



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

Minutes of meeting of the Governing Body held on **June 15, 2020 (Monday) at 11 am** in the college premises.

Following members attended the meeting:

1. Dr. Kavita A. Sharma, Chairperson
2. Dr. Nagendra Shreeniwas, Treasurer – Attended meeting online through Google Meet
3. Mr. C.P. Singh, Member
4. Mr. Praveen Kumar Bharti, Member
5. Mr. Vivek Bansal, Member
6. Dr. Kuldeep Ratnoo, Member
7. Prof. Ramesh C. Gaur, Member – Attended meeting online through Google Meet
8. Prof. S.C. Rai, University Representative
9. Dr. Anamika Gupta, Teacher Representative (More than 10 years' service category)
10. Dr. Mona Verma, Teacher Representative (Less than 10 years' service category)
11. Dr. Tribhuvan Kumar – Non-Teaching Staff Representative (Special Invitee)
12. Dr. Poonam Verma – Principal/Member Secretary

Prof. Anu Gupta Aggarwal, University Representative and Ms. Shreshtha had expressed their inability to attend the meeting due to personal reasons.

1. To confirm the minutes of the Governing Body meeting held on **November 29, 2019** upto point number 9 as approved by the Chairperson.

Minutes were confirmed

2. Report of the “Action Taken” on the minutes of Governing Body meeting held on **November 29, 2019**.

Resolved that “Action taken” on the minutes of the Governing Body meeting held on 29th November, 2019 is placed on record.

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Chairman, Governing Body
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3. To consider and approve the starting of new course “B.Sc. (H) Operation Research” and additional one section in B.Sc. (H) Computer Science in the college from the session 2020-21 as per the approval of the University of Delhi though the financial approval of the Govt. of NCT of Delhi is awaited.

The matter was discussed at length. At the concern raised by some of the members on whether the UGC approval was required by the college to start this course, the Principal placed on record the letter sent by the University of Delhi bearing no. CB-II/260/New Course/SSCBS/2019-20/344 dt. 23rd July, 2019. The letter clearly states "The college must take the approval of the funding agency before starting the new course". The Principal informed that our college is 100% funded by Govt. of NCT of Delhi.

However, the Governing Body resolved that a letter be written to the University of Delhi seeking clarification in this matter.

4. To consider and approve the starting of one-year Post Graduate Diploma in Data Analytics on self-financing/self-sustaining model and permission to send the proposal to Delhi Government and competent authorities in University of Delhi for further approvals.

Approved and it was resolved that the course titled should be changed to Post Graduate Diploma in Data Science. Prof. R.C. Gaur agreed to help in developing the course contents for the same.

5. To consider and approve the starting of five-year Integrated Program in Management on self-financing/self-sustaining model and permission to send the proposal to Delhi Government and competent authorities in University of Delhi for further approvals.

Approved

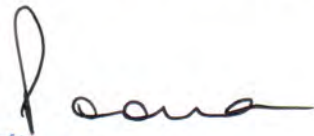
6. To nominate one member from the Governing Body for the Internal Quality Assurance Cell (IQAC) of the college for the year 2020-21.

The Governing Body nominated Prof. Ramesh C. Gaur and Prof. Kuldeep Ratnoo on the Internal Quality Assurance Cell (IQAC) of the college for the year 2020-21.

7. To consider and approve the AQAR for the year 2018-19 as per the NAAC requirement (Annexure – I).

Approved


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8. To nominate as per the details given below on the panel of the Selection Committee for considering appointment to the post of **Section Officer (Accounts)** on deputation basis as per the requirement of University of Delhi:

- Chairperson, Governing Body or his/ her Nominee
- One member of Governing Body to be nominated by the Chairperson, Governing Body of the College/ Institute

The Governing Body nominated the following two members to be on the Selection Committee for the post of Section Officer (Accounts) on deputation basis:

- Dr. Kavita A. Sharma, Chairperson, GB*
- Dr. Nagendra Shreeniwass, Treasurer, GB*

9. To nominate Chairperson or his/ her Nominee on the panel of the Departmental Promotion Committee for considering promotion to the post of **Assistant** as per the constitution of the Committee approved by the University of Delhi.

The Governing Body nominated the following two members on the Departmental Promotion Committee for the post of Assistant:

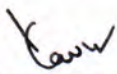
- Prof. Kuldeep Ratnoo*
- Mr. Vivek Bansal*

10. To nominate one member of the Governing Body on the panel of the Selection Committee for considering appointment to the post of **Matron** for girls hostel as per the constitution of the Committee approved by the then Chairperson, Governing Body vide note dt. January 01, 2019.

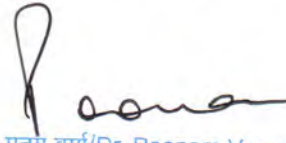
The Governing Body nominated the following two members to be on the Selection Committee for the post of Matron:

- Prof. Kavita A Sharma, Chairperson, GB*
- Prof. Anu Gupta Aggarwal, Treasurer, GB*

It was further resolved that the post be re-advertised alongwith other non-teaching positions as the number of applications received in response to the previous advertisement were few.



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11. To constitute a Fee Revision Committee for enhancement of fees of various courses of the college on account of shifting to the new building with state of art facilities.

The Governing Body deferred the matter in view of the uncertainty in the current scenario arising out of the COVID 19 pandemic.

12. To reconstitute the Hostel Management Committee as per Ordinance XX of the University of Delhi to manage the affairs of the hostel of SSCBS.

The following members will be on the Hostel Management Committee:

- i. Prof. Anu Gupta Aggarwal, GB member*
- ii. Mr. C.P. Singh, GB member*
- iii. Prof. S.C. Rai, Provost of DU hostel (in the capacity of Provost/Warden of another hostel).*

13. To consider and approve purchasing of 10 laptops for the faculty members and non-teaching staff in the present scenario arising out of COVID -19 pandemic through the process of GeM out of the APC fund.

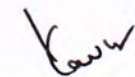
The Governing Body constituted a Committee consisting of the following members to work out the modalities and identifying the appropriate resources:

- i. Prof. Nagendra Shreeniwas*
- ii. Prof. Kuldeep Ratnoo*
- iii. Prof. Ramesh C. Gaur*
- iv. Mr. Vivek Bansal*
- v. Two teacher representatives on the Governing Body*

14. To consider the proposal funding for research projects and Innovation Projects.
(Annexure – II)

The Governing Body appreciated these initiatives by the college as this will encourage the culture of research and innovation in the college.

To work out the modalities and identifying the appropriate resources, the Governing Body constituted a Committee consisting of the following members



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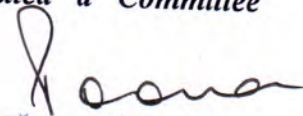
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- i. *Prof. Nagendra Shreeniwas*
- ii. *Prof. Anu Gupta Aggarwal*
- iii. *Prof. Ramesh C. Gaur*
- iv. *Mr. Praveen Kumar Bharti*
- v. *Two teacher representatives on the Governing Body*

15. To consider the proposal received from the college faculty for the purchase of subscription Prowess Dx database from CMIE for an approximate of Rs.3 Lakhs per annum.

Same resolution as per Agenda no. 14 above.

16. To consider the recommendations of the Library Committee for implementing RFID technology in the library.

The matter was discussed in the Governing Body in detail and all the members were of the view that RFID is a good technology and will surely make the functioning of the library efficient. It was resolved that Prof. Ramesh C. Gaur and the Library Committee members should do the cost-benefit analysis for implementing RFID technology in the college.

17. To consider and approve the recommendations received from the Coordinator, PGDCSL, Dr. Ajay Jaiswal for transferring the fees of PGDCSL in the respective heads of Accounts as per the practice in other Programs.


Approved

18. To seek the approval of the Governing Body for changing the usage of the two staff quarters lying vacant on the girls hostel side for using it as a guest house in the light of the fact that none of the faculty members are interested to occupy the same as per the response of the teachers on the two notices dated November 7, 2019 & June 6, 2020 circulated to them.

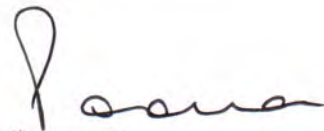
Approved

19. To consider the request of students recommended by the TIC, Parishram Society for installation of cricket net in the college ground from the Sports Grant.

Approved



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20. To consider the request of Ms. Madhu Totla, Assistant Prof. for grant of Study Leave w.e.f. 20th July, 2020 to 19th July, 2023 for pursuing PhD with Department of Commerce, University for Delhi.

Approved as per the University of Delhi rules.

21. To consider the request received from Dr. Tarannum Ahmad, Associate Prof. regarding grant of Child Care Leave w.e.f. 20/07/2020 to 23/02/2021.

Approved

22. To consider the request of Dr. Mona Verma, Assistant Prof. for grant of Child Care Leave w.e.f. 03.08.2020 to 30.04.2021.

Approved

23. To consider the request of Dr. Sonika Thakral, Assistant Professor for granting advance increments for acquiring PhD as per University of Delhi rule 19.1 (iv) (b).

Approved as per the University of Delhi rules.

24. To consider the request of Mr. Narander Kumar Nigam, Assistant Professor for granting advance increments for acquiring PhD as per University of Delhi rules 19.1 (iv) (a).

Approved as per the University of Delhi rules.

25. To consider the request of Ms. Shikha Gupta, Assistant Professor for granting advance increments for acquiring PhD degree as per University of Delhi rules 19.1 (iv) (b).

Approved as per the University of Delhi rules.

26. To consider the request of Ms. Madhu Totla, Assistant Professor for granting advance increments for acquiring M.Phil degree as per University of Delhi rules.

Approved as per the University of Delhi rules.

27. To consider and approve for deployment of 02 additional Mali in the college on daily wage basis for looking after the work of horticulture as per the request received from Mr. Chanderpal, Mali duly endorsed by the Administrative Officer.

Approved out of the Maintenance Fund.

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28. To consider and approve the extension of term of M/s Centurion Detectives (India) Pvt Ltd. for providing security services to the college for a further period of one year w.e.f. 01/08/20 to 31/07/21 (as per the tender document pt. no. 8.6) based on the recommendations of the Caretaker, Administrative Office and Hostel Wardens.

Approved

29. To consider the recommendations of Administrative Officer to extend the contract of Mr. Kuldeep Singh Bhandari vide his application dt. 10/02/20 for running a photocopy shop inside the college premises for a further period of one year w.e.f. 15.02.20 to 14.02.21.

Approved

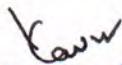
30. To consider the request of Mr. S.K. Jairath, Administrative Officer vide his application dt. 15/05/20 for taking voluntary retirement from services w.e.f. 01/08/2020 and request to waive off the short notice period of 14 days out of the total notice period of three months.

Approved and Governing Body waived off the short notice period of 14 days. It was resolved that the post of Administrative Officer be filled on deputation basis till the process of permanent recruitment is completed.

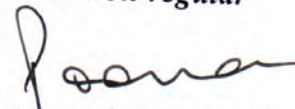
31. To approve the publishing of advertisement and to follow the process of selection as per University of Delhi recruitment rules for filling up the already sanctioned non-teaching posts on permanent basis as approved by the University of Delhi mentioned below:

- Administrative Officer 01** – The post will become vacant after the VRS of Mr. S.K. Jairath
- Sr. Technical Assistant (Computer)** – (01 Reserved for OH)
- Jr. Assistant / Jr. Assistant-cum-Caretaker – 03** (02 Reserved for OBC & 01 Reserved for HH)

The Governing Body approved the publishing of advertisement for all non-teaching posts. For the post of Administrative Officer, this post may also be advertised for filling up through deputation basis for a period of one year or till the time the permanent appointment is made, whichever is earlier. Keeping in view the shortage of staff, the Governing Body resolved that posts of Jr. Assistant may be filled through GeM on outsourced basis till the process for recruitment on regular basis is completed.



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32. To consider the letter received from the Assistant Registrar (Colleges), University of Delhi dt. 20.11.2019 regarding recruitment of staff in open, transparent and fair manner through an independent testing agency.

The Governing Body noted that the letter was simply an advisory. It was also discussed that conducting an exam through an independent agency like NTA etc. is not feasible. Thus, the practice being followed in all University of Delhi college be continued.

The Governing Body authorized the Principal in consultation with the Chairperson to identify the examiners required for the recruitment of non-teaching positions. One member of the Governing Body to be appointed as an observer when any written examination of the non-teaching staff is conducted.

33. To approve the extension of time frame of applications received for the post of Programmer which was advertised in November 2018.

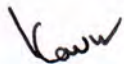
The Governing Body resolved that the post of Programmer be re-advertised and the applications already received be also considered.

34. To consider and approve the appointment of Mr. Dharmender as Junior Assistant (on contractual basis) for a period of six months w.e.f. 02/07/20 to 01/01/21 after giving one working day break on a consolidated salary of Rs. 18,960/- per month as per University of Delhi rules.

The Governing Body approved the appointment on contractual basis subject to taking an Affidavit to the effect that the incumbent has no claim for permanent appointment as per the practice of University of Delhi.

35. To consider and approve the appointment of Mr. Himanshu Yadav as Junior Assistant (on contractual basis) for a period of six months w.e.f. 02/07/20 to 01/01/21 after giving one working day break on a consolidated salary of Rs. 18,960/- per month as per University of Delhi rules.

The Governing Body approved the appointment on contractual basis subject to taking an Affidavit to the effect that the incumbent has no claim for permanent appointment as per the practice of University of Delhi.



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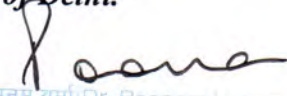
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Rohini, Delhi-110 089 (INDIA)



डॉ. पूनम वर्मा/Dr. Poonam Verma

सदस्य सचिव, प्रबन्ध समिति

Member Secretary, Governing Body

शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज

SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(दिल्ली विश्वविद्यालय / University of Delhi)

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36. To confirm the services of Mr. Deepak Tiwari as Placement Officer on regular basis w.e.f. 07/02/2019 on completion of the probation period.

The Annual Performance Assessment Report (APAR) of Mr. Deepak Tiwari was placed before the Governing Body and based on the same his service as Placement Officer on regular basis was confirmed.

37. To confirm the services of Mr. Mayank Sahni as Sr. Technical Assistant on regular basis w.e.f. 17/06/2019 on completion of the probation period.

The Annual Performance Assessment Report (APAR) of Mr. Mayank Sahni was placed before the Governing Body and based on the same his service as Senior Technical Assistant on regular basis was confirmed.

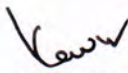
38. To confirm the services of Mr. S.K. Dagar as Senior Assistant w.e.f. 16/04/2019 on completion of the probation period.

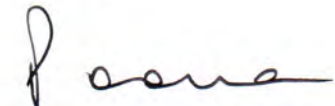
The Annual Performance Assessment Report (APAR) of Mr. S.K. Dagar was placed before the Governing Body and based on the same his promotion to the post of Senior Assistant was confirmed.

39. To consider the recommendations of the Committee constituted by the Governing Body vide its resolution (Supplementary Agenda) item no. 4 dated 28th May 2019 for taking a decision regarding the continuous unauthorized absenteeism of Mr. Deepak Kumar, Safai Karamchari.

The Principal apprised the Governing Body about the matter and placed on record the recommendations of the Committee formed by the previous Governing Body for the said purpose.

The Governing Body resolved that his unauthorized absenteeism for 08 days be treated as "Dies Non" as per pt. no. (i) of the recommendations of the Committee.


अध्यक्ष, प्रबन्ध समिति
Chairman, Governing Body
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The Governing Body took a very serious note of his submitting fake medical certificates and directed the Administration to issue a strict warning for the same and his conduct be closely monitored.

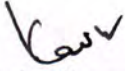
ITEMS (ACCOUNTS)

40. To consider the request received from Dr. Narander Kumar Nigam, Assistant Prof. regarding release of full payment of Rs. 1,89,000/- to him received from Open Futures Pvt. Ltd. for consultancy work without deducting the college share as a goodwill gesture.

The Governing Body appreciated the efforts of the teacher in procuring the first consultancy award for the college. However, it was resolved that the college share be deducted as per the University of Delhi rules.

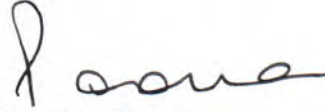
41. To consider and approve the recommendations of the Library Committee for extending the services of M/s Laxmi Technologies for providing photocopy services on Canon Machine (Model no. IR 2870) for a further period of one year w.e.f. 01/05/2020 to 30/04/2021 on the same terms and condition plus GST @18% extra.

Approved



(Kavita A. Sharma)
Chairperson, Governing Body
अध्यक्ष, प्रबन्ध समिति

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

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