

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
GUWAHATI**

**Proceedings of the 41st meeting of the Board of Management held on
27.02.2018 in the Conference Room of Housefed Complex, Dispur,
Guwahati at 11:00 AM**

Members Present:

- | | |
|---|--------------------|
| 1) Vice Chancellor | : Chairman |
| 2) Shri Jahnu Baruah | : Member |
| 3) Dr. Atindra Kumar Adhikari | : Member |
| 4) Shri Ramen Sarma | : Member |
| 5) Prof. Sudeshna Bhattacharjee | : Member |
| 6) Ms. Baishali Nayak (ACS) | : Member |
| (Representative from the Principal Secretary,
Govt. of Assam, Higher Education Department) | |
| 7) Dean (Study Centre) | : Member |
| 8) Dean (Academic) | : Member |
| 9) Registrar (i/c) | : Member Secretary |

Shri S. N. Misra, Secretary to Vice Chancellor and Public Relations officer was present for recording the proceedings.

Item No. 1 Vice Chancellor's address of welcome and introductory briefing.

Before calling the meeting to order, the Vice Chancellor welcomed all the esteemed members of the Board of Management. Before going to Agenda Items, the Chairman appraised the following matters:

1) That, the KK Handiqui National Award and KK Handiqui National Fellowship were presented by the Hon'ble Governor and Chancellor of Krishna Kanta Handiqui State Open University on the Foundation Day ceremony of the University held on 11th December, 2017.

2) That, an International Seminar was held on 16-17 December, 2017 on 'Developmental Interventions and Open Learning in Empowering and

transforming Society” in which large number of foreign dignitaries were participated including Professor Asha Kanwar, President, Commonwealth of Learning (COL). The seminar was nicely conducted and appreciated by all concerned.

3) That, with a view to streamline the examination system, the University has reduced the number of examination centres, in which all faculty and officers were deputed as the examination monitoring officers. He further stated that due to the initiative taken by the University the number of unfair means has been reduced substantially.

4) That, as a part of social responsibility, the University is organising a Round Table Conference on 4th March, 2018 on a burning issues like Flood and Erosion problem faced by the people of Assam in which distinguished guests have been consented to participate in the above discussion.

Resolution No: BM/41/1/2018: Resolved that the Vice Chancellor's address of welcome and introductory briefing be noted.

Item No.2 Confirmation of the Proceedings of the 40th meeting of the Board of Management

The copies of the proceedings of the above meeting were circulated to the members of the Board of Management. The members were requested to point out the mistakes, if any, in recording the proceedings. (Copy enclosed and marked as Annexure-1)

The Board was requested to approve the Proceedings as recorded.

Resolution No: BM/41/2/2018: Resolved that the Proceedings of the 40th meeting of the Board of Management held on 07.11.2017 be approved.

Mater arising out of confirmation of the proceedings.

It was pointed out that in the 40th meeting of the BoM held on 07.11.2017 under agenda item no 7, vide Resolution no: BM/40/7/2017, the services of Dr Dibyajyoti

Mahanta was regularised. The Board observed that his services cannot be regularised in this University as Dr Mahanta at present is on leave from the Government of Assam. Therefore the resolution be amended and accordingly the following resolution was taken:

Resolution no: BM/40/7/2017 *Resolved that the completion of probation period by Dr Dibyajyoti Mahanta be noted. His service may be regularised for the remaining period of the term after formal release from the Government of Assam.*

Item No. 3 To apprise the Action Taken Report on the decision of the 40th Meeting of the Board of Management.

The Action Taken Report on the decisions of the 40th Meeting of the Board of Management was circulated to the members of the Board of Management. **(Copy enclosed and marked as Annexure -2)**

The Board was requested to approve the above.

Resolution No: BM/41/3/2018: *Resolved that the action taken report on the decisions of the 40th Meeting of the Board of Management be noted.*

Item No. 4 To consider and approve the recommendations of the Selection Committees for appointment to various posts.

It is for information of the Board that the following sanctioned posts were advertised and accordingly the interviews were held as per existing rules of the University. The recommendations of the selection Committees were placed on the day of the meeting.

The Board was requested to consider and approve the recommendation of the selection committee.

1. Associate Professor in English:

The recommendation of the Selection Committee for the post of Associate Professor in English held on 23.02.2018 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Associate Professor in English:

1. Dr. Prosenjit Das

Resolution No: BM/41/4(A)/2018: Resolved that the recommendations of the Selection Committee for the post of Associate Professor in English be accepted and that the candidate recommended viz. Dr. Prosenjit Das be appointed as the Associate Professor in English.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

2. Assistant Section Officer (Administration) :

The recommendation of the Selection Committee for the post of Assistant Section Officer (Administration) held on 16.2.2018 was placed before the Board of Management. The Selection Committee recommended the name of the following candidates for appointment to the post of Assistant Section Officer (Administration) in order of merit:

1. Shri Hemanta Baruah
2. Shri Nayana Adhikari

Resolution No: BM/41/4(B)/2018: Resolved that the recommendation of the Selection Committee for the post of Assistant Section Officer (Administration) be accepted and that the candidate recommended namely Shri Hemanta Baruah be appointed as the Assistant Section Officer (Administration) in order of merit.

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation and that the Select List shall remain valid for one year from today so that the next candidate in order may be appointed, should any vacancy(ies) arise due to any reason during the said year.

3. Assistant Section Officer (Publication)

The recommendation of the Selection Committee for the post of Assistant Section Officer (Publication) held on 16.02.2018 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Assistant Section Officer (Publication).

1. Shri Jyoti Khataniar

Resolution No: BM/41/4(C)/2018: Resolved that the recommendations of the Selection Committee for the post of Assistant Section Officer (Publication) be accepted and that the candidate recommended viz, Shri Jyoti Khataniar be appointed as the Assistant Section Officer (Publication).

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

4. Senior Assistant :

The recommendation of the Selection Committee for the post of Senior Assistant held on 23.02.2018 was placed before the Board of Management. The Selection Committee recommended the names of the following candidate for appointment to the post of Senior Assistant, in order of merit:

1. Ms Nandita Majumdar
2. Shri Kalyan Sarma
3. Ms Munmi Poddar
4. Ms Barasha Phukan Chetri

Resolution No: BM/41/4(D)/2018: Resolved that the recommendations of the Selection Committee for the post of Senior Assistant be accepted and that the candidates recommended namely Ms. Nandita Majumdar and Shri Kalyan Sarma be appointed in order of merit against the two existing vacancies.

Resolved further that the appointment letters be issued as per the term of the appointment under the University rules without waiting for confirmation and that the Select List shall remain valid for one year from today so that the next candidate in order may be appointed, should any vacancy(ies) arise due to any reason during the said year.

5. Garde IV (ST-Hills)

The recommendation of the Selection Committee for the post of Grade IV (ST Hills) held on 21.2.2018 was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for appointment to the post of Grade IV (ST Hills):

1. Shri Manoj Kumar Bey.

Resolution No: BM/41/4(E)/2018: Resolved that the recommendation of the Selection Committee for the post of Grade IV (ST Hills) be accepted and that the candidate recommended namely Shri Manoj Kumar Bey be appointed as the Grade IV (ST Hills).

Resolved further that the appointment letter be issued as per the term of the appointment under the University rules without waiting for confirmation of the proceedings.

Item No. 5 To consider and approve the declaration of Ph. D. Degree

The following Research Scholar has submitted her thesis after completion of all formalities.

Ms. Ajanta Das submitted her Ph.D thesis for evaluation and award of Degree. On the basis of the recommendation of the examiners, the viva-voce examination of the candidate was held on 16th November, 2017. The examination was conducted by Professor Nirajana Mahanta Bezborah of Dibrugarh University who recommended the award of the Ph.D degree to the candidate. The details are furnished below:

Name and address of the candidate	Ms. Ajanta Das, Doordarshan Kendra, Guwahati
Title of the thesis	"Bhupen Hazarika Geeti Shahityat Nari: Eti Alochona."
Name of the guide	1. Professor Umesh Deka, KKHSOU 2. Dr. Pradip Jyoti Mahanta Tezpur University
Name of the Examiners	1. Professor Nirajana Mahanta Bezborah Department of Assamese

	Dibrugarh University 2. Professor Taranee Deka Department of Assamese Gauhati University 3. Professor Umesh Deka KKHSOU 4. Dr. Pradip Jyoti Mahanta Tezpur University
5. The Viva-voce examination was conducted by Professor Nirajana Mahanta Bezborah, Dr. Pradip Jyoti Mahanta and Professor Umesh Deka.	

During the course of discussions, it was pointed out that the result of the Ph.D. should be declared by the Vice Chancellor and the matter may be placed in the next meeting of the Board of Management for appraisal.

The Board was requested to consider and approve the award of Ph.D degree.

Resolution No: BM/41/5(a)/2018: Resolved that Ms. Ajanta Das be awarded the Doctor of Philosophy for her thesis "Bhupen Hazarika Geeti Shahityat Nari: Eti Alochona."

Resolution No: BM/41/5(b)/2018: Resolved that the Vice Chancellor be authorised to declare the result of Ph.D. conducted by the University and the Board of Management be apprised accordingly.

Item No.6 To consider and approve the Annual Budget proposal for the year 2018-2019 and revised budget for the year 2017-2018.

The financial estimates for the financial year 2018-19 and revised financial estimates for the year 2017-18 were placed before the finance committee held on 19.02.2018. The finance committee duly recommended the proposal and requested the Board of Management for approval. (Copy of the budget proposal for the year 2018-19 and the revised financial estimates for the year 2017-18 are enclosed and marked as Annexure-III)

The Board was requested to consider and approve the proposal

The Vice Chancellor gave a detailed background on the financial position of the University. The capital budget for the year 2018-19 is prepared with an estimated out lay of Rs.46.00 crores. The members of the Board dwelt at length on the annual financial estimate/budget of the University for the year 2018-19 as presented by the University. The members in unison approved the budgeted as proposed.

Resolution No: BM/41/6/2018: Resolved that the annual budget proposal for the year 2018-19 and revised budget for the year 2017-18 be approved as proposed.

✓ **Item No.7** **A) To consider and approve the proceedings of the Finance Committee.**

The finance committee meeting of the University was held on 19.02.2018 .The copy of the proceedings of the finance committee was enclosed and marked as **Annexure – IV**

The members of the Board while deliberating on this agenda observed that the University should be more careful in investing the University's amount in SBI mutual fund. However, the Board desires that a committee may be constituted by the Vice Chancellor before making any financial investment with the SBI mutual Fund.

During the course of discussion, the Board of Management refer the agenda item no: 8 of the proceedings of the finance committee, in which the matter of introducing the Medical Insurance for the benefit of the employees was discussed. The Board while accepting the proposal was of the view that the employee will forgo the existing medical allowance at the rate of Rs. 600/- per month with effect from the date of implementation of Medical Insurance scheme. After detailed deliberations the Board resolved as follows:

Resolution No: BM/41/7(A)/2018: Resolved that the Proceedings of the finance committee meeting held on 19.02.2018 be approved with the above observations.

Resolution No: BM/41/7(B)/2018: Resolved that the existing Medical allowances enjoyed by the employees at the rate of Rs. 600/- (Rupees Six hundred)

per month will be discontinued with effect from the date of implementation of the Medical Insurance scheme. ✓

B) Purchase manual:

This is for the first time that the University has prepared a Purchase Manual which was duly placed before the Finance Committee meeting held on 19.02.2018. A copy of the Purchase Manual is enclosed and marked as **Annexure - V**

The Board was requested to consider and approve the same as recommended by the Finance Committee.

Resolution No: BM/41/7(C)/2018: *Resolved that the purchase manual as prepared by the University be approved.*

Item No.8 **To consider and approve the online admission with effect from the current academic session**

The Board is to be apprised that as per the guidelines issued by the University Grants Commission, the University has decided to introduce online admission system with effect from the current academic session. In the meantime, the ICT cell of the University has completed the ground works and sending of admit card through online has already been introduced. Henceforth, all admissions of under graduate and Master degree will be adopted through online system with no exception. It may be noted that the University has already introduced online admission system since last year for Master Degree Programme.

The Board was requested to consider and approve the proposal.

Resolution No: BM/41/8/2018: *Resolved that the proposal of online admission system of the University with effect from the current session be approved.*

Item No.9 **To consider and approve the reduced rate for facilitating GRIHA(version 2015) certification for the proposed Building at City Campus, Khanapara.**

As decided by the Board of Management, the Vice Chancellor negotiated with M/s Designers on the estimated price quoted for facilitating GRIHA (version 2015) certification for proposed building at City Campus, Khanapara. The party has come

down to Rs. 16.00 lakhs which was earlier envisaged at Rs. 18.00 lakhs. (A copy of the letter received from the party is enclosed and marked as Annexure –VI)

The Board was requested to consider and approve the proposal

Resolution No: BM/41/9/2018: *Resolved that the reduce rate of Rs. 16 lacks for facilitating GRIHA (version 2015) certification for the proposed Building at City Campus, Khanapara be approved.*

Item No.10 :To consider and approve holding of 3rd Convocation

It is for kind information of the Board that the 3rd Convocation of the University is to be held within the month of February, 2019. The University has chalked out detailed plan to hold the Convocation in the month of February, 2019. The Chancellor of the University has to nominate distinguished person as a Chief Guest of the Convocation proposed to be held in the month of February, 2019.

The Board was requested to consider and approve the proposal.

Resolution No: BM/41/10/2018: *Resolved that the proposal for holding the 3rd convocation of the University in the month of February, 2019 be approved. The Governor of Assam and the Chancellor of the University be requested to invite a Chief Guest for the 3rd Convocation.*

Item No. 11 To consider and approve the promotional avenues in respect of the 3rd Grade employees of the University.

a) It is for the kind information of the Board that the promotional avenues in respect of 3rd and 4th Grade employees are very limited. As per the existing policy of the University, a few post of ministerial cadre including senior assistant and assistant section officer are filled up by way of open advertisement candidates from other organization. It may be noted that in the similarly situated Universities and in the Government offices also, ministerial cadre up to the post of Superintendent are filled up from amongst the eligible candidates on the basis of seniority and suitability, assessed by a competent committee. It is for the interest of the University, it is proposed that the ministerial post up to the rank of Section Officer is to be filled up from amongst the existing efficient employees and the resultant vacancy will be filled up by open advertisement.

b) The Board is aware that the Government of Assam was approached a number of times to sanction additional manpower to run the administration smoothly. In the meantime the activities of the University has increased manifold and as such to cope up with the increased volume of works , the University has no other alternatives but to engage a few employees on contractual basis for a period of three months with extension provision with a gap of one day in between the extension. Since they are rendering their services in the University with a strong hope that they would be considered for regular appointment in future, the Board is requested to consider due weightage while they appear in the regular interview to be conducted by the University in future. It is proposed, that recruitment for the 3rd grade and 4th grade employees who are presently working for more than one year in the ODL system should be given due weightage and it would be treated as the essential qualification for such posts.

The Board was requested to consider and approve the proposal.

The Board deliberated upon the matters and after detailed discussion, decided that minimum 50% of the total vacancy for the ministerial cadre of post up to Section Officer be filled up from amongst the exiting employees and maximum 50% from the open advertisement. The Board after the deliberations adopted the following resolutions:

Resolution No: BM/41/11(A)/2018: *Resolved that that minimum 50% of the total vacancy for the ministerial cadre of post up to Section Officer be filed up from amongst the exiting capable employees on the basis of the seniority and duly assessed and the maximum 50% from the open advertisement.*

Resolution No: BM/41/11(B)/2018: *Resolved further that henceforth more than one year experience in ODL system be treated as one of the essential qualifications for requirement in the 3rd and 4th Grade employees of Krishna Kanta Handiqui State Open University.*

Item No. 12 To consider and approve the additional budget for holding the International Seminar.

The Board is aware that the University organized an International Seminar held on 16th and 17th December, 2017. It was a great achievement that large number of foreign dignitaries was participated including Professor Asha Kanwar, President,

Commonwealth of learning (COL). The Seminar was nicely conducted and appreciated by all concerned. However, we could not restrict to our budget due to certain conditions which were beyond our control. The original estimate was Rs. 15,94,000/- (Rupees Fifteen lakhs and Ninety Four thousand) only. But the University had to incur expenditure of Rs. 21,97,016/- (Rupees Twenty One lakhs Ninety Seven thousand and Sixteen) only, thereby a shortfall of Rs. 6,03,016/- (Rupees Six lakhs Three thousand and Sixteen) only.

The Board was requested to consider and approve the additional amount.

The members while deliberating on the above matter was of the view that budget once approved, should not exceed 20% under any circumstances. However, the Vice Chancellor may be authorised to approve the budget when it exceeds 10% of the budget.

Resolution No: BM/41/12(A)/2018: Resolved that the additional budget amounting to Rs. 6,03,016/- (Rupees Six lacks Three thousand and Sixteen) for holding the International Seminar which was held on 16th and 17th December, 2017 be approved.

Resolution No: BM/41/12(B)/2018: Resolved that henceforth the Vice Chancellor be authorised to approve the additional budget subject to a maximum of 10% of the total cost. However, additional expenditure above 20% of the budget shall not be accepted in future. ✓

Item No. 13 To consider and approve the rental deed of agreement for the Office of the Director, Centre for Internal Quality Assurance.

As per the guidelines issued by the University Grants Commission, the University has in the meantime appointed Director, Centre for Internal Quality Assurance (CIQA) . For the functioning of the CIQA Office, a temporary office building has been used on rent till the permanent City Campus is completed. An agreement with the owner of the Building, Shri Babul Chandra Mahanta, resident of Dispur Last Gate has already been made.

The Board was requested to consider and ex post facto approval with effect from 1st January, 2018 on the matter.

Resolution No: BM/41/13/2018: Resolved that the rental deed of agreement for the Office of the Director, Centre for Internal Quality Assurance be approved with effect from 1st January, 2018.

Item No. 14 To consider and approve the probation period of the following employees:

It is for information of the Board that the following employees had already completed the probation period successfully and to the satisfaction of all concerned. The Board is requested to regularise their services for the remaining period of their service.

1. Dr. Priti Salila Rajkhowa on 06.02.2018
2. Dr. Utpal Deka on 14.02.2018
3. Pranab Saikia on 15.02.2018
4. Gautam Sarma on 28.02.2018

The Board was requested to consider and approve the proposal.

During the course of discussions, the Registrar pointed out that the name of Dr. B. R. Sarma, Controller of examinations who has completed his probation period has been left out from this agenda item. He requested that the case of Dr. Sarma may be considered for kind consideration of the Hon'ble members. The Board agreed to proposal and resolved as follows:

Resolution No: BM/41/14(A)/2018: Resolved that the probation period of the following employees be approved and their service may be regularised for the remaining period of the first term.

1. Dr. Priti Salila Rajkhowa on 06.02.2018
2. Dr. Utpal Deka on 14.02.2018
3. Pranab Saikia on 15.02.2018
4. Gautam Sarma on 28.02.2018

Resolution No: BM/41/14(B)/2018: Resolved that the probation period of Dr. B. R. Sarma, Controller of examinations be approved and his serviced may be regularised for the remaining period of the first term as per the rules of the University, subject to submission of his formal release from the parent department.

Item No. 15
persons

To consider and approve the engagement of the following

- 1. Prof. Anirudha Deka:** The Board is aware that the University Grant Commission has emphasised on introduction of Massive Online Open Courses (MOOC). In compliance of the guidelines issued by the UGC the University decided to introduce such courses initially on Assam Tea which is well known across the World. As the University does not have expertise hand in this line, Prof. Anirudha Deka, former Head of the Department of Tea husbandry, Assam Agricultural University, who has completed already 65 years, was approached. Prof. Deka has agreed to render his services. Accordingly Dr. Deka has been engaged as Consultant, with effect from 01.01.2018. Initially for a period of three months at a lump sum honorarium mutually fixed at rupees 90,000/- (Ninety thousand) only for the above mentioned period. The Vice Chancellor may be authorised to extend the period, if and when required.
- 2. Prof. Biswajit Bhagawati and Prof. S. M. Bhadra :** It is a herculean task for the conduct and management of examination system having more than 1.5 lakhs of learners in our University. The system needs a few experts having utmost sincerity and integrity without which we can't conduct our examination smoothly. The Board would be pleased to know that Prof. Biswajit Bhagawati and Prof. S. M. Bhadra both retired professors were engaged in the examination system in the last few years. They have been rendering their services with utmost sincerity and to the satisfaction of all concerned. In the meantime, they have completed 65 years and as such they are not eligible to work in the University either on regular or contractual service. As the services of both of them are found to be extra ordinary beneficial to the interest of the University, the Board may like to allow them to work as a part time consultant for three months with an honoriam of Rs. 90,000/- (Rupees Ninety Thousand) only for the above period. The Vice Chancellor may be authorised to re-engage them for another period of three months from time to time as an when the situation demands.

The Board was requested to consider and approve the above.

The Board considered the agenda and decided as follows:

Resolution No: BM/41/15(A)/2018: Resolved that the temporary engagement of Prof. Anirudha Deka, as Consultant (MOOCs) for a period of three months with effect from 1st January, 2018 to 31st March, 2018 at a lump sum honorarium of Rs. 90,000/- (Rupees Ninety Thousand) only for the above period be approved with a provision to extend another period of three months. The Vice Chancellor be authorised to extend another period of three months as and when required for the same purpose.

Resolution No: BM/41/15(B)/2018: Resolved that the temporary engagement of Prof. Biswajit Bhagawati and Prof. S. M. Bhadra for undertaking confidential works in the Examination Branch be approved for a period of three months with effect from 1st January, 2018 to 31st March, 2018 at a lump sum honorarium of Rs. 90,000/- (Rupees Ninety Thousand) for the above period. The Vice Chancellor be authorised to extend another period of three months as and when required for the same purpose.

✓ **Item No. 16** To consider and approve the charge allowance to the Dean, Academic for holding the additional charge of Registrar.

The Board is aware that Sri Rajat Baran Mahanta, was placed under suspension with effect from 03.10.2016. For smooth functioning of administration, Dr. Arupjyoti Choudhury, Dean, Academic was entrusted to act as Registrar-in-charge. Accordingly, Dr. Choudhury may be paid a charge allowance of Rs. 1000/- (one thousand) per month with effect from the date of taking over the charge i.e. 25th July, 2016.

The Board was requested to consider and approve the proposal.

Resolution No: BM/41/16/2018: Resolved that the charge allowance @ 1000/- (one thousand) per month to the Dean, Academic be approved for holding the additional charge of the Registrar with effect from 25.07.2016.

Item No.17 : To consider and approve the project proposal of a visual presentation of Life, Work and Journey of Shri Biren Singha, a noted sculptor.

It was for information of the Board of Management that as a part of social responsibility, the University is contemplating to present a documentary on the life and work of Shri Biren Singha who is one of the most respected sculptors of the region. The total budget is estimated at Rs. 6, 50,000/- (Rupees Six Lakhs Fifty thousand only) .

The Board was requested to consider and approve the proposal.

The Board agreed to approve the proposal.

Resolution No: BM/41/17/2018: Resolved that the proposal of a visual presentation on the life, Work and Journey of Shri Biren Singha , a noted sculptor of Assam be approved at a total cost of Rs. 6,50,000/- (Rupees Six Lakhs Fifty thousand only) .

Item No. 18 To consider and approval on the rectification in the Medical Assistance Rules of KKHSOU.

The Board of Management in its meeting held on 03/07/2017 vide Resolution No. BM/37/11/2017 had approved the Medical Assistance Rules for the employees of the University. However, on scrutiny, it has come to the notice that there is slight mistake in number 4 (page -6). The Grade Pay of 6000/- and above should have been 5,400/- and above, which is the initial Grade Pay of the Officers, drawing the UGC recommended scale.

The Board was requested to consider and approve the above rectification.

Resolution No: BM/41/18/2018: Resolved that the following modification of the medical assistant rules of Krishna Kanta Handiqui State Open University be approved as follows:

Page number 6 (Six)

Employees Scale of Pay	Entitled type of accommodation in Empanelled hospital	Max reimbursement limit for referral Hospital
1	2	3

Grade Pay 9,000/- & above	Private/Single paying Ward,	4,000/- per day
Grade Pay 5,400/- & above	-do-	3,000/- per day
Below 9,000/-		
Grade pay 3,300/- & above	General ward	1,500/- per day
Below 6,000/-		
Grade pay Below 3,300/-	-do-	1,000/- per day

Item No. 19 To consider and approve the establishment of Regional Centres of Krishna Kanata Handiqui State Open University.

The Board is aware that the activities of the University are increasing day by day. To cope up with the increased volume of works, the University has decided to establish three more Regional Centres one at Silchar, Bongaigaon and North Lakhimpur respectively. Though the Government of Assam has been approached for sanction of additional manpower to run the Regional offices as proposed above, we have not yet received any positive response till today. It is for kind information of the Board that the *Regional Centre* has been defined under Chapter 1 Preliminary, 2(g) of the *KKHSOU Act* as under: "Regional Centre" means a Centre established or maintained by the University for the purpose of coordinating and supervising the work of the Study Centres in any region and for performing such other functions as may be conferred on by the Board of Management.

The Vice Chancellor may be authorised to explore the possibility of establishment of the Regional Centres in due course of time.

The Board was requested to consider and approve the above.

The members of the Board discussed the matter and was of the view that establishment of Regional office at different regions of the State is the need of the hour for smooth running of the Study Centres located at different districts across the State. However, the Government of Assam should be requested for sanctioning of additional man power to run the Regional Centres as proposed above. In the meantime the University administration may explore the possibility of establishing one more Regional Centre with the existing man power available in the University.

Resolution No: BM/41/19(A)/2018: Resolved that the Government of Assam be once again requested to sanction additional man power for the proposed Regional Centre of the University to be located at Silchar, Bongaigaon and North Lakhimpur respectively.

Resolution No: BM/41/19(B)/2018: *Resolved further that Vice Chancellor be authorised to explore the possibility of establishing one more Regional Centres of the University with the existing man power available in the University.*

Item No. 20 : **Note form the Controller of Examinations.**

1. The Examination Branch is facing some issues with the existing third party service provider for the EDPS system. At present the present EDPS system is supported only by a single party and whole examination software system is dependent on them, which itself is very risky for our University as whole data and information of our examination is within their control. Moreover, the existing party is not competent enough to provide immediate solution to the issues that arise with the software. The software developed by the existing party is also time consuming, slow and not user friendly. Under the present situation, it also becomes difficult to cancel all agreement with them as there may be sabotage in the examination system. For that we are in urgent need of a 2nd party who can develop a new system for us in parallel with existing system without information of the existing party. So we propose to assign the new third party for the development of new system for examination and admission automation. The new party to be assigned must have full competency and experience in development of such system in other reputed University or organisations. The party should be chosen by analysing and judging their experience and competency level and this time agreement must be made in such a way that the whole control of the EDPS lies with the Examination branch of KKHSOU. Open tendering may leak this information to the existing party, which may create trouble to our existing system. Once the 2nd system is fully developed, we may go for the official procedure. As such VC may be authorised to select such competent third party and act accordingly.
2. The Rules, Regulations and Standard Operating Procedure of KKHSOU has already been published, where the rate of remuneration for the invigilator and other supporting staff has been mentioned in order to standardize the payment and engage the regular faculty members of the institutions for KKHSOU exam works. But with the existing centre fee that we collect from

our learner, in a particular centre if the number of candidate for examination is less than 200, than the centre will be having difficulty to meet the expenses as per our guidelines. Moreover, many examination centre are urging for increase in exam centre fee. So we propose to increase the centre fees by additional amount of Rs. 150/- per Degree examination and Rs. 100/- for Masters Degree Examination.

3. Now a day many verifications related matter comes to our branch from different employers and making a proper verification is time consuming. All other Universities charge a fee ranging from Rs. 500/- to Rs. 2000/- against each such verification. At present there is no fee charged for verification at KKHSOU. However, as KKHSOU has joined the National Academic Depository scheme of UGC, henceforth only the existing fee structure will be shown in the internet verification and other document processing by the NAD. It'll be difficult to introduce the verification fee at a later date if it is not included in the fee structure of KKHSOU which will have to be submitted to NAD shortly. So we propose to introduce a **Verification fee** immediately (minimum Rs. 300/- for each examination).

4. As the University is planning to go completely ONLINE from this year onwards, there will be a lot of confusions and query from the learners, so set up of a Call centre becomes an urgent need. If all officers are engaged in such calls, they will not be able to perform normal duties.

The Board was requested to consider and approve the above.

The Board after detailed discussions on the matter placed by the Controller of Examinations decided to resolve the following:

Resolution No: BM/41/20(1)/2018: *Resolved that open tender in respect of EDPS system be floated in National dailies after finalising the credential to be finalised by the expert committee. The Vice Chancellor is authorised to constitute the expert committee to finalise the matter or explore any alternative option.*

Resolution No: BM/41/20(B)/2018: Resolved that the Centre Fee be enhanced at the rate of Rs 100/- for Degree examination and Master Degree examination with effect from the date of notification.

Resolution No: BM/41/20(C)/2018: Resolved that Rs. 300/- (Rupees Three hundred) be charged for verification of Certificate, Mark sheet etc with effect from the date of notification.

Resolution No: BM/41/20(D)/2018: Resolved that the call centre as proposed above be approved and the concerned department is authorised to finalise the modus operandi.

✓ **Item No: 21:** To consider and approve the resolution of the Tender Committee held on 27.11.2017 regarding purchases up to 50,000/- with the approval of the Vice Chancellor.

The Board was apprised that the tender committee meeting of the University held on 27.11.2017 authorised the Vice Chancellor to approve the rate for purchasing any articles up to Rs. 50,000/- without the approval of the tender committee.

The Board was requested to consider and approve the proposal.

The Board agreed to the proposal.

Resolution No: BM/41/21/2018: Resolved that the Vice Chancellor be authorised to approve the rate for purchases up to Rs. 50,000/- (Rupees Fifty thousand) without the approval of the tender committee.

Item No: 22: To consider and approve the rental deed of agreement for the Regional Office at Jorhat.

It was for information of the Board that the Regional office Jorhat needs to be shifted to a nearby building as the existing building is not capable to accommodate the Regional office properly. Moreover, recently a cell of the existing Shishu Kosh project has been established in the Jorhat Regional Centre which needs further accommodation. Though the rent was Rs. 50,000/- per month fixed by the owner of the building, the same has been reduced to Rs. 40,000/- (Forty thousand) per month after negotiation with the Vice Chancellor and the Registrar with a

condition that the University will release Rs. 5.00 lacs (Five lacs) as advance which would be adjusted from the monthly rent at the rate of Rs. 20,000/- per month.

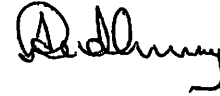
The Board was requested to consider and approve the proposal.

Resolution No: BM/41/22/2018: *Resolved that the proposed rental deed agreement for the Regional office at Jorhat be approved.*

There being no other business to transact, the meeting ended with a vote of thanks from the chair.


(Hitesh Deka)

Chairman, Board of Management



(Arupjyoti Choudhury)
Registrar, in-charge