



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

Minutes of the meeting of the Governing Body held on **2nd February, 2019 (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. Manisha B. Thakur, Member.
5. Dr. Anil Kumar Singh, Member.
6. Prof. Reetesh K. Singh, University Representative.
7. Prof. Anu Gupta Aggarwal, University Representative.
8. Dr. Anuja Mathur, Teacher Representative.
9. Mr. Ramesh Kumar, Teacher Representative.
10. Mr. Jaiversh Anand, Non-Teaching Staff Representative (Special Invitee)
11. Dr. Poonam Verma – Principal/Member Secretary.

- (1) To confirm the minutes of the Governing Body meeting held on **December 08, 2018** as approved by circulation to members.

The minutes were confirmed as approved by circulation to members.

- (2) Report of the “**Action Taken**” on the minutes of Governing Body meeting held on **December 08, 2018**.

AGENDA ITEM /RESOLUTION

ACTION TAKEN

Item No. 1


Confirmation of minutes of the GB meeting held on Oct 13, 2018


Matter of record

Item No. 2

Action taken on the minutes of GB meeting held on 13/10/18

Matter of record


अध्यक्ष, प्रबन्ध समिति
Chairman, Governing Body
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
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(दिल्ली विश्वविद्यालय / University of Delhi)
पी एस पी खण्ड-IV, डॉ. के.एन.काटजू मार्ग, सेक्टर-16,
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डॉ. पूनम वर्मा/Dr. Poonam Verma
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Item No. 3

Recommendations of the Leave Sanctioning Committee

Leave granted as per the recommendations

Item No. 4

Revenue sharing proposal for FDP etc.

Noted for future compliance

Item No. 5

Reward Scheme for faculty and Reimbursement Scheme of Paper Presentation by College Students

Noted for future compliance

Item No. 6

Consolidated progress report of SIIF

Put up as main agenda item No. 3 in meeting dt. Feb 02, 2019

Item No. 7

Appointment of Mr. Himanshu Yadav as Jr. Asstt. Cum Care Taker on contractual basis

Matter of record

Item No. 8

Appointment of Mr. Dharmender as Jr. Asstt. on contractual basis

Matter of record

Item No. 9

Deployment of 03 mali in the college for looking after the work of horticulture on daily wage basis

Malis are being engaged on daily wages basis

REPORTING ITEMS (OFFICE)

Item No. 10 to 14

Matter of record

REPORTING ITEMS (ACCOUNTS)

Item No. 15 to 16

Matter of record



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SUPPLEMENTARY AGENDA

Item No. 1

Starting a certificate course in Financial Technology (FINTECH) in association with Department of Financial Studies, University of Delhi

Under process

Item No. 2

Providing accommodation in college campus for canteen staff

Under process

Item No. 3

Nominating members on the Selection Committee for the various non teaching posts

Chairman, GB nominated members on the Selection Committee panel for various non teaching posts

Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 08/12/2018 be recorded.

The agenda item no. 4 of GB meeting dt. 08/12/2018 regarding revenue sharing proposal for FDP etc. was taken up for discussion on the issue of whether the FDP/Summer School which are specifically to be conducted for the teachers/research scholars be left out of the orbit of the two level of vetting. After much discussion, the Governing Body decided to continue on the same process as was passed in the Governing Body meeting dt. 08/12/2018.


The agenda item no. 5 of GB meeting dt. 08/12/2018 regarding reward scheme for faculty and reimbursement scheme of paper presentation by college students was taken up for discussion again and it was resolved that the following category be deleted from the reward list:


Reward amount (In Rs.)	Applicable for Social Sciences (As per ABDC Journal Quality List)	Applicable for Mathematical Sciences
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1 lakh

Category C

SCOPUS


 प्रमुख, प्रबन्ध समिति
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It was further resolved that for Category A for Social Sciences and SCI Indexed for Mathematical Sciences Rs. One lakh more should be added. Thus, the reward for the same should now be as under:*

<i>Reward amount (In Rs.)</i>	<i>Applicable for Social Sciences (As per ABDC Journal Quality List)</i>	<i>Applicable for Mathematical Sciences</i>
<i>5 lakhs</i>	<i>Category A*</i>	<i>SCI Indexed</i>

MAIN AGENDA ITEMS FOR MEETING DT. 2ND FEBRUARY, 2019

- (3) 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 13th Oct, 2018 and 8th December 2018. (Annexure-I)

The matter was deferred to be taken up in the next Governing Body meeting as some members were of the view that they need to go through the detailed report submitted by CEO, SIIF.

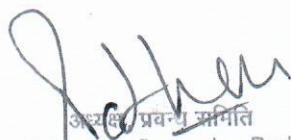
- (4) To nominate one member on the Selection Committee for filling up the post of Section Officer (Accounts) on deputation basis as per the constitution of the Selection Committee of the University of Delhi:


“One member of Governing Body to be nominated by the Chairperson, Governing Body of the College/Institute”.

The Chairman, Governing Body nominated Mr. Prashant Saxena as a member of the Selection Committee for filling up the post of Section Officer (Accounts) on deputation basis.

- (5) To consider and approve the appointment of Mr. S.Q. Abbas as Sr. Assistant on purely contractual basis w.e.f. 12/02/2019 for a period of six months on the recommendations of the Administrative Officer. The approval of his initial appointment was granted by the G.B. in its meeting held on June 7, 2016.

Approved


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- (6) To consider and approve the proposal for running photocopier shop in the college premises (space provided in the basement) as per details mentioned below:

- (A) Kuldeep Singh - Offering 40 paisa/side along with 2500 copies free of cost to the college
(B) Crystal Xerox Shop (SRCC, DU) – Offering 45 paisa/side along with 2500 copies free of cost to the college


The Governing Body approved the name of Mr. Kuldeep Singh for running the photocopier shop in the college premises based on the low price quoted by him, past experience with the college and good feedback by the college fraternity. It was resolved that an agreement be signed for the said purpose with the clause that the college at its discretion can ask him to vacate the premises on a notice period of 07 days and that 2500 photocopies will be provided every month to the college free of cost. This contract is to be done for one year to be reviewed for extension every year.


- (7) To consider the recommendations of the Hostel Management Committee regarding the facilities for Hostel. (Annexure – II)

The recommendations of the Hostel Management Committee was approved, however, the Governing Body was of the view that requisition from the Warden/Dy. Warden alongwith lists of items should be there with proper documentation and the documents should be complete in all respects.

- (8) To consider the enhancement of payment made to guest speakers from industry from present ₹ 1500/- as passed by the Governing Body in its meeting held on December 15, 2012 to ₹ 2000/- per lecture plus conveyance charges on actual basis out of APC Fund.

After discussions the Governing Body resolved that as it is very difficult to identify people from the industry to come over and deliver lectures, payment of ₹ 3,000/- for an hours lecture be given to guest speakers from the industry plus conveyance charges on actual basis out of APC fund of the college.


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- (9) To suggest the further course of action on the non-occupancy of three vacant staff quarters for faculty members in the college as all the faculty members have shown their unwillingness for taking up accommodation as per the notice dt. Jan 22, 2019 circulated amongst them for the said purpose.

After discussions it was resolved that another notice be circulated amongst the faculty members offering them the official accommodation and they be informed that if no teachers are willing to take up the accommodation, it may be offered to the next category of the staff of the college i.e. Group 'A'. It was further resolved that in case in future any faculty member requires the accommodation, the Group 'A' employee has to vacate the same after serving three months' notice period.

REPORTING ITEMS (OFFICE)

- (10) To report the adoption of AQAR for the years 2015-16, 2016-17 (Corrigendum) & 2017-18 by the Internal Quality Assurance Cell (IQAC) of the college.

Noted and approved

- (11) To report for approval action of the Chairman for appointing Mr. Sunny as Lab. Attendant on contractual basis on a consolidated salary of ₹15,070/- per month w.e.f. 15/01/2019 after giving one day break for a period of six months.


Noted and approved

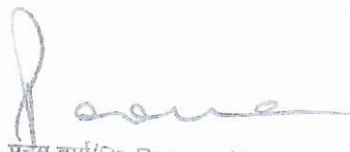
- (12) To report for approval action of the Chairman for appointing Ms. Shikha as Matron on purely contractual basis from 19/01/2019 for a period of six months on a consolidated salary of ₹ 25,000/- per month as per the recommendations of the duly constituted Selection Committee vide its meeting held on January 18, 2019.

Noted and approved

- (13) To report for approval action of the Chairman for appointing Mr. Deepak Tiwari, as Placement Officer on regular basis in the pay level-10 of ₹ 56,100/- – ₹ 1,77,500/- as per 7th CPC plus other usual allowances as applicable to the University of Delhi employees from time to time on the recommendations of the duly constituted Selection Committee vide its meeting held from 19-22 January, 2019. The following process of recruitment was followed:

- a. Constitution of Selection Committee for the post of Placement Officer approved by the college Governing Body in its meeting held on December 15, 2012.


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- b. Approval of advertisement for the post of Placement Officer given by the University of Delhi vide its letter no. CB- II/110/Roster/ Advt./ SSCBS/ 079/78 dated 03/09, March 2017.
- c. Advertisement for the post of Placement Officer published in the newspapers '**The Times of India**' and '**Employment News**' on 3rd November, 2018.
- d. Nomination of members on the Selection Committee by the Chairman as per the resolution passed by the Governing Body in its meeting held on December 8, 2018.
- e. Interviews for the post of Placement Officer held from 19-22 January 2019.

Noted and approved

- (14) To report for approval action of the Chairman for appointing Mr. Hemender Kumar Sharma as System & Network Administrator on purely contractual basis from 23/01/2019 for a period of six months on a consolidated salary of ₹ 35,000/- per month (Increment may be granted by the competent authority @ 4.5 % of the total consolidated salary with a maximum ceiling of ₹ 40,000/- per month subject to review of performance after six months) as per the recommendations of the duly constituted Selection Committee vide its meeting held on January 22, 2019.

Noted and approved

- (15) To report for approval action of the Chairman for appointing Mr. Chaman Upadhyay, as Manager on purely contractual basis w.e.f. date of joining for a period of six months on a consolidated salary of ₹ 25,000/- per month as per the recommendations of the duly constituted Selection Committee vide its meeting held on January 23, 2019.

Noted and approved


- (16) To report for approval action of the Chairman for extending the term of Dr. Rishi Rajan Sahay, Assistant Prof., Dept. of Management Studies as Bursar of the college w.e.f. 17th December 2018 for a further period of one year on the recommendation of the Principal.

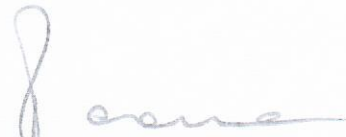
Noted and approved

REPORTING ITEMS (ACCOUNTS)

- (17) To report and approve the payment of Rs.60,00,000/- to NDMC and acknowledged vide Receipt No. 11366 dated 20.12.2018 on account of Property Tax/Service Charges on behalf of the Directorate of Higher Education, GNCTD vide their letter no. DHE-9(6)/2007-08/P.F.-1/721-29 dated 20.02.2018 and sanction order no. DHE-03(01)/100%/GIA/2018-19/5797 to 5807 dated 11.12.2018.

Noted and approved


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- (18) To report and approve the payment of Rs.99,370/- to MTNL towards 5 new FTTH broadband connections for the period 05.12.2018 to 31.03.2019 as per prior approval of the Chairman, Governing Body vide note dated 08.08.2017.

Noted and approved

- (19) To report and approve the payment of Rs.4,17,500/- to M/s KBS Computers Pvt. Ltd. through GeM on account of purchase of 5 computer desktops for PGDCSL course out of APC Fund account as approved by the Chairman, Governing Body vide note dated 13.09.2018.

Noted and approved

- (20) To report and approve the registration of college as Tax Deductor under GST Act, 2017 vide Registration No. 07AACAS8896F1D7 and filing of GST returns as per the provisions of the Act through Chartered Accountant as earlier approved by the Governing Body in its meeting held on 06.06.2018.

Noted and approved


- (21) To report and approve the Audited Accounts of the college for financial year 2017-18 duly approved by the Treasurer and Chairman of the Governing Body and subsequently filing of Income Tax Return for financial year 2017-18 (Assessment Year 2018-19) with I.T. Authorities, through Chartered Accountant.

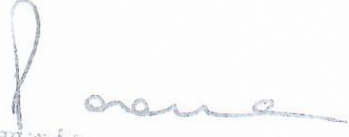
Noted and approved

- (22) To report and approve the closure of Income Tax Scrutiny Case of the college for the Assessment Year 2016-17 vide Assessment Order No. ITBA/AST/S/143(3)/2018-19/1014452134(1) dated 20.12.2018 of Sh. Rakesh Kumar Sinha, Income Tax Officer, Ward Exemp. 2(1), Income Tax Department, Ministry of Finance, Government of India.

Noted and approved

- (23) To report and approve the Final Withdrawal out of EPF account in respect of following employees of the college based on the recommendations of the Employees Provident Fund Committee:


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Member Secretary, Governing Body
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Sno.	Name	Designation	Amount	Date	Purpose
1	Sh. Krishan Pal	S.K.	70,000	03.12.2018	Illness of wife
2	Sh. Manohar Lal	Daftari	50,000	07.12.2018	Illness of wife
3	Sh. Pradeep K. Verma	Assistant	45,000	31.12.2018	Illness of self

Noted and approved

- (24) 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	04.12.2018	7,32,000	7.05%	2 years 8 months	IDBI	EPF
2	19.01.2019	13,52,000	7.05%	2 years 7 months	IDBI	
3	17.01.2019	1,00,000	7.25%	1 year	IDBI	Society (Scholarship)
4	17.01.2019	95,59,294	7.25%	1 year	IDBI	Society
5	18.01.2019	95,59,292	7.25%	1 year	IDBI	Society
6	21.01.2019	95,59,290	7.25%	1 year	IDBI	Society

Noted and approved

- (25) To report an audit objection raised by ELFA audit party, GNCTD while conducting the previous audit of college accounts that employees of the college need to be member of Health Scheme with monthly subscription to avail the medical reimbursement facilities (however the audit report is yet to be received in college). Presently 13 employees out of total 65 regular employees are member of WUS Health Centre, University of Delhi.


It was resolved that a letter be written to University of Delhi in the light of the audit objection seeking clarification on this issue.


SUPPLEMENTARY AGENDA

REPORTING ITEMS (OFFICE)

- 1) To report for approval the action of the Chairman for relieving Mr. Ajitabh Saxena, Section Officer (Accounts) for joining Maharaja Agrasen College as Administrative Officer on deputation basis for a period of one year w.e.f. 01/02/2019.

Noted and approved


 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,
 रोहिणी, दिल्ली-110 089 (भारत)
 PSP Area-IV, Dr. K.N. Katju Marg, Sector-16,
 Rohini, Delhi-110 089 (INDIA)


 डॉ. पूनम वर्मा/Dr. Poonam Verma
 सदस्य सचिव, प्रबन्ध समिति
 Member Secretary, Governing Body
 शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज
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ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

- a) The proposal for Joint Certification Course by Lucideus Technologies was discussed in the meeting. It was resolved that the proposal should be detailed alongwith deliverables so that a decision can be taken in this regard.
- b) The Principal/Member Secretary informed the Governing Body that Alumni Meet of the college has been fixed for 24th February, 2019 (Sunday).
- c) The next meeting of the Governing Body was fixed for 23rd February, 2019 (Saturday).

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

(R.R. Pathania)
Chairman, Governing Body

सदस्य सचिव, प्रबन्ध समिति
Chairman, Governing Body
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(Poonam Verma)
Member Secretary, Governing Body

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