

The Gist of observations made by the Hon'ble President of India as Visitor of Central Universities and Hon'ble HRM during the Vice Chancellor's Conference held at Rashtrapati Bhawan, New Delhi on 04-05 February, 2015

1. **Filling up of vacancies:-**
Selection of teaching staff must be completed within 6 months of appointment of Visitor's nominee in cases where the Vice-Chancellors are in position.
The Executive Councils of Central Universities must recommend members for Search-cum-Selection Committees within the next 30 days.
2. **NAAC accreditation:-**
Applications for NAAC accreditation must be sent within the next 30 days. All activities towards accreditation must be completed within 6 months.
3. **Choice Based Credit System:-**
Those Central Universities that are yet to implement this system must do so from the academic year 2015-16.
(UGC will organize orientation workshops in each State, in the next three months, so that all the universities can be prepared and assisted in the implementation of CBCS).
4. **Region-relevant B.VOC Programmes:-**
All Central Universities must intimate details of the programmes to be started by them with their timelines, to MHRD within the next 30 days.
5. **Community Colleges:-**
All Central Universities will start programmes under Community Colleges from 2015-16.
6. **Community Development Cell:-**
Each Central University shall set up a Community Development Cell which will identify at least 5 villages in its vicinity for adoption as model villages by the university.
7. **MOOCs:-**
All Central Universities will try to generate contents and will deliver maximum possible number of courses of different streams on Massive Open Online Courses (MOOCs) on SWAYAM platform, to be launched soon. All the Central Universities will identify the courses and inform the Ministry of HRD in the next 30 days.
8. **Campus Connect:-**
All Central Universities must make their Campuses Wi-Fi enabled (10 Gbps) under Campus connect Scheme along with the format which will help digitize not only the transcripts but also hall tickets and admission tickets thereby helping make the universities paperless.
9. **Centres of Excellence:-**
Those Central Universities getting accredited must apply to UGC for creation of Centres of Excellence within 60 days.
10. **Innovation Clubs:-**
Those Central Universities which are yet to establish Innovation Clubs must do so within 60 days.

11. **Incubation Centres:-**
Linkage with innovation incubators must be established within 60 days of establishment of Innovation Clubs.
12. **Inspired Teachers' Network:-**
Central Universities, which are yet to set up this network, must do so within the next 30 days. (Central Universities must establish a mechanism to identify and recognize inspired Teachers through multiple channels including student feedback, peer-recommendation and video presentation by the teachers).
13. **Alumni Involvement:-**
 - a) Database of alumni must be created by the Central Universities within the next 3 months.
 - b) The Central Universities must recommend amendment of statutes to enable induction of alumni in governing bodies, to the Ministry of HRD, within the next 60 days.
14. **Industry Linkages:-**
 - a) All the Vice Chancellors must give a list of industry experts to MHRD in the next 45 days so that MHRD can help the Central Universities in coordinating guest lectures by industry leaders.
 - b) All Central Universities which are located in remote areas, should inform MHRD of the desired linkages for augmentation of research, with other Ministries in Government of India, in the next 45 days.
15. **International Rankings:-**
Nodal officers must be appointed, if not done already, within the next 30 days, who must link up with the IITs within 30 days.
16. **Sharing of Good Practices:-**
For the "Discussion Page" on University of Hyderabad's website, each Central University must nominate a nodal officer to feed the University's needs and activities and share good practices and experiences.
17. **Inadequate Speed of Connectivity:-**
Central Universities must take up the problem pertaining to inadequate speed of connectivity directly with BSNL within the next 30 days.
18. **Common Minimum Curriculum:-**
UGC will constitute a team of eminent academicians from across the country who will help formulate the Common Minimum Curriculum for under-graduate courses.
All Vice Chancellors will also give a list of courses which are needed to be upgraded, in the next 60 days.
19. **National Ranking Parameters:-**
The National ranking Parameters will be soon given to all Vice Chancellors, for soliciting their opinion.
20. **Artists/Innovation Scholars in residence Programme:-**
Rashtrapati Bhawan started the Artists In-Residence all Innovation Scholars In-Residence and Innovation Scholars In-Residence programme in December, 2013 (Under this initiative, five innovators spent a few weeks at Rashtrapati Bhawan in July, 2014). This scheme is extended to teachers of Central Universities who are expected to actively participate in this programme.
21. **Festival of Innovation:-**
For the first time President's Secretariat is organizing a one week long "Festival of Innovation" and all the Central Universities should send representatives from their innovation clubs to participate in this festival.

No. 7(1)/E.Coord./2014
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, 29th October, 2014 North Block,

OFFICE MEMORANDUM

Subject: Expenditure Management – Economy Measures and Rationalisation of Expenditure.

Ministry of Finance, Department of Expenditure has been issuing austerity instructions from time to time with a view to containing non-developmental expenditure and releasing of additional resources for priority schemes. The last set of instructions was issued on 18th September 2013 after passing of the Union Budget. Such measures are intended at promoting fiscal discipline, without restricting the operational efficiency of the Government. In the context of the current fiscal situation, there is a need to continue to rationalise expenditure and optimize available resources. With this objective, the following measures for fiscal prudence and economy will come into immediate effect:-

2.1 Cut in Non-Plan expenditure:

For the year 2014-15, every Ministry / Department shall effect a mandatory 10% cut in non-Plan expenditure excluding interest payment, repayment of debt, Defence capital, salaries, pension and Finance Commission grants to the States. No re-appropriation of funds to augment the Non-Plan heads of expenditure on which cuts have been imposed shall be allowed during the current fiscal year.

2.2 **Seminars and Conferences:**

- (i) Utmost economy shall be observed in organizing conferences/ Seminars/workshops. Only such conferences, workshops, seminars, etc. which are absolutely essential, should be held wherein also a 10% cut on budgetary allocations (whether Plan or Non-Plan) shall be effected.
- (ii) Holding of exhibitions/fairs/seminars/conferences abroad is strongly discouraged except in the case of exhibitions for trade promotion.
- (iii) There will be a ban on holding of meetings and conferences at five star hotels except in case of bilateral/multilateral official engagements to be held at the level of Minister-in-Charge or Administrative Secretary, with foreign Governments or international bodies of which India is a Member. The Administrative Secretaries are advised to exercise utmost discretion in holding such meetings in 5-Star hotels keeping in mind the need to observe utmost economy in expenditure.

2.3 **Purchase of vehicles:**

Purchase of new vehicles to meet the operational requirement of Defence Forces, Central Paramilitary Forces & security related organizations are permitted. Ban on purchase of other vehicles (including staff cars) will continue except against condemnation.

2.4 Domestic and International Travel:

- (i) Travel expenditure {both Domestic Travel Expenses (DTE) and Foreign Travel Expenses(FTE)} should be regulated so as to ensure that each Ministry remains within the allocated budget for the same after taking into account the mandatory 10% cut under DTE/FTE (Plan as well as Non-Plan). Re-appropriation/ augmentation proposals on this account would not be approved.
- (ii) While officers are entitled to various classes of air travel depending on seniority, utmost economy would need to be observed while exercising the choice keeping the limitations of budget in mind. However, **there would be no bookings in First Class."**
- (iii) Facility of Video Conferencing may be used effectively. All extant instructions on foreign travel may be scrupulously followed.
- (iv) In all cases of air travel the lowest air fare tickets available for entitled class are to be purchased/ procured. No companion free ticket on domestic/ international travel is to be availed of.

2.5 Creation of Posts

- (i) There will be a ban on creation of Plan and Non-Plan posts.
- (ii) Posts that have remained vacant for more than a year are not to be revived except under very rare and unavoidable circumstances and after seeking clearance of Department of Expenditure.

3. **Observance of discipline in fiscal transfers to States, Public Sector Undertakings and Autonomous Bodies at Central/State/Local level:**

3.1 Release of Grant-in-aid shall be strictly as per provisions contained in GFRs and in Department of Expenditure's OM No.7(1)/E.Coord/2012 dated 14.11.2012.

3.2 Ministries/Departments shall not transfer funds under any Plan schemes in relaxation of conditions attached to such transfers (such as matching funding).

3.3 The State Governments are required to furnish monthly returns of Plan expenditure – Central, Centrally Sponsored or State Plan – to respective Ministries/Departments along with a report on amounts outstanding in their Public Account in respect of Central and Centrally Sponsored Schemes. This requirement may be scrupulously enforced.

3.4 The Chief Controller of Accounts must ensure compliance with the above as part of pre-payment scrutiny.

4. **Balanced Pace of Expenditure:**

4.1 As per extant instructions, not more than one-third (33%) of the Budget Estimates may be spent in the last quarter of the financial year. Besides, the stipulation that during the month of March the expenditure should be limited to 15% of the Budget Estimates is reiterated. It may be emphasized here that the restriction of 33% and 15% expenditure ceiling is to be enforced both scheme-wise as well as for the Demands for Grant as a whole, subject to RE ceilings. Ministries/ Departments which are covered by the Monthly Expenditure Plan (MEP) may ensure that the MEP is followed strictly.

4.2 It is also considered desirable that in the last month of the year payments may be made only for the goods and services actually procured and for reimbursement of expenditure already incurred. Hence, no amount should be released in advance (in the last month) with the exception of the following:

- (i) Advance payments to contractors under terms of duly executed contracts so that Government would not renege on its legal or contractual obligations.
- (ii) Any loans or advances to Government servants etc. or private individuals as a measure of relief and rehabilitation as per service conditions or on compassionate grounds.
- (iii) Any other exceptional case with the approval of the Financial Advisor. However, a list of such cases may be sent by the FA to the Department of Expenditure by 30th April of the following year for information.

4.3 Rush of expenditure on procurement should be avoided during the last quarter of the fiscal year and in particular the last month of the year so as to ensure that all procedures are complied with and there is no infructuous or wasteful expenditure. FAs are advised to specially monitor this aspect during their reviews.

5. No fresh financial commitments should be made on items which are not provided for in the budget approved by the Parliament.

6. These instructions would also be applicable to autonomous bodies funded by Government of India.

7. Compliance

Secretaries of the Ministries / Departments, being the Chief Accounting Authorities as per Rule 64 of GFR, shall be fully charged with the responsibility of ensuring compliance of the measures outlined above. Financial Advisors shall assist the respective Departments in securing compliance with these measures and also submit an overall report to the Minister-in-Charge and to the Ministry of Finance on a quarterly basis regarding various actions taken on these measures / guidelines.

Ratan P. Watal
(Ratan P. Watal)
Secretary (Expenditure)

All Secretaries to the Government of India

Copy to:

1. Cabinet Secretary
2. Principal Secretary to the Prime Minister
3. Secretary, Planning Commission
4. All the Financial Advisors

MINUTES OF THE 85th MEETING OF THE FINANCE COMMITTEE HELD ON
14th NOVEMBER, 2014 AT 4:00 P.M. IN THE BOARD ROOM, NEW VCO BLOCK,
IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI.

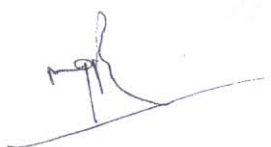
The following were present:

- | | | | |
|----|-------------------------|------------------------------|-----------|
| 1. | Prof. M. Aslam | Vice-Chancellor | Chairman |
| 2. | Prof. Nageshwar Rao | Pro-Vice-Chancellor | Member |
| 3. | Prof. P. Srinivas Kumar | Director, SOET | Member |
| 4. | Shri M.P. Gupta | Additional Secretary (Retd.) | Member |
| 5. | Shri L.M. Pandey | Finance Officer | Secretary |

Shri Yogendra Tripathi, {JS&FA, MHRD} could not attend the meeting due to his pre-occupation.

Shri Aseem Kumar, Assistant Registrar was present to assist the Committee. Shri D.K. Issrani, Deputy Registrar, Shri K. S. Bhatia, Assistant Registrar and Shri U.C. Bisht, Assistant Registrar were also present to assist for the presentation.

The Secretary welcomed the Chairman and other members to the 85th Meeting of the Finance Committee. The Chairman also welcomed the new member Prof. P. Srinivas Kumar and other members of the Finance Committee to its 85th meeting and with the permission of the Chair the Secretary then presented the agenda items. The following agenda items were presented and deliberated upon:



FC 85.1 To confirm the Minutes of 84th Meeting of the Finance Committee held on 4th June, 2014.

85.1.1 The Secretary informed the Committee that no comments were received on the minutes of the 84th Meeting of the Finance Committee except in respect of Item No. 84.1 for which a letter F.No.5-69/2104-DL dated 14.11.2014 has been received from MHRD. The Committee was informed about the contents of the letter.

85.1.2 The Committee observed that the revival of the post of Joint Registrar was mainly on the ground of essentiality and administrative exigency. The Committee also felt that the case of IGNOU cannot be compared with that of other central universities which have their limited sphere of activities around the place they are situated. While as Indira Gandhi National Open University has 67 Regional Centres and 2667 Study Centres spread across the country. As such, the University needs to put in place specific administrative arrangements to accomplish its objectives which at times are distinguishable from the other universities. Therefore, proposed revival was purely on the basis of operational requirements and for smooth functioning of the University's operations.

Further the revival of these four posts of Joint Registrar out of nine posts had insignificant financial implications, as they are being operationalised at Deputy Registrar level. It is keeping this in view, the Establishment Committee and the Finance Committee recommended the revival of four posts of Joint Registrars and Board of Management approved the same.

The Committee recommended that the letter dated 14.11.2014 received from MHRD be placed before the ensuing meeting of Board of Management for its consideration.

85.1.3 With the above observations, the minutes of the 84th Meeting of the Finance Committee held on 4th June, 2014 were confirmed.

FC 85.2 Action Taken Report in respect of 84th Meeting of the Finance Committee.

85.2.1 The Secretary presented the Action Taken Report as given against each item in the agenda note.

85.2.2 The members of the Finance Committee noted the Action Taken Report and appreciated for completing the internal audit of 61 Projects, whose balances have already been transferred to IGNOU Non-Plan Account and for timely completion of audit of Annual Accounts for the Financial Year 2013-14 by the DGACE.

FC 85.3 To consider the Audited Annual Accounts of the University for the Financial Year 2013-14.

85.3.1 The Secretary informed the Committee that after the recommendations and confirming the minutes under 84.4.3 in the 84th Meeting of the Finance Committee, the Annual Accounts of the University for the Financial Year 2013-14 were approved by the Board of Management in its 121st Meeting held on 21st June, 2014.

The Committee was further informed that the Annual Accounts have been audited by the Director General of Audit (Central Expenditure) vide its communication dated 21.10.2014.

85.3.2 The Committee was also informed that as per Section 29 of IGNOU Act, a copy of the audited accounts and the audit report has to be submitted to the Visitor alongwith the observations, if any, of the Board of Management. Requisite number of copies of the same are also to be submitted to MHRD for laying it before both the Houses of Parliament, once approved by the Board of Management.

85.3.3 The Committee had gone through the responses to the Paras mentioned in the Separate Audit Report and suggested few remedial/corrective measures to overcome the deficiencies being pointed out by the audit from time to time.

85.3.4 Keeping in view of the time schedule prescribed by MHRD for submission of audited annual accounts, the Finance Committee confirmed the part minutes of this item and recommended Audited Annual Accounts for the Financial Year 2013-14 for kind approval of the Board of Management.

FC 85.4 To consider the Appropriation Accounts of the University for the Financial Year 2013-14.

85.4.1 The Secretary informed the Committee that as per Rule 10(1) of Chapter IV of the Financial Code, a statement called Appropriation Account of the actual expenditure of the University, during the preceding financial year as compared with the budget provisions for that year shall have to be prepared by the Finance Officer in the prescribed form and submitted to the Finance Committee. A similar statement shall have to be submitted in case of actual Receipts of the University during the preceding financial year as compared with the Budget Estimates for that year.

The Committee was informed that Appropriation Account for the financial year 2013-14 under Plan and Non-Plan Accounts accordingly prepared showing the Revised Estimates 2013-14, Actual of 2013-14, Variance and Variance percentage for each sub head for all Schools of studies, Centres, Divisions and Units. Variance and the variance percentage reflect the non-utilized part of the budget. The Secretary further informed that a similar statement for actual Receipts with the Budget Estimates was also prepared for consideration of the Committee.

85.4.2 The matter was discussed at length. During the discussions it was noted that there is underutilization of the approved allocated budget in respect of certain Schools/Divisions/Units etc. and it was felt that such underutilization of the budget could adversely reflect on the performance of the concerned Schools/Centres/Divisions/Units etc.

The Committee was informed that as per the existing guidelines issued by Ministry of Finance, Govt. of India, the expenditure in the last quarter of the financial year should not exceed 33% of the entire allocation for that year.

85.4.3 The Committee, therefore, suggested that a periodic review of budget utilization preferably at the end of each quarter be made and a report thereof be submitted to the Vice Chancellor. The Committee further suggested to have a periodic review of the existing programmes and courses at an appropriate forum and necessary instructions as deemed fit may be issued to match programme performance with the budget utilization from time to time.

The Finance Committee also suggested that the services of an expert could be availed to orient concerned officers/ Directors/functionaries about the performance audit.

85.4.4 With the above suggestions, the Committee recommended the appropriations made by the University during the Financial Year 2013-14 for approval by the Board of Management.

FC 85.5 To consider the Revised Estimate of 2014-15 and Budget Estimate of 2015-16.

85.5.1. The Secretary informed the Committee that in accordance with the Statute 11(6) of the Statutes of the University, the Financial Estimates are placed before the Finance Committee for consideration and thereafter are to be submitted to the Board of Management for approval every year.

Accordingly, the University had prepared the Revised Estimate 2014-15 and Budget Estimate 2015-16 as per details given below:

Non Plan

	Estimated Revenue Realization	Estimated Budget provision
Revised Estimate 2014-15	771.80 Crore*	660.83 Crore
Budget Estimate 2015-16	733.12 Crore*	649.56 Crore

* Includes the carry forward balances of the previous year and the token grant of Rs.1 Crore from MHRD.

Plan

	Grant assured by MHRD	Estimated Budget Provision
Revised Estimate 2014-15	100.00 Crore	249.62 Crore
Budget Estimate 2015-16	100.00 Crore	289.36 Crore

85.5.2

The Finance Committee appreciated the University's initiatives on the student support services, the new academic initiatives, the special measures taken for disadvantaged groups, introduction of programmes for women, the focus on the North-Eastern Region, the international role and on the technology enabled interventions.

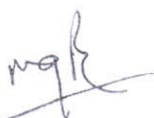
After having the discussions over the budget details and the comments received from MHRD, the Committee recommended the Revised Estimates 2014-15 and Budget Estimates 2015-16 under the Development Fund (Plan) and Operational Fund (Non Plan) respectively for approval by the Board of Management with the overall ceiling as under:

Operational Fund (Non-Plan)

- Revised Estimates 2014-15 of ₹ 660.83 Crore against the estimated revenue realization of ₹ 771.80 Crore, (including carry forwarded balance of ₹ 200.80 Crore from previous year and ₹ 1.00 Crore token grant from MHRD).
- Budget Estimates 2015-16 of ₹ 649.56 Crore against the estimated revenue realization of ₹ 733.12 Crore, (including estimated carry forwarded balance of ₹ 110.97 Crore from 2014-15 and ₹ 1.00 Crore token grant from MHRD).

Development Fund (Plan)

- Revised Estimates 2014-15 ₹ 249.62 Crore against the assured budget allocation by MHRD for ₹100.00 Crore. The difference of ₹ 149.62 Crore (₹ 249.62 Crore - ₹ 100.00 Crore) will be met out of internal resources of IGNOU.



- Budget Estimates 2015-16 ₹ 289.36 Crore against the assured approved budget allocation by MHRD for ₹ 100.00 Crore. The difference of ₹ 189.36 Crore (₹ 289.36 Crore - ₹ 100.00 Crore) will be met out of internal resources of IGNOU.

Apart from the above recommendations, a letter dated 14th November, 2014 (F.No. 5-69/2104-DL) has been received from MHRD relating to 85th meeting of Finance Committee and also enclosing therewith the guidelines issued by Ministry of Finance (OM No.7(I)/E.Coord./2014 dated 29.10.2014) on Expenditure Management. The Committee carefully examined the comments/guidelines and recommended that the guidelines of MHRD may be implemented to the extent applicable to the University and the operations of Gyan Vani and Gyan Darshan channels may be executed with the advice from MHRD.

To operationalise the Revised Estimate 2014-15 and Budget Estimate 2015-16, the Finance Committee confirmed the part minutes of this item.

FC 85.6 To decentralize the financial operations for the confidential activities of Student Evaluation Division.

85.6.1 The Secretary informed the Committee that in order to maintain strict confidentiality, Student Evaluation Division (SED) has felt a strong need for decentralization of disbursement powers in respect of confidential printing of papers and remuneration to paper setters.

85.6.2 The Finance Committee endorsed the concerns of the University and recommended for approval of the Board of Management the decentralization of disbursement of financial powers for the above activities to Student Evaluation Division w.e.f. 01.04.2015.



85.7 Any other item

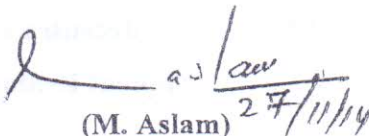
85.7.1 Revision of rates for examination activities

With the permission of the Chair, Registrar (SED) mentioned that increase in cost and implementation of 6th Pay Commission has necessitated the revision of rates for examination activities and that there are operational problems being faced by the Student Evaluation Division for this reason.

The Committee noted the concern shown by Registrar (SED) and suggested to prepare a comprehensive review over the of rates alongwith the Cost Analysis vs. proposed increase in examination fee.

The Committee further suggested that the agenda be placed before the Finance Committee after examining the issue at length.

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


(M. Aslam) 27/11/14
Chairman, Finance Committee

MINUTES OF THE 35th MEETING (EMERGENCY) OF STUDENT SERVICES COMMITTEE HELD ON JUNE 16, 2014 IN THE BOARD ROOM, NEW VC BLOCK, IGNOU

An 35th Meeting (Emergency) of the Student Services Committee (SSC) was held on June 16, 2014 at 2.30 p.m. in the Board Room, New VC Block, IGNOU. The meeting was attended by the following :

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| 1. Prof. M. Aslam, Vice Chancellor | - Chairperson |
| 2. Prof. Nageshwar Rao, PVC | - Special Invitee |
| 3. Prof. P. Prakash, PVC | - Special Invitee |
| 4. Er. R.K. Gupta, Member, BOM | - Member |
| 5. Dr. Sanjeev Pandey, Regional Director (RC, Delhi-1) | - Member |
| 6. Prof. Gracious Thomas, Director, SOSW | - Member |
| 7. Prof. D. Gopal, Director, SOSS | - Member |
| 8. Sh. L.M. Pandey, Finance Officer | - Special Invitee |
| 9. Sh. Ernest Samuel Ratnakumar, Registrar, Admn. Divn.- | - Special Invitee |
| 10. Dr. Srikant Mohapatra, Director, RSD | - Member Secretary |

Prof. Sushma Yadava, PVC & Member, SSC could not attend the meeting. Dr. Indrani Lahiri attended the meeting from RSD to assist the Member Secretary.

Dr. Mohapatra, Director, RSD and Member Secretary welcomed Prof. M. Aslam, Vice Chancellor, the Members and the Special Invitees to the Emergency Meeting of the SSC which had been called with the objective of establishment of Study Centers and activation of new programmes in already established Study Centers before the new academic session starting July 2014

With the permission of the Chair, the Agenda items were placed before the Committee.

Item No. 1	Confirmation of the Minutes of the 33 rd and 34 th Meeting of the SSC
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The minutes of the 33rd and 34th Meetings of SSC were confirmed by the committee.

The Member Secretary listed few of the major agendas taken up during the two meetings and the decisions taken by the Committee thereof.

- Further strengthening and extending the IGNOU-Army Project with the aim of reaching out to the furthest person in the field. This model will be replicated for building partnerships with BSF, CRPF, IAF and other paramilitary forces.
- Strengthening of Special Study Centers in jails as per recommendations of the committee.
- Approval of a Scheme for Scholarship for books to IGNOU students belonging to SC, ST and persons with disabilities. This was in accordance with the directive for implementation of SCSP/TSP Sub Plan of the Ministry of HRD.
- Establishment of IGNOU Special Study Centers to reach out to urban slum communities.
- Establishment of study centers maintained by IGNOU
- Preparation of a calendar for establishment of Learner Support Centre, activation of Programme, Closure of Learner Support Centres and their notification thereof.
- Working towards structural reorganisation of RSD (Hqrs.)
- Discontinuing IGNOU's involvement in RGPEEE

The Committee welcomed the initiatives. The observations of the committee on some of the decisions taken by the SSC are as under:

32.11 - The issue regarding **Counselling in low enrolment study centers** was brought up for discussion by Member Secretary, SSC stating that the option of not making counselling compulsory needs to be revisited. The Committee was of the opinion that if a student has taken admission in IGNOU, IGNOU is under obligation to provide counselling services to the student. Use of ICT for delivering pre-recorded model counselling sessions to students could be considered for low enrolment centres.

33.2 - Discussing on the issue of **Translation of IGNOU study materials into Regional Languages**, the Committee deliberated on the matter and directed that BDP material should be translated into all major Indian Languages as is being done in case of Odiya language. The RSD would initiate a note in this regard. The Regional Director would coordinate the activity and may be provided with a Consultant to undertake the task wherever required. The School Board may give in principle approval for the activity with the involvement of the Programme Coordinator in the School. It has to be kept in mind that translation would not only mean translation of SIMs but also availability of assignments and Question Papers in the regional language.

- 33.3 - Regarding **Launching of new IGNOU programmes**, the Committee was of the opinion that as a policy, all new programmes should be launched as pilot project for a year to understand its operational requirements, enrolment trend and acceptability by learners. The Programme would come back to APC for final decision after going through the pilot phase. During the pilot phase the funds for the programme would come from Plan, and then from Non-Plan after the successful launch of the Programme.
- 33.4 - The Committee desired that action on the recommendations of the committee for **Revamping of Public Information Unit (PIU) and Student Service Centre (SSC)** should be taken up at the earliest and reported to the Committee. A scaled down version of PIU and SSC would be replicated at few high enrolment Regional Centres. The progress in implementation may be reported in the next Meeting of the Student Services Committee.
- 33.8 - The provision for giving **Maintenance grant to study centres** was discussed and it was agreed that lack of proper guidelines and unrealistic decision of not asking for utilization certificate from study centres had made the scheme unviable. The Committee decided that in the changing circumstances and under strict guidelines, IGNOU may have a realistic scheme for providing maintenance grant to study centres.
- 33.9 - The status of **Establishment of IGNOU Study Centres in slums** was discussed. Member Secretary informed that initially one Slum Study Centre was proposed for each region. Reinforcing IGNOU's commitment towards working for the upliftment of the marginalised, the Vice Chancellor informed that several organisations are working for the downtrodden in the capital. Since School of Social Work is already involved with organisations working in the slums, the Committee directed School of Social Work and Regional Centre Delhi-I to set up a Special Study centre in a Slum in Delhi on pilot basis.
- 34.5 - On the proposal for **Establishment of Study Centres maintained by IGNOU**, it was decided that a model study centre maintained by IGNOU would be set up wherever Regional Centres are having their own building. The modalities for this would need to be discussed at length during the next meeting of the Committee.
- 34.8 - Discussing on the new initiatives taken to strengthen **IGNOU Study Centres in Jails**, the Committee observed that while IGNOU is committed towards rehabilitating and reforming Jail inmates; the due process for conduct of examinations cannot be subverted. The room for conduct of IGNOU exam has to be near the office of the Jail Superintendent and the examination to be invigilated/supervised by IGNOU staff.

Item No. 35.2	To consider the proposals for establishment of new Learner Support Centers and activation of programmes at existing Learner Support Centers.
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The Member Secretary presented the proposals for establishment of new Learner Support Centres and activation of Programmes at existing Learner Support Centres.

The Committee considered and approved the proposal for establishment of 11 Regular Study Centres, 4 Programme Study Centres, 4 Special Study centres and 60 proposals for activation of programmes at existing LSCs.

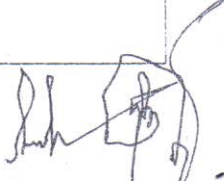
Item No. 35.3	Any other with the permission of the Chair
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The Member Secretary presented three tabled items as listed below for the consideration of the Committee, details of which are enclosed at Annexure.

Sl. No.	Name of the Proposed Coordinator and Address of Host Institution	Regional Centre	Programme recommended by RSD
1	Sri Arvind Kumar Jha Coordinator Rama Devi Bajla Mahila College Deoghar, Dist : Deoghar (Jharkhand) Pin- 814112, Ph. 06432-222517	Deoghar	BPP, BA, MSO, MHI, CHR, CIG, CNHE
2	Dr. Sujata Tripathi Coordinator Ramanujam College of Education 72 KM Stone, Delhi Mathura Road, Vill: Mitrol , PO Aurangabad Palwal-121 105 (Haryana) - Ph. 01275-263891, 9215575383	Delhi-1	BPP, BA, BCOM
3	Smt. Usha Agrawal Coordinator Rameshwari Devi Govt. Girls PG College Bharatpur, Jaipur-321001 Ph. 05644-222774	Jaipur	MCOM, MARD, PGDRD, CRD, DNHE, DTS, DWED, CWED, MAGD, MTM, MGPS

The proposals were discussed at length and approved.

The Meeting ended with thanks to the Chair.


Dr. Srikanth Mohapatra
Director (RSD) &
Member Secretary, SSC

MINUTES OF THE 36th MEETING OF STUDENT SERVICES COMMITTEE HELD ON APRIL 9, 2015 IN THE BOARD ROOM, NEW VC BLOCK, IGNOU

The 36th meeting of the Student Services Committee (SSC) was held on April 9, 2015 at 2.30 p.m. in the Board Room, New VC Block, IGNOU. The meeting was attended by the following :

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| 1. Prof. Nageshwar Rao, Vice Chancellor | - | Chairperson |
| 2. Prof. P. Prakash, PVC | - | Special Invitee |
| 3. Prof. Sushma Yadav, PVC | - | Member |
| 4. Dr. Sanjeev Pandey, Member BoM &
Regional Director (RC, Delhi-1) | - | Member |
| 5. Prof. Gracious Thomas, Director, SOSW | - | Special Invitee |
| 6. Dr. Srikanth Mohapatra, Director, RSD | - | Member Secretary |

Prof. D. Gopal, Member, SSC could not attend the meeting. Dr. Indrani Lahiri attended the meeting from RSD to assist the Member Secretary. The meeting was also attended by the Academics from RSD.

Dr. Mohapatra, Director, RSD and Member Secretary welcomed Prof. Nageshwar Rao, Vice Chancellor, Members and the Special Invitees to the 36th Meeting of the SSC.

With the permission of the Chair, the Agenda points of the meeting were considered, and the Proceedings were as follows :

Item No. 1	To Report the minutes of the 35 th SSC meeting (Emergency).
The draft minutes of the 35 th meeting of the SSC was approved to be placed before the BoM. The confirmation of the minutes of the 33 rd and 34 th Student Services Committee as approved by the 121 st BoM was reported to the Committee.	
Item No. 2	Action Taken Report
The Member Secretary informed at length the various initiatives taken on the decisions of SSC in the earlier three meetings. The Committee noted the actions taken on various items and made the following observations :	
<ol style="list-style-type: none">1. The revamping of Student Service Center and Public Information Unit for providing better services to students were discussed at length. The members observed that in spite of the initiatives taken information flow to the students is not adequate. It has been agreed upon that continuous orientation to the Learners as well as Academic Counsellors is urgently required to address this issue. In order to ensure improvement in information flow, it has been thought appropriate that programme guides and assignments shall be placed on the IGNOU website with the permission of the Competent Authority.2. The Committee deliberated at length on issues related to maintenance grant and felt that such grant is necessary, especially for high enrollment centers and even for those located in remote locations. The Committee decided that the existing scheme should be reviewed and guidelines be amended keeping in mind the operational issues at the Learner Services Centres.	

3. Regarding establishment of Study Center maintained by IGNOU the following issues were discussed :

- i. Examination of IGNOU's statutory provisions for maintaining and establishing Study Center by IGNOU, and strategies to be evolved for establishment of such centers.
- ii. Space and manpower of the Regional Centres could be effectively utilized by establishing a study center at the campus of the Regional Centres having its own building.

The Committee decided that details of this initiative along with operational and infrastructure guidelines be proposed and placed for consideration of the Committee.

4. Regarding the Scheme of scholarships for books to IGNOU students belonging to SC, ST and PH, the Chairman informed that MHRD has granted funds for utilization to IGNOU with approval of statutory committees of IGNOU.

Item No. 3	To consider the proposals for establishment of new LSCs, activation of programmes at existing LSCs and closure/keeping in abeyance of LSCs.
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The Member Secretary presented the recommendations for establishment of 42 Regular Study Center, 20 Programme Study Centers and 22 Spl. Study Centers, activation of 183 Programmes at existing Study Centers and closure of 38 Leaner Support Centers.

The Committee considered and approved the proposals for the establishment of 27 (Enclosed as Annexure-1). The Committee also asked one of the members (Dr. Sanjeev Pandey, Member, BoM) to reviews the proposals submitted for closure of Study Centres under Regional Centre, Delhi-2.

In view of the priority being given by GoI for educational development in the North-East Region (NER), the Committee observed that adequate steps may be taken to augment the establishment of Learner Services Center network in NER on a priority basis.

The Committee was also informed that Study Centers were difficult to establish in all districts of NER due to lack of Academic Counsellors having experience as per norms prescribed by IGNOU. Most Academic Counsellors do not have experience although they have necessary qualifications. This was also true for other states in the country where study centers could not be established in remote locations due to lack of approved Academic Counsellors. Lack of teaching experience was also a road block in establishment of Army-Navy Study Centers under the IAEP/INEP Projects.

Observing that IGNOU Study Centrs have not yet been established in every district of the country even after 25 years of existence of the University, the Committee agreed that there was a need to revisit the criteria for appointment of academic counsellors and perhaps the 5 years teaching experience should not be considered mandatory. The Member Secretary informed that the

Statutes and Ordinance of the University has been silent on appointment of Academic Counsellors.

The Committee decided that in view of the above, norms for appointment of Academic Counsellors in IGNOU needs to be reviewed.

Before concluding the discussions, Member Secretary brought up few points for the consideration of the Committee :

- a. Monitoring of IGNOU Regional center and Study Centers had taken a back seat and this activity needs to be revived urgently.
- b. IGNOU degrees are not being recognized by many institutions and universities. There is an urgent need for the university to respond immediately to any correspondence which talks about distinction between ODL and Regular Universities and copy of the MHRD letter emphasizing parity between the two should be circulated.
- c. MHRD has given 12 MeLT Vans to the University, which have to be collected from IIT, Roorkee, and expenditure has to be incurred for this activity. The Chairman approved that expenditure can be made as per University norms.
- d. It was agreed upon by the members that committees may be constituted immediately to address the mentioned below :
 - i. Strategy for continuous orientation of Academic Counsellors and part-time staff of the LSCs.
 - ii. Relaxation of criteria for appointment of Academic Counsellors
 - iii. Drawing up an action plan for monitoring of RCs and SCs

The Meeting ended with vote of thanks to the Chair.



(Srikant Mohapatra)
Director (RSD) &
Member Secretary, SSC