



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

Minutes of the 163<sup>rd</sup> meeting of the Governing Body held on **April 28, 2025 (Monday) at 03:15 PM** in the college premises.

Following members attended the meeting:

1. Prof. Gunjan Gupta, University Representative / Chairperson, Governing Body
2. Prof. Anupam Jha, University Representative / Treasurer, Governing Body
3. Ms. Kavita Rastogi, Teacher Representative (More than 10 years' service category)
4. Dr. Sonika Thakral, Teacher Representative (Less than 10 years' service category)
5. Ms. Nidhi Arora – Non-Teaching Staff Representative (Special Invitee)
6. Dr. Poonam Verma –Professor-Principal/Member Secretary

- I. To approve and confirm the minutes of the 162<sup>nd</sup> Governing Body meeting held on 25<sup>th</sup> February, 2025.

*The minutes of the Governing Body meeting held on 25<sup>th</sup> February, 2025  
were confirmed as approved by circulation to members.*

- II. To report the 'Action Taken' on the minutes of the 162<sup>nd</sup> Governing Body meeting held on 25<sup>th</sup> February, 2025.

**Business arising out of minutes of 162<sup>nd</sup> Governing Body meeting held on 25<sup>th</sup> February, 2025**


*Pt. no. 2: The Chairperson apprised the Governing Body that Dr. Nidhi Kesari had sent an email addressed solely to the Chairperson, conveying her decision to withdraw her earlier email dated 15/01/2025.*

*Upon detailed deliberation, the Governing Body noted the following with serious concern:*

*a. The withdrawal email was not addressed to or marked to the teaching community, unlike the original email dated 15/01/2025, which was circulated widely.*

*b. The withdrawal communication made no reference to the contents or subject of the original email, nor did it append the same.*

*In view of the above, the Governing Body observed that Dr. Kesari's response lacked the spirit of responsibility and did not reflect any expression of regret. Merely retracting the earlier email—without*

  
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Chairperson, Governing Body  
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*extending an apology or issuing a communication to the same audience—  
was considered inappropriate and unsatisfactory.*

**Resolution:**

*The Governing Body unanimously resolved that Dr. Nidhi Kesari be asked to submit a formal, unconditional written apology for her email dated 15/01/2025. Furthermore, the apology must be addressed not only to the Chairperson but also communicated to all recipients of the original email to restore decorum and uphold the dignity of institutional processes.*

**III. AGENDA ITEMS FOR THE MEETING DT. 28 APRIL, 2025**

1. To consider and approve the following PWD estimates received from the Executive Engineer, North West Elect. Division, PWD, ISBT, Kashmere Gate, Delhi for the college building:

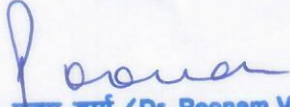
S. No.	Particulars	Amount	Remarks
1	Estimates for SITC of EI Work Installation of New Feeder Pillar Panel along with Replacement of Non Functional Fan, Fitting and UPS in college building	Rs.7,93,807/-	(Annexure-1)
2	Estimates for Relocation of Parking bay Light and Batten from various locations to a single centralized point in college in college building	Rs.4,77,223/-	(Annexure-2)

*Approved*


2. To consider and approve the request received from Prof. Anamika Gupta, Professor in the Department of Computer Science for granting Child Care Leave from 21.07.2025 to 06.01.2026. (Annexure – 3)

*The Principal informed the Governing Body that another teacher has requested Child Care Leave, as mentioned under Point No. 2 of the Supplementary Agenda. The Governing Body deliberated extensively on the matter.*

*After careful consideration, it was resolved that, at present, only one teacher can be permitted to proceed on Child Care Leave, and that too only after the return of a faculty member who is currently on Study Leave. Given these constraints, the Governing Body decided that preference should be accorded to the teacher whose child is nearing the age of 18 years, considering the urgency and time-sensitivity of the situation.*

  
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*However, the Governing Body also noted that, should there be mutual agreement between the two teachers concerned, the sanctioned period of Child Care Leave may be divided between them in a manner acceptable to both parties. Such an arrangement would be subject to the administrative convenience of the college and should not disrupt the academic and institutional functioning.*

3. To consider and approve the request of Prof. Poonam Verma, Principal of the college for granting half pay leave for the period 25.06.2025 to 11.07.2025 to visit USA.

*Approved*

4. To report for approval, the recommendations of the Selection Committee meeting held on March 19, 2025 for appointment of System and Network Administrator on contractual basis initially for a period of six months as per rules of the University of Delhi. (Annexure – 4)

*Noted and approved*

5. To report for approval, the recommendations of the Selection Committee meeting held on March 20, 2025 for promotion of Librarian from Stage III to Stage IV i.e. Academic Pay level 12 to Level 13 A as per the University of Delhi rules under CAS 2018 w.e.f. the date of her eligibility as mentioned below: (Annexure – 5)

Sl. No	Name	Assessment Period	Date of Eligibility for Promotion	Remarks
1.	Dr. Deepti Khatri	12/10/2021 to 11/10/2024	12/10/2024	Promoted under CAS 2018

*Noted and approved*

6. To report for approval, the recommendations of the Selection Committee meeting held on March 20, 2025 for promotion of Dr. Neeraj Kumar from Stage III (Assistant Professor) to Associate Professor i.e. Pay level 12 to Pay Level 13 A as per the University of Delhi rules under CAS 2018 w.e.f. the date of his eligibility as mentioned below: (Annexure – 6)

Sl. No	Name	Assessment Period	Date of Eligibility for Promotion	Remarks
1.	Dr. Neeraj Kumar	18/06/2021 to 17/06/2024	18/06/2024	Promoted under CAS 2018

*Noted and approved*

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7. To report for approval, the recommendations of the Selection Committee meeting held on March 21, 2025 for promotion of Ms. Kishori Ravi Shankar from Stage III (Assistant Professor) to Associate Professor i.e. Pay level 12 to Pay Level 13 A as per the University of Delhi rules under CAS – 2010 w.e.f. the date of her eligibility as mentioned below: (Annexure – 7)

Sl. No.	Name	Assessment Period	Date of Eligibility for Promotion	Remarks
1.	Ms. Kishori Ravi Shankar	03/06/2019 to 02/06/2022	31 December, 2024	Promoted under CAS 2010

*Noted and approved*

8. To report and approve the extension of appointment of following ad-hoc teachers with one working day break for a period of 120 days / till the end of the semester on the recommendations of the Teacher-in-charges of the Departments of the college as per University of Delhi rules:


S. No.	Name of Employee	Designation	Date of Re-appointment
1	Mohd. Rashid Shamim	Assistant Professor (Ad-hoc)	02.04.2025 to 120 days/ End of the semester whichever is earlier
2	Dr. Satish Goel	Assistant Professor (Ad-hoc)	02.04.2025 to 120 days/ End of the semester whichever is earlier

*Noted and approved*


9. To report the action taken by the Chairperson, Governing Body for extending the term of Dr. Rishi Rajan Sahay as Bursar of the College w.e.f. 25/04/2025 to 24/04/2026 as per rules of the University of Delhi. (Annexure – 8)

*Noted and approved*

10. To report for approval, the appointment of the following non-teaching employee on purely contractual basis for a period of six months as per the rules of the University of Delhi. The Governing Body in its meeting held on April 13, 2022 (in point no. 7) has empowered the Professor-Principal of the college to extend the term of the contractual non-teaching employees:

  
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S. No	Name of Employee	Designation	Date of end of the term	Date of Re-appointment
1	Ms. Geeta Joshi	Matron (Girls Hostel)	15.04.2025	17.04.2025

*Noted and approved*

11. To report the letter no. 102/TRG/ANO-Corrs/2024/2131 dated 21<sup>st</sup> March, 2025 received from the Commanding Officer, Col Atul Kumar Maithani, 1, Delhi Armed Sqn, NCC, NCC Bhawan Rohini, Sector-19, Rohini, Delhi for raising of NCC Company and enrollment of CDTs in SSCBS. (Annexure – 9)

*The Principal informed the Governing Body that Dr. Ramesh Kumar, Assistant Prof. has been nominated for the role of Caretaker of the NCC unit of the college. Furthermore, a letter has been sent to NCC Bhawan, Rohini, requesting the grant of age relaxation for the appointment of the Caretaker of the college's NCC unit. The reply from NCC Bhawan, Rohini is currently awaited.*

12. To report the letter no. Fin./Pen.Cell/2025/F-5667 dated 01.04.2025 received from the Finance Officer, University of Delhi for grant of Notional Increment on 1<sup>st</sup> July/1<sup>st</sup> January to the employees who retired from the Central Govt. service on 30<sup>th</sup> June/ 31<sup>st</sup> December respectively for the purpose of calculating their pensionary benefits. (Annexure – 10)

*Noted and approved*


13. To report for awarding the contract for security staff to M/s Sunil Dalal Security Agency through GeM bid ref. no. GEM/2024/B/5495396 dated 11.10.2024 w.e.f. 16.05.2025 for a period of one year.

Further, to extend the term of the contract of current security agency i.e. M/s CDI Security India Private Limited. Upto 15.05.2025

*Approved*

14. To report and seek approval for the letter no. 23(SSCBS/Ex.Eng./PWD/NWBD/935 dated 19.04.2025 for providing and fixing bird net instead of Stainless Steel Grill in Balconies of Girls and Boys Hostel and Corridor received from the Executive Engineer, PWD, North West Building Division, SU Block, Pitampura, Delhi . (Annexure – 11)

*Approved*

  
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15. To report for approval for grant of Dearness Allowance to the Staff as per the revised rates 53% to 55% effective from 01.01.2025. (Annexure – 12)

*Approved*

16. To seek approval for grant for operations and management expenses of SIIF from SSCBS as per request received from Dr. Kumar Bijoy, CEO SIIF (Annexure – 13).

*The GB considered the proposal for extending financial support from the college to meet the operational requirements of its Incubation Centre, established as a Section 8 company fully promoted by the college.*

*The Governing Body noted the following:*

- *The Incubation Centre was established with initial funding from the Government of NCT of Delhi, but in recent times, no further financial support has been received, resulting in severe resource constraints.*
- *The Incubation Centre plays a critical role in promoting innovation, entrepreneurship, and start-up culture among students—objectives that are at the heart of the National Education Policy (NEP) 2020.*
- *As a college of eminence under the University of Delhi, having a functional and vibrant Incubation Centre is aligned with national and institutional priorities. It also serves to strengthen the experiential learning ecosystem of the institution.*
- *The salaries of staff at the Incubation Centre have not been disbursed for the past three months, which is unsustainable and is adversely affecting the morale of the staff.*
- *In the absence of sustained external support, the college has proposed to temporarily support the Incubation Centre using internally generated resources, particularly from value-added courses, from the Students' Society Fund Account specifically from the corpus under the head "Income from Add on courses (College Share)" within the framework of institutional and regulatory norms.*

*In view of the above, and after due deliberation, the Governing Body resolved as follows:*



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1. *The college may, in principle, support the operational expenses of the Incubation Centre for a period of one year, with a review to be undertaken every six months by the college and feedback to be placed before the Governing Body.*

2. *The salary component of the staff shall be met from the revenue generated through value-added courses run by the college.*

3. *The remaining operational expenses (such as utilities, administrative support, consumables, etc.) shall be met from the Students' Society Fund Account specifically from the corpus under the head "Income from Add on courses (College Share)" as per the availability and with necessary approvals.*

4. *The college shall continue its efforts to secure financial support from the Government of NCT of Delhi and explore other funding avenues, including CSR contributions, institutional partnerships, and grants.*

5. *It was noted that currently, a faculty member is discharging the responsibilities of the CEO of the Incubation Centre as an additional duty. The Board of Directors of the Section 8 company has resolved to provide an honorarium of Rs. 25,000/- for this responsibility. The Governing Body in its meeting held on 24.04.24 concurs with this arrangement, keeping in mind the additional workload and the strategic nature of the role.*

*The Governing Body underscores that this support is being extended in view of the institutional interest and national educational priorities and places on record that such financial assistance is to be reviewed periodically and is not a substitute for sustained funding support from government and external sources.*

*Additionally, the Governing Body directed that the pending salaries of the staff associated with the SIIF be released at the earliest but not later than 30/04/2025.*

17. To report the fire occurred on 18/04/25 in the room no. 26, Office of the Boys Hostel. Detailed report to be submitted in the next meeting of the Governing Body.

*The Governing Body constituted a Committee consisting of the following members to look into this matter and to submit its report within a period of one month:*



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- a. Two members from the PWD (One from Civil and one from Electric)
- b. One member from the Engineering Department of the University of Delhi
- c. One member from the Fire Department
- d. Both the Teacher Representatives on the Governing Body of the college.
- e. Administrative Officer of the college.

18. To report the payment of Rs.22,72,059/- to Mr. Krishen Pal, Safai Karamchari towards his retirement benefits, who was retired from the services of the college w.e.f. 28.02.2025 as per details given below:

S. No.	Particulars	Amount (Rs.)
1	Retirement Gratuity	9,73,786/-
2	Encashment of Leave	5,23,449/-
3	Commutation of Pension	7,74824/-
<b>Total</b>		<b>22,72,059/-</b>

*Noted and approved*

19. To report the payment of Rs.19,22,623/- to Ms. Kishori Ravi Shankar, Assistant Professor towards her retirement benefits, who was retired from the services of the college w.e.f. 31.03.2025 as per details given below:


S. No.	Particulars	Amount (Rs.)
1	Retirement Gratuity	8,41,206/-
2	Encashment of Leave	10,81,417/-
<b>Total</b>		<b>19,22,623/-</b>

*Noted and approved*


20. To report the investments of the following amount in the State Bank of India out of the PF Account of the college in March and April 2025:

S. No.	Amount (Rs.)	Period
1	5,21,110/-	444 days
2	4,31,982/-	444 days

*Noted and approved*

  
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 पी एस पी क्षेत्र-IV, डॉ. के.एन. काटजू मार्ग, सेक्टर-16,  
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**अध्यक्ष, प्रबन्धन समिति**  
 Chairperson, Governing Body  
 शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
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**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)**

**SUPPLEMENTARY AGENDA**

1. To consider and approve the following PWD estimates received from the Executive Engineer, PWD Division North-West B, SU Block, Pitampura for the repair/renovation of Office Room of Boys Hostel:

S. No.	Particulars	Amount	Remarks
1	Estimates for repair/renovation of office room of Boys Hostel	Rs.2,80,100/-	(Annexure-14)

*Approved*

2. To consider and approve the request received from Dr. Madhu Totla, Assistant Professor in the Department of Management Studies for granting Child Care Leave from 21.07.2025 to 30.11.2025. (Annexure – 15).

*Same as pt. no. 2 of the main agenda*

3. To consider the request received from Dr. Sonika Thakral for extension of appointment of Ms. Anisha Batra as Counsellor (Annexure – 16).

*The Governing Body approved the extension of appointment of Ms. Anisha Batra for a period of 6 months. It was further resolved that this post be re-advertised.*

4. To consider and approve the purchase of a new laptop from the College Student Welfare Fund as per the request received from the Placement Officer (Annexure – 17).

*Approved*

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

(Poonam Verma)  
Professor-Principal  
Secretary, Governing Body

**डॉ. पूनम वर्मा / Dr. Poonam Verma**  
सदस्य सचिव, प्रबन्धन समिति  
Member Secretary, Governing Body  
शाहीद सुखदेव कॉलेज ऑफ बिजनेस स्टडीज  
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(Gunjan Gupta)  
Chairperson Member  
Governing Body

**अध्यक्ष, प्रबन्धन समिति**  
Chairperson, Governing Body  
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