



(Annexure - I)

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Proceedings of the 17th Meeting of the Board of Management held on 24th December, 2012

Members present :

1. Vice-Chancellor
2. Professor M. Taher
3. Professor M. L. Brahma
4. Professor I.M. Das
5. Mrs. Ahalya Gogoi
6. Dr. P.K. Choudhury
7. Sri A.M. Mazumdar
8. Sri Keshab Mahanta
9. Sri G. Borthakur
10. Sri R. P. Mazumdar
11. Registrar

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

While extending a very warm welcome to all the members of the Board, Vice-Chancellor in his introductory remarks apprised the Hon'ble members of the Board of the following information.

- Assam government sought the DPR of Rs. 3.50 crores against plan allocation for construction in the permanent campus at Patgaon, Rani, and accordingly submitted a DPR of Rs. 3.51 crores for the construction of library portion of the Academic building as per the Master Plan.
- The University submitted to the State government a proposal for approval by it 65 academic and administrative posts (numbering 65) created by the BoM. The Director of Higher Education submitted the proposal of the said 65 posts to the Higher Education Department for approval and the making necessary provision in the ensuing budget.
- A proposal of Rs. 7.8 crores had been sent to the Hon'ble Chief Minister of Assam for a special grant for the construction of infrastructure of the Regional Centre of the University at Jorhat.
- University planned to shift certain sections of the administrative office and the faculty members to the newly constructed building at the permanent campus in April, 2013.
- As per the decision of the Board, a building was selected for renting to provide temporary accommodation for the Regional Centre adjacent to the University's land at Jorhat. It was also planned to start the functioning of the Regional Centre at Jorhat in April, 2013.

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Resolution No. BM/2012/17/1: Resolved that the introductory remarks of Vice Chancellor be noted.

2. **Agenda item No. 2 :** To consider the confirmation of the proceedings of the 16th meeting of the Board of Management held on 12th November , 2012

The proceedings of the 16th meeting of the Board of Management held on 12th November, 2012 are placed before the Board of Management for consideration of confirmation. (Annexure-I).

Resolution No. BM/2012/17/2: Resolved that the proceedings of the meeting of the Board held on 24th. December, 2012, be confirmed.

3. **Agenda item No. 3 :** Action-taken report on the last meeting of the Board of Management

Since the proceedings of the 16th meeting of the Board of Management is to be confirmed in to-day's meeting, no actions has been taken on the decisions except the following urgent issues.

- i) **Resolution No. BM/2012/17/3:** Resolved that the service of the Sri Sudhir Dasgupta as adhoc Section Officer be extended upto March 31, 2013.
Action taken : A letter was issued to Sri Sudhir Dasgupta informing him the extension of his service upto 31st March, 2013.
- ii) **Resolution No. BM/2012/16/10 :** Resolved that Sri Keshab Mahanta be nominated to the Finance Committee as one of the nominees of the Board.
Action taken: Notification has been issued to this effect.
4. **Agenda item No. 4 :** To consider the approval of statement of expenditure(SOE) and utilization certificate (UC) submitted to the Distance Education Council.

The Distance Education Council (DEC) allowed this University to utilize the unspent balance of development grant of 2011-12 amounting Rs. 54,37,405/-. DEC has sanctioned a development grant of Rs. 4.00 Crores for 2012-13 (including the carried-over unspent balance of Rs. 54, 37,405/-). The DEC has, in the mean time, released the first instalment of Rs. 1.61 Crores and requested the University to submit the SOE and UC upto the 30th. November , 2012, with due approval of BoM. DEC requested to send the notarised affidavit on the SOE and UC immediately for release of the balance amount of development grant with condition that the due approval of BoM or Executive Council will be obtained earliest.

The SOE and UC against the grants received from the Distance Council for 2010-11, 2011-12 and upto 30th. November of 2012-13

relevant papers (Annexure-II) are placed before the Board of Management for approval.

Resolution No. BM/2012/17/4 : *Resolved that the statement of expenditure (SOE) and utilization certificates (UC) against the grants received from DEC during 2010-11 and 2011-12 and also upto 30th November, 2012-13 be approved. It is also resolved that the notarised affidavit already submitted to the Distance Education Council on the terms and conditions and utilization of grants (SOE and UC) during 2012-13 (upto November 30, 2012) be approved for onward transmission to DEC.*

5. **Agenda item No. 5 :** To consider the recommendation of the Selection Committee for the post of Registrar

The proceedings of the Selection Committee held on 22nd December, 2012 , was placed before the Board.

Resolution No. BM/2012/17/5(a): *The Board accepted the recommendation of the Selection Committee and resolved to appoint Sri Rajat Baran Mahanta to the post of Registrar for a term of five years in the UGC scale of pay. Resolved also that the appointment letter be issued without waiting for confirmation.*

Vice-Chancellor apprised the Board of the difficulty faced by the University for not having a permanent Registrar since July, 2012, and the present Registrar ,in-charge, who happened to be the Dean (Academic) , can hardly devote sufficient time to academic administration because of preoccupation with the post of the Registrar. In view of that, Vice-Chancellor proposed to request the Chief Secretary, GoA, to allow Sri Rajat Baran Mahanta , who is currently Joint Secretary in the Department of Industry, GoA, to take additional charge of the Registrar immediately till he would be released from the government service to join the post of the Registrar.

Resolution No. BM/2012/17/5(b): *Heard the Vice-Chancellor and resolved that the State government be requested to allow Sri Rajat Baran Mahanta to take additional charge of Registrar of this State University till his final release from the government service.*

6. **Agenda item No. 6:** To consider Conversion of a few posts on urgency.

The University sent a number of proposals for creation of 65 academic, administrative and non-teaching supporting staff duly approved by the BoM. Among the posts created by the Board of Management , the most urgently required posts are Assistant Librarian, System Engineer, Assistant Registrar (PR) and Assistant Registrar (Examinations). The Director Higher Education after long persuasion finally recommended to the Higher Education Department for approval

of 65 posts including the above mentioned posts as sought by the University . But the State government may take a few more months for state government to finally communicate the approval of the posts.

In view of the above as also for urgent necessity of managing the examinations, library, automation and public relations with study centres, etc., it is immediately required to fill up the above mentioned four posts. A few equivalent posts approved by the government have yet to be filled up and It is suggested that four of these unfilled posts may be converted as indicated below till the University gets the formal approval of 65 posts as recommended by Director (Higher Education)

Annexure following posts are

Unfilled Post already approved by state government to be converted	Posts already recommended by the Director of Higher Education for approval to be urgently filled up
Assistant Professor (Mass Communication)	Assistant Registrar (Examinations)
Electronic Engineer	System Engineer
Audio Visual Production Executive	Assistant Registrar (PR)
Assistant Professor (Electronic)	Assistant Librarian

Resolution No. BM/2012/17/6 : *After detailed discussion, the Board approved the proposal for temporary conversion of posts.*

7. **Agenda item No. 7 :** To consider the recommendations of the Administrative Committee for formulation of rules for financial assistance in respect of the academic staff for presentation of research papers in Conference/Seminars/Symposium etc.

The report of the Committee (annexure-III) is placed before the Board of Management for consideration of approval.

8. **Agenda item No. 8:** To apprise the Board on the MoU signed between Commonwealth of Learning (COL), Canada and KKHSOU.

The Commonwealth of Learning (COL) , Canada, selected this University to work for improvement of quality in the Open and Distance Learning and a MOU was signed between the University and the COL. The copy of the MOU is placed before the Board of Management for appraisal (Annexure-IV).

Resolution No. BM/2012/17/8: *Resolved that the MOU signed between Commonwealth of Learning and KKHSOU be approved.*

9. **Agenda item No. 9 :** To consider the extension of service of OSD (Examination)

The incumbent OSD(Examinations) Sri P.B. Lahkar will attain the age of 65 years on 31st January, 2013. The University has not got sanction for the post of Controller of Examinations from the State government and the recently recruited Deputy Registrar (Examinations) is not well experienced to be entrusted with the full responsibility of Controller of Examination, the service of Sri Lahkar had to be retained for at least one year. As per the University Ordinance, the age of retirement of a regular employee is 65 years. Since Sri Lahkar was recruited on adhoc basis, his continuation as OSD(Examinations) may be allowed on the same terms and conditions. The University at present conducts 51 examinations in a year and the number will increase to about 65 due to introduction of the Semester system.

Vice-Chancellor also informed the Board that the present incumbent OSD(Examinations) Sri P. B. Lahkar had to undertake very hard labour in conducting and declaring examination results due to shortage of supervising officers and supporting staff in the Examination Section. Vice-Chancellor further informed that Sri Lahkar was paid a lump-sum monthly salary on the basis of his last pay drawn in AHSEC which did not commensurate to his present duties and responsibilities. In view of that, the Vice-Chancellor proposed to increase the lump-sum pay of Sri Lahkar by Rs.5,000 per month.

Placed before the Board for a decision.

Resolution No. BM/2012/1719 : *Resolved that the service of Sri P. B. Lahkar, OSD(Examinations) be extended for another one year with effect from 1st February, 2013. It is further resolved that the lumpsum salary of Sri Lahkar be increased by Rs. 5,000 per month.*

10. Agenda item No. 10: Declaration of Examination results:

Registrar placed before the Board the results of the following examinations:

- (i) First year Bachelor of Arts examination held in May, 2012.
- (ii) First year Bachelor of Commerce examination held in May, 2012.
- (iii) First year Bachelor of Mass Communication examination held in May, 2012.
- (iv) Third year Bachelor of Arts examination held in June-July, 2012.
- (v) Third year Bachelor of Commerce examination held in June-July, 2012.
- (vi) Third year Bachelor of Mass Communication examination held in June-July, 2012.
- (vii) Third year Bachelor of Business Administration examination held in June-July 2012.
- (viii) Sixth Semester Bachelor of Computer Application Examination held in June-July, 2012
- (ix) Second Semester Bachelor of Computer Application Examination held in June-July, 2012

- (x) Second Semester Bachelor of Business Administration Examination held in June-July, 2012

Resolution No. BM/2012/17/10 : Resolved that the Examination results be approved and announcement made.

11. Agenda item No. 11 : To consider the approval of the Holiday List upto March, 2013.

As the list of holidays for the year 2013 was not finalized, a partial list for the period from 1st January to 31st March, 2013 was placed before the Board of Management for consideration of approval.

Resolution No. BM/2012/17/11 : Resolved that the list of holidays from 1st January to 31st March, 2013 be approved.

List of holidays for 2013 (upto 31 st March)			
Date	Days	Occasion	No. of days
13 th , 14 th , 15 th January	Sunday, Monday, Tuesday	Magh Bihu & Tusu Puja	3
23 rd January	Wednesday	Netaji's Birthday	1
26 th January	Saturday	Republic Day	1
25 th February	Monday	Bir Chilarai Divas	1
27 th March	Wednesday	Dol Jatra	
29 th March	Friday	Good Friday	1

The meeting ended with a vote of thanks from the Chairman to all the Hon'ble members of the Board


Registrar


Vice-Chancellor