



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

Minutes of the meeting of the truncated Governing Body held on **09<sup>th</sup> September, 2019 (Monday)** at **02:30 pm** in the college premises.

Following members attended the meeting:

1. Prof. Pankaj Sinha, University Representative/Chairman.
2. Prof. Anu Gupta Aggarwal, University Representative/Treasurer.
3. Dr. Anuja Mathur, Teacher Representative.
4. Dr. Mona Verma, Teacher Representative.
5. Mr. Sanjay Batra, Non-Teaching Staff Representative (Special Invitee)
6. Dr. Poonam Verma – Principal/Member Secretary.

At the outset, Principal/Member Secretary introduced Dr. Mona Verma, Teacher Representative under the less than 10 years category on the Governing Body of the college who had joined the Governing Body on the completion of term of Mr. Ramesh Kumar. All the members welcomed her on the Governing Body of the college.

1. To confirm the minutes of the Governing Body meeting held on **May 28, 2019** as approved by circulation to members.

*Minutes were confirmed as approved by circulation to members.*

2. Report of the “**Action Taken**” on the minutes of Governing Body meeting held on **May 28, 2019**.

**AGENDA ITEM /RESOLUTION**

**Item No. 1**

Confirmation of minutes of the GB meeting held on April 12, 2019

**Item No. 2**

Action Taken on the minutes of GB

**ACTION TAKEN**

Minutes were confirmed as approved by circulation to members

Matter of record

*Pankaj Sinha*

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

डॉ. पूनम वर्मा/Dr. Poonam Verma  
सदस्य सचिव, प्रबन्ध समिति  
Member Secretary, Governing Body  
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Meeting held on April 12, 2019

**Item No. 3**

Issuance of appointment letter to Mr. Mayank Sahani, Sr. Technical Assistant (Computers) on permanent basis

Mr. Mayank Sahani has joined as Sr. Technical Assistant (Computers) on permanent basis on 17/06/19

**Item No. 4 to 5**

Matter of record

**Item No. 6**

Progress report of SIIF

As per **Annexure-I**

**Item No. 7**

Condemnation of old bus and Purchase of new bus

Condemnation under process. Approval for purchase of new bus awaited from DHE.

**Item No. 8**

Condemnation of old car and hiring of taxi services

Condemnation under process Approval for hiring taxi services awaited from DHE

**Item no. 9 to 10**

Matter of record

**SUPPLEMENTARY AGENDA**

**Item no. 1**

Enhancement of Alumni Fees from Rs. 500/- to Rs. 1000/- from the academic session 2019-20

Enhanced Alumni Fee has been collected from the students

**Item no. 2**

Payment to Dr. Kumar Bijoy for paper presentation in International Conference

Payment has been made to him as per GB resolution

*Pankaj Singh*

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**Item no. 3**

Allotment of staff quarter to  
Mr. Chaman Upadhyay, Manager,  
Boys Hostel

Noted for future compliance

**Item no. 4**

Unauthorized absenteeism of  
Mr. Deepak Kumar, S.K.

Letter bearing No. CS-III/149/  
SSCBS/2019/483 dt. 29<sup>th</sup> July, 2019 /  
2<sup>nd</sup> August, 2019 for taking action  
as per CCS Rules 2013/University  
rules received from Univ. Of Delhi.  
Meeting of the Committee  
constituted vide GB resolution passed  
in its meeting held on 28<sup>th</sup> May, 2019  
could not be held on account of the  
Administrative Officer being on long  
Leave due to medical reasons. The  
same will be held as and when he joins  
back his duties and report of the said  
Committee will be presented in the next  
GB meeting as and when it is held.

**Item no. 5**

Appointment of contractual staff

Appointment done as per  
GB resolution

***Resolved that 'Action Taken' on the minutes of the Governing Body meeting held on 28<sup>th</sup> May, 2019 be recorded.***

***In the business arising out of the last meeting, the Governing Body resolved that to facilitate the culture of research and publications, it was necessary to identify the availability of funds. Thus, the interest earnings of the APC Fund be known and whatever expenditures have been committed from this account in the past be stated in the tabular form. This information be presented in the next Governing Body meeting. Thereafter, the Governing Body will consider the allocation of funds for providing the comprehensive research facilities for the teachers.***

*Park Singh*

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## MAIN AGENDA ITEMS FOR MEETING DT. SEPTEMBER 09, 2019

### ITEMS (OFFICE)

3. To consider the starting of the following two short term courses by the faculty members as per the resolution passed by the Governing Body in meeting held on 13<sup>th</sup> October, 2018:

Sl. No.	Name of the short term course & duration	Faculty coordinators
1.	Digital Marketing (100 hours)	Mr. Neeraj Sehrawat, Mr. Amit Kumar and Mr. Deepak Tiwari
2.	Analytics, Business Intelligence and Automation (100 hours)	Mr. Neeraj Sehrawat, Mr. Amit Kumar and Mr. Deepak Tiwari

*After detailed discussion, the Governing Body approved the starting of the new course titled "Digital Marketing" and it was further resolved that the name of Mr. Deepak Tiwari be deleted as a faculty coordinator from this course, however, he may work as a coordinator for this.*

4. To consider the request received from Ms. Paridhi, Assistant Prof. for grant of Child Care Leave for a period of 123 days w.e.f. 06/01/20 to 07/05/20 and appointment of guest faculty in her place during the leave period as per University of Delhi rules.

*The Governing Body approved the Child Care Leave of Ms. Paridhi, Assistant Prof. w.e.f. 06/01/20 to 07/05/20 subject to the stipulated norms by the University of Delhi and appointment of guest faculty in her place.*

5. To consider and approve the request received from Mr. Deepak Tiwari, Placement Officer for reimbursement of mobile phone expenses.

*The Governing Body approved reimbursement of mobile phone expenses of Mr. Deepak Tiwari, Placement Officer for an amount upto Rs. 500/- or actual expenses incurred per month, whichever is less w.e.f. the month of September 2019 and onwards.*

*Pankaj Singh*

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6. To approve the physical stock verification of library books for the year 2018-2019 was conducted in the library and an accession no. has been found missing.

Sl. No.	Acc. No.	Author	Title	Cost of Book
1.	20148	Singh, Rohini	Security analysis and portfolio management	465.00
			Total	465.00

Total Books issued during 2018 - 2019 = 19130

Rule: Loss permitted one book for 500 issues as per UGC letter no. F.31-5/70(GU-II) dated-16/03/1971.

*Approved*

7. 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. Latika Gupta	w.e.f. 24/07/2019 to till the last day of teaching of the semester
2	Ms. Aditi Sharma	w.e.f. 25/07/2019 to till the last day of teaching of the semester
3	Mr. Uttam Kumar Sinha	w.e.f. 23/07/2019 to till the last day of teaching of the semester
4	Ms. Rini	w.e.f. 23/07/2019 to till the last day of teaching of the semester
5	Mr. Om Kumar	w.e.f. 02/04/19 to till the last day of teaching of the semester
<b>BMS AND BBA (FIA)</b>		
1	Ms. Ritika Arora	w.e.f. 26/07/2019 to till the last day of teaching of the semester
2	Mr. Harshit Sharma	w.e.f. 05/08/2019 to till the last day of teaching of the semester
3	Ms. Ankita Arora	w.e.f. 19/08/2019 to till the last day of teaching of the semester
4	Dr. Sharddha Awasthi	w.e.f. 16/08/2019 to till the last day of teaching of the semester

*The Governing Body approved the appointment of guest faculty @ Rs. 1,000/- per lecture till the time interviews as per University rules are held in the college which are scheduled for 16/21 September, 2019.*

*Pankaj Sinha*

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8. To report for approval the action of the Chairman for appointing the following Assistant Professors (**on adhoc basis**) in the academic pay level 10 of Rs. 57,700/- (as per 7<sup>th</sup> CPC) plus other usual allowances as per the rules applicable to the employees of the University of Delhi from time to time:

S. No.	Name	Period
<b>B.SC (H) COMPUTER SCIENCE</b>		
1	Ms. Juhi Gupta	w.e.f. 26/07/19 to 25/11/19
<b>BMS AND BBA (FIA)</b>		
1	Dr. Gurjeet Kaur	w.e.f. 20/07/19 to 19/11/19
2	Dr. Ashima Arora	w.e.f. 20/07/19 to 19/11/19
3	Ms. Anusha Goel	w.e.f. 20/07/19 to 19/11/19
4	Dr. Satish Kumar Goel	w.e.f. 20/07/19 to 19/11/19
5	Ms. Reema Aggarwal	w.e.f. 20/07/19 to 19/11/19
6	Mr. Mohd. Rashid Shamim	w.e.f. 20/07/19 to 19/11/19
7	Ms. Pratibha Maurya	w.e.f. 20/07/19 to 19/11/19
8	Mr. Ravi Yadav	w.e.f. 20/07/19 to 19/11/19
9	Ms. Sandra Suresh	w.e.f. 20/07/19 to 19/11/19
10	Ms. Vijaylakshmi	w.e.f. 20/07/19 to 19/11/19
11	Mr. Jigmet Wangdus	w.e.f. 20/07/19 to 19/11/19
12	Mr. Himanshu Sharma	w.e.f. 29/07/19 to 19/11/19

*Appointment of adhoc faculty approved for four months and for further extension, University of Delhi rules may be followed.*

9. To consider and approve one post of Jr. Assistant (on contractual basis) for the Administration Section for doing examination/student dealing work/any other work assigned by the competent authority from time to time out of the APC fund of the college on consolidated salary of Rs. 18,960/- as per University of Delhi rules.

*Approved*

10. To approve the conducting of Departmental Examination of eligible employees for promotion to the post of Daftry after the superannuation of Mr. Manohar Lal, Daftry on 30/09/19.

*The Governing Body decided that in light of the University of Delhi Executive Council Resolution passed in its meeting held on 28<sup>th</sup> May, 2015, the notice for the Departmental Examination for promotion to the post of Daftry stands withdrawn and this post be filled on contract/outsource basis as per the rules.*

*Pankaj Sinha*

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11. To approve the conducting of Departmental Examination of eligible employee(s) for promotion to the post of Assistant lying vacant after the promotion of Mr. S.K. Dagar to the post of Sr. Assistant w.e.f. 16<sup>th</sup> April 2019.

*Approved*

12. To consider and approve the appointment of the following professionals as part of the initiative of the Internal Quality Assurance Cell (IQAC) of the college out of the funds as mentioned against each:
- One Yoga instructor for the students residing in hostel out of the Hostel Fund.
  - One Professional Counsellor on regular basis in college for the students out of the Student Society Fund.
  - One Doctor on regular basis out of the Hostel Fund.

*Approved and the said expenses be met out of APC except pt. (a) which is taken up in the Supplementary Agenda item no. 03*

13. To consider and approve the funding of the following projects:
- Funding for research projects (on lines of minor research project)
  - Funding for Innovation Projects (on lines of DU Innovation Projects)

*The Governing Body appreciated that the college should encourage the culture of research and, thus, funding for research projects on the lines of Minor Research Projects by UGC be done. In fact, the students too be involved in these research projects. However, pt. (b) was not approved. The GB also resolved that there should be some capping on the funds made available for these projects. A Committee consisting of external members be constituted to approve such project proposals. Thus, the Governing Body resolved to take up the comprehensive proposal for providing research facilities for the faculty after taking stock of the interest earnings from the APC Fund in the next meeting.*

14. To consider and approve for utilizing the services of Mr. Rakesh Kumar, Driver in the appropriate places in college Office as the college staff car/bus is in the process of condemnation.

*Approved*

*Pankaj Singh*

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15. To consider and approve a request received from Mr. Mayank Sahni, Sr. Technical Assistant (Computers) for purchase of an easy to remember mobile number for digital communication through WhatsApp and Fees/Fine collection through Paytm QR Code.

*Approved out of the APC Fund of the college.*

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

16. To report for approval action of the Principal for appointing Ms. Ekta Verma as Matron for girls hostel based on the recommendations of the Selection Committee in its meeting held on 30<sup>th</sup> July, 2019 for a period of six months w.e.f. 01/08/19 to 31/01/20 subject to review of performance by the competent authority.

*Noted and approved*

17. To consider and approve the appointment of the following non-teaching staff members on contractual basis as per the details mentioned each:

Sl. No.	Name	Designation	Date of re-appointment	Consolidated salary ( in ₹ )	Remarks, if any
1.	S.Q. Abbas	Assistant	14/08/19	36,960/-	His consolidated salary per month has been revised pursuant to revision of his pension as per 7CPC vide letter of Joint Registrar (Finance), University of Delhi bearing Ref. No. Fin./Pen.Cell/F.No.-67/2019/192 dt. 25/30 July, 2019
2.	Chaman Upadhyay	Manager	14/08/19	25,000/-	--

*Noted and approved*

18. To report for approval action of the Principal for appointment of Mr. Hemender Kumar Sharma as System & Network Administrator (on contractual basis) on 24/07/19 for a period of six months on a consolidated salary of Rs. 36,575/-

*Noted and approved*

19. To report for approval the action of the Principal for appointing Mr. Sunny as Lab Attendant on contractual basis w.e.f. 16/07/19 for a period of six months on a consolidated salary of Rs. 15,070/- per month.

*Noted and approved*

20. To report the fixation of pay received from University of Delhi of Mr. S.Q. Abbas, Ex Senior Assistant vide their letter bearing no. CS-III/009/7CPC/SSCBS/905 dt. 22.02.19 (Revised Basic Pay as on 01/01/16 Rs. 64,100/- Level 07, Cell 13).

*Noted and approved*

*Park j Silva*

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21. To report the fixation of revised retirement benefits of Mr. S.Q. Abbas, Ex Senior Assistant as per University of Delhi letter bearing Ref. no. Fin./Pen. Cell/F.No-67/2019/192 dt. 25/30<sup>th</sup> July, 2019 as per the following details:

a. Revised Gross Pension	:	Rs. 33,000/- w.e.f. 01.08.16
b. Diff. of Commutation of Pension	:	Rs. 8,00,193/-
c. Revised Family Pension	:	Rs. 19,800/-

*Noted and approved*

22. To report for approval the Leave not due to Mr. Pradeep Verma, Assistant w.e.f. 25/02/19 to 04/04/19 (39 days) and from 10/06/19 to 12/07/19 (33 days) on account of medical reasons.

*Noted and approved*

23. To report the joining of Mr. Mayank Sahani as Sr. Technical Assistant (Computers) on permanent basis on 17/06/19 (F/N) in the pay scale of level 6 (Rs. 35,400 - 1,12,400/-) as per 7<sup>th</sup> CPC.

*Noted and approved*

24. To report the joining of Ms. Deepti Khatri, Librarian on 25/06/19 after availing Study Leave for a period of 1 year, 5 months, 22 days w.e.f. 04/01/18 to 24/06/19.

*Noted and approved*

25. To report the allotment of two staff quarters to the following staff members w.e.f. the date as mentioned against their names:

- Mr. Amit Kumar, Assistant Prof. – w.e.f. 01/08/19
- Mr. Deepak Tiwari, Placement Officer – w.e.f. 01/09/19

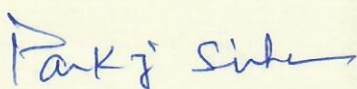
*Noted and approved*

26. To report the annual increments as per 7CPC to the permanent staff members in the month of July 2019 (**Annexure-II**).

*Noted and approved*

27. To report the email dt. July 16, 2019 received from Directorate of Higher Education, GNCTD regarding punctuality orders and SIU norms.

*After discussions the Governing Body deferred the mater.*



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डॉ. पूनम वर्मा/Dr. Poonam Verma  
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28. To report the fixation of pay as per 7CPC as received from the University of Delhi of the following faculty members:

Sl. No.	Name	Designation	Pay fixed at pay level and cell no.	Basic Salary as on 01/01/2016
1.	Dr. Tarannum Ahmad	Assistant Prof.	13A/11	1,76,500/-
2.	Dr. Rohini Singh	Associate Prof.	13A/11	1,76,500/-
3.	Ms. Kavita Rastogi	Associate Prof.	13A/08	1,61,600/-
4.	Ms. Shalini Prakash	Assistant Prof.	13A/07	1,56,900/-
5.	Dr. Anuja Mathur	Associate Prof.	13A/10	1,71,400/-
6.	Mr. Neeraj Kumar	Assistant Prof.	10/05	64,900/-
7.	Ms. Kishori Ravi Shankar	Assistant Prof.	10/03	61,200/-
8.	Dr. Kumar Bijoy	Assistant Prof.	10/06	66,800/-
9.	Dr. Rishi Rajan Sahay	Assistant Prof.	10/06	66,800/-
10.	Dr. Amrina Kausar	Assistant Prof.	10/06	66,800/-
11.	Mr. Ramesh Kumar	Assistant Prof.	10/03	61,200/-
12.	Dr. Mona Verma	Assistant Prof.	10/06	66,800/-
13.	Ms. Madhu Totla	Assistant Prof.	10/01	57,700/-
14.	Dr. Nidhi Kesari	Assistant Prof.	10/06	66,800/-
15.	Ms. Paridhi	Assistant Prof.	10/01	57,700/-
16.	Dr. Sushmita	Assistant Prof.	10/06	66,800/-
17.	Mr. Tushar Marwaha	Assistant Prof.	10/01	57,700/-
18.	Mr. Narander Kumar Nigam	Assistant Prof.	10/01	57,700/-
19.	Mr. Amit Kumar	Assistant Prof.	10/01	57,700/-
20.	Mr. Raj Kumar	Assistant Prof.	10/01	57,700/-
21.	Mr. Abhimanyu Verma	Assistant Prof.	10/01	57,700/-
22.	Ms. Neha	Assistant Prof.	10/01	57,700/-
23.	Ms. Saumya Jain	Assistant Prof.	10/01	57,700/-
24.	Dr. Sonika Thakral	Assistant Prof.	10/03	61,200/-
25.	Mr. Onkar Singh	Assistant Prof.	10/03	61,200/-

*Noted and approved*

29. To report that the following faculty members have proceeded on Study Leave for the period as mentioned against their names:

- Ms. Saumya Jain – Study Leave extended up to 19/07/2020
- Mr. Ramesh Kumar – From 20/07/19 to 19/07/20
- Dr. Sonika Thakral – From 26/07/19 to 30/05/21

*Noted and approved*

*Pankaj Singh*

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*Poonam Verma*

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30. To report of the action of the Chairman for giving the charge of Principal during the month of October 2019 to Dr. Anuja Mathur during the absence of Dr. Poonam Verma as she will be visiting USA during the month of October, 2019 as per the following details:

- Duty Leave for Full Bright Nehru Scholarship – From 04/10/19 to 21/10/19
- Earned Leave – From 22/10/19 to 25/10/19

*Noted and approved*

31. To report for approval action of the Chairman for allowing hiring of taxi services for the Principal from GeM for a period of one month w.e.f. 02/09/19 to 01/10/19.

*Noted and approved*

32. To report for approval the physical stock verification of the furniture & other miscellaneous items of the college. (Annexure – III).

*Noted and approved*

### REPORTING ITEMS (ACCOUNTS)

33. To consider and approve action of the Chairman for appointing M/s DSD & Co. (being the lowest bidder) for doing the internal audit of college accounts for a period of three years, based on the recommendations of the Committee constituted for looking after the tendering process for engagement of Chartered Accountants for auditing and compiling the college accounts.

*Noted and approved*

34. To report the Final Withdrawal out of Employees Provident Fund account in respect of following employees of the college:

S. No.	Name	Designation	Amount	Date	Purpose
1	Mr. Drigpal Yadav	Daftri	1,00,000	12.07.2019	Higher Education of Daughter
2	Mr. Tapan Mandal	Office Attendant	4,00,000	22.07.2019	Renovation of House
3	Mr. Pradeep Kumar Verma	Assistant	90,000	02.08.2019	Higher Education of Son
4	Mr. Manohar Lal	Daftri	45,000	22.08.2019	Retiring on 30.09.2019

*Noted and approved*

*Pankaj Singh*

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*Poonam Verma*

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35. 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	09.07.2019	12,08,000	7.00%	1 year 11 Months	SBI	Employees Provident Fund Account

*Noted and approved*

### SUPPLEMENTARY AGENDA

1. To consider the request received from Dr. Tarannum Ahmad, Associate Prof. for grant of Child Care Leave w.e.f. 20/07/20 to 30/04/21 and appointment of guest faculty in her place during the leave period as per University of Delhi rules.

*The Governing Body approved the Child Care Leave of Dr. Tarannum Ahmad, Associate Prof. w.e.f. 20/07/20 to 30/04/21 subject to the stipulated norms by the University and appointment of guest faculty in her place.*

2. To consider the request received from the Equal Opportunity Cell (EOC) of the college for purchase of a wheel chair for divyang students out of the APC fund of the college.

*Approved*

3. To consider the request received from the Hostel Manager and Dy. Warden for conducting Yoga sessions as per the following requirements out of APC Fund of the college:

- a) Purchase of 50 yoga mats
- b) Hiring yoga instructor – Rs. 1500/- per session (approximate charges)

*Approved*

### REPORTING ITEMS OFFICE

4. To report the fixation of pay as per 7CPC as received from the University of Delhi of the following non- teaching staff members:

Sl. No.	Name	Designation	Pay fixed at pay level and cell no.	Basic Salary as on 01/01/2016
1.	Ms. Bimlesh Sharma	Semi Professional Assistant (Retired)	6/16	55,200/-

*Pankaj Singh*

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*Poonam Verma*

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2.	Sh. Rajinder Singh	Assistant	5/20	51,100/-
3.	Sh. Chander Pal	Mali	3/14	32,000/-

*Noted and Approved*

5. To report the letter no. DHE-13(06)/SSCBS/Hiring Taxi/2019/4924 dated 02/09/2019 received from the Department of Higher Education for hiring of vehicle for office use of Principal.

*Noted and Approved*

### **ITEM (ACCOUNTS)**

6. To consider and approve the reply of the Audit Report of the Principal Accountant General (Audit), AGCR for the period 01.04.2014 to 31.03.2019.

*Approved*

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

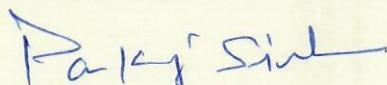
With the permission of the Chair the following point was discussed:

*The Governing Body resolved that as a business school it was necessary that the students must have access to the latest software, case studies, business databases also the same is required for the NAAC and NIRF. Thus, it was necessary that the students be charged in their fees under the head of 'Academic resources'. For the said purpose a Committee consisting of the following members was formed:*

- Principal*
- TICs of all the departments.*
- Staff Council Secretary*
- Bursar*
- Student Council members (President, Vice President & General Secretary)*

*The scope of this Committee will be to identify the academic resources, relevant for our students, and their commercials. The Committee should submit its report in the next GB.*

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



**(Pankaj Sinha)**  
**Chairman, Governing Body**

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**(Poonam Verma)**  
**Member Secretary, Governing Body**

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