

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY GUWAHATI

**Proceedings of the 44th meeting of the Board of Management held on
11.07.2018 in the Conference Room of Housefed Complex, Dispur,
Guwahati at 11:30 AM**

Members Present:

- | | | |
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| 1) | Vice Chancellor | : Chairman |
| 2) | Prof. Munin Kakati | : Member |
| 3) | Prof. Amarjyoti Choudhury | : Member |
| 3) | Dr. Atindra Kumar Adhikari | : Member |
| 5) | Shri Ramen Sarma | : Member |
| 6) | Prof. Sudeshna Bhattacharjee | : Member |
| 7) | Ms. Nibedita Lahkar, ACS | : Member |
| | (Representative from the Principal Secretary,
Govt. of Assam, Higher Education Department) | |
| 8) | Dean, Academic | : Member |
| 9) | Dean, Study Centre | : Member |
| 10) | 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. He also informed the following matters:

- 1) That, the admission process for the session 2018-19 has not yet been initiated by the University due to non clearance of permission by the UGC. However, an interface meeting regarding permission for admission for the academic session 2018-19 with the officials of the UGC was held on 5th July, 2018 in which the Registrar along with two other officers attended the meeting on behalf of the University. It is expected that the permission for admission for the academic session 2018-19 onwards by the UGC will be accorded shortly.

- 2) The Chairman also briefed on the progress of construction in the city campus at Khanapara. He informed that the progress of works on construction of the city campus is found to be satisfactory and expected to be completed within the stipulated time set by the University.

The Chairman then proceeded as per the agenda items.

Resolution No: BM/44/1/2018: *Resolved that the welcome and introductory briefing of the Vice Chancellor be noted.*

Item No.2 Confirmation of the Proceedings of the 43rd meeting of the Board of Management

The copy of the proceedings of the above meeting was circulated to the members of the Board of Management. The members were requested to point out the mistakes, if any, in recording the proceedings.

The Board was requested to approve the Proceedings as recorded.

Resolution No: BM/44/2/2018: *Resolved that the Proceedings of the 43rd meeting of the Board of Management be approved as recorded.*

Item No. 3 To apprise the Action Taken Report on the decision of the 43rd Meeting of the Board of Management.

The Action Taken Report on the decisions of the 43rd meetings of the Board of Management was circulated to the members of the Board of Management.

The Board was requested to approve the above.

Resolution No: BM/44/3/2018: *Resolved that the action taken report of the 43rd Meeting of the Board of Management be noted.*

Item No. 4 To consider and approve the appointment of an officer as the Member Secretary for the selection committee of Registrar, KKHSOU.

The Board considered the agenda and approved the draft copy of advertisement placed by the University. The Board was requested to nominate one officer from the University who would be appointed as the Member secretary for selection committee of the post of Registrar.

The Board decided that Prof. N. N. Sarma, Director, CIQA be appointed as the member secretary for the selection committee of the Registrar of the University. The Board resolved as follows:

Resolution No: BM/44/4/2018: *Resolved that Prof. N. N Sarma, Director, CIQA be appointed as the member secretary for the selection committee of Registrar of Krishna Kanta Handiqui State Open University.*

Item No: 5 **To consider and approve the recommendation of the Finance Committee.**

The recommendations of the finance committee held on 3rd July, 2018 were placed before the Board of Management for its approval.

The Board was requested to consider and approve the recommendation of the Finance Committee.

Resolution No: BM/44/5/2018: *Resolved that the recommendations of Finance Committee held on 3rd July, 2018 be approved.*

Item No: 6 **To consider and approve the annual accounts and internal Audit from 2006 – 2007 to 2016-2017.**

The members of the Board of Management were apprised that the accounts of the University were neither updated nor any move was taken to audit the accounts by the University since its inception. The members of the Finance Committee in its meeting held on 03.07.2017 expressed its displeasure as to how a state run university could function without having audited accounts which is a mandatory provision of the Act, of KKHSOU. The members expressed their displeasure and opined that without valid reason, it would not be wise to accept the audited accounts of the previous years, in which the present members of the Finance Committee were not involved.

The members were apprised that it is because of the present Vice Chancellor, Dr. Hitesh Deka who took keen interest to get the accounts of the University audited since its inception of the University and accordingly the Charter Accountant (CA) firm M/S Pradeep Modi & Associates was entrusted to prepare the Financial Year (FY) wise internal audit report for the Financial Years (FY) 2006-07 to 2017-18.

The Charter Accountant (CA) firm M/S Pradeep Modi & Associates has now submitted the Financial Year (FY) wise internal audit report for the Financial Years (FY) 2006-07 to 2017-18. The Finance Committee has gone through the report and

decided to recommend the same for approval of the Board of Management with the observations of the Finance Committee as stated above.

The Board is requested to consider and approve the recommendation of Finance Committee.

The Board while going through the agenda item observed that the concerned Charter Accountant has not submitted detailed audit observations which should have been clearly spelt out. The Board suggested that in future the asset register of the University should be updated for which the Vice Chancellor is authorized to constitute a committee to find out discrepancies as pointed out by the internal auditor. However, the Board decided to approve the annual accounts with the observations of the above. The Board viewed that the University may now take up the matter with the Government of Assam for auditing the accounts of the University.

Resolution No: BM/44/6/2018: *Resolved that the Annual accounts and Internal Audit from 2006-2007 to 2016-2017 be approved.*

Item No: 7 **To consider and approve the report of the 7th Common Pay Committee.**

It is for kind information of the Board of Management that the 7th Common Pay Committee which was constituted by the Chancellor and the Governor of Assam has submitted its report. The Hon'ble Chancellor has accepted the report with compliance of the NOC issued by the Government of Assam vide its letter no: AHE.442/2016/43 dated 7th June, 2018.

The Board was requested to consider and approve the report.

Resolution No: BM/44/7/2018: *Resolved that the report of the 7th common pay committee as approved by the Hon'ble Chancellor and the NOC issued by the Government of Assam be approved and the same be implemented with effect from the month of July, 2018.*

Item No: 8 **To consider and approve the annual report for the year 2015-16, 2016-17 and 2017-18.**

It is for kind information of the Board of Management that the Annual report could not be finalized for the year 2015-16, 2016-17 and 2017-18 due to non receipt of Auditors report for the above period. Now the Annual reports has been prepared including the accounts of the University for the period stated above.

The Board was requested to consider and approve the report.

The Board considered the agenda and approved the annual report as proposed.

Resolution No: BM/44/8/2018: *Resolved that the annual report for the year 2015-16, 2016-17 and 2017-18 be approved.*

✓ **Item No: 9** **To consider and approve the revised estimate of "Axom Sishu Sahitya Kocha".**

The Board is to be informed that initially the total cost of the project was estimated at Rs. 1.5 Crores (Rupees One crores Fifty lakhs) for twenty volumes which was duly approved by the Board of Management. The work has been started and during processing it has come to know that the works will cover more than fifty volumes which involves an amount of Rs. 4,97,48,550/- (Rupees Four Crores Ninty Seven lacks Forty Eight thousand and Five hundred). The detailed estimated of the project was enclosed for kind perusal of the Board of Management.

The Board was also apprised on the progress of the works and it is expected that the DTP part would be completed within December, 2018. The Board noted the progress.

Resolution No: BM/44/9/2018: *Resolved that the revised estimate amounting to Rs. 4,97,48,550/- (Rupees Four Crores Ninty Seven lacks Forty Eight thousand and Five hundred) of "Axom Sishu Sahitya Kocha" be approved and the proposal be sent to the Government of Assam with a request to bear the additional financial liabilities.*

Item No: 10 **To consider and approve the modification in the amendment of KKHSOU Act.**

The Board is aware that in terms of the decision of the Board of Management the matter of amendment in the KKHSOU Act. was forwarded to the Government of Assam vide our letter No: KKHSOU/Amendment/130/2008/14 dated 12.03.2018 The Government of Assam vide their letter No KKHSOU/Amendment/130/2008/16, dated 09.04.2018 informed that the amendment may not be possible if the provision of extending the superannuating age up to 65 is not dropped from proposed amendment. The University having found no other alternative accepted the proposal pending approval of the Board of Management.

The members of the Board apprised that the circumstances under which the University had to communicate the Government of Assam on the amendment of

superannuating age of the employees, pending approval of the Board of Management.

The Board was requested to consider the above ratification in the amendment of KKHSOU.

Resolution No: BM/44/10/2018: *Resolved that the ratification in the amendment of KKHSOU Act. regarding superannuating age of the employees be approved.*

Item No: 11 **To consider and approve the Health Insurance Scheme.**

In terms of the decision of the Board of Management, the Health Insurance coverage for the employees of the University has been finalized. For this purpose the employee of the University will forgo Rs. 600/- which they are drawing as the Medical allowance every month. The Medical assistance rules will stand abolished with effect from the date of implementation of the Health Insurance scheme. The details were placed before the Board of Management on 11.07.2018.

The Board was requested to consider and approve the above.

Resolution No: BM/44/11(A)/2018: *Resolved that the implementation of the Health Insurance Scheme for the employees of the University be approved and the Vice Chancellor is authorized to finalize the Health Insurance Company as per the recommendation of the Tender Committee.*

Resolution No: BM/44/11(B)/2018: *Resolved that the existing Medical Assistance Rules shall be abolished with effect from the date of implementation of the health insurance scheme.*

Resolution No: BM/44/11(C)/2018: *Resolved that the employees of the University will forgo Rs. 600/- which they are drawing as medical allowance every month with effect from the date of implementation of health insurance scheme.*

Item No: 12 **To consider and authorize the Registrar and the Finance Officer as the joint signatories for the Cheques to be issued by the University.**

It is for information of the Board of Management that in other Universities, normally the cheques issued by the University are signed jointly by the Finance Officer and the Registrar once the amounts to be payable is approved by the Vice Chancellor. For administrative convenience, the existing practice of signing cheques by the Finance

Officer and the Vice Chancellor may be stopped and the cheques are to be issued by the Finance Officer and the Registrar. In case of confidential matter relating to Examination Branch, the Cheques may be issued by the Registrar and the Controller of Examinations.

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

Resolution No: BM/44/12(A)/2018: *Resolved that henceforth all cheques to be issued by the University be signed by the Finance Officer and the Registrar once the amounts to be payable is duly approved by the Vice Chancellor.*

Resolution No: BM/44/12(B)/2018: *Resolved that in case of Confidential matter relating to Examination Branch, the Controller of Examinations and either Registrar or Finance Officer be the signatories of the cheques to be issued by the University.*

Item No: 13 **To consider the Legal opinion in respect of the employees who were appointed without any appointment letters.**

In terms of the decision of the earlier Board of Management held on 07.05.2018, the University sought a legal opinion from our standing Legal Counselor, Advocate L P Sarma in respect of the employee who were appointed without any appointment letters. In the meantime, we have received the legal opinion.

The Board was requested to consider and guide future course of action.

It was apprised to the members of the Board that due to indisposition of the standing Legal Counselor, the Legal Opinion could not be produced before the members of the Hon'ble Board.

Resolution No: BM/44/13/2018: *Resolved that the item no 13 be deferred.*

Item No: 14 **To consider the appointment of Auditor/s to audit the confidential works of Examination Branch.**

The accounts of the examination department pertaining to confidential nature of works are exempted from the purview of general audit. For this purpose the Board is to appoint auditors who will audit the examination branch for undertaking confidential nature of works.

The Board was requested to consider and approve the proposal

Resolution No: BM/44/14/2018: Resolved that Shri Ramen Sarma and Professor Sudesdhna Bhattacharyya be appointed as the Auditor to audit the confidential works of examination branch.

✓ **Item No: 15** To consider and approve the Probation period who have completed one year of regular service.

It is for kind information to the Board of Management that the following employees have completed the Probation period satisfactorily. Their services may be regularized for the remaining part of the term of appointment.

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

Resolution No: BM/44/15/2018: Resolved that the Probation period of the following employees be approved and their services be regularized for the remaining period of their respective term.

Academic Staff:

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

Non-Academic staff:

- | | |
|-------------------------|--------------|
| 1. Deity Deka | : 28/03/2018 |
| 2. Debananda Gogoi | : 28/03/2018 |
| 3. Rajib Dutta | : 28/03/2018 |
| 4. Sarat Das | : 28/03/2018 |
| 5. Niranjana Rajbongshi | : 28/03/2018 |
| 6. Tabassum Rahman | : 29/03/2018 |
| 7. Harculish Kachari | : 29/03/2018 |
| 8. Parikshit Hazarika | : 29/03/2018 |
| 9. Hiren Baishya | : 02/04/2018 |
| 10. Jutika Das | : 02/04/2018 |

✓ **Item No: 16** Any other business

1. Placement of Senior Scale to Dr. Tapashi Kashyap Das.

Dr. Tapashi Kashyap Das has now submitted relevant documents for granting senior scale as per the rules of the University. Accordingly, she may be granted senior scale as recommended by the screening committee.

Resolution No: BM/44/16(1)/2018: Resolved that Dr. Tapashi Kashyap Das be granted senior scale with effect from 27.03.2018.

2. National Award to the Distinguished Person/Institution.

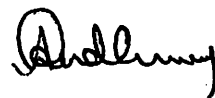
The Board was apprised that the National Award awarded by the KKHSOU to the distinguished person may be extended to distinguished institution also. However, the Board requested Prof. Amarjyoti Choudhury to prepare necessary guidelines for award of National Award to be awarded by the University.

Resolution No: BM/44/16(2)/2018: Resolved that henceforth the National Award presented by the University be awarded to National Institution also.

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



(Hitesh Deka)
Vice Chancellor &
Chairman, BoM
KKHSOU



(Arupjyoti Choudhury)
Registrar (i/c) &
Member Secretary, BoM
KKHSOU