

IGNOU

MINUTES OF THE 64TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 31, 2011 AT 5.00 P.M. IN THE CONFERENCE ROOM, BLOCK-7, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110 068

The following were present:

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

Shri Mohan Veer Gautam, Assistant Registrar (Governance) was present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the 64th Meeting of the Establishment Committee. Initiating the proceedings of the Meeting, the Chairman observed that the Establishment Committee at its 62nd & 63rd meetings had deliberated at length the matter of recruitment of Multi-Tasking staff in tune with the Govt. of India policies/decisions. The present proposal vide Item No.6 (Additional Item) was therefore, not necessary and need not be taken up. The University shall advertise the positions as Multi-Tasking staff on the lines of the advertisements issued by the Audit Deptt., Govt. of India.

Referring to the Sub-Committee constituted by the Establishment Committee at its previous meeting (Res. No.EC 63.6.2), the Chairman observed that the purpose of the creation of the above Committee was to oversee the entire process right from the Advertisement & related issues to monitoring the related activities till final selection, while taking care of all the nitty-gritty of the processes involved. The Committee appreciated the observations of the Chairman and decided that the Advertisement for filling up the post on the lines issued by the organized Audit offices be issued by the University, immediately.

The items on the Agenda were taken up for consideration, thereafter:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 63RD MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 11, 2011

EC 64.1.1 The Member-Secretary informed the Committee that the

Minutes of the 63rd Meeting of the Establishment Committee were circulated to the Members. Comments were received from Prof. Parvin Sinclair, Pro-Vice Chancellor regarding certain errors in the dates for lifting/completion of probation and confirmation of teachers in the proposal as placed before Establishment Committee. The matter was referred to the Academic Coordination Division for verification and review of dates. Accordingly, the revised list as received from the concerned Division was placed before the Committee vide Annexure to Item No.1 of the Agenda papers.

The Committee noted the comments of the Member and the action taken by the Academic Cordn. Div. in revising the proposal in light thereof and recommended the lifting of probation & confirmation of the concerned teachers including Dr. Debjani Roy, OSD as per the correct dates.

EC 64.1.2 The Establishment Committee confirmed the Minutes of the 63rd Meeting with the above recommendations.

ITEM NOS. 2 TO CONSIDER THE CASES OF GROUP-A OFFICERS FOR GRANT OF RELAXATION IN RESIDENCY PERIOD FOR PROMOTION TO THE POST OF DY. REGISTRAR

EC 64.2.1 The Committee considered the proposal for grant of relaxation in the minimum residency period for promotion to the post of Dy. Registrars as per the list provided in the Agenda. The Committee recommended grant of relaxation ranging from 3 to 6 months in respect of the following officers for their promotion to the post of Dy. Registrar, subject to their fulfilling other criteria as prescribed for the said post, following due procedures in the matter:

1. Ms. Jyoti Kumar
2. Sh. V.S. Patwal
3. Sh. Sandeep Kumar
4. Sh. V.K. Sharma
5. Sh. Ashok Kumar Sharma
6. Sh. P.V. Chaddha

ITEM NOS. 3 TO REPORT THE STATUS OF THE RECRUITMENT OF NON-ACADEMIC POSITIONS VIDE ADVT. NO. 41/2009 DATED 8TH AUGUST, 2009

EC 64.3.1 The Committee noted the action taken by the Administration Division in the matter of recruitment of Non-Academic positions, as per Advt. No.41/2009 dated 8.8.2009. The Committee also noted that the incumbents have joined and have been posted at different locations with the approval of the Competent Authority.

Registrar informed that it was gratifying to note that the feedback received from HODs/RDs regarding the quality/performance of newly recruited officers/staff have been found quite up to the mark. The Committee noted the remarkable achievements in conducting the tests & selection of the officers & staff, namely the Asst. Registrars, DEO-C, Semi-Professional Asstt., Stenographers & JATs in a very systematic & transparent manner. The Committee recorded its appreciation of the efforts made by the staff in the Administration Div., and particularly the Recruitment Section for successful accomplishment of the tasks involved.

It was further informed that the University had already advertised 71 posts of Non-Academic staff viz. JAT, Stenographer, Personal Assistant, DEO, Semi-Professional Asstt., Assistant & Section Officer (local recruitment) pertaining to North-East Regional Centres/Institutes. The applications are being shortlisted and the recruitment process will be completed in 2-3 months period.

ITEM NO. 4 TO CONSIDER THE ADMINISTRATIVE STRUCTURE OF COMMUNITY COLLEGE UNIT, ARMY-IGNOU COMMUNITY COLLEGE UNIT AND CREATION OF NON-ACADEMIC POSITIONS THEREOF

EC 64.4.1 The item was taken up for consideration. The Establishment Committee noted the Administrative Structure of the Community College Units, as proposed in the agenda. The Committee noted that a number of positions both, academic & non-academic, have been proposed for the two units namely, Community College Unit and Army-IGNOU Community College Unit. The Committee further noted that since the proposal has major financial implications in terms of the

students' registration, the revenue generation & the costs of operations including the positions to be created, the Committee recommended that the proposal may be examined by the Academic Council and the Finance Committee for the respective positions in the first place for appropriate decision by the Board of Management.

Registrar informed the Committee that a copy of the proposal has already been forwarded to the Finance Division/Academic Coordination Div. for scrutiny of the proposals and appropriate recommendations for creation of positions for the two units including the staff.

The Chairman noted that we have provided a budget of Rs.5.00 crores only for meeting the expenditure in respect of the Community College operations in the University. Against this the revenue realized by the University from the students enrolled under the Community College Scheme alone worked out to Rs.45.00 crores during the financial year. The Scheme of Community Colleges was thus one of the most viable & cost effective schemes undertaken by IGNOU.

EC 64.4.2 The Committee appreciated the action taken by the University. The Committee recommended that the extract of these Minutes may again be provided to the Academic Coordination Div. and Finance Div. for placing the matter before the respective authority.

ITEM NO. 5 TO CONSIDER THE PROPOSAL FOR LIFTING OF PROBATION OF GROUP-A OFFICERS

EC 64.5.1 The item was taken up for consideration. Registrar informed the Committee that in keeping with the views expressed by the Members in the previous meetings of the Establishment Committee, a proforma was devised for obtaining proper Performance Appraisals as well as the future plan of action by each Group-A officer on Non-Academic side. The officers were required to fill in the report forms giving the details of the activities, work done with shortfall, if any, during the period and the plan of action for future, for proper assessment & evaluation of the performance of each officer.

EC 64.5.2 The Committee appreciated the action taken by the Administration in devising the proforma for proper Appraisal

of Group-A officers as a useful tool. The Committee approved the proposal for lifting of probation of Group-A Officers as per details in the **Appendix**.

ITEM NO. 6 TO CONSIDER THE MINUTES OF THE MEETING OF SUB-COMMITTEE CONSTITUTED FOR RECRUITMENT OF MULTI-TASKING STAFF & HELPER (CIVIL) & HELPER (ELECTRICAL) HELD ON 9TH MARCH, 2011.

(The Committee decided not to take up this as an Item again since appropriate decisions were taken earlier by the Committee)

Before the proceedings of the 64th Meeting were concluded, the Chairman referred to the decision taken by the Board of Management at its 18th Meeting held on 05.10.1989 in constituting certain Standing Committees including the Establishment Committee with the powers & functions of these committees. It was noted that these Standing Committees were created by the Board of Management to examine the proposals before the same are finally considered & decided by the Board as per the Statutes. In particular reference to the creation of Establishment Committee as Standing Committee of the Board, the Chairman emphasized that the Standing Committee was created inter-alia to examine the proposals for creation of posts and making appropriate recommendations to the Finance Committee to facilitate a decision by the Board. As to the Academic posts he stressed that the proposals relating to the teaching & academic posts were required to be examined by the School Boards/Academic Council which are the appropriate bodies dealing with the workload & justifications in academic matters. He noted that since the authority for creation of the posts finally, is the Board of Management as per the powers delegated under Statute 7 of the IGNOU Act, the recommendations of the Establishment Committee and the Academic Council should be placed before the Finance Committee for appropriate recommendations to the Board of Management, as provided under Statute 7.

The matter was discussed in detail. The Committee agreed that since the Board had constituted a Standing Committee, the services of the Establishment Committee & the Academic Council need to be utilized fruitfully to filter out the proposals for creation of posts, initially, taking all the factors into account. The Members were, however, apprehensive whether the matter of creation of the Establishment Committee and other committees was notified, in proper perspective.

The Establishment Committee decided that a “notification” in the matter be issued to apprise all the divisions/schools/units, etc. to submit their proposals

sufficiently in advance for creation of posts in future to the Academic Council and the Establishment Committee with full justification for the positions giving also the detailed viability report & cost implications. The recommendations of the Academic Council and Establishment Committee shall be placed before the Finance Committee for appropriate recommendations for decision of the Board of Management.

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

(U.S. TOLIA)
Member-Secretary

Appendix

S. No.	Name & Designation	Period of Probation		Whether the controlling officer has recommended for lifting of probation	Proposed date of lifting of probation
		From	To		
1	2	3	4	5	6
1.	Sh. D. J. Bhikabhai Assistant Registrar	21.01.08	20.01.09	YES	20.01.09 (A/N)
2.	Sh. C.L. Sharma Assistant Registrar	29.04.08	28.04.09	YES	28.04.09 (A/N)
3.	Sh. M. Tripathy Dy. Registrar	23.03.09	22.03.10	YES	22.03.10 (A/N)
4.	Sh. Pappu Singh Sapriban Assistant Registrar	20.07.09	19.07.10	YES	19.07.10 (A/N)
5.	Sh. S. M. Fazil Assistant Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)
6.	Ms. Neelam Kohli Assistant Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)
7.	Ms. Shashi Prabha Khurana Assistant Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)
8.	Ms. Kailash Saluja Assistant Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)
9.	Ms. P. Khairnaior Assistant Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)
10.	Ms. Maya Kumari Assistant Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)
11.	Sh. Ram Kishan Assistant Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)
12.	Sh. R. Sivaraj Assistant Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)
13.	Sh. P. V. Rao Assistant Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)
14.	Sh. U. C. Bisht Assistant Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)
15.	Sh. Anil Karwal Assistant Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)
16.	Sh. D. K. Verma Assistant Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)
17.	Sh. Ansar Hussain Deputy Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)
18.	Mrs. Surekha Mittimani Assistant Registrar	09.02.10	08.02.11	YES	08.02.11 (A/N)
19.	Sh. Pravesh Jain Assistant Registrar	09.02.10	08.02.11	YES	08.02.11 (A/N)

20.	Ms. Veena Sharma Assistant Registrar	09.02.10	08.02.11	YES	08.02.11 (A/N)
21.	Sh. C.V. Anand Assistant Registrar	09.02.10	08.02.11	YES	08.02.11 (A/N)
22.	Nishi Saxena Assistant Registrar	09.02.10	08.02.11	YES	08.02.11 (A/N)
23.	Sh. D.P. Bhagat Assistant Registrar	11.02.10	10.02.11	YES	10.02.11 (A/N)
24.	Mrs. Jyoti Upadhyay Dy. Registrar (OL)	15.02.10	14.02.11	YES	14.02.11 (A/N)
25.	Sh. Subhash Chander (Trans.) Assistant Registrar	15.02.10	14.02.11	YES	14.02.11 (A/N)

Discussions held in 64th Meeting of the Establishment Committee held on 31.3.2011

Before the proceedings of the 64th Meeting were concluded, the Chairman referred to the decision taken by the Board of Management at its 18th Meeting held on 05.10.1989 in constituting certain Standing Committees including the Establishment Committee with the powers & functions of these committees. It was noted that these Standing Committees were created by the Board of Management to examine the proposals before the same are finally considered & decided by the Board as per the Statutes. In particular reference to the creation of Establishment Committee as Standing Committee of the Board, the Chairman emphasized that the Standing Committee was created inter-alia to examine the proposals for creation of posts and making appropriate recommendations to the Finance Committee to facilitate a decision by the Board. As to the Academic posts he stressed that the proposals relating to the teaching & academic posts were required to be examined by the School Boards/Academic Council which are the appropriate bodies dealing with the workload & justifications in academic matters. He noted that since the authority for creation of the posts finally, is the Board of Management as per the powers delegated under Statute 7 of the IGNOU Act, the recommendations of the Establishment Committee and the Academic Council should be placed before the Finance Committee for appropriate recommendations to the Board of Management, as provided under Statute 7.

The matter was discussed in detail. The Committee agreed that since the Board had constituted a Standing Committee, the services of the Establishment Committee & the Academic Council need to be utilized fruitfully to filter out the proposals for creation of posts, initially, taking all the factors into account. The Members were, however, apprehensive whether the matter of creation of the Establishment Committee and other committees was notified, in proper perspective.

The Establishment Committee decided that a “notification” in the matter be issued to apprise all the divisions/schools/units, etc. to submit their proposals sufficiently in advance for creation of posts in future to the Academic Council and the Establishment Committee with full justification for the positions giving also the detailed viability report & cost implications. The recommendations of the Academic Council and Establishment Committee shall be placed before the Finance Committee for appropriate recommendations for decision of the Board of Management.