

MINUTES OF THE 106TH MEETING OF THE BOARD OF MANAGEMENT HELD ON NOVEMBER 19, 2010 AT 11.00 A.M. IN THE CONFERENCE ROOM, BLOCK NO.8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110068

The following were present:

1	Prof. V.N. Rajasekharan Pillai, Vice-Chancellor	- Chairman
2	Dr. Latha Pillai, Pro-Vice-Chancellor	- Member
3	Prof. B.S. Sharma	- Member
4	Dr. S. B. Singh Bhadauria	- Member
5	Dr. Veena Vinayakrao Thakare	- Member
6	Prof. P. Purushotam Rao	- Member
7	Prof. A. Kalyani	- Member
8	Prof. Darvesh Gopal	- Member
9	Prof. B.K. Pattanaik	- Member
10	Shri Abdul Samad Ibrahim	- Member
	Shri Udai S. Tolia, Registrar (Admn)	- Secretary

The Secretary (S&HE), MHRD, the Secretary, Ministry of I&B and Advocate, Shri Pravin Parekh, Members could not attend the meeting.

Shri A.K. Singh, Joint Secretary, MHRD attended the meeting on behalf of the Secretary (S&HE), MHRD.

At the outset, the Chairman welcomed the members to the 106th Meeting of the Board of Management. Before the proceedings of the meeting started, the Chairman informed the Board about the sudden demise of Dr. D.K. Choudhry, Pro-Vice Chancellor on 12.11.2010. Recalling the most valuable services rendered by the Dr. D.K. Choudhry during his service, spanning for about 25 years in the University, the Chairman informed that Dr. D.K. Choudhry had joined the University as Asstt. Director on 07.11.1986, as Regional Director w.e.f. 09.03.1988 and further as Regional Director in the Professor's scale w.e.f. 31.7.1996 and then as Director, Regional Services Division at Hqs. He was appointed as the Pro-Vice Chancellor of the University on 03.7.2007. Dr. Choudhry was among the first officers to join the University. It was the time when the University was in its infancy and was still in the process of establishing regional centres and study centres across the country. Dr. Choudhry was mainly instrumental in establishing a vast network of study centres in & around Delhi in the NCR including study centres at in some prestigious colleges of Delhi

University. The Chairman informed the Board that a condolence message was sent to the bereaved family, on behalf of the University fraternity.

The Board noted the contributions of (Late) Dr. D.K. Choudhry in the University from its formative period and recorded its heart-felt condolence for his untimely death. The Board noted that while his untimely death was big loss to the bereaved family, it was certainly a great loss to the University as well.

The Board observed two minutes silence in the memory of the departed soul.

Initiating the proceedings of the meeting, the Chairman welcomed and introduced Sh. A.K. Singh (IAS), Joint Secretary, MHRD, Govt. of India to the members of the Board. The Chairman informed that though Sh. Singh was attending the Board's meeting for the first time, he is not new to the University, as he has held the education portfolio for quite long in the Planning Commission, Deptt. of Technical Education and the School Education etc. in the MHRD. The Chairman also introduced the Jt. Secretary to each member, making special mention of the five Visitorial nominees on the Board. He particularly mentioned Prof. B.S. Sharma, who was associated with this University, as the 1st Pro-Vice Chancellor of the University. The Chairman also welcomed Dr. Latha Pillai, Pro-Vice Chancellor and Prof. B.K. Pattanaik, as the new Members of the Board of Management.

On behalf of the Board, the Chairman recorded the appreciation of the valuable contributions made by Prof. K.R. Srivathsan, PVC and Prof. (Ms.) Shafiq Parvin, whose term as members on the Board has expired.

The Chairman apprised the BOM about the various events being held on 19.11.2010, the 25th Foundation Day of the University. The Chairman noted that the day also happened to be the birth anniversary of the late Prime Minister Smt. Indira Gandhi. The University was therefore celebrating its Silver Jubilee on its 25th Foundation Day. In fact, the Year 2010 as a whole has been very eventful for the University which has been celebrated as the Silvery Jubilee Year. The Silver Jubilee Celebrations are culminating today with certain very important events being organised, throughout the day, commencing with the release of Silver Jubilee Commemorative Cover by Ms. Rameswari Handa, Chief Post Master General, Delhi, the Board's meeting on the occasion of Foundation Day, the unveiling of the Statue of the late Prime Minister Smt. Indira Gandhi by the Hon'ble Chief Minister of Delhi Smt. Shiela Dixit and a Special Valedictory function to mark the 25th Year of the establishment of the University by Shri Oscar Fernandes, Member of Parliament & Chairman of the Parliamentary Committee on HRD, giving the 25th Foundation Day Lecture.

The Chairman informed the Board that the IGNOU has been designated as the 1st University in the country as the 'Registrar' for the AADHAR Project of the Unique Identification Authority of India (UIDAI), Govt. of India and also the 1st Institution to be ready with the 1st batch of 12 Unique Identity Cards, to be presented to its students by Smt. Shiela Dixit, Hon'ble Chief Minister of Delhi in the Valedictory function today.

The Chairman thanked the members of the Board, other Authorities, the employees of the University for their cooperation, guidance & hard-work and very enthusiastic support to make the IGNOU, the largest University in the world.

The Chairman also highlighted the commitments made by the University in relation to the Silver Jubilee celebrations on 19.11.2010. He thanked the Registrar, Shri U.S. Tolia & the team of officers, associated with various activities, for accepting the challenges in fulfillment of the commitments, which have been accomplished despite very precarious time schedules for preparations/arrangements and making the Silver Jubilee commemoration functions, today, a success.

Prof. Purushotam Rao, Member complimented the University, for having created several land-marks in its short span of 25 years. He thanked the University community for making the IGNOU a unique experiment. All the members of the Board joined Prof. Rao, in placing on record their appreciation to the world's biggest university.

The Chairman then requested the Registrar/Secretary, BOM to present the items on the Agenda.

The following items were taken up for consideration:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 105TH MEETING OF THE BOARD OF MANAGEMENT HELD ON JULY 28, 2010

BM 106.1.1 The Registrar informed that the Minutes of the 105th Meeting of the Board of Management held on 28.7.2010 were circulated to the members of the Board and no comments on the decisions of the Board have been received. The Action Taken Report was also placed along with the Minutes. He, therefore, proposed that the Minutes of the 105th Meeting may be confirmed

BM 106.1.2 The Board noted the Action Taken Report on the Minutes of the 105th meeting. As regards the white-paper on the financial

health of the University, Sh. A.K. Singh, Jt. Secretary, MHRD emphasized that the paper, as per the decision of the previous Board, should be expedited. The Board was assured that the Finance Div. is working on the white paper and that the same would be placed before the next Board. The Board confirmed the Minutes of 105th meeting, with these notings.

ITEM NO. 2 TO REPORT THE MATTER REGARDING APPOINTMENT OF DIRECTORS OF SCHOOL OF EDUCATION AND SCHOOL OF COMPUTER & INFORMATION SCIENCES

BM 106.2.1 Registrar informed that the Board at its 105th meeting had directed to segregate the reporting items and the decision which are to be noted/ratified by the Board from the items which require approval of the Board. In keeping with the above direction, the items to report the action taken by the University and such items where the decisions have been taken by the authorities/Vice-Chancellor are placed separately for ratification/information of the Board. Accordingly, item Nos. 2 to 7 have been placed for ratification/information of the Board.

BM 106.2.2 The Board noted the action taken by the University vide item Nos.2, 3, 4, 5, 6, 7, as also 30, 32 and 35 of the Agenda proposals.

ITEM NO. 3 TO REPORT THE NOMINATIONS OF MEMBERS ON THE WORKS COMMITTEE MADE BY THE VICE-CHANCELLOR UNDER CLAUSE (3) OF ITS COMPOSITION

BM 106.3.1 As per the decision taken above vide Res. BM 106.2.2

ITEM NO. 4 TO REPORT THE MATTER REGARDING CHANGE IN THE NOMENCLATURE OF 'IGNOU INSTITUTE FOR PROFESSIONAL COMPETENCY ADVANCEMENT OF TEACHERS THROUGH ODL' (IIPCAT) AS THE 'INSTITUTE FOR COMPETENCY ADVANCEMENT OF TEACHERS (i-CAT)'

BM 106.4.1 As per the decision taken vide Res. BM 106.2.2

ITEM NO. 5 TO NOTE THE DECISIONS OF THE ACADEMIC COUNCIL TAKEN AT ITS 52ND & 53RD MEETINGS HELD ON APRIL 20, 2010 & SEPTEMBER 27, 2010 RESPECTIVELY

BM 106.5.1 As per the decision taken above vide Res. BM 106.2.2.

ITEM NO. 6 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN SANCTIONING EXTRA ORDINARY LEAVE FOR A PERIOD OF 5 YEARS TO DR. S.S. JENA TO ENABLE HIM TO ACCEPT THE ASSIGNMENT OF CHAIRMAN, NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

BM 106.6.1 As per the decision taken above vide Res. BM 106.2.2.

ITEM NO. 7 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN WAIVING THE NOTICE PERIOD IN RESPECT OF DR. PATHARE SURESH RAMADAS, FORMER READER IN SOCIAL WORK

BM 106.7.1 As per the decision taken above vide Res. BM 106.2.2

ITEM NO. 8 TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE 72ND MEETING OF THE FINANCE COMMITTEE HELD ON 8TH NOVEMBER, 2010

BM 106.8.1 The Board considered the recommendations of the Finance Committee made at its 72nd meeting held on 8.11.2010. The Board also considered the Revised Estimates 2010-11 and Budget Estimates 2011-12 vide Res. 72.19.1 to 3 of the Finance Committee.

With regard to the decision of the Finance Committee for grant of seed money of Rs.1.00 crore to the IGNOU-Haryana Society for community education & training vide Res. FC 72.17.2, the Joint Secretary recalled that the Finance Committee had decided that the money shall be retrieved within 3 years of the date of the contribution to the Society. However, in the Res. No.72.17.3 of the Finance Committee, it has been mentioned that the amount shall be retrieved after 3 years, after the society became self-reliant. This did not reflect the correct decision of the Finance Committee. The error was noted for corrections in

the Minutes of the Finance Committee.

It was further noted that there were differences in the estimates of receipts and expenditure, projected in the Budget Estimates. It was noted that the estimates projected anomalous figures of Revenue & Expenditure and there were discrepancies in the figures furnished in the Estimates and also those presented by the Director of one of the Schools i.e. the School of Continuing Education. Even the figures presented by the Director of the School varied from those given by the programme coordinator in the School. The Joint Secretary stressed that the figures are reflective of erroneous estimations and therefore, need to be reconciled with the books of Accounts maintained in Finance Div. The Estimates should be recast so as to reflect correct status of anticipated revenue and expenditure for the year.

It was emphasized that the correct way in this regard should be that the respective schools/units prepare the unit-wise details of anticipated revenues to be generated and the expenditure to be incurred and submit these estimates to the Finance Officer and ensure that their figures reconcile with the accounts figures.

BM 106.8.2 After detailed discussions, the Board directed that the Revised Estimates 2010-11 and the Budget Estimates 2011-12 be recast/revised, and placed before the next Finance Committee again, preferably within a period of 15 days. The Board authorized the Finance Committee to approve the revised Financial Estimates of the University after it is recast.

The agenda & papers may also be circulated to the members atleast one week before the date of the meeting of the Finance Committee.

BM 106.8.3 The Board approved the remaining recommendations of the 72nd meeting of the Finance Committee. A copy of the recommendations of the Finance Committee is placed at **Appendix-1.**

ITEM NO. 9 TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE 62ND MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON 2ND NOVEMBER, 2010

BM 106.9.1 The Minutes of the 62nd meeting of the Establishment

Committee, a Standing Committee of the Board was taken up for consideration. With regard to Item No.7 (Res. EC 62.7.1), the Board felt that the old/existing rates of remuneration should also be indicated whenever the revisions of such rates are proposed. This is necessary for proper appreciation and justification of the revisions proposed. This was noted.

As regards the draft R&P Rules, 2010 for Group-A, B & C Non-Academic employees (Res. EC 62.12.1), the draft Rules were discussed in detail. Registrar informed the Board that the R&P Rules for non-academic staff were framed as back as in 1991 and since then several changes/modifications have been made in the service conditions of the non-academic employees, pursuant to Govt. of India orders and implementation of the 5th & 6th Pay Commission Reports etc. The revision of the R&P Rules was therefore overdue. Accordingly, the Board constituted a Committee to review the existing R&P Rules for the non-academic employees. The Committee after extensive deliberations and also taking into consideration the views of the representatives of staff and also the best practices obtaining elsewhere has finalized the draft R&P Rules for the non-academic employees of the University.

Elaborating on the details, the Registrar informed that initially, there was a fixed percentage for direct recruitment & promotion in almost all cadres. This was however, diluted, over the period, and the posts were being filled up only by promotion. This resulted in further dilution of the quality of the workforce and had become detrimental to the growth of the University. The draft R&P Rules now seek to correct this trend by mandating a certain percentage in filling up the vacancies from the open market, across the cadres leaving the rest under the promotion quota. He further explained that while in the case of most of the cadres, the quota for promotion & direct recruitment shall be 75:25 in the case of Asstt. Registrars post & equivalent cadres, it is proposed to retain the existing ration of $66\frac{2}{3}\%$: $33\frac{1}{3}\%$, being the entry level to the Group-A supervisory positions.

The Revised R&P Rules have retained the existing provision in the case of 8 Regional Centres in North-East, Port Blair and Jammu & Srinagar for local recruitment which shall continue to be followed. In respect of these Regional Centres, the qualifications for different positions and the ratio for

recruitment & promotion shall continue to be applicable.

BM 106.9.2

The Board discussed the draft R&P Rules in detail. As regard the cadres in CMD, such as Helper, Plumber, Carpenter etc., it was noted that a different pattern has been proposed in the draft R&P Rules which needs to be at par and made comparable with other cadres. Similarly, for the post of Jr. Engineers, both Civil & Electrical, there should be parity in the eligibility criteria in selection & in promotion. Also, for the post of Automobile Engineer the same ratio of 75:25 may be made applicable even if there may be only one post. The Board directed that this may be followed.

BM 106.9.3

The Board approved the recommendations of the Establishment Committee. The Board specifically approved the revised draft R&P Rules for the Group-A, B & C non-academic cadres, subject to adoption/incorporation of the above suggestions/modifications and other relevant/consequential modifications as may be considered expedient.

BM 106.9.4

It was decided that a Table containing the original version in the draft R&P Rules and the modified version shall be placed before the next Board, as part of the Action Taken Report, on the minutes of the Establishment Committee and the Board.

A copy of the recommendations of the Establishment Committee alongwith the R&P Rules (modified version) for the non-academic employees of the University is placed at **Appendix-2**.

ITEM NO. 10 TO CONSIDER THE LEGAL REPORT IN THE CASE OF DR. S.S. DUBEY, EX.-LECTURER IN PHYSICS, IGNOU

BM 106.10.1

Director, Academic Cordn. Div. presented the Item. The Board noted that there should be a clear demarcation of the powers vested in various authorities such as the 'disciplinary authority', the 'appellate authority' and the 'reviewing authority' in the IGNOU Act & Statutes framed thereunder.

It was explained that in terms of Sections 2(5), 5(5) and 10(3), the Vice-Chancellor, the BOM and the Visitor were respectively the 'disciplinary', the 'appellate' and the 'reviewing' authorities in the matter. This sequence of the hierarchy was also corroborated by the legal opinion rendered

by Sh. Sandeep Sethi, Sr. Advocate.

The Board noted the above statutory positions and also the opinion rendered by Sh. A.V. Rangam, Advocate, Supreme Court vide his letter dt. 12.8.2010. In the opinion of Sr. Advocate the appeal filed by the erstwhile Lecturer is pending before the Hon. Visitor (though the views of the Ministry vide para 1 of the MHRD letter dt.08.10.2010 differ). In the opinion of the learned Advocate, Supreme Court, Sh.Rangam, it was desirable that an appropriate resolution for reconsideration of the Visitor be processed, through the Ministry, to consider passing appropriate orders on the appeal of Dr. Dubey. The learned Advocate has further observed that in case the Hon. Visitor is pleased to give any directions to the University or remits the matter, the University may abide by the same.

The Ministry has also rendered similar advice that the appeal of Dr. Dubey be dealt with in accordance with report of the Committee appointed by the Vice-Chancellor (report dt.20.3.2008) and also as per the opinion rendered by the legal experts, Sh. Avtar Singh Rawat and Sh. A.V. Rangam.

BM 106.10.2

The Board resolved that the case of Dr. Dubey be dealt with, in accordance with the legal opinion of the learned Advocate Sh. Rangam, the opinion of the Committee constituted by the Vice-Chancellor and the advisory of the MHRD vide letter dt.8.10.2010, as above, following the rules & procedures in this regard. A copy of the letter dt.12.8.2010 from Sh.A.V. Rangam, Advocate, Supreme Court and the recommendations of the Committee dt. 20.3.2008 and the MHRD letter dt. 8.10.2010 are placed as **Appendix-3(i),(ii)&(iii)**.

ITEM NO.11 TO CONSIDER ESTABLISHMENT OF IGNOU REGIONAL CENTRE AT JODHPUR (RAJASTHAN)

BM 106.11.1 The proposal was deferred. The Board decided that proposals for establishment of a Regional Centre may be brought up to the BOM only after following the already approved procedures.

ITEM NO.12 TO CONSIDER THE MATTER CONCERNING THE PAY/ALLOWANCES PAYABLE TO THE PRO-VICE CHANCELLORS IN THE UNIVERSITY

BM 106.12.1 The Item was taken up for consideration. It was explained that

the matter of grant of revised pay scales to the Pro-Vice Chancellors in the University was also considered by the Finance Committee at its 72nd Meeting held on 8.11.2010. The Finance Committee after detailed deliberations has recommended as under:

'As regards the scale of pay of Pro-Vice Chancellors, they may be given the normal replacement scale as the case may be, along with a Special Allowance of Rs.4000/- per month, subject to the condition that the sum total of pay in the pay band, the Academic Grade Pay and the Special Allowance does not exceed Rs.80,000/- per month.'

BM 106.12.2 The Board considered the matter in the light of the above mentioned recommendations of the Finance Committee vide Res. No.FC 72.1.2. The Board noted that the recommendations of the Finance Committee in the matter were in consonance of the MHRD letter dt. 4.11.2010 and approved the recommendations of the Finance Committee relating to the pay scales of Pro-Vice Chancellors in the University. A copy of the MHRD letter dt. 4.11.2010 is placed as **Appendix-4**.

ITEM NO.19 TO CONSIDER THE ESTABLISHMENT OF TWO CHAIRS ON (I) SHAHEED KARTAR SINGH SARABHA AND (II) GENERAL SHAH NAWAZ, INA, IN THE UNIVERSITY

BM 106.19.1 The Chairman informed the Board that a National Committee has been constituted at the Govt. level under the Chairmanship of the Hon. Prime Minister to commemorate the 150th Anniversary of the first war of Independence 1957, the 60th Anniversary of the Independence and other related events of national importance. This was followed by constitution of a National Implementation Committee under the chairmanship of the Hon'be Minister of HRD to chalk out the programmes & activities in pursuance of the decisions of the National Committee.

Further, a proposal for establishment of a Commemorative chair in the name of Shaheed Kartar Singh Sarabha in IGNOU was approved in the minutes of 12th meeting of the National Implementation Committee (dt.21.10.2008) with a corpus fund of Rs.5.00 crores. Another proposal for commemorative chair in the name of General Shah Nawaz of the INA was approved

in the Implementation Committee meeting dt.24.12.2008. The formal applications for release of the fund of Rs.4.00 crores as the initial input for the two chairs (Rs.2.00 crores each) has already been submitted to the Ministry of Culture. The corpus has been raised by the concerned Ministry to the original corpus of Rs.5.00 crores each.

It is proposed to appoint core staff for the two chairs viz. the Head of the Chairs, Researchers, DEO, Office Asstt. and resource persons. It was further proposed that the two chairs alongwith the chair in the name of Bahadurshah Zafar shall be placed in the Centre for Indira Gandhi Centre for Freedom Struggle Studies in the University earlier notified on 10.7.2007.

BM 106.19.2 The Board approved the proposal for establishment of the two chairs in the name of Shaheed Kartar Singh Sarabha and Gen. Shah Nawaz of the INA along with the core staff for the two chairs. The Board further approved the placement of these chairs (including the chair in the name of Bahadurshah Zafar) in the Indira Gandhi Centre for Freedom Struggle Studies.

BM 106.19.3 The Board further approved the Chair proposed to be set up by the Bombay Stock Exchange (BSE), in the University and the appointment of a suitable person to occupy the Chair with the help of a Search Committee.

ITEM NO.20 TO CONSIDER ESTABLISHMENT OF THE CENTRE FOR TRADITIONAL KNOWLEDGE SYSTEMS

BM 106.20.1 The item was discussed in detail. The Chairman noted that with its civilizational legacy and cultural diversity India is a virtual repository of the Traditional Knowledge Systems. The diverse communities in the country have developed a knowledge-base through the ages, which was unique. This knowledge base though largely informal has survived & sustained through the ages, mainly identifiable in the form of a large body of lay persons, ordinary households, shepherds, farmers and artisans, men & women, the scholars and seers, and can be seen in various domains in the society like the human health, agriculture, fisheries, nutrition, handicaps, performing arts, veterinary care, religion and astrology. The Chairman explained that though the Traditional Knowledge in all these areas was prevalent widely in the society not enough attention has been paid from a policy perceptive for various reasons.

Realizing the importance and the inherent strength of the Traditional Knowledge Systems in the country, the University took a lead in setting up of the IGNOU Institute for Vocational Education & Training (IIVET) for taking up an exploratory study of the indigenous knowledge systems particularly in the North-East. The following areas have been identified:

1. Fine Arts, crafts, performing arts
2. Folklore, language, linguistics, traditions, rituals and practices
3. Traditional practices and livelihood – Cane and bamboo, jewellery, fabric and weaving, natural dye, construction, musical instruments
4. Agricultural practices
5. Health practices
6. Environmental protection
7. Traditional Institutions and Property Rights

The University therefore, proposes to undertake the following steps immediately:

- (i) to train, certify & provide recognition to the available resource persons in the field of health education such as the Grama Vaidyas at the local, national as well as international level. (Ministry of Health Project to IGNOU)
- (ii) to develop necessary academic & research level curriculum for the knowledge dissemination & documentation for Academic Certification of the Indigenous Art Practices in the field of Art & Culture. (Ministry of Culture Project to IGNOU)
- (iii) to devise value added components whereby the Traditional Knowledge which would benefit from the lessons shared with such other communities in other parts of the country like Martial Art Practices of the Southern and North-East India and to further develop academic curricula not only for the nation but for entire southeast Asia. (Ministry of Culture Project to IGNOU)
- (iv) to provide linkage among the communities, markets and institutes for the common benefits, as well as the economy of the country such as Post-harvest Technology, Entrepreneurship Development in Agriculture Sector – Lakadong Turmeric farmers.
- (v) to bring awareness in the communities/persons about the trademark practices, geographic indications and patent laws particularly in respect of Indigenous Music for

Livelihood generation.

The Chairman informed the Board that this initiative of the University shall be linked with the Scheme of Ministry of Culture, Govt. of India. The University therefore, proposes to create a Centre for Traditional Knowledge Systems where local, national & international knowledge systems could be assessed, analyzed and harmonized.

BM 106.20.2 The Board hailed the proposal of the University for setting up of the Centre for Traditional Knowledge Systems in IGNOU and approved the proposal. The Centre will start functioning in Headquarters with the existing projects and the already working OSD in IIVET.

ITEM NO.23 TO CONSIDER RE-NAMING 'IGNOU INSTITUTE OF PROFESSIONAL COMPETENCY AND ADVANCEMENT OF TEACHERS THROUGH ODL (IIPCA)' - GUWAHATI AS 'I-CAT' - GUWAHATI

BM 106.23.1 The Board noted renaming of the Institute of Professional Competency and Advancement of Teachers through ODL (IIPCA), Guwahati as the 'institute of Competency Advancement of Teachers' (i-CAT – Guwahati).

ITEM NO.30 TO RATIFY THE DECISION TAKEN BY THE VICE CHANCELLOR IN GRANTING RELAXATION IN RESIDENCY PERIOD FOR CONSIDERATION OF THE CANDIDATURE OF SHRI SUDHEER REDDY, CPO (I/C) FOR CONSIDERATION TO THE POST OF CPO AS PER THE CLAUSE 9 OF THE ADVERTISEMENT

BM 106.30.1 The Board ratified the action taken by the Vice-Chancellor in granting relaxation in the residency period in the matter of appointment of Sh. Sudheer Reddy to the post of CPO, in terms of Clause 9 of the advertisement issued for the post.

ITEM NO.32 TO REPORT THE CORRECTION IN THE NOTIFICATION OF VATAKARA (KERALA) CENTRE

BM 106.32.1 The Board noted the decision of the University to establish a Regional Centre of the University at Vatakara (Kerala).

ITEM NO.33 TO CONSIDER AND APPROVE THE ANNUAL

REPORT OF THE UNIVERSITY FOR THE YEAR 2009-10

BM 106.33.1

The Board approved the draft Annual Report of the University for the year 2009-10 and authorized that the same may be submitted to the Central Govt. as per the provisions of Section 28(3) of IGNOU Act.

ITEM NO.35 TO NOTE THE DECISIONS OF THE ACADEMIC COUNCIL TAKEN AT ITS 53RD MEETING HELD ON SEPTEMBER 27, 2010

BM 106.35.1 The item was noted by the Board, alongwith Item No.5.

ITEM NO.37 TO CONSIDER THE RECOMMENDATIONS OF THE SELECTION COMMITTEE MEETINGS FOR APPOINTMENTS AS PROFESSOR EMERITUS/CHAIR PROFESSORS

BM 106.37.1 The Vice-Chancellor placed the recommendations of the 4 Selection Committee meetings held on 11.11.2010 & 19.11.2010 for appointments to the post of Emeritus Professor/Hon. Adjunct Professor/Chair Professor. The Board approved the recommendations for Selection Committee meetings, as under:

Dates of Meeting	Positions	Name	Remarks
11.11.2010	Emeritus Professor	Prof. P.C. Kesavan	For a period of one year. Will continue on yearly basis after review and assessment. Honorarium - Rs.37,500/- P.M.
	Honorary Adjunct Professor in ACIL	Major Gen.Kochhar	For a period of one year, extendable on yearly basis after review. Eligible for Travel expenditure, sitting fee. & honorarium for specific activities as per IGNOU norms.
	Emeritus Professor	Shri K.S. Sarma	For a period of one year. Will continue on yearly basis after review and assessment. Honorarium of Rs.37,500/-. Sh.Sarma will be responsible for developing and launching the Teacher Training Channel (GD-5) with particular focus on Science & Mathematics Teaching in EMPC

19.11.2010	Chair Professor for the BSE Sponsored Chair	1. Shri M. Damodaran 2. Dr. Bimal Jalan 3. Sh.Narayan Vaghul 4. Dr.Y.V.Reddy 5. Sh.R.S.Rathore 6. Shri Rangachari	The terms & conditions of the Chair Professor will be as per the agreement between BSE & IGNOU
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(Copies of Minutes of the Selection Committees are enclosed as **Appendix-5**)

The following items in the Agenda placed before the Board could not be taken up due to paucity of time.

- ITEM NO.13 TO CONSIDER NOMINATIONS OF TWO MEMBERS ON THE BOARD OF MANAGEMENT UNDER SUB-CLAUSES (B) & (C) OF CLAUSE (1)(VI) OF STATUTE 6A
- ITEM NO.14 TO CONSIDER AND APPROVE THE CREATION OF TWO POSITIONS OF ASSISTANT PROFESSORS IN THE AREA OF HOSPITALITY IN THE SCHOOL OF TOURISM HOSPITALITY SERVICE SECTORAL MANAGEMENT
- ITEM NO.15 TO CONSIDER AND APPROVE THE REVISED SCHEME OF TRAVEL GRANT TO TEACHERS, THE ACADEMIC STAFF AND GROUP-‘A’ OFFICERS (NON-ACADEMIC) OF THE UNIVERSITY
- ITEM NO.16 TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE PURCHASE COMMITTEE MADE AT ITS 56TH MEETING HELD ON 2ND NOVEMBER, 2010
- ITEM NO.17 TO CONSIDER ESTABLISHMENT OF VOCATIONAL TRAINING CENTRES (VTC) UNDER IGNOU INSTITUTE OF VOCATIONAL EDUCATION AND TRAINING (IIVET), SHILLONG IN THE NORTH-EAST REGION
- ITEM NO.18 TO CONSIDER THE PERIOD OF SERVICE RENDERED BY IGNOU EMPLOYEES IN DEP-EPEP / DEP-SSA OUT OF THE PURVIEW OF THE CEILING OF FIVE YEARS FOR THE PURPOSE OF DEPUTATION, LIEN AND EOL IN THE ENTIRE SERVICE IN THE UNIVERSITY
- ITEM NO.21 TO CONSIDER THE ISSUE OF IMPLEMENTATION OF THE RECOMMENDATIONS OF THE ANOMALIES COMMITTEE
- ITEM NO.22 TO CONSIDER THE RECOMMENDATIONS OF THE TECHNICAL ADVISORY AND PAPER PURCHASE

COMMITTEE (TAPPC) OF THE UNIVERSITY MADE AT
ITS MEETING HELD ON 11.8.2010

- ITEM NO.24 TO CONSIDER NOMINATION OF A MEMBER ON THE FINANCE COMMITTEE UNDER CLAUSE (1)(V) OF STATUTE 11
- ITEM NO.25 TO CONSIDER THE PROPOSAL FOR CONSTITUTION OF THE BOARD FOR THE MAHATMA GANDHI INSTITUTE OF EDUCATION AND DEVELOPMENT AND ADVISORY COMMITTEES FOR PROPOSED CENTRES
- ITEM NO.26 TO CONSIDER THE RECTIFICATION OF NOMENCLATURE OF IGNOU-NGA PROJECT AND ESTABLISHMENT OF A COMMUNITY COLLEGE IN NAGALAND
- ITEM NO.27 TO CONSIDER THE REQUEST OF PROF. M.B. MENON, FORMER PROFESSOR OF EDUCATION FOR RETIREMENT FROM THE UNIVERSITY
- ITEM NO.28 TO CONSIDER THE RESIGNATION OF DR. SANJAYA MISHRA, ASSOCIATE PROFESSOR IN DISTANCE EDUCATION FROM THE SERVICES OF THE UNIVERSITY
- ITEM NO.29 TO CONSIDER THE PLAN BUDGET ALLOCATION OF RS.50.00 LAKHS TOWARDS IGNOU CONNECTIVITY TO NKN VPN
- ITEM NO.31 TO CONSIDER AND APPROVE THE PROPOSAL REGARDING CHANGE IN THE MODE OF RECRUITMENT FOR THE POSTS OF ASSISTANT REGISTRAR (LEGAL) & SR. ASSISTANT (LEGAL) THROUGH OPEN RECRUITMENT AND / OR ON DEPUTATION BASIS
- ITEM NO.34 TO CONSIDER THE FACTS CONCERNING THE APPOINTMENT OF DR. V. S. P. SRIVASTAVA, HEAD COMPUTER DIVISION VIS-A-VIS INQUIRY REPORT OF THE CHIEF VIGILANCE COMMISSION OF INDIA AND DECISION OF THE BOM TAKEN IN ITS 105TH MEETING HELD ON 28.7.2010
- ITEM NO.36 TO CONSIDER THE REQUEST OF SH. R. THYAGARAJAN, DY. REGISTRAR FOR VOLUNTARY RETIREMENT FROM THE SERVICES OF IGNOU W.E.F. 31.01.2011

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

(V.N. RAJASEKHARAN PILLAI)
Chairman

MINUTES OF THE 72ND MEETING OF THE FINANCE COMMITTEE HELD ON 8TH NOVEMBER 2010 AT 11.30 A.M. IN THE BOARD ROOM, IGNOU CAMPUS

The following were present:

1.	Prof. V. N. Rajasekharan Pillai	Vice Chancellor	Chairman
2.	Dr. Latha Pillai	Pro-Vice-Chancellor	Member
3.	Shri A. K. Singh	Joint Secretary, MHRD	Member
4.	Prof. Manohar Lal	Director, SOCIS	Member
5.	Shri L. M. Pandey	Finance Officer	Secretary

Dr. Veena Vinayak Rao Thakre could not attend the meeting due to her pre-occupation. Shri S. K. Ray, AS & FA was represented by Shri Navin Soi, Director (IFD), MHRD.

Shri U. S. Tolia, Registrar (Admn) attended the meeting as a Special Invitee.

Shri T. K. Kaul, Deputy Registrar and Shri S. K. Sharma, Deputy Registrar were present to assist the Committee.

The Chairman welcomed the members attending the meeting of the Finance Committee. Chairman specifically welcomed Shri A. K. Singh, Joint Secretary, MHRD to his first meeting in the Finance Committee. The Chairman appreciated the contributions made by Shri N. K. Sinha, Joint Secretary as a member of Finance Committee. The Chairman also appreciated the contributions made by Shri M. P. Gupta whose membership expired on 5th August 2010.

The Chairman thereafter requested the Secretary to present the agenda items. The following agenda items were presented :

FC 72.1 To confirm the minutes of the 71st meeting of the Finance Committee held on 26th July, 2010.

72.1.1 The Secretary informed that the minutes of the 71st meeting of the Finance Committee were circulated to all the members with request to send the comments, if any. The Secretary informed that no comments have been received from any of the member of the Committee. But, Shri Navin, Soi, Director (IFD) MHRD brought to the notice of the Finance Committee a letter bearing No. 30-1/2008-IFD dated 4th November 2010 in respect of item No. 5 of the 71st meeting regarding determination of pay in respect of Pro-Vice-Chancellor (s). It has been intimated vide letter ibid that the Government of India has decided to introduce a new HAG scale of Rs. 67,000-79,000 with no grade pay as a replacement pay scale for the pay scale of Rs. 22,400-24,500. Hence as on

date, there is no concept of grade pay/AGP of Rs. 12,000/- and no official can be fixed at a grade pay/AGP of Rs. 12,000/-. He has suggested that the normal replacement pay scale, may be given to Pro-Vice-Chancellors (s) along with a special allowance of Rs. 4,000/- per month, subject to the condition that the sum total of the pay in the pay band, the academic grade pay and the special allowance does not exceed Rs. 80,000/-.

72.1.2 The Finance Committee considered the letter F.No. 30-1/2008-IFD (Integrated Finance Department), MHRD, Govt. of India dated 04/11/2010 in this regard and resolved to accept the following recommendation of the Finance Division, MHRD, subject to approval by the Board of Management.

“As regards the scale of pay of Pro-Vice-Chancellors, they may be given the normal replacement scale, as the case may be, along with a Special Allowance of Rs. 4,000/- per month, subject to the condition that the sum total of pay in the pay band, the Academic Grade Pay and the Special Allowance does not exceed Rs. 80,000/- per month.”

72.1.3 The minutes of the 71st meeting of the Finance Committee held on 26th July 2010 were confirmed except for item No. 5 which has been submitted to Board of Management for a decision.

72.2 Action Taken Report in respect of the recommendations of 70th and 71st meetings of the Finance Committee held on 2nd June 2010 and 26th July 2010, as presented to the Board of Management in its 105th meeting held on 28th July 2010.

72.2.1 Finance Committee noted that the action taken by the University in respect of recommendations of 70th and 71st meetings of the Finance Committee held on 2nd June 2010 and 26th July 2010. However, the Finance Committee desired that the action taken recorded against each item need to be the final action taken by the concerned School/Division/Unit after the minutes are approved by the Board of Management and communicated to them.

72.3 To consider and approve the revision of norms for counseling (Theory) and project evaluation charges for PGDMCH Programme.

72.3.1 The Finance Committee noted that for PGDMCH programme, as per Government of India norms, 2 counselors are required for each of 6 sessions, out of which only 1 counselor is being paid at present.

72.3.2 The Finance Committee, after deliberations, approved the proposal for making the payment to both the counselors for 6 sessions as per IGNOU rates. The Finance Committee also approved revision of project evaluation charges of PGDMCH programme from Rs. 50/- to Rs. 100/- per project report.

72.4 To consider and approve the - Delegation of Power to Regional Directors - on medical bills and medical advances.

72.4.1 The Finance Committee considered the recommendations made in 26th meeting of Medical Review Committee for enhanced delegation of powers to

Regional Directors in respect of medical claims for the employees posted at Regional Centres as follows :

Medical Advance – from Rs. 20,000/- to Rs. 50,000/-

Medical Re-imburement (Indoor Treatment) upto Rs. 20,000/-

Medical Re-imburement (Outdoor Treatment) upto Rs.5,000/- including Regional Directors.

72.5 To report an Addendum issued to the notification dated 11/09/2010 in respect of the sitting fee payable to members/experts invited to the meetings of various committees/authorities of the University.

72.5.1 The Finance Committee considered the addendum issued to the notification dated 11th September 2009 in which it has been clarified that in case the meeting is extended for another day (s), the external experts will be paid sitting fee for each such day of the meeting he/she has attended, at the prescribed rate of Rs. 2,000/- or Rs. 3,000/-, as the case may be. However, the approval is subject to the condition that the payment of sitting fee is in line with the payments of such meetings by UGC and other central universities. This aspect need to be considered by the University and thereafter put up to the Vice Chancellor for his approval.

72.6 To consider and approve the reorganization of Academic Coordination Division and creation of Non-academic posts.

72.6.1 Director, Academic Coordination Division was called to explain the agenda item. It came to the notice of the Finance Committee that only one item of work has been reflected in the agenda item. Director, Academic Coordination Division elaborated upon a number of other items of work being carried out by Academic Coordination Division and explained the need for creation of additional positions in the Division.

72.6.2 Joint Secretary, MHRD emphasized that there is a need to use modernization technological systems i.e., ERP etc. and re-organize the Division after automation/modernization.

72.6.3 The Finance Committee after considering various aspects recommended for creation of following additional positions temporarily for one year. The staff requirement may be reviewed after one year of automation, wherever possible.

i) Assistant Registrar	-	01
ii) Section Officer	-	01
iii) Senior Assistant	-	01
iv) Assistants	-	02
v) JATs	-	02
vi) DEOs	-	02

72.7 To report the transfer of security deposits of vendors aggregating to Rs. 28,08,612/- deposited between the period December, 1989 to February, 2000 (as per Security Deposit Register maintained in F&A Division) to Non-Plan accounts as Receipts.

- 72.7.1 The Finance Committee noted that 533 cases of security deposits from December 1989 to February 2000 valuing Rs. 28,08,612/- are lying unclaimed so far.
- 72.7.2 The Committee approved transfer of these unclaimed security deposits to University's main account (Non-Plan) as miscellaneous receipts.
- 72.7.3 The Finance Committee, however, suggested to judiciously invest this amount in long-term investments so that better return could be achieved. Any claim of security deposit by any vendor may be allowed to be refunded only after due verification from the Security Deposit Register.
- 72.8 To consider and approve creation of additional posts in the disciplines of Health Science and Nursing in the School of Health Sciences.**
- 72.8.1 The Finance Committee noted that the Academic Council has approved norms for posting of teachers in each discipline of a School as one Professor, two Readers and four lecturers. As per norms, three additional positions of lecturers which are falling short in the School, two in Health Sciences and one in Nursing are proposed to be created. The financial implication would be Rs. 20.00 lakhs per annum instead of Res. 45.00 lakhs as proposed in the agenda item.
- 72.8.2 The Finance Committee also noted that the revenue generated for running the various programmes of SOHS was Rs. 3.40 crores during the year 2009-10 and the expenditure of school in Plan and Non-Plan was Rs. 1.72 crores in 2009-10. The additional expenditure involved in creation of three additional positions of lecturers would be met out of the revenue generated by the School.
- 72.8.3 The Finance Committee after consideration of all the facts given above, recommended for creation of three positions of lecturers in School of Health Sciences. (two in discipline of Health Science and one in the discipline of Nursing)
- 72.9 To consider and approve the proposal for revision of delegation of powers relating to Student Evaluation Division.**
- 72.9.1 The Finance Committee noted that seven Regional Evaluation Centres have been established by the University out of which six are functioning independently and headed by Deputy Registrars and the seventh one is functioning from Headquarters, Delhi.
- 72.9.2 The Finance Committee after discussions approved the delegation of powers to the Deputy Registrars of Regional Evaluation Centres as given in the column 6 of the annexure of the agenda note with qualifying remarks as given in column No.7.
- 72.10 To consider the proposal for creation of core faculty in the disciplines of Nutritional Sciences and Child Development in the School of Continuing Education.**
- 72.10.1 The Finance Committee noted that the Academic Council at its 45th meeting held on 24th October 2008 have added discipline of Home Science in addition to

Nutritional Science and Child Development in the School of Continuing Education. Board of Management in its 105th meeting held on 28th July 2010 approved the proposal for creation of core faculty in the disciplines of Nutritional Science and Child Development alongwith the proposal to re-designate the concerned faculty in their respective modified disciplines.

72.10.2 The Committee noted that the financial implication for creation of the faculty positions would involve an expenditure of Rs. 44.77 lakhs per annum. The Committee also noted that SOCE has generated a sum of Rs. 1.97 crores as fee during the year 2009-10, and the expenditure of the School was Rs. 1.79 crores in 2009-10.

72.10.3 The Finance Committee after consideration recommended for creation of the following core faculty in the discipline noted against each of School of Continuing Education :

Sl. No.	Discipline	Core Faculty to be created	Posts
1.	Nutritional Science	Professor	01
		Associate Professors	02
		Assistant Professors	03
2.	Child Development	Professor	01
		Associate Professor	02
		Assistant Professor	02

72.11 To consider and approve the delegation of powers to Section Officer, F&A Division to pass for payment medical bills upto Rs. 1,000/-.

72.11.1 The Finance Committee after consideration recommends for approval to delegate powers to Section Officers of Finance & Accounts Division to pass for payment of the outdoor treatment medical reimbursement bills upto an amount of Rs. 1,000/- in each case.

72.12 To consider the proposal for shifting of budget head from Administration to Computer Division and EMPC respectively with necessary changes in delegation of financial powers.

72.12.1 The Finance Committee was informed that the purchases relating to EMPC and Computer Division is highly technical in nature. As such all related proposals have to be processed/dealt by them in accordance with the Financial Code. The Committee was also informed that the budget for purchase and delegation of financial powers to draw the bills vests with the user division in EMPC and Computer Division respectively.

72.12.2 The Committee noted that only two years back there was centralization of all purchases of IGNOU in Central Purchase Unit of Administration Division, with the view to speed up the procurement process and thereby enhancing efficiency.

But such objectives were not met because of the specialized equipments meant for EMPC and frequent changes in the configuration of computers.

72.12.3 The Committee after discussions, recommended for approval of decentralization of purchases related to EMPC and Computer Division from Administration Division to EMPC and Computer Division respectively. Thus, the following items shall stand transferred from Administration (CPU) to Computer Division/EMPC:

Sl.No.	Head of Account	To
1.	Computer & Peripherals	Computer Division
2.	ERP – Tata Consultancy	Computer Division
3.	Purchase of Software	Computer Division
4.	Networking	Computer Division
5.	Computer Software	Computer Division
6.	Media Consultancy	EMPC

72.13 To report the summary of expenditure/utilization of funds under Plan and Non-Plan.

72.13.1 The Committee noted the expenditure/utilization of funds in Plan and Non-Plan upto 31st October 2010 of the financial year 2010-11.

72.14 To report the action taken on re-appropriation of funds since last meeting of the Finance Committee.

72.14.1 The Committee noted the re-appropriation of funds carried out by the University during the period 1st May 2010 to 31st October 2010.

72.15 To consider and approve proposal for the creation of Non-Academic posts for the Centre for Corporate Education, Training and Consultancy.

72.15.1 Prof. Nair of Centre for Corporate Education, Training and Consultancy was called to explain the agenda item. Prof. Nair explained in details about the programmes being run and launched by the Centre for Corporate Education, Training and Consultancy, specifically for the Corporate Sector which has increased the workload manifold and thereby required creation of minimum positions of administrative staff.

72.15.2 The Finance Committee noted that CCETC has earned revenue of Rs. 74.00 lakhs in 2009-10 and the expenditure of the Centre was Rs. 46.00 lakhs in 2009-10.

72.15.3 The Committee after consideration recommended for approval of creation of the following non-academic posts in the Centre for Corporate Education, Training and Consultancy :

Senior Personal Assistant	--	01
Personal Assistant – II	--	01
Data Entry Operator	--	02

Junior Asstt.-Cum-Typist	--	02
Multi-Task-Assistants	--	02

The financial implication for creation of these posts would be Rs. 21.54 lakhs per annum which shall be met from the revenue generated by the Centre.

72.16 To consider and approve the creation of posts in the National ODL Centre for Local Governance.

72.16.1 Prof. M. Aslam, Director, SOCE was called to explain the agenda item. Prof. Aslam gave a detailed background to the agenda item which started with the Panchyati Raj Project and its implementation by the University in the Project mode. He also explained the need for creation of National ODL Centre for Local Governance. He also explained that approximately Rs. 60.00 lakhs of UNDP Project is lying unutilized.

72.16.2 The Finance Committee noted that Board of Management in its 104th meeting held on 21/04/2010 while considering the recommendations of the Academic Council made at the 50th meeting held on 08/10/2009 approved the establishment of National ODL Centre for Local Governance in the University which has been notified by the Registrar vide notification dated 5th October 2010.

72.16.3 The Finance Committee also noted that unutilized amount of UNDP project would be sufficient to maintain the Centre for at least two years, by the time the Centre would start earning from the programmes it will launch. Joint Secretary, MHRD observed that there would be a continuous need for delivery of the programmes to the newly elected panchayat members of PR system.

72.16.4 The Committee, after deliberations, recommended for approval of the following academic and non-academic staff for National ODL Centre for Local Governance :

Director	--	01
Dy. Director/Associate Professor	--	02
Assistant Director/Assistant Professor	--	03
AR/SO	--	01
Asstt./Multi Skilled Assistant	--	01

The financial implication for creation of these posts in the Centre would be Rs. 38.85 lakhs per annum.

72.17 To consider and approve the sanction of contribution of Rs. 1.00 crore as seed money to the Society (Haryana – IGNOU Society for Community Education and Training) for initial recurring and non-recurring expenditure.

72.17.1 The Chairman gave a detailed brief of the agenda item. The Committee noted that the Board of Management in its 105th meeting held on 28/07/2010 approved establishment of (i) National Institute for Competency Advancement of Teachers (ICAT) and (ii) HAR-IGNOU Community College which shall be governed by a Society: “Haryana – IGNOU Society for Community Education and Training”. The Community College and Competency Training Institute will be set up at

Govt. Polytechnic, Manesar, Gurgaon (Haryana) in collaboration with IGNOU for which the land will be leased to the Society for a period of 33 years at a token rent of Rs. 1 per annum with ownership of the land and building with State Government. The State Government and IGNOU shall contribute Rs. 1.00 crore each as seed money to the Society for initial recurring and non-recurring expenditure.

72.17.2 The Joint Secretary, MHRD observed that the seed money of Rs. 1.00 crore has to be retrieved within three years from the date of revenue generated from the fees charged for the various skill-development training/teaching. It was also emphasized that efforts should be made for sufficient revenue generation by the Institute.

72.17.3 The Finance Committee after deliberations approved the proposal for Rs. 1.00 crore as seed money to Haryana-IGNOU Society for Community Education and Training which shall be retrievable after three years, by the time the said Society shall become self-sufficient.

72.18 To consider the change over from CPF to GPF Scheme in respect of some employees of the University – implementation of decision BOM vis-à-vis the appeal of Prof. Swaraj Basu and others.

72.18.1 The Finance Committee noted that the Board of Management had agreed to the request of the employees for change over from CPF to GPF scheme and University had issued orders conveying the approval of the Board of Management to this effect. The orders were later on annulled vide office order No. 313 dated 20th January 2010 under the powers vested with the Vice Chancellor under Section 10 (3) of the IGNOU Act.

72.18.2 The Finance Committee also noted that the Board of Management in its 103rd meeting held on 25/01/2010, on the appeal made by Prof. Swaraj Basu and representation of Shri Ravi Mohan pointing out that IUCs and NAAC under the UGC have been allowed to have GPF-Cum-Pension Scheme vide MHRD letter dated 10/07/09, observed that it would be examined.

72.18.3 Joint Secretary, MHRD pointed out that the matter has to be considered in consultation with the Ministry of Finance, Department of Expenditure.

72.18.4 The Finance Committee after deliberations, suggested that the matter may be sent to MHRD for examination in view of the approvals given by the MHRD to employees of the IUCs and NAAC under the UGC vide letter No. D.O. No. F.4-26/97-U.I(A) dated 10th July 2009, for consideration and approval. (Appendix – 1)

72.19 To consider and approve the Revised Estimates 2010-11 and Budget Estimates 2011-12.

72.19.1 The Secretary presented the Revised Estimates 2010-11 and Budget Estimates 2011-12 for Development Fund (Plan) and Operational Fund (Non-Plan) of the University. The Revised Estimates 2010-11 for Development Fund (Plan) has been proposed at Rs. 460.83 crores and Budget Estimates 2011-12 at Rs. 533.99

crores. Similarly, for Operational Fund (Non-Plan), Revised Estimates 2010-11 has been proposed at Rs. 516.63 crores and Budget Estimates 2011-12 at Rs. 544.31 crores. The internal receipts are estimated at Rs. 411.16 crores for Revised Estimates 2010-11. The bulk of internal receipts (Rs.385.47 crores) are estimated receipts from fee, sale of forms, fee from international students, exam fees etc. The internal receipts for the year 2011-12 is estimated at Rs. 493.17 crores, out of which the bulk i.e., Rs. 462.72 crores are estimated receipts from fee, sale of forms, fee from international students, exam fees etc. Surplus balances of Rs. 68.69 crores of 2009-10 have gone down to Rs. 29.95 crores. This amount has been shown as the surplus carried over from the previous years in the Operational Fund in Revised Estimates 2010-11. Estimated deficit in the Operational Fund is Rs. 75.52 crores in the Revised Estimates 2010-11 and Rs. 50.83 crores in the Budget Estimates 2011-12 are proposed to be met out of the grant from MHRD. Proposed deficit of Rs. 103.08 crores in the Budget Estimates 2010-11 have gone down to Rs. 75.52 crores in the Revised Estimates 2011-12. More than 60% of Operational Expenditure are proposed to be spent in Revised Estimates and Budget Estimates on academic and operational activities and 5% on capital items.

72.19.2 During the discussions on the Budget Estimates, Chairman proposed that a sum of Rs. 10.00 crores be ear-marked for “New National Initiatives”, like inservice training of teachers, skill development, etc. under Planning & Development Division. He also pointed out that the Board of Management in its 93rd meeting held on 7th January 2008 has approved establishment of Institutes for Competency Advancement of Teachers (i CAT) in North, South, East, West and North-East regions of the country and has been notified on 17th May 2010. Two institutes are already functioning whereas other three may start functioning soon. He proposed that budget for these institutes (i CAT) may be provided so that they can function smoothly. The Finance Committee agreed to the suggestion made by the Chairman.

72.19.3 The Finance Committee after discussions approved Revised Estimates 2010-11 and Budget Estimates 2011-12 for Development Fund (Plan) and Operational Fund (Non-Plan) of the University with the addition under 19.2 above, as under :

Rs. 474.83 crores and Rs. 547.99 crores in RE 2010-11 and BE 2011-12 respectively for Development Fund (Plan) and Rs. 516.63 crores and Rs. 544.31 crores for RE 2010-11 and BE 2011-12 respectively for Operational Fund (Non-Plan).

The following tabled items were presented with the approval of the Chairman.

72.20 To consider and approve enhancement of rates of remuneration for evaluation of answer scripts w.e.f. December 2010 TEE.

72.20.1 Registrar, SED was called to explain the agenda item. She informed the Finance Committee that, at present, the remuneration for evaluation of answer script is Rs. 18/- per answer script. The rate is quite low as compared to other Universities like Delhi University which has revised the rate of remuneration for evaluation of answer scripts to Rs. 25/- per answer script for exam of 3 hours

duration and Rs. 20/- per answer script for exam of 2 hours duration. She suggested that the rates be revised from existing Rs. 18/- to Rs. 30/- and increase the examination fee from students from existing Rs. 50/- per course to Rs. 75/- per course.

72.20.2 The Finance Committee after deliberations approved to revise the rates of remuneration for evaluation for answer scripts from the existing Rs. 18/- per answer script to Rs. 25/- per answer script for examination upto 3 hours duration and Rs. 20/- per answer script for examination upto 2 hours duration. This would be effective from the TEE of December 2010.

72.20.3 The Finance Committee also approved to increase the examination fee from existing Rs. 50/- per course to Rs. 60/- per course which would be effective from the TEE to be held in June 2011.

72.21 To consider and approve the appointment of faculty for MSW and BSW, staff for Two field Action Centres, and three RTAs at the Mahatma Gandhi Centre of Social Work, Mahatma Gandhi Institute of Education and Development, Nagaland and Project Director at Headquarters.

72.21.1 The item was deferred for the next meeting for want of details.

72.22 To consider and approve MGIED matters for the approval of Board of Management.

72.22.1 The item was deferred for the next meeting for want of details and justification.

72.23 To consider and approve sanction of posts for MGIED, IGNOU-NGA Complex, Nagaland

72.23.1 The item was deferred for the next meeting for want of details and justification for the various posts.

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

(V. N. Rajasekharan Pillai)
Vice-Chancellor & Chairman, FC

IGNOU

MINUTES OF THE 62ND MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 02, 2010 AT 11.00 A.M. IN THE BOARD ROOM, BLOCK-8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110 068

The following were present:

- | | |
|--|--------------------|
| 1. Prof. V.N. Rajasekharan Pillai, Vice-Chancellor | - Chairman |
| 2. Dr. D.K. Choudhry, Pro-Vice Chancellor | - Member |
| 3. Prof. Darvesh Gopal | - Member |
| 4. Prof. M.K. Salooja | - Member |
| 5. Prof. B.K. Pattanaik | - Member |
| 6. Dr. V. Venugopal Reddy | - Member |
| 7. Shri U.S. Tolia, Registrar (Admn) | - Member-Secretary |

Shri R. Thyagarajan, Dy. Registrar (Establishment) was present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the 62nd Meeting of the Establishment Committee. The Chairman also welcomed Prof. B.K. Pattanaik as the new member of the Committee. The Chairman, on behalf of the members of the Establishment Committee and on his own behalf placed on record his appreciation for the valuable contributions made by Prof. Manohar Lal whose term as member on the Establishment Committee expired on 09.9.2010. Thereafter, the items on the Agenda were taken up for consideration, ad seriatim:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 61ST MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON JUNE 18, 2010 AND TO NOTE THE ACTION TAKEN THEREON

EC 62.1.1 Registrar informed the Committee that the Minutes of the 61st Meeting of the Establishment Committee were placed before the Board of Management at the 105th meeting held on 28.7.2010 and were approved by the Board.

He informed that further action as per the recommendations of the Establishment Committee and approval of the Board has been taken by the Academic Cordn. Division and the Establishment Section. Also the Action Taken Report on the various recommendations of the Establishment Committee is

placed before the Committee.

EC 62.1.2 Dr.V. Venugopal Reddy pointed out that the Minutes of the 61st meeting of the Establishment Committee were not circulated to the members. Responding to the observation, the Registrar clarified that the Establishment Committee is a Standing Committee of the Board; the recommendations of which need to be first considered & approved by the Board. Accordingly, the extract of the various recommendations/decisions of the Establishment Committee & the Board were circulated for further action to the concerned Units viz. the ACD and Estt. Section, after approval of the Minutes of the 105th meeting of the Board by the Chairman. However, the point raised by the Member was well taken and the Minutes of the present meeting as well as future meetings shall be duly circulated to the members with the approval of the Chairman.

EC 62.1.3 As regards the Item No.5 of the Minutes of the 61st meeting of the Establishment Committee (Res. No.61.5.1), Dr. Reddy pointed out that the Establishment Committee at its previous meeting had decided that a one page Brief or Performance Appraisal Report in respect of the Teachers/Academics including the non-academics shall accompany every proposal for lifting of probation in future. It was noted that the decision as recorded under Resolution No.61.5.2 (last line) omits the Non-Academics. Registrar explained that the Minutes correctly reflected the decision of the Establishment Committee, as it covers the officials in all the three categories and the omission of word 'Non-Academic' in the last line not intentional. This will be taken care of, while circulating the Minutes of the 62nd meeting of the Establishment Committee.

EC 62.1.4 The Establishment Committee confirmed the Minutes of its 61st meeting, with the above observations.

ITEM NO. 2 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF TEACHERS OF THE UNIVERSITY

EC 62.2.1 The Establishment Committee noted that the present proposal for lifting of probation/confirmation of teachers/academics was also not supported with the brief Performance Appraisal Reports, as decided in 61st meeting of the Establishment Committee. It was emphasized that the brief of the

Performance Appraisal Report should not be a mere numerical data sheet, it should be a thoroughly analyzed and evaluated document by the cadre controlling divisions, to assess the performance and suitability for confirmation of the teachers/academics/non-academic Group-A officers and have the same approved by the Vice-Chancellor. The proposal was deferred.

EC 62.2.2 It was decided that the proposal with due compliance shall be resubmitted in the next Establishment Committee.

ITEM NO. 3 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY PROF. MANOHAR LAL, PROFESSOR OF COMPUTER SCIENCE FOR PENSIONARY BENEFITS IN THE UNIVERSITY

EC 62.3.1 The Committee noted that the proposal was in order being as per the extant Rules followed by the University which has also been vetted by the Finance & Accounts Div. The Committee approved the proposal.

ITEM NO. 4 TO CONSIDER AND APPROVE THE REQUIREMENT OF SUPPORT STAFF IN THE SCHOOL OF SOCIAL SCIENCES

EC 62.4.1 The proposal was discussed in detail. The Chairman observed that mere creation of discipline and faculty positions should not be the justification for demand of additional support staff. Any proposal for support staff should be adjudged by the actual work-load measured in terms of the academic programmes offered/proposed to be offered and the level of utilization of the existing support staff.

The Establishment Committee agreed to the directions of the Chairman and decided that this shall be followed as a matter of Policy.

EC 62.4.2 Registrar informed the Committee that a few more proposals have been received from some other Schools/Divisions viz., SOCE, ID, SOS, SRD. He, therefore, proposed that a Committee may be constituted consisting of the Registrar (Admn), Director, ACD, Finance Officer and the Director of the concerned School/Division to look into the proposals initially and make appropriate recommendations for

consideration of the Competent Authority/Finance Committee/Board, in the light of the policy discussed above, across the schools/divisions/ centres/units.

The Establishment Committee approved the constitution of the Committee, as proposed above.

ITEM NO. 5 TO CONSIDER THE REQUEST OF SHRI C.V. ANAND, ASSISTANT REGISTRAR FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 62.5.1 The Committee noted that the proposal was in order being as per the extant Rules followed by the University and approved the proposal for counting of past service rendered by Sh. C.V. Anand in the previous Organisation, for pensionary benefits in the University. The Committee also approved the similar proposals at Item No.5,6 & 10 of the agenda papers.

ITEM NO. 6 TO CONSIDER THE REQUEST OF MS. RAJNI A. JEET, ASSISTANT REGISTRAR FOR COUNTING OF PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 62.6.1 The Item was considered and approved alongwith Item No.5 & 10.

ITEM NO. 7 TO CONSIDER THE PROPOSAL FOR FIXING THE AMOUNT OF HONORARIUM TO BE PAID TO THE INQUIRY OFFICERS

EC 62.7.1 The Item was presented by Sh. R.Thyagarajan, Dy. Registrar (Estt.). He explained in detail that the rates of the Honorarium presently being paid to the Inquiry Officers were approved by the Board at its 85th meeting held on 24.12.2005 and there was need/urgent justification for its revision, considering the overall inflationary trend in the market.

EC 62.7.2 The Establishment Committee considered the proposal and approved the following rates of honorarium payable to the Inquiry Officers and others:

- (i) The honorarium payable to Inquiry Officers shall be between Rs. 15,000/- to Rs. 40,000/- to be decided by the

Vice-Chancellor, depending on the volume of work involved and the time spent by the Inquiry Officer.

- (ii) In the combined proceedings, an amount of Rs. 4000/- may be paid in addition for every additional charged officer.
- (iii) An amount of Rs. 5000/- may be paid to the Inquiry Officer towards clerical and stenographic assistance for every departmental inquiry report or the University may arrange the necessary clerical/stenographic assistance. If the University provides clerical/stenographic assistance the honorarium not exceeding Rs. 5,000/- may be paid to the person who assisted, as it is outside the purview of the work assigned to him and an additional work.
- (iv) The presenting officer shall be paid an amount in the range of Rs. 4,000/- to Rs. 7,500/- to be decided by the VC depending on the volume of work involved and time spent by the Presenting Officer.

ITEM NO.8 TO CONSIDER GRANTING THE GRADE PAY OF RS. 6600/- TO GROUP-‘A’ OFFICERS VIZ. ASSISTANT REGISTRARS & EQUIVALENT CADRES OF IGNOU

EC 62.8.1

The Item was taken up for consideration. The Finance Officer who was invited to present the item, explained that there was an age old parity in the pay scales of Asstt. Registrars with the Lecturers as per the U.G.C. norms. However, the UGC in their notification of the pay scales of Teachers as per the VI Central Pay Commission Reports, did not consider the Pay Packages for Non-Academic positions such as Asstt. Registrars etc. The present demand of Asstt. Registrars was for grant of the Grade Pay (GP) of Rs.6600/- admissible to the Under Secretary in the Ministry which was also a promotional post from the Section Officers cadre. He mentioned that the UGC has however, allowed the Grade Pay of Rs.6000/- to the Lecturers.

Prof. Darvesh Gopal observed that the Agenda Note in the matter has been received from the Finance Officer. There is a case of an age old parity of pay scales of the Asstt. Registrars with the Lecturers of the Universities, which is also a vital issue.

EC 62.8.2

The Establishment Committee, after considering the demand vis-à-vis the prevailing Pay Structure resolved that in the first instance, the position in this regard may be ascertained from

other Central universities like JNU, Delhi University etc. and the matter examined further.

ITEM NO. 9 TO CONSIDER THE CASE OF PROF. SUNIL KUMAR, DIRECTOR & PROFESSOR IN THE SCHOOL OF PERFORMING AND VISUAL ARTS, FOR HIS ADMISSION TO G.P.F. SCHEME

EC 62.9.1 The Committee noted that prior to joining IGNOU as Professor in the School of Performing and Visual Arts, Prof. Sunil Kumar was working in the National Council of Educational Research and Training (NCERT), New Delhi. He was a member of the Pension Scheme governed by CCS(Pension) Rules, 1972. The Committee noted that the request of Prof. Sunil Kumar for admission to GPF is as per the Rules on the subject.

EC 62.9.2 The Committee approved the proposal.

ITEM NO. 10 TO COUNT THE PERIOD OF PAST SERVICE RENDERED BY SH. ASHOK KUMAR NISHESH, PRODUCER (SELECTION GRADE), EMPC FOR PENSIONARY BENEFITS IN THE UNIVERSITY

EC 62.10.1 The Item was taken up for consideration. The Establishment Committee observed that the case relate to a very old period and hence the reasons for belated proposal be examined.

ITEM NO. 11 TO CONSIDER THE REPORT OF THE EXPERT COMMITTEE CONSTITUTED FOR RECOMMENDING A HIERARCHICAL CADRE STRUCTURE FOR PROVIDING CAREER ADVANCEMENT TO PRODUCTION ASSISTANT IN EMPC

EC 62.11.1 The Item was taken up for consideration. Sh. R. Thyagarajan, Dy. Registrar (Estt.) explained that there was no consistent Career Advancement Scheme for the cadre of Production Assistants in the EMPC. Earlier, the post was a feeder cadre for the then non-academic post of Producer. Under the then existing R&P Rules, the Production Asstt. was eligible for promotion as Producer, on completion of 5 years, subject to availability of posts. He further explained that subsequently, the post of Producer was declared as 'Other Academic' and some of the Production Asstts. were also promoted to the post on completion of requisite service, as one-time measure, but

those who had not completed the minimum required service as the Production Asstt. were subsequently placed in the position of Sr. Production Asstt. (Group-B), and have stagnated in the same post for about 15 years without promotion, as ‘Producer’ or any other Group-A position. He also mentioned that in another Unit, ‘Graphics’ in the EMPC, a clear and structured cadre viz. Junior Graphic Artist, Asst. Graphic Artist, Graphic Artist and Dy. Director (Graphics) exists providing avenues for career growth. This anomaly has been the major cause of discontent and frustration in the cadre of Production Asstt. Sh. Thyagarajan informed that a Committee was constituted by the Vice Chancellor to look into the grievances of Production Asstts. and recommend appropriate upward movement structure. The Committee has recommended the following structure:

- | (I) | <u>Post</u> | <u>Scheme of Upward Movement</u> |
|------------|--|--|
| (i) | Production Assistants | Pay Band-II + Grade Pay 4200/- and on completion of 08 years of service and with a Master’s Degree they will be eligible to move to Group ‘A’ positions – Media Officer / Electronic Media Officer following an interview and based on service records and ACRs for preceding 08 years of regular service. |
| (ii) | Media Officer / Electronic Media Officer | Pay Band-III + Grade Pay Rs. 5400/- |
- (II)** Further, the committee has recommended that the current posts of Senior Production Assistants to be upgraded to Group ‘A’ positions with suitable re-designation such as Media Officer / Electronic Media Officer etc. carrying the pay band PB-III with a Grade Pay of Rs. 5400/-. This will have no financial implication as these incumbents were already granted pay scale of Rs. 8000-13500/- pre-revised.

EC 62.11.2

The Establishment Committee approved the recommendation of the Expert Committee in the matter. A copy of the recommendations of the Expert Committee is placed as **Appendix-1**.

ITEM NO.12

TO CONSIDER AND APPROVE THE REVISED RECRUITMENT AND PROMOTION RULES, 2010 IN RESPECT OF GROUP-A, B & C EMPLOYEES OF NON-ACADEMIC STAFF OF IGNOU

EC 62.12.1 Shri R. Thygarajan, Dy. Registrar (Estt.) explained that the Recruitment & Promotion (R&P) Rules for Non-Academic staff of the University were notified in 1991. Since then, there have been numerous changes in the R&P rules, eligibility criteria for various posts and other service conditions in keeping with the recommendations of the Pay Commissions and Govt. of India policies. In view of these changes, the Board of Management at its 99th meeting held on 15.4.2009 constituted the R&P Rules Review Committee, applicable to the non-academic staff of the University. The Committee after extensive deliberations and also taking into consideration the views of various Employee Associations has finalized its recommendations. He also explained the main highlights of the recommendations of the R&P Rules Review Committee. An extract of the main recommendations of the Committee is placed as **Appendix-2**. A copy of the draft Recruitment & Promotion Rules, 2010 (Non-Academic, Group-A,B & C employees) is enclosed as **Appendix-3**.

EC 62.12.2 The Committee considered the various provisions in the draft R&P Rules 2010 and accorded, in principle approval to the draft R&P Rules. The members, however, felt that it was necessary to study the provisions under the Revised R&P Rules in detail. It was decided that the draft R&P Rules may be gone through by the members and the comments/observations, if any, may be communicated to the Registrar (Admn) in 3 days for needful incorporation, if need be, and placed before the Board accordingly.

In this regard, observations were received from Dr. V. Venugopal Reddy, Member, Estt. Committee. The observations were discussed on 8.11.2010 in the presence of other members and the position in respect of each point was clarified. A copy of the observations of Dr. Reddy is enclosed at **Appendix-4**.

ITEM NO.13 TO CONSIDER THE CREATION OF NON-ACADEMIC POSITIONS FOR EXPANSION OF INTERNATIONAL DIVISION

EC 62.13.1 The Establishment Committee decided that the proposal for creation of the additional positions (non-academic) for International Division may also be placed before the Committee constituted as per decision vide Item No.4 (Res.

No.EC 62.4.1).

ITEM NO.14 TO CONSIDER THE RE-DESIGNATION OF GROUP-D ATTENDANT POSITIONS AS MULTI-TASKING-STAFF AND RECRUITMENT THEREOF IN TUNE WITH THE GOVT. OF INDIA ORDERS

EC 62.14.1 The Item was presented by Sh. Thyagarajan, Dy. Registrar (Estt.). He explained that with the implementation of the recommendations of the VI Central Pay Commission, the cadre of Group-D stood abolished in the Central Govt. and all the employees belonging to the Group-D cadre, with the qualifications of High School or 10th Standard, got merged with the Group-C cadres with the provision that those Group-D employees not fulfilling the above criteria, shall be given appropriate training to upgrade them for inclusion in Group-C category. Further, the Govt. of India has issued orders that the Group-D employees so merged/included to Group-C cadre may also be re-designated as Multi-Tasking staff, with the minimum qualification as 10th Standard. Sh. Thyagarajan gave a brief account of the number of vacancies available to be filled up under different categories at the Hqs. and at the Regional Centres (to be filled in locally) covered under the category of 'Multi-Tasking staff'. He also explained that Advertisements have already been issued by some of the Organisations/Deptts. of the Govt. of India (Indian Audit & Accounts Deptt.), Chennai & Kolkata, in line with the above policy of the Govt. of India.

EC 62.14.2 The Committee appreciated the policy of the upgradation of the Group-D staff as Group-C with the re-designation as Multi-Tasking staff and recommended that the proposal for transit mode from Group-D to Group-C and local recruitment be implemented.

The Daily Wagers who were directly engaged at the Hqs. & Regional Centres and whose services were utilized for the period ranging from 5 to 10 years will be considered after giving due relaxation in respect of age i.e. to the extent they have served the University.

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

(U.S. TOLIA)
Member-Secretary

