

MINUTES OF THE TWENTY SIXTH MEETING OF THE BOARD OF MANAGEMENT OF  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY HELD AT UNIVERSITY OFFICE  
AT K-76, HAUZ KHAS, NEW DELHI-110 016 ON FRIDAY, NOVEMBER 29,  
1991 AT 1100 HOURS

The following were present :

1. Prof. V.C. Kulandai Swamy, Vice-Chancellor Chairman
2. Shri Anil Bordia
3. Prof. Sitanshu Mohla
4. Prof. Rajammal P. Devadas
5. Dr M.P. Parameswaran
6. Fr. T.V. Kunnunkal
7. Prof. Jamal A. Kidwai
8. Prof. H.P. Dikshit
9. Prof. B.N. Koul
10. Dr. S. Kannan

Shri K. Narayanan, Registrar - Secretary

Shri Mahesh Prasad, Prof. Ram G. Takwale, Shri Nikhil Chakravartty and Dr Gurpreet Singh could not attend the meeting.

Shri C.R. Pillai, Director (Planning & Teachers Affairs) and Shri S.K. Johorey, Finance Officer, attended the meeting as special invitees.

Shri K.J.S. Prasada Rao, Dy. Registrar (Governance) was present to assist the Secretary of the Board.

Before the items of agenda were taken up, the Vice-Chancellor informed the members of the sad and sudden demise of Dr. S.N. Chaturvedi, Director (RSD) and a member of the Board of Management while he was on an official tour to Ahmedabad. He informed the members that Dr Chaturvedi passed away owing to a massive heart attack.

The Board adopted the following condolence resolution after which a minute's silence was observed as a mark of respect to the departed soul:

"The Vice-Chancellor informed the Board of Management of the sudden demise of Dr. S.N. Chaturvedi, Director, Regional Services Division and a member of the Board of Management on 25th November, 1991. The Board noted that Dr. S.N. Chaturvedi had been associated with the University since its inception, as Officer on Special Duty initially and later as Director, Regional Services. Prior to joining the University, he was an officer of the Defence Estate Services. He has been the architect of the development of

the network of 16 Regional Centres and 172 Study Centres of IGNOU throughout the country. He has been one of the most courteous, pleasant and friendly colleagues. In his demise, the University and the Board of Management has suffered a great loss that is irreparable.

"The Board of Management places on record its deep appreciation of the services rendered by Dr. S.N. Chaturvedi to the University and offer its heart-felt condolences to the members of the bereaved family."

**ITEM NO.1 TO CONFIRM THE MINUTES OF THE 25TH MEETING OF THE BOARD HELD ON SEPTEMBER 30, 1991 AND TO NOTE THE ACTION TAKEN THEREON.**

26.1.1 The minutes of the 25th meeting of the Board of Management held on September 30, 1991 were confirmed. The Board also noted the action taken on the minutes.

**ITEM NO.2 TO CONSIDER THE PROCEEDINGS OF THE PLANNING BOARD HELD ON 28.10.91.**

26.2.1 The Board considered the proceedings of the meeting of the Planning Board held on 28.10.91 and the reformulated 8th Plan document. The Vice-Chancellor explained that the 8th Plan proposals were approved earlier by both the Planning Board as well as the Board of Management. However taking into consideration the Government's decision that the eighth plan will now relate to the period from 1992 to 1997, the University had reformulated the plan document incorporating the major developments during the years 1990 to 1992. The revised plan document was approved by the Planning Board and was also submitted to the Government.

26.2.2 During the discussion on the plan document, members made the following points:

- (i) Priority should be given to programmes which have relevance to rural areas.
- (ii) The Open - University programmes should be available in other regional languages besides English and Hindi. For this purpose, linkages should be established with other Institutions offering programmes through distance mode and setting up a net work of such institutions.
- (iii) It was suggested that staff on a regular basis should be appointed to handle the work relating to course development and preparation rather than engaging consultants

for the purpose. It was, however, pointed out that as per policy approved by the Board earlier, the University will continue to engage core staff, consultants and course-writers for preparation of course material. It would not be advisable to appoint permanent staff for all course development and preparation work.

- (iv) The plan document which has been well prepared emphasises the need for appropriate analysis before any specific programme is launched.

26.2.3

The Board while noting the points made above approved the proceedings of the Planning Board held on 28.10.91 (Appendix- I) and the 8th Plan document.

ITEM NO.3

TO CONSIDER THE ANNUAL REPORT FOR THE YEAR 1990-91

26.3.1

The Board approved the Annual Report for the year 1990-91 and suggested that it be printed and submitted to the Government at an early date.

ITEM NO.4

TO CONSIDER A NOTE ON CAMPUS DEVELOPMENT AND THE PROCEEDINGS OF THE WORKS COMMITTEE HELD ON NOVEMBER 6, 1991 AND ADMINISTRATIVE APPROVAL FOR THE BUILDINGS PROPOSED.

26.4.1

The Board considered the note on campus development and proceedings of the Works Committee held on November 6, 1991. In this connection, the models and designs of building plans of the campus were displayed by the Architects, M/s Sharat Das & Associates. Shri Sharat Das, Architect, who was invited, made a presentation of the layout plans, designs of the technical buildings, layout plans of services like electricity, water, sewage and drainage, and designs for residential houses. The Vice-Chancellor explained that in the first phase priority will be given to technical buildings like Computer Centre, Communication Division and Library, 202 or more quarters for the employees and external services. While examining the lay out plans of the campus, the Education Secretary, Shri Anil Bordia opined that taking into consideration the financial constraints the residential buildings may be shifted from the proposed location to an area between the existing temporary structures and the proposed site for the technical and administration buildings so that the University can save on (physical) facilities such as roads, drainage etc.,. The Architect explained that the site is extensively quarried and optimum use of usable area



is taken into account while locating the buildings. Further, the plan specifications have to be according to the guidelines laid down by the Delhi Urban Arts Commission which stipulates apportionment of the entire site into institutional complex (75%) and residential complex (25%). Therefore, allocation of a well-defined residential complex in the master plan has become inescapable. However, Shri Bordia reiterated his view that the availability of funds should be taken into account while finalising the lay out plan of the campus. The Vice-Chancellor informed the Board that the views of the Education Secretary will be conveyed to the Architects for their consideration and that the work will be taken up in phases depending upon the availability of funds.

26.4.2

The Board while noting the points made above, approved the proceedings of the Works Committee at its meeting held on November 6, 1991 (Appendix II). - P-41

26.4.3

The Board also accorded administrative approval for the following works in Phase-I, depending upon the provision of funds in the budget for 1992-93 and 93-94:

Building/Works	Estimated Cost
i) Technical buildings:	
a) Computer Centre	)
b) Communication Divn.	) Rs.3.98 Crores
c) Library	)
ii) Residential Units:	
- Alternative A (202 Nos.)	Rs.4.87 Crores
- Alternative B (254 Nos.)	Rs.5.78 Crores
iii) External Services	Rs.7.11 Crores
a) Water tanks	
b) Levelling	
c) Internal roads and paths	
d) Sewers	
e) Filtered Water supply	
f) Unfiltered Water supply	
g) Storm Water drains	
h) Horticulture operations	
i) Street Lighting	
j) M.T. Sub-station & L.T. distribution	

Till cost 4  
 Project 43.05 Crores (P 246)  
 Para 6

26.4.4

The Board was informed that the costs mentioned above were based on preliminary estimates as per CPWD norms for rates and did not include the cost of architects requirements for any special external finishing, if agreed to, and escalation in costs. The Board also agreed that if funds are available, efforts should be made to complete the construction of 254 residential units in Phase I. The details of the residential units (types and numbers) to be constructed in Phase - I are given in Appendix III and Appendix IV.

ITEM NO. 5

✓ TO CONSIDER A REPORT ON THE IMPLEMENTATION OF THE RECRUITMENT AND PROMOTION RULES FOR THE GROUP B, C & D STAFF.

26.5.1

The Vice-Chancellor briefly explained the sequence of events leading to the approval of the recruitment and promotion rules for Group B, C & D staff. It was noted that the matter was discussed with the Dept. of Education of the M.H.R.D. as decided at the last meeting of the Board held on September 30, 1991. The Board also noted the Vice-Chancellor's clarification that as the Norms Committee report had since been finalised, the vacancies would be reckoned with reference to the recommendations of the Norms Committee and not as per provisions made in the revised budget estimates of 1989-90. The Board adopted the following resolution:

26.5.2

The Board, after considering the recommendations made by the Establishment Committee under Resolution EC 2.2.3 and the Vice-Chancellor's views regarding the urgent need for filling up the existing vacancies at different levels, as indicated in the Statement appended to this Resolution (Appendix-V), to meet the increasing workload, the exigencies of work and administrative need, resolved that the posts mentioned in the aforesaid statement to the Resolution be filled up immediately as a special case on a purely ad hoc basis from amongst the employees from the corresponding feeder cadres, who have completed three years of continuous service in this University in the feeder post as on the date of this Resolution and who are otherwise eligible for promotion after following the due process of promotion, notwithstanding that such employees have not completed five years of service as required in the Recruitment and Promotion Rules for normal promotion. The Board made it clear that such purely ad hoc promotion would not of course confer any right in any manner on the employee concerned for seniority, regularisation or for any other



purpose. The Board also noted that such employees promoted on adhoc basis will have to take their due turn for normal promotion in the usual course as provided in the Recruitment and Promotion Rules.

26.5.3

While adopting the resolution, the Board further clarified that this measure was being taken as a special case to meet the exigencies of work as explained by the Vice-Chancellor, and that this one-time measure will, under no circumstances, be treated as a precedent for similar promotions in the future.

26.5.4

In view of the resolution recorded at para 25.1.4 of the twentyfifth meeting held on September 30, 1991, the Board resolved to rescind forthwith the resolution recorded at para 24.3.4 of the twentyfourth meeting held on July 19, 1991.

ITEM NO.6

TO CONSIDER THE PROCEEDINGS OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 19, 1991.

26.6.1

The Board considered and approved the proceedings of the 5th meeting of the Establishment Committee held on November 19, 1991. (Appendix-VI).

ITEM NO.7

TO CONSIDER THE CONSTITUTION OF THE DISTANCE EDUCATION COUNCIL.

26.7.1

The Board considered the note on the constitution of the Distance Education Council. The Board nominated the following persons:

A. Under Clause (3) (a) (v) of Statute 28:

Fr. T.V. Kunnunkal  
Prof. Rajammal P. Devadas

B. Under Clause (3) (a) (vii) of Statute 28:

Prof. R.S. Rath, Utkal University  
Dr. Lulla, Director, Correspondence Institute  
Bombay University.

26.7.2

The Board was of the view that nomination of a member under Clause (3) (a) (ix) could be made later after the Vice-Chancellor had prepared a panel of names. It was also decided that the Director in charge of the Distance Education Council's Secretariat, when appointed, may be designated as the Secretary of the Distance Education Council by the Vice-Chancellor.

26.8.1

The Board considered the minutes of the Finance Committee Meeting held on November 20, 1991.

26.8.2

Arising out of the minutes of the Finance Committee meeting the Board discussed the following matters referred to it by the Finance Committee specifically:

26.8.3

(1) On the revision of pay scales of Sr. Assistants and PA Grade II

The Chairman explained that the Board had earlier approved the revision of the pay scale of Sr. Assistants and PA Grade II from Rs.1400-2600 to Rs.1640-2900 w.e.f. 1.2.1991. However, a proposal was submitted to the Finance Committee to fix the pay of the concerned officials notionally from 1.1.86 and pay the arrears from February 1991 as has been done by the University of Delhi and JNU. The Finance Committee however suggested that the matter may be placed before the Board for consideration. The Vice-Chancellor also informed the Board that according to a recent communication received from the Department of Education, the Central Universities have been advised to revoke their decision on the revision of the scale of pay mentioned above, and to recover the over payments made to the employees. However, taking into account the totality of the circumstances, and the implementation given effect to by JNU, Delhi University and Jamia Millia, the Board decided that the revised scale of pay, namely, Rs.1640-2900, which has been implemented already be notionally fixed w.e.f. 1.1.86 and the arrears from February 1991 may be paid with the condition that in the event of revocation of the decision at any time, concerned employees should refund the difference in pay drawn by them.

26.8.4

(2) Extension of lease facility at B1, B2, C class cities where Regional Centres are located.

Consideration of this item was deferred.

26.8.5

(3) Norms Committee Report

(i) The Board noted that while approving the Norms Committee Report, the Finance Committee had suggested that members could send their comments on any specific issues for consideration at the meeting of the Board. Accordingly, comments were sent by Shri S.G. Mankad, Shri Sudeep Banerjee and



Prof. Rakesh Khurana. The contents of the communications received were presented to the Board by the Vice-Chancellor.

(ii) Prof. Khurana had observed that secretarial assistance provided to the schools was inadequate (the norms adopted for officers and academics are different), and that the University should consider introduction of the Desk Top Publishing (DTP) system for preparation of course materials. He had also mentioned that secretarial services provided to the schools is non-specific. The norms adopted by the committee were explained and it was pointed out that secretarial assistance will be provided to the Schools based on established needs and that introduction of the DTP system did not fall within the terms of reference of the Norms Committee. This issue needs to be considered separately.

(iii) Shri S.G. Mankad had observed that the post of Registrar in the Material Distribution Division should not be operated upon as long as the Joint Registrar is in position. The Board felt that the Material Distribution Division occupied a critical position in the Student Support Services system, and therefore, it required the services of a Senior Officer. As and when the position of Registrar in this Division is filled up, the question of continuance or otherwise of the position of Joint Registrar could be considered depending upon the circumstances obtaining at that time. Shri Mankad endorsed the view of the Norms Committee that for computer and communication staff the matter has to be examined by a competent committee, in which external experts should be associated, and while retaining the budget provisions, sanction of the positions may be obtained based on the recommendations of the Committee. This was agreed to by the Board.

(iv) The Board noted that Shri Sudeep Banerjee who was nominated by the Visitor on the Finance Committee did not attend the meeting and that his observations were based on the brief provided to him by the Deputy Financial Adviser who participated in the meeting on his behalf as a special invitee. The Board considered the letter of Shri Sudeep Banerjee and took note of the points made therein.

26.8.6

The Board considered the points made as stated above and resolved that the Finance Committee's recommendations on the Norms Committee's Report be and is hereby approved. The Board further resolved that appropriate committees be appointed to lay



down the norms for staff for Computer Division, Communication Division and Library.

26.8.7

The Board approved the creation of the following posts recommended by the Finance Committee: *Noted*

i)	Dy. Director (Radio & TV) (Rs.3700-5700)	One
ii)	Programme Officer (Rs.2200-4000)	One
iii)	Research Officer (Rs.2200-4000)	One
iv)	Analyst (Rs.2200-4000)	One
v)	Sr. PA (Rs.2000-3500)	One
vi)	Research/Statistical Assistant (Rs.1640-2900)	Two
vii)	Jr. Engineer (Automobile) (Rs.1400-2300)	One
viii)	Stenographer (Rs.1200-2040)	Two
ix)	Assistant (Rs.1200-2040)	One
x)	Data Entry Operator (Rs.1150-1500)	Two
xi)	JAT (Rs.950-1500)	Two
xii)	Care takers (Rs.950-1500)	Six

26.8.8

The Board approved the proceedings of the Finance Committee held on November 20, 1991. (Appendix-VII).

## ITEM NO.9

**TO CONSIDER THE CREATION OF SENIOR LEVEL POSTS FOR THE DISTANCE EDUCATION COUNCIL SECRETARIAT.**

26.9.1

The Board approved the proposal to create the following senior level positions for the Distance Education Council Secretariat and to classify them as 'other academic staff':

Director	(Pay scale Rs.4500-7300)	- One
Dy. Director	(Pay scale Rs.3700-5700)	- One
Asst. Directors	(Pay scale Rs.2800-4000)	- Two

26.9.2

The Board also approved the qualifications proposed for the above posts which are given in Appendix VIII.

## ITEM NO.10

TO CONSIDER THE RECOMMENDATIONS OF THE SELECTION COMMITTEES.

26.10.1

The Board considered the recommendations of the Selection Committees and approved them as indicated below:

Date of the Selection Committee	Post	Recommendations
25.11.91	Professor, Mgt. Studies	Dr. M.L. Bhatia Pay as per rules.
26.11.91	Reader, Mgt. Studies (Quantitative applications to Management)	Dr. V.Siva Rama Krishnaiah Minimum of the pay scale
	Reader, Mgt. Studies (Human Resource Development)	Dr. P.C. Jain (*) Pay Rs.4575/-

(\*) candidate appeared for the post of Professor.

## ITEM NO.11

TO CONSIDER THE REQUEST OF PROF. RAKESH KHURANA, DIRECTOR, SCHOOL OF MANAGEMENT STUDIES, TO ACCEPT THE MEMBERSHIP OF THE GOVERNING COUNCIL OF INTERNATIONAL SCHOOL OF COMPUTER TECHNOLOGY (ISCT), NEW DELHI.

26.11.1

The Board considered the request of Prof. Khurana concerning his membership of the Governing Council of the International School of Computer Technology (ISCT). This being a private institution, the Board desired that further details about the institute should be obtained and placed before the Board for consideration and decision.

## ITEM NO.12

TO CONSIDER THE PAY FIXATION OF PROF. B.S. SHARMA, FORMER PRO VICE-CHANCELLOR.

26.12.1

The Board considered the request made by Prof. B.S. Sharma, former Pro-Vice-Chancellor for a review of his pay fixation. The Board decided that the University had correctly fixed his pay as Pro-Vice-Chancellor and that no review of that decision was necessary.

## ITEM NO.13

TO CONSIDER AND APPROVE THE REVISION OF FLAT RATE OF LICENCE FEE FOR UNIVERSITY RESIDENCES IN ASIAN GAMES VILLAGE AND LEASED ACCOMMODATION HIRED BY EMPLOYEES.

26.13.1

The Board considered the proposal for revision of the flat rate of licence fee for University flats in Asian Games Village and also for the leased accommodation hired by employees. The Board decided to adopt the revised rates of licence fee mentioned in the Government of India, Directorate of Estate's OM No.18011/13/89/POL.III dt.28.6.91 and that the revised licence fee be made effective from 1.12.91.

## ITEM NO.14

TO CONSIDER THE COMPOSITION OF SELECTION COMMITTEE FOR THE POST OF PRODUCTION OFFICER/JOINT REGISTRAR IN THE PAY SCALE OF RS.4500-6300.

26.14.1

The Board approved the Selection Committee as proposed by the Vice-Chancellor for selecting a candidate to the post of Production Officer/Joint Registrar. The Board also authorised the Vice-Chancellor to invite an alternative person in the event of any one of the experts in the approved list not being available.

## ITEM NO.15

TO CONSIDER THE PROPOSAL FOR THE PUBLICATION OF A JOURNAL - INDIAN JOURNAL OF OPEN LEARNING BY THE IGNOU.

26.15.1

At the request of the Chairman, Prof. B.N. Koul briefly explained the need and purpose for the publication of the journal namely Indian Journal of Open Learning by the IGNOU. The proposal as submitted to the Board was approved.

## ITEM NO.16

TO REPORT ON THE INSTRUCTIONAL CONFERENCE ON COMPUTATIONAL AND FINITE ELEMENT METHODS HELD FROM OCTOBER 22 TO NOVEMBER 2, 1991.

26.16.1

The Board noted the report on the Instructional Conference of Computational and Finite Element Methods held from October 22 to November 2, 1991.

## ITEM NO.17

TO REPORT ON THE JOINING OF NEW FINANCE OFFICER.

26.17.1

The Board noted that Shri. S.C. Johorey has joined the University as Finance Officer w.e.f 11.10.91 on deputation terms.



## ITEM NO.18

TO REPORT THE PERMISSION GRANTED TO PROF. RAKESH KHURANA FOR WRITING A MONOGRAPH ON MANAGEMENT EDUCATION FOR COMMONWEALTH SECRETARIAT.

26.18.1

The Board noted that the Vice-Chancellor had permitted Prof. Rakesh Khurana, Director, School of Management Studies to accept a request from the Commonwealth Secretariat to write a monograph on Management Education through distance education mode and to receive the remuneration therefor.

## ITEM NO.19

TO CONSIDER THE CANCELLATION OF OFFER OF APPOINTMENT SENT TO DR. JAGDISH C. BINWAL FOR THE POST OF LIBRARIAN AND TO READVERTISE THE POST.

26.19.1

The Board noted that Dr Jagdish C. Binwal, Dean School of Library and Information Science, NEHU, who was offered the post of Librarian at IGNOU in June 1991 has not joined so far. The Board decided that if Dr. Binwal fails to join within a reasonable time, the Vice-Chancellor be and is hereby authorised to cancel the offer of appointment at his discretion to Dr Binwal and readvertise the post.

## ITEM NO.20

TO CONSIDER AND APPROVE THE PROPOSAL ON THE INSTALLATION OF HEAVY DUTY RACKING SYSTEM AND MATERIAL HANDLING EQUIPMENT FOR THE MATERIAL DISTRIBUTION DIVISION.

26.20.1

The Board considered the proposal on the installation of Heavy Duty Racking system and material handling equipment for the Material Distribution Division. The Board noted that the proposal emanated as a result of a discussion with Mr David Westbourne of UK Open University who visited IGNOU as a ODA Consultant to advise on the type of storage arrangement to be made in the warehouse and on the method of handling the movement of paper and books in the warehouse of the Material Distribution Division. The Board approved the proposal and sanctioned an expenditure of Rs.22 lakhs for the installation of a Heavy Racking System and material handling equipment in the Material Distribution Division and that the work may be entrusted to the lowest tenderer M/s Godrej & Boyce Ltd.

## ITEM NO.21

TO CONSIDER THE APPOINTMENT OF PRO-VICE-CHANCELLOR.

26.21.1

The Board, on the recommendation of the Vice-Chancellor approved the following panel of names, arranged in order of preference, for appointment

against the existing vacancy of Pro-Vice-Chancellor:

1. Prof. C.L. Anand, Vice-Chancellor, Aarunachal University, Itanagar.
2. Prof. R.G. Michael, Acting Vice-Chancellor NEHU, Shillong.
3. Prof. D.S. Varma, Director, North Eastern Regional Institute of Science and Technology, Itanagar.

26.21.2

The Board also decided that offer of appointment may be made to Prof. C.L. Anand, and to the others in that order in the event of the first and second declining the offer.

ITEM NO.22

TO CONSIDER THE APPOINTMENT OF THE DIRECTOR, REGIONAL SERVICES DIVISION.

26.22.1

The Board taking into consideration the vacuum arising out of the sudden demise of Dr. S.N. Chaturvedi, Director (RSD), decided that Dr. P.K. Mehta, Regional Director, Ahmedabad may be transferred to Head Quarters and temporarily appointed as Director to perform the functions of the Director (RSD).

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

(V.C. KULANDAI SWAMY)  
CHAIRMAN