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(Annexure - I)

Krisha Kanta Handiqui State Open University

**Proceedings of the 18th Meeting of the Board of Management held
on 2nd April, 2013**

Members present:

1. Vice-Chancellor
2. Professor Mohammad Taher
3. Professor Pradyut Kumar Goswami
4. Mrs. Ahalya Gogoi
5. Dr. Pabitra Kumar Choudhury
6. Professor Taburam Taid
7. Professor Indu Mohan Das
8. Sri Phanindra Zidung
9. Sri Abdul Muhib Mazumdar
10. Sri Keshab Mahanta
11. Registrar

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

While extending a warm welcome to all the members of the Board, particularly Dr. P.K. Goswami and Sri P. Zidung who attended the meeting of the Board for the first time, Vice-Chancellor in his introductory remarks apprised the Hon'ble members of the Board of the following n

- i) Professor V. Venkaiah, Vice-Chancellor of Krishna University and external verifier of Commonwealth of Learning, visited this University during 8th to 12th March, 2013 for interaction with the officials and teachers of the University, learners, co-ordinators and Centre-in-charge of Study Centres, State government officials to get the feedback for self-review and internal verification teams.
- ii) The Commissioner and Secretary of Higher Education who was also present in the interactive session with Professor Venkaiah, informed that 30% of the grants for infrastructural development of provincialised colleges would be earmarked for infrastructure for ODL education of the colleges pursuing the programmes of KKHSOU.
- iii) Vardhaman Mahavir Open University, Kota, Rajasthan, requested this University to them allow it to adopt the self-learning material for five academic programmes, two relating to Computer Science and three relating to Mass Communication and the University expressed its willingness to share their SLM for the said programmes

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- iv) It was proposed to shift the University office (except Examination branch and Multimedia Production Centre) to the permanent campus at Patgaon, Rani, in May, 2013. Hon'ble Chief Minister had consented to formally inaugurate the building.
- v) The apex body of distance education of the country, Distance Education Council, had been reorganized by shifting the management of DEC from IGNOU to UGC.
- vi) In order to maintain standard of ODL education, the Distance Education Council and MHRD decided to issue an instruction to the dual mode universities of the country to have same curriculum, same examination, same question papers and same examination results of the students of both face-to-face and ODL modes.

Resolution No. BM/18/1/2013 : Resolved that the introductory remarks of Vice-Chancellor be noted.

2. **Agenda item No. 2 :** To consider the confirmation of the proceedings of the 17th meeting of the Board of Management held on 24th December, 2012

The draft proceedings of the meeting of the Board of Management held on 18th December, 2012 was circulated among the Hon'ble members of the Board a few days after the meeting, requesting the Hon'ble members to suggest modification, if any, to the draft. A few Hon'ble members, notably Professor M. Taher and Professor I. M. Das made certain modifications to the draft and these modifications have been incorporated and the final draft proceedings of the meeting was placed before the Board of Management for consideration of confirmation (**Annexure-I**). As there are no further corrections, suggested by any member, the said proceedings are confirmed.

Resolution No. BM/18/2/2013: Resolved that the proceedings of the meeting of the Board held on 24th December, 2012 be confirmed.

3. **Agenda item No. 3:** To apprise the action taken report on the last meeting of the Board of Management.

The report on the actions taken on the decisions of the last meeting of the BoM held on 24th December, 2012, is placed before the Board of Management by the Registrar for appraisal (**Annexure-II**).

Resolution No. BM/18/3/2013: Resolved that the action taken report presented by the Registrar be noted.

4. **Agenda item No. 4** To apprise and approve the decision of the Academic Council held on 25th March, 2013

A meeting of the Academic Council was held on 25th March, 2013 and the proceedings of the meeting are placed before the Board of Management for perusal and approval. (**Annexure-III**)

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Resolution No. BM/18/4/2013: Discussed the proceedings of the meeting of the Academic Council held on 26th March, 2013 and **resolved to approve the decision of the Academic Council on the following matters :-**

- i) **List of 19 new Study Centres**
- ii) **Licensing under Creative Commons**
- iii) **Conferment of D.Litt. degree (Honoris Causa) on Professor Asha S. Kanwar, President and CEO of Commonwealth of Learning, Canada.**
- iv) **Introduction of a 6 month Certificate Course on Sound Recording and Audio Editing**
- v) **Recommendations of the Research Council**
- vi) **Standard of pass marks and class to be awarded for various examinations.**

5. **Agenda item No. 5 :** To consider and approve the decision of the meeting of the Finance Committee held on 24th March, 2013.

A meeting of the Finance Committee was held on 25th March, 2013 and the decisions of the Finance Committee were placed before the Board for approval. (Annexure-IV)

Resolution No. BM/18/5/2013 : **Resolved that the decisions of the meeting of the Finance Committee on reappropriation of the budget 2012-13 and the enhancement of daily wages of Grade-C and Grade-D employees to Rs. 350/- and Rs.250/- respectively be approved.**

6. **Agenda item No. 6 :** To consider the recommendation of the Selection Committee for the appointment to the post of Dean (Study Centre).

The recommendation of the Selection Committee was placed in the meeting by the Registrar. The Selection Committee recommended the name of Dr. Hitesh Deka for appointment to the post of Dean (Study Centre)

Resolution No. BM/18/6/2013: **Resolved that Dr. Hitesh Deka be appointed as Dean (Study Centre) on usual terms and conditions of the University and the scale of pay relevant to the post. Resolved further that the appointment letter be issued without waiting for confirmation.**

7. **Agenda item No. 7 :** To consider the recommendation of the Selection Committee for appointment to the post of Assistant Librarian.

The recommendation of the Selection Committee was placed in the meeting by the Registrar. The Selection Committee recommended the name of the following candidates for appointment in order of preference.

1. Dr. Badan Barman
2. Shri Hemanta Gogoi

Resolution No. BM/18/7/2013 : **Resolved that Dr. Badan Barman be appointed as Assistant Librarian on usual terms and conditions of the University and the**

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scale of pay relevant to the post. Resolved further that the appointment letter be issued without waiting for confirmation.

8. **Agenda item No. 8:** To consider the approval of the temporary engagement of a retired Officer of AHSEC by the Vice-Chancellor in the Examination Section considering the urgency of situation.

The Vice-Chancellor on the recommendation of the OSD(Examinations) temporarily appointed Shri Ananta Talukdar as Section Officer in Examination section. Shri Talukdar retired as Assistant Secretary of Assam Higher Secondary Education Council in January, 2013, having adequate experience in the management of examination system. This temporary engagement of Sri Talukdar @ Rs. 12,000 per month was urgently necessitated as the University did not have even a single senior responsible officer for dealing with the examination related works. There are, at the moment, two Officers and four grade-III and 3 grade-IV employees and a few daily wage grade-IV persons in the examination Department dealing with about 69,000 students and about 60 examinations.

Placed before the Board of Management for ex-post-facto approval of the decision of Vice-Chancellor

Resolution No. BM/18/8/2013 : Resolved that action of the Vice-Chancellor on temporary engagement of Sri Ananta Talukdar, retired Assistant Secretary, AHSEC, as Section Officer be approved. Resolved further that the engagement of Sri Talukdar be made for a period of one year as the Examination section is badly under-staffed.

9. **Agenda item No. 9:** To consider the selection procedure for short-listing the candidates to hold Selection Committee for the posts of Assistant Controller of Examinations, Assistant Regional Director, Assistant Registrar (PR) and System Analyst.

Four posts of Officers, namely, Assistant Controller of Examinations, Assistant Regional Director, Assistant Registrar (PR) and System Analyst were advertised and following numbers of applications for each post were received

Name of post	Number of applications received	Number of Short-listed application
Assistant Controller of Exam.	73	Not decided
Assistant Registrar (PR)	48	Not decided
Assistant Regional Director	66	Not decided
Systems Analyst	81	Not decided

Placed before the Board of Management to give a direction on the procedure of short listing the candidates for the purpose of holding personal interview

Discussed the matter in detail including holding of selection test for short-listing of candidates .

Resolution No. BM/18/9/2013: *Resolved that a Committee be constituted with the following members to suggest the procedure of selection including the allotment of marks for various components of interview.*

1. Professor M. Taher
2. Professor T. R. Taid
3. Professor I. M. Das
4. Registrar - Convener

10. Agenda item No.10: To report the action taken by Vice-Chancellor on two Grade-IV employees of the University

Two Grade-IV employees, namely, Sri Nitul Saikia and Shiv Shankar Rai were asked to go on compulsory leave without pay for one month and two months respectively by the order of the Vice-Chancellor under Section 9(3) of the University Act, for misconduct with effect from 17th. January, 2013. Sri Nitul Saikia misused the facility of cooking gas provided by IOC to the University. On the other hand, Sri Shiv Shankar Rai, defied the verbal and written orders of authority relating to the matter of his leave.

As per the provision of the said Section of the Act, the action of the Vice-Chancellor shall be reported in Board of Management. The matter was placed before the Board for approval.

Resolution No. BM/18/10/2013: Heard the Vice-Chancellor in detail regarding the background of taking disciplinary action against the said two employees and **resolved that the action of the Vice-Chancellor be approved.**

11. Agenda item No. 11 : To consider the purchase of a plot of land for the city campus of the University.

The permanent campus of the University at Patgaon, Rani is located about 25 km away from Panbazar and 35 km away from the present rented building at Housefed Complex. In an earlier meeting of the Board of Management, there was a consensus to have a city campus near Housefed complex on the proposed donation of a plot of land by Dr. Jayanta Madhav. However, no positive response came from Dr. Jayanta Madhab in spite of a series of discussions with him for the deal. A City campus is needed for multimedia production centre and some of the academic and administrative functions besides holding meetings with the personnel of the study centres and holding of Seminar, Workshop, etc. The rental agreement with Housefed authority for accommodation in the present Housefed complex would be over by 2016. Moreover, the through the Court due to vacation notice served on us by Housefed authority. Under the circumstances, it was urgently needed to look for an alternative plot of land for the city campus, preferably by the side of National Highway No. 37 near ISBT or at any other convenient place inside the city for operational convenience.

Placed before the Board of Management for a direction.

Resolution No. BM/18/11/2013: The Board appreciated the immediate need of a city campus for some activities of the University as the headquarter is located at a distant place from the main city and **resolved that a suitable plot of land adequate for the city campus of KKHSOU be purchased in a suitable location of the city preferably by the side of the National Highway No. 37 between Lakhra and Boragaon area through advertisement in one or two local dailies asking for detailed information and price of the plot.**

12. Agenda item No. 12 : To consider the approval of Examination results

A number of Examination results were declared after 24th. December, 2012. The details of the results were furnished in **Annexure-V**. Placed before the Board of Management for consideration of approval.

Resolution No. BM/18/12/2013 : Resolved that the examination results be approved.

13. Agenda item No. 13 : To consider the amendment of the Ordinance on "*Supporting Services (Recruitment Procedures) Rules, 2013*"

State government approved 9 posts of Senior Assistants out of which 3 posts were earlier filled up. But subsequently, two of the filled up posts were relinquished by the persons concerned, leaving 8 out of 9 posts vacant at the moment. The Ordinance on "*Supporting Services (Recruitment Procedures) Rules, 2013*" under Section 4(h) stipulates that all the posts of Senior Assistants would be filled up by promotion on the basis of merit cum seniority from amongst the Junior Assistants after their completion of six years of service. Since the existing junior Assistants have just completed 4 years of service, these posts of Senior Assistants cannot be filled up for next two years. Since the University urgently need additional hands of senior Secretarial Assistants for various activities, it is, therefore, suggested that an amendment be made to the existing provision to make 50% of the posts of Senior Assistants promotional and 50% in the category of direct recruitment.

Under Section 4(g) of the said Ordinance, all the posts of Assistant Section Officers would be filled up by promotion on the basis of merit cum seniority from amongst the Senior Assistants they complete six years of service. There are five posts of Assistant Section Officers lying vacant and there are only two Senior Assistants in the University just completing 4 years of service. Hence, only two of these senior posts of secretarial service can be filled up after two years. Hence it was proposed that an amendment be made to the existing provision to make 40% of the posts of Assistant Section Officers promotional and 60% in the category from direct recruitment.

Resolution No. BM/18/13/2013: Resolved that the relevant sections of the Ordinance on "*Supporting Services (Recruitment Procedures) Rules, 2013*" be amended in the following manner

- i) 50% of the posts of senior Assistants will be filled up through promotion on seniority-cum merit basis and remaining 50% will be filled up through direct recruitment
- ii) 40% of the posts of Assistant Section Officers will be filled up through promotion on seniority-cum merit basis and remaining 60% will be filled up through direct recruitment.

14. Agenda item No. 14 : Relaxation of the duration of service for promotion: under Section 20 of the Ordinance on "Supporting Services (Recruitment Procedures) Rules, 2013"

Section 4(d) of the Ordinance on "Supporting Services (Recruitment Procedures) Rules, 2013" specifies that the appointment to the only post of Accountant will be made by promotion on the basis of merit cum seniority from amongst the Senior Accounts Assistants. Since the University urgently requires additional hands in Accounts Section, it is necessary that the post of Accountant be filled up urgently. There is only one Senior Accounts Assistant who joined the University service on 14th March, 2007 and he has completed more than six years in this University. He was appointed by the Vice-Chancellor on regular basis under the provision of the Section 37(5) of the Act. The person concerned also worked as accounts assistant (on adhoc basis) for 4 years in Gauhati University before joining this University. The case of the person concerned may be considered for promotion to the post of Accountant and the only constraint is that he was given the scale of pay with effect from 1st January, 2009 only. Section 20 of the said Ordinance authorizes the Board to relax any of these rules in the interest of the University and hence his service experience from the date of receiving scale may be relaxed by one year 11 months.

It was, therefore, placed before the Board to consider the promotion of the person concerned to the post of Accountant, considering his total service in the University which is more than six years or by relaxation of the period under Section 20 of the said Ordinance.

Resolution No. BM/18/14/2013: The Board discussed the pros and cons of the relaxation of the eligibility criteria for filling up the promotional post of Accountant and expressed the view that it may create an unhealthy precedent.. However, the Board recommended that the Senior Accounts Assistant be allowed to Officiate as Accountant with the relevant pay as per the usual state govt. rules and **resolved that the Senior Accounts Assistant Sri Abani Dauka be asked to officiate as Accountant with the relevant pay.**

15. Agenda item No. 15: To consider the recruitment of Secretary to the Vice-Chancellor and P.S. to Registrar from the retired (or on the verge of retirement) government officials on contract basis

The posts of Secretary to the Vice-Chancellor and P.S. to the Registrar were advertised twice and a very limited number of applications were received and interviews were held but Selection Committee could not recommend any name for the posts due to poor quality of candidates on both the occasions. Both the Offices of Vice-Chancellor and Registrar are constrained for not having these two incumbents. It is, therefore, suggested that retired (or on the verge of retirement) Private Secretary (grade-I)/Grade-I Stenographer of government /Semi-government organisations may be recruited on contract basis.

Placed before the Board of Management for consideration and a decision.

Resolution No. BM/18/15/2013: *Resolved that the state government be approached to suggest the names of two suitable officials on the verge of retirement or already retired for the University.*

16. Agenda item No. 16 : To consider holding of the first Convocation of the University:

The Board in its meeting decided to hold its first Convocation in 2013. The result of the third batch of degree candidates is expected to be out in September/October, 2013 and in the meantime a few Ph.D. and Master's degree results are also expected to be out. In view of that, the University administration suggested that the period between December, 2013 and February, 2014, would be the appropriate time for holding the Convocation, depending on the convenience of the Chief Guest.

It was, therefore, placed before the Board of Management to consider the time of holding the Convocation and also suggest the panel of names as the Chief Guest to deliver the Convocation Address.

Resolution No. BM/18/16/2013: After detailed discussion, the Board suggested that the President of India would be the appropriate dignitary to be the Chief Guest to address the Convocation. *Resolved that His Excellency the President of India Sri Pranab Mukherji be requested to be the Chief Guest to address the first Convocation of the University. Resolved further to request His Excellency the Governor of Assam who is also the Chancellor of the University, to approach the President of India to accept the invitation.*

17. Agenda item No. 17: To consider the adoption of University Anthem

The Vice-Chancellor formally requested the renowned poet late Hiren Bhattacharyya to write the Anthem of this University keeping in view the philosophy of open and distance education. Unfortunately he expired. A Committee consisting of Dean (Academic), Director CIQA and Deputy Director (multimedia) was constituted by Vice Chancellor to look for an appropriate song written by renowned poets/lyricists which could be adopted as the University Anthem. Fortunately, a song written by Late Parbati Prasad Baruah has been identified by the Committee (Annexure- VI) which was once sung by Late Bhupen Hazarika in the title " *Tur Nai Je Bandhuwa Ba*". The Vice-Chancellor wrote a letter to Mrs. Bandana Hazarika, the eldest daughter of Late Parbati Prasad Baruah, who was the custodian of the properties of Late Parbati Prasad Baruah, for the information of the family.

Placed before the Board for a decision.

Resolution No. BM/18/17/2013: The members of the Board discussed the matter in detail. The members of the Board considered that although the first part of the poem reflects the philosophy of open and distance learning, the last stanza of the poem appears not to be in conformity with ODL philosophy and suggested deletion of the same. Certain members also expressed reservation referring to Lord Shiva. Some members also felt that had the

name of the University be reflected, it would have been much better. The Board suggested the deletion of the last stanza, and also rewording of Lord Shiva of the song in consultation with the family members of Parbati Prasad Baruah, who gave the consent to make the song as the University Anthem. **Resolved that the Board's observation be brought to the notice of the family members of Parbati Prasad Baruah and their reaction to the same be brought again to the Board for finalization.**

18. **Agenda item No. 18 :** To consider the approval of the list of holidays between April and December, 2013.

The Board of Management in its meeting held on 24th December, 2012, approved the list of holidays from 1st January to 31st March, 2013 vide its Resolution No. BM/2012/17/11.

The list of holidays from 1st April to 31st December, 2013, (Annexure-VII) is placed before the Board for consideration of approval.

Resolution No. BM/18/18/2013: Resolved that the holiday list for the period from 1st April, 2013 to 31st December, 2013 be approved

19. **Agenda item No. 19 :** To consider the enhancement of sitting allowance of the members of the Board of Management and other statutory Committees.

The Vice-Chancellor proposed that the sitting allowance of the members of the Board of Management and other statutory Committees be raised to Rs. 1500/- besides the TA. Placed before the Board for approval

Resolution No. BM/18/19/2013 : Resolved that the proposal of Vice-Chancellor to enhance the sitting allowance of the members of the BoM and other Statutory Committee be accepted.

20. **Agenda item No. 20:** To consider extension of service of Section Officer Sri S. Dasgupta for three months :

The Office of the Registrar is badly affected by the lack of adequate supervising personnel. Currently a retired junior officer of the state government, Sri Sudhir Dasgupta, is looking after the affairs of the office of the Registrar. The service of Sri Dasgupta expires on 31st March, 2013 and he would attain the age of 65 on 30th June, 2013. In view of this, it was desired that the service of Sri Dasgupta needed to be extended to June, 2013. Placed before the Board for a decision.

Resolution No. BM/18/20/2013: Resolved that the service of Sri Sudhir Dasgupta be retained upto the 30th June, 2013.

The meeting ended with a vote of thanks from the chair.


Registrar


Vice-Chancellor