

IGNOU

FOURTH MEETING OF THE BOARD OF MANAGEMENT

HELD ON JULY 2, 1987.

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Minutes of the Fourth meeting of the Board of Management of Indira Gandhi National Open University held in the University Office at YMCA Cultural Centre, New Delhi-110 001 on Thursday, July 2, 1987 at 1100 Hrs

The following were present:-

Prof. G. Ram Reddy - Chairman
 Shri Anil Bordia
 Dr. J.S. Bajaj
 Prof. R.P. Bambah
 Prof. Ranjit Gupta
 Prof. Mrinal Miri
 Shri K. Narayanan, Secretary.

Shri G.N. Mehra, Dr. (Miss) Ansaity S. Desai, Prof. C. Narayana Reddy and Shri Gurprit Singh could not attend.

Prof. B.S. Sharma and Shri S.C. Vajpeyi, Pro-Vice-Chancellors and Shri S.N. Sharma, Finance Officer were present by special invitation.

The following matters were considered:-

ITEM NO. 1 CONFIRMATION OF MINUTES OF THE THIRD MEETING OF THE BOARD OF MANAGEMENT HELD ON APRIL 30, 1987

4.1.1 : The minutes of the third meeting of the Board of Management held on April 30, 1987 were confirmed.

ITEM NO. 2 TO NOTE THE ACTION TAKEN ON THE DECISIONS OF THE BOARD AT EARLIER MEETINGS

4.2.1 : Noted.

ITEM NO. 3 TO REPORT THE PURCHASE OF PAPER REQUIRED FOR PRINTING OF COURSE MATERIAL

4.3.1 : Noted.

ITEM NO. 4 TO CONSIDER AND APPROVE THE REGULARISATION OF PAY OF SHRI D.K. TETRI, AFO

4.4.1 : The Board considered the proposal and approved of the payment of special pay and allowances for the period 11.11.85 to 31.12.85 amounting to Rs.191.50 to Shri D.K. Tetri, Assistant Finance Officer.

ITEM NO. 5 TO CONSIDER AND APPROVE THE DELEGATION OF POWERS

4.5.1 : The Board considered the proposal. It was noted that the delegation of powers was based broadly on the line of delegation of powers in JNU, Delhi University, Government of India and Doordarshan, keeping in view the special characteristics of this University's functioning.

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4.5.2 : The Board resolved that in exercise of powers vested in it under Sub-Clause (c) of clause (2) of Statute 7 of the Statutes of the University, the Board of Management hereby delegates to the Vice-Chancellor, Registrars and other Officers of the University powers to create posts and incur contingent and miscellaneous expenditure specified in the Schedules I to IV attached to this Resolution and subject to the conditions mentioned in the Annexure I.

4.5.3 : The Board while approving the delegation of powers, desired that the Finance Officer should prepare a comparative statement of similar delegations in other Central Universities. On this basis, Vice-Chancellor may review the powers and make such changes as he may consider necessary if there is a significant change from the practices obtaining in other Universities, and the matter be brought before the Board.

ITEM NO. 6 TO CONSIDER AND APPROVE THE RECOMMENDATIONS OF THE SELECTION COMMITTEES WHICH MET AFTER THE LAST BOARD MEETING

4.6.1 : The recommendations of the Selection Committees which met after the last Board Meeting, were considered and approved as per details in Annexure II.

4.6.2 : The Board also approved of the appointment of Dr. Anil Baran Bose as Professor in Rural Development and Dr. Shehla Moonis Raza as Reader in Bio-Chemistry on usual deputation terms under Statute 13(2) of the Statutes of the University.

4.6.3 : The Vice-Chancellor emphasised that in respect of the work of this University, it is necessary to appoint persons for short term periods of about 2 or 3 years till courses are prepared and for such posts a quick method of recruitment had to be evolved so that the work of the University is not adversely affected. The services of such persons could be obtained quickly on deputation basis and they can be repatriated to their parent department after a period of 2 or 3 years, when the workload in the University would have reduced. The powers to the Vice-Chancellor to make short-term appointments may be considered alongwith item 16 of the agenda regarding the recruitment policy of the University.

4.6.4 : In view of the special characteristics of this University, the Board emphasised the need for an innovative approach to faculty recruitment and for faculty development, so that the objectives of the University are met while assuring the career progression of the faculty members.

4.6.5 : An important aspect emphasised by every candidate considered for faculty and other positions was the provision of housing facility in Delhi by the University. The matter was considered in detail and it was suggested that the University should make efforts to obtain about 100 flats from DDA with the help of the Ministry of Human Resource Development. It was also suggested that if necessary a detailed proposal be submitted to the Board at the next meeting regarding a scheme for lease of flats

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on the same basis as is done by the Defence Departments for Defence Officers involving an element of subsidy so that the housing needs of the employees of the University are satisfied.

ITEM NO. 7 TO CONSIDER AND APPROVE THE GPF-CUM-PENSION-CUM-GRATUITY AND CPF-CUM-GRATUITY AND EXTRAORDINARY PENSION RULES FOR THE BENEFIT OF THE EMPLOYEES

- 4.7.1 : The Board considered the matter and approved of the scheme for providing GPF-cum-Pension-cum-Gratuity and CPF-cum-Gratuity and Extraordinary Pension for its employees. The Board resolved that these rules may be referred to the Ministry of Human Resource Development for their approval.

ITEM NO. 8 TO CONSIDER LETTER FROM MINISTRY OF HUMAN RESOURCE DEVELOPMENT REGARDING ESTABLISHMENT OF AN INTERNATIONAL CENTRE FOR SCIENCE & TECHNOLOGY IN THE LAND ALLOTTED TO THE UNIVERSITY AT MAIDANGARHI

- 4.8.1 : The Vice-Chancellor explained that in the light of the approvals given by the concerned authorities for limiting the construction to only 12.5 acres in the entire area, it appeared difficult for the University to spare any land for other institutions. A view was expressed that the location of the International Centre for Science & Technology in the campus of the University or as near thereto as possible will be beneficial to both the organisations and a way should be found out for accommodating the request. The Vice-Chancellor suggested that about 1,000 acres of land is available near the University site, the acquisition of which could be taken up by the Ministry.

ITEM NO. 9 TO APPROVE OF PROVIDING SERVICES OF SECURITY GUARD, MAIL AND AN ORDERLY AT THE RESIDENCE OF PRO-VICE-CHANCELLOR

- 4.9.1 : The item was withdrawn.

ITEM NO.10 TO CONSIDER AND APPROVE OF THE POSTS FOR THE HINDI TRANSLATION UNIT

- 4.10.1 : The Board considered the proposal. It was noted that the subject of translation was in itself a discipline and since translation was an area of study apart from being a functional activity, it was necessary to have a proper facility where the subject of translation is studied and capability for good translation is generated. While noting the above suggestions, it was emphasised that to meet the needs of translation work in the University, it is necessary to have a nucleus staff. As this particular area had both a maintenance element and a creative element which are inter-related, it would not be proper to appoint only the translation staff. In order to meet the immediate translation needs, the Board desired that the University should write to the Chairman, Science & Technology Terminology Commission which has on his staff about 200 persons with translation expertise and from whom the requisite staff of translators could be obtained on deputation with designations given suitably.

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ITEM NO. 11 TO CONSIDER THE DEVELOPMENT OF CAMPUS FOR INDIRA GANDHI NATIONAL OPEN UNIVERSITY AND PROMOTION OF TWO STAGE ARCHITECTURAL DESIGN COMPETITION

- 4.11.1 : The Board considered the proposal as well as the note on the deliberations of the Campus Development Committee at its meeting held on 1.7.87 which was placed on the table at the meeting. In view of the changed situation, the Board approved of the proposal to have temporary godown constructed and suggested that it would be better if the entire activities of the University are located on the campus instead of in rented accommodation as at present so that the work of development of the University campus begins early and for this the requisite temporary structures may be put up. The Board also authorised the Vice-Chancellor to constitute a Works Committee for the purpose of taking decisions in regard to the construction to be undertaken by the University and act in accordance with the recommendations of such Committee, which should be reported to the Board from time to time. The Board also authorised the Vice-Chancellor to recruit a person of the level of Additional Chief Engineer, from CPWD.

ITEM NO. 12 TO CONSIDER AND APPROVE OF THE RATES OF DAILY ALLOWANCE FOR UNIVERSITY EMPLOYEES ON TOUR ABROAD

- 4.12.1 : The Board considered the proposal and decided that the UGC rates of DA etc., for its staff for foreign tours may be followed in the University. In respect of past tours, the Board approved of the release of foreign exchange in accordance with the Reserve Bank of India rates.

ITEM NO. 13 TO CONSIDER AND APPROVE OF THE STUDIO FACILITIES AT THE PERMANENT COMPLEX OF IGNOU

- 4.13.1 : The Board considered the proposal and approved in principle for the provision of two additional TV and audio studios as proposed therein.

ITEM NO. 14 TO CONSIDER AND APPROVE THE CONTINUANCE OF APPOINTMENT OF SHRI S.NARAYANAN, DEPUTY REGISTRAR

- 4.14.1 : The Board considered the proposal and approved of the continuance of Shri S.Narayanan, Deputy Registrar in service in the University till he attains the age of 60 years, his appointment being regulated as for re-employed pensioners.

ITEM NO. 15 TO CONSIDER THE STAFF POSITION ON THE ACADEMIC SIDE AND TO APPROVE OF THE CREATION OF POSTS AND QUALIFICATIONS THEREFOR

- 4.15.1 : The Board considered the proposal and approved of the creation of posts as given in Annexure III. The Board also approved the qualifications in respect of various posts as contained in Annexure IV.

ITEM NO. 16 TO CONSIDER AND APPROVE OF THE POLICY NOTE ON RECRUITMENT OF ACADEMIC STAFF

- 4.16.1 : Deferred.

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MINUTE BOOK

**ITEM NO. 17 TO CONSIDER AND APPROVE OF THE REVISION OF PAY
SCALES OF TEACHERS AND OTHER EMPLOYEES IN THE
UNIVERSITY**

- 4.17.1 : The Board considered the proposal and approved of the adoption of the revised pay scales for teachers as per the terms and conditions contained in Government of India, Ministry of Human Resource Development, Department of Education letter No. F.1-21/87-U.1 dated 17th June, 1987 as follows:-

Scales of Pay

<u>Designation</u>	<u>Existing scale of pay</u>	<u>Revised scale of pay</u>
Lecturer	700-1600	2200-75-2800- 100-4000
Lecturer(Sr. scale)	Not existing	3000-100-3500- 125-5000
Lecturer(Selection Grade)	1200-1900	3700-125-4700- 150-5300
Reader	1200-1900	3700-125-4700- 150-5300
Reader(Senior scale)	Not existing	4500-150-5300
Professor	1500-2500	4500-150-5700- 200-7300
Professor of Eminence	3000 (fixed)	8000/- (fixed)
Vice-Chancellor	3000 (fixed)	7300-100-7600

Period of probation

The period of probation will not exceed 24 months.

Age of Superannuation

Sixty years.

In special cases, a superannuated teacher could be re-employed upto the age of 65 years. The terms and conditions of service of a re-employed teacher including his salary, leave and other benefits admissible to him will be in accordance with the rules prescribed by the Govt. of India from time to time. However, it may be open to the University to employ a superannuated teacher from another University/institution upto the age of 65 years on a contract basis.

Allowances

The revised scales of pay on 1.1.1986 is inclusive of the dearness pay and dearness allowance admissible on that date.

Pay fixation formula

The pay of teachers in the revised scales on 1.1.1986 will be fixed as follows, even though the appointments have been made after 31.12.1985:-(1) in respect of those

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teachers, who have been appointed at the minimum, their fixation in the new scales of pay would be the minimum and (2) in respect of those teachers who have been given additional increments, pay protection may be given to them by applying the pay fixation formula recommended by the Fourth Pay Commission while revising pay scales of the Central Govt. employees.

Dearness allowance and other benefits

Teachers will be eligible for dearness allowance at the rates applicable to Central Government employees drawing corresponding pay. They will also be entitled to other benefits like House Rent Allowances, House Building Advance, medical facilities, retirement benefits, leave travel concession, group insurance etc. on the pattern of similar benefits available to corresponding categories of Central Government employees.

- 4.17.2 : In respect of the Registrars, Finance Officer, Deputy Registrars, Deputy Finance Officer etc. it was noted that the revision of the pay scales was under consideration of Government and communication from them was awaited.
- 4.17.3 : The Board also noted that the revised scale of pay for the Pro-Vice-Chancellor has not been fixed so far and the decision of the Government be awaited.
- 4.17.4 : It was also decided that a statute for the implementation of the pay scales be framed for the approval of the Board.

OTHER MATTERS

ITEM NO. 18 TO CONSIDER AND APPROVE THE APPOINTMENT OF PROFESSOR OF COMPUTER SCIENCES

- 4.18.1 : The Vice-Chancellor placed before the Board the bio-data of Maj.Gen.(Retd) A. Balasubramanian for appointment as Professor in Computer Science for a period of two years under Statute 13(1) of the Statutes of the University, explaining the need and his suitability for the post. The Board resolved that Maj.Gen.(Retd) A. Balasubramanian be appointed as Professor in Computer Science for a period of two years, the terms and conditions of his appointment being brought before the Board of Management at the next meeting for its consideration.

ITEM NO. 19 TO CONSIDER THE NOTE ON PROMOTING THE OPEN UNIVERSITY - A NEW CONCEPT IN EDUCATION

- 4.19.1 : The Board considered the note prepared by Prof.N.L. Chawla of NAMEDIA on promoting a new concept in education represented by the Open University. This was noted. It was agreed that the suggestions made in the note be kept in view while preparing the developmental plans of the University.

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

(PROF.G.RAM REDDY)
Vice-Chancellor
Chairman.

Annexure I

MINUTE BOOK

The powers delegated to various Officers of the Indira Gandhi National Open University will be subject to the following conditions:

- (i) A specific budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
 - (ii) No expenditure can be sanctioned on a 'New Item' without prior approval of the Board of Management. Similarly, no new post can be created in a scale of pay which does not exist in the University.
 - (iii) The prior concurrence of Finance Officer or any officer authorised by him in this behalf is obtained in all cases of expenditure exceeding Rs.5,000/-
 - (iv) All purchases exceeding Rs.50,000/- should be made through the Central Stores Purchase Unit under the Registrar(Admn.)
 - (v) All purchases exceeding Rs.20,000/- should be decided on recommendation of a Purchase Committee appointed for the purpose.
 - (vi) A format sanction for creation of posts or incurring of the expenditure will be issued in each case and communicated to all concerned indicating reference to financial concurrence and existence of budget provision.
2. The delegation of powers is subject to observance of Rules and procedures prescribed from time to time. Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchases are to be made or expenditure incurred in relaxation of prescribed procedure, approval of the FO and VC will be necessary.
3. In the schedules annexed to this Resolution, the Heads of Division specified in Schedule II, III and IV shall be:-
1. Registrar(Admn.) for all expenditure on Common Services, General Administration, and Central Purchase Unit.
 2. Registrar(MPDD) in respect of Material Production and Distribution Division.
 3. Director, Registration and Student Evaluation.
 4. Chief Project Officer in respect of Estate Management and Project Divisions.
 5. Director(Regional Services) in respect of Regional Services.
 6. Director, Communication Division for all activities of his division.
 7. Director, Computer Division for Computer Division.
 8. Head, Library Division in respect of Central and Regional Libraries and Documentation Centre.
 9. Directors concerned in respect of Distance Education Division and all Schools of Study.
 10. Any other Division notified from time to time.

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4. The Heads of Divisions mentioned at serial Nos. 1 to 8 of para 3 above will be the 'Drawing Officer' for their divisions. A Deputy Registrar/Assistant Registrar or Administrative Officer will be the Drawing Officer in respect of Academic Division and all Schools of Study mentioned at item No. 9. It shall be the duty of the drawing officer to satisfy that the expenditure has been incurred in accordance with rules of the subject. He shall ensure that the stores have been correctly received and taken on charge or services have been satisfactorily rendered. Each bill before being passed on to the Finance and Accounts Division for payment will be entered in the Expenditure Control Register to ensure that budgetary allotment is not exceeded in any case.

Explanations

- (i) Powers delegated to a lower authority can be exercised by superior authority within that division.
- (ii) 'Per annum in each case' in respect of recurring contingent expenditure means 'each type of expenditure' i.e. if an authority is empowered to incur expenditure on repairs upto Rs.1000 per annum in each case, it would be competent for it to incur expenditure on repairs on any number of occasions during the year but subject to a limit of Rs.1000/- for that year.
- (iii) 'Each case' in respect of non-recurring contingent expenditure means 'on each occasion'. If on a particular occasion, a number of articles of furniture are to be purchased, the powers of the sanctioning authority should be reckoned with reference to the total value of articles of furniture to be purchased on that occasion, and not with reference to individual articles like tables, chairs, racks etc. constituting the furniture. The authority empowered to incur expenditure on the purchase of furniture to the extent of Rs.1000/- in each case would be competent to purchase various articles of furniture not exceeding Rs.1000/- in value on each occasion.