

IGNOU

FORTY-FIFTH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 25, 2006 AT 12.00 NOON IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

1. Prof. H.P. Dikshit, Vice-Chancellor - Chairman
2. Prof. S.C. Garg, Pro Vice-Chancellor - Member
3. Prof. C.L. Anand - Member
4. Prof. Pardeep Sahni - Member
5. Prof. J.M. Parakh - Member
6. Shri V.K. Arora - Member
7. Shri Dalip Kumar Tetri, Registrar - Member-Secretary

Prof. B.S. Saraswat, Director, Academic Coordination Division attended the meeting as Special Invitee.

Shri R.P.D. Singh, Assistant Registrar (Governance) was present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the 45th Meeting of the Establishment Committee. The Chairman then requested Shri Tetri, Member-Secretary to present the items.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 44TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON DECEMBER 7, 2005 AND TO NOTE THE ACTION TAKEN THEREON

EC 45.1.1 The Member-Secretary informed the Committee that the Minutes of the 44th Meeting of the Establishment Committee held on December 7, 2005 were circulated and no comments have been received. He further informed that the Minutes were placed before the

Board of Management at its 85th Meeting held on December 24, 2005 and were approved.

- EC 45.1.2** The Member-Secretary further informed the Committee that an inaccuracy has been noticed in respect of Resolution No.33.6.2(i) of the Minutes of the 33rd Meeting of the Establishment Committee relating to **qualifications for the post of Junior Assistant-cum-Typist**. He explained that the educational qualification for the post of Junior Assistant-cum-Typist as per **R & P Rules is “Matriculation or equivalent”** and the same was mentioned in the agenda notes. However, in the resolution, it was inadvertently recorded as **“Higher Secondary/equivalent”**. It is now proposed to rectify the error.
- EC 45.1.3** The Committee approved the proposal **to replace the word “Higher Secondary/equivalent” with “Matriculation or equivalent” in Resolution No.33.6.2(i)** to conform to the provisions of the R& P Rules of the University.
- EC 45.1.4** The Committee noted that the Minutes of the 44th Meeting have been approved by the Board and approved the Minutes subject to above specific modification.
- EC 45.1.5** The Committee further noted the action taken on the various recommendations made by it at its 44th Meeting. As regards the proposal to display the list of short-listed candidates on the notice board before inviting them for interview, it was explained that as per the directions of the Establishment Committee the matter was referred to other Central Universities such as Delhi University, Aligarh Muslim University, Jamia Millia Islamia University and Jawaharlal Nehru University. The Delhi University, the Aligarh Muslim University and the JNU have informed that no such practice is being followed by them. The Committee noted the practice being followed by these universities

and advised that a meeting be convened by inviting the Registrars of these Central Universities.

ITEM NO. 2 TO CONSIDER AND APPROVE THE PERFORMANCE APPRAISAL FORM IN RESPECT OF TEACHERS AND ACADEMICS OF REGIONAL SERVICES DIVISION, ELECTRONIC MEDIA PRODUCTION CENTRE AND PLANNING & DEVELOPMENT DIVISION

EC 45.2.1 The item was taken up for consideration. The Member-Secretary explained that the teachers and academics of the University submit details of work and activities carried out by them in a Performance Appraisal Form (PAF) at time of their confirmation in the service or while applying for placement/promotion to higher grades such as placement in Senior/Selection Grade, promotion to the post of Reader/Professor. The PAF presently in use are very cumbersome as all details for various categories have been put together with the result that several columns remain blank or are marked as not applicable. It was, therefore, felt necessary to revise the proforma so as to make it category specific and relevant to the academic activities of each category. The Vice-Chancellor, therefore, appointed a Committee chaired by the Pro Vice-Chancellor with senior Professors as Members to look into all aspects of the Performance Appraisal Form. The Committee has framed four separate Performance Appraisal Forms to ascertain the work done on activities relevant to different categories.

EC 45.2.2 The Establishment Committee considered the item and recorded its appreciation for the extensive work done by the Committee. The Performance Appraisal Forms, placed as **Appendix**, were approved with the following modifications/suggestions:

- (i) In the PAF for teachers, details on evaluation and paper setting should not be included.

- (ii) In the PAF for EMPC academics, the activities detailed under A & B of Part II be merged. Moreover, the additional columns should be provided to include (a) specific details of the task assigned, (b) the target date/s for completion, and (c) the actual date/s of completion.

ITEM NO. 3 TO CONSIDER THE CASES OF LIFTING OF PROBATION AND CONFIRMATION OF A GROUP-A OFFICER

EC 45.3.1 The Committee considered and approved the lifting of probation and confirmation of Shri Anshuman Upadhyay, Assistant Registrar with effect from 28-12-2005 after successful completion of his probation period from 28-12-2004 to 27-12-2005.

ITEM NO. 4 TO CONSIDER THE REQUEST OF SHRI JITENDER SETHI FOR COUNTING OF HIS PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 45.4.1 The item was taken up for consideration. It was explained that Shri Jitender Sethi joined IGNOU as Production Assistant-cum-Proof Reader on 30.12.1988 through open recruitment by applying through proper channel. Before joining IGNOU, the official worked with the Survey of India from 5.06.1978 to 10.04.1984 and with the Govt. of India Press from 11.4.1984 to 29.12.1988. Shri Sethi requested the University for counting his past services for the purpose of pensionary benefits in IGNOU. It was clarified that Shri Sethi is eligible for counting of his past service as per rules. The Committee noted that the pro-rata dues for the past services rendered by Shri Sethi have been received and credited to IGNOU accounts. The proposal has also been concurred in by the Finance Division.

EC 45.4.2 The matter was discussed. The Committee noted that the proposal was covered under the rules and approved the proposal for counting the past services of Shri Sethi with effect from 5-6-1978 for pensionary benefits.

ITEM NO. 5 TO CONSIDER THE REQUEST OF SHRI MANORANJAN TRIPATHY FOR COUNTING OF HIS PAST SERVICE FOR THE PURPOSE OF PENSIONARY BENEFITS IN IGNOU

EC 45.5.1 The item was taken up for consideration. The Member-Secretary informed the Committee that Shri Manoranjan Tripathy joined IGNOU as Assistant Registrar on 26.08.1996. Before joining IGNOU, he worked in the Central Board of Secondary Education (CBSE) from 10.01.1994 to 23.08.1996. Shri Tripathy requested for counting of his past service for the purpose of pensionary benefits in IGNOU. The matter has been examined as per the statutory provisions. The Committee was further informed that the retirement gratuity and CPF accumulation in respect of his past services have already been received and credited to IGNOU accounts. The proposal has been concurred in by the Finance Division.

EC 45.5.2 The Establishment Committee considered and approved the proposal for counting the past services of Shri Manoranjan Tripathi with effect from 10-1-1994 for pensionary benefits.

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

(Dalip Kumar Tetri)
Member-Secretary