded.

MAIN AGENDA ITEMS FOR MEETING DT. 13 OCTOBER, 2018

- 3) To consider and approve the recommendation of the Hostel Management Committee for fee structure, medical facilities, seat allocation, criteria for admission to the hostel and advertisement for hostel staff. (Annexure – I)

Approved

- 4) To consider and approve an interim arrangement for allowing honorarium of Rs.1,500/- p.m. each to Mr. Neeraj Kumar and Ms. Kishori R. Shankar, Assistant Professors for being Dy. Warden for boys and girls hostel respectively.


Approved


- 5) To consider and fix an allowance for telephone expenses for Warden, Dy. Warden, Manager and Matron as recommended by the Hostel Committee of the College.

The Governing Body approved a fixed allowance of Rs. 200/- per month for Warden, Dy. Warden, Manager and Matron irrespective of the actual expenses incurred.

- 6) To consider and approve the purchase of refrigerator and microwave oven for boys and girls hostel one each as recommended by the Hostel Committee of the College.

Approved. The Governing Body also suggested that a Camera may also be installed where these refrigerator and microwave oven will be kept in the hostel for safety purposes.


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- 7) To consider and fix the electricity and water charges for hostel in the absence of the installation of sub-meter in the hostel block as recommended by the Hostel Committee of the College.

This agenda item was dropped as the college is already charging some amount from the students as per the recommendations of the Hostel Committee and electricity & water charges be paid out of that.

- 8) To approve and sanction one post of Sr. Technical Assistant and one post of Lab. Attendant on purely contractual basis to handle the PGDCSL laboratory of the college with a consolidated salary of Rs.23,760/- and Rs.15,070/- respectively (subject to revision by the University) out of APC fund as per the University of Delhi rules as per the request of Dr. Ajay Jaiswal, Coordinator, PGDCSL dt. June 6, 2018.

Approved out of the Maintenance Grant. It was further resolved that a letter be written to the University for the reduction of institutional fee.

- 9) To consider and approve for purchasing of 55 Wi-Fi cards for installing in the desktops computers purchased for the PGDCSL laboratory of the college as proposed by the course coordinator of PGDCSL.

Approved

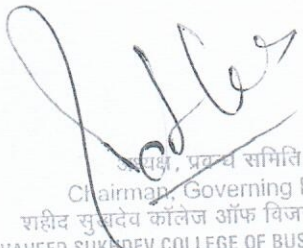
- 10) To consider and approve the appointment of one MTS on contractual basis against the permanent sanctioned post of Gestetner Operator till we received the approval from the University of Delhi for the same.


Approved

- 11) To consider the request for extension of study leave to Ms. Deepti Khatri, Librarian for a period of one year w.e.f. January 4, 2019.

- 12) To consider the request for deferment of study leave of Mr. Ramesh Kumar, Assistant Professor, w.e.f. July 2019. Earlier he was sanctioned study leave from January 2019 by the Leave Sanctioning Committee in its meeting held on 22/06/18.

- 13) To consider the request for extension of study leave to Mr. Narander Kumar Nigam, Assistant Professor for a period of four months from 1st January 2019 to 30th April 2019.


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Resolution for Pt. no. 11 to 13: The Governing Body resolved that this matter be routed through the Leave Sanctioning Committee as constituted vide GB resolution passed in its meeting held on 6th June, 2018.

- 14) To consider and approve the name of Mr. Mohinder J.S. Rupal, Advocate who is in the panel of University of Delhi for appearing on behalf of the college in the petition filed by Ajay Jaiswal in W.P. No. 9832/2018 in the Hon'ble High Court of Delhi. He will be paid fees as per University of Delhi rules.

Approved

Reporting Items (Office)

- 15) To report for recognizing 'SSCBS Innovation and Incubation Foundation (SIIF), Delhi' as Technology Business Incubator (TBI) under notification no. G.S.R., 130 (E) dtd. 27/02/2014 and General Circular No. 21/2014 dated 18/06/2014 issued by Ministry of Corporate Affairs.

Noted and approved


- 16) To report for approval the availing of child care leave by Ms. Archana Pandey, Lab. Attendant from 16/08/2018 to 14/09/2018 (30 days).

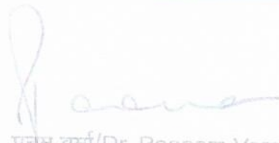
Noted and approved

- 17) To report for approval the recommendations of the Leave Sanctioning Committee meeting held on 22/06/2018 and 28/07/2018 as per details given below:

Meeting dated 22/06/2018

S. No.	Name of Teacher	Type of Leave	Period of Leave Sanctioned
1.	Mr. Narender Kumar Nigam	Study Leave	w.e.f. 20.07.2018 to 31.12.2018.
2.	Ms. Saumya Jain	Study Leave	w.e.f. 25.06.2018 or the date on which teacher proceeds on leave, whichever is later, for a period of 1 year.
3.	Mr. Ramesh	Study Leave	w.e.f. 01.01.2019 for a period of 1 year.


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4.	Dr. Shikha Gupta	Child Care Leave	w.e.f. 20.07.2018 to 31.12.2018.
5.	Dr. Tarannum Ahmad	Child Care Leave	w.e.f. 01.01.2019 to 30.04.2019.

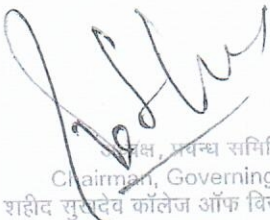
Meeting dated 28/07/2018

S. No.	Name of Teacher	Type of Leave	Period of Leave Sanctioned
1.	Mr. Narender Kumar Nigam	Study Leave	The Committee considered the application of Mr. Nigam sympathetically and recommended that extension of study leave is not permissible due to the present rule position as mentioned above.
2.	Dr. Anamika Gupta	Child Care Leave	The Committee considered the application and resolved the modification of earlier sanctioned leave to Dr. Shikha Gupta, as under: CCL Sanctioned to Dr. Shikha w.e.f. 20.07.2018 to 10.10.2018 and thereafter to Dr. Anamika w.e.f. 11.10.2018 to 31.12.2018.
3.	Dr. Mona Verma	Child Care Leave	The Committee considered the application and resolved the modification of earlier sanctioned leave to Dr. Tarannum Ahmad, as under: Sanctioned to Dr. Tarannum w.e.f. 01.01.2019 to 28.02.2019 and thereafter to Dr. Mona w.e.f. 01.03.2019 to 30.04.2019.

Noted and approved

- 18) To report for approval the change of dates of Child Care leave as requested by Dr. Anamika Gupta, Assistant Professor as per details given below:

Name.	Earlier Sanctioned Dates	Changed Dates
Dr. Anamika Gupta	11/10/2018 to 31/12/2018 (82 days)	22/10/2018 to 13/12/2018 (53 days)


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- 19) To report for approval the action of the Chairman for appointing the following non-teaching staff on purely contractual basis w.e.f. the dates mentioned against their names for a period of six months:


S. No.	Name	Designation	Date of Appointment
1	Ms. Champa Negi	Junior Assistant	11/10/2018 to 10/04/2019
2	Ms. Laxmi Singh	Junior Assistant	11/10/2018 to 10/04/2019
3	Ms. Bharti Mishra	Library Assistant	11/10/2018 to 10/04/2019
4	Mr. Ravinder Kumar	Driver	14/09/2018 to 13/03/2019

Noted and approved

- 20) To report for approval the action of the Principal for appointing the following Guest Faculty (period basis) for the semester (II, IV & VI) 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.SC (H) COMPUTER SCIENCE		
1	Mr. Uttam Kumar Sinha	w.e.f. 20/07/2018 to 15/11/2018 (end of the semester)
2	Ms. Rinni	w.e.f. 20/07/2018 to 15/11/2018 (end of the semester)
3	Ms. Rachna Yadav	w.e.f. 20/07/2018 to 20/09/2018 (Left)
4	Ms. Aashema Hasti	w.e.f. 13/08/2018 to 15/11/2018 (end of the semester)
5	Mr. Anjani Kumar Singha	w.e.f. 13/08/2018 to 15/11/2018 (end of the semester)
6	Mr. Sumit Kumar Aggarwal	w.e.f. 13/08/2018 to 15/11/2018 (end of the semester)
7	Ms. Aditi Sharma	w.e.f. 26/09/2018 to 15/11/2018 (end of the semester)
BMS AND BBA (FIA)		
1	Ms. Anjuman	w.e.f. 23/07/2018 to 15/11/2018 (end of the semester)
2	Ms. Anikta Arora	w.e.f. 23/07/2018 to 15/11/2018 (end of the semester)
3	Dr. Chandravir Narayan	w.e.f. 23/07/2018 to 15/11/2018 (end of the semester)
4	Ms. Reena Jain	w.e.f. 25/07/2018 to 15/11/2018 (end of the semester)
5	Ms. Sudha Tiwari	w.e.f. 25/07/2018 to 15/11/2018 (end of the semester)
6	Ms. Aashima Goel	w.e.f. 13/08/2018 to 15/11/2018 (end of the semester)
7	Ms. Reema Aggarwal	w.e.f. 13/08/2018 to 15/11/2018 (end of the semester)


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- 21) To report for approval the sanctioning of 08 days leave without pay to Mr. Deepak Kumar, Safai Karamchari from 05/11/2017 to 06/11/2017, 14/12/2017, 24/04/2018, 01/05/2018 to 04/05/2018. (Deferred item from the G.B. meeting dated 18th July 2018)

The Governing Body took a very serious view of the habitual unauthorized absenteeism of Mr. Deepak Kumar, Safai Karamchari. It was resolved that his Medical Certificates be verified from the issuing Doctors regarding its genuinity and matter be reported in the next meeting of the Governing Body. It was further resolved that on receipt/non receipt of verifying note from concerned medico a communication may be established with MCI / NMC in this regard.

- 22) To report for approval the revenue sharing proposal for faculty development program / Workshop/ Doctoral Summer School/Short term courses & Graduate Summer School. (Annexure – II).

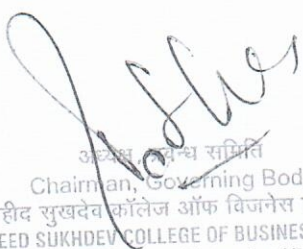
Approved. The Governing Body resolved that these types of courses should be different from course curriculum of the regular/degree programmes so as to bring value addition for the students and enhance their employability.


- 23) To report the progress of SIIF as submitted by Mr. Naresh Priyadarshi, CEO, SIIF. (Annexure – III).

The Governing Body resolved that a consolidated report of SIIF should be presented alongwith details of its expenditure since its inception in the next Governing Body meeting.

ITEMS (ACCOUNTS)

- 24) To approve the Budget (2018-19) for Rs.4,99,000/- submitted by Parishram Society of the college and recommended by the Purchase Committee, for Promotion of Sports Facilities, for onward submission with the Directorate of Higher Education (DHE), GNCTD for seeking Grant-in-Aid (Annexure – IV).


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Approved

- 25) To approve the installation of PNG connection in college canteen through Indraprastha Gas Limited with advance Security Deposit for Rs.1,05,599.00 and signing of Gas Sales Agreement for the purpose. Also, to consider for approval the estimated expenditure towards installation of pipelines and associated fittings from meter onwards connecting the equipment in downstream, as under:

S.No.	Proposal Submitted By	Estimated Expenditure	Remarks
1	Indraprastha Gas Limited	1,63,108.00	Inclusive taxes @ 18%
2	Pipeline Engineers	1,10,684.00	Inclusive taxes @ 18%
3	MGF Gas Service	99,816.00	Inclusive taxes @ 18%

The Governing Body approved the installation of PNG connection in college through Indraprastha Gas Limited (IGL) despite it being expensive. The decision was taken keeping in mind that IGL being the nodal government agency for the same and there is stricter adherence of safety norms by IGL. The payment of this to be made from APC Fund.

REPORTING ITEMS (ACCOUNTS)

- 26) To report and approve the Revised Estimates for the year 2018-19 and Budget Estimates for the year 2019-20 of the college submitted with the DHE, GNCTD.

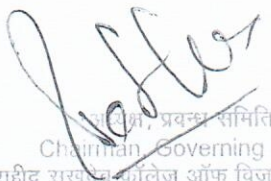
Noted and Approved


- 27) To report and approve the Budget Allocation to various Societies of the college and other activities for the academic year 2018-19 submitted by the duly constituted Budget Committee of the college (Annexure-V).

Noted and Approved

- 28) To report and approve the action of the Chairman vide office note dated 13.09.2018 on appointment of auditor and revision of rates for payment to Chartered Accountants Firms/ Companies for auditing of accounts and other activities as per letter no. CB-II/MISC.309/2018/ 412 dated 29.08.2018 of the Assistant Registrar (Colleges), University of Delhi.

Noted and approved. Item no. 16 of the minutes of the GB meeting held on 6th June, 2018 regarding panel of Chartered


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Accountants for conducting statutory internal audit of the college accounts was discussed as business arising out of the previous Governing Body meeting and it was advised to upload the advertisement on the college website for seeking services from the Chartered Accountant Firms/Companies for auditing of college accounts. It was also resolved that the empanellment of the Chartered Accountant Firm/Company be made for three financial years simultaneously for administrative convenience subject to review, if required.

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

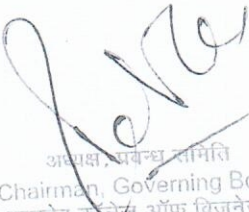
Sno.	Name	Designation	Amount	Date	Purpose
1	Mr. Manohar Lal	Daftari	85,000	05.07.2018	Marriage of Daughter
2	Mrs. Anjela Toppo w/o Late Sh. Peter	Ex-Lab. Attendant	2,065	27.07.2018	F&F Settlement
3	Mr. Tapan Mandal	O.A.	1,20,000	17.08.2018	Renovation of Home
4	Mr. G.S. Chatwal	Ex-Lecturer	73,608	28.08.2018	Settlement of Subs.
5	Mr. Suman Singh	O.A.	50,000	25.09.2018	Renovation of Home
6	Mr. Pradeep Verma	Assistant	50,000	25.09.2018	Illness of Self


Noted and Approved

- 30) 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	18.07.2018	25,00,000	6.75%	10 years	SBI	APC
2	31.07.2018	80,000	6.85%	10 years	SBI	Society (Sponsorship)
3	02.08.2018	19,38,000	6.85%	10 years	SBI	EPF
4	23.08.2018	14,16,72,696	6.85%	10 years	SBI	APC (14 FDs)
5	23.08.2018	7,03,60,437	6.85%	10 years	SBI	Society (7 FDs)
6	30.08.2018	37,50,000	6.85%	10 years	SBI	EPF
7	21.09.2018	1,08,90,244	6.85%	10 years	SBI	Society (2 FDs)

Noted and Approved


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SUPPLEMENTARY AGENDA

- 1) To consider and approve to run a certificate program "Data Analytics for Business" on weekends and holidays for students as well as for professionals (Annexure – VI).

Approved

- 2) To consider and approve to run a certificate program "Risk Management" on weekends and holidays for students as well as for professionals (Annexure – VII).

After detailed discussions, the Governing Body resolved that the course curriculum for this program on "Risk Management" should be developed by the college faculty and the college should not enter into collaborations with private institutes rather the G.B. resolved that the college should enter in collaboration with the government institutes of repute only. The G.B. authorized the Principal to take appropriate action in this regard. The matter was therefore not approved.

- 3) To constitute a committee to look into the formation of the Academic Administrative Audit of the college as per requirement of the NAAC.

The Governing Body constituted a Committee consisting of the following members for the Academic Administrative Audit:

- 1. Mr. R.R. Pathania*
- 2. Prof. Pankaj Sinha*
- 3. Dr. Poonam Verma*

- 4) To review the resolution with regard to reimbursement of fees for registration of faculty for long term FDP (more than 3 months) by the Governing Body meeting held on March 30, 2016.

The decision of the Committee constituted by the earlier Governing Body in its meeting held on March 30, 2016 was partially modified by the present Governing Body.

The Governing Body resolved that 100% fee reimbursement be done by the college to one faculty member of the college every year. The concerned faculty will have to pay back to the college the entire registration fees and the salary paid during the said



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period in case the concerned faculty does not successfully complete the FDP.

The Governing Body constituted a Committee consisting of the following members for examining the applications of the faculty keen on attending the long term FDP:

1. Mr. R.R. Pathania
2. Prof. Reetesh K. Singh
3. Dr. Poonam Verma

- 5) To consider and approve for publishing an advertisement for recruitment of permanent and contractual non-teaching staff in Employment and Times of India newspapers through an agency M/s Newfields Advertising Private Limited as the agency is providing 10% discount on the DAVP / DIP rates. But DIP, GNCTD neither giving any discount nor publishing the advertisement in the Employment Newspaper.

The Governing Body approved the publishing of the advertisement for non-teaching posts through DAVP / DIP approved empanelled agencies.

- 6) To consider and approve the names for the Selection Committee for the post of Librarian on Deputation / Temporary basis as we have not received the names of expert from the University of Delhi for the following point (2, 4 & 6):

1. The Chairperson of the Governing Body of the College or a member of the Governing Body nominated by him/her to be the Chairperson of the Selection Committee.
2. **Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Academic Council.**
3. Principal of the College.
4. **A Nominee of the Vice-Chancellor.**
5. One Senior teacher/ Teacher-in-Charge of the subject concerned preferably having not less than 10 years of service as a teacher.
6. **An academicians representing SC/ST/OBC/ Minority/Women / Persons with Disability (PwD) categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee do not belong to that category.**

The Governing Body resolved that a reminder letter be written to the University of Delhi for sending the names of the experts for the Selection Committee for the post of Librarian on Deputation / Temporary basis against leave vacancy.



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REPORTING ITEMS (OFFICE)

- 7) To report for approval the extension of child care leave of Ms. Shikha Gupta, Assistant Professor in the Department of Computer Science upto 21/10/2018 (11) days. Earlier she was sanctioned CCL from 20/07/2017 to 10/10/2018 by the Leave sanctioning Committee meeting held on 28/07/2018.


Noted and Approved

ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR

With the permission of the Chair, the Principal/Member Secretary discussed with the Governing Body the request received from the faculty members for starting a crèche in the college premises. The Governing Body discussed the matter and it was resolved that a detailed proposal be prepared and presented before the Governing Body before taking a decision in this regard.


(R.R. Pathania)
Chairman, Governing Body

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(Poonam Verma)
Member Secretary, Governing Body

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