



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

Minutes of the meeting of the Governing Body held on **8<sup>th</sup> December, 2018 (Saturday)** at **2 pm** 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. Mr. Prashant Saxena, Member.
4. Dr. Ajay Gupta, Member.
5. Dr. Anil Kumar Singh, Member.
6. Prof. Reetesh K. Singh, University Representative.
7. Dr. Anuja Mathur, Teacher Representative.
8. Mr. Ramesh Kumar, Teacher Representative.
9. Mr. Jaiversh Anand, Non-Teaching Staff Representative (Special Invitee)
10. Dr. Poonam Verma – Principal/Member Secretary.

Dr. Manisha B. Thakur expressed her inability to attend the Governing Body meeting due to some other urgent meeting.

Mr. R.R. Pathania, Chairman and Mr. Praveen Gupta, Treasurer left the meeting mid way due to some other urgent meeting. Mr. R.R. Pathania requested Prof. Reetesh K. Singh to chair the meeting in his absence for the remaining items.

- 1) To approve and confirm the minutes of the Governing Body meeting held on **October 13, 2018**.

*The minutes were confirmed as approved by circulation to members after incorporating the inputs given by Prof. Reetesh K. Singh vide his email dt. October 27, 2018*

- 2) Report of the “**Action Taken**” on the minutes of Governing Body meeting held on **13/10/2018**.

**RESOLUTION**

**Item No. 1**

Confirmation of the minutes  
of GB meeting held on July 18, 2018

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Chairman, Governing Body  
शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
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**ACTION TAKEN**

Reply from the AO to be placed  
in the GB meeting dt. 8<sup>th</sup> Dec, 2018

डॉ. पूनम वर्मा/Dr. Poonam Verma  
सदस्य सचिव, प्रबन्ध समिति  
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**Item No. 2**

Action taken on the minutes of  
GB meeting held on 18/07/18

Matter of record

**MAIN AGENDA ITEMS FOR MEETING DT. 13 OCTOBER, 2018**

**Item No. 3**

Recommendations of the Hostel Management  
Committee

Matter of record

**Item No. 4**

Payment of honorarium to Dy. Wardens

Office Order issued in this regard

**Item No. 5**

Payment of telephone expenses to  
Wardens, Dy. Wardens, Manager and  
Matron

Office Order issued in this regard

**Item No. 6**

Purchasing of Microwave Oven and  
Refrigerator

Under process

**Item No. 7**

Fixing of electricity and water charges  
for Hostel

Agenda item dropped as per GB  
resolution

**Item No. 8**

Post of Sr. Technical Assistant and  
Lab Attendant for PGDCSL course

Advertisement released for the  
said posts. Letter also written to  
University for reduction of institutional  
fees.

**Item No. 9**

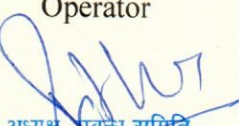
Purchasing of 55 Wi-Fi Cards

Purchased for Rs.54,450/- out of APC  
Fund Account from M/s HLBS Tech  
Pvt. Ltd., i.e. the vendor who supplied  
the computer systems, on the  
recommendation of Course Coordinator  
and approved by G.B. in its meeting held  
on 13.10.2018.

**Item No. 10**

Appointment of one MTS against  
the sanctioned post of Gestetner  
Operator

Advertisement released for the  
said post



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**Item No. 11 to 13**

Study Leave of Ms. Deepti Khatri,  
Mr. Ramesh Kumar and Mr. Narander Kumar  
Nigam

Meeting of the Leave Sanctioning  
Committee held on 12<sup>th</sup> Nov, 2018  
and recommendations given by the  
Committee for the approval of the  
Governing Body

**Item No. 14**

Matter of record

**REPORTING ITEMS (OFFICE):**

**Item 15 to 20**

Matter of record

**Item No. 21**

Leave Without Pay of Mr. Deepak Kumar,  
Safai Karamchari

Letters written to the concerned  
Doctors and Medical Council of  
India in this regard. Reply awaited.

**Item No. 22**

Revenue sharing proposal for faculty  
Development program / Workshop/ Doctoral  
Summer School/Short term courses &  
Graduate Summer School

Placed for reconsideration as  
Agenda item no. 4 for meeting  
dt. 8<sup>th</sup> Dec, 2018

**Item No. 23**

Progress report of SIIF

As directed by GB, consolidated report  
has been put as main agenda item for  
meeting dt. Dec 8, 2018

**ITEMS (ACCOUNTS):**

**Item No. 24**

Budget for Parishram Society

Matter of record

**Item No. 25**


PNG Connection in college through IGL

Advance payment has been made  
and installation is under process

**REPORTING ITEMS (ACCOUNTS):**

**Item No. 26 to 30**

Matter of record

  
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**SUPPLEMENTARY AGENDA :**

**Item No. 1**

Certificate program "Data Analytics for Business"

Course advertised on the college website

**Item No. 2**

Certificate Program on Risk Management

Not approved by the GB

**Item No. 3 and 4**

Matter of record

**Item No. 5**

Releasing of advertisement for various Non-teaching positions

Advertisement released for the same in Employment News and The Times of India dt. 3<sup>rd</sup> Nov, 2018

**Item No. 6**

Appointment of Librarian on deputation/ temporary basis

Reminder letter written to University for sending the names of the experts for the Selection Committee

**REPORTING ITEMS (OFFICE) :**

**Item No. 7**

Matter of record

**ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR :**

Starting a crèche in the college premises


Under process


*Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 13/10/2018 be recorded.*

**MAIN AGENDA ITEMS FOR MEETING DT. 8<sup>TH</sup> DEC, 2018**

- 3) To consider and approve the recommendations of the Leave Sanctioning Committee meeting held on 12/11/2018. (Annexure – I)

*Approved*

  
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- 4) To reconsider the resolution passed for Agenda item no. 22 of G.B. Meeting held on 13<sup>th</sup> October, 2018.

*The matter regarding revenue sharing proposal for faculty Development program/Workshop/Doctoral Summer School/ Short term courses & Graduate Summer School was discussed at length and after detailed discussions it was resolved that there should be a two tier system for approval of these kind of proposals i.e. one at the college level and the other at the GB level.*

*At the first level the Committee constituted for this purpose will review the proposals for consideration by the Governing Body. For the said purpose a Committee of the following members was constituted:*

1. Principal
2. HODs of all the departments in the college
3. At least two experts from the concerned area from academia/industry to be identified by the Principal.

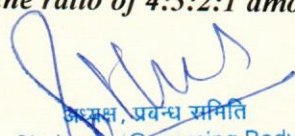
*The recommendations of the said Committee will then be forwarded to the Governing Body for its final consideration/approval.*

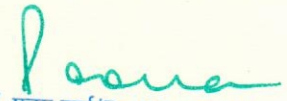
- 5) To consider and approve the recommendations of the Committee constituted vide G.B. resolution dated 6<sup>th</sup> June 2018 in its meeting held on 12<sup>th</sup> Nov, 2018 for recommending guidelines for the following:

- |   |   |             |
|---|---|-------------|
| (a) Reward Scheme for faculty and<br>(b) Reimbursement Scheme of Paper Presentation by College Students | } | Annexure-II |
|---|---|-------------|

*The Governing Body approved the recommendations of the Committee constituted vide G.B. resolution dt. 6<sup>th</sup> June, 2018 in its meeting held on 12<sup>th</sup> Nov, 2018 for recommending guidelines for the Reward Scheme for faculty and for the Reimbursement Scheme of Paper Presentation by College students with the following amendments:*

1. *The financial reward will be given in the next financial year based on the papers published in the preceding calendar year. The financial reward shall be given w.e.f. the financial year 2019-20 out of APC Fund Account of the college. The papers accepted for publication on or after 1<sup>st</sup> January, 2019 shall qualify for this reward.*
2. *The overall ceiling amount for all the categories is Rs. 10 lakh (to be divided in the ratio of 4:3:2:1 among papers of different categories)\*\* for a year, which*

  
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is to be distributed in different categories according to the details given below, effective at the time of publication of respective paper:

Reward amount (In Rs.)	Applicable for Social Sciences (As per ABDC Journal Quality List)	Applicable for Mathematical Sciences
4 lakh	Category A*	SCI Indexed
3 lakh	Category A	SCI Expanded
2 lakh	Category B	Emerging SCI
1 lakh	Category C	SCOPUS

If a paper falls under two or more categories, the highest category will be considered for the reward.

3. The financial reward of the participants shall be restricted with the upper limit of the payment given to the participants individually, of the superior category(s). The succeeding (lower) category rewarder (paper wise) shall not get more money than higher category rewarder, in case there is more than one paper published in a category.

4. Claim for reward would be paper wise not author wise amongst the teachers of SSCBS only. The reward will be distributed among all authors of a paper from SSCBS only in a ratio as mutually decided by the authors themselves.

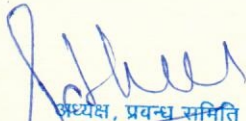
5. Any unutilized amount in any financial year will not be carried forward to the next financial year for both schemes i.e. Reward Scheme for Faculty and Reimbursement Scheme of Students.


6. The Reward Scheme for the faculty shall be approved by a Committee consisting of One University Representative on the Governing Body, 3 Members of the Governing Body and Principal. However, for this year following will be the members:

- Prof. Reetesh K. Singh, University Representative, G.B.
- Dr. Anil Kumar Singh, G.B. Member
- Dr. Manisha B. Thakur, G.B. Member
- Mr. Prashant Saxena, G.B. Member
- Dr. Poonam Verma, Principal

7. The Reimbursement Scheme for paper presentation by the students shall be approved by a Committee consisting of the following members:

- Principal
- All Heads of the Departments of the college

  
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c. One teacher representative on the Governing Body (more than 10 years category)

**\*\* If there are three papers from Category A\* and one paper from Category A the division of Rs. 10 lakh should be done as follows:**

**The ratio for these papers will be 4:4:4:3.**

**The amount of reward will be calculated as follows:**

**A\* paper 1 =  $4/15 \times 10 \text{ lakh} = \text{Rs. } 2,66,666/-$  (approx.)**

**A\* paper 2 =  $4/15 \times 10 \text{ lakh} = \text{Rs. } 2,66,666/-$  (approx.)**

**A\* paper 3 =  $4/15 \times 10 \text{ lakh} = \text{Rs. } 2,66,666/-$  (approx.)**

**A paper 1 =  $3/15 \times 10 \text{ lakh} = \text{Rs. } 2,00,000/-$**

- 6) To present the consolidated progress report of SIIF as submitted by Mr. Naresh Priyadarshi, CEO, SIIF as per the directions of the GB vide its resolution passed in meeting held on 13<sup>th</sup> Oct, 2018.

**The CEO, SIIF had prepared the consolidated report of SIIF in the form of a PPT to which the Governing Body asked him to present the consolidated progress report of SIIF in the form of hard copy and not through a PPT for perusal of the Governing Body members. The matter was, therefore deferred to be taken up in the next Governing Body meeting.**

- 7) To consider and approve the request of Mr. Himanshu Yadav for appointment as Junior Assistant-cum-Caretaker on purely contractual basis w.e.f. 27/12/2018 for a period of six months on the recommendations of the Administrative Officer.


**Approved**


- 8) To consider and approve the request of Mr. Dharmender for appointment as Junior Assistant on purely contractual basis w.e.f. 27/12/2018 for a period of six months on the recommendations of the Administrative Officer.

**Approved**

- 9) To consider and approve for deployment of 04 mali in the college for looking after the work of horticulture as per the request received from Mr. Chanderpall, Mali duly forwarded by the Administrative Officer.

**The Governing Body approved the deployment of 03 additional mali for looking after the horticulture work in the college on**

  
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*daily wages basis till the DHE sanctions the funds for this purpose.*


### REPORTING ITEMS (OFFICE)

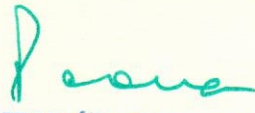
- 10) To report for approval the granting of annual increments to teaching and non-teaching staff of the college as per rules of the Govt. of India. (Annexure – III)

*Noted and approved*

- 11) To report for approval the action of the Chairman, dated July 20, 2018 and November 13, 2018 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 through a walk-in-interview held on 11/07/2018.

S. No.	Name	Designation	Date of Appointment
1	Dr. Gurjeet Kaur	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
2	Ms. Anusha Goel	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
3	Dr. Ashima Arora	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
4	Ms. Kunjana Malik	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
5	Ms. Pratibha Maurya	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
6	Mr. Ravi Yadav	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
7	Ms. Vijay Lakshmi	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
8	Dr. Satish Kr. Goel	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019
9	Ms. Surbhi Jain	Assistant Professor	From 20/07/2018 to 19/11/2018

  
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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)  
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			and From 22/11/2018 to 21/03/2019
10	Md. Rashid Shamim	Assistant Professor	From 20/07/2018 to 19/11/2018 and From 22/11/2018 to 21/03/2019

*Noted and approved*

- 12) To report the resignation of Mr. Deepak Kumar Patel, MTS (Office Attendant) w.e.f. November 5, 2018 (A.N.) for joining Central University of Jharkhand.

*Noted and approved*

- 13) To report the joining of Ms. Shikha Gupta, Assistant Professor in the department of Computer Science after availing Child Care Leave from 20/07/2017 to 21/10/2018 (459 days).

*Noted and approved*

- 14) 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>B.SC (H) COMPUTER SCIENCE</b>		
1	Mr. Arun	w.e.f. 13/08/2018 to 15/11/2018 (end of the semester)


*Noted and approved***REPORTING ITEMS (ACCOUNTS)**

- 15) To report and approve the following expenditure on procurement through GeM out of APC fund account of the college pertaining to PGDCSL course on the approval of the Empowered Committee, in its meeting held on 08.06.2018, duly constituted by the Governing Body in its meeting held on 06.06.2018:

S.No.	Item Purchased	Quantity	Supplier	Amount
1	Desktops (i7 Computer Systems)	55	M/s HLBS Tech Private Limited	42,70,420.00
2	Workstation (Dell)	1	M/s Gurukul	1,37,500.00
3	Printers (HP)	2	M/s LSR Enterprises	22,598.00

*Noted and approved*

  
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- 16) To report and approve 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	25.10.2018	5,51,835	7.05%	2 years 10 months	IDBI	EPF
2	15.11.2018	52,58,000	7.05%	2 years	IDBI	EPF
3	17.11.2018	1,25,000	6.85%	5 years	SBI	Society (Scholarship)

*Noted and approved*

**SUPPLEMENTARY AGENDA :**

1. To consider the proposal received from Dr. Kumar Bijoy, Assistant Prof., Department of Management Studies for starting a certificate course in Financial Technology (FINTECH) in association with Department of Financial Studies, University of Delhi, South Campus. (Annexure-IV of 6 pages)

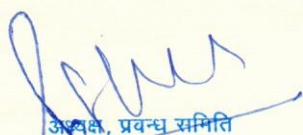
*The matter was discussed at length in the Governing Body. Dr. Kumar Bijoy was also called in the meeting to explain his proposal.*


*The Governing Body appreciated the proposal, however, the GB was of the view that the proposal should be in a proper structured format having detailed information like the objectives/learning outcomes of the course. This proposal be also routed through the Committee constituted as per resolution passed in Pt. no. 4 of the agenda item above.*

*It was resolved that the proposal should be comprehensive so that the Governing Body can take a decision in this regard and if, the need be, an emergent Governing Body meeting may be called.*

2. To consider the request received from the Canteen Contractor for providing accommodation in college campus for canteen staff forwarded by the Hostel Committee.

*The Governing Body authorized the Principal to take a call on this after considering the gravity and merits of the matter in the interest of the college.*

  
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3. To approve the starting of the recruitment process for the advertisements released for various non-teaching posts and nominate members on the Selection Committee for the following posts:

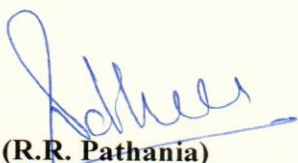
**Permanent Posts :**

S.No.	Post Name	G.B. Member Required
1	Placement Officer	Chairman or his nominee & One another Member
2	Programmer	Chairman or his nominee & One another Member
3	Sr. Technical Assistant	Test
4	Junior Assistant	Test
5	Junior Assistant cum Caretaker	Test

**Contractual Posts :**

1	System Network & Administrator	Chairman or his nominee
2	Sr. Technical Assistant	Test
3	Technical Assistant	Test
4	Manager	Selection process to be identified by GB as no recruitment rules is available in Univ. of Delhi.
5	Matron	Selection process to be identified by GB as no recruitment rules is available in Univ. of Delhi.
6	MTS (Lab Attendant)	Test
7	MTS (Office Attendant)	Test

*The Governing Body authorized the Chairman to nominate the name on the panels of the Selection Committee for various non-teaching positions.*

  
(R.R. Pathania)

Chairman, Governing Body

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(Poonam Verma)  
Member Secretary, Governing Body

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November 30, 2018

**The Principal  
SSCBS  
Rohini, Delhi**

**Subject: Submission of reply towards point no. 1 of Agenda of the Governing Body meeting held on 13.10.2018.**

Respected Ma'am

In reference to the resolution of the Governing Body of the college in its meeting held on 13.10.2018 on the subject cited above please accept my submission as under:

Sh. S.K. Jain, Ex-Administrative Officer was relieved from the services and I was assigned the additional task of looking after the work of Administrative Officer w.e.f. 04.10.2010 along with the routine work of Accounts Section as Section Officer (Accounts).

Due to more work to deal with independently during 2010 to 2014, the final accounts of the college of the previous years got delayed.

On 15.05.2014, Sh. Ranu Kumar joined as Section Officer (Accounts) and prepared the final accounts of the college for the financial year 2012-13. Sh. Ranu Kumar left the college on 14.05.2015.

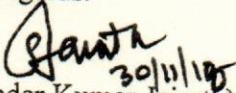
On 11.06.2015, Sh. Ajitabh Saxena joined as Section Officer (Accounts) and prepared the final accounts of the college for the financial year 2013-14 and onwards.

**However, till date no final accounts are pending. Also, I ensure that it will not happen again in future.**


Kindly consider and oblige me.

Thanking you.

With regards.

  
(Surender Kumar Jairath)  
Administrative Officer  
SSCBS

  
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