

1st Meeting of the Board of Management.

Venue: KKHSOU Conference Room

Date: 08/07/2008; Time: 11 AM

Members attending: —

1. Prof Srinath Barua, VC, KKHSOU SBe
2. Mr D.K. Chandelus, Accountant 02/11/08
3. Prof Dr. Mohammed Jahis, NH 37, Pragjyotish Nagar, Guwahati-14
4. Mrs. Ahalya Gogoi
5. Dr R. Zaman, IAS Secretary, Education Prano
8/7/08
6. Kanwar Das, IAS, GU Secretary 8/7/08
7. G. Barhakar Jt Secy Finance CBathace
8/7
8. Dr. Alaka Sarma, Representative ALA Alaka
8/7
9. Abdul Khaleque, Representative, ALA Abdul Khaleque
10. Rajal Baram Mohanta Regn. KKHSOU: Rajal Baram Mohanta



KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY

PROCEEDINGS OF THE FIRST MEETING OF THE BOARD OF MANAGEMENT

NO. 1/2008

DATE- 08/07/08

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9. BM/9/1/2008 - To consider conveyance allowance to the Academic Consultants taking classes in Guwahati Jail.
10. BM/10/1/2008 - To consider extension of contractual period of Section Officer.
11. BM/11/1/2008 - To consider the approval of the engagement of 3rd and 4th grade employee.
12. BM/12/1/2008 - To report on Foundation Day Lecture.
13. BM/13/1/2008 - To consider delegation of financial power.
14. BM/14/1/2008 - To consider the establishment of community radio station.
15. BM/15/1/2008 - To report on the visit of the Vice-Chancellor to the United Kingdom to attend the Fifth Conference of Commonwealth Forum of Open and Distance Learning.
16. BM/16A/1/2008 - To consider the rules framed for conduct of examination.
17. BM/16B/1/2008 - To consider the daily allowance for University employees.



PROCEEDINGS OF THE FIRST MEETING OF THE BOARD OF MANAGEMENT HELD ON 08-07-2008

Members present:

1. Vice-Chancellor - Chairperson
2. Shri Abdul Khaleque
3. Dr. Alaka Sarma
4. Dr. R. Zaman
5. Shri G. Borthakur
6. Prof. Mahammad Taher
7. Prof. Dilip Kumar Choudhury
8. Mrs. Ahalya Gogoi
9. Dr. Kandarpa Das
10. Registrar - Member Secretary

Introductory remarks by the Vice Chancellor

While according warm welcome to all the members present in the first meeting of the Board of Management, the V.C. gave a brief account of the activities and programmes of the University since its creation following the enactment of Krishna Kanta Handique State Open University Act, 2005. Responding to some queries from Dr. Md. Taher (member), Dr. D.K. Choudhury (member) and other members, he tried to cover as many issues as possible relating to the functioning of the University and apprised them of the

- date of his joining in December, 2006 which marked the beginning of the university office, but having actual functioning started from Housefed Campus in February 2007;
- steps taken by the Vice-Chancellor in his capacity under the provision of the University Act by constituting various committees to tide over the situation arising out of non-constitution of some statutory committees to supervise and control the University activities etc.;
- steps taken by Vice-Chancellor to initially appoint officers and other supporting staffs under Section 37(5) of the Act to keep the administration and academic works in the desired direction and speed;
- preparation of the University's roadmap after some brain storming sessions with the participation of some renowned educationists and professionals in June-July, 2007;
- holding of several workshops and seminars for preparation of study materials for various programmes particularly BPP and first year degree programmes;
- awareness programmes carried out through print and electronic media followed by establishment of Study Centres- 78 in the first year and 124 by the next;
- enrolment of about 3500 learners in the first session (Jan-June 2008) of BPP;
- offering of 5 degree programmes in addition to the existing BPP;
- conduct of BPP examination for January- June, 2008 in 30 examination centres all over the state and the ongoing evaluation of the answer scripts in the examination branch of the University;
- the number of other programmes (Diploma & Certificate courses) under construction and the expected time for launching of these programmes;
- appointment of Academic Consultants for various subjects on contract basis out of the grant of Distance Education Council;
- appointment of non-academic staffs on contract and the current work load;
- funding agencies (the State govt. and the DEC) for carrying out the academic and administrative activities ;
- the encouraging role of DEC in providing financial support to the University;
- the difficulties faced by the University owing to the delay in the sanction of govt. grant;

- the difficulties faced for want of academic council, which can be constituted only after the govt. approves creation of some key posts;
- the problem of accommodation in the rented house provided by Housefed;
- the effort made towards acquisition of govt. land for permanent campus for the University and the City Office;

He informed the Board that the University's function has not been allowed to suffer adversely due to the aforementioned constraints. He also acknowledged, by and large, the satisfactory services rendered by the employees of the University.

Agenda 1: Apprising and confirmation of the proceedings of the meeting of the 5th Management Committee held on 21-01-2008

Proceedings of the Management Committee enclosed as **Annexure-1** were discussed.

Resolution No. BM/1/1/2008

Resolved that the proceedings of the meeting of Management Committee held on 21-1-2008 be confirmed without modification.

Agenda 2: Constitution of the Finance Committee

The Board of Management is required to constitute the six-member Finance Committee under the provision in Sec 19 (1) of the University Act by nominating two members in addition to the four statutory members, namely, the VC as Ex-Officio Chairman, Commissioner & Secretary to the Govt. of Assam – Finance Department, Commissioner & Secretary to the Govt. of Assam – Higher Education Department, the Registrar and the Finance Officer as Ex-Officio Member Secy. of the Committee.

Placed before the Board for nomination of two members to the Finance Committee

Resolution No. BM/2/1/2008

Discussed and resolved to nominate two honourable members Md. Abdul Khaleque and Dr. Kandarpa Das to the Finance Committee. A notification be issued to that effect.

Agenda 3: Recommendation of the Academic Committee meeting held on 20-05-08 for suggestive action, if any.

Proceedings of the Academic Committee held on 20-5-08 are placed before the Management Committee for appraisal and suggestive action (**Annexure-2**).

Resolution No. BM/3/1/2008

Discussed about the programmes approved by the Academic Committee and resolved to suggest the followings for its perusal.

1. *Before launching of any vocational course, the demand and marketability of the same may be assessed and the course content may be placed before Academic Committee for approval. Academic Committee being the supreme body in the academic matters should be apprised of the course structure, targeted learners, purpose of the course etc. of any academic programme – particularly vocational before it is launched.*
2. *Diploma and Certificate Courses in Sanskrit Learning may be appropriate from the academic point of view but their marketability may also be considered.*
3. *Diploma in Women Studies being a vast subject covering many aspects, the nomenclature of the course appears to be little vague. Besides, such a vast study may not be possible to be compressed to a one year Diploma Course. So Academic Committee may like to deliberate further and approve one or a few Specific Diploma / Certificate Courses instead of a general study on women.*
4. *Considering the problem of articulation of an average youth of this region in the national language, it is suggested that the Academic Committee may consider to introduce a one year course of "Diploma in Functional Hindi;"*
Academic Committee may also be suggested to consider introducing a programme on Apiculture.

Agenda 4: Appointment of OSD (Examination):

In view of holding of the first BPP examination in June, 2008, the Vice-Chancellor appointed Shri P.B. Lahkar, Joint Secretary of Assam Higher Secondary Education Council as Officer on Special Duty (Examination) initially for a period of two years by virtue of his power under Section 37 (5) of the University Act to discharge the duties and responsibilities of the Controller Examination on a salary (minus pension) without affecting his pay in Assam Higher Secondary Education Council.

Placed before the Management Committee for approval.

Resolution No. BM/4/1/2008

Resolved that the appointment of Sri P.B. Lahkar as OSD (Examination) be approved.

Agenda 5: Fixation of salary of OSD (Examination):

The pay of Sri P.B. Lahkar, OSD (Examination) may be fixed as indicated below on the basis of the note submitted by Finance Officer.

Note of the Finance Officer-

The pay of Sri P.B. Lahkar, OSD (Exam) may be fixed on the date of his joining the University as follows-

Last basic pay	Rs. 14,225/-
(-) Basic pension	Rs. 3,772/-
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Pay on re-employment	Rs. 10,453/-

In addition to above, he will be entitled to-

- i) Dearness pay @50% of (A) above
- ii) Dearness allowance at the rate admissible to State Govt. employees.

Further, if the University desires, he may be paid house-rent allowance @ Rs. 1200/-pm and C.C.A @ Rs.120/-pm. But no conveyance allowance is permissible. Place it before the committee for approval.

Sd/- Finance Officer

Placed before the Board for a final decision.

Resolution No. BM/5/1/2008

Discussed in detail and resolved to approve payment of H.R.A. and C.C.A. but no fixed conveyance allowance may be paid. However, the University authority may reimburse his conveyance expense by paying from the appropriate head of the University's account.

Agenda 6: Creation of Posts:

Learning from the experience of the increasing workload connected with admission, preparation and conduct of examination, production of Study material and keeping in view of the immediate need to prepare syllabi and study materials in vocational course and production of the same in print and audio-visual media it is urgently necessary to create the following posts in addition to those already created by the Management Committee which are awaiting the approval of the State govt.

1. Three lecturers in Social Science- Economics, Political Science and Sociology.
2. Two Lecturers in Agriculture Science.
3. One Lecturer in Electronic Science.
4. Three Lecturers, one each in Mechanical Engineering, Computer Engineering and Electrical Engineering.
5. Two Junior Assistants in the Office of Controller of Examination.
6. One Junior Accounts Assistant.
7. One Peon for Controller of Examination (Confidential Works).
8. Two Packing cum Delivery cum Helper for Controller of Examination.

Placed it before the Board for approval

Resolution No. BM/6/1/2008

The Board is of the opinion that the utility of a post for present and future must be clearly ascertained before any approval is given for creation of such post. Taking into account of the programmes already launched/proposed to be launched, it appears that creation of the Lecturers' posts in the Engineering Department may wait for a while and need further discussion.

However, the University authority may temporarily engage consultant of Engineering Science in order to assess their requirement in conformity with the University's vision.

After the discussion it is resolved to approve creation of all the posts excepting the ones relating to Engineering Faculty (item No. 4).

Agenda 7: Enhancement of ad-hoc wages for 3rd and 4th grade employees who have completed one year of service:

3rd grade and 4th grade ad-hoc employees of this University are getting consolidated monthly pay which is much lower than the regular salary to be paid for such jobs. Some of them have completed more than one year of service. Since the State govt. has not approved creation of the posts till today the university is not in a position to pay them the regular scale of pay and allowances following due procedure of recruitment. But the services rendered by most of these ad-hoc appointees are no less, in terms of quality and quantity. In view of the above and also the amount of sincere work they have rendered at this initial stage of the University's launching of courses, it is proposed before this Board that those employees who have completed one year of service be provided an annual enhancement in their wages by 10%. But this enhancement will not be applicable to him/her who has already been paid higher wages compared to other employees in his cadre.

Resolution No. BM/7/1/2008

Considered the proposal and resolved to approve annual enhancement of the ad-hoc employees at the rate of 10 % of the consolidated pay in his cadre with effect from the date of completion of one year by the respective employee.

Agenda 8: Additional wages for working on holiday:

In view of urgency of computer data entry, preparation of the enrolment cards and dispatching of study materials and other time bound works, the University has to engage a few of its 3rd and 4th grade employees on holidays. They need to be paid additional wages. It is proposed before the Board that they may be paid retrospectively w.e.f. 01-03-2008 additional wages per day @ 1/30th of their monthly wage.

Resolution No. BM/8/1/2008

After thorough discussion of the proposal in long term perspective it is resolved to approve additional wage for such additional work that is unavoidable or required to be done in an emergent situation w.e.f. 01- 03- 08 @ 120/-. This may be paid from the Discretionary Fund of the Vice-Chancellor. The Management Board is of the opinion that this cannot be a regular practice as the overtime allowance if allowed on a regular basis, may adversely affect work culture of the University.

Resolved that a 'Discretionary Fund' of the Vice-Chancellor be created for such and other similar purpose and the Vice-Chancellor will judiciously utilize the fund depending on urgency.

Agenda 9: Conveyance allowance to the Academic Consultants taking classes in Guwahati Jail:

Establishment of a Study Centre in Guwahati Central Jail and holding of counseling sessions there is a unique character of this University. Counseling classes in Guwahati Jail have been regularly conducted on every Sunday by the Consultants of our University. They are not paid any remuneration for taking classes but they need to be compensated for the expenses they incur in travelling from their residence to the jail and from jail to the University and also be paid for the professional service they render as counselor. Accordingly, it is proposed that a compensatory allowance or an honorarium of Rs. 150/- per day to those Consultants who take classes in Guwahati Jail on Sunday and other days under the order of the appropriate authority.

It is placed before the Board for approval.

Resolution No. BM/9/1/2008

Discussed and resolved to approve payment of travelling allowance of Rs. 150 /- per day to the Academic Consultants for taking classes in the Central Jail, Guwahati.

Agenda 10: Extension of contractual period of Section Officer

Sri S. Dasgupta, who was appointed under a contract for a period of six months w.e.f. 01.10.07 has his term expired on 31.03.08. Considering the useful service rendered by him and the possible delay in regular appointment of Section Officer following due procedure, it has been proposed that Sri Dasgupta's term may be extended by a year w.e.f. 01.04.08.

Resolution No. BM/10/1/2008

Resolved that the service of the Section Officer Sri S. Dasgupta be extended for another year w.e.f. 01-04-08.

Agenda 11: Approval of the engagement of 3rd and 4th grade employee:

In view of urgency of holding examination in June, the Vice Chancellor by virtue of his power under section 37(5) of the University Act engaged the following persons on monthly wages as applicable to other employees in the cadre.

1. Sri Diganta Das	-----	Junior Assistant.
2. Sri Rana Hazarika	-----	Junior Accounts Assistant.
3. Sri Saurav Kumar Barman	-----	Peon
4. Sri Babumoni Baruah	-----	Peon
5. Sri Dhruvajyoti Sarma	-----	attached to OSD (Exam)
6. Sri Prakash Barman	-----	attached to OSD (Exam)

Placed before the Board for approval

Resolution No. BM/11/1/2008

Resolved to approve the appointments made by the Vice-Chancellor under section 37(5) of the University Act in the Accounts and Examination Sections.

Agenda 12: Foundation Day Lecture:

20th July, the birthday of Krishna Kanta Handiqui, has been observed as the Foundation Day of the University. The Management Committee in its meeting held on 10.07.2007 approved the proposal of observing the Foundation Day of the University on the date of birth of Krishna Kanta Handiqui. The First Foundation day was observed on 20-07-2007 with a Foundation Day Lecture delivered by Professor R.N.D Goswami on the life and work of K. K. Handiqui. It is proposed to observe the Second Foundation Day with a Foundation Day Lecture to be delivered by Prof. Swaraj Basu, Director, Distance Education Council, New Delhi on Open and Distance Learning System in India.

Resolution No. BM/12/1/2008

Resolved to approve observance of the 2nd Foundation Day of the University with a Foundation Day Lecture to be delivered by Prof. Swaraj Basu on 20-07-2008.

Agenda 13: Delegation of financial power:

Since certain expenditures are to be made urgently it may not be possible to wait for the approval of Tender and Purchase Committee as this committee is not frequently held. In view of the above, it is proposed that Vice-Chancellor may be empowered to approve the purchase of any item costing Rs. 50000/- or less by taking into consideration the price quotation of at least 3 suppliers along with the Company's MRP.

Resolution No. BM/13/1/2008

Discussed and resolved to approve delegation of financial power to the Vice-Chancellor to the extent of Rs. 50,000/- a year, but to a maximum of Rs. 10,000/- at a time without the approval of the Tender and Purchase Committee.

Agenda 14: Establishment of Community Radio Station:

It is desirable that the University provides educational instruction through audio-visual media in addition to the print media. In view of it, as a first step towards setting up of a University's own audio-visual production set-up, it is proposed to establish a community Radio centre at Guwahati. The expenditure to be incurred in this connection may be made out of DEC grant.

Placed before the Board for approval.

Resolution No. BM/14/1/2008

Approved formation of a small committee with Vice-Chancellor, Registrar, OSD (Academic) and Academic Consultant (Mass Com.) for the purpose of setting up of the Community Radio Centre but a clarification on the radius of the area to be covered may be obtained in order to ascertain usefulness of such a centre.

Agenda 15: Visit of the Vice-Chancellor to the United Kingdom to attend the Fifth Conference of Commonwealth Forum of Open and Distance Learning:

The Vice-Chancellor has been invited to attend the Fifth Conference of Commonwealth Forum of Open and Distance Learning to be held in University of London during 13-17 July, 2008. The expenditure for his visit would be borne by the Distance Education Council.

Matter is placed for the information and perusal of the Board.

Resolution No. BM/15/1/2008

Board of Management noted Vice-Chancellor's proposed visit to the Fifth Conference of Commonwealth Forum of Open and Distance Learning in London from 13th to 17th July, 2008 and appreciated that such visit may help enhancing the academic programmes undertaken by the University.

Agenda 16: Any other business.

A. Rules framed for Conduct of Examination:


Resolution No. BM/16A/1/2008

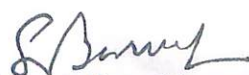
Discussed in brief and it is resolved that the copies of the Rules for conduct of Examinations may be circulated among the members of the Board of Management well ahead of the Board's next meeting for meaningful discussion.

B. Daily Allowance for University Employees:

Resolution No. BM/16B/1/2008

Regarding enhancement of Daily Allowance for the University employees who are required to halt outside the head quarter on duty in private accommodation for want of government accommodation which is generally not available, it is decided not to fix any enhancement. In such case, the Vice Chancellor will decide on the payment to be made on the basis of the actual expenditure regardless of what is due to a government employee of equivalent rank.


(R. B. Mahanta)
Registrar


(Srinath Baruah)
Vice-Chancellor