

**OF THE 75th MEETING OF THE FINANCE COMMITTEE HELD ON 25th MAY, 2011
AT 4.00 P.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. | Dr. Latha Pillai | Pro-Vice-Chancellor | Member |
| 3. | Prof. Manohar Lal | Director, SOCIS | Member |
| 4. | Shri L. M. Pandey | Finance Officer | Secretary |

Prof. Parvin Sinclair, PVC attended the meeting as a Special Invitee.

Shri S. K. Ray, Addl. Secretary & FA, MHRD; Shri Anant Kumar Singh, Joint Secretary, MHRD; Dr. Veena Vinayak Rao Thakre and Shri M. P. Gupta could not attend the meeting due to their pre-occupations.

Shri S. K. Ray was represented by Shri Alex P. Thomas, AFA, MHRD and Shri Anant Kumar Singh was represented by Shri B. K. Bhadri, AEA, MHRD.

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 and thereafter requested the Secretary to present the agenda items. The following agenda items were presented:

FC 75.1 To confirm the minutes of the 74th meeting of the Finance Committee held on 5th April, 2011.

75.1.1 The Secretary informed the Finance Committee that the minutes of the 74th meeting were circulated to all the members with request to send their comments, if any. Comments have been received from Dr. Latha Pillai, PVC and Shri Anant Kumar Singh, Joint Secretary, MHRD.

75.1.2 The comments of Dr. Latha Pillai, PVC are as under:

- i) When the minutes of the Finance Committee were discussed in the 107th BOM, it was specifically mentioned that item No. 74.16.3 will be appropriately included in item No. 74.1.3 which presents the preamble of the discussions held.
- ii) Accordingly, the second paragraph of 74.16.2 will need to be revised.
- iii) Item No. 74.8.3 – To the best of my knowledge, there was no decision that “eight vacancies, four each in Associate Professor and Assistant Professor level, in School of Social Work be kept in abeyance.
- iv) Suggestions made by the Joint Secretary, MHRD in replies to the audit Report have not been included.

The comments of Shri Anant Kumar Singh, JS, MHRD are under:

- i) The contents of para 74.16.3 was discussed in the beginning only and it should have formed part of para 74.1.3. Subsequent sub- paras will thus get renumbered accordingly.
- ii) In the meeting only items upto 15, 17, 22, 34 and 40 were taken up. But the minutes show that even item Nos. 16 and 42 were taken up. This needs correction. In fact, para 74.1.3 including the above modification will take care of the proposal at item No. 16. Item No. 42 relates to approval of guidelines in the management of projects in IGNOU. It is an administrative matter, which needs to be decided accordingly at appropriate level. It does not fall in the mandate of the FC. While discussing the Annual Report, the Chairman expressed deep concern about the languishing state of large number of old projects and expressed his desire to review it separately at his level to improve the situation.

Prof. Parvin Sinclair, PVC suggested that the words “decided” have been used in paras 74.16.2 and 74.16.3 instead of the word “recommended”.

75.1.3

With reference to the observations of Shri Anant Kumar Singh, JS, that only items upto 15, 17, 22, 34 and 40 were taken up but the minutes show that even the item No. 16 and 42 were also taken up, the Finance Committee was informed that for item No. 16, Prof. P. R. R. Nair, OSD, CCETC was called and he presented the agenda item. However, the FC did not approve creation of any permanent position for the Centre. For item No. 42, the guidelines for management of projects in IGNOU were the basic rules for this purpose and hence need to be approved by the BOM. Any further clarification on any issue in these “guidelines” would be issued administratively. In so far as the concern of the Chairman about the languishing state of large number of old projects is concerned, the matter is under review and an agenda note has been placed in this meeting.

75.1.4 Based on the comments received from the members of the Finance Committee, the Finance Committee decided to modify the minutes of the 74th meeting of the Finance Committee as under :

The contents of para 74.16.3 be shifted below 74.1.3 and numbered as 74.1.4 with subsequent paras to be re-numbered as 74.1.5 and 74.1.6. The second part of para No. 74.16.2 is modified as under:

“The FC considered the proposal and recommended not to create any permanent positions of faculty. The two core faculty positions and three non-academic positions proposed should be in line with resolution 74.1.3 and re-numbered resolution 74.1.4”.

The following sentence from the minutes in para 74.8.3 is being deleted.

“The Committee also recommends to keep eight vacant positions of four Associate Professors and four Assistant Professors in School of Social Work in abeyance”.

75.1.5 With the above said modifications, the minutes of the 74th meeting of Finance Committee were confirmed.

75.2 Transfer of unclaimed security deposit of vendors lying with the University from January 2001 to December 2005 to the main account of the University.

75.2.1 The Secretary informed the Finance Committee that a large number of security deposits have remain unclaimed over a number of years. Earlier with the approval of the Finance Committee and Board of Management, unclaimed security deposits received till December 2000 were transferred to the University’s main account, to be invested in a long-term deposit. Unclaimed security deposits of vendors from January 2001 to December 2005 containing 284 cases amounting to ` 23, 59,649/- as per the details in the **Annexure** be also transferred and treated as “Miscellaneous receipts/other receipts” and the amount be invested in long-term deposits. If any claim for refund of security deposits against these are subsequently made by any vendor, the same will be refunded from the University’s main account after due verification.

75.2.2 The Finance Committee recommended for transfer of unclaimed security deposits lying with the University since January 2001 to December 2005

amounting to ` 23,59,649/- to the University's main account and be invested in long-term deposits as was done in earlier case.

75.3 To consider and approve transfer of balances of inactive projects to Non-Plan Account.

75.3.1 The Secretary informed that after review of 163 projects, 14 projects were found to be with balances of ` 30,000/- or below and there was no transactions in these projects for the last 6-10 years. No response has been received from Project Investigators on these projects and, therefore, proposed that these balances be transferred to the University's main account as institutional charges.

75.3.2 The Finance Committee, after discussions, recommended that these accounts may not be closed as such, but the sponsoring agencies be approached with the details of balances available. The Finance Committee also suggested that a Committee may constituted to review such projects.

75.4 To consider setting up of an Endowment Fund in the name of Dr. D. K. Choudhry for grant of scholarships.

75.4.1 The Finance Committee appreciated Mrs. Kiran Devendra Choudhry w/o late Dr. D. K. Choudhry for donating ` 1.00 lakh, which was sanctioned to her from IGNOU Welfare Fund, for establishment of scholarships for economically and socially disadvantaged students in the memory of Dr. D. K. Choudhry.

75.4.2 The Finance Committee, after discussions, recommended that an Endowment Fund with contribution from Mrs. Kiran Devendra Choudhry may be started. However, for running the endowment funds, the University need to frame rules for this purpose. Rules framed in this regard by some Central Universities or organizations may also be consulted. After enactment of general endowment fund rules, the matter be again submitted to the Finance Committee for recommendations.

75.5 To consider and approve the proposal for delegation of financial powers to Dy. Registrar, Regional Evaluation Centre, Delhi.

75.5.1 The Finance Committee was informed that the University established seven Regional Evaluation Centres at Delhi, Lucknow, Kolkota, Guwahati, Chennai, Pune and Patna with objective to decentralize the

work of evaluation of answer books, incorporation of assignment awards in the grade cards of students. Out of this, only six are functioning with drawing and disbursing powers, whereas Regional Evaluation Centre, Delhi is working within Student Evaluation Division at Headquarters.

- 75.5.2 The Finance Committee, after discussion, recommended for approval to delegate the financial powers to Deputy Registrar, Regional Evaluation Division, Delhi who will also perform the duties of drawing and disbursing officer as are being done by other six Regional Evaluation Centres.
- 75.6 To consider the revision of remuneration paid to full time consultants for B.Tech. (Aircraft Technology and Maintenance) face-to-face programme at RC, Bangalore.**
- 75.6.1 Dr. B. S. Sudhindra, Director, RSD was called to present the agenda item. The Finance Committee was informed that the B.Tech (ATM) programme has not yet started. As such, proposal to enhance the remuneration of senior consultant from ` 37,000/- to ` 50,000/- + ` 3,200/- as transport allowance is not being recommended.
- 75.6.2 The Finance Committee, however, suggested that policy for remunerations to the consultants be reviewed and detailed proposal be submitted for consideration.
- 75.7 To consider and approve the proposal for creation of non-academic staff positions for i-CAT, Cochin.**
- 75.7.1 Prof. R. S. Khan, Senior Consultant was called to present the agenda item. The Finance Committee discussed the matter in details and recommended that staff structure for all iCATs be decided by the University keeping in view the mandate of iCATs and the proportion of faculty and non-faculty in the structure of staff.
- 75.7.2 The Finance Committee considered the proposal and in this connection it was noted that BOM had taken a decision in its 93rd meeting held on 07/01/2008 (item No. 93.45.3) which needs to be implemented. Hence, the item was not taken up.
- 75.8 To consider and approve the Rate for Project Evaluation and viva-voce of students of Course 8 Apprenticeship/Training of PG Diploma in Book Publishing.**

- 75.8.1 The Secretary informed that the School Board of School of Humanities (SOH) in its meeting held on 2nd February 2011 has approved the rates of payment for course 8 (NBO-008) “Apprenticeship/training” of PG Diploma in Book Publishing as ` 150/- to the evaluators for grading of the project report and ` 200/- per student for viva-voce with applicable TA.
- 75.8.2 The Finance Committee, after consideration, recommended to follow the prevailing rates of evaluation of project reports and Viva-voce of similar credit programmes of IGNOU.
- 75.9 To consider and approve the budget provisions of ` 22, 00,000/- (Twenty two lakhs only) for the purchase of multimedia laboratory equipments for SOJNMS.**
- 75.9.1 Prof. Shambu Nath Singh, Director, School of Journalism & Media Studies (SOJNMS) was called to present the agenda item. He informed that the purchase of ` 22,00,000/- were available in the School in the RE 2010-11 for purchase of multi-media laboratory equipments for SOJNMS. But the School could not complete the purchase formalities till the end of the financial year 2010-11. Necessary formalities for purchase of multi-media laboratory equipments have been completed and placing of the order for purchase of equipments can be done on availability of budget in this financial year.
- 75.9.2 The Finance Committee, after consideration, recommended for additional allocation of ` 22,00,000/- for SOJNMS in BE 2011-12 for procurement of multi-media laboratory equipments.
- 75.10 To consider and approve the creation of administrative staff positions at Centre for Traditional Knowledge Systems (CTKS).**
- 75.10.1 Prof. Debjani Roy, Director (I/c), Centre for Traditional Knowledge (CTKS) was called to present the agenda item. The Finance Committee, after consideration, recommended that the item may be considered first in the Establishment Committee for justification of staff.
- 75.11 To consider and approve the creation of additional positions at Public Information Unit (PIU).**

- 75.11.1 The Finance Committee recommended that this agenda item may be first considered in the Establishment Committee for justification of staff.
- 75.12 To consider and approve creation of regular posts for SOTHSSM, Training Cell at Regional Centre, Bhopal.**
- 75.12.1 The Finance Committee recommended that this agenda item may be first considered in the Establishment Committee for justification of staff.
- 75.13 Staff Requirement for On-Demand Term-end Examination in National Centre for Innovations in Distance Education (NCIDE).**
- 75.13.1 The Finance Committee recommended that this agenda item may be first considered in the Establishment Committee for justification of staff.
- 75.14 Budget Estimates for newly established Regional Centres.**
- 75.14.1 The Finance Committee noted that the University has established new Regional Centres at Vatakara, Vishakhapatnam, Bijapur, Saharsa, Deoghar and Jodhpur.
- 75.14.2 Representatives from MHRD pointed out that University should have proposed detailed budget allocation under various heads to each Regional Centre. The representatives were informed that the University prepares the budget in a detailed way and such details for each of these Regional Centres would be made available at the time RE 2011-12 and BE 2012-13. This being the interim arrangement, hence an allotment of budget in a consolidated way under Regional Services Division to meet the financial requirements of these newly established Regional Centres for a specific period i.e., till the RE 2011-12 have been proposed. The Committee was informed that the proposed budget has been estimated after due consideration of essential expenditure like salary to academic and non-academic staff, office expenses, expenses towards Study Centres etc.
- 75.14.3 The Finance Committee after discussions recommended for introduction of budget head “Establishment of New Regional Centres” under Regional Services Division in Plan and Non-Plan and allotment of ` 10.00 crores each in Plan and Non-Plan in BE 2011-12 to meet the financial requirements of the newly established Regional Centres.

With the permission of the Chairman, the following items were presented as table items.

75.15 To consider the Income and Expenditure Account for the period ending 31st December 2010 of the financial year 2010-11.

75.15.1 The Finance Committee noted the Income & Expenditure Account of the University for the period ending 31st December 2010 of the year 2010-11.

75.15.2 The Finance Committee desired that the time schedule given by MHRD for compiling the annual accounts of the University be adhered to so that the final audited annual accounts are presented to the Parliament in time. The Secretary informed that the compilation of annual accounts for the year 2010-11 is under process and the time frame set for the annual accounts will be, by and large, followed.

75.16 To consider and approve the 'Fee structure for payment to the artists for Art Camp' in Visual Arts for the School of Performing and Visual Arts.

75.16.1 Dr. Govindaraju Bhardwaja, Associate Professor, SOPVA presented the agenda item. Dr. Bhardwaja informed the Committee that during Art Camps, painting prepared by the artists and students would belong to the University and during exhibition persons desiring to purchase any such painting can do so on payment. Worth of work done during camps have shown in the fee structure of various categories of the artists. These would be the approximately worth of the product produced during the Art Camps and, therefore, will be the property of the University.

75.16.2 The inputs relating to source of revenue of additional payments/ additional financial commitments in payment of honorarium to the artists of the Art Camps alongwith the detailed justification for the rates were not available.

75.16.3 The Finance Committee, after consideration, desired that the SOPVA may come up with proper justification for various rates of payments for different categories of the artists with inputs also from other Universities be provided in the next meeting of the Finance Committee.

75.17 Remuneration of Principal Project Consultant in P&DD to assist the Project Coordinator in the time-bound Projects of the University.

75.17.1 Prof. Anil Kumar Jha, Director, P&DD was called to present the agenda item. Prof. Jha gave the details of the project being handled by Ashok Kumar Rastogi, External Expert Member. He informed that at present he is handling the following projects which are required to be completed in the specific time frame :

1. Empanelment of Consultancy Services for :
 - a) Business Transformation
 - b) Project Management & IT Advisory
 - c) Organisation Structuring & Capacity Building
2. IMPACT Assessment Study
3. SAMARTH Project
4. UIDAI Project

Prof. A. K. Jha, Director, P&DD on being asked informed the Committee that the work shall be completed in about three months.

75.17.2 The Finance Committee, after considering the various options recommended for payment of ` 60,000/- per month + lump-sum transport allowance as per University rules to Shri Ashok Kumar Rastogi as full-time consultant for completing the above said projects for a period not exceeding three months.

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

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