

Third meeting of the Board of Management

Members present

1. Inayat Basmal
2. H. M. Carvae
3. T. R. Said
4. D. Khady
5. ~~D. Said~~ (M. Taher)
6. ~~Harlet M~~
7. ~~Geotrakus~~
8. Ahalza Gogri
9. Abdul Khaleque



KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY

Proceedings of the third meeting of Board of Management held on 24.03.2009

No. 3/2009

Date: 24.03.2009

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Proceedings of the 3rd meeting of Board of Management held on
24.03.2009

Members present:

1. Vice-Chancellor – Chairperson
2. Shri H.M. Cairae, Principal Secretary, Higher Education – Member
3. Dr. Kandarpa Das - Member
4. Shri Gajanan Borthakur - Member
5. Prof. Dilip Kumar Choudhury – Member
6. Prof. Md. Taher - Member
7. Prof. Tabu Ram Taid - Member
8. Mrs. Ahalya Gogoi - Member
9. Registrar – Member Secretary

Agenda item No. 1 : Introductory Remarks by Vice-Chancellor.

While extending warm welcome to all the members of the Board of Management, the Vice-Chancellor apprised the members of the following issues.

1. 6th Regional Consultation on Community Radio Awareness (North-East Region) was organized by the University on 28th and 29th January 2009 in collaboration with Ministry of Information and Broadcasting (MIB) and Commonwealth Education Media Centre for Asia (CEMCA), New Delhi, funded by the MIB. It was inaugurated by the Hon'ble Chief Minister of Assam and attended by about 50 delegates from N.E. Region besides the officials of MIB and CEMCA.
2. The Vice-Chancellor informed the Board that due to non-receipt of adequate and timely grant from state government, the University has to face serious problem even in paying salaries of its employees. The DEC fund had to be diverted temporarily to pay the salaries. Out of total budget grant of Rs. 90 lakhs (Rs. 50 lakh plan and Rs. 40 lakh non-plan) for 2008-09, The University received the non-plan grant of Rs. 40 lakhs only on 17-3-09 and the plan grant of Rs. 50 lakhs was yet to received.

Resolution No. BM/1/3/2009:

Resolved that this be noted.

Agenda item No. 2 : Proceedings of the last meeting of the Board of Management held on 02.12.2008 which has already been circulated has been placed as Annexure I.

Resolution No. BM/2/3/2009:

Resolved that the proceedings of the meeting of the Board of Management held on 02.12.2008 be confirmed.

Agenda item No.3: Registrar placed the following action taken report on actionable issues in the resolutions of the last meeting held on 02/12/09 before the Board.

Action Taken Report

Ref : **Resolution No. BM/9/2/2008**

Issue : *Regarding steps taken for creation of posts for the staff of the proposed regional centre at Jorhat.*

Action : *The govt. has already been moved vide No. KKHSOU/Reg/UE/10/07/62 dated 16.03.2009 for creation of the posts of Assistant Director in the rank of Assistant Registrar one Office Assistant and one 4th grade staff.*

Ref : **Resolution No. BM/10/2/2008**

Issue : *Regarding creation of the post of lecturers in subjects like education, history, electronic science, agricultural science etc.*

Action : *The govt. has already been moved vide No KKHSOU/Reg/UE/10/07/62 dated 16.03.2009 for creation of the posts of 13 lecturers in addition to 7 nos. of posts already sanctioned.*

Ref : **Resolution No. BM/11/2/2008**

Issue : *Regarding sanction of posts for Non-academic staff.*

Action : *The govt. has already been moved for creation of the posts vide No. KKHSOU/Reg/UE/10/07/62 dated 16.03.2009*

Ref : **Resolution No. BM/12/2/2008**

Issue : *Regarding sanction of posts for the proposed audio-visual studio of the University.*

Action : *The govt. has already been moved for sanction of the technical posts for the audio-visual studio set up by the University.*

Ref : **Resolution No. BM/13/2/2008**

Issue : *Regarding approval of the 10 new study centres.*

Action : *The study centres have already been informed of the approval and requested to sign MOU vide No. KKHSOU/Study Centre/06/2009/02 dated 15-03-2009.*

Ref : **Resolution No. BM/17/2/2008**

Issue : *Regarding authorization for acquisition of Housefed building and exploring the possibilities of purchase private land for the University.*

- Action :** (i) Deputy Commissioner Kamrup (Metro) has been requested to assess the land value of the housefed building. PWD (Building) have already taken the measurement of the Housefed building.
- (ii) For purchasing of private land, an advertisement was issued in the Assam Tribune inviting offer. Only one offer has been received so far.
- Ref :** Resolution No. BM/26/2/2008
- Issue :** Regarding constitution of the committee to recommend hospitals for medical care for the staff of the University.
- Action :** A committee has been constituted vide No. KKHSOU/Circular/03/07/36 dated 17-03-2009.

Resolution No. BM/3/3/2009:

Resolved that the action taken report placed before the meeting by the Registrar be noted.

Agenda item No. 4 : Approval of the budget 2009-10 and revised budget 2008-09

The Finance Committee in its meeting held on 19.12.08 approved the annual budget for the year 2009-10 and revised budget 2008-09 (*Annexure – II*). The budget has been placed before the Board of Management for ex-post facto approval.

Resolution No. BM/4/3/2009:

Resolved to grant the ex-post facto of the budget estimate 2009-10 and revised budget 2008-09

Agenda item No. 5 : Recommendation of the Academic Council

The recommendations of the Academic Council (Committee)'s meeting held on 19.03.09 (*Annexure III*) regarding

- i) starting of M.A., M.Phil, Ph.D. programmes;
- ii) modalities for admission into Ph.D. programme;
- iii) apprising of the progress in starting a few Diploma courses in professional subjects;
- iv) approvals of the new Study Centres;

are placed before the Board for approval.

Resolution No. BM/5/3/2009:

Resolved to approve the recommendations of the Academic Council (Committee) and suggest that the Academic Committee also consider introduction of Master in Business Administration, M.Phil in Management and Executive MBA.

Agenda item No. 6 : Approval of the first annual report (upto March, 2008)

Although University officially started functioning from December, 11, 2006 (the date of joining by the Vice-Chancellor), the activities of the University started practically from February, 2007. It was therefore, decided to prepare the first annual report of the University covering the period from December, 11, 2006 to 31st March, 2008. The first annual report thus prepared (*Annexure IV*) is placed before the Board of Management for approval as per the provision in the University's Act.

Resolution No. BM/6/3/2009:

While appreciating the achievements of the University in launching of six academic programmes in a short time and successful holding of examination on time, it is resolved that the First Annual Report be accepted. The Board of Management also suggests that the University academia, in order to improvise and update, should revise the study materials on a regular basis and also should devise a mechanism to obtain feedback from the learners so as to make the course-materials user-friendly without dilution of quality and standard. There is no denying that the success of an open and distance learning institute greatly depends on the quality and completeness of the study materials and the programmes for their delivery.

Agenda item No. 7 : (Ex post-facto) Approval of BPP examination result

The examination committee in its meeting held on 28.02.2009 recommended declaration of result of BPP examination (held in December, 2008/January, 2009) pending the final approval of Board of Management (*Annexure V*).

Resolution No. BM/7/3/2009:

Since the timely declaration of results of different examinations held by the University cannot wait for approval from the Board of Management which can hold its meeting only after every two/three months, it is therefore resolved to authorize the Examination Committee to declare the results of the examination to be conducted by the University on time without the approval of the Board. However the Board of Management should be apprised of the fact at the earliest opportunity.

Agenda item No. 8 : Extension of telecommunication facilities to the Study Centres

University at the moment has 141 Study Centres and it is required to have regular communications with the Study Centres. As certain matters are urgently required to be communicated to the Study Centres by the University office and vice-versa, it has been decided to provide telecommunication facilities through Tata Indicom because of their attractive commercial offer under a special scheme to about 60 (sixty) Study Centres where their network exists. The Vice-Chancellor has endorsed this scheme and installation of Tata Indicom phone in the University office and the Study Centres. This has been placed before the Board of Management for approval. The total annual cost of this facility will be about Rs. 2 lacs and it may be paid out of DEC grant as student support service.

Resolution No. BM/8/3/2009:

Resolved to approve the implementation of the scheme, with the condition that its continuation should purely depend on the services to be rendered by the company.

Agenda item No. 9 : Approval of payment of interim relief

The govt. of Assam granted interim relief to the state govt. employees at the rate of 25% of the basic pay vide OM No. FPC 6/2008/P6/4 dated Dispur the 2nd January, 2009. The University on the strength of the

said order is also releasing the interim relief on the approval of Vice-Chancellor. The matter is placed before the Board of Management for final approval.

Resolution No. BM/9/3/2009:

Resolved that the Vice-Chancellor will take necessary action after obtaining advice from the Finance Officer on the matter.

Agenda item No. 10 : Purchase of a car

The University urgently needs a van type vehicle for official works. There is budget provision in the current year's budget for the purchase of a motor vehicle. The matter is placed before the Board of Management for approval to procure the vehicle following due procedure.

Resolution No. BM/10/3/2009:

Resolved to approve the purchase of a Tata Sumo or similar type of vehicle instead of a van best suited for the purposes of the University.

Agenda item No. 11 : Engagement of workers on daily wage basis

There is urgent necessity of engaging labour on daily wage basis in the Examination and SLM sections for packaging & delivery of study materials as well as examination materials. Such labour will be engaged as and when necessary when the existing 4th grade employees in these sections are found inadequate.

Resolution No. BM/11/3/2009:

Resolved to approve engagement of a maximum of 3 daily wage earners for a maximum of 60 days in a year.

Agenda item No. 12 : Fixation of the rates of additional wage

As per the decision of the last meeting of the Board of Management the rate of additional wage for engaging employees on holidays for emergency work was fixed at 1/30th of the monthly salary. But somehow the quantum of additional wage was fixed at Rs. 120 for all categories of employees regardless of the monthly salary that may be drawn by an employee. It is therefore, proposed to quantify the additional wages as follows.

- (a) Rs. 120 for 4th grade.
- (b) Rs. 150 for 3rd grade junior assistants.
- (c) Rs. 175 for 3rd grade assistants.

Resolution No. BM/12/3/2009:

Resolved to approve continuation of the existing uniform rate of additional wage at Rs. 120/- for all categories of employee.

Agenda item No. 13 : Recommendation of Screening Committee for payment of Salary.

Pursuant to the decision (Resolution No. BM/21/2/2008 dated 02.12.2008) taken at the last meeting of the Board of Management regarding payment of grade scale of pay to the Grade III and Grade IV employees, the Vice-Chancellor constituted a four member screening committee with Smt. Ahalya Gogoi, Hon'ble member

of the Board in the chair. The screening committee after assessing the performance and personality of the employees recommended scale pay to all Grade IV and all but two Grade III staffs who had been working against sanctioned posts. The committee felt that the two of the Grade III employees would have to enhance performance to be eligible for grade pay.

Resolution No. BM/13/3/2009:

It is resolved to refer to the Screening Committee to review its recommendation in respect of the two Grade III employees on the ground that an employee cannot be paid less than the scale of pay of the post in his cadre for unsatisfactory performance. A non performer or a poor performer may be removed from service following due procedure but cannot be paid less for the same. The Board however concurs with rest of the recommendations.

However, without impinging on the effect of the last resolution, it is resolved that the Board of Management be apprised of the legality of the decision of the Screening Committee.

Agenda item No. 14 :

Ms. Tapashi Kashyap Das, Academic Consultant in Computer Science was granted leave for 30 days on medical ground w.e.f. 13.02.09. During the period she underwent surgery and developed complication latter, as a result of which she had to remain absent for 42 days and apply for extension of leave upto 26.03.09. By executive orders VC can grant leave for 20 days only – 10 days as Casual Leave and another 10 days as Special Leave. Therefore, the matter is required to be placed before the Board of Management for its decision. Due to delay in the submission of the prayer by Academic Consultant for grant of special leave, the Registrar placed the matter orally before the Board for consideration.

Resolution No. BM/14/3/2009:

Resolved that the matter be placed with detailed agenda note and the existing proviso in the rules/instructions for grant of such special leave before the next meeting of the Board of Management.

It is also resolved that until the University frames its own rules in the matter of leave, medical reimbursement etc. the relevant rules of the state government should be followed.

Agenda item No. 15 :

As per the resolution No. BM/9/1/2008 of the meeting of the Board of Management held on 8-7-2008, the Academic Consultant who attend counseling sessions in the Central Jail, Guwahati are entitled to draw TA. This, according to the Finance Officer is not acceptable to audit. Either remuneration or conveyance allowed be paid for performing such duty.

Resolution No. BM/15/3/2009:

Resolved that conveyance allowance at the rate that has already been decided may be paid to the Academic Consultant who perform duty in Guwahati Central Jail.

Agenda item No. 16 : To consider the holding of Indian Science Communication Congress in Guwahati in 2009.

The Indian Science Communication Congress requested the KKHSOU vide its letter No. CO/FP/G187/2008 dated 17-3-2009 to host the Indian Science Communication Congress, 2009 in Guwahati, fund for which will be provided by the Directorate of Science and Technology, Government of India. The University gave the consent to hold the congress with the approval of Vice-Chancellor pending final approval of the Board of Management.

Place before the Board for final approval.

Resolution No. BM/16/3/2009:

After a discussion it is resolved that the proposal to host the Indian Science Communication Congress, 2009 in Guwahati by the University be approved.

Agenda item No. 17 :

To consider the approval for submission of the project proposal for "Establishment of Centre for Science and Technology Communication in the University" to the Directorate of Science and Technology under the Ministry of Science and Technology, Government of India.

The University under the faculty of Mass Communication intends to submit a proposal for establishment of Centre for Science and Technology Communication in the University to be fully funded by the Ministry of Science and Technology.

Placed before the Board of Management for approval.

Resolution No. BM/17/3/2009:

Resolved that the proposal be approved.

Agenda item No. 18 : To consider the holding of Conference on Economic Development of Assam in the Context of Look East Policy.

A meeting of a select group of economists and thinkers was held in the University under the Chairmanship of Justice K.N. Saikia, Retd. Judge of Supreme Court of India which decided to hold a Conference on Economics Development of Assam in the Context of Look East Policy and sought sponsorship from PSUs, BRPL has already released a sum of Rs. 2 lakhs with the understanding that the University takes the responsibilities to hold the conference.

The matter is placed before the Board for a decision.

Resolution No. BM/18/3/2009:

It is resolved to approve that the university may organize the conference if V.C. agrees.



(R. B. Mahanta)

Registrar



(Srinath Baruah)

Vice-Chancellor