



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

Minutes of 151<sup>th</sup> Governing Body meeting held on **04<sup>th</sup> May, 2023 (Thursday)** at **04:00 pm** in the college premises.

Following members attended the meeting:

1. Prof. K. Ratnabali, Chairperson, University Representative
2. Prof. Kavita Sharma, Treasurer, University Representative (Attended online)
3. Dr. Neeraj Kumar Sehrawat, Teacher Representative (More than 10 years' service category)
4. Mr. Tushar Marwaha, Teacher Representative (Less than 10 years' service category)
5. Mr. Sumit Lamba, Non-Teaching Staff Representative (Special Invitee)
6. Prof. (Dr.) Poonam Verma – Principal/Member Secretary

- I. The '**Action Taken**' on the minutes of 150<sup>th</sup> meeting of the Governing Body held on 10/03/2023 were noted and approved.

II. **AGENDA ITEMS FOR THE MEETING 4<sup>TH</sup> MAY, 2023**

1. To consider and approve the extension of study leave of Mr. Onkar Singh, Assistant Professor in the Department of Computer Science for one more year w.e.f. 09/05/2023 to 08/05/2024. (**Annexure IV**)

*Approved*


2. To consider and approve the request of Shri Amit Kumar, Assistant Professor for grant of study leave for a period of 01 years. (**Annexure V**)

*Approved*

3. To consider and approve the request of Shri Abhimanyu Verma, Assistant Professor for grant of study leave for a period of three years w.e.f. 16/06/2023. (**Annexure VI**)

*After discussion the Governing Body resolved that as presently Mr. Abhimanyu Verma is undergoing course work only, the college will review his Study Leave application in January 2024. It was further resolved that at that time amongst the similarly placed teachers, he will be given preference for Study Leave.*

4. To consider and approve the request received from Mr. Ankur Aggarwal, Section Officer (Accounts), for extension of his deputation for a further period of one year w.e.f. 03/07/2023 to 02/07/2024. (**Annexure VII**)

  
**डॉ. पूनम वर्मा / Dr. Poonam Verma**  
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*Approved*



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5. To report and approve the appointment of following guest faculty in the department of Management Studies and Financial Studies for one calendar year as per University of Delhi rules through the recommendations of the duly constituted Selection Committee meeting held on 11/03/2023 against sanctioned posts: **(Annexure –VIII)**

1. Ms. Mehak Aggarwal
2. Mr. Rajat Agarwal
3. Dr. Prachi Jain Aggarwal

*Noted and approved*

6. To report and approve the appointment of following guest faculty in the department of Management Studies and Financial Studies for one calendar year as per University of Delhi rules through the recommendations of the duly constituted Selection Committee meeting held on 17/03/2023 against sanctioned posts: **(Annexure – IX)**

1. Dr. Amit Kumar Jha
2. Ms. Simran
3. Dr. Ashok Kumar

*Noted and approved*

7. To report and approve the appointment of Ms. Anisha Batra as Counsellor in the college for a period of one year w.e.f. the date of her joining (i.e. 20/03/2023) as per University of Delhi rules through the recommendations of the duly constituted Selection Committee meeting held on 14/03/2023: **(Annexure – X)**

*Noted and approved*

8. To report and approve the appointment of following guest faculty in the department of Management Studies and Financial Studies for one calendar year as per University of Delhi rules through the recommendations of the duly constituted Selection Committee meeting held on 12/04/2023 against sanctioned posts: **(Annexure – XI)**


1. Mr. Rahul Solanki
2. Ms. Priyanka Gupta

*Noted and approved*

9. To report and approve the appointment of following guest faculty in the department of Computer Science, Management Studies and Financial Studies for one calendar year as per University of Delhi rules through the recommendations of the duly constituted Selection Committee meeting held on 12/04/2023 against sanctioned posts: **(Annexure – XII)**

1. Dr. Pooja
2. Dr. Maniben Patel

Waiting List (In the Order of Merit)

  
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1. Ms. Anjana
2. Dr. Bharat Pawar
3. Dr. Laxmi Devi
4. Dr. Kumar Ritesh Ranjan

*Noted and approved*

10. To report the action of the Chairperson for extending the term of Dr. Rishi Rajan Sahay as Bursar of the College w.e.f. 13/04/2023 to 12/04/2024 as per rules of the University of Delhi. (**Annexure – XIII**)

*Noted and approved*

11. To report and approve the extension of appointment of Ms. Geeta Joshi as Mtron in Girls Hostel for a period of six months w.e.f. 12/04/2023 to 11/10/2023 on consolidated salary of Rs. 25,000/- p.m. as per resolution G.B. meeting dated 13<sup>th</sup> April 2022. (**Annexure – XIV**)

*Noted and approved*

12. To report the receipt of the letter no. DHE-14(30)/100% College/ Minor Work/ Major Work/2022-23/ 2091-2110 dated 06/04/2023 received from Assistant Director (Plg./Stat.), Directorate of Higher Education, GNCTD for SOPs for purchase of items by the 12 College (100% funded by GNCTD). (**Annexure - XV**)

*The Principal placed before the Governing Body a letter referred above and the Governing Body approved the following:*

1. *The Financial powers delegated to HODs refers to the Principal and the financial powers delegated to Administrative Department/Secretaries refers to the Governing Body of the college.*
2. *The Governing Body approves the inclusion of DCA (TTE/HE) and a nominee of Director (HE) as member from the Directorate of Higher Education, GNCTD in the Purchase Committee.*
3. *The Governing Body approves the inclusion of DCA (TTE/HE) and a nominee of Director (HE) as member from the Directorate of Higher Education, GNCTD in the Finance Committee.*

13. To report letter ref. no. Establ.-I/051/DA/2018/04/31 dated 05.04.2023 received from University of Delhi for grant of DA to the university staff at an enhanced rate of 42% w.e.f. January 2023. (**Annexure - XVI**)

*Noted and approved*



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14. To report OM no. 42/04/2023-P&PW (D) dated 6.4.2023 issued by GOI, Ministry of Personnel, Public, Grievances & Pensions for release of Dearness Relief to Pensioners and Family pensioners at revised rate of 42 % w.e.f. January 01, 2023. (Annexure - XVII)

*Noted and approved*

15. To report letter no. CB.II/DG Colleges/Advt./2022/384 dated 12.04.2023 received from the Assistant Registrar (Colleges), University of Delhi regarding the status of filling of teaching posts in the college. In compliance of the letter the college has already initiated the process of approving its teaching Roster. (Annexure - XVIII)

*Noted. The Principal informed the Governing Body that the revised Roster on account of replacement on the roster points due to voluntary retirement of two faculty members has already been sent to the University of Delhi on 13<sup>th</sup> April, 2023 for their approval.*

16. To approve the draft Standard Operating Procedures (SOPs) for the recruitment of non-teaching staff as per the resolution passed by the Governing Body in its meeting held on 10th March, 2023.

*Approved*

**SUPPLEMENTARY AGENDA**

1. To report for approval, the recommendations of the Selection Committee meeting held on May 2, 2023 for promotion of Dr Nidhi Kesari, Assistant professor, Pay Level – 12 to Associate Professor, Pay Level-13 A in the Department of Management Studies w.e.f. 01/12/2022. (Annexure – XIX)

*Noted and approved*

2. To report for approval, the recommendations of the Selection Committee meeting held on May 4, 2023 for promotion of Dr. Sonika Thakral, Assistant professor, Pay Level – 12 to Associate Professor, Pay Level-13 A in the Department of Computer Science w.e.f. 04/12/2022. (Annexure – XX)


*Noted and approved*

3. To place the letter dated 15/02/2023 received from M/s Tyagi Thesis and Print for discontinuing the services of photocopy shop in the basement of the college.

*The request of M/s Tyagi Thesis and Print for discontinuation of services was approved. It was further resolved that the Photocopy Shop be shifted from the basement to a space adjacent to the Nescafe kiosk near the college lawn area and the process for identifying the vendor be initiated.*

4. To approve for purchasing of two printers for college administration and accounts from the APC Account.

*Approved. The Principal apprised the Governing Body about the urgent requirement of two printers in the college Administration due to increase*

  
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*in workload on account of examination work of School of Open Learning (Category 'B' examination of University of Delhi) in addition to the regular category 'A' exams of the University of Delhi. Further, it was informed that some printers in the Administration Section are very old and their performance is not up to the mark and requires frequent repair which is not economical. The Governing Body asked the Principal to identify such printers and initiate the process of condemnation as per rules.*

5. To consider and approve for filling up the following non-teaching sanctioned posts as mentioned against each:

S. No.	Name of Post	To be filled as	Remarks
1.	Assistant	On Deputation basis	Vacated on 22.08.20 due to demise of Mr. Pradeep Kumar Verma, Assistant
2.	Assistant	On Deputation basis	To be vacated on superannuation of Mr. Rajinder Singh Jaswal on 30/09/2023
3.	Junior Assistant (Two)	On Contractual / Outsourced basis	Vacant as per Roster
4.	Office Attendant (MTS)	Outsourced basis	Vacated on 12.08.21 due to demise of Mr. Umesh Dutt, Office Attendant

*Approved*

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



(Poonam Verma)

Member Secretary, Governing Body  
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(K. Ratnabali)

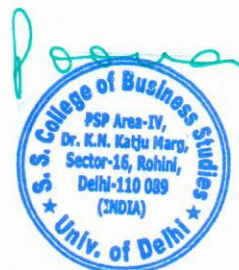
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**STANDARD OPERATING PROCEDURES (SOPs) FOR THE CONDUCT OF WRITTEN TEST/SKILL TEST ETC. FOR FILLING VARIOUS NON TEACHING POSTS**

1. **Identification of the Examiner:** The examiners for the Written Test/Skill Test to be appointed by the Principal (as per the resolution of the Governing Body passed in its meeting held on 10<sup>th</sup> March, 2023) should be of the officer's level i.e. Group 'A' non-teaching level and above so as to include even the teaching levels.
2. **Setting up of Question paper:** The question paper for various non-teaching posts has to be set in accordance with the Recruitment Rules of the University of Delhi. The question papers to be set bilingually in English and Hindi languages. Payment to the examiner for setting of question paper to be done as per University of Delhi rules.
3. **Printing:** Printing of question papers to be done by the examiners only as it is a Confidential matter. The college can facilitate the examiner with the printing equipment and supplies if the examiner so requires. However, printing and storage of OMR sheets and answer sheets for descriptive exam to be done by the college. Payment for printing of question papers be done to the examiner as per the prevalent University of Delhi rules.



4. **Conduct of examination:** - The examination should be conducted as per University of Delhi rules. As per requirement of the post, Objective/Descriptive/Skill test be conducted. Feasibility of the conduct of these exam should be worked out to see if the college can conduct it on its own else other institutions of University of Delhi can also be used as examination Centre. The Governing Body should nominate members as Observers for the examination to ensure fairness.
5. **Evaluation:** Feasibility of getting the OMR sheets evaluated manually should be determined keeping into consideration the number of candidates. External agency should be appointed for scanning of the OMR sheets if the number of candidates are huge in number. The Governing Body nominated Observer to be present when the scanning of the OMR sheets takes place. Storage of descriptive answer scripts to be done by the college.
6. **Result preparation:** Preparation of final result to be done by the examiner as per the Recruitment Rules of the University of Delhi.

