

MINUTES OF THE 70TH MEETING OF THE FINANCE COMMITTEE HELD ON 2RD JUNE, 2010 AT 11.00 A.M. IN THE BOARD ROOM, IGNOU CAMPUS

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. | Dr. Veena Vinayak Rao Thakre | Member, BOM | Member |
| 4. | Prof. Manohar Lal | Director, SOCIS | Member |
| 5. | Shri L. M. Pandey | Finance Officer | Secretary |

Shri S. K. Ray, AS&FA and Shri N. K. Sinha, JS, MHRD could not attend the meeting due to their pre-occupations. They were represented by Shri Navin Soi, Director (Finance) MHRD and Dr.D. K. Paliwal, DEA respectively.

Shri M. P. Gupta could not attend the meeting due to his pre-occupation.

Shri U. S. Tolia, Registrar (Admn) attended the meeting as a Special Invitee.

Mrs. Manjula Verma, Joint Registrar, Shri T. K. Kaul, Deputy Registrar and Shri S. K. Sharma, Deputy Registrar were present to assist the Committee.

The Chairman welcomed the members attending the meeting of the Finance Committee. He also welcomed Shri L. M. Pandey, Secretary who recently joined as Finance Officer of the University. The Chairman thereafter requested the Secretary to present the agenda items. The following agenda items were presented :

FC 70.1 To confirm the minutes of the 69th meeting of the Finance Committee held on 3rd March, 2010.

70.1.1 The Secretary informed that the minutes of the 69th meeting of the Finance Committee were circulated to all the members with request to send their comments, if any. Secretary informed that no comments have been received from any of the members of the Committee. The Secretary, therefore, suggested that the minutes of the 69th meeting of the Finance Committee may be confirmed.

70.1.2 The minutes of the meeting of 69th meeting of the Finance Committee held on 3rd March, 2010, were confirmed.

70.2 To consider and approve the cases of Prof. Ram Bux Jat, Professor of Hindi and Dr. Gulab Jha, Regional Director for their admission to G.P.F. Scheme.

- 70.2.1 The Committee noted that Prof. Ram Bux Jat, Professor of Hindi and Dr.Gulab Jha, Regional Director were borne on pension establishment in their respective State Governments before joining IGNOU. The Committee noted that both of them opted for GPF-Cum-Pension-Cum-Gratuity Scheme of IGNOU. The Committee also noted that clarification had been sought from MHRD whether employees coming from State Governments who are governed by the Pension Scheme of the respective State Government are eligible for Pension Scheme. MHRD has clarified that there is no objection to such employees being covered under the GPF-Cum-Pension-Cum Gratuity Scheme of IGNOU, subject to the condition that the parent office will discharge its pension liability by payment in lump-sum pro-rata pension/service gratuity/terminal gratuity for the service rendered there.
- 70.2.2 The Finance Committee after noting that Prof. Ram Bux Jat, Professor of Hindi and Dr.Gulab Jha, Regional Director fulfill the criteria for induction into the GPF-Cum-Pension-Cum-Gratuity Scheme of IGNOU, recommended that they be admitted to this scheme after obtaining certificate from the State Governments that they would discharge pension liability of their past service by paying in lump-sum to IGNOU.
- 70.3 To consider and approve the recommendations of the Committee for framing the modalities for utilization of income derived from the Endowment Fund to be instituted in the name of Sh. Y. V. Ramakrishna Rao, Ex Jt. Registrar, IGNOU.**
- 70.3.1 The Committee noted that Shri Y. V. Ramakrishna Rao who retired as Joint Registrar has donated a sum of Rs. 2.00 lakhs to IGNOU for instituting an Endowment Fund for payment of fee to a few daily wage/contractual staff of IGNOU for pursuing programmes of their choice from IGNOU and for payment of fee for undergoing training by regular non-academic staff from specialized institutes like NIFM/Parasam Institutes for improving their skills in the field of administration and finance.
- 70.3.2 The Committee also noted that the Vice Chancellor had constituted a Committee to evolve modalities for utilization of the fund. The Committee has already given its recommendations.
- 70.3.3 The Finance Committee considered the recommendations of the Committee constituted by the Vice Chancellor for this purpose and recommended that IGNOU may make a matching contribution of Rs. 2.00 lakhs to the fund donated by Shri Y. V. Ramakrishna Rao. The fund may be invested suitably by the Investment Committee and the returns received from investment of the fund be utilized for giving scholarship by way of re-imburement of fee to the selected daily wage employees/contractual staff (JAT/Steno/Computer Operator etc.) for improving their educational qualifications by pursuing undergraduate programmes from IGNOU, provided they continue to work in IGNOU

either as daily wager or as contractual employee. Selection of candidates may be done on the basis of applications received for this purpose by a Committee constituted by the Vice Chancellor.

70.4 To consider and approve the proposal for the establishment of a Multimedia lab for the School of Journalism and New Media Studies, F2F PG Programmes.

70.4.1 The Finance Committee noted that the School Board of School of Journalism and New Media Studies has approved launching of on-campus PG programme in Journalism and Mass Communication which has been ratified by the Academic Council in its 48th meeting. For meeting the programme component requirements, the School need to have Multimedia laboratory and electronic gadgets for imparting practicals to the students for which the School has sought allocation of Rs. 24.90 lakhs for establishment of Multimedia laboratory and Rs. 22.00 lakhs for purchase of electronic gadgets.

70.4.2 The Committee, after discussion, approved additional allocation of funds to the tune of Rs. 46.90 lakhs in the Budget Estimates of 2010-11 to School of Journalism and New Media Studies for establishment of Multimedia laboratory and purchase of electronic gadgets. However, the purchase procedure prescribed by IGNOU, in this regard, shall be followed.

70.5 To consider and approve the creation of additional budget heads- Fellowship to RTAs and Contingent Grant to RTAs in BE 2010-11 Plan at Regional Centres and other Units/Centres under EDNERU and incorporation of missing budget head Fellowship to RTAs (HQ.) in the approved Budget Estimates 2010-11 as proposed by Research Unit.

70.5.1 The Committee noted that the University has engaged RTAs in different disciplines who are posted at Schools/Centres/Institutes at the Headquarters and also at Regional Centres and other Units/Centres under EDNERU in the North-East.

70.5.2 The Committee also noted that in BE 2010-11 allocation for fellowship to RTAs at Headquarters was not incorporated due to oversight and the Contingent Grant to the RTAs with allocation of Rs. 90.00 lakhs has been incorporated under the sub-head "Administrative Expenses".

70.5.3 The Finance Committee, after detailed discussions, recommended for approval of the following :

- i) Creation of two budget heads "Fellowship to RTAs" and "Contingent Grant to RTAs" in BE 2010-11 Plan with allocation of Rs. 153.82 lakhs and Rs. 9.40 lakhs respectively at the Regional Centres as noted in the Annexure to the agenda item.

- ii) Incorporation of budget head “Fellowship to RTAs” at Headquarters under Research Unit in BE 2010-11 Plan with allocation of Rs. 495.00 lakhs.
- iii) Shifting of “Contingent Grant to RTAs” with allocation of Rs. 90.00 lakhs from the “Administrative Expenses” sub-head to “All Others” sub-head in BE 2010-11 Plan under Research Unit.

70.6 To consider and approve Regular posts for Office-cum-Godown of the Southern Zone Regional Printing Centre at Coimbatore.

70.6.1 The Committee noted that based on BOM’s decision in its 96th meeting held on 17th September, 2008, printing work has been decentralized on a pilot basis in Southern Zone. The Board of Management has noted that Southern Zone Regional Printing Centre at Coimbatore has positively impacted in terms of savings in printing, transportation cost and the time taken in transportation from Delhi and the quality of the printed blocks.

70.6.2 The Committee also noted that the work has so far been carried out at Coimbatore by officials temporarily deputed from Headquarters or Regional Centre, Madurai etc. The Southern Zone Regional Printing Centre at Coimbatore now require regular staff for carrying out the activities.

70.6.3 Dr.D. K. Paliwal pointed out that the University may seek prior approval of Ministry of Finance through MHRD for additional posts before these are put into operation. He was apprised that the MHRD has already clarified vide letter No. F-5-39/97-Desk (U) (A) dated 18th June, 1997 which states that “as per the provision of the IGNOU Act, the University is competent to create the post (s). It was informed that the Ministry of Finance had also opined that the restrictive clauses having financial bearing issued by this Department for incorporation in the Autonomous Bodies in the Ministries/Departments are not applicable in the case of IGNOU which is a University under the Department of Education”. It may also be noted that these posts are not financed by the Plan or Non-Plan grant of the Government. Moreover, the University is creating the bare minimum number of posts following all the statutory procedures and workload assessment. The enrolment and consequently the workload of the University has increased considerably.

70.6.4 The Finance Committee, after deliberations, recommended for approval of the following positions for Southern Zone Regional Printing Centre at Coimbatore :

Sl.No.	Designation	PBS	Grade Pay	No. of Post
1.	Deputy Registrar (Publication)	15600-39100	7600	01
2.	Assistant Registrar (Publication)	15600-39100	5400	02
3.	Assistant Registrar (Admn. & Finance)	15600-39100	5400	01
4.	Section Officer (Stores)	9300-34800	4200	01
5.	Assistant	5200-20200	2400	01
6.	Computer Operator	9300-34800	4200	02

70.7 To consider and approve the creation of post of Dy. Director in International Division.

70.7.1 The Committee noted that the activities of the International Division since its establishment in 1997 as a Cell has increased considerably. The number of enrolment of overseas students has gone to around 28,000. The number of programmes on offer has also increased with increase in the number of Partner Institutions in different countries.

70.7.2 The Committee, after detailed discussions, recommended for approval for creation of additional post of Deputy Director in the pay band of Rs. 15,600-39,000 with grade pay of Rs. 8,000 in International Division to cope with the increased workload for carrying out day to day activities in the Division.

70.8 To consider and approve positions for School of Social Work and Mahatma Gandhi Centre for Social Work, Nagaland.

70.8.1 The Finance Committee, after detailed deliberations, recommended for approval of the following positions in appropriate Pay Band and Grade Pay :

- A. Faculty positions exclusively for Nagaland
 - 1) Project Coordinator in the rank of a Professor – 1
 - 2) Reader in Social Work – 2
 - 3) Lecturers in Social Work – 6
- B. Faculty in Social Work at IGNOU Headquarters
 - 1) Lecturers – 4
- C. Administrative staff for EDNERU at Headquarters
 - 1) Assistant Registrar – 1
 - 2) Computer Operator – 1
 - 3) Attendant – 1
- D. Administrative and Library Staff for Nagaland campus
 - 1. Library Staff;
 - i) Librarian – 1
 - ii) Assistant Librarian – 1
 - iii) Attendants – 2
 - 2. Administrative Staff;
 - i) Assistant Registrar – 1
 - ii) Section Officer – 1
 - iii) PA – 1
 - iv) Computer Operator – 1

The financial implication would be approximately Rs. 1.14 crore per annum.

70.9 To report the action taken on Re-appropriation of funds since last meeting of the Finance Committee.

70.9.1 The Committee noted the re-appropriation of funds made by the University since the last meeting of the Finance Committee.

70.10 To consider and approve Revision of budget of SED and distribution between Evaluation Centres.

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70.11 To consider and approve decentralization of evaluation of Answer Scripts and creation of posts.

70.10&11.1 The Finance Committee noted that the evaluation of answer scripts have been decentralized to six Evaluation Centres which had been approved by the Academic Council in its meeting held on 8th February, 2009.

70.10&11.2 These Evaluation Centres have to be provided with the funds for evaluation of answer scripts etc. They also need to be provided with the funds for hiring of buildings and purchase of furniture and equipments.

70.10&11.3 The Committee, after detailed deliberations, recommended for approval of the following :

- i) Creation of budget heads as given in the annexure to the agenda note under each Zonal Evaluation Centre. Allocation to the budget head “Remuneration to the Examiners” would be provided from the budget head available with SED at Headquarters by re-appropriation.
- ii) Allocation of additional funds of Rs. 75.00 lakhs for hiring of buildings with Rs. 15.00 lakhs each to the five Evaluation Centres and Rs. 30.00 lakhs under Capital Account for purchase of Furniture and Equipments.

70.10&11.4 The Committee also noted that apart from the six Zonal Evaluation Centres at Chennai, Patna, Lucknow, Pune, Guwahati and Headquarters (SED), Kolkata Zonal Evaluation Centre also needs to be created to cater to the increase in the number of students registration at Kolkata Regional Centre and the nearby Regional Centres. The jurisdiction for each Evaluation Centre, therefore, need to be re-worked.

70.10&11.5 The Committee, after detailed deliberations, recommended for creation of the following posts in each of the Zonal Evaluation Centre with annual financial implication being approximately Rs. 35.60 lakhs per year.

Designation	No. of Posts	Pay Band	Grade Pay
Deputy Registrar	01	15600-39100	8700/7600

PA-II/Stenographer	01	9300-34800	4200
Section Officer	01	9300-34800	4200
Sr. Asstt./Asstt.	02	9300-34800	4200
Computer Operator	02	9300-34800	4200
JAT	04	5200-20200	1900
Casual Employees	15 to 20 persons		

70.12 To consider and approve revision of rates for conduct of Entrance Test.

70.12.1 Registrar (SED) was requested to explain the agenda item and the need for having separate rates for Term-end Exam and for Entrance Test.

70.12.2 The Committee noted that the rates for Term-end Exam has been revised with 25% enhancement by the Finance Committee in its 61st meeting held on 12th September, 2008 and by the Board of Management in its meeting held on 17th September, 2009. The rates for Entrance Test had been last revised by the Finance Committee in its meetings held on 24th January, 2000 and 9th March, 2000 and Board of Management in its meeting held on 7th August, 2000.

70.12.3 The Committee, after detailed deliberations, approved enhancement of 25% for the Entrance Test as given in Annexure to the Agenda item. The Finance Committee also suggested to appropriately revise the cost of prospectus (Brochure) for Entrance Test.

70.13 To consider and approve the Norms of Payment for Term-end Practical Examination of PG Medical/PG Dental Programmes.

70.13.1 Prof. T. K. Jena, School of Health Sciences, was requested to explain the agenda item and the need for revising payment norms for PG Medical and PG Dental Programmes.

70.13.2 Prof. Jena explained that the present rates for conduct of Practical Term-end Exams were fixed in 1998, keeping the then NBE norms as guides. They were notified on 18th December, 2000. The School is facing problems in conduct of Practical Term-end Exams for PG Medical and PG Dental Programmes as the current rates, which were fixed 12 years back, are too low. The revised rates suggested in the agenda note are based on norms followed by the National Board of Examinations for PG Medical education.

70.13.3 The Finance Committee, after deliberations, recommended for approval of proposed rates for payment of Practical Term-end Exams of PG Medical and PG Dental Programmes as given in the agenda note. The Finance Committee also desired that in order to have such programmes self-sufficient, the fee for these programmes need also to be revised.

70.14 To consider and approve the Fee Structure for payment to the artists for developing educational audio-video material (SLM) at

EMPC in Performing and Visual Arts for the School of Performing and Visual Arts.

- 70.14.1 The Coordinator of the programmes of School of Performing and Visual Arts was requested in to explain the agenda item and the proposed fee structure for various programmes.
- 70.14.2 After deliberations, the Finance Committee recommended for approval of the fee structure as proposed in the agenda item for Dance Programmes, Theatre Programmes and Programmes on Painting/Sculpture and Applied Art. The suggested rates for Art Camps need to be revised after the norms for categorizing Artists into I, II and III categories are defined by a national level committee constituted by IGNOU, with approvals of the norms from the appropriate bodies of the University. For defining such norms, members from Lalit Kala Academy, Prasar Bharati etc., may be included in the committee.
- 70.14.3 Finance Committee also suggested that in order to have self-sustaining programmes, registration fee from the students need also to be looked into for revision.
- 70.15 To report the summary of expenditure/utilization of funds under Plan & Non-Plan.**
- 70.15.1 The Finance Committee noted the expenditure of funds under Plan and Non-Plan as given in the annexure to the agenda item.
- 70.16 To consider and approve the creation of technical and non-technical positions for managing the construction activities being undertaken by the CMD/CDU.**
- 70.16.1 The Finance Committee noted that Works Committee in its 55th meeting had recommended for strengthening CMD/CDU. The matter was placed in the meeting of Establishment Committee meeting held on 11th March, 2010 and was thereafter placed in the Board of Management meeting held on 21st April, 2010. The strengthening of CMD/CDU is based on the new construction activities in respect of VC office, guest house, classroom blocks, underground waterline and tank and proposed construction of administrative block, extension of academic block, warehouses, residences, community centre, and Regional Centres buildings at Patna, Karnal, Bhopal, Agartala, Nagaland, Shillong etc. Shri Sudhir Reddy, CPO (I/c) was called to explain the agenda item.
- 70.16.2 The Committee, after deliberations, recommended for approval of the following additional posts in CMD/CDU **purely on temporary/contractual basis** to cater to the need which may be reviewed on year to year basis. These additional posts would be for a maximum period of five years.

Sl. No.	Name of the Post	No. of Post	Pay Band	Grade Pay (Rs.)
1.	Executive Engineer (Civil)	01	15600-39100	7600
2.	Executive Engineer (Elec.)	01	15600-39100	7600
3.	Junior Engineer (Civil)	04	9300-34800	4200
4.	Junior Engineer (Elec.)	04	9300-34800	4200
5.	Accounts Officer (Sr./Jr.)	02	9300-34800	4600/5400
6.	Draftsman (Civil)-G-III	02	9300-34800	2800
7.	Draftsman (Ele.)-G-III	02	9300-34800	2800
8.	Sr.Assistant	01	9300-34800	4200
9.	Assistant	04	5200-20200	2400
10.	JAT	06	5200-20200	1900

70.17 To report the Minutes of the meetings of the Investment Committee held on 26th August, 2009, 22nd February, 2010 and 6th April, 2010.

70.17.1 Finance Committee noted the investments made by the Investment Committee in its meetings held on 26th August, 2009, 22nd February, 2010 and 6th April, 2010.

70.18 To consider and approve the creation of budget heads for IIPCAT Cochin, BE 2010-11 Plan at Regional Centre, Cochin.

70.18.1 The Committee noted that the Board of Management, in its 93rd meeting held on 7th January, 2008, has approved establishment of Institutes for Professional Competency Advancement of Teachers (IIPCAT) in North, South, East and West geographical regions of the country, and vide notification dated 17th May, 2010, IIPCAT has been established in Cochin Regional Centre in the Southern Region. For the activities of IIPCAT, allocation of budget need to be provided.

70.18.2 The Committee recommended for approval of allocation of Rs. 17.92 lakhs in the Budget Estimates 2010-11 Plan for IIPCAT, Cochin as per the details given in the agenda.

With the approval of the Chairman, the following table items were presented :

70.19 To consider and approve for organizing 25 additional guest lecture/counseling session for the Post Graduate Diploma in Clinical Cardiology (PGDCC) Programme.

70.19.1 The Finance Committee recommended for approval of the additional allocation of Rs. 5.85 lakhs for conduct of additional 25 guest lecture/counseling sessions from various super specialists like cardiothoracic and vascular surgeons, diabetologists, pulmonologists, anesthesiologists, nephrologists besides the usual 50 theory counseling sessions to improve and maintain the quality of the PGDCC programme.

- 70.20 To consider and approve setting up of Psychology Laboratory at the Headquarters of IGNOU.**
- 70.20.1 The Finance Committee approved the establishment of Psychology Laboratory at IGNOU Headquarters with an additional allocation of Rs. 38,69,420/-.
- 70.21 To consider and approve the budget for the Community College Unit for the financial year 2010-11.**
- 70.21.1 The Committee, after deliberations, recommended for allocation of Rs. 3,47,60,000/- for the Community College Unit for the financial year 2010-11 under Plan.
- 70.22 To consider the revision of remuneration of part-time Sweeper and Mali engaged at the Regional Centres.**
- 70.22.1 The Committee recommended enhancement of remuneration of part-time Sweepers engaged at the Regional Centres from Rs. 1,000/- to Rs. 3,000/- per month and for part-time Mali engaged at Regional Centres from Rs. 500/-to Rs. 2,000/- per month, noting that the rates must be as per the state-wise minimum wage at least.
- 70.23 To consider and approve the proposal for creation of core faculty for the disciplines of Sanskrit and Urdu in the School of Humanities.**
- 70.23.1 The Finance Committee noted that the Planning Board in its second meeting held on 10th January, 1989 had assigned Urdu discipline to School of Humanities. The Academic Council in its 51st meeting held on 3rd March, 2010 considered and approved creation of Sanskrit as a new discipline in School of Humanities and approved creation of core faculty as per University norms for Urdu and Sanskrit disciplines in School of Humanities. The core faculty for each discipline is one Professor, two readers and four lecturers.
- 70.23.2 The Finance Committee recommended for approval of core faculty consisting of one professor, two readers and four lecturers each in the discipline of Urdu and Sanskrit in the School of Humanities.
- 70.24 Regularisation of expenditure incurred by Regional Centres in connection with evaluation of answer scripts for December 2009 TEE.**
- 70.24.1 The Finance Committee noted the decentralization of answer scripts through Zonal Evaluation Centres established at Chennai, Pune, Patna, Lucknow and Guwahati. For working arrangements, the Regional Centres concerned were requested to arrange to release payment to evaluators and incur expenditure on payment of daily wage workers, postage, transport, telephone etc.. The Regional Centres, accordingly,

incurred the expenditure for the Evaluation Centres as per the details given below :

Regional Centre	Amount (Rs.)
Chennai	20,26,863/-
Pune	31,47,320/-
Patna	17,09,322/-
Lucknow	35,71,243/-
Guwahati	3,93,734/-

70.24.2 The Finance Committee recommended for regularization of expenditure incurred by the Regional Centres for the amounts as noted against each for meeting the expenditure of Evaluation Centres Chennai, Pune, Patna, Lucknow and Guwahati during the financial year 2009-10.

70.24.3 The Finance Committee has already considered and recommended for approval of creation of budget heads for these Evaluation Centres under item No. 70.10 for the financial year 2010-11.

70.25 To consider the proposal from IGNOU, RC, Cochin for a Student Management System on BOT Model submitted by Coresys Infotech Pvt. Ltd.

70.25.1 The item needed to be examined in detail, so the item was deferred for the present.

70.26 Core Faculty in Mathematics Discipline in School of Science.

70.26.1 The Finance Committee noted that the core faculty in Mathematics discipline in School of Sciences consist of one professor, two readers and three lecturers instead of one professor, two readers and four lecturers.

70.26.2 The Committee recommended for creation of one more post of lecturer in Mathematics in School of Sciences.

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

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