

Annexure - I



Proceedings of the Eleventh meeting of the Board of Management held on 9th. August, 2011

Members present:

1. Vice-Chancellor - Chairman
2. Professor Mohan Lal Brahma
3. Professor Mohammad Taher
4. Professor Tabu Ram Taid,
5. Mrs. Ahalya Gogoi,
6. Professor I. M. Das,
7. Dr. P.K. Choudhury,
8. Joint Secretary, Finance Department, Govt. of Assam
9. Joint Secretary, Education Department, Govt. of Assam
10. Registrar - Member Secretary

Agenda item No. 1 : Introductory remarks by Vice Chancellor

Vice-Chancellor extended a very warm welcome to all the members of the newly constituted Board of Management, particularly Professor M. L. Brahma, Vice-Chancellor of Bodoland University, Professor I. M. Das, former Professor of Physics, Gauhati University and Dr. P. K. Choudhury, former Adviser to Chief Minister. He also expressed his gratitude to all the members of the first Board of Management for the services and advice received from them towards taking the University in the most desired direction, particularly the services of Professor M. Taher, Professor T.R. Taid and Mrs. Ahalya Gogoi and hoped to get continued support from all the members of the Board towards fulfilling the goals of the University.

While welcoming all the members of the Board of Management, Vice-Chancellor apprised them of the following developments that have taken place since the holding of the last meeting of the Board.

1. On funding by the State government : The University submitted its budget proposals for 2011-12 duly approved by the Finance Committee and the Board of Management to the State government for incorporation in its Annual Budget. While submitting the budget proposal to the State government, the University gave adequate justification for the enhanced proposed expenditure on both plan and non-plan heads during 2011-12 keeping in view the requirement of infrastructure in its permanent campus at Rani for recognition of University Grants Commission and Distance Education Council. Against the University's proposal of Rs. 46.84 Crores as plan and non-plan grants during 2011-12, the State budget made provision for only Rs.

3 Crores (Rs. 1.5 Crores plan and Rs. 1.5 Crores non-plan) for this University which constitutes barely 2% of the total budget allocation to the Universities of the State, completely disregarding the need of the University. No allocation of any fund has been made even for the payment of salary against the posts already approved by the State government.

It is a matter of serious concern that the University has not been getting adequate financial support from the State government in its infancy for its growth. Ironically, the meagre financial support that it receives from the State government is even less than the financial support received by a provincialized college.

2. On launching of Diploma programme on Elementary Teachers Training : The State government has entrusted this University with the responsibility of launching a Diploma Course on Elementary Teachers Training for lower and upper primary teachers. Vice-Chancellor had a meeting with the Education Minister on this issue in July, 2011, and prior to that the Sarbasiksha Mission Director also had a number of meetings with the Officials of this University. Considering the number of untrained serving teachers who are required to be trained within a fixed time frame, the University would be required to provide the Diploma programme initially to about 20,000 in-service teachers per year for a period of 4 to 5 years. The course curriculum for the Diploma course had been more or less finalized, inviting experts from IGNOU, New Delhi in collaboration with local experts. The process of preparation of SLM has started. Moreover, the University has already planned to start the B.Ed. programme from the next academic session and it has been telephonically conveyed a few days back that the State government would formally request the KKHSOU to take up the B.Ed. course for in-service high school teachers. The University has already engaged two academic consultants for these teacher training programme by utilising the fund provided by DEC.
3. Establishment of Regional Centre at Jorhat : In order to establish the Regional Centre of the University at Jorhat as per the earlier decision of the BoM, the Vice-Chancellor wrote to the Hon'ble Chief Minister for allotment of land at Jorhat and the CMO sent the proposal to Jorhat District administration, but no progress has taken place so far. Negotiation with J.B. College has been going on to spare some space of its vacant buildings temporarily for the Regional Centre on rental basis. Since getting government land within town area is a remote possibility, the University has also been looking for private land for purchase and the Registrar would be visiting Jorhat in a couple of days in this connection. BoM would be informed of the development in the next meeting.
4. DEC funding : The Distance Education Council sanctioned R\$. 4.20 Crores as development grant for 2011-12 to be spent on specific items earmarking the amount for each item. Since the fund earmarked by DEC cannot be re-appropriated without their prior approval, most of the Open Universities could not utilize the fund fully and for that purpose the MHRD convened a meeting of the Vice-Chancellors on 27th July at New-Delhi, which the Vice-Chancellor attended and the consensus of the meeting was to relax the water-tight compartments of the fund utilization. The formal communication, however in this respect was yet to be received by the SOUs.

Resolution No. BM/2011/11/1 : After hearing the Vice-Chancellor, the Board of Management adopted the following resolutions.

- (a) Resolved that the information placed by the Vice-Chancellor be noted.
- (b) Board of Management expressed its serious concern for not extending adequate financial support to this University in spite of the fact that this University contributed immensely towards raising gross enrolment ratio (GER) in the State by enrolling about 40,000 students during 2010-11. The members also expressed the apprehension that the UGC and DEC might withdraw recognition to this University if it failed to move to its permanent campus within a year or two as running of a University for an indefinite period from rented buildings was not permissible. In view of the above, the BoM resolved to urge upon the State government to make provision for adequate additional grant both under plan and non-plan heads in the coming supplementary budget.

Agenda item No. 2 : Confirmation of the proceedings of the tenth meeting of the Board of Management held 12-4-2011.

The proceedings of the meeting of the Board held 12-4-2011 (Annexure-I) was placed before the Board of Management for consideration for confirmation.

Resolution No. BM/2011/11/2 : The Board of Management after detailed discussion confirmed the proceedings by adopting the following Resolution.

Resolved that the proceedings of the tenth meeting of the Board of Management held on 12-4-2011 be confirmed.

Agenda item No.3 : Action taken report by the Registrar

Registrar placed the action taken report on the decisions taken by the Board of Management in its 9th and 10th meetings (Annexure-II) before the Board of Management for appraisal.

Resolution No. BM/2011/11/3 : Resolved that the action taken report presented by the Registrar be noted.

Agenda item No.4 : Creation of posts of a Deputy Registrar (Administration), One Assistant Registrar (Examinations), One Assistant Registrar (Finance) and two Section Officers.

In the expanding phase of the University, the number of programmes had increased to 49 and the number of learners to 40,000 in the last year, and it is expected to increase to about 60,000 this year. A few new P.G. programmes are in the pipeline for the ensuing academic session. Moreover, the government of Assam has entrusted the task of launching Elementary Teacher Training programme to train about 20000 lower primary and upper primary school teachers every year for the next four to five years starting from 1st January, 2012. The government of Assam also made a suggestion to launch B.Ed. programme through KKHSOU for in-service teachers as well as for regular students from 2012 as B.Ed. has been made one of the requisite qualifications for High School teachers. Hence, the number of learners is likely to touch about 1 lakh in 2012-13 session.

The present administrative set up has been manned by inadequate number of experienced supervisory officers (engaged after their retirement in their parent services) who are likely to leave their positions within 2/3 years. Moreover, the University could not get qualified persons for the senior posts like Dean (Academic) and Dean (Study Centre) in response to the last advertisement. In view of the above, for smooth functioning of University and timely conduct and declaration of examination results, it was placed before the Board of Management to consider the creation of the following middle and lower level supervisory posts of officers for the approval of State Government

- i) One Deputy Registrar (Administration) (as per UGC scale of pay)
- ii) One Assistant Registrar (Examinations) (as per UGC scale of pay)
- iii) One Assistant Registrar (Finance) (as per UGC scale of pay)
- iv) Two Section Officers (Examination and SLM) (as per CPC scale of pay)

The BoM discussed the matter and adopted the following resolution:

Resolution No. BM/2011/11/4: The Board of Management had appreciated the need of the supervisory Officers in view of expansion of both the academic and administrative activities of the University in terms of learners, study centres and academic programmes. The members were however of the view that for smooth conduct of examination a post of Controller of Examinations in place of Assistant Registrar (Examinations) should be created and adopted the following Resolution,

Resolved that the following posts of Officers be created for smooth functioning of the University

- i) Controller of Examinations(as per UGC scale of pay)
- ii) One Deputy Registrar (Administration) (as per UGC scale of pay)
- iii) One Assistant Registrar (Finance) (as per UGC scale)
- iv) Two Section Officers (Examination and SLM) (as per CPC scale of pay)

Agenda item No. 5 : Creation of posts of one Associate Professor and two Assistant Professors in the School of Education.

This University has been entrusted by the State Government with the responsibility of launching two year Elementary Teacher Training programme to train about 20000 in-service lower primary and upper primary school teachers every year for the next four to five years starting from 1st January, 2012 and also fresh students subsequently. Moreover, the government of Assam had also made a suggestion to launch B.Ed. programme through KKHSOU for in-service teachers as well as for regular students from 2012 as B.Ed. was made compulsory for High School teachers. In order to cope with the work associated with this new assignment, the University needed to have adequate faculty for teachers training both for Elementary and Secondary levels.

The Board of Management was requested to consider the creation of a post of Associate Professor and two posts of Assistant Professors in the School of Education .

Resolution No. BM/2011/11/5 : Keeping in view the great responsibility of the University in launching Diploma in Elementary Teachers Training and B.Ed. courses from the ensuing session and

also considering that these programmes would be a part of regular curricula, the Board of Management had decided to create the following posts in the School of Education and adopted the following resolution.

Resolved that the following posts be created

- i) Associate Professor (as per UGC Scale of pay)
- ii) Two Assistant Professors (as per UGC scale of pay)

Agenda item No. 6: Creation of a posts of two Junior Accounts Assistants

The Accounts section of the University at the moment has been managed by only three persons, one Accounts Assistant and two junior Accounts Assistants. The volume of works in the Accounts section has increased horizontally and vertically due to increase in the number of study centres to more than 200 and number of learners to about 40,000 last year, which is likely to touch the number of one lakh during 2012-13 academic session. The staff of the Accounts section have to individually check the financial transaction of 40,000 learners in connection with admission and examination, deal with more than 200 study centres for sharing of course fees and examination fees, take care of remunerations to be paid to more than 100 course writers and also about a dozen of workshops and training programmes each year, besides usual financial transaction of the employees, their PF, income tax, professional tax as well as financial dealing with the printing of study materials and purchases. Timely disposal and submission of statements of accounts that was expected of a public institution, sometimes did not materialise for want of adequate number of Accounts Staff.

In view of the above, it was placed before the Board of Management to consider the creation of two posts of junior Accounts Assistants for the approval of State government.

Resolution No. BM/2011/11/6 : Appreciating the need of additional hands in the Accounts Section, the Board of Management adopted the following Resolution:

Resolved that two posts of Junior Accounts Assistants be created in the CPC scale of pay.

Agenda item No. 7 : Creation of posts of three packing cum delivery boys.

Student Support Services is the main component of an ODL system and timely provision of self-learning materials (SLM) is the core of the student support services. Student-wise distribution of SLM through study centres located in different parts of Assam (Dhubri to Sadiya) is a herculean task as each learner has to be provided with 8/9 books in the annual system and 12/13 books in the semester system per year. Since the packing and sending of SLM is a time-bound work, the University has to engage five/six persons throughout the year in view of implementation of semester system. Two of the Office peons from the main office had to be engaged in the SLM branch affecting the functioning of general administration.

In view of the above, it was placed before the Board of Management to consider the creation of 3 posts of packing and delivery boys for SLM section.

The BoM discussed the matter and adopted the following resolution:

Resolution No. BM/2011/11/7 : After detailed discussion of the need of timely dispatch of the SM to the learners, the Board of Management adopted the following resolution,

Resolved that three posts of Packing and Delivery Boys be created in the CPC scale of pay.

Agenda item No. 8 : Creation of a post of Driver.

The Vice-Chancellor has been provided with a driver for his allotted official car. There is no reliever for the said allotted driver during his absence. Moreover, the University has two additional vehicles for transportation of study materials, examination materials including confidential papers and transportation of officials and guests attending dozens of academic workshops. Two of the existing peons who know driving are assisting in the movement of vehicles on request. There was, therefore, an urgent need of an additional driver to serve the VC as an alternative driver as well for driving the other vehicles.

In view of the above, it was placed before the Board of Management to consider the creation of a post of driver.

The BoM discussed the matter and adopted the following resolution:

Resolution No. BM/2011/11 /8 : Appreciating the need of the service of an additional driver, the Board of Management resolved that a post of Driver be created in the CPC scale of pay.

Agenda item No. 9 : Nomination of members of Board of Management to Selection Committees

Section 6 (i), 6(ii) and 6(iii) of Chapter-I of the Statutes of the University made provision of three Selection Committees; namely, Selection Committee for selection of Officer, Selection Committee for selection of teachers and Selection Committee for selection of non-teaching supporting staff. Each of the Selection Committees had one of the members from the Board of Management.

Placed before the Board of Management for nomination of the members to the Selection Committees.

The BoM adopted the following resolution in this connection:

Resolution No. BM/2011/11/9 : Resolved that the following members of the Board of Management be nominated to the respective Selection Committees

1. Professor M. Taher : Selection Committee for teachers
2. Professor T. R. Taid : Selection Committee for Officers
3. Mrs. Ahalya Gogoi : Selection Committee for non-teaching supporting staff

Agenda item No. 10 : Nomination of two members of Board of Management to Finance Committee.

Under Section 19(i)(iv) of the University Act, two members of the Board of Management are to be nominated by the Board of Management to the Finance Committee.

Placed before the Board of Management for nomination of two members to Finance Committee.

Resolution No. BM/2011/11/10 : Resolved that Dr. P.K. Choudhury be nominated as a member to the Finance Committee and another member be nominated out of the two members to be nominated by the State Legislative Assembly.

Agenda item No. 11 : Nomination of member to Planning and Development Committee .

Section-5 under Chapter-I of the Statutes provided for constitution of the Planning and Development Committee. One of the members of the Committee had to be nominated by the Board of Management from amongst its members.

Placed before the Board of Management for the nomination..

Resolution No. BM/2011/11/11 : Resolved that Professor I. M. Das be nominated as a member of the Planning and Development Committee

Agenda item No. 12 : Nomination of member to Tender Committee.

The Board of Management in its meeting held on 2-12-2008 constituted Tender Committee with the following members

1. Vice-Chancellor – Chairman
2. Two nominees of Board of Management
3. Registrar
4. Finance Officer - Convener

Placed before the Board of Management for nomination of two of its members

Resolution No. BM/2011/11/12 : Resolved that Professor T.R. Taid and Professor I. M. Das be nominated as members to the Tender Committee.


Agenda item No. 13 : Approval of Examination results

Registrar placed before the Board of Management the results of various examinations (Annexure-III) declared after the last meeting of the BoM for approval.

Resolved that the declaration of results as per Annexure-III be approved.

The meeting ended with a vote of thanks from the Vice-Chancellor

Registrar
9th August, 2011


Vice Chancellor