

IGNOU

MINUTES OF THE 65TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 22, 2012 AT 3.30 P.M. IN THE BOARD ROOM, NEW VCO BLOCK, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110 068

The following were present:

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|--------------------------------------|--------------------|
| 1. Prof. M. Aslam, Vice-Chancellor | - Chairman |
| 2. Prof. B.K. Pattanaik | - Member |
| 3. Prof. Gopinath Pradhan | - Member |
| 4. Dr. Arun Banik | - Member |
| 5. 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 65th Meeting of the Establishment Committee. The Chairman also welcomed Prof. Gopinath Pradhan and Dr. Arun Banik, as the new Members of the Committee. The Chairman, on behalf of the Members of the Establishment Committee and on his own behalf, placed on record his appreciation for the valuable contributions made by Prof. Parvin Sinclair, Prof. D. Gopal & Prof. M.K. Salooja whose terms as Members on the Establishment Committee expired on 20.10.2011, 15.12.2011 & 28.7.2011 respectively.

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

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 64TH MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MARCH 31, 2011

EC 65.1.1 The Member-Secretary informed the Committee that the Minutes of the 64th Meeting of the Establishment Committee were placed before the Board of Management at its 107th Meeting held on 11.4.2011 and that the same were approved by the Board. He further informed that no comments have been received on the Minutes and, therefore, he proposed that the Minutes may be confirmed.

He informed that further action as per the recommendations of the Establishment Committee and approval of the Board, has been taken by the concerned Divisions/Units. The Action Taken Report on the various recommendations of the

Establishment Committee was placed before the Committee.

EC 65.1.2 As regards the status of the recruitment of non-academic positions, Registrar (Admn.) informed that offer letters have been issued to the selected candidates for the posts of Section Officers, Semi-Professional Asstts. & Assistants, etc. Regarding remaining posts relating to DEOs, JATs, Stenos & PA Gd.-II, the result/merit list is being compiled/drawn for approval of the Competent Authority. Thereafter, the appointment letters to the successful candidates shall be issued accordingly. Registrar (Admn.) further informed that for filling up the vacant posts under the non-academic category reserved for SCs/STs/OBCs/ PWDs, an Advertisement for filling up 214 posts under special Recruitment Drive has already been published in the national newspaper “Hindustan Times”. This advertisement is also being published in the “Employment News” on 31.3.2012 for wider circulation across the country.

EC 65.1.3 As regards Item No.4 of the Minutes of 64th Meeting of the Establishment Committee regarding administrative structure of Community College Unit, Army-IGNOU Community College Unit and creation of non-academic positions, it was observed that the proposal involves huge financial implications on the part of the University and therefore, a complete review of the Community College Scheme is required for streamlining the activities of the Unit. The Committee was informed that the F&A Division has also observed that since some structural changes have taken place, a fresh proposal under new structure for Community College Scheme has to be placed before the Competent Authority for consideration.

EC 65.1.4 The Committee noted that the recommendations of the 64th Meeting of the Establishment Committee were approved by the Board at its 107th meeting held on 11.4.2011. The Committee confirmed the Minutes with the above observations.

ITEM NOS. 2 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF TEACHERS AND GROUP-A OFFICERS OF THE UNIVERSITY

EC 65.2.1 The item was taken up for consideration. It was clarified that in respect of Teachers & Academics, the Assessment Reports of the concerned Directors of Schools/Divisions have been obtained and found satisfactory. The Committee approved the

proposal for lifting of probation and confirmation of the teachers / academics and Non-academic Group-A officials, as per details given in the **Appendix-1**.

EC 65.2.2 The Chairman expressed his deep concern regarding the administrative delay in initiating the process of lifting of probation & confirmation of teachers/academics & administrative staff of the University. The Committee recommended that the steps need to be taken by the ACD & Administration Division at least three months in advance to ensure that the cases/proposals are placed before the EC/BOM as per the provisions under Statute 17(6) & (7). It was also suggested that the statutory provisions & Govt. of India Rules on the subject are to be followed strictly.

ITEM NOS. 3 TO CONSIDER THE BACKGROUND RELATING TO MTS (NON-TECHNICAL) & MTS (TECHNICAL)

EC 65.3.1 The item was taken up for consideration. The Committee was informed that for recruitment of Multi-Tasking Staff (non-academic), these posts have to be filled up through open written test on all India basis as already approved by the Board. However, as regards the recruitment of Multi-Tasking Staff (technical) i.e. Helper (Civil & Electrical), the mode of selection of 11 internal candidates along with candidates sponsored by Employment Exchange shall have to be through interview only as per the BOM decision.

EC 65.3.2 The Committee discussed the issues at length. Keeping in view the administrative and operational requirements, the Committee felt that for recruitment of MTS (non-technical), Board of Management should be approached with a fresh proposal which, inter-alia, will consist of earmarking 15% of the total vacant posts to be filled up from amongst those daily-wager staff who had worked upto 31.10.2004. Also, certain relaxation/concession in qualification/age for such candidates including separate cut off qualifying marks/percentage are to be placed before the BOM afresh, for its consideration.

As regards the MTS (technical), the Committee noted that the list/names of candidates have already been invited from the Employment Exchange and accordingly, necessary action may be taken by the Rectt. Section for filling up these posts through interview only & not through open written test, as proposed for

the MTS (non-technical & technical), as approved by the Board at its 104th Meeting.

ITEM NO. 4 TO CONSIDER THE RECOMMENDATIONS OF THE CORE COMMITTEE ON FRAMING AND FINALIZING THE SYLLABUS OF WRITTEN TESTS FOR NON-ACADEMIC GROUP-A, B & C POSTS

EC 65.4.1 The Registrar (Admn.) informed the Committee that a Core Committee under the Chairpersonship of Prof. Sunaina Kumar, was constituted by the Vice Chancellor to frame & finalise the syllabus for various posts of non-academic staff. The Committee has since submitted its Report (**Appendix-2**). The Chairman invited Prof. Sunaina Kumar to present the report. Prof. Sunaina Kumar gave an overview/salient features with regard to working out the syllabus prepared by the Committee for the written test through open recruitment for Group-A & B non-academic staff. The syllabi as in vogue in the Staff Selection Commission, Delhi University & other Govt. of India organizations was also reviewed by the Committee. The Establishment Committee appreciated the good work done by the Committee. The Chairman also requested Prof. Sunaina Kumar for framing the job profile/job description for each administrative post, which will go a long way in addressing various administrative & operational issues being faced by the University, from time to time.

EC 65.4.2 The Establishment Committee approved the recommendations of the Committee with the above observations.

ITEM NO. 5 TO CONSIDER THE PROPOSAL TO OPERATE THE VACANT POSITIONS OF DEPUTY REGISTRAR IN THE CADRE OF ASSISTANT REGISTRAR

EC 65.5.1 The item was taken up for consideration. The Committee discussed the matter and noted that this aspect for operating the vacant posts of Dy. Registrars is purely administrative in nature and could be looked into by the Departmental Promotion Committee. The Establishment Section (Admn. Div.) may, therefore, look into it administratively, with the approval of the Competent Authority.

ITEM NO. 6 TO CONSIDER THE PROPOSAL FOR REVIVAL OF THE CADRE OF JOINT REGISTRAR

EC 65.6.1 The item was taken up for consideration. The Registrar (Admn.) informed that a number of representations have been received from Dy. Registrars for revival of the post of Joint Registrar in the PB-IV with GP Rs.8900/-. The Committee noted that total nine posts of Jt. Registrar were created in the University at different spells since its inception. Also, pursuant to the decision taken by the Board in its 110th Meeting held on 7.10.2011, these posts were abolished and downgraded/to be operated at the level of Dy.Registrars. The said decision was taken primarily because the UGC norms do not provide for the position of Jt. Registrar & equivalent as such. The Committee was informed that these Dy. Registrars eligible for the post of Jt. Registrars, have started applying for outside employment and IGNOU may lose experienced hands. Also, as per the delegation of financial powers, a number of cases which were being disposed of at the level of Jt. Registrar are now being referred to the higher authorities i.e. Finance Officer, Registrar (Admn.), Director, EMPC, Registrar (MPDD), etc. In order to keep the morale of such officers intact and also for the administrative & operational efficiency, the decisions taken by the University in the past for creation of post of Joint Registrar & equivalent, be reconsidered.

EC 65.6.2 The Establishment Committee approved the proposal for revival of the cadre/posts of Jt. Registrars & equivalent

ITEM NO. 7 TO CONSIDER THE RECOMMENDATIONS OF THE COMMITTEE CONSTITUTED FOR ASSESSMENT/ CREATION OF MANPOWER/FILLING UP OF VACANT POSTS/SUB-DELEGATION OF POWERS/ENGAGING OF CONSULTANTS ETC.

EC 65.7.1 The Registrar informed that a Committee under the Chairmanship of Prof. A.S. Narang with Finance Officer, Registrar (Admn.), Director (ACD), as well as an outside expert namely Prof.(Ms.) Radha R. Sharma, MDI, Gurgaon, was constituted for assessment/creation of manpower/filling up of vacant posts/sub-delegation of powers/engaging the services of Consultants, etc. The brief recommendations of the Committee are as follows:

- (i) There is a need for a comprehensive specialized study for optimal utilization of existing & additional manpower by an outside organization/agency having expertise in the relevant areas. Till such time, the positions lying vacant be filled up on deputation/contractual basis preferably from amongst officials retired from IGNOU/DU/JNU & other similarly educational institutions.
- (ii) That 87 posts (Steno-42, Sr.Asstt.-14 & JAT-27) be created over & above the approved sanctioned strength of the existing 21 Schools of Studies, with the approval of the EC/FC/BOM to tide over the manpower problems being faced by the Schools of Studies in view of large number of new faculty/academic programmes & other new initiatives.
- (iii) The matter of delegation of powers for engaging Consultants/Daily Wagers & further extension/enhancement in remuneration could be looked into administratively by Registrar (Admn.) & Director, ACD.
- (iv) Since assessment/creation of non-academic staff is linked with the academic activities, the outsourced organization/agency suggested above may also look into requirement of additional faculty/academic staff as well.

A copy of the detailed recommendations of the above Committee is placed at **Appendix-3** for consideration.

EC 65.7.2 The Establishment Committee approved the recommendations of the aforesaid Committee.

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

(U.S. Tolia)
Member-Secretary

List of Teachers/Academics/officers for lifting of probation & confirmation**1. Teachers / Academic**

S.N	Name & Designation	Date of Joining	Date of completing or probation	Date of confirmation
1	Dr. K. Tamil Mannan, Reader in Mechanical Engineering, SOET	16.09.2008	15.09.2009	16.09.2009
2	Dr. S. Mohapatra, Asst. Professor, SOITS	02.03.2010	01.03.2011	02.03.2011
3	Dr. Smita M Patil, Asst. Professor, SOGDS	10.02.2010	09.02.2011	10.02.2011
4	Dr. G. Uma, Asst. Professor, SOGDS	03.03.2010	02.03.2011	03.03.2011
5	Dr. Sunita Dhal, Asst. Professor, SOGDS	02.03.2010	01.03.2011	02.03.2011
6	Dr. Vanishree J, Asst. Professor, SOGDS	17.02.2010	16.02.2011	17.02.2011
7	Dr. Manish Trivedi, Reader in Statistics	18.11.2010	17.11.2011	18.11.2011
8	Dr. Rashmi Sinha, Reader in Anthropology	6.8.2010	5.8.2011	6.8.2011
9	Dr. P. Venkatramana, Asst. Professor in Anthropology	16.8.2010	15.8.2011	16.8.2011
10	Dr. K. Anil Kumar, Asst. Professor in Anthropology	9.9.2010	8.9.2011	9.9.2011
11	Dr. Mitoo Das, Asst. Professor in Anthropology	9.8.2010 (AN)	9.8.2011 (AN)	10.8.2011
12	Dr. Rukshana Zaman, Asst. Professor in Anthropology	9.8.2010 (AN)	9.8.2011 (AN)	10.8.2011
13	Dr. Swati Patra, Reader in Psychology	9.12.2010	8.12.2011	9.12.2011
14	Dr. Suhas Shetgovekar, Reader in Psychology	6.12.2010	5.12.2011	6.12.2011
15	Dr. Smita Gupta, Asst. Professor in Psychology	12.8.2010	11.8.2011	12.8.2011
16	Dr. Monika Misra, Asst. Professor in Psychology	19.8.2010	18.8.2011	19.8.2011
17	Dr. Bhagwanti Jadwani, Asst. Professor in Psychology	17.8.2010	16.8.2011	17.8.2011
18	Sh. Shivaji Bhaskar, Asst. Professor, School of Foreign Language	9.8.2010	8.8.2011	9.8.2011
19	Dr. Benidhar Deshmukh, Reader in Geology	8.9.2010	7.9.2011	8.9.2011
20	Dr. Meenal Mishra, Reader of Geology	1.9.2010	31.8.2011	1.9.2011
21	Dr. Omkar Varma, Asstt. Professor in Geology	18.8.2010	17.8.2011	18.8.2011
22	Dr. M. Prashant, Asst. Professor in	9.8.2010	8.8.2011	9.8.2011

	Geology.			
23	Dr. Kakoli Gogoi, Asst. Professor in Geology	12.8.2010	11.8.2011	12.8.2011
24	Sh. Rajesh, Asst. Professor in Statistics	11.8.2010	10.8.2011	11.8.2011
25	Dr. Neha Garg, Asst. Professor in Statistics	16.8.2010	15.8.2011	16.8.2011

2. Non-Academic Group-A officials

S. No.	Name & Designation	Period of Probation		Whether the controlling officer has recommended for lifting of probation	Proposed date of lifting of probation	Date of Confirmation
		From	To			
1	2	3	4	5	6	7
1.	Sh. S.C. Katoch Assistant Registrar	26.10.09	25.10.10	YES	25.10.10 (A/N)	--
2.	Sh. G.K. Sharma Assistant Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)	--
3.	Sh. R.S. Rana Assistant Registrar	22.10.09	21.10.10	YES	21.10.10 (A/N)	--
4.	Ms. Sadhana Malhotra Asst. Registrar	09.02.10	08.02.11	YES	08.02.11 (A/N)	--
5.	Sh. Harish Chander Gujral, Asst. Registrar	09.02.10	08.02.11	YES	08.02.11 (A/N)	--
6.	Ms. Neeta Sethi Asst. Registrar	09.04.10	08.04.11	YES	08.04.11 (A/N)	--
7.	Sh. C.P. Ahuja Asst. Registrar	31.05.10	30.05.11	YES	30.05.11 (A/N)	--
8.	Mrs. Asha Arora Asst. Registrar	09.04.10	08.04.11	YES	08.04.11 (A/N)	--
9.	Sh. Manjeet Singh Malhotra, Asst. Registrar	17.04.08	16.04.09	YES	16.04.09 (A/N)	--
10.	Ms. Renu Katyul Asst. Registrar	19.08.09	18.08.10	YES	18.08.10 (A/N)	--
11.	Sh. Rajpal Singh AEE	22.10.09	21.10.10	YES	21.10.10 (A/N)	--
12.	Sh Rajan Sharma AEE	03.08.10	02.08.11	YES	02.08.11 (A/N)	--
13.	Sh R P Meena, AEE (Temp)	03.08.10	02.08.11	YES	02.08.11 (A/N)	--
14.	Sh. Ramesh Kumar Sharma, Asst. Registrar	01.04.10	08.02.11	YES	09.02.11 (A/N)	--
15.	Sh. Kamaldeep Singh Bhatia, Asst. Registrar	25.05.10	24.05.11	YES	24.05.11 (A/N)	25.05.11
16.	Sh. Mukesh Kumar Asst. Registrar	03.05.10	02.05.11	YES	02.05.11 (A/N)	03.05.11

17.	Sh. Sandeep Arvind Sane Asst. Registrar	19.05.10	18.05.11	YES	18.05.11 (A/N)	19.05.11
18.	Sh. J. Thirumurgan Asst. Registrar	26.05.10	25.05.11	YES	25.05.11 (A/N)	26.05.11
19. *	Sh. Praveen Kumara B, Asst. Registrar	31.05.10	30.05.11	YES	30.05.11 (A/N)	31.05.11
20.	Sh. Awadesh Kumar Pandey, Asst. Registrar	30.06.10	29.06.11	YES	29.06.11 (A/N)	30.06.11
21.	Sh. Kamal Kant Sahay, Asst. Registrar	29.07.10	28.07.11	YES	28.07.11 (A/N)	29.07.11
22. *	Sh. Gajula Ashok Asst. Registrar	05.08.10	04.08.11	YES	04.08.11 (A/N)	05.08.11
23.	Sh. Pou Mathipuang Gonmei Asst. Registrar	31.08.10	30.08.11	YES	30.08.11 (A/N)	31.08.11
24. *	Sh. Rajesh Kumar Sharma Asst. Registrar	15.11.10	14.11.11	YES	14.11.11 (A/N)	15.11.11