



## QUALITY COUNCIL OF INDIA

### MINUTES OF THE 66<sup>th</sup> GOVERNING BODY MEETING OF QCI HELD ON

MARCH 28, 2022

The meeting of the 66<sup>th</sup> Governing Body was held on March 28, 2022, through Video Conferencing mode at 1500 Hrs.

The list of members who attended the meeting is annexed at *Annexure –A* (Page No. 08)

#### **Welcome Note**

The Chairperson welcomed all the members present through the virtual mode and confirmed the quorum for the meeting. He appreciated the members for being consistent in joining the Governing Body Meetings and expressed gratitude to Sh. B. V. R. Subrahmanyam, Hon'ble Commerce Secretary for joining the meeting and informed him that the meeting of the Governing Body is scheduled every quarter and QCI has been very thorough on its governance practices and meeting schedule over the past years. Chairperson, QCI apprised the members that as informed in the 65<sup>th</sup> Governing Body meeting, the celebration of 25<sup>th</sup> anniversary of QCI could not be carried out in January 2022 due to the outbreak of COVID, the celebrations are now being planned for September 2022. He mentioned that besides the celebrations, QCI is even more keen on planning and engaging in activities that impact the lives of the stakeholders on a more long-term basis and the same are being planned in consonance with the various ideas and inputs received from the Board members. He further mentioned that QCI is reflecting on the achievements of the 25 years and setting goals for the next few years to bring about a positive change in quality of life.

The Chairperson, QCI apprised the members that coming out of Covid, QCI is getting a lot of requests for participating and contributing to new and more challenging projects. This is a testimony of the ability of the organisation to deliver challenging and complex tasks with a quick turnaround. He mentioned that QCI has witnessed a growth of 10x in the past 7 years and hopeful of contributing much more to the cause of quality improvement on a national scale. He further mentioned that all QCI Boards have also successfully risen to the challenge of the ambitious targets set for them.

The Chairperson, QCI informed the members that apart from the statutory board members of each of the QCI Boards that meet at regular intervals, we are in the process of introducing additional advisory level committee to ensure continuity in understanding, guidance, and monitoring activities by specialised experts relevant to each of the Board. Three of the boards have already formed the Advisory Committees and are benefitting immensely from them in shaping the direction of the Board.

The Chairperson, QCI welcomed Padma Shri Prof. (Dr.) Mahesh Verma, Vice Chancellor, GGSIP University as the Chairperson, NABH to the QCI family. He thanked all the members again for sharing their inputs and mentioned that we hope to meet in person soon.

The members were shown a glimpse of the various activities undertaken by QCI boards and divisions during the reporting period through a short video.

The Chairperson requested the Secretary General to take up the formal discussion on the agenda.



**a. Adoption of Agenda**

The agenda was adopted with the permission of the Chair. Item No. 66.1.3, 66.1.5 and 66.2.3 were noted to be omitted from the agenda of the 66<sup>th</sup> Governing Body for facilitating recommendations of the Finance Committee, QCI, which is still under active discussions.

**b. Confirmation of the Proceedings of the 65<sup>th</sup> Governing Body Meeting**

The proceedings of the 65<sup>th</sup> Governing Body meeting held on December 22, 2021 were confirmed and approved by the Governing Body members, since no comments were received from any member.

**c. Action taken on the Proceedings of the 65<sup>th</sup> Governing Body Meeting**

The 'Action Taken Report' on the proceedings of the 65<sup>th</sup> Governing Body meeting circulated to all members was noted by the Governing Body. It was informed that all actions, wherever required were duly taken.

<b>I. Items for consideration and approval of the Governing Body:</b>		
<b>Item No. 66.1.1</b>	<b>:</b>	<p><b>To approve nomination of Chairperson, NABH</b></p> <p>The Secretary General informed the members that in accordance with the provisions of Service &amp; Finance Manual, QCI had initiated the process for appointment of Chairperson, NABH and based on the nominations received from Industry Associations, Governing Body and Governing Council members and after following the due process, the Chairperson, QCI nominated Prof. (Dr.) Mahesh Verma, (Padma Shri awardee) Vice Chancellor, GGSIPU, as Chairperson, NABH w.e.f. 28.03.2022.</p> <p>The Governing Body approved the same.</p> <p>The Secretary General, QCI and the Chairperson QCI welcomed Prof. (Dr.) Mahesh Verma to QCI family.</p>
<b>Item No. 66.1.2</b>	<b>:</b>	<p><b>To approve the budget proposal for Financial Year 2022-2023</b></p> <p>The Secretary General apprised the members that Finance Committee has worked hard on finalising the budget for 2022-2023 in consultation with the QCI Finance team. He presented the proposed budget for Financial Year 2022-23 vis-à-vis Financial Year 2021-22.</p> <p>He invited Ms. Tanusree Banerjee, Chairperson, Finance Committee to brief the members about the proposed budget. Ms. Tanusree Banerjee, Chairperson, Finance Committee informed the members of the Governing Body that the budgeted Income and Expense has been set considering the relaxation in the restrictions imposed due to pandemic and the impact of the upcoming celebrations and activities pertaining to QCI's Silver Jubilee celebrations on the Expenses and the same shall be reviewed for any</p>



revisions mid-year. The Board-wise budget figures presented to the Governing Body are as given below:

Board/ Division	Budgeted Income		Budgeted Expense	
	FY 2022-23	FY 2021-22	FY 2022-23	FY 2021-22
QCI	17,696	13,182	14,646	11,083
NABL	10,220	9,784	6,074	5,606
NABH	8,006	5,387	3,815	2,480
NABET	1,867	1,321	1,611	1,452
NABCB	1,600	1,200	977	838
NBQP	410	209	576	320
<b>Total</b>	<b>39,799</b>	<b>31,083</b>	<b>27,699</b>	<b>21,779</b>

The Governing Body approved the Budget estimates for the financial year 2022-2023.

Item No. 66.1.4

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**To approve the formation of advisory committees in QCI Boards**

The Secretary General, QCI informed the members about the formation of Advisory Committee consisting of relevant sector experts in each of the QCI Boards to provide strategic guidance. The detailed role & responsibilities of the advisory committees were presented to the Governing Body for comments and approval.

Hon'ble Commerce Secretary suggested that the advisory committee should be engaged in providing guidance to the respective boards and the word "direction" may be suitably modified.

The Governing Body concurred with the recommended guidelines and approved the formation of the advisory committees (The guidance note is placed at Annexure- B).

**II. Items for ratification of the Governing Body**

Item No. 66.2.1

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**To ratify revised constitution of QCI constituent Board, NABET**

The Governing Body noted that on account of decline of interest received from the one of the proposed organisations, offer of nomination has been sent and accepted by Chairperson, Delhi Commission for Protection of Child Rights (DCPCR), the new organisation. Hon'ble Secretary,



		<p>Department of Commerce suggested that a background check of the new members being added to the respective boards may be performed.</p> <p>The Governing Body ratified the revised constitution of the NABET Board, with caution that the background check of the nominated member may be done.</p>
<b>Item No. 66.2.2</b>	<b>:</b>	<p><b>To ratify the appointment of new member in the NABCB Board</b></p> <p>The Governing Body after going through the details of the new members, ratified the appointment of below given new member to the NABCB Board.</p> <p>a. Engineering Council of India: Representative of Consulting organisations</p>
<b>Item No. 66.2.4</b>	<b>:</b>	<p><b>To ratify authorization of Secretary General, QCI to represent QCI (shareholder in ONDC) in the General meetings of Open Network for Digital Commerce</b></p> <p>The Governing Body ratified the authorization of Secretary General, QCI pursuant to Sec 113 of the Companies Act, 2013 to attend and vote at the General Meetings of the Company and to represent QCI, attend any meeting and vote on behalf of QCI, to sign and execute documents, give any information, clarifications, explanations and do all such acts and deeds as may be necessary, required or deemed expedient on behalf of QCI, shareholder in ONDC.</p>
<b>Item No. 66.2.5.</b>	<b>:</b>	<p><b>To ratify the amalgamation of non- technical positions of NABL with that of QCI</b></p> <p>The Governing Body noted the provisions of the S&amp;F manual of QCI pertaining to the non-technical positions and ratified the amalgamation of non-technical positions of NABL with that of Admin &amp; Finance of QCI as prevalent in all other Boards.</p>
<b>III. Items for information of the Governing Body</b>		
<b>Item No. 66.3.1</b>	<b>:</b>	<p><b>To note the financial performance of QCI and its Boards from January 01, 2022 to March 25, 2022 and April 01, 2021, to March 25, 2022</b></p> <p>The Secretary General, QCI apprised the Governing Body of the following:</p> <p>a. <b>4<sup>th</sup> Quarter, January 01, 2022, to March 25, 2022:</b> The Boards and QCI, have earned total Income of ₹7,715 Lakhs against the budgeted Income of ₹7,771 Lakhs (being 99% of the budgeted income) and the total Expenditure has been ₹4,351 Lakhs against the budgeted Expenditure of ₹5,446 Lakhs (being 80% of the budgeted expenditure) for the period January 01, 2022 to March 25, 2022.</p>



		<p>b. <b>April 01, 2021, to March 25, 2022:</b> During the Financial Year 2021-2022 i.e. April 01, 2021 to March 25, 2022, the Boards and QCI, have earned total Income of ₹30,102 Lakhs against the budgeted Income of ₹29,530 Lakhs (being 102% of the budgeted income) and the total Expenditure has been ₹16,210 Lakhs against the budgeted Expenditure of ₹20,690 Lakhs (being 78% of the budgeted expenditure) for the period April 01, 2021 to March 25, 2022.</p> <p>The Governing Body received the information.</p>
<b>Item No. 66.3.2</b>	<b>:</b>	<p><b>To note the promotions against the sanctioned posts</b></p> <p>The Governing Body received the information.</p>
<b>Item No. 66.3.3</b>	<b>:</b>	<p><b>To note the regularization in services of employees, appointed against the sanctioned posts</b></p> <p>The Governing Body received the information.</p>
<b>Item No. 66.3.4</b>	<b>:</b>	<p><b>To note the employees relieved from services of QCI during the period of report</b></p> <p>The Governing Body received the information.</p>
<b>Item No. 66.3.5</b>	<b>:</b>	<p><b>To receive note on extension in the term of Steering Committee, PPID</b></p> <p>The Governing Body received the information.</p>
<b>Item No. 66.3.6</b>	<b>:</b>	<p><b>To note update on QCI's Income Tax Appeal before Commissioner-Appeal, Income Tax Department and before Income Tax Appellate Tribunal</b></p> <p>Hon'ble Commerce Secretary suggested that clarity in all respects may be sought to ensure that there are no pending tax liabilities and QCI is exempt from paying any Income Tax.</p> <p>Secretary General, QCI and Ms. Tanushree Banerjee, Chairperson, Finance Committee, clarified that QCI is registered under Sec 12AB of the Income Tax Act, 1961 and subject to compliance of the conditions laid under section 12AB of the Income Tax Act, 1961, QCI is not required to pay any tax on its income and has on various occasions represented to the Income Tax authorities and received refund of the tax claimed. Secretary General, QCI further assured the members that all requisite measures shall be taken to ensure compliance to the requirements of the Income Tax.</p> <p>The Governing Body received the information.</p>



<p><b>Item No. 66.3.7</b></p>	<p>:</p>	<p><b>To place on record information about the update on activities of Boards, Divisions &amp; Cells during the reporting period by Designated Incharge/CEO (for proposal of members)</b></p> <p>The status update on activities of the Boards, Divisions and Cells during the reporting period as circulated along with the agenda was considered as read. The Governing Body noted the same.</p>
<p><b>Item No. 66.4</b></p>	<p>:</p>	<p><b>Any other Item with the permission of the Chair</b></p> <p>a. Sh. B.V.R Subrahmanyam, Secretary, DoC suggested that a nominee from DoC or Services Export Promotion Council or other related bodies can be part of the NABCB and NABET Board to ensure participation and synchronisation in case of signing of MRA's /accreditation &amp; certification activities being carried out in the services sector. Chairman, QCI suggested that presence of commerce representatives would be very helpful on the NABL Board in order to ensure international acceptance of NABL accredited Lab reports in other countries at the time of signing FTA's.</p> <p>Secretary General, QCI further informed that JS, DoC is an existing nominee on the NABCB Board and services being a less touched upon sector, QCI has had interactions with DoC for introducing measures in boosting up the same. QCI can also help in providing framework to DoC that can help gain market access to Indian Professionals in International Markets.</p> <p>Hon'ble Secretary, DoC further suggested that other areas QCI could look at are nursing, pharma, yoga professionals and related certifications for services sector to enhance market access for India.</p> <p>Secretary General, QCI and Sh. P.R Mehta apprised the members that QCI would be happy to assist DoC on creating such required standards as drafts for a lot of sectors have already been worked upon.</p> <p>b. Sh. P.R Mehta suggested that as part of the activities planned for the 25<sup>th</sup> year of QCI, we could look at making quality interventions in schools, ITI's, MSME's, hospitals, labs etc. be concentrated in specific districts to make them experience the approach and outcome of quality.</p> <p>c. Mr. Vinod Sharma suggested that as part of the silver jubilee preparations and in order to reach out to the masses with a message of quality, QCI may prepare a jingle that can be released on radio, television and other common media platforms. This will help popularise the idea of quality among the larger set of audience. Secretary General, QCI informed the members that QCI team has</p>



	<p>already undertaken this activity and would be releasing a Quality anthem and shorter version of it very soon.</p> <p>There being no other remarks, the meeting concluded with a Vote of Thanks.</p>
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A handwritten signature in blue ink, appearing to read 'Ravi P. Singh', with a horizontal line drawn underneath.

**Dr. Ravi P. Singh**  
**Secretary General**  
**Quality Council of India**

A handwritten signature in blue ink, appearing to read 'Adil Zainulbhai', written in a cursive style.

**Adil Zainulbhai**  
**Chairperson**  
**Quality Council of India**

Place: - New Delhi  
Date: - 21/04/2022



**Annexure- A**

**Attendance for 66<sup>th</sup> Governing Body Meeting of QCI held on 28.03.2022**

**List of Members Present:**

1.	Sh. Adil Zainulbhai	Chairperson, QCI
2.	Smt. Asha Sota,	Deputy Secretary, DPIIT
3.	Sh. B.V.R Subrahmanyam	Secretary, DoC
	Sh. Darpan Jain	Joint Secretary, DoC
4.	Dr. Ekta Kapoor	Representative, DST
5.	Sh. Deep Kapuria	Chairperson, NABCB
6.	Prof. R.K Kotnala	Chairperson, NABL
7.	Prof. (Dr.) Mahesh Verma	Chairperson, NABH
8.	Sh. P.R. Mehta	Chairperson, NABET
9.	Smt. Tanusree Banerjee	Chairperson, Finance Committee
10.	Sh. Yashpal	ASSOCHAM
	Sh. Mohd. Nahid Alam	
11.	Sh. Mritunjay Kumar	FICCI
12.	Prof. Venu Gopal Achanta	Director, NPL (CSIR)
13.	Sh. Jitender Pareek	Indian Industries Association (IIA)
14.	Sh. Vinod Sharma	Electronic Industries Association of India
15.	Dr. M.S. Kamath	Consumer Guidance Society of India (CGSI)
16.	Sh. Aditya Natraj	Kaivalya Education Foundation (KEF)
17.	Dr. R.P. Singh	Secretary General, QCI

**QCI Secretariat:**

1.	Sh. N Venkateswaran	CEO, NABL
2.	Dr. Atul Mohan Kochhar	CEO, NABH
3.	Sh. Rajesh Maheshwari	CEO, NABCB
4.	Dr. Manish Kumar Jindal	CEO, NABET
5.	Sh. C.K. Biswas	CEO, NBQP
6.	Dr. A. Raj	Senior Director, ZED
7.	Sh. Anil Relia	Head, PPID
8.	Dr. Manish Pande	Head, PADD
9.	Sh. Alok Jain	Head, Training and Capacity Building Cell
10.	Sh. Kuldeep Kaul	Head, Finance and Accounts
11.	Sh. Vikram Jindal	Senior Advisor, QCI
12.	Ms. Kanika Sethi	AO, QCI
13.	Sh. Rudraneel Chattopadhyay	PPID
14.	Sh. Saransh Agrawal	PPID

**Leave Granted:**

1- Confederation of Indian Industry (CII)
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2- Railway Board, Ministry of Railways
3- STQC
4- Sh. Sunil Mathur, Chairperson, NBQP



**Guidance Note on Creation of Advisory Committees at QCI Boards**

**Background:**

In the meeting of Chairpersons of the QCI Boards held on June 22, 2021, and their further discussions on December 16, 2021, it was suggested that each board should have its dedicated advisory committee consisting of industry experts and leaders to provide strategic inputs to the respective board's executive. The committee shall aim to keep the board in sync with latest developments in the sector and be attuned to the demands and wants of the sector. Such guidance can have an overall impact on the board's targets, plans, vision, and approach. The committee shall have advisory functions and shall be created with approval of the Governing body. The committee shall submit its suggestions (if any) to the respective boards and shall remain subservient to it. The extract from the rules and regulations of QCI which permits the creation of such committee is attached below along with the draft terms and conditions for the formation of the committees.

**Extracts from the Rules and Regulations of QCI:**

**10. Byelaws of the Council :**

- a) The Governing Body shall have the power, to frame, amend or repeal byelaws not inconsistent with these rules for the administration and management of the affairs of the Society and in particular to provide for the following:
  - i. the preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contract for investment of funds of the Society and the sale of such investment and accounts and audit;
  - ii. conduct of business by the executive committee and such other committees/panels of experts as may be constituted from time to time.

**12. Appointment of Committees :**

- a) The Governing Body by resolution may appoint :
  - i. Committees or sub-committees for such purposes and with such powers as the Governing Body may think proper;
  - ii. Executive Committees or local committees for any particular area or institutions, consisting of persons who need not be members of the Society and delegate to them such powers as the Governing Body may think proper and lay down rules for the proceedings of such Committees;
  - iii. Advisory Boards or Committees consisting of persons who need not be members of the Society and such advisory functions as the Governing Body may think proper;



As stated in Point 10 (ii) and 12 of the above snippets, the governing body has the authority to constitute such committee which may be referred as the “**Advisory Committee**”, the committee may be constituted with the approval of the Governing Body.

The members shall ensure that there is no conflict of interest in his/her being a member of this committee in addition to his/her other engagements.

The below are some of the key components defined for formation of such committee:

**I. Authority for formation:**

The Chairperson of each board in consultation with its CEO shall nominate relevant members (4 to 7) as members of the committee on its formation or in the case of a casual vacancy. The CEO of the board shall be the member secretary of the committee and thus responsible for convening the meetings of the committees

**II. Roles and Responsibilities of the Advisory Committee:**

The committee shall be responsible for the following:

1. To provide strategic guidance and update to the boards, keeping it relevant to its sector
2. Give inputs to expand the vision and goals of the board
3. Explore new opportunities by stimulating robust conversations and invite sectoral experts to its meetings if required for deliberation
4. Assist the board by providing broad guidance in execution of its programmes, if matter brought in by the CEO
5. Help the board in expanding its network and outreach with Government, industry, and NGOs that shall be fruitful in its growth
6. Brainstorm on the potential implications of various strategies and decisions

**III. Number of Meetings:**

The committee shall meet once every quarter or at a shorter duration in person or virtually, as may be required or deemed fit by the Chairperson of the Board.

**IV. Tenure of the committee:**

The tenure of the members of the committee shall be two (2) years from the date of formation. The tenure of the members shall be extendable for two (2) further terms upon the approval of Chairperson of the respective Board.

**V. Nature of appointment**

1. The appointment shall be of honorary nature and no remuneration shall be attached
2. Accommodation and travel shall be provided for in person meetings if requested by the



- appointee
3. The appointee shall hold the position at the discretion of Chairperson of the Board and the Chairperson shall reserve the authority for relieving the individual of its duties on reasons deemed fit by him/her.
  4. The appointee can resign from the post with approval from Chairperson of the Board