



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

*This is resumption of meeting dt 15/3/2022 which was adjourned  
sine-die.*

Minutes of meeting of the Governing Body held on 13<sup>th</sup> April, 2022 (Wednesday) at 10:30 am in the college premises.

Following members attended the meeting:

1. CA. Naveen ND Gupta, Chairperson (Attended online)
2. Mr. Raj Kumar Goel, Treasurer
3. Mr. Praveen Kumar Bharti, Member (Attended online)
4. Dr. Chhavi Gupta, Member
5. Dr. Sarabpreet Singh Guglani, Member
6. Ms. Kriti Wadhera, Member
7. Dr. (Mrs.) Arvinder Kaur – Member (Attended online)
8. Prof. Sanjay Sehgal, University Representative
9. Prof. K. Ratnabali, University Representative
10. Dr. Shikha Gupta, Teacher Representative (More than 10 years' service category)
11. Ms. Paridhi, Teacher Representative (Less than 10 years' service category)
12. Mr. S.K. Dagar – Non-Teaching Staff Representative (Special Invitee)
13. Prof. (Dr.) Poonam Verma – Principal/Member Secretary

At the outset, Principal introduced Prof. K. Ratnabali, University Representative to the Governing Body who has been nominated by the University in place of Prof. S.C. Rai whose term had ended. The Governing Body thanked Prof. S.C. Rai for his valuable contribution during his term and welcomed Prof. K. Ratnabali on the college Governing Body.

अध्यक्ष, प्रबन्ध समिति  
Chairperson, 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,  
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PSP Area-IV, Dr. K.N. Katju Marg, Sector-16,  
Rohini, Delhi-110 089 (INDIA)

*Poonam*  
डॉ. पूनम वर्मा/Dr. Poonam Verma  
सदस्य सचिव, प्रबन्ध समिति  
Member Secretary, Governing Body  
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IV

**ITEM NO. 1**

To consider and approve the recommendations the Building Maintenance Committee meeting held on January 11, 2022

Item No.	Agenda Item	Recommendation	Remarks
1	To consider and approve the estimate for Rs.11,44,900/- submitted by PWD for cleaning & development of Rain Water Harvesting, fixing polycarbonate sheet shed & other misc. work. at SSCBS. (Annexure – I)	<i>Approved</i>	To be met out of specific budget for repair.
2	To consider and approve the expenditure and work progress report submitted by PWD as (Annexure – II).	<i>Approved. However, regarding pt. no. 2 to 10 it was decided that PWD should provide the agreements of all the equipments installed by the PWD project team in the college to ensure that their maintenance is not beyond warranty period.</i>  <i>Further, the matter was discussed in detail regarding pt. no. 11 i.e. Annual Running Maintenance, Operation of E&amp; M Services for the approval of expenditure of Rs. 27 lakhs and it was resolved that PWD should provide the actual expenditure for the last two years with evidence of the number of employees deployed with attendance record for the purpose.</i>	

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		<p><i>The Committee resolved that PWD should provide to the college authorities the attendance record of all the persons that have been deputed at the college site. It was further directed that college should verify the attendance of the staff deployed by PWD.</i></p> <p><i>The Inspection Report of the PWD contractual employees was also prepared and their attendance record was sealed in the presence of all Committee members. Thus, the Committee recommended to form an Inspection Committee from the members of the Governing Body to oversee the maintenance of the college building as it was clearly identified that college should focus on educational activities of the students and not be involved in overseeing the PWD work.</i></p>	
3	To consider and approve the expenditure for repair of broken floor tiles in warden flats in Boys and Girls Hostel out of the Hostel fund. <b>(Annexure – III)</b>	<i>Approved</i>	

***Pt. no. 1 of minutes of Building Maintenance Committee meeting dt. 11/01/22- The Governing Body approved the estimates of Rs. 11,44,900/-. However, the Chairperson insisted that a letter be written to University of Delhi seeking clarification whether the APC fund can be used for this purpose or not. A letter dt. 17/12/98 received from the Joint Finance Officer, University of Delhi was placed before the Governing Body members by the Member Secretary whereby the University has granted its approval for use of the APC Fund for the infrastructural development of the college on the approval of the Governing Body. The Governing Body, thus, approved these estimates and stated that the University of Delhi be intimated about this.***

***Pt. no. 2 of minutes of Building Maintenance Committee meeting dt. 11/01/22 - The Governing Body approved the same and authorized the Principal to write a strict letter to PWD, apprising about the***



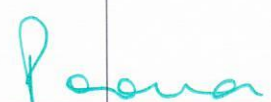
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*situation and warning that this should not be repeated in future and a complete assurance be given by the PWD competent authority.*

***Pt. no. 3 of minutes of Building Maintenance Committee meeting dt. 11/01/22 – Approved***

**ITEM NO. 2**

To consider and approve the recommendations the Purchase Committee meeting held on January 11, 2022

Item No.	Agenda Item	Recommendation	Remarks
1	To consider and approve the recommendations of the College Function Committee for purchase of Trophies and Mementoes amounting to Rs.1,40,000/- (Approx.) for the Academic Year 2018-19, 2019-20 and 2020-21 from M/s Hi plus Creations Pvt. Ltd. for the academic excellence and appreciation awards as these are not available on GeM <b>(Annexure – I)</b>	<i>Approved subject to fulfilment of all other formalities like GST and others.</i>	
2	To consider and approve the recommendations of the College Function Committee for purchase of 53 grams' gold plated silver medal with .999 purity for the Academic Year 2018-19, 2019-20 and 2020-21 from M/s Prince Diamond Jewellers Pvt. Ltd. for the academic excellence and appreciation awards as these are not available on GeM. <b>(Annexure – II)</b>	<i>Approved</i>	

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3	To consider and approve the recommendations of the technical committee for assessing Firewall/ UTM at a cost of Rs. 16,50,000/- + GST. <b>(Annexure – III)</b>	<i>The Committee resolved that an online meeting of the vendor be held with the Hon'ble Treasurer of the Governing Body so as to get better negotiated price and services.</i>	
4	To report the minutes of the technical evaluation committee for canteen and Mess Tenders. Further, to seek permission of the purchase committee for uploading the Technical evaluation on e-procurement portal so that the Financial bids can be opened. <b>(Annexure – IV)</b>	<i>Approved and resolved that the Financial Bid be opened in the presence of the Committee members.</i>	
5	To seek the approval for hiring of Housekeeping staff from GEM. (Since the proposal of no. of persons to be hired is pending with DHE) 10 no of persons may be hired as of now with a clause to increase the nos. on the basis of requirement on the College (As per the rules a no. of 45 persons are allowed as Housekeeping for total area of our building)	<i>Approved</i>	
6	To seek the approval for hiring of Security guards from GeM. Earlier the Purchase Committee has approved the same to be hired through e-tender process, which is not allowed as per provisions of e-tending (requirement of	<i>Approved</i>	

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	Non Availability report of GeM portal is required) Now the approval is sought to start the process of hiring security services though the GEM portal.		
7	To consider and approve the request received from the Librarian for renewal of the AMC of Library software "KOHA" amounting to Rs.10,000/- per year till the time in house software is developed.	<i>Approved</i>	

*Approved. For pt. no. 6 it was informed that the technical evaluation is going on and the due process be followed.*

**ITEM NO. 3**

To consider and approve the recommendations the Finance Committee meeting held on January 11, 2022, February 10, 2022 and February 21, 2022.

**Finance Committee meeting Dt. January 11, 2022**

<b>Item No.</b>	<b>Agenda Item</b>	<b>Recommendation</b>	<b>Remarks</b>
1	To report and approve the recommendation of the Purchase committee meeting held on January 11, 2022. ( <b>Annexure – I to be placed on table</b> )	<i>Approved</i>	
2	To consider and approve (ex-post facto approval) for 45 no. of posts (44 Teachers + 1 Principal) and 53 nos. of non-teaching staff working in the college since inception and also for housekeeping services since July 2017 (i.e. shifting of college to new building) as per requirement of the Directorate of Higher Education, GNCTD. ( <b>Annexure – II</b> )	<i>The matter be put up before the Governing Body for approval.</i>	





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3	To report and approve the revision of Dearness allowance of the Employees from 28 % to 31 % w.e.f. July 2021 as per University of Delhi notification no. Estab-I/051/D.A./2021/04/2804 dated 27th October 2022. <b>(Annexure – III)</b>	<i>Approved</i>									
4	To report and approve the revision of DA of Pensioners and Family Pensioners from 28 % to 31 % w.e.f. July 2021 as per Government of India order no. 42/7/2021-P&PW(D) e-7330 dated 27th October 2022. <b>(Annexure – IV)</b>	<i>Approved</i>									
5	To report the receipt of the Examiner of Local Fund Account (LFA) GNCTD audit report for the year 2018-19. <b>(Annexure – V)</b>  Further, to report the conduct of ELFA audit from 01/12/2021 to 08/12/2021 for the financial year 2019-2020 and 2020-2021.	<i>Approved</i>									
6	To report and approve the University notification no. Estab.II(i)/012/2007/08/2101 dated 12.11.2021 to notify that the remuneration of contractual staffs working in the University has been revised w.e.f. 01.11.2021 in accordance with Department of Personnel & Training (DoPt), Ministry of Personnel, PG & Pensions on 'Equal Pay for Equal Work' as minimum of Basic Pay + DA as applicable from time to time. <b>(Annexure – VI)</b>	<i>Approved</i>									
7	To consider and approve to initiate the process for empanelment of auditors to audit and certify the annual accounts of the college for the year 2021-22 as the term of the current auditor was upto financial year 2020-21.	<i>Approved</i>									
8	To report the fixation of pension of following employee(s) from the University of Delhi w.e.f. the date mentioned against their names:  <table border="1"> <thead> <tr> <th>S. No.</th><th>Name of Employee</th><th>Pension fixed</th><th>Letter No.</th></tr> </thead> <tbody> <tr> <td>1</td><td>Dr. H.K. Porwal Ex-Associate Professor</td><td>Rs.96450/- w.e.f. 01.01.21 &amp; onwards</td><td>Fin./Pen.Cell/F-67/2021/3449 dt. 07.12.21</td></tr> </tbody> </table>	S. No.	Name of Employee	Pension fixed	Letter No.	1	Dr. H.K. Porwal Ex-Associate Professor	Rs.96450/- w.e.f. 01.01.21 & onwards	Fin./Pen.Cell/F-67/2021/3449 dt. 07.12.21	<i>Approved</i>	
S. No.	Name of Employee	Pension fixed	Letter No.								
1	Dr. H.K. Porwal Ex-Associate Professor	Rs.96450/- w.e.f. 01.01.21 & onwards	Fin./Pen.Cell/F-67/2021/3449 dt. 07.12.21								

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	<table><tr><td>2</td><td>Mr. Surender Kumar Jairath Ex-Administrative Officer</td><td>Rs.43700/- w.e.f. 01.08.20 &amp; onwards</td><td>Fin./Pen.Cell/F-67/2020/3317 dt. 22.11.21</td></tr></table>	2	Mr. Surender Kumar Jairath Ex-Administrative Officer	Rs.43700/- w.e.f. 01.08.20 & onwards	Fin./Pen.Cell/F-67/2020/3317 dt. 22.11.21																																	
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9	<p>To report the Investment of funds out of the account of the college: - <b>Provident Fund.</b></p> <table><tr><td>S.No</td><td>Amount</td><td>Date</td><td>Bank</td><td>Period</td></tr><tr><td>1.</td><td>2541000/-</td><td>08.12.2021</td><td>SBI</td><td>5 years</td></tr><tr><td>2.</td><td>3043492/-</td><td>17.11.2021</td><td>SBI</td><td>upto 28.03.2022</td></tr><tr><td>3.</td><td>5314601/-</td><td>09.09.2021</td><td>SBI</td><td>upto 02.04.2022</td></tr><tr><td>4.</td><td>3341000/-</td><td>28.12.2021</td><td>SBI</td><td>5 years</td></tr></table> <p><b>Student Societies Fund</b></p> <table><tr><td>S.No</td><td>Amount</td><td>Date</td><td>Bank</td><td>Period</td></tr><tr><td>1.</td><td>98,00,000/-</td><td>28.12.2021</td><td>SBI</td><td>5 years</td></tr></table>	S.No	Amount	Date	Bank	Period	1.	2541000/-	08.12.2021	SBI	5 years	2.	3043492/-	17.11.2021	SBI	upto 28.03.2022	3.	5314601/-	09.09.2021	SBI	upto 02.04.2022	4.	3341000/-	28.12.2021	SBI	5 years	S.No	Amount	Date	Bank	Period	1.	98,00,000/-	28.12.2021	SBI	5 years	<p><i>Approved subject to quotations be invited from RBI and other PSU banks.</i></p>	
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1.	98,00,000/-	28.12.2021	SBI	5 years																																		
10	<p>To report the Final Withdrawal out of Employees Provident Fund account in respect of following employees of the college:</p> <table><tr><td>S. No.</td><td>Name</td><td>Amount</td><td>Purpose</td></tr><tr><td>1</td><td>Sh <u>Rajinder Jaswal</u></td><td>175000/-</td><td>Renovation of House</td></tr><tr><td>2</td><td>Sh Drigpal</td><td>250000/-</td><td>Education of Child</td></tr><tr><td>3</td><td>Ms. Poonam Devi W/o Late Shri Umesh Dutt, Office Attendant</td><td>263378/-</td><td>Full and final Settlement</td></tr></table>	S. No.	Name	Amount	Purpose	1	Sh <u>Rajinder Jaswal</u>	175000/-	Renovation of House	2	Sh Drigpal	250000/-	Education of Child	3	Ms. Poonam Devi W/o Late Shri Umesh Dutt, Office Attendant	263378/-	Full and final Settlement	<p><i>Approved</i></p> <p><i>Poonam</i></p>																				
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11	To report the payment for NAAC 2nd cycle as detailed below: a. 50 % of assessment & accreditation fee- Rs. 109150/- b. Payment towards logistics expenses - Rs.1755000/-	<i>Approved</i>	
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**Finance Committee meeting Dt. February 10, 2022**

Agenda Item	Recommendation	Remarks
To consider and approve the proposal for incorporation of certificates as mentioned in College Governance in Annual Audited Accounts. <b>(Annexure-I)</b>	<i>The Committee discussed the matter in detail and considered the letter received from University of Delhi with ref. no. CB-II/Audit-Accounts-Coll./2021/116 dated 02.09.2021, whereby the college has been directed to send their Annual Audited Accounts duly approved by the Governing Body directly to their funding agencies i.e. Delhi Government for necessary action</i>	

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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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		<i>The Committee was, therefore, of the view that the certificates sought by the funding agency i.e. GNCTD, as amended from time to time as per their requirements, be provided by the college.</i>	
	To consider and approve the recommendations of the Budget allocation committee for allotment of budget to different college student societies for the Academic Year 2021-22. (Annexure-II).	<i>Approved. Further it was resolved that the Treasurer be included in the Budget Allocation Committee of Students Societies. Further, a copy of the monthly statement of all the accounts be presented to the Treasurer.</i>	
	To report the Investment of funds out of the account of the college: - Provident Fund.  ----- - S.No    Amount    Date    Bank    Period ----- - 1.        20,57,013/- 03.02.2022    State Bank of India    5 years =====	<i>Approved</i>	

अध्यक्ष, प्रबन्ध समिति

Chairperson, Governing Body

शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज

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	<p>To report the hiring of the taxi services for Principal of the college, which has already been approved by the Govt. of NCT of Delhi, through GeM portal bidding process for a period of one year.</p> <p>The process has been completed and the vendor has been hired through GeM.</p>	<i>Approved</i>																	
	<p>To report the fixation of pay on promotion of the following employee(s) from the University of Delhi w.e.f. the date mentioned against their names:</p> <table border="1" data-bbox="311 795 1077 1467"> <thead> <tr> <th>S. No.</th><th>Name of Employee</th><th>Pay fixed</th><th>Letter Nos.</th></tr> </thead> <tbody> <tr> <td>1</td><td>Dr. Anamika Gupta Associate Professor</td><td>Rs.37,400+9000 AGP w.e.f. 18.07.2015</td><td>CS-I/(111)/Pay fix./SSCBS/2021/ 629 dated 14.12.2021</td></tr> <tr> <td>2</td><td>Dr. Ajay Jaiswal Associate Professor</td><td>Rs.37,400+9000 AGP w.e.f. 18.11.2014</td><td>CS-I/(111)/Pay fix./SSCBS/2021/ 701 dated 27.12.2021</td></tr> <tr> <td>3</td><td>Dr. Sameer Anand Associate Professor</td><td>Rs.27,530+8000 AGP w.e.f. 01.07.2014 Rs.1,31,400 Level 13 A w.e.f. 22.04.2017</td><td>CS-I/(111)/Pay fix./SSCBS/2021/ 1066 dated 17.01.2022</td></tr> </tbody> </table>	S. No.	Name of Employee	Pay fixed	Letter Nos.	1	Dr. Anamika Gupta Associate Professor	Rs.37,400+9000 AGP w.e.f. 18.07.2015	CS-I/(111)/Pay fix./SSCBS/2021/ 629 dated 14.12.2021	2	Dr. Ajay Jaiswal Associate Professor	Rs.37,400+9000 AGP w.e.f. 18.11.2014	CS-I/(111)/Pay fix./SSCBS/2021/ 701 dated 27.12.2021	3	Dr. Sameer Anand Associate Professor	Rs.27,530+8000 AGP w.e.f. 01.07.2014 Rs.1,31,400 Level 13 A w.e.f. 22.04.2017	CS-I/(111)/Pay fix./SSCBS/2021/ 1066 dated 17.01.2022	<i>To be reviewed after verification of individual files</i>	
S. No.	Name of Employee	Pay fixed	Letter Nos.																
1	Dr. Anamika Gupta Associate Professor	Rs.37,400+9000 AGP w.e.f. 18.07.2015	CS-I/(111)/Pay fix./SSCBS/2021/ 629 dated 14.12.2021																
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	<p>To report the granting of annual increments in the month of January 2022 to the following employees:</p>	<i>Approved</i>																	



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S . N o .	Name of the Employee	Designation	Level of Pay in the Pay Matrix	Basic Pay as on 01/01/2021 as per Pay Matrix	Basic Pay as on 01/01/2022 as per Pay Matrix (with increment)		
1	Mr. Deepak Tiwari	Placement Officer	10	59500	61300		
2	Mr. Surender Kumar Dagar	Sr. Assistant	6	37600	38700		
3	Mr. Mayank Sahni	Sr. Technical Assistant	6	37600	38700		
<b><u>Additional Items under Any other matter with the permission of the Chair</u></b> To seek the approval for appointing a guest faculty in place of Dr. Preeti Rajpal Singh, Associate Professor, who is on medical leave ( <b>Annexure – III</b> ).						<i>To be placed in the next Governing Body meeting</i>	
To seek the approval for issuance of a corrigendum for hiring of Statutory Auditors for the college ( <b>Annexure – IV</b> ).						<i>Approved for issue of corrigendum</i>	
To place the reply of Audit Report of Local Fund Account (LFA) for the year 2018-19. ( <b>Annexure – V</b> )						<i>Reply to be reviewed by Mr. Vivek Bansal and to be reported in the next GB meeting.</i>	





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	To report the advertisement of Matron in Girl's Hostel of the College. ( <b>Annexure – VI</b> )	<i>Approved and process for recruitment of Matron be initiated in the light of the fact that the college will be opening in offline mode w.e.f. 17<sup>th</sup> February, 2022.</i>	
	To report the increase in no. of personnel for housekeeping and security services through GeM from 10 nos. to 21 nos. ( <b>Annexure – VII</b> )	<i>Approved in the light of the fact that the college will be opening in offline mode w.e.f. 17<sup>th</sup> February, 2022.</i>	
	To report and release the enhanced daily wage rates as per order no. 12 (142)/02/MW/ VIII/ Part file/ 4456 dated 11/11/2021 of Commissioner of Labour, GNCTD for unskilled labour from Rs.569/- to Rs.618/- to the housekeeping service provider. ( <b>Annexure – VIII</b> )	<i>Approved</i>	
	<b><u>ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR</u></b>  To consider and approve the revised rate received from M/s Fortinet for assessing Firewall/ UTM at a cost of Rs. 16,25,000/- + GST.	<i>Approved and it was resolved that the purchase order for the same be issued since the revised offer is valid till 15<sup>th</sup> February 2022 only.</i>	



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	To consider and approve the grant of financial assistance to the needy students on the guidelines followed last year.	<i>Approved. The members were of the view that its essential to offer Financial Assistant to the needy students and further resolved that the Treasurer to be included in the Financial Assistance Committee.</i>	
	Further, the financial bids of qualified bidders for Mess and Canteen tender was also opened in front of the Committee alongwith members of Mess and Canteen Committee & Purchase Committee of the college. The committee resolved that contract be awarded to the lowest bidder after evaluation at the earliest as the college is to open in physical mode w.e.f. 17 <sup>th</sup> February 2022.		


**Finance Committee meeting Dt. February 21, 2022**

Item No.	Agenda Item	Recommendation	Remarks
1	To consider and approve the recommendations of the Hostel Management Committee meeting held on February 18, 2022.	<i>The Finance Committee approved the recommendations of the Hostel Management Committee passed in its meeting held on February 18, 2022</i>	
	<b><u>ANY OTHER MATTER</u></b>		
	The Principal informed the Finance Committee that the college has to finalize total tender cost of the canteen and mess tender to be uploaded on e-procurement site. The Committee calculated the cost		





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<p>as per Annexure-I and resolved that the total tender cost should be Rs. 1,97,40,000/- for the purpose of determining amount of performance guarantee only.</p> <p>Mr. Raj Kumar Goel and Mr. Vivek Bansal asked for copies of the following documents which were duly provided by the office of the Principal to them:</p> <ol style="list-style-type: none"><li>1. Office Order bearing F.No. DHE-10(14)/Misc. Work College/2018-19/4101-30 dt. 03/12/2021 of Mr. Vinay Kaushik, Dy. Director, Directorate of Higher Education, Govt. of NCT of Delhi.</li><li>2. Email dt. 07/12/2021 sent by the Principal, SSCBS to Mr. Vinay Kaushik, Dy. Director, Directorate of Higher Education, Govt. of NCT of Delhi</li><li>3. Minutes of emergent meeting of the Governing Body of the college held on 19/11/2019</li><li>4. The personal file of Mr. Himanshu Yadav who was working as Jr. Assistant-cum-Caretaker in the college was inspected by the Mr. Raj Kumar Goel and Mr. Vivek Bansal.</li></ol>	 डॉ. पूनम वर्मा/Dr. Poonam Verma
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**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
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	<p>The following points were taken into account:</p> <p>a. Initially he was appointed as Jr. Assistant on contractual basis for a period of six months w.e.f. 25/06/18. Subsequently, he was continued with intermittent breaks upto 01/01/21.</p> <p>b. Mr. Himanshu Yadav attended the office on 10/12/20 and without information went on leave from 11/12/20. He informed the college through email that he is on leave on 14/12/20 (without any reason) and then another email was received on 17/12/20 regarding his leave reason being busy with "I am busy with my preparations for the upcoming exams scheduled in the end of this month".</p> <p>c. He came to college on 28/12/20 and left the college leaving a half day leave application (Afternoon) without informing any official. He also applied for 14 days Leave Without Pay w.e.f. 11/12/20 to 24/12/20 (25<sup>th</sup> being a Gazetted Holiday and 26<sup>th</sup> &amp; 27<sup>th</sup> being Saturday &amp; Sunday</p>		
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	<p>respectively) with the reason “Urgent personal work for exam preparation”.</p> <p>d. Mr. Himanshu Yadav was informed vide email dt. Jan 20, 2021 for taking clearance from all the departments of the college so that his salary for the month of December 2020 can be released.</p> <p>e. Mr. Himanshu Yadav applied for renewal of his contract vide his application dt. June 18, 2021 received vide college diary no. 115 dt. 18/06/21 and subsequently he submitted his clearance on 02/07/21 and accordingly his salary for Dec 2020 was released.</p> <p>The college administration was directed to report the above facts regarding Mr. Himanshu Yadav in the next meeting of the Governing Body of the college.</p>	
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***Approved. The following points arising out of the minutes of the Finance Committee meeting dt. 10/02/22 were also approved:***

- 1. The Pay Fixation of Dr. Anamika Gupta, Dr. Ajay Jaiswal and Dr. Sameer Anand and it was resolved that once the University of Delhi has approved this should only be reported to the Finance Committee.***
- 2. Appointment of guest faculty against the leave vacancy of Dr. Preeti Rajpal Singh***
- 3. Audit Report of Local Fund Account (LFA) for the year 2018-19***

***Regarding the advertisement of Matron, it was reported that the appointment has been completed following the due processes as per the process laid down by the Governing Body in its meeting dt. 08/12/18.***

अध्यक्ष, प्रबन्ध समिति

Chairperson, Governing Body

शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज

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**ITEM NO. 4**

To consider and approve the recommendations the Hostel Management Committee meeting held on February 18, 2022

Item No.	Agenda Item	Recommendation	Remarks
1	Approval of Hostel Seat Matrix	<p><i>The Hostel Management Committee approved the Seat Matrix as per the category wise reservation rules of the University of Delhi (Annexure-I).</i></p> <p><i>Further, it was resolved that the seat matrix should be for the three degree programs being run</i></p> <p><i>in the college and not for the diploma program. However, as the hostel is running on self-financing basis it has to be ensured that all seats of the hostel are filled preferably as per this seat matrix and in case any seat is not filled by that specific category/course, it may be then filled from other courses/category as per the requirement.</i></p>	
2	Approval of Hostel Fee structure	<p><i>The hostel fee structure was approved as per the enclosed (Annexure- II). It was resolved that the monthly fee to be charged from the students has to be the same even though the 2nd and 3rd year students may be using the hostel for three months and the first</i></p> <p><i>year students for six months as per their academic calendar. It was further resolved that honorarium paid to the college</i></p>	



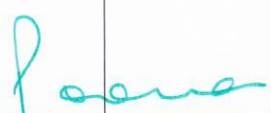


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		<i>staff entrusted with the additional responsibility of the hostel work be done as per the University of Delhi rules.</i>	
3	Approval for appointment of a nurse	<b>Resolution item no. 3 &amp; 4:</b> Dr. Chhavi Gupta through her good office was able to identify Dr. Neha Tyagi who will visit the hostel once in a week for consultation and will be providing the services free of cost. She also assured the Committee that she will explore the possibility of a tie up with a hospital to attend the medical emergencies of the hostel students.  The Hostel Management Committee truly appreciated the efforts of Dr. Chhavi Gupta in helping the college in this matter and thanked her for the same.	
4	Approval for arrangement with a Hospital		
	<b><u>ANY OTHER MATTER</u></b>		
	<p>The Hostel Management Committee appreciated the problems faced by the students who need the hostel facilities. Thus, the following decisions were taken and it was strongly recommended that the same be executed with immediate effect.</p> <p>In the light of the fact that colleges have started functioning in physical mode from 17<sup>th</sup> Feb, 2022 and the outstation students are in dire need of the hostel, these decisions were taken in the</p>		



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	<p>interest of the students' community. The same then be reported in the next Governing Body meeting for approval.</p> <ol style="list-style-type: none"><li>1. The Hostel Management Committee granted its approval for purchase of essential items as per the enclosed list (<b>Annexure-III</b>). The GFR 2017 are to be followed for the purchase of these items.</li><li>2. A general approval was granted for purchase of essential internet related items for the hostel.</li><li>3. The Hostel Management Committee strongly recommended that the selection process of the Matron be followed. The constitution of the Selection Committee as per the previous resolution of the Governing Body was shared with the members and as per the same, the following is the constitution of the Selection Committee:<ol style="list-style-type: none"><li>a. Chairperson of the Governing Body (Chairman of the Committee)</li></ol></li></ol>		
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<p>b. One member of the Governing Body to be nominated by the Chairperson of the Governing Body</p> <p>c. Warden/Dy. Warden of the Girls/Boys Hostel</p> <p>d. Principal</p> <p>e. SC/ST/OBC observer from the college.</p> <p>The Hostel Management Committee recommended that in view of the fact that the college hostel has to be functional w.e.f. 1<sup>st</sup> March, 2022, the interview for the post of Matron be conducted before the said date so as to facilitate the opening of the hostel in a smooth manner. The Committee strongly recommended that the Chairperson be requested to nominate the member at pt. no. 'b' as above by name so as to facilitate the holding of the interview before 1<sup>st</sup> March, 2022.</p> <p>4. In order to facilitate the working of the hostel the Hostel Management Committee approved the extension of appointment on contractual basis of Mr. Chaman Upadhyay, Manager w.e.f. 28<sup>th</sup> February, 2022 to 27<sup>th</sup> August, 2022 for a further period of six months on the same terms and conditions after giving one working</p>		
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डॉ. पूनम वर्मा/Dr. Poonam Verma  
सदस्य सचिव, प्रबन्ध समिति

Member Secretary, Governing Body  
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
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अध्यक्ष, प्रबन्ध समिति

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	day break on 26 <sup>th</sup> February, 2022.		
	5. The Covid guidelines for students joining the hostel was discussed and inputs given by Dr. Chhavi Gupta were incorporated. The copy is enclosed ( <b>Annexure-IV</b> ).		

*Approved*

**ITEM NO. 5**

To consider and approve proposal for starting new short duration courses:

- To consider and approve a proposal received from Mr. Neeraj Sehrawat, Assistant Professor for starting a new short duration course of 100 hours (over 3-4 months) on 'Power BI, Data Visualization and Automation' with its knowledge partner Havish M Consulting.
- To consider and approve proposal received from Dr. Narander Kumar Nigam, Assistant Professor for starting a new short duration course of 25 hours on 'Stock Market Trading and Investing (SMTI)'
- To consider and approve proposal for starting a new course of 120 hours on Entrepreneurship.

*The Governing Body resolved that the college should explore other knowledge partners as well or the college should directly hire the resource persons for these short term courses.*

*The Governing Body was further of the view that the college should approach Sector Skill Councils under National Skill Development Corporation regarding availability of these courses with them so that the students get an advantage of the certificates issued by these Sector Skill Councils besides enhancing their skills for employability.*

**ITEM NO. 6**

To report the letter no. DHE-10(14)/Misc. Work Colleges/2018-19/23-66 dated 05/01/2022 received from Directorate of Higher Education (DHE), GNCTD and letter no. CB-II/12 DG Colleges/2022/504 dated 12/01/2022 received from the University of Delhi for seeking ex-post facto approval for 45 no. of posts (44 Teachers + 1 Principal) and 111 nos. (including 45 nos. of safai karamchari (41 outsourced and 4 permanent) and 21 security guards outsourced) of non-teaching staff working in the college since inception.

*The Governing Body approved the same subject to the verification in the proposal by a Sub Committee*





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*to be headed by the Treasurer. The other member in the Committee will be Prof. K. Ratnabali.*

**ITEM NO. 7**

To seek the approval for appointment of following members of staff on contractual basis:

- a. Mr. Sunny as Lab Attendant
- b. Mr. Hemander Sharma as System Network Administrator
- c. Ms. Champa Negi as Junior Assistant
- d. Mr. Dharmender as Junior Assistant
- e. . Mr. Ravinder Kumar as Lab Attendant (The services of Mr. Ravinder have been discontinued due to adverse feedback given by his reporting officer

Further the college may be allowed to hire one MTS against Mr. Ravinder Kumar from M/s CS Datamation, approved vendor already hired through GeM for supplying of Manpower.

***The Governing Body resolved that the Principal should be empowered to re-appoint the contractual staff. This be followed till the process of regular appointment is completed. However, members of the Finance Committee should verify that all relevant norms of DU/DHE are complied with. Members were of the view that regularization process should be initialized at the earliest and the University of Delhi should be requested to re-visit the appointment process of contractual appointments.***

***Permission was granted to hire MTS against Mr. Ravinder Kumar through the GeM vendor.***

***The Chairperson suggested that the process of making regular appointments against these positions should be expedited as continuing with the contractual employees for long is not a good practice.***

**ITEM NO. 8**

To inform the Governing Body regarding the appointment of the following faculty members on purely adhoc basis for a period of 120 days as per requirement of the course curriculum and recommendations of the respective Teacher-in-charges as mentioned against their names duly approved by the then Chairperson, Governing Body:

**अध्यक्ष, प्रबन्ध समिति**

**Chairperson, Governing Body**

**शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज**

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**Member Secretary, Governing Body**

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**(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)**





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S. No.	Name	Designation	Date of Re-appointment
1	Dr. Gurjeet Kaur	Assistant Professor	w.e.f. 18/11/21 to 17/03/22
2	Ms. AnushaGoel	Assistant Professor	w.e.f. 18/11/21 to 17/03/22
3	Mr. Ravi Yadav	Assistant Professor	w.e.f. 18/11/21 to 17/03/22
4	Mohd. Rashid Shamim	Assistant Professor	w.e.f. 18/11/21 to 17/03/22
5	Ms. Sandra Suresh	Assistant Professor	w.e.f. 18/11/21 to 17/03/22
6	Dr. Satish Goel	Assistant Professor	w.e.f. 18/11/21 to 17/03/22
7	Mr. JigmetWangdus	Assistant Professor	w.e.f. 18/11/21 to 17/03/22
8	Ms. PratibhaMaurya	Assistant Professor	w.e.f. 15/12/21 to 13/04/22
9	Ms. Vijay Lakshmi	Assistant Professor	w.e.f. 15/12/21 to 13/04/22

Further, to approve the appointment of above faculty members on purely adhoc basis for a further period of 120 days or till the end of the semester, whichever is earlier.

***Approved as these adhoc faculty members have been appointed since 2019 following the due process and their appointments be continued as per the past practice and till the process of regular appointment is completed.***

**ITEM NO. 9**

To inform the Governing Body regarding appointment of guest faculty in the department of Management Studies, Financial Studies and Computer Science for one calendar year as per University of Delhi rules through the recommendations of the duly constituted Selection Committee of University of Delhi duly approved by the then Chairperson, Governing Body.

***Approved***

**ITEM NO. 10**

To consider the request received from Mr. Mayank Sahni, Senior Technical Assistant (Computer) for allotment of teaching staff quarter to non-entitled staff member as per clarification received from

अध्यक्ष, प्रबन्ध समिति  
Chairperson, Governing Body  
शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
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डॉ. पूनम वर्मा/Dr. Poonam Verma  
सदस्य सचिव, प्रबन्ध समिति  
Member Secretary, Governing Body  
शहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
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University of Delhi vide letter no. ESTATE/070/ D-1751/ 2021 / 1480 dated 01.12.2021.

***Approved. However, if any eligible staff member approaches for the staff quarters, Mr. Mayank will have to vacate the same with a notice period of one month.***

**ITEM NO. 11**

To approve the recommendations of The Principal for appointment of Bursar for a term of 01 year.

***Approved that the term of the present Bursar Dr. Rishi Rajan Sahay be extended for a period of one year w.e.f. the date of the Governing Body meeting.***

**ITEM NO. 12**

To consider and approve the receipt of consultancy project proposal from M/s Open Advance Technologies LLP against a fee of Rs. 2,80,000/- p.a. to Dr. Narander Kumar Nigam, Assistant Professor, Department of Management.

***Approved but the consultancy amount should not be more than the annual salary as per DU rules.***

**ITEM NO. 13**

To report the letter received from the Principal, Bharti College for repatriation of Mr. Indra Kant Mishra, who was working as Administrative Officer in SSCBS on deputation basis, subsequently Mr. Indra Kant Mishra was relieved from SSCBS on 28/12/2021 (AN) to join back his parent institution i.e. Bharti College.

Further, Mr. Ankur Aggarwal, Section Officer (Accounts) was handed over the charge of Administrative Officer w.e.f. 29/12/2021 with all allowances as per rules.

***Approved***

**ITEM NO. 14**

To report and accept the Technical Resignation of Mr. Ajitabh Saxena, Section Officer (Accounts) w.e.f. 04/12/2019 (Afternoon) vide his letter dated February 11, 2022

***Approved***



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**ITEM NO. 15**

To consider and approve the extension of Mr. Ankur Aggarwal as Section Officer (Accounts) on for a further period of one year w.e.f. 03/07/22 to 02/07/23 on deputation basis.

*Approved*

**ITEM NO. 16**

To consider and approve the request received from Dr. Deepti Khatri, Librarian for filling up of a post of Professional Assistant in Library on deputation basis since Dr. Tribhuvan Kumar, Professional Assistant is superannuating on July 31, 2022.

*The Governing Body resolved that the process of recruitment for the post of Professional Assistant (on contractual basis) be started. Advertisement in this regard be released.*

**ITEM NO. 17**

To report the letter no. CS-III/SSCBS/Misc./2021/1817 dated 11/16, November 2021 received from University of Delhi for appointment on Compassionate Grounds of the dependent family members.

*The Governing Body was of the view that clarification be sought from the University of Delhi on the following points:*

- *Whether the employees of the University of Delhi colleges come under the category of "Government employees" as the document provided by the University of Delhi only states the government servants.*
- *Whether the Governing Body has the power to make compassionate appointment or not as in the document provided by the University, an official of the rank of Joint Secretary or above can only recommend appointment on compassionate grounds.*

**ITEM NO. 18**

To consider the request received from Ms. Paridhi, Assistant Professor for grant of Study Leave for a period of three years w.e.f. 21/03/2022

*The Governing Body approved the Study Leave of Ms. Paridhi for a period of one year. The extension for the same will be subject to the progress report of the applicant as per the rules of the University of Delhi. This comes under the permissible limit of 20% of the total sanctioned strength as per the rules of the University of Delhi.*





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**ITEM NO. 19**

To report and approve deduction of excess Earned leaves credited previously in r/o following Members of staff :

1. Dr. Poonam Verma - 17 Leave
2. Dr. Sanjay Kumar Goyal - 62 Leave

***Approved***

**ITEM NO. 20**

To consider approve the grant of Child care leave to following members of staff for periods mentioned against each as per rules:

1. Dr. Sonika Thakral, Assistant Professor - 16/08/21 to 31/07/22.
2. Dr. Amirna Kausar, Assistant Professor - 22/11/21 to 28/04/22

***Approved***

**ITEM NO. 21**

To report the progress in case titled Sarita V/s Shaheed Sukhdev College of Business Studies LIR No.1408/19 before the court of Presiding Officer - Labour Court, Central Delhi

***Noted***

**ITEM NO. 22**

To consider and approve the Annual Quality Assurance Report (AQAR) for the year 2020-21 submitted by the Internal Quality Assurance Cell of the college.

***Noted as the same was already approved through circulation vide email dt. 25/03/22***

**ITEM NO. 23**

To report the University Notification bearing Ref. No. Estab.I/Mat. Leave/Contract/2019/2917 dt. 04<sup>th</sup> January, 2022 regarding grant of paid maternity leave to adhoc/contractual women teaching and non-teaching for a maximum period of 26 weeks within the specified period of such fixed term engagement.

***Noted and the same be sent to DHE for their approval as it needs to be budgeted for.***



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**ITEM NO. 24**

To consider and approve the Office Memorandum No. 13020/1/2019-Estt.(L) dt. 7<sup>th</sup> June, 2021 Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (Leave & Allowances Division) for treatment/regularization of hospitalization/quarantine period during Covid-19 pandemic.

*Approved*

**ITEM NO. 25**

To discuss the modalities for introducing WEBTV / Cloud Campus on the college website.

*This matter was dropped by the Governing Body.*

**ITEM NO. 26**

To report the appointment of Dr. Ajay Jaiswal, Associate Prof., Department of Computer Science as Officer-on-Special Duty in the College of Vocational Studies (University of Delhi) vide University of Delhi letter bearing no. CS-SDC/114/CVS/2022 dt. 2<sup>nd</sup> March, 2022. Dr. Ajay Jaiswal has been granted Extra Ordinary Leave till further orders for the same as approved by the Chairperson, Governing Body.

*Approved and appointment of the guest faculty in place of this vacant position be done as per the rules of the University of Delhi.*

**ITEM NO. 27**

To seek approval for promotion of Shri Tapan Mandal to the post of Jr Assistant through Limited Departmental Examination as per Non-Teaching Recruitment rules 2020 of University of Delhi.

*Approved*

**ITEM NO. 28**

To consider and approve the recommendations of the screening committee meetings held on December 15, 2021 & February 8, 2022, for considering Financial Upgradation under the MACP Scheme of the of non-teaching staff:

1. Mr. Atul Bhardwaj, Technical Assistant
2. Mr. Rakesh Kumar, Driver
3. Mr. Drigpal Yadav, Daftri





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4. Mr. Sanjay Batra, Assistant
5. Mr. Tulsi Ram Sharma, Lab Attendant

*Approved*

**ITEM NO. 29**

To consider the panel of Chartered Accountant Firms to be appointed as Statutory Auditor for a period of three years.

*The Governing Body approved the panel of auditors (in order of preference):*

- a. *Vikas Praveen & Associates*
- b. *Sunil K Mehta & Co*
- c. *Gams & Associated LLP*

**ITEM NO. 30**

To consider and approve the appointment of Vice-Principal in the college as per DU rules.

*The Member Secretary informed the Governing Body that as per the University of Delhi Ordinance-XVIII, Chapter VII of Colleges and Halls:*

*Point no. 1: No College shall have more than 1000 students on its rolls, and in case of an Extended College, not more than 1500 students, except with the specific approval of the University.*

*Point no. 4 (4): If the Governing Body wish to appoint a Vice-Principal, it should do so with the prior approval of the University. The appointment of the Vice-Principal shall be made from among the Readers in the College who fulfil the qualifications for the post of Principal. The appointment of such Vice-Principal shall require the approval of the University.*

*The Member Secretary further informed that as per the above rules, the college sanctioned student strength has increased and the eligibility for the post of Vice Principal is the same as that of Principal. Honorarium as per the University of Delhi rules is paid to the Vice Principal.*

*In view of the same, the Governing Body approved the appointment of Vice Principal in the college.*

**ITEM NO. 31**

To consider the leave application received from Principal to visit US for the period w.e.f. 21<sup>st</sup> July to 11<sup>th</sup> November 2022.

*The matter was deferred for the next Governing Body meeting after appointment of Vice Principal in*



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*order to ensure continuity in operations of college.*

**ITEM NO. 32**

To consider the minutes of the Finance Committee meeting held on 29/03/2022.

*Approved*

**ITEM NO. 33**

To consider the minutes of the Selection Committee meeting held on 05/04/2022 for selecting the Matron for the girls' hostel.

*Approved*

**ITEM NO. 34**

To consider the extension of the term for running the photocopier shop in the college premises for another period of one year w.e.f. 15.02.2022 to 14.02.2023.

*Approved. Fresh process be completed by 15/05/22 for appointment for running photocopier shop in the college.*

**ITEM NO. 35**

To consider the request received from M/s M.S. Overseas for waiving off the license fee for the period of lockdown i.e. January 2021 to January 2022 and further to extend their term for a period of one year i.e. 17<sup>th</sup> February 2022 to 16<sup>th</sup> February 2023 for running Nescafe coffee shop in the college.

*Approved till 15/05/22 and fresh applications be invited for running coffee shop in the college.*

**ITEM NO. 36**

To consider the proposal received from the Librarian of the college for Library Internship / Training.

*The college can register for the Apprenticeship program of Govt. of India and approach the funding agency/DU. Alternatively, students can come for internship through DU Library System and Rs. 7000/- only can be paid for internship out of the money generated from internal resources.*





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**ITEM NO. 37**

To consider the request received from Mr. Onkar Singh, Assistant Professor, Department of Computer Science for granting of study for a period of three years w.e.f. May 1, 2022 to April 30, 2025.

*The Governing Body approved the Study Leave of Mr. Onkar Singh for a period of one year. The extension for the same will be subject to the progress report of the applicant as per the rules of the University of Delhi. This comes under the permissible limit of 20% of the total sanctioned strength as per the rules of the University of Delhi.*

**ITEM NO. 38**

To consider the budget submitted by IQAC team in view of forthcoming visit of the NAAC peer team on 21<sup>st</sup> and 22<sup>nd</sup> April 2022 for accreditation of 2<sup>nd</sup> cycle of the college.

*The Governing Body authorized the Finance Committee to approve the budget for the NAAC peer team visit. The Chairperson suggested that the budget be first placed with the Finance Committee but due to the urgency of the matter, the Governing Body authorized the Finance Committee to approve the budget for the NAAC Peer team visit.*

**ITEM NO. 39**

To report that Ms. Saumya Jain, Assistant Professor has joined her duties on 31/03/2022 after availing child care leave (CCL) from 12<sup>th</sup> April 2021 to 30<sup>th</sup> March 2022 (Total 353 days).

*Noted*

**(CA Naveen ND Gupta)**  
**Chairperson, Governing Body**

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

डॉ. पूनम वर्मा/Dr. Poonam Verma  
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