

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

GUWAHATI

Proceedings of the 48th meeting of the Board of Management held on

26.03.2019 in the Conference Room of Housefed Complex, Dispur,

Guwahati at 11:00 AM

Member Present:

- | | |
|---|---------------------|
| 1) Vice Chancellor | : Chairman |
| 2) Prof. Amarjyoti Choudhury | : Member |
| 3) Shri Jahnu Baruah | : Member |
| 4) Dr. Atindra Kumar Adhikari | : Member |
| 5) Shri Ramen Sarma | : Member |
| 6) Prof. Sudeshna Bhattacharjya | : Member |
| 7) Shri Ramendra Narayan Kalita | : Member |
| 8) Ms. Bandana Dutta Tamuli, Additional Secretary,
Finance Department, Govt. of Assam
Ms. Geetanjali Ahmed Nayyar, Dy. Secretary Finance
Department, Govt. of Assam
(Representatives from the Principal Secretary,
Govt. of Assam, Finance Department) | : Member |
| 9) Dean, Academic | : Member |
| 10) Dean, Study Centre | : Member |
| 11) Registrar | : 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 who is also the Chairman of the Board of Management welcomed all the esteemed members of the Board of Management with special mention to Dr. Rahul S. Mazumdar, Dean, Academic, Ms. Bandana Dutta Tamuli, Additional Secretary, Finance Department, Govt. of Assam

who have attended the meeting for the first time. The Chairman appraised the following:

1. The University is contemplating to hold International Seminar once in a block of two years. The last Seminar was held in the year 2017 which was found to be most encouraging. The University is planning to organize the second International Seminar on “Livelihood Issues in Developing Countries – Role of ODL” in December, 20-21, 2019.
2. As per the latest guidelines issued by the University Grants Commission, all the Universities under distance mode will be assessed by the National Assessment and Accreditation Council (NAAC), the preparation for which is going on to face the assessment by NAAC.
3. The Former Vice Chancellor, Prof. Srinath Baruah filed a defamation case of 10.00 (ten) crores against the Vice- Chancellor and the Registrar and three other criminal cases against the present Vice Chancellor.
4. On a complaint made by the Former Vice Chancellor to the Chancellor, the officials of the Public Works Department (PWD), Govt. of Assam started an enquiry on civil and renovation works undertaken by the University.

Resolution No: BM/48/1/2019: *Resolved that the welcome and introductory briefing of the Vice Chancellor be noted.*

Item No.2 Confirmation of the proceeding of the 47th meeting of the Board of Management.

The copy of the proceedings of the above meeting was circulated amongst the member 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 consider and approve the proceedings as recorded.

The members approved the proceedings with the following corrections to be made in the proceedings:

In page number 5 (five) under item number 6 (six) in the second paragraph should be read as..... "vetted by the office of the Chief Engineer (Building), Govt. of Assam".

Resolution No: BM/48/2/2019: Resolved that the proceedings of the 47th meeting of the Board of Management be approved with the above noted correction.

The proceedings of the 47th meeting of the Board of Management is reproduced below:

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
GUWAHATI**

Proceedings of the 47th meeting of the Board of Management held on 22.11.2018 in the
Conference Room of Housefed Complex, Dispur, Guwahati at 11:00 AM

Members Present:

- | | | |
|-----|--|--------------------|
| 1) | Vice Chancellor | : Chairman |
| 2) | Prof. Munin Kakati | : Member |
| 3) | Prof. Amarjyoti Choudhury | : Member |
| 3) | Shri Ramendra Narayan Kalita | : Member |
| 5) | Shri Ramen Sarma | : Member |
| 6) | Prof. Sudeshna Bhattacharjee | : Member |
| 7) | Ms. Geetanjali Ahmed Nayyar, Dy. Secretary
Finance Department, Govt. of Assam
(Representative from the Principal Secretary,
Govt. of Assam, Finance Department) | : Member |
| 8) | Dean, Academic | : Member |
| 9) | Dean, Study Centre | : Member |
| 10) | Registrar | : 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.

1. Calling the meeting to order, the Vice Chancellor welcomed all the esteemed members of the Board of Management. He apprised the member that Prof. Amaresh Dutta, an eminent scholar in English literature will be awarded "Krishna Kanta Handiqui National Award" on the foundation day of University being held at India Club, Dibrugarh on 11th December, 2018. The programme has been arranged at Dibrugarh in view of the willingness received from Dr. Amaresh Dutta who is now 100 years old and unable to

travel to Guwahati. The Chairman requested all the members to be present on the day of the above programme at Dibrugarh.

2. The Chairmen apprised the member that this time the number of learners has come down to ten thousand due to the fact that the admission process could not be completed in time because of the guidelines in respect of date of admission received from the University Grants Commission. Moreover, the University could not enroll students in 7 PG programmes which have not been recognized by the University Grants Commission due to deficiency of 3 fulltime teachers in each department. As the Government has not sanctioned the required number of the posts in each department, it was proposed that the deficiencies will be filed up by way of appointing Academic Consultant. Accordingly, the matter was processed and the proposal was sent to the Hon'ble Chancellor for his kind approval who had earlier in a meeting of the all the Vice Chancellors of State Universities debarred all appointment on contractual basis without his permission. However, the Chancellor vide his letter dated November 19, 2018 disagreed with the proposal of contractual appointment as proposed by the University.

The Board discussed the matter and opined that for the greater academic interest of the University particularly the 7 PG programmes which have been left out for recognition, by UGC should meet the Hon'ble Chancellor and apprise the present position accordingly.

Resolution No: BM/47/1/2018: Resolved that the welcome and introductory briefing of the Vice Chancellor be noted.

Item No.2 Confirmation of the proceeding of the 46th 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 consider and approve the Proceedings as recorded.

Resolution No: BM/47/2/2018: Resolved that the Proceedings of the 46th meeting of the Board of Management be approved as recorded.

Item No. 3 To appraise the Action Taken Report on the decision of the 46th Meeting of the Board of Management.

The Action Taken Report on the decisions of the 46th meeting of the Board of Management was circulated to the members of the Board of Management.

The Board was requested to consider and approve the above.

Resolution No: BM/47/3/2018: Resolved that the action taken report of the 46th Meeting of the Board of Management be noted.

Item No. 4 To consider and approve the recommendations of the Selection Committee for various posts.

It is for information of the Board of Management that the post of Dean, Academic and Driver cum Attendant were advertised and subsequently interviews were held in the month of November, 2018. The recommendations of the Selection Committee were placed on the day of the Meeting.

1. Dean , Academic

The recommendation of the Selection Committee for the post of Dean, Academic was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for the post of Dean, Academic:

1. Dr. Rahul Sankritayan Mazumdar.

The Board was requested to approve the recommendation of the Selection Committee.

Resolution No: BM/47/4 (A)/ 2018: Resolved that the recommendation of the Selection Committee for the post of Dean, Academic be accepted and that the candidate recommended viz. Dr. Rahul Sankritayan Mazumdar be appointed as the Dean, Academic, KKHSOU.

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

1. Driver-cum-Attendant

The recommendation of the Selection Committee for the post of Driver-cum-Attendant was placed before the Board of Management. The Selection Committee recommended the name of the following candidate for the post of Driver cum Attendant:

1. Shri Kushal Medhi.

The Board was requested to approve the recommendation of the Selection Committee.

Resolution No: BM/47/4 (B)/ 2018: Resolved that the recommendation of the Selection Committee for the post of Driver-cum-Attendant be accepted and that the candidate recommended viz. Shri Kushal Medhi be appointed as the Driver cum Attendant, KKHSOU.

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

Item No. 5 To consider and approve the proceedings of the Academic Council meeting held on 11.10.2018.

The proceedings of the Academic Council meeting held on 11.10.2018 was enclosed. The Board considered the Agenda and approved the proceedings.

Resolution No: BM/47/5/2018: Resolved that the proceedings of the Academic Council meeting held on 11.10.2018 be approved as proposed.

Item No: 6 To consider and approve the revised estimate of City Campus at Khanapara and approval on the matter, forwarded by the Assam Agricultural University authority regarding ongoing construction works at Khanapara.

The Board is aware that construction of city campus of KKHSOU at Khanapara is going on in full swing under the supervision of Assam Agricultural University, to which the construction work was allotted. The Assam Agricultural University allotted the work at an estimated cost of Rs. 69,68,70,891.00. Although the Assam Agricultural University initially allotted a plot of land measuring 5 bighas, on our request they have further allotted 4 bighas, thus totaling to 9 bighas of land allotted to the University. Accordingly, the consultant M/S Designers Plenum estimated the project at a cost of Rs. 69,68,70,891.00 (construction of building measuring 20,948 sq.mtr.) based on the land measuring 5 bighas. Now, as the land has increased to 9 bighas, and in consideration of the optimum vacant space, the area of construction has significantly gone up. Accordingly the consultant has submitted a revised estimate at Rs. 108,33,05,631.00 (Rupees One hundred Eight crores Thirty Three lacks Five thousand Six hundred and Thirty One) only of construction of building measuring additional area of 8,566 sq.mtrs. Now the total area shall be 20,948 sq.mtrs + 8,566 sq.mtrs = 29,514 sq.mtrs. The revised estimate submitted by the Designers Plenum was enclosed.

The Board was requested to consider and approve the above.

The Board considered the agenda and in view of the proportionate increase of the vacant area, decided to approve the revised estimate. However, the Board desired that the rate quoted by the consultant should be vetted by the Office of Chief Engineer, Govt. of Assam.

The Board of Management is also aware that the Assam Agricultural University had allotted the construction work to M/S Om Construction after thoroughly examining the credentials of the contractors registered under their University. Since the Assam Agricultural University wanted to adhere to the quality of construction which they could ensure from the work output of proven contractors registered under them, they opted for floating EOI from them instead of NIT and finally selected M/S Om Construction because they had agreed to carry out the work at the estimated rate without any escalation in rate. Though the Assam Agricultural University did not float official tender they completed all the required steps and accordingly the tender committee of Assam Agricultural University held on 21.09.2017 approved M/S Om Construction to execute the project of KKHSOU.

In view of the above, the Board was requested to accept the process for allotting the works to M/S Om Construction by Assam Agricultural University.

It is for kind information of the Board of Management that the Assam Agricultural University was requested to clarify vide our letter no. KKHSOU/City Campus/22/2017/73 dated 11th October,

2018 as to how the construction work was allotted to M/S. Om Construction based on expression of interest rather going for open tender. In reply, the Director of Physical Plant, Assam Agricultural University clarified the matter vide his letter No. AAU/DPK/KH/2018-19/4910-12 dated 22.10.2018. The Board of Management examined in detail and approved the process for allotting the works to M/S. Om Construction by Assam Agricultural University.

Resolution No: BM/47/6(A)/2018: Resolved that the revised estimate as proposed by the consultant at Rs. 108,33,05,631.00 (Rupees One hundred Eight crores Thirty Three lacks Five thousand Six hundred and Thirty One) only in respect of city campus at Khanapara be approved in view of proportionate increase of vacant area.

Resolution No: BM/47/6(B)/2018: Resolved that the expression of interest in lieu of NIT in respect of allotment of construction works for city campus of KKHSOU at Khanapara allotted to M/S. Om Construction be approved.

Item No: 7 To consider and approve conferment of honorary Ph.D and D.Litt. degree to the distinguished Persons to be awarded in the 3rd Convocation.

It is for kind information of the Board of Management that the University has proposed to confer the honorary D.Litt degree to Prof. Nageswar Rao, Vice Chancellor, Indira Gandhi National Open University, New Delhi. His brief Bio-Data is given below:

Prof. Nageswar Rao

Prof. Nageswar Rao, a renowned professor of Management and Vice Chancellor of Indira Gandhi National Open University (IGNOU) and also hold various key positions in the country prior to his present assignment. He worked as Professor at various universities like University of Allahabad, Benaras Hindu University, Vikram University, Ujjain for more than 26 years. Prof. Rao was also the Vice Chancellor of Uttarkhand Open University (2016 to 2018), incharge Vice Chancellor of IGNOU (2014 to 2016), Pro-Vice Chancellor of IGNOU during 2013-2014. He has joined the prestigious IGNOU as Vice Chancellor in July 2018.

Prof. Rao is also the Chairman of National Task Force to develop parameters for assessing and Accrediting ODL institution for NAAC. He is also the Honorary Vice-Chairman, Rastriya Uchcharat Siksha Abhiyan (RUSA), Madhya Pradesh since 2014.

He is credited with more than 170 research papers and eight popular books and has guided 37 research scholars for their PhD degree. Vastly experienced in Management and Open University System, Prof. Rao has also presented with several awards. On 30th July, 2018 he was conferred Nehru Literacy Award of Indian Adult Education Association, New Delhi by His Excellency, the Vice President of India.

Further, the University has also proposed to confer the honorary Ph.D degree to the following personnel for their outstanding contributions in various fields:

1. Tabu Ram Taid

Tabu Ram Taid is an educationist, linguist, author and administrator. Born in a small Mising village in present day Lakhimpur district in Assam on August 01, 1942, Mr. Taid earned the Post Graduate degree from Delhi University and started his career as a lecturer of English language in Cotton College, Guwahati. He further proceeded to obtain a Postgraduate Diploma in Applied Linguistics from the University of Reading UK, and also successfully completed a course in Distance Teaching at University of London Institute of Education, UK. He served in various senior level posts in various educational arms of the Government of Assam such as Director of Higher Education, Assam, Director of Secondary Education and Chairman, SEBA etc.

He was the founder President of the Mising Agom Kebang, the apex body of the Mising community aiming for the preservation and development of the Mising language. His body of work includes much invaluable contribution to the Mising community and also to the Assamese people and culture at large.

He was awarded the prestigious 'Bhasha Samman Award' by the Sahitya Academy for his contributions to Mising language and literature, in 2010. The other awards include Sukapha Award 2011-12 by the Department of Cultural Affairs, Govt. of Assam, the 'Basudev Jalan Award', 2012, 'Axom Shreshto 2015' for his lifelong contribution to Education in the state of Assam.

2. Rima Das

Rima Das is an Indian filmmaker best known for her film 'Village Rokstars' which won several National and International awards. She won India's National Best Film and Best Editor Awards, announced on 13th April, 2018 by Government of India. Her Village Rokstars has been nominated for Oscar under foreign language category for 2019.

A Masters in Sociology at Pune University, Rima Das had desire to be an actor, she used to act in school plays, took her to Mumbai in 2003. She acted in plays, including an adaptation of Premchand's Godaan staged at the Prithivi Theatre. Exposure to Bollywood made her gravitate towards filmmaking. Ms. Das made her first short film, 'Pratha' in 2009, and followed it up with three more.

Rima Das has become a one-woman crew, writing, directing, producing, editing and shooting a film, besides handling art direction and costume designing.

3. Prafulla Govinda Baruah

A doyen of Assamese journalism, Prafulla Govinda Baruah, son of Radha Govinda Baruah who was the founder of the Assam Tribune and a group of news papers, has been at the helm of affairs at The Assam Tribune for over half a century now. He became the editor of the Assam's highest circulated English daily in 1966.

Baruah is also the Managing Director of the Assam Tribune Group. He is also associated with various socio-cultural organization and has promoted amateur theatre in Assam for decades. He has won several awards over the years and played a prominent role in creating awareness of cancer. He has also been conferred the "Padmashree" award for the year 2018.

The Board of Management was requested to consider and recommend the above names for onwards approval of the Hon'ble Chancellor.

The Board agreed to the proposal and Resolved as follows:

Resolution No: BM/47/7(A)/2018: Resolved that the name of Dr. Nageswar Rao, Vice Chancellor Indira Gandhi National Open University be recommended for honorary D.Litt degree to be conferred on the 3rd convocation of the University, subject to approval of the Hon'ble Chancellor of Krishna Kanta Handiqui State Open University.

Resolution No: BM/47/7(B)/2018: Resolved that the following distinguished persons be recommended for award of honorary Ph.D. degree to be conferred in the 3rd convocation of the University for their Outstanding Contributions in respective fields subject to the approval of the Hon'ble Chancellor of Krishna Kanta Handiqui State Open University.

1. Tabu Ram Taid
2. Rima Das
3. Prafulla Govinda Baruah.

Item No: 8 To consider and approve the extension of service of a few employees who have successfully completed their first term.

It is for information to the Board of Management that a few employees of the University have successfully completed the first term of their appointment. The services of the employees are found to be satisfactory without any adverse remarks. As such the Board is requested to consider and approve their second term of service with effect from the date of completion of the first term.

The Board considered the agenda and approved the proposal.

Resolution No: BM/47/8/2018: Resolved that services of the following employees be extended for another period of five years as per the provision of the Act. with effect from the date of completion their last term.

Sl. No.	Name of the Employee	Date of effect
1.	Arabinda Saikia , Deputy Registrar, (Examinations)	31/12/2018
2.	Trisha Dowerah Baruah, Asstt. Professor	31/12/2018
3.	Mrinal Jyoti Goswami,Asstt. Professor	31/12/2018

4.	Chayanika Senapati, Asstt. Professor	31/12/2018
5.	Abani Kr. Dauka, Assistant Section Officer	01/01/2019 (2 nd term)
6.	Janjyoti Mahanta, Sr. Assistant	01/01/2019 (2 nd term)
7.	Lani Mazumder, Sr. Assistant	01/01/2019 (2 nd term)
8.	Shabnam Akhter Zaman, Sr. Assistant	01/01/2019 (2 nd term)
9.	Chibul Hazarika, Driver	01/01/2019 (2 nd term)
10.	Bhubaneswar Das, Grade IV	01/01/2019 (2 nd term)
11.	Dipak Nath, Grade IV	01/01/2019 (2 nd term)
12.	Ganesh Kr. Sah, Grade IV	01/01/2019 (2 nd term)
13.	Nitul Saikia, Grade IV	01/01/2019 (2 nd term)
14.	Benudhar Kalita, Grade IV	01/01/2019 (2 nd term)

Item No. 9 To consider and approve the probation period of a few employees of the University.

It is for kind information to the Board of Management that the a few 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/47/9/2018: Resolved that the Probation period of the following employees be approved and their services be regularized for the remaining period of their respective term.

Sl. No	Name of the employees	Date of effect
1.	N. N. Sarma, Director CIQA	01/12/2018
2.	Bipul Das, Associate Professor	20/09/2018
3.	Sangeeta Kakoty, Deputy Director, Multi-media	10/11/2018
4.	Harekrishna Deka, Assistant Professor	08/11/2018
5.	Krishna Kalita, Assistant Professor	22/09/2018
6.	Geetam Misra, Assistant Regional Director	08/11/2018
7.	Dopati Choudhury, Administrative Officer	08/11/2018
8.	Krishna Kalita, Assistant Professor	15/11/2018
9.	Nabajyoti Deka, Jr. Assistant	20/09/2018

10.	Pranjit Kalita, Jr. Office Asstt.	22/09/2018
11.	Sunil Deka, Jr. Accounts Asstt.	22/09/2018
12.	Rashmi Duarah, Audio Visual Production Technician	08/11/2018
13.	Nayanmoni Patowary, Grade IV	20/09/2018
14.	Neelotpal Dutta, Grade IV	20/09/2018

Item No: 10 To consider and approve of the recommendations of the Finance Committee meeting held on 21.09.2018.

The proceeding of the finance committee meeting was enclosed herewith.

The Board was requested to consider and approve the proceedings.

Resolution No: BM/47/10/2018: Resolved that the recommendations of the Finance Committee held on 21.09.2018 be approved.

Item No: 11 To consider and approve enhancement of remuneration to the following employees:

- a) Academic Consultant/Sr. Academic Consultant
- b) 3rd Grade employees working in the IT Cell.
- c) 3rd grade and 4th grade daily wage workers.

Academic Consultant/ Sr. Academic Consultant:

The University proposed the following remuneration:

Consultant :Rs. 30,000.00

Sr. Consultant :Rs. 40,000.00

3rd Grade employees working in the IT Cell.

It is for kind information of the Board of Management that the following two employees have been working in the IT Cell of the University at a monthly salary as shown against their names:

1. Shri Surajit Sarma (Rs. 18,000/-)
2. Shri Saura Jyoti Sarma (Rs. 15,000/-)

Shri Surajit Sarma, an MCA degree holder is presently looking after the job of Programme Executive and Shri Saura Jyoti Sarma is working as Technical Assistant. As their services are found to be urgently required in the interest of the University and considering the recent hike on salary

of all the employees, it is proposed that the salary of the above two employees may be enhanced in the following manner.

1. Shri Surajit Sarma – Rs. 18,000.00 + Rs. 3000.00= Rs. 21,000.00 per month
2. Shri Saura Jyoti Sarma – Rs. 15,000.00+ Rs. 3,000.00= Rs. 18,000.00per month.

3rd grade and 4th grade daily wage workers.

It is for kind information of the Board of Management that the salaries of all the employees have been enhanced as per the recommendations of the different pay committee's report. However, the salary of the 3rd grade and 4th grade employees who are working on daily wages basis have not yet enhanced for which the concerned employees are requesting from time to time.

4th Grade from Rs. 400.00 to Rs. 500.00 (excluding holidays).

3rd Grade from Rs. 500.00 to Rs. 600.00 (excluding holidays).

The Board was requested to consider and approved the proposal.

The Board considered the agenda and approved as below:

Resolution No: BM/47/11/2018: Resolved that the remuneration of the above mentioned employees be approved as proposed in agenda item no 11 with effect from August, 2018.

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

Sd/-

(Hitesh Deka)
Vice Chancellor &
Chairman, BoM
KKHSOU

Sd/-

(Arupjyoti Choudhury)
Registrar &
Member Secretary, BoM
KKHSOU

Item No. 3 : To apprise the Action Taken Report on the decision of the 47th meeting of the Board of Management.

The action taken report on the decision of the 47th meeting of the Board of Management was circulated to the members of the Board of Management.

The Board was requested to consider and approve the report.

Resolution No: BM/48/3/2019: Resolved that the action taken report on the decision of the of the 47th meeting of the Board of Management be approved.

The action taken report on the decision of the 47th meeting of the Board of Management is reproduced below:

Action Taken Report on the Resolutions adopted in the meeting of Board of Management held on 22.11.2018 (47th meeting)

<i>Agenda Item No.</i>	<i>Resolution No.</i>	<i>Action Taken</i>
<i>Item No. 1 Vice Chancellor's address of welcome and introductory briefing</i>	<i>BM/47/1/2018</i>	<i>Noted</i>
<i>Item No. 2 Confirmation of the proceeding of the 46th meeting of the Board of Management</i>	<i>BM/47/2/2018</i>	<i>Noted</i>
<i>Item No. 3 To appraise the Action Taken Report on the decision of the 46th meeting of the Board of Management</i>	<i>BM/47/3/2018</i>	<i>Noted</i>
<i>Item No. 4 To consider and approve the recommendations of the Selection Committee for various posts</i>	<i>BM/47/4(A)/2018</i>	<i>Action has been taken and Dr. Rahul Sankritayan Mazumdar has joined as Dean (Academic)</i>
	<i>BM/47/4(B)/2018</i>	<i>Action has been taken and Shri Kushal Medhi has joined as Driver-cum-Attendant</i>
<i>Item No. 5 To consider and approve the proceedings of the Academic Council meeting held on 11.10.2018</i>	<i>BM/47/5/2018</i>	<i>Action has been taken</i>
<i>Item No. 6 To consider and approve the revised estimate of City Campus at Khanapara and approval on the matter, forwarded by the Assam Agricultural University authority regarding ongoing construction works at Khanapara</i>	<i>BM/47/6(A)/2018</i>	<i>Action has been taken</i>
	<i>BM/47/6(B)/2018</i>	<i>Action has been taken</i>
<i>Item No. 7 To consider and approve conferment of honorary Ph.D and D.Litt. degree to the distinguished Persons to be awarded in the 3rd Convocation</i>	<i>BM/47/7(A)/2018</i>	<i>Honorary D.Litt. degree to distinguished persons as recorded in the proceedings have already been conferred on the day of the 3rd Convocation of the University</i>

	BM/47/7(B)/2018	Honorary Ph.D. degree to distinguished persons as recorded in the proceedings have already been conferred on the day of the 3 rd Convocation of the University
Item No. 8 To consider and approve the extension of service of a few employees who have successfully completed their first term	BM/47/8/2018	Office Order has been issued
Item No. 9 To consider and approve the probation period of a few employees of the University	BM/47/9/2018	Office Order has been issued
Item No. 10 To consider and approve of the recommendations of the Finance Committee meeting held on 21.09.2018	BM/47/10/2018	Noted.
Item No. 11 To consider and approve enhancement of remuneration to the following employees: a) Academic Consultant/Sr. Academic Consultant b) 3 rd Grade employees working in the IT Cell c) 3 rd Grade and 4 th Grade daily wage workers	BM/47/11/2018	Action has been taken

Item No. 4 : To consider and approve the Annual Budget proposal for the year 2019-20 and revised budget for the year 2018-2019.

The Annual Budget proposal for the year 2019-20 and revised budget for the year 2018-19 was placed before the Board of Management.

The Board was requested to consider and approve the same.

The members of the Board of Management dwelt at length and finally decided to approve the proposal.

Resolution No: BM/48/4/2019: Resolved that the Budget proposal for the year 2019-20 and revised budget for the year 2018-19 be approved as proposed.

The Annual Budget proposal for the year 2019-20 and revised budget for the year 2018-19 is enclosed herewith and marked as an **Annexure – I**

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

The Finance Committee meeting of the University was held on 15-03-2019. The copy of the proceedings of the Finance Committee was circulated amongst the members of the Board of Management.

The Board was requested to consider and approve the same.

Resolution No: BM/48/5/2019: Resolved that the proceedings of the Finance Committee meeting held on 15-03-2019 be approved.

The proceedings of the Finance Committee meetings held on 15-03-2019 is reproduced below:

Proceedings of the 31st Finance Committee Meeting of KKHSOU held on 15-03-2019 at 11.00 A.M in the V.C's Conference room at Housefed Complex

Member Present :

- | | |
|---|-----------|
| 1. Dr. Hitesh Deka, Vice-Chancellor, KKHSOU | :Chairman |
| 2. Sri Ramen Sarma (Member, BOM) | :Member |
| 3. Dr.Arupjyoti Choudhury, Registrar, KKHSOU | :Member |
| 4. Sri BishnuChakraborty, Finance Officer, KKHSOU Ex-officio Member Secretary | |

Agenda Item No. FC-31/01: Incorporation of Payment of Gratuity in the statute of KKHSOU.

As per Gratuity Act 1972, it is mandatory for employers to pay their employees gratuity at the time of quitting provided certain conditions were met.

An organisation will come under the purview of the Act if it has 10 or more employees on any single day in the preceding 12 months.

Gratuity is payable to an employee who serves the organisation continuously for 5 years or more.

Gratuity is a monetary benefit given by the employer to his employees at the time of retirement or quitting the organisation after rendering continuous service of 5 years' or more.

It is a defined benefit plan where no contributions are made by the employee.

As the University has more than 116 regular employees and the services are renewed every after 5 years, so the Gratuity Act may be applicable in case of University.

But in the Statute of the Krishna KantaHandiqui State Open University, there is no provision for Gratuity though Chapter IX of the Statute mentioned about Provident Fund, Pension and Insurance.

So the provision of Gratuity may be incorporated in the Statute with retrospective effect to extend such benefit to the employees of the University who serves the organisation continuously for 5 years or more.

The calculation and payment of Gratuity may be regulated as per the rules followed by the Govt. of Assam for payment of Gratuity to the State Govt. employees.

The matter is placed before Finance Committee for their consideration regarding incorporation in the Statute and implementation of the Gratuity for the benefit of the employees and recommendation for placing before the Board of Management for approval.

Resolution No. FC-31/01 : After threadbare discussion the Committee recommended the incorporation of payment of Gratuity as per Gratuity Act in the Statute of KKHSOU with retrospective effect to extend the benefit to the employees who serves the organisation continuously for five years or more. Calculation for payment of Gratuity shall be as per Rules followed by the Govt. of Assam and approved for placing before BOM for approval

Item No. FC-31/02 : DA for employees under UGC Scale

As per CPC 2017 the T.A & D.A is linked with the Grade pay. But in UGC under 7th pay the grade pay is abolished and replaced by pay matrix. So, difficulty is now being faced for payment of T.A/D.A of the employee under UGC scale. D.A as per UGC rules may be adopted for smooth disposal of the T.A/D.A Bill of employee under UGC scale. D. A of both UGC and CPC are given below side by side.

Daily Allowance

UGC			CPC				
Pay level/Grade Pay	Rate of D.A P/day	Rate P/day lodging Metro/City (Rs)	Grade	Norma l DA	For visit to Guwahat i/Dispur/ Other North Eastern States of India	For visit Outside North easter n states India	Hotel rates outside North eastern states
14 & Above G.P or AGP Rs. 10,000/- above	1,200/-	7,500/-	I.	II	III.	IV.	V.
			Senior Grade	350	520	700	1875

12,13 & 13 A in G.P/AGP from 7,600 to less than 10,000/-	1,000/-	4,500/-	G.P 16900/ and above				
			Grade - I G.P 12700/- to 16300/-	300	450	600	1560
9 to 11 grade pay from 5,400/- less than 7,600/-	900/-	2,250/-	Grade - II G.P 9100/- to 11500/-	260	400	520	1250
Below 9 or G.P less than 5,400	800/-	750/-	Grade - III G.P 5000/- to 8700/-	210	320	430	940
			Grade - IV G.P 4400/-	180	270	360	625

From the above table it is evident that rates of DA as per UGC and CPC are widely varied. But the DA rates as per CPC is too low to meet the food expenses and accommodation cost in metro cities. So, the DA as per UGC may be made applicable for metro cities only and the D.A as per CPC under column IV & V may be made applicable within the state and north eastern region when stay in the hotel is required otherwise, normal DA as per CPC is applicable. Lodging charges are admissible subject to actual on production of receipts. Food charges will be reimbursed within admissible limit of D.A on production of voucher or self certification.

This is placed before Finance Committee for consideration and approval and to recommend for placing before the BOM.

Resolution No. FC-31/02 : After threadbare discussion the Committee approved the rate of D.A & Lodging charges as per UGC for employees under UGC Scale when stay is required in Metro Cities to perform official duty by the employees under UGC scale , in other cases rate of D.A & Lodging as per CPC shall be applicable.

Item No. FC-31/03 : Honorarium to Resource Person

There is no specific rate of honorarium for resource person and disparity is observed in number of cases. So, to maintain uniformity in the payment of honorarium to resource person following rates are prepared as per pay level or designation of the resource person in service or holding the post at the time of retirement.

<i>Designation or Pay level of the Resource Person</i>	<i>Honorarium</i>
<i>Professor & above in the pay level 14 & above or equivalent</i>	<i>5,000/-</i>
<i>Associate professor in the Pay level 13A or equivalent</i>	<i>4,000/-</i>
<i>Assistant Professor in the Pay level 13 or equivalent</i>	<i>3,500/-</i>
<i>Assistant Professor in the pay level 10-12 or equivalent</i>	<i>2,500/-</i>

Honorarium up to the maximum limit of Rs. 10,000/- may be paid with prior approval of the Vice-Chancellor to Resource person with repute who does not fall within the category mentioned above.

This is placed before the Finance Committee for their consideration and approval and recommendation for placing before the BOM.

Resolution No. FC-31/03: The Committee approved the rate of honorarium of the Resource Person and recommended for placing before the BOM for approval.

Item No. FC-31/04 : Disposal of old Vehicle TATA INDICA VISTA LX, TDI, of 2012 model.

The Vehicle TATA INDICA VISTA bearing registration No As-01-BB-7881 was purchased in the year 2012. Now the production of said model is stopped by the manufacturing company and the vehicle is giving trouble and the maintenance cost is increasing. So, the disposal of the said vehicle through auction fixing a reserve price as per valuation report of an authorized valuer may be executed.

This is placed before the Finance Committee for their approval and recommendation for placing before the BOM.

Resolution No. FC-31/04 : The Committee approved the disposal of vehicle TATA INDICA VISTA through auction by open tender fixing the reserve price as per valuation report of the approved valuer and recommended for placing before the BOM for approval.

Item No. FC-31/05 : Appointment of Auditor for audit of Accounts of the university for the year 2017-18 for filing of Income tax return for the assessment year 2018-19

Last year Pradeep Modi & Associate, Chartered Accountant who conducted the Internal Audit filed the Income Tax Return for the assessment year 2017-18 and for which he charged fees of Rs.25,000.00. But when Pradeep Modi was requested over phone for filing of Return for the Assessment year 2018-19, he refused to do the job at the said fees and asked for separate fees. Rs.50,000/- for audit and Rs.25,000.00 for filing of return. As the return has to be filed within 31st March'2019 there is no time to go for open tender for inviting quotation from C.A Firms. So, another C.A firm Apurba Banerjee & Co. is approached and he has agreed for audit and filing the return at the fees of Rs. 25,000.00 excluding Travel expenses. So, the appointment of Apurba Banerjee & Co, chartered Accountant for audit and filing of Income Tax Return for the Financial Year 2017-18 at the fee of Rs.25,000.00 plus conveyance expenses up to the maximum limit of Rs.10,000.00 is placed before the Finance Committee for their consideration and ex-post facto

approval of appointment of Apurba Banerjee & Co. Chartered Accountants for audit of Accounts of the university and filing of Income Tax return for the year 2017-18 @ Rs. 25,000.00 plus conveyance expense up to the maximum limit of Rs.10,000/-

Resolutio No. FC-31/05 : The Committee approved ex-post facto the appointment of Apurba Banerjee & Co., Chartered Accountant to audit the accounts of the University for the year 2017-18 and filing of Income Tax Return for the Assessment year 2018-19 and recommended for placing before the BOM.

Item No. FC-31/06. Approval of Budget for the year 2019-20 and the Revised Budget for the year 2018-19

Budget for the year 2019-20 and the Revised Budget for the year 2018-19 is placed before the Finance Committee for approval and recommendation for placing before the BOM for approval.

Resolution No. FC-31/06 : The Committee after threadbare discussion approved the Revised Budget for the year 2018-19 and the Budget for the year 2019-20 suggesting incorporation of Rs. 5.00 lakh in the Capital Budget for the year 2019-20 against Banikanta Research Institute and correction of some typographical mistake and recommended for placing before the BOM for approval after incorporation and correction of typographical mistake as suggested.

Sd/-

*(Bishnu Chakraborty)
Ex-Officio Member Secretary,
Finance Committee, KKHSOU*

Sd/-

*(Hitesh Deka)
Chairman
Finance Committee, KKHSOU*

Item No. 6 : To consider and approve the proceedings of the Planning and Development Committee.

The meeting of the Planning and Development Committee was held on 19-03-2019. The copy of the proceedings of the Planning and Development Committee was circulated amongst the members of the Board of Management.

The Board was requested to consider and approve the same.

The Registrar gave a brief description on the construction of buildings at Rani campus. He informed the members that the PWD department who is the implementing agency of the construction of buildings at Rani, had to stop the construction in view of the objection raised by the Forest department, Govt. of Assam. As such, the PWD department had suggested for an alternative plot of land.

The Board while approving the recommendation of the Planning and Development Committee was of the view that the University should take initiative with the concerned department in regard to objection raised by the Forest Department on construction of building and the suggestion made by the PWD department, Govt. of Assam for an alternative plot of land. The Board approved the revised master plan of Rani Campus as proposed by the Planning and Development committee and desired that a discussion should take place with the Deputy Commissioner, Kamrup, Concerned offices of the Forest and PWD departments under the leadership of local MLA, Shri Ramendra Narayan Kalita.

Regarding development of total solutions, the Board opined that the University should go for formal tender within the Central Government Public Sector Undertakings only.

The Registrar also briefed the initiatives taken by the University for Implementation of the Integrated University Management System (IUMS) which is as under:

1. Advertised for Open tender vide **Advt. No. KKHSOU/Digisoft/34/2017/6** to both the Central Govt. Public Sector Undertakings as well as Private Sector and the last date to submit the proposal was 08/09/2018
2. Only one Tender Proposal was received from a private party.
3. The process was cancelled and a fresh tender proposal was invited from the Central Govt. Public Sector Undertakings vide Memo No. KKHSOU/Digisoft/34/2017/23 dated 02/11/2018.
4. This time also due to insufficient number of tender, the Committee on IUMS decided to restart the process by calling Expression of Interest from the Central Govt. Public Sector Undertakings only instead of tender vide Advt. No. KKHSOU/Digisoft/34/2017/36 dated 06/12/2018.
5. On receipt of EOI, now the University has to go for formal tender within the concerned central Govt. Undertakings.

After detailed discussions, the Board Resolved as follows:

Resolution No: BM/48/6/2019: *Resolved that the proceedings of the Planning and Development Committee held on 19-03-2019 be approved with the observations as noted above.*

The proceedings of the Planning and Development Committee held on 19-03-2019 is reproduced below:

*KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
Proceedings of the meeting of the Planning and Development Committee
Held on 19.03.2019 at Housefed Complex, Last Gate, Dispur*

Members Present:

<i>Vice Chancellor</i>	<i>:Chairperson</i>
<i>Dean (Study Centre)</i>	<i>:Member</i>
<i>Dean (Academic)</i>	<i>:Member</i>
<i>Finance Officer</i>	<i>:Member</i>
<i>Registrar</i>	<i>:Member Secretary</i>

Agenda Item No. 1: Vice Chancellor's Address of welcome and introductory briefing.

The Vice Chancellor welcomed all the members present and apprised that in view of changing scenario, certain measures are to be taken relating to construction of City Campus of Khanapara and the Revision of Master Plan for Rani Campus. He also requested the Registrar to convene the Planning and Development Committee Meeting at least twice in a year regularly.

Agenda Item No. 2: Confirmation of the Proceedings of the Planning and Development Committee meeting held on 23/03/2017.

The Proceedings of the Planning and Development Committee meeting held on 23/03/2017 was placed before the meeting. The committee confirmed the proceeding as recorded.

Resolution No. 1. Resolved that the Proceedings of the Planning and Development Committee meeting held on 23/03/2017 be approved as recorded.

Agenda Item No.3: To consider and Approve the Action Taken Report on the Proceedings of the Planning and Development Committee meeting held on 23/03/2017.

The committee noted.

Resolution No. 2 Resolved that the action taken report as reported be noted.

Agenda Item No.4: To consider and approve revision of Master Plan of Rani Campus.

The members of the committee were informed that while construction at Rani Campus was going on, there were repeated resistances from the Forest Department. Due to frequent objections raised by the Forest Dept., the Executive Engineer PWD, Guwahati Building Division, Govt. of Assam, vide his letter no. G/1-797/2014-15/90 requested the University that the construction work at the initially allotted plot of land was stopped due to objection of the Forest Dept. Although the plot was slightly shifted and modified the plan, still the PWD Dept. stated that huge quantity of the earth work will have to be excavated which will be objected by the Forest Dept. again. The PWD further informed that considering these entire factors as stated above, the construction work was stopped and requested the University authority for a suitable alternate plot of land as early as possible. It was also informed to the members that the Master Plan which was earlier prepared is not available in the concerned file. As such the consultant may be requested to provide a duplicate copy of Master Plan of Rani Campus with necessary revision in consultation with the University Authority.

Resolution No. 3 Resolved that in view of the frequent objections made by the Forest Dept. and subsequently advised by the Executive Engineer, PWD Building for an alternative plot of land, the Consultant be requested to prepare a revised Master Plan in consultation with the University Authority.

Agenda Item No. 5: To consider and approve the revised estimate of City Campus at Khanapara.
The committee was apprised that in view of the best utilisation of land at City Campus, Khanapara the Consultant has revised the estimate as well as the Master Plan for the City Campus and accordingly submitted the proposal with a project cost of Rs. 108 crores, which was earlier envisaged at Rs. 69.00 crores.

The committee is requested to consider and approve the proposal.

Resolution No. 4 Resolved that the revised estimate along with the Master Plan submitted by the Consultant 'Designers Plenum' for the City Campus at Khanapara at an estimated cost of Rs. 108.00 crores be noted.

Agenda Item No.6: To apprise the progress on development of Total Solution.

The committee was apprised that in view of certain technical difficulties new EOI will be floated in the National Dailies for technical and price bid so that competent and sound technical firms can take part in the tendering process.

Resolution No. 5 Resolved that the proposal for re-tendering of the Total Solution in National Dailies be approved.

Agenda Item No.7: To apprise the progress of works on compilation of Children Literature.

The members of the committee were apprised on the progress regarding the compilation of Children Literature. It was informed to the members that as on today almost 80% of the work is completed. It was further informed that the State Govt. has already made budgetary allocation for the project as requested by the University.

Resolution No. 6 Resolved that the progress of works on Compilation of Children Literature be noted

The meeting ended with vote of thanks from the Chair.

Sd/-

Vice Chancellor

Sd/-

Registrar

Item No. 7 : To consider and approve the Proceedings of the Admission Committee Meeting held on 13.03.2019

A meeting of the Admission Committee, constituted by the University was held on 13.03.2019. The copy of the proceedings of the meeting was circulated amongst the members of the Board of Management.

The Board was requested to consider and approve the same.

The members of the Board observed that as a Social responsibility, transgender should be given free education while women, Army and Police personal should only be given the concession as proposed by the Admission committee.

Resolution No: BM/48/7 (a)/2019: Resolved that the proceedings of the Admission Committee meeting held on 13.03.2019 except item no 1 be noted.

Resolution No: BM/48/7 (b)/2019: Resolved that the transgender category be given free education.

Resolution No: BM/48/7 (c)/2019: Resolved that concession of admission fee up to Rs. 1000/- (Rupees One Thousand) in Master Degree and Rs. 500/- (Five hundred)

in Under Graduate courses be given to women, Army and Para Military and Police personal only at the time of Admission of 1st semester only.

The proceedings of the Admission Committee constituted by the University held on 13.03.2019 is reproduced below:

*Krishna Kanta Handiqui State Open University
GUWAHATI – 781006
Proceedings of the Admission Committee meeting held on 13.03.2019*

Present were:

- | | | |
|---------------------------------|----------|--------------------|
| <i>1. Dean (Academic)</i> | <i>-</i> | <i>Chairperson</i> |
| <i>2. Dr. Kanta Chakravarty</i> | <i>-</i> | <i>Member</i> |
| <i>3. Dr. Nabankur Pathak</i> | <i>-</i> | <i>Member</i> |
| <i>4. Mr. Binod Deka</i> | <i>-</i> | <i>Member</i> |
| <i>5. Mr. Rana Hazarika</i> | <i>-</i> | <i>Member</i> |
| <i>6. Mr. Mukul Kalita</i> | <i>-</i> | <i>Member</i> |
| <i>7. Dr. Limpon Bora</i> | <i>-</i> | <i>Convener</i> |

The Dean (Academic) extended a warm welcome to all the Members present. The meeting started with discussion in all aspects of admission 2019-20.

Item No.1. Preparation of road map for Admission, 2019 -20.

Discussion: The Members discussed all the aspects of admission process and based on the discussion, the recommendation may be summarized as:

- 1. It is discussed that a fee relaxation of Rupees 1000 (One Thousand only) may be given to certain categories such as military personal, Para military, Women learner, SC, ST, Tea garden and Transgender category for first Semester in master degree programmes. The meeting discussed and taken into consideration the fee structure of master degree programmes of IDOL. The admission fees of IDOL is however annual in nature but in comparison its been observed that annual fees of our university is higher. The committee suggested to put forward a proposal for consideration which may increase the admission of 2019-20 session.*

2. *The committee put forward a suggestion to provide a sum of 50 rupees per learner to those study centres which assist the learner throughout during the online form fill up and in the admission process as incentive. The matter has also been discussed in earlier meeting regarding admission and other matters.*
3. *The Admission Committee suggested that to increase the awareness through SMS among all the sections of the peoples of the state. The university may think to tie up with Jio telecom as Jio telecom has maximum network expansion throughout the state with maximum no of consumers. The process may create awareness about KKHSOU admission for the ensuing academic session of 2019-20.*
4. *A candidate enrolling for BA programme in KKHSOU is required to select his/her elective courses after careful deliberation in 1st Semester. If subsequently, a learner wants to change elective course in the 1st Semester, he/she should write an application (forwarded by the Study Centre) to the Registrar of the University. The last date for course/subject change after admission (if any) will be one month from the last date of admission i.e. 30th September 2019 for which no fees will be taken from the learner however after the stipulated one month for subject change, a learner has to pay through SBI challan a sum of Rs. 500/- plus the cost of SLM (Rs. 75/- for undergraduate programmes; and Rs. 150/- for post-graduate programmes per block of each SLM).*
5. *For advertisement and preparation of video materials the multimedia and publication division may be requested. The finalization of formal procedure will be decided in the next meeting.*
6. *The study centres will be communicated for verification of originals documents of the learners on the day of SLM collection. The study centres will submit a list of verified students to the university under the signature of the co-ordinator and centre in charge.*
7. *The admission committee suggested to print admission leaflet and send the same to the respective study centres so that the same may be displayed in the notice board of the study centres and distribution to local peoples and in those study centres where enrollment ratio drastically reduces.*
8. *The admission committee is also in view that banner for admission may be given to the study centres so that the same may be displayed by the study centres in their respective towns and nearby areas including in their own study centre.*
9. *The advertisement for the current academic session in Bengali news paper translation is required and for the said purpose translation in Bengali the work may be entrusted to publication division which will be finalized in the next admission committee meeting.*

10. The videos may be prepared for advertisement in consultation with multimedia division and videos may be uploaded in the YouTube.
11. The advertisement will be published in the four news papers. (a) One in Upper Assam Dainik Janambhumi (b) Middle Assam – Assam Tribune, Asomiya Pratidin (if the rate of the DIPR permits) (c) Dainik Jugasankha from Cachar.

Resolution: Resolved that the recommendations and suggestion of the meeting be confirmed and approved.

As there was no matter for discussion, the meeting ended with a vote of thanks from the chair and to the chair.

Sd/-

Chairperson (Admission Committee)
KKHSOU

Item No. 8 : a) To consider and approve the probation period of a few employees.

It was for the kind information of the Board of Management that a number of employees have completed their probation period successfully.

The Board was requested to consider and approve the proposal.

Resolution No: BM/48/8 (a)/2019: Resolved that the following employees who have completed their probation period on the dates as shown against their names be approved.

Sl No.	Name	Designation	Date of effect
1	Dr Prasenjit Das	Associate Professor	28.02.2019
2	Shri Hemanta Baruah	Assistant Section Officer (Administration)	28.02.2019
3	Shri Jyoti Khataniar	Assistant Section Officer (Publication)	28.02.2019
4	Dr. Nandita Mazumdar	Senior Assistant	28.02.2019
5	Shri Kalyan Sarma	Senior Assistant	28.02.2019
6	Shri Manoj Kumar Bey	Multi-Tasking Staff	28.02.2019

✓ **Item No. 8 : b) To consider and approve the renewal of term of appointment.**

The Board was apprised that a few employees have completed the first term of the appointment to the satisfaction of all concerned.

The Board was requested to consider and approve the same

Resolution No: BM/48/8 (b)/2019: Resolved that the term of the following employees be renewed for second term with effect from the date of expiry of the first term.

Sl No.	Name	Designation	Date of effect
1	Shri Kashyap Mahanta	Assistant Registrar (Examination)	02.01.2019
2	Ms Juri Rani Barman	Stenographer (Grade II)	12.02.2019

Item No. 9 : To consider and approve the recommendations of Academic Council Meeting.

The meeting of the Academic Council of the University was held on 21.01.2019. The Proceedings of the Academic Council was circulated amongst the members of the Board of Management.

The Board was requested to consider and approve the same.

Resolution No: BM/48/9/2019: Resolved that the proceedings of the meeting of the Academic Council of the University held on 21-01-2019 be approved.

The proceedings of the meeting of the Academic Council of the University held on 21-01-2019 is reproduced below:

Krishna Kanta Handiqui State Open University
GUWAHATI – 781006

PROCEEDINGS OF THE 27TH MEETING OF ACADEMIC COUNCIL HELD ON 21.01.19

Present were:

1.	Vice Chancellor,	--	Chairman
2.	Registrar	--	Member
3.	Prof. Dinesh Chandra Baroowa	--	Member
4.	Prof. Niru Hazarika	--	Member
5.	Prof. Umesh Deka	--	Member
6.	Prof. N.N. Sarma	--	Member
7.	Controller of Examinations	--	Member
8.	Dr. Chandrama Goswami	--	Member
9.	Dr. Bhaskar Bhattacharyya	--	Member
10.	Deputy Registrar (Academic)	--	Special invitee
11.	Dean (Academic)	--	Member Secretary

The Hon'ble Vice-Chancellor and chairman of the meeting extended a warm welcome to all the members present. The chairman called the 27th meeting of the Academic Council to order and briefed about the UGC status regarding recognition of the programmes.

Item No.1: Confirmation of the Proceedings of the 26th meeting of Academic Council held on 11.10.18.

Discussion: The members discussed the minutes of the 26th meeting held on 11th October, 2018 as circulated by KKHSOU vide letter no. KKHSOU/Academic Council/2010/29.

Resolution No.1: Resolved that the proceedings of the 26th meeting of Academic Council held on 11.10.2018 be confirmed.

Item No. 2: Resolution on finalization of status of Backlog Research Scholars.

Discussion: The members discussed the proposal of approval of reallocation of guides along with renewal admission for the backlog research scholars and is of the view that renewal admission may be granted to the backlog research scholars with a date be fixed on or before December 2020 for submission of PhD thesis keeping 6 years of Registration.

Resolution: No.2: Resolved that the proposal of renewal admission along with the reallocation of guides be approved.

Item No. 3: Appraisal of recommendation of two days workshop on choice based credit system.

Resolution: No.3: Resolved that the recommendations of two day workshop on CBCS be confirmed.

Item No. 4: Approval of the list of Recognized Ph.D Guide of the University.

Resolution: No.4: Resolved that the selected list of recognized PhD guides of KKHSOU be approved.

Item No.5: Appraisal of Evaluation of M.Phil. thesis of based on marks.

Resolution: No.5: The marking system as proposed by Dean (Academic) i/c be confirmed and approved.

Item No.6: Appraisal of the list of allotment of guide for M.Phil./Ph.D Scholars 2018.

Resolution: No.6: Resolved that the list of allotment of guide for M.Phil /Ph.D Scholars 2018 of KKHSOU be approved.

Item No.7: Approval of allied subjects for Ph.D programme of the University.

Resolution: No.7: Resolved that the list of allied subjects for PhD programme of the University be approved.

Item No.8: Approval of online programmes of the University.

Discussion: The Dean (Academic) briefed the Academic Council regarding the approval of all academic programmes for online programme of UGC. The members discussed the programmes in brief and recommended that the same be uploaded the UGC portal for approval.

Resolution: No.8. Resolved that all Academic Programmes be approved for uploading in the UGC portal.

As there was no other matter for discussion, the meeting ended with a vote of thanks from the chair and to the chair.

Sd/-
Dean (Academic) (i/c)
&
Member Secretary
Academic Council

Sd/-
Vice-Chancellor
&
Chairman Academic Council

✓ **Item No. 10 :** **To consider and approve the proposal of restructuring of IT Cell of the University.**

It was for kind information of the Board of Management that in order to provide ICT services (e.g maintenance or smooth running of IUMS etc) to university, there is need to formally establish a **Computer Centre/ IT Cell** at KKHSOU. In future, we are planning to setup two labs with minimum 100 PC with latest technology at our new campus for the learners as well as to earn revenue by way of conducting various examinations on behalf of other organizations. In addition to it, we are planning to setup one data centre at KKHSOU. A note on the proposed function along with the manpower requirement was circulated to the members of the Board of Management.

The Board was requested to consider and approve the proposal.

The members of the Board of Management discussed the matter and finally approved the proposal.

Resolution No: BM/48/10(a)/2019: Resolved that the following functionality of computer centre be approved.

Functionality of Computer Centre will be:

- To provide a central computing facility with Network Server for all the students and staff of the University.
- To make the facility available and also offer possible assistance in conducting their research, analysing their data etc.
- To organise and conduct short term training courses for the students and staff of the University in collaboration with the other department of university.
- To assist various Departments in the University in computerising their activities.
- To establish, coordinate, maintain and administer campus-wide Network including Internet and allied services.
- To work as co-ordinating centre in networking with computer centres of other universities for exchange of expertise and software.
- To promote and also to undertake Consultancy/Contractual work relating to use of computer facilities or developing software on payment basis, for generating revenue for upkeep/upgrading of computer centre facilities, as per the Rules/Statutes/Ordinances of the University. Such work can be carried out either independently or as a joint venture with other professionals from public or private sectors.
- To keep track of the latest developments in Computer Hardware/Software/ internet technologies and collect information, acquire and impart knowledge to the university staff, to collect and collate information/data to facilitate staff and students.
- To develop human resource in the field of Information and Communication Technology.
- To coordinate and extend support to various departments in the university to organize classroom teaching.
- Management of ERP System of University.

- Development of Software Modules required by the university.
- Website / Learning Management System (LMS) maintenance.
- Management of proposed Computer Lab for revenue generation.

Resolution No: BM/48/10(b)/2019: Resolved that the following posts with minimum qualification and job responsibility as shown be created in the proposed IT Cell and the Government of Assam be requested for necessary approval of the post.

Proposed Manpower Requirement

Sl no	Position Required	Person Required	Minimum Qualification	Job Responsibility
1	Deputy Director (IT/ICT)	1	M.Tech in Computer Sc & Engineering /MSc in CS/IT	Overall responsibility of Computer Centre/IT Cell
2	System Analyst	1	MCA/ MScIT /B.Tech	Software Development & Others
2	Computer Programmer	1	MCA/ MScIT /B.Tech	Software Development
3	Network Engineer	1	MCA/ MScIT / B.Tech with CCNA certifications	Looking after LAN/Wifi Network /Server Maintenance
4	Database Administrator (DBA)/ IT Security Engineer	1	MCA/M.Sc.IT / B.Tech With Certification in Cyber Security/DBA	Software Development /Database backup
5	Technical Assistant	2	Graduation with Certificates in Computer Hardware & Networking / BCA/ BScIT/ BScCS	Software Initialization, Hardware Maintenance, Lab maintenance etc
6	MTS/GRADE 4 Employee	1	As per university norms	---

✓ **Item No. 11 :** To consider and approve the formation of a Search Committee for National Award and National Fellowship 2019.

It was for kind information of the Board that as a part of the social responsibilities and to recognize the untiring spirit of research and dedication to various fields, the University instituted KK Handiqui National Award and KK Handiqui National Fellowship since 2015. The National Award carries Rs. 5.00 lakhs (five lakhs) with a citation and a memento and the Fellowship amounting to Rs. 6.00 lakhs (six lakhs) per year for a period of two years. For this purpose, a Search Committee is to be constituted for nominating the deserving distinguished persons.

The Board was requested to constitute a committee for the above proposal.

The Board decided as under:

Resolution No: BM/48/11/2019: Resolved that a Search Committee for selection of distinguished person(s) for awarding National Award and National Fellowship 2019 be constituted:

1. Prof. Umesh Sarma : Chairman
(Former Vice Chancellor
Srimanta Sankardev University of Health &
Science)
2. Dr. Abu Nasar Ahmed : Member
3. Mrs. Anuradha Sarma Pujari : Member
(Editor, Sadin)
4. Dean Academic, KKHSOU : Convenor ✓

Item No. 12 : To consider and approve the survey report conducted by CIQA on Teachers, Officers and Employees.

The Board was informed that the office of the Director, Centre for Internal Quality Assurance (CIQA), KKHSOU has made a survey on some aspects of job and job satisfaction among the Academic and non-academic staff of our University. It was for kind information of the Board that as per the latest guidelines issued by the

National Assessment and Accreditation Council (NAAC) the above matter is to be approved by the Board of Management.

The copy of the report was circulated amongst the members of the Board of Management.

The Board was requested to consider and approve the same.

Resolution No: BM/48/12/2019: Resolved that the survey report conducted by Centre for Internal Quality Assurance (CIQA), KKHSOU on Teachers, Officers and Employees be noted.

The survey report conducted by Centre for Internal Quality Assurance (CIQA), KKHSOU on Teachers, Officers and Employees is reproduced below:

Office of the Director, Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
 City Office, Housefed Complex, Guwahati- 06

Annexure - I

Report on Feedback Survey (Academic Staff)

Survey on Some Aspects of Job and Job Satisfaction among the Academic Staff of KKHSOU

1. Introduction:

The survey instrument was developed in two parts as follows:

Part I: a) Workplace conditions and participation in decision making

(15 statements were administered to extract response on extent of occurrence in terms of a four point scale from always to never with space for additional comments)

b) Job Satisfaction and Infrastructure

(11 statements were administered to extract response on extent of occurrence in terms of a four point scale from always to never with space for additional comments)

c) Job Satisfaction and Professional Development

(15 statements were administered to extract response on extent of agreeability in terms of a 5 point scale, the middle point being neutral with space for additional comments)

Part II: *The instrument tried to elicit response regarding importance of the following in a scale of 1-10 in respect of job satisfaction: one for minimum and ten for maximum importance.*

- a) Workplace condition*
- b) Salary, benefits and perquisites*
- c) Infrastructure*
- d) Professional Development*
- e) Others (to be specified)*

2. The Response Rate:

- a) The survey instrument in the form of a questionnaire was administered on 14th November, 2018 to 33nos of academic staff of KKHSOU, as 2 nos of academic staff were absent for various personal reasons and other professional commitments like attending OP/RC in some other universities.*
- b) The respondents dropped the filled in questionnaire in the Drop Boxes (one in Head Office and the other in the City Office) on or before 20th November, 2018. The drop boxes were opened in front of three officers/faculty members of KKHSOU and were serialised with their initials.*
- c) 29 nos of responses were received out of 33nos, the response rate being 87.88% which may be considered very good. As shown in the Data Sheet, in some items 1-3 responses were missing which is highly insignificant in terms of capturing the overall perception on various aspects of job and job satisfaction.*

3. The important findings and possible scope of intervention are indicated below:

3.1: Workplace Conditions and participation in decision making:

- 3.1.1: Access to KKHSOU management is good and easy (62.07% always).**
However, the management of the university needs to be more supportive and encouraging. (37.93% feels always and 37.93% feels sometimes)
- 3.1.2: The encouragement of new ideas at all levels is welcome. (41.38% always)**
However suggestions of faculty members are not always encouraged and considered (as 20.69% only feels always, while 44.83% feels occasionally).
- 3.1.3: There is a strong feeling that the teaching faculty is not consulted in decision making in related areas of their functioning (17.24% only in always column).**
- 3.1.4: Faculty cohesion and friendliness is a strong area (Item No x to xii).**
- 3.1.5: The additional comments shown in the Data Sheet may be indicative, though not explicit.**

3.2: Job Satisfaction and Infrastructure:

- a) Perception is relatively strong as regards provisioning of good supply of drinking water (72.41% always), internet facilities (64.29%), toilet facilities, canteen facilities etc.
- b) Significant scope for improvement is there as regards provisioning seminar room/ conference hall facility, supply of materials, IT support in sufficient and timely manner, provisioning of reference books etc.

3.3: Job Satisfaction and Professional Development:

- 3.3.1: Satisfaction with the academic profession is a strong area (76% approx), though personal and professional growth on current job is not considered satisfactory by a majority (34% only agreeable)
- 3.3.2: The possible gaps in the reimbursement of expenses for academic pursuits need to be closed as there is some scope for disagreement (13.79%).
- 3.3.3: That the salary and incentives are attractive enough is a perceived strength (79% agreeability)
- 3.3.4: That the perquisites are also sufficient is another important perceived strength (80.67% agreeability).
- 3.3.5: Encouragement to faculty (as stated in 3.1.1, 3.1.2 and 3.1.3) need to be considered for possible reinforcement in areas of overall perception of encouragement by University management. A majority of the respondents (more than 65%) feels that the university encourages to organize seminars, workshops, academic pursuits, foreign trips, social activities etc.
- 3.3.6: Despite the University encouragement to the work (as reflected in item viii to xiv), there is a grey area regarding perception of society acknowledgement (item no xiv)
- 3.3.7: The additional comments are indicative, though not explicit for the other responses.
- 3.3.8: Two factors namely i) Salary, benefits and perquisites and ii) Professional development are the most important factor for KKHSOU faculty members (9 each out of 10), while there are mixed responses to workplace conditions and Infrastructure in terms of priority.

Annexure – II

Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
 City Office, Housefed Complex, Guwahati- 06

A SURVEY ON SOME ASPECTS OF JOB AND JOB SATISFACTION
AMONG THE ACADEMIC STAFF OF KKHSOU

Part-I

1. Workplace Conditions and Participation in Decision Making

Sl. No.	Statements	Always	%	Sometimes	%	Occasionally	%	Never	%
i.	The management of this University is supportive and encouraging	11	37.93	11	37.93	7	24.14	0	0
ii.	Access to management is good and easy	18	62.07	4	13.79	6	20.69	1	3.45
iii.	There is healthy relationship between management and faculty	9	31.03	13	44.83	5	17.24	2	6.90
iv.	Administrative policies of this University are transparent	5	17.24	13	44.83	4	13.79	7	24.14
v.	There is delegation and decentralization of work	7	24.14	14	48.28	8	27.59	0	0
vi.	My seniors encourage new ideas at all levels	12	41.38	12	41.38	3	10.34	2	6.90
vii.	Suggestions of faculty members are encouraged and considered	6	20.69	10	34.48	13	44.83	0	0
viii.	The teaching faculty is consulted in decision making in related areas of their functioning	5	17.24	9	31.03	11	37.93	4	13.79
ix.	Working conditions are pleasant	4	13.79	20	68.96	3	10.34	2	6.90
x.	I am friendly with my colleagues	24	82.76	3	10.34	2	6.90	0	0
xi.	There is good understanding among the faculty members	15	51.72	10	34.48	4	13.79	0	0
xii.	Cooperation and Coordination among teaching and non-teaching staff are good	17	58.62	8	27.59	4	13.79	0	0
xiii.	I am satisfied with the introduction of the Group Mediclaim Policy of the University	13	44.83	10	34.48	4	13.79	1	3.45
xiv.	I feel secure in my job for existence of established procedures governing my	1	3.45	11	37.93	10	34.48	7	24.14

service conditions									
xv.	I am happy with the leave rules of my university	2	6.90	15	51.72	8	27.59	4	13.79
Additional comments		i) Need more space and freedom ii) Too much pressure can degrade the working quality iii) EL sanctioned without prior information and justification iv) Participatory form of decision making may be initiated v) Leave rules must be more specific vi) Management is encouraging and supportive vii) Decisions regarding academics are not transparent viii) 5 year term of the university does not grant job security ix) Required summer & winter break x) Medical Leave required xi) Too much involvement of faculty in other institutional activities xii) During holidays there should not be any university function xiii) Functions should be during working hours only xiv) Huge discrimination among the staff of KKHSOU xv) Authority should give equal attention regarding leave rules and all other rules and regulations xvi) All decisions should be clear and supportive							

2. Job Satisfaction and Infrastructure

Sl. No.	Statement	Always	%	Sometimes	%	Occasionally	%	Never	%
i.	There is good supply of drinking water in my workplace	21	72.41	6	20.69	1	3.45	1	3.45
ii.	Toilet facilities in my workplace are good	16	55.17	8	27.59	5	17.24	0	0
iii.	Canteen facilities are available ** 27 nos	14	51.85	4	23.53	0	0	9	33.33
iv.	Staff parking facilities are available** 27 nos	12	44.44	6	22.22	5	18.52	4	14.81
v.	Room of faculty members are sufficiently furnished and comfortable	7	24.14	10	34.48	7	24.14	5	17.24
vi.	Seminar and conference hall are adequate**28 nos	1	3.57	9	32.14	11	39.29	7	25
vii.	Library is sufficiently equipped	7	24.14	13	44.83	6	20.69	3	10.34
viii.	Multimedia facilities are adequate	7	24.14	9	31.03	9	31.03	4	13.79

ix.	Supply of materials for IT support are sufficient and timely	9	31.03	14	48.28	5	17.24	1	3.45
x.	Internet facilities is sufficient and well connected **28 nos	18	64.29	10	35.71	0	0	0	0
xi.	Reference books are usually available in the library	8	27.59	16	55.17	5	17.24	0	0
Additional comments		i) Relation among colleagues are quite good ii) Administrative aspects cannot be regarded as satisfactory iii) Departmental library is necessary iv) Library needs additional academic books, access to top rated journals v) Current office set up of does not allow us to engage in thinking process vi) Library should also keep a stock of all the previous year SLMs year-wise vii) Need more conference and seminar rooms viii) Need better sitting and toilet facilities ix) Need anti-plagiarism software and login user id for each faculty members x) Workshop on relevant topic xi) Infrastructure should be up to the university level xii) Should not any verbal harassment xiii) Provision of departmental library							

3. Job Satisfaction and Professional Development

Sl. No.	Statement	Strongly Agree	%	Agree	%	Neither Agree nor Disagree	%	Disagree	%	Strongly Disagree	%
i.	I am satisfied with my academic profession	4	13.79	18	62.07	5	17.24	2	6.90	0	0
ii.	Personal growth on current job is satisfactory	1	3.45	9	31.03	8	27.59	8	27.59	3	10.34
iii.	I am happy with my professional growth	2	6.90	8	27.59	9	31.03	8	27.59	2	6.90
iv.	Reimbursement expenses for academic pursuits are	5	17.24	14	48.28	4	13.79	4	13.79	2	6.90

	<i>made timely</i>										
v.	<i>Our organization conducts extensive training programs for its employees in all aspects of quality</i>	2	6.90	13	44.83	9	31.03	5	17.24	0	0
vi.	<i>Salary and incentives are attractive enough to retain the academic staff.</i>	9	31.03	14	48.28	6	20.69	0	0	0	0
vii.	<i>The perquisites like PF, HR(House Rent) etc. are sufficient to me as per my role**28 nos</i>	11	39.29	12	41.38	3	10.71	0	0	2	7.14
viii.	<i>My University encourages me to attend continuous professional development programmes</i>	5	17.24	15	51.72	5	17.24	3	10.34	1	3.45
ix.	<i>My university encourages me to undertake external activities and serve as resource person elsewhere.</i>	9	31.03	14	48.28	4	13.79	1	3.45	1	3.45
x.	<i>My University encourages me to organize seminar, workshop, academic programme etc</i>	15	51.72	10	34.48	2	6.90	2	6.90	0	0
xi.	<i>My University supports me in working articles/papers etc. for publication purpose.</i>	11	37.93	14	48.28	2	6.90	2	6.90	0	0

xii.	My University encourages me for applying minor and major research projects	7	24.14	12	41.40	9	31.03	1	3.45	0	0
xiii.	My University assists me for foreign trips for conferences, projects, seminars and training etc.	4	13.79	12	41.40	10	34.48	2	6.90	1	3.45
xiv.	The society acknowledges and values my work	2	6.90	13	44.83	10	34.48	2	6.90	1	3.45
xv.	My University encourages me to involve in social activities	9	31.03	18	62.07	1	3.45	1	3.45	0	0
Additional comments	i) So much work load ii) Holidays are less in numbers iii) University ambience is warm iv) Proper planning is needed on the part of Dean Office (Academic) v) Over burden of work hinder academic development vi) Personal growth and academic progress given the work environment, it has not been satisfactory vii) The five year term doesn't seem to be motivating factor viii) Avenues to engage in academic pursuits are not encouraging ix) No provision of Academic Leave x) Not enough support is given for OP, RC etc. xi) Only few faculty members' work is highlighted xii) Management is apprehensive to spend on faculty members' foreign trips xiii) Heavy workload xiv) Authority should give the faculty members ample scope for professional development										

Part-II

4. Perceived value Rating Scale

State the importance of the following factors in a scale of 1-10 in respect of your job satisfaction

Sl. No.	Factor	Rating in scale of 10									
		1	2	3	4	5	6	7	8	9	10
i.	Workplace Conditions	1		1	4	4	4		6	4	5

ii.	Salary, Benefits and Perquisites						2	6	9	3	9
iii.	Infrastructure			1	3	3	4	5	4	5	4
iv.	Professional Development	1	1		3	4	2	2	4	2	9
v.	Others (Please specify)				1	1		1			2
	a) Extra Co-curricular activities										
	b) Communication between employees										
	c) Motivation towards work										
	d) Consulting the general body of faculty members while making important policy decisions relating to the academic sphere										
	e) Work Ethics										
	f) Personal Development										

Annexure: III

Office of the Director, Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
 City Office, Housefed Complex, Guwahati- 06

Report on Feedback Survey (Non-Teaching Staff)

Survey on Some Aspects of Job and Job Satisfaction among the non-teaching staff of KKHSOU

1. Introduction:

1.1 The survey instrument was developed in two sections.

1.2 In the first section, there were 39 statements aimed at eliciting response from the target non teaching staff of KKHSOU in terms of a 5 point agreement scale from "strongly agree" to "strongly disagree" with "undecided" as the midpoint.

1.3 In the second section, a perceived value rating scale was administered to ascertain the importance (10 for maximum importance to 1 for minimum importance) of factors like workplace conditions, salary, professional development etc. The factors are stated below:

- Workplace Conditions
- Salary, benefits and perquisites
- Infrastructure
- Professional development
- Others (to be specified)

2. *The Response Rate:*

2.1 *The survey instrument in the form of a questionnaire was administered to 91 nos. of non-teaching staff including the Finance Officer (1), Deputy Registrar (3), Assistant Registrar (3), OSD (2), Section Officer (3), Regional Director (1), Grade III (35) and Grade IV (43) employees.*

2.2 *The respondents dropped the filled in questionnaire in the Drop Boxes (one in Head Office and the other in the City Office) on or before 20th November, 2018. The drop boxes were opened in front of three officers/faculty members of KKHSOU and were serialised with their initials.*

2.3 *86 nos of responses were received out of 91 nos, the response rate being 95% which may be considered as very good.*

3. *The important findings and the possible scope of intervention are indicated below:*

3.1 *Following are the statements (26 nos.) to which 60 or more employees out of 86 employees either strongly agree or agree.*

3.1.1 *Recruitment policies and practices of our University are good enough for recruitment of competent non-academic staff*

3.1.2 *My present job is as per my ability/qualification and experience*

3.1.3 *I have full confidence in the management of my University*

3.1.4 *As a whole, I am satisfied with the general supervision in my department*

3.1.5 *Working conditions in my University are satisfactory*

3.1.6 *My University treats its employees better than any other Organization*

3.1.7 *I have good opportunity to present my problems and views to the management.*

3.1.8 *I have satisfactory relations with my supervisor*

3.1.9 *Promotions are made as per our qualification and experience*

3.1.10 *My seniors are highly motivating*

3.1.11 *My job has helped me to learn more skills*

3.1.12 *Good team spirit exists among different non-academic staff members*

3.1.13 *I am satisfied with the staff welfare facilities provided by the University*

3.1.14 *My senior officers are usually willing to adopt good idea*

3.1.15 *Relationship between seniors and other employees in my University are warm and friendly*

3.1.16 *People around here are very loyal to the University*

3.1.17 *Employees get inspiration to perform well from their seniors in this University*

3.1.18 *Employees feel that the management is concerned about their welfare and growth*

3.1.19 *Decisions taken by management are implemented/ accepted enthusiastically by all in the University*

- 3.1.20 *I feel encouraged to come up with new and better ways of doing things*
- 3.1.21 *My work gives me a feeling of personal accomplishment*
- 3.1.22 *The nature of my job has helped me to utilize my skills and abilities to the fullest*
- 3.1.23 *I experience personal growth such as updating skills and learning different jobs*
- 3.1.24 *The society acknowledges and values my work*
- 3.1.25 *This University encourages me to involve in social activities*
- 3.1.26 *I am proud of my University*

3.2 *In 26 nos of statements as indicated in 3.1 out of 39 statements, the employees have expressed their positive feedback, as may be inferred from their agreement to the given statements (60 employees or more agreeing to the statements)*

3.3 *From the above findings (Item no 3.2, it may be inferred that the management should consolidate the ongoing good administrative practices and explore continuous improvement so as to remain vibrant.*

3.4 *Following are the statements to which 20 or more number of employees either disagree or strongly disagree and could not decide. We have included "Indecisiveness" assuming that to be a grey area being more prone towards negative feedback.*

- 3.4.1 *Favouritism does not have any role to play in my University*
- 3.4.2 *Promotions are made as per our qualification and experience*
- 3.4.3 *I am satisfied with the staff welfare facilities provided by the University*
- 3.4.4 *I am satisfied with the introduction of Group Mediclaim Scheme for my family of the University*
- 3.4.5 *People in this University really trust one another*
- 3.4.6 *Views of the concerned employees at different levels are taken before significant decisions are taken by the management regarding their areas of functioning*
- 3.4.7 *Employees feel that the management is concerned about their welfare and growth*
- 3.4.8 *Decisions taken by management are implemented / accepted enthusiastically by all in the University*
- 3.4.9 *People in this University feel well-informed regarding its policies/programmes and other matters of concern of the employees*
- 3.4.10 *There is a systemic procedure to keep accurate and up-to-date information for taking Decisions*
- 3.4.11 *I feel secure in my job for existence of established procedures governing my service conditions*

- 3.4.12 The quality goals of my job are clearly defined
- 3.4.13 Non-academic staffs have enough opportunity to take part in different training program for skill development.
- 3.4.14 Management looks to me for suggestions and comments regarding my area of functioning
- 3.4.15 The perquisites like PF, Medical, HR etc are sufficient to me as per my role
- 3.4.16 My University encourages me to attend the continuous professional development programmes

3.5 In 16 nos of statements as indicated in 3.4, the employees have expressed their disagreement and indecisiveness which may be inferred as some kind of negative feedback. In this regard the management of this university needs to be more transparent and objective oriented.

Annexure – IV

Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
 City Office, Housefed Complex, Guwahati- 06

A SURVEY ON SOME ASPECTS OF JOB AND JOB SATISFACTION AMONG THE
NON-TEACHING STAFF OF KKHSOU, ASSAM

Section-I:

Sl No	Statement	Strongly Agree	Agree	Un-decided	Disagree	Strongly Disagree
1.	Recruitment policies and practices of our University are good enough for recruitment of competent non-academic staff	18	48	15	4	1
2.	My present job is as per my ability/qualification and experience	41	42	2	1	
3.	I have full confidence in the management of my University	29	45	9	3	
4.	Favouritism does not have any role to play in my University	18	40	14	13	1
5.	As a whole, I am satisfied with the general supervision in my department	20	57	4	5	

6.	<i>Working conditions in my University are satisfactory</i>	32	37	11	5	1
7.	<i>My University treats its employees better than any other Organisation</i>	28	44	13	1	
8.	<i>I have good opportunity to present my problems and views to the management.</i>	20	55	9	2	
9.	<i>I have satisfactory relations with my supervisor</i>	22	58	4	2	
10.	<i>Promotions are made as per our qualification and experience</i>	15	45	20	6	
11.	<i>My seniors are highly motivating</i>	25	52	5	4	
12.	<i>My job has helped me to learn more skills** 84 nos</i>	29	45	7	3	
13.	<i>Good team spirit exists among different non-academic staff members</i>	19	50	10	4	3
14.	<i>I am satisfied with the staff welfare facilities provided by the University</i>	17	44	13	7	5
15.	<i>I am satisfied with the introduction of Group Medclaim Scheme for my family of the University</i>	20	37	14	8	7
16.	<i>My senior officers are usually willing to adopt good idea</i>	15	61	10		
17.	<i>People in this University really trust one another</i>	7	40	26	11	2
18.	<i>Relationship between seniors and other employees in my University are warm and friendly</i>	12	57	15		2
19.	<i>People around here are very loyal to the University</i>	20	52	11	3	

20.	<i>Employees get inspiration to perform well from their seniors in this University</i>	15	59	9	3	
21.	<i>Views of the concerned employees at different levels are taken before significant decisions are taken by the management regarding their areas of functioning</i>	9	41	24	10	2
22.	<i>Employees feel that the management is concerned about their welfare and growth</i>	12	54	14	5	1
23.	<i>Decisions taken by management are implemented/accepted enthusiastically by all in the University*one short</i>	14	50	16	4	1
24.	<i>People in this University feel well-informed regarding its policies/programmes and other matters of concern of the employees</i>	8	48	19	10	1
25.	<i>There is a systemic procedure to keep accurate and up-to-date information for taking decisions</i>	6	51	23	5	1
26.	<i>I feel secure in my job for existence of established procedures governing my service conditions*one short</i>	11	36	20	7	11
27.	<i>I feel encouraged to come up with new and better ways of doing things</i>	21	59	3	3	
28.	<i>The quality goals of my job are clearly defined</i>	14	42	19	8	3
29.	<i>My work gives me a feeling of personal accomplishment</i>	24	53	4	5	
30.	<i>The nature of my job has helped me to utilise my skills and abilities to the fullest</i>	26	50	6	3	1
31.	<i>I experience personal growth such as updating skills and learning different jobs</i>	28	45	8	3	2

Item No. 13 : To consider and approve the recommendations of the Screening Committee for granting Senior Scale to the Faculty Members.

The recommendations of the Screening Committee for granting Senior Scale to the Faculty Members were placed on the day of the meeting.

The Board was requested to consider and approve the same.

Resolution No: BM/48/13/2019: Resolved that the following Faculty members be granted the Senior Scale as per the recommendations of the Screening Committee meeting held on 25-03-2019:

Sl. No	Name of the Faculty	Date of effect
1.	Dr. Devajeet Goswami	w.e.f. 28.11.2018
2.	Dr. Dipankar Malakar	w.e.f. 03.01.2019
3.	Dr. Chayanika Senapati	w.e.f. 26.08.2018

The recommendation of the Screening Committee is reproduced as below:

Senior Scale Committee Recommendation

Ref. No: KKHSOU/Senior Scale/ /55/2017/16

Dated: 25.03.19

The Screening cum evaluation committee in its meeting held on 25.03.2019 in the Conference hall of KKHSOU, Housefed Complex scrutinized the application (3 Nos) w.r.f relevant API notification and submit the following:

- 1) Total numbers of candidates are 3. All the candidates are PhD Holders. Hence assessment period is taken to be 4 years.

+

Verification

01.

- i) Name of the candidate: Devajeet Goswami.
- ii) Department: Commerce
- iii) Whether PhD: Yes, in 2016 of Gauhati University. (Page no. 3 of the attached document)

- iv) Successful completion of one orientation course: Yes, 04.12.2017. (Page no. 01 of the attached document)
- v) Successful completion of one Refresher/ Research Methodology course: Yes, 28.11.2018. (Page no. 02 of the attached document)
- vi) Obtainment of API scores as follows:

Category I (Minimum API Required in the assessment period)	Category I (API achieved during the assessment period)	Category II (Minimum API Required in the assessment period)	Category II (API achieved during the assessment period)	Category III (Finalization by the screening committee)	Category III (API achieved during the assessment period)
80	5945.5	50	44	20	195

* Minimum total API score under category II & III (Combined) is 90/Assessment period

02

- i) Name of the candidate: Dipankar Malakar.
- ii) Department: Commerce
- iii) Whether PhD: Yes, in 2017 of Gauhati University (Page no. 03 of the attached document).
- iv) Successful completion of one orientation course: Yes, 21.03.2017. (Page no. 02 of the attached document)
- v) Successful completion of one Refresher/ Research Methodology course: Yes, 29.07.2018 (Page no. 01 of the attached document)
- vi) Obtainment of API scores as follows:

Category I (Minimum API Required per year)	Category I (API achieved during the assessment period)	Category II (Minimum API Required in the assessment period)	Category II (API achieved during the assessment period)	Category III (Finalization by the screening committee)	Category III (API achieved during the assessment period)
80	4306	50	70	20	140

* Minimum total API score under category II & III (Combined) is 90/Assessment period

03.

- i) Name of the candidate: Chayanika Senapati.
- iv) Department: Management
- iii) Whether PhD: Yes, in 2016 of Gauhati University. (Page no. 3 of the attached document)
- iv) Successful completion of one orientation course: Yes, 04.12.2017. (Page no. 01 of the attached document)
- v) Successful completion of one Refresher/ Research Methodology course: Yes, 26.08.2018. (Page no. 02 of the attached document)
- vi) Obtainment of API scores as follows:

Category I (Minimum API Required in the assessment period)	Category I (API achieved during the assessment period)	Category II (Minimum API Required in the assessment period)	Category II (API achieved during the assessment period)	Category III (Finalization by the screening committee)	Category III (API achieved during the assessment period)
80	5141	50	47	20	135

* Minimum total API score under category II & III (Combined) is 90/Assessment period

Recommendations

2) The Recommendations are as follows candidate wise:

Name of the Faculty	Whether Ph.D	Orientation Course	Refresher Course	Category 1	Category 2	Category 3	Recommendation
a) Dr. Devajeet Goswami	Year 2016	04.12.2017	28.11.2018	Minimum Achieved	Minimum Achieved	Minimum Achieved	Recommended w.e.f 28.11.2018 (Date of Joining 01.04.2012)
b) Dr. Dipankar	Year 2017	21.03.2017	29.07.2018	Minimum Achieved	Minimum Achieved	Minimum Achieved	Recommended w.e.f.

Malakar							03.01.2019 (Date of Joining 03.01.2015)
c) Dr. Chayanik a Senapati	Year 2016	04.12.2017	26.08.2018	Minimum Achieved	Minimum Achieved	Minimum Achieved	Recommended w.e.f 26/08/2018 (Date of Joining 31.12.2013)

Sd/- (Signature) Sd/- (Signature) Sd/- (Signature) Sd/- (Signature) Sd/- (Signature) Sd/- (Signature) Sd/- (Signature)

Vice-Chancellor Dr. M. Kr Choudhury Dr.N Baruah Dr.A.P. Singh Dean (Academic) HOD Dr. Umesh Ch. Sarma

Item No. 14 : To consider and approve recognition of KKHSOU Teachers' Association, KKHSOU Officers' Association and KKHSOU Employees' Union

The Board was apprised that the KKHSOU Teachers' Association, KKHSOU Officers' Association and the KKHSOU Employees' Union have submitted representations to form respective Association/Union. In this connection, they have applied for formal recognition from the authority.

The Board was requested to consider and approve the matter.

After detailed discussion the Board decided that the Associations may be recognized. However, they will not be allowed such activities which are found to be detrimental for the interest of the University. The Board decided as follows:

Resolution No: BM/48/14/2019:

Resolved that the prayer made by the KKHSOU Teachers' Association, KKHSOU Officers' Association and KKHSOU Employees' Association be considered and accordingly the above three Association/Union be recognized with a stricture not to resort any activity which are found to be detrimental to the interest of the University.

The representations of the three Associations are reproduced below:

Teachers' Association:

To,
The Registrar,
KKHSOU, Patgaon, Rani Gate,
Guwahati- 781017

20.02.2019.

Subject: *Establishment of KKHSOU Teachers' Association.*

Sir,

With due reference to the subject mentioned above, we would like to inform you that all the regular teachers of the University, in a meeting convened at the Academic Block of the University has resolved to form a Teachers' Association of the University. The meeting was convened on 20th July 2018 with Professor Umesh Deka as the Chairperson. In the meeting, all the members present resolved to name the Teachers Association as KKHSOU Teachers' Association. The basic objectives of the Association are to promote welfare among its members and the achievement of the overall development of the University.

In this regard, an Ad-hoc Executive Committee has been established with Professor Umesh Deka as Advisor, Dr. Pranab Saikia as President and Dr. Bhaskar Sarmah as the Secretary of the Association among others.

We would therefore like request you kindly recognize the Teachers' Association as a not-for-profit welfare body of the University and also request you to kindly permit us to register the Association with the Society's Registration Office, Assam.

This is for your kind information and perusal.

Thanking you,

Yours faithfully,

*Sd/-
(Bhaskar Sarmah)
Secretary, KKHSOU Teachers' Association.*

Officers' Association:

To,
The Registrar,
Krishna Kanta Handiqui State Open University
Housefed Complex, Dispur

Date: 18/03/2019

Subject: Establishment of Officers Association – Recognition thereof.

Sir,

We, the following officers of our University desire form an Association in the name and style "KKHSOU Officers Association" for common and mutual interest of the officers as well as the University. We would be grateful if the authority recognize our association and intimate the same to us for further necessary action. A committee would be constituted by us and will intimate your honour at the earliest possible time.

Thanking you,

Yours faithfully,

Sd/-
(Birinchi Bora)
Officer's Association.

Employee Association

প্ৰতি,

তাৰিখ : ১১-০১-২০১৯

কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়ৰ পঞ্জীয়ক মহোদয়ৰ সমীপে যু।
হটচফেদ কমপ্লেক্স, দিশপুৰ, গুৱাহাটী - ৬, অসম।

বিষয় : কৃ কা স ৰা মু বিশ্ববিদ্যালয়ৰ অনা - শৈক্ষিক সমূহ কৰ্মচাৰীয়ে গঠন কৰিবলৈ লোৱা এখন একতা সমিতিৰ অনুমোদন
বিচাৰি আবেদন।

মহোদয়,

ভোগালী বিহুৰ ওলগ জনালো। সন্মানসহকাৰে জনাব বিচাৰো যে, আমাৰ বিশ্ববিদ্যালয়ৰ অনা-শৈক্ষিক কৰ্মচাৰী
হিচাপে আমি বিভিন্ন বিভাগত সেৱা আগবঢ়াই আহিছো। বিশ্ববিদ্যালয়খনৰ বিভাগসমূহ বিভিন্ন কাৰণত একে ঠাইতে নথকাৰ
বাবে অনা-শৈক্ষিক কৰ্মবৃন্দই বিশ্ববিদ্যালয়খনৰ সৰ্বতোপ্ৰকাৰৰ উন্নয়নৰ বাবে সঘনে মিলিত হ'বলৈ পোৱা নাযায়। মাননীয়
উপাচার্য মহোদয়ৰ সহিতে উচ্চ বৰ্গৰ বিষয়াসকলৰ লগতো সঘনে মিলিত হোৱাৰ সৌভাগ্য নহয়। গতিকে আমি ভাবিছো
যে, বিশ্ববিদ্যালয়খনৰ সৰ্বতো উন্নয়নৰ বাবে কাম কৰিবলৈ হ'লে অনা-শৈক্ষিক কৰ্মবৃন্দৰ এখন একতা সমিতি থকাতো ভাল
হ'ব। আমি সকলোৱে মৌখিকভাবে কথাটো আলোচনা কৰি এখন একতা সমিতি গঠন কৰিবলৈ হাবিয়াস কৰিছো। উক্ত
একতা সমিতিখন গঠন কৰিবলৈ আপোনাৰ অনুমোদন জনাব বুলি আশা কৰিলো।

এয়ে মহোদয়ৰ ওচৰত আমাৰ সৰল প্ৰাৰ্থনা।

ধন্যবাদেৰে,

ইতি,
আপোনাৰ বিশ্বাসী
অনা-শৈক্ষিক কৰ্মবৃন্দৰ হৈ

Item No. 15: To consider and approve the quantum of SLM writing by the Faculty members.

It was for information of the Board of Management that a minimum quantum of SLM writing by the Faculty members be fixed for the in-house faculty members. In other organizations, like IGNOU, the minimum quantum of 30% is fixed for the in house faculty members and the rest are managed through outside agencies. In our University there are no specific guidelines and as such the Board is requested to consider and guide future course of action.

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

The Board discussed the matter and decided that 30% of SLM writing by the in house faculty members be approved. The Board decided as follows:

Resolution No: BM/48/15/2019: Resolved that henceforth 30% SLM for the programmes of the University to be prepared by the in house faculty members be made mandatory.

Item No. 16 : To consider and approve the programmes in online mode as per UGC guidelines.

As per the UGC guidelines, the university is to launch online mode programmes, the last of which was fixed on 31.03.2019. Our University has already applied for 31 numbers of programmes including Post Graduate, Undergraduate and Diploma in different subjects.

The Board was requested to consider and approve the proposal.

Resolution No: BM/48/16/2019: Resolved that the launching of Online Mode Programmes by KKHSOU as per the UGC guidelines be approved.

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

(Hitesh Deka)
Vice Chancellor &
Chairman, BoM
KKHSOU

(Arupjyoti Choudhury)
Registrar &
Member Secretary, BoM
KKHSOU