

**MINUTES OF THE 60<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE HELD ON 21<sup>ST</sup> JULY 2008 AT 3.00 P.M. IN THE BOARD ROOM, IGNOU CAMPUS.**

The following were present :

|                                   |                         |           |
|-----------------------------------|-------------------------|-----------|
| 1. Prof. V.N. Rajasekharan Pillai | Vice Chancellor         | Chairman  |
| 2. Prof. Omprakash Mishra         | Pro Vice Chancellor     | Member    |
| 3. Prof. Parvin Sinclair          | Pro Vice Chancellor     | Member    |
| 4. Sh. M.P. Gupta                 | Addl. Secretary (Retd.) | Member    |
| 5. Sh. S.K. Ray                   | JS & FA, MHRD           | Member    |
| 6. Prof. N.V. Narasimham          | Director (SOMS)         | Member    |
| 7. Sh. R. Chauhan                 | Finance Officer         | Secretary |

Sh. K. Laxman, Registrar (Admn.) attended as a Special Invitee.

Sh. N.K. Sinha, JS (DL) MHRD could not attend the meeting.

Sh. Cherian Thomas, Joint Registrar; Mrs. Manjula Verma, Joint Registrar; Sh. T.K. Kaul, Deputy Registrar; Sh. Aseem Kumar, Asstt. Registrar and Sh. P.K. Vishwanathan, Asstt. Registrar were present to assist the Committee.

The Chairman welcomed the members attending the meeting of the Finance Committee. The Chairman then requested the Secretary to present the agenda items. The following items were presented.

**FC 60.1 To confirm the minutes of the 59<sup>th</sup> meeting of the Finance Committee held on 9<sup>th</sup> April, 2008.**

60.1.1 The Secretary informed that the minutes of the 58<sup>th</sup> and 59<sup>th</sup> meetings of the Finance Committee held on 31<sup>st</sup> March, 2008 and 9<sup>th</sup> April, 2008, respectively were approved by the Board of Management in its 94<sup>th</sup> meeting held on 10<sup>th</sup> April, 2008.

60.1.2 The minutes of the 58<sup>th</sup> meeting held on 31<sup>st</sup> March, 2008 were confirmed by the Finance Committee in its 59<sup>th</sup> meeting held on 9<sup>th</sup> April, 2008 with slight modifications.

60.1.3 The Secretary brought to the notice of the Committee letter No. 5-21/2008-DL dated 5<sup>th</sup> May, 2008 from DEA, MHRD regarding minutes of the 58<sup>th</sup> meeting. It was also brought to the notice of the Committee that minutes of the 58<sup>th</sup> meeting were confirmed in the 59<sup>th</sup> meeting of the Committee in which he was also present.

60.1.4 The secretary further informed that minutes of 59<sup>th</sup> meeting of the Finance Committee were circulated to the members of the Committee and no comments have been received from any of the members. He

suggested that the minutes of the 59<sup>th</sup> Finance Committee may be treated as confirmed.

60.1.5 The Committee confirmed the minutes of the 59<sup>th</sup> meeting held on 9<sup>th</sup> April, 2008.

**FC 60.2 Action Taken Report in respect of the recommendations of 58<sup>th</sup> and 59<sup>th</sup> meeting of Finance Committee held on 31<sup>st</sup> March, 2008 and 9<sup>th</sup> April, 2008.**

60.2.1 The Committee noted the action taken on the decisions/recommendations of the 58<sup>th</sup> & 59<sup>th</sup> Finance Committee meetings.

60.2.2 The Secretary explained in respect of the item No. 7 of 58<sup>th</sup> meeting that financial implications for any post are calculated on the mid-point of the scale of the post. This practice is prevalent in all Govt. and other organizations. This was accepted by the Committee.

**FC 60.3 To report the action taken by the Vice-Chancellor in Re-appropriation of funds during 2008-09.**

60.3.1 The Committee noted the re-appropriation of the funds during 2008-09 (upto June, 2008) as given in **Annexure 1 & 2** to the agenda item in respect of Non Plan and Plan funds.

**FC 60.4 To report the Summary of Expenditure/Utilisations of Funds under Plan and Non-Plan.**

60.4.1 The Committee noted the expenditure upto June, 2008 as given in **Annexure 1 & 2** to the agenda item in respect of Non Plan and Plan.

60.4.2 The Committee observed that the trend of Capital Expenditure in Non-Plan is very low. Efforts need to be made by the concerned Divisions to improve the situation. A member also suggested that cash outflow for Capital Account during the next three months may also be given. Similar suggestion was given for expenditure on academic activities by the Schools.

60.4.3 To an observation from one of the members, it was informed that the Board of Management has approved allocation of **Rs. 25 crores** for Convergence Scheme in BE 2008-09. Due to typographical error it was shown as 0.

60.4.4 There was also suggestion to decentralize purchase of Library books to Regional Centres and Study Centres. It was decided that the concerned PVCs would consider the suggestion in a meeting and bring out suitable suggestions to the Vice-Chancellor.

**FC 60.5 To consider the financial implication in the creation of additional positions of teachers in the School of Education.**

60.5.1 The Committee noted the expenditure of about **Rs. 54.07 lakhs per annum** for creation of the following additional teaching positions in School of Education.

1. Professor Two (Rs.16400-22400)
2. Reader Four (Rs.12000-18300)
3. Lecturer Six (Rs.8000-13500)

The expenditure involved in creation of the above mentioned additional teaching positions is in respect of the programmes already on offer and the programmes likely to be offered during the current financial year by the School. The Committee recommends creation of additional academic positions in School of Education as given above and expenditure on this account will be met out of the existing allocation available for the purpose.

**FC 60.6 To consider and approve the creation of Academic Posts/Qualification for Programme Evaluation Unit at STRIDE.**

60.6.1 The Committee noted the expenditure of **Rs. 15.70 lakhs per annum** for creation of the following additional academic posts in Programme Evaluation Unit at STRIDE.

1. Reader One (Rs.12000-18300)
2. Lecturer Two (Rs.8000-13500)
3. Research Associate One (Rs.8000-13500)

The Committee, however, was of the opinion that instead of Research Associate, Lecturer post be created and recommends creation of one Reader (12000-18300) and three Lecturers (8000-13500) positions in STRIDE. However, the educational qualifications and the experience as suggested for these positions may be examined by the Board of Management.

**FC 60.7 To consider and approve the enhancement of budget allocation under the budget head “Provision for New Schools and Programme” in BE 2008-09 Plan.**

**FC 60.12 To consider for the creation of separate head of account for new programmes shifted from School of Social Sciences (SOSS) and School of Sciences (SOS) to School of Law (SOL).**

These items were taken together. The decision taken against each of these item are as under:

60.7.1 The Committee noted that a number of schools are coming up with the proposals for initiating activities for the new programmes in their School and, therefore, approved the enhancement of budget allocation from **Rs.1 lakh to Rs. 50 lakhs** under the budget head “Provision for New Schools and Programme” in Budget Estimates 2008-09 (Plan).

- 60.7.2 The Committee was of the opinion that the concerned Schools need to be careful in forwarding the future Budget Estimates so that they cater to the new programmes which are to be launched during the year.
- 60.12.1 The Committee recommended creation of the budget heads in School of Law in the Budget Estimates 2008-09 under Plan for payment to course writers/editing for the following programmes :
- i) Professional Diploma in Legislative Drafting
  - ii) Master Programme in Intellectual Property Law
  - iii) Certificate in Consumer Protection
  - iv) Certificate in Human Rights
  - v) PG Diploma in Intellectual Property Rights
- 60.12.2 The requirement of funds under all these heads would be administratively re-appropriated as per the needs from other heads as the Committee has already approved increase in budget allocation from **Rs. 1 lakh to Rs. 50 lakhs** under the budget head "Provision for New Schools and Programme" in Budget Estimates 2008-09 (Plan).
- 60.12.3 The heads for the programmes like Certificate in Consumer Protection, Certificate in Human Rights, PG Diploma in Intellectual Property Rights available in Non Plan Account under SOSS and SOS will stand lapsed.
- FC 60.8 To consider and approve the Annual Accounts of the University for the year 2007-08.**
- 60.8.1 The Committee appreciated the efforts of Finance & Accounts Division in compiling University accounts in time and recommends approval of the Annual Accounts of the University for the year 2007-08 by the Board of Management for its submission to the DGACR for carrying out the audit.
- FC 60.9 To consider and approve creation of non-academic positions for Equivalence Cell in SR&E Division.**
- 60.9.1 The Committee noted that the item was taken up in the 59<sup>th</sup> meeting of the Finance Committee, but was deferred. The Committee was of the opinion to provide the requisite staff to the Equivalence Cell of SR&E Division from the existing staff strength of the University.
- FC 60.10 To consider and approve Implementation of the Scheme of Decentralized Distribution of Study Material to the Learners through Regional Centres.**
- 60.10.1 The Finance Committee noted that in its 59<sup>th</sup> meeting held on 9<sup>th</sup> April, 2008 it was decided to administratively readjust budget provisions between MPDD and RSD. The University has again brought an agenda note stating that for implementing the decentralization of the distribution of study material to the learners, would involve an annual recurring expenditure of **Rs. 14.40 crores** and non recurring expenditure of **Rs.10.30 crores** making total expenditure of **Rs. 24.70 crores**. The non

recurring expenditure will be towards establishment of regional warehouses.

60.10.2 The Committee was apprised of the various arrangements taken up by the University for ensuring that the study materials reach the learners before the beginning the first classes. The Parliamentary Committee Recommendations and observations on this was also brought to the notice of the Committee.

**Paragraph 6.6 –“The committee had raised the issues of non-availability of Internet and of books and study material in rural areas on time. The Department has made efforts towards providing a single window web based support services to the learners, network of 26 Gyan Vani FM Radio Stations, making available audio-video facility, tele-counseling sessions etc. These efforts of the department would not help students having no access to Internet or students living in remote areas. The Committee is of the opinion that the IGNOU should ensure that required books and reading material are sent on time to the students. The Committee also recommends for expanding the network of Study Centres and improving the infrastructure of Centres for increased number of beneficiaries”.**

60.10.3 While endorsing the necessity of ensuring a decentralized distribution mechanism, the committee agreed to consider the financial implications only after a detailed analysis of the additional expenditure, if any involved.

**FC 60.11 To consider and approve additional requirement of funds under the Head “Purchase of Paper”.**

60.11.1 The Committee noted that the University has introduced walk-in-admission from July, 2008 cycle and the distribution of study material has also been decentralized to Regional Centres. MPDD has to print study material to cater to the needs of the Regional Centres for distribution to the students. The Committee after deliberations recommended for approval of additional funds of **Rs. 31.43 crores** to MPDD.

**FC 60.13 To consider enhancement of rate of remuneration to the functionaries of B. Ed. Programme i.e. the Assistant Programme Incharges (APICs) and the Part-Time Faculty.**

60.13.1 The Committee noted that the rates of remuneration of the functionaries of B. Ed. i.e. Assistant Programme Incharges and Part Time faculty have been approved some years back and need enhancement. The Committee after deliberations approved the enhanced rates by 50% to **Rs. 1500/-** and **Rs. 1200/-** per month for Assistant Programme Incharge and Part Time Faculty, respectively, as proposed in the agenda.

**FC 60.14 To consider the proposal for allocation of Rs. 5 crores for the Establishment expenditure and promotional activities of the DEC.**

- 60.14.1 The Committee after deliberations approved the allocation of **Rs. 5 crores** for the establishment expenditure and promotional activities of the DEC. The re-adjustment would be made out of the overall budget allocated under Plan to DEC. The total expenditure towards salaries of staff of DEC and other expenditure of DEC also should be met out of this Fund. The Committee also recommended for having separate schedule in Accounts for DEC.
- FC 60.15 To consider and approve the transfer of interest amount from Non-Plan fund to Plan fund (interest earned in Plan a/c and subsequently transferred to Non-Plan).**
- 60.15.1 The Committee noted that the University was receiving Non-Plan grant from MHRD till 2001-02 on Net Deficit Principle. The Committee also noted that since 1993-94, interest earned in Plan Account was transferred to Non-Plan. This has now been objected to by the MHRD. The Committee also noted that the income due to interest earned upto 2001-02 has already got accounted for while releasing Non-Plan grant by MHRD.
- The Committee approved the transfer of interest amount of **Rs.2,77,30,950/-** from Non Plan to Plan during the current year. This interest covers the period 2002-03 to 2006-07 as earned in Plan Accounts and subsequently transferred.
- FC 60.16 To consider and approve the creation of one post of Software Engineer.**
- 60.16.1 The Committee considered the proposal and recommends appointment of a consultant in School of Law instead of a Software Engineer for online courses. The University may even hire services from a Software Company at appropriate rate for providing manpower.
- FC 60.17 To consider creation of non-academic positions for upgrading Student Support Services Centre.**
- 60.17.1 The Committee considered the proposal for creation of non-academic positions at Student Support Services Centre. The Committee deliberated on the matter and recommended change in recruitment rules of the administrative staff to tune it with the changing needs of the society. The task profile of each post needs also to be defined. The new recruitment may be made on the basis of the new recruitment rules which may involve new skills/multi skills. No new direct recruitment of administrative staff be made till the finalization of the new recruitment rules. Fresh demand of the Student Support Services Centre as per the new task profile may be raised.
- FC 60.18 To consider Norms for Payment for Delivery of PGDCC Programme of SOHS.**
- 60.18.1 The Committee approved the rates/norms of payments as given in the Agenda (**Annexure-II**) for delivery of PGDCC Programme of SOHS.

- FC 60.19**      **To consider Revision in the rates of Payment for use of consumables for conducting practicals of the B. Sc. Programme – revision to pre-revised norms.**
- 60.19.1      The Committee noted that based on the recommendations of the 53<sup>rd</sup> meeting of the Finance Committee, revision in the rates of payment have been approved by the Board of Management in its 89<sup>th</sup> meeting held on 26<sup>th</sup> February, 2008. The Committee further noted the difficulties faced in payment for conducting practicals especially in the purchase of consumables as the chemicals are available in the market in a pack of certain weight and once it is opened, it cannot be kept for longer period for using it for the new batch. The Committee recommended payment to the Study Centre for the use of consumables on per student attending basis as per the pre-revised norms of payment given below:
- PHE - 3L, 8L, 12L - Rs.400 per student (One week courses)  
CHE - 3L, 7L, 8L - Rs.600 per student (One week courses)  
LSE - 4L, 8L - Rs.800 per student (Two week courses)  
CHE - 11L, 12L - Rs.1200 per student (Two week courses)
- Payment should be made on the basis of number of students actually attending the course.
- FC 60.20**      **To consider and approve the proposal for promotion of IGNOU's Distance Education Programmes through All India Radio.**
- 60.20.1      The Committee considered and approved the proposal.
- FC 60.21**      **To consider the proposal of deployment of Public Relation Representatives in various states.**
- 60.21.1      The Committee deferred the item. The Committee suggested to come up with full agenda item with complete details.
- FC 60.22**      **To report and ratify the action taken by the Vice-Chancellor in hiring of the office premises to set up the City Centre of the University in the YMCA, Jai Singh Road, New Delhi.**
- 60.22.1      The Committee ratified the action of the Vice-Chancellor in hiring of the office premises in YMCA, Jai Singh Road, New Delhi measuring about 1300-1400 sq. ft. at their International Hostel at rent of **Rs. 1,50,000/-** per month plus taxes.
- FC 60.23**      **To consider and approve the proposal for purchase of Vehicles for the use in operational activities in the Regional Centres.**
- 60.23.1      The Committee deliberated on the matter. After deliberations, the Committee recommended hiring of vehicles for the Regional Centres for their exclusive use.
- FC 60.24**      **To consider the setting up of 3 new national level Institutes in the North East Region.**

60.24.1 The Committee decided to consider the item in the next meeting when the complete details of the project are provided.

**FC 60.25 To consider and approve creation of positions for Academic Coordination Division and Research Unit.**

60.25.1 The Committee took note that work of Academic Council, Academic Council Standing Committee, Research Council, Research Council Standing Committee etc. has been transferred to Academic Coordination Division. The Committee also took note that the Research Council Standing Committee in one of its meeting held on 30<sup>th</sup> November, 2007 approved the modified guidelines on Ph. D. Programme which were approved by the Research Council in its 10<sup>th</sup> meeting held on 31<sup>st</sup> December, 2007. As per the modified guidelines, the entire record of the registered students would be communicated to the Research Unit which would deal exclusively with Ph. D. Registration, adjudication of the thesis and award of degree to the students. The Research Unit would require staff for assigning duties. The Committee after deliberations recommended the creation of following positions in Academic Coordination Division and Research Unit. The Research Division needs to be headed by a Director, appointed on a 3-year term, from among the teachers and academics of the University just as the Academic Coordination Division.

Academic Coordination Division

|      |                     |   |      |                       |
|------|---------------------|---|------|-----------------------|
| i)   | Assistant Registrar | - | One  | (8000-13500)          |
| ii)  | Section Officer     | - | One  | (6500-10500)          |
| iii) | PA Grade-II         | - | One  | (5500-9000)           |
| iv)  | DEO Grade-C/D       | - | One  | (5000-8000/5500-9000) |
| v)   | Senior Assistant    | - | One  | (5500-9000)           |
| vi)  | Assistant           | - | One  | (4000-6000)           |
| vii) | JAT                 | - | Four | (3050-4590)           |

Research Unit

|      |                  |   |     |                       |
|------|------------------|---|-----|-----------------------|
| i)   | Deputy Director  | - | One | (12000-18300)         |
| ii)  | Section Officer  | - | One | (6500-10500)          |
| iii) | DEO Grade-C/D    | - | One | (5000-8000/5500-9000) |
| iv)  | Senior Assistant | - | One | (5500-9000)           |
| v)   | JAT              | - | One | (3050-4590)           |

60.25.2 The financial implication for creation of above positions could be **Rs.26.50 lakhs per annum.**

**FC 60.26 Additional faculty requirements in the School of Engineering & Technology (SOET).**

60.26.1 With the permission of the Chairman, Director (SOET) was allowed to present his views regarding additional requirement of faculty in SOET. No formal agenda was submitted.



- 60.26.2 Director (SOET) informed the Committee that the SOET came into existence in 1987. It is, at present, having three disciplines namely Civil, Mechanical and Electrical Engineering. With collaborative arrangements with different industry sectors, the School has launched programmes in allied disciplines as well as in new areas with the help of available core faculty of assigned disciplines. Presently, the School is offering 18 programmes in various fields of engineering and technology. The School is expected to work in other specialised areas of engineering like Nautical Science, Energy, Craft Design and Aeronautical Engineering for which the School needs additional faculty on emergent basis, as per University norms of one Professor, two Readers and four Lecturers per discipline. The present sanctioned strength is 13 positions of Professors, Readers and Lecturers whereas requirement is 28 positions of Professors, Readers and Lecturers thereby requiring 15 additional posts of Professors, Readers and Lecturers in the School.
- 60.26.3 The Committee was appreciative of the Programmes of study run by SOET. This is despite the school with three disciplines having only 13 faculty instead of 21. The Committee agreed to the 21 positions of Professors, Readers and Lecturers in the ratio of 1 : 2 : 4 for the three disciplines.

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

**(V.N. Rajasekharan Pillai)  
Vice-Chancellor & Chairman**