

## IGNOU

**MINUTES OF THE THIRTY-FIRST MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MAY 29, 2002 AT 3.30 P. M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068.**

The following were present:

1. Prof. H.P. Dikshit, Vice-Chancellor - Chairman
2. Prof. N.K. Ambasht
3. Prof. S.C. Garg
4. Prof. N.V. Narasimham
5. Shri Vikram Chandra , Registrar - Member Secretary

Shri D.C. Pant, Advisor attended the meeting as a Special Invitee while Shri T.K. Kaul, Assistant Registrar, Vice-Chancellor's Office was present to assist the Chairman.

The following items were considered:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 30<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON OCTOBER 22, 2001.**

**EC 31.1.1** The Minutes of the 30<sup>th</sup> Meeting of the Establishment Committee held on October 22, 2001 were confirmed with the modification that under Item No. 15, the qualifications prescribed by the University Grants Commission for the posts of Registrar, Deputy Registrar and Assistant Registrar, as per their latest Notification, be obtained from the University Grants Commission and be annexed under these Minutes. The Committee, further, observed that **this amendment may be brought to the notice of the Board of Management at its next meeting.**

**ITEM NO. 2 TO CONSIDER THE LIFTING OF PROBATION AND CONFIRMATION OF THE ACADEMIC STAFF.**

**EC 31.2.1**

The Committee considered and approved the confirmation of the following academic staff after completion of the period of probation with effect from the dates mentioned against their names:

SN	Name and Designation	Date of Joining	Date of completion of probation	Date of confirmation	DDE Enrolment Number
1.	Dr. Q. Haider, RD, Jammu	29.09.2000	28.09.2001 (A/N)	29.09.2001	964700248 Computer
2.	Sh. Subhakanta Mohanty ARD, Ranchi	25.09.2000	24.09.2001 (A/N)	25.09.2001	975161202
3.	Sanjib Kumar Katakya, ARD, Guwahati	12.10.2000	11.10.2001 (A/N)	12.10.2001	010143556
4.	Dr. Siran Mukherjee, ARD, Jaipur	29.12.2000	28.12.2001 (A/N)	29.12.2001	010431669
5.	Sh. Purnendu Tripathi, ARD, Jaipur	05.10.2000	04.10.2001 (A/N)	05.10.2001	010431644
6.	Ms. Sindhu P. Nair, ARD, Jaipur	29.01.2001	28.01.2002 (A/N)	29.01.2002	022431306
7.	Sh. Joginder Kumar, ARD, Shimla	21.09.2000	20.09.2001 (A/N)	21.09.2001	000626360
8.	Sh. Somasi Saunand, ARD, RC, Srinagar	24.04.2001	23.04.2002 (A/N)	24.04.2002	021152017
9.	Dr. Abdul Gani, RD, Srinagar	25.09.2000	24.09.2001 (AN)	25.09.2001	011002580
10.	Dr. Sanjeev Pandey, RD, Lucknow	20.10.2000	19.10.2001 (A/N)	20.10.2001	013009112
11.	Ms. Subhangi Vaidya, ARD, Delhi	01.12.2000	30.11.2001 (A/N)	01.12.2001	021600260
12.	Dr. Biswajit Bhowmik ARD, Kolkata	11.10.2000	10.10.2001 (A/N)	11.10.2001	010143563
13.	Sh. Arvind Manoj Kumar Singh, ARD, Ranchi	28.09.2000	27.09.2001 (A/N)	28.09.2001	021514445
14.	Sh. M. Rajesh, ARD RC, Karnal	23.04.2001	22.04.2002 (A/N)	23.04.2002	023535071
15.	Dr. Sarah Nasreen, ARD, RC, Patna	15.05.2001	14.05.2002 (A/N)	15.05.2002	021514406

**ITEM NO. 3 TO CONSIDER LIFTING OF PROBATION OF TEACHERS.**

**EC 31.3.1** The Committee considered and approved the confirmation of the following teachers after completion of period of probation with effect from the dates mentioned against their names:

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Date of Joining</b>	<b>Date of completion of probation</b>	<b>Date of Confirmation</b>	<b>DDE Enrolment Number</b>
<b>01.</b>	Dr. M.S.S. Raju, Reader in Commerce	11.8.2000	10.8.2001	11.8.2001	012304489
<b>02.</b>	Dr. Syed Vazith Hussain, Reader in Commerce	6.11.2000	5.11.2001	6.11.2001	012306221
<b>03.</b>	Dr.(Ms) Eisha Kannadi, Lecturer in Education	7.9.2000	6.9.2001	7.9.2001	021600134
<b>04.</b>	Dr.(Ms) Shubha Mukund Gokhale, Reader in Physics	7.9.2000	6.9.2001	7.9.2001	021600790

**ITEM NO. 4 TO CONSIDER THE REPORT OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR TRANSFER POLICY FOR IGNOU NON-TEACHING STAFF.**

**EC 31.4.1** The Vice-Chancellor requested Prof. S.C. Garg to brief the Establishment Committee about the recommendations of the Committee setup for formulating Transfer Policy for IGNOU Non-Teaching staff, which he did. The Committee approved the recommendations of the Committee constituted by the Vice-Chancellor for Transfer Policy for IGNOU Non-Teaching Staff as per **Appendix – 1**.

**ITEM NO. 5 TO CONSIDER THE MATTER RELATING TO COUNTING OF THE PERIOD OF PAST SERVICES RENDERED BY DR. D.D. KAUSHIK, REGIONAL DIRECTOR, REGIONAL CENTRE BHOPAL.**

**EC 31.5.1** The Committee approved the proposal for counting of past services rendered by Dr. D.D. Kaushik from 5-5-1978 till 4-9-1989 subject to the condition that the Barkatullah University transfers the capitalized value of service rendered by Dr. Kaushik in that University from 5-5-1978 till 4-9-1989 and Dr. Kaushik remits the amount of Contributory Provident Fund accumulation (Employer's and Employee's share of subscription) paid by Barkatullah University to IGNOU with up to date interest as per rules.

**EC 31.5.2** The Committee desired that **these recommendation be forwarded to the Board of Management for its consideration/approval.**

**ITEM NO. 6 TO CONSIDER THE PROPOSAL FOR MERGER OF THE POSITIONS OF COPY EDITORS AND ASSISTANT PRODUCTION OFFICERS.**

**EC 311.6.1** The Establishment Committee considered the proposal for merger of the positions of Copy Editors and Assistant Production Officers and recommended that these posts be merged and designated as Assistant Registrar (Publication). The Committee, however, desired that the matter with regard to these posts being placed in line of promotion for higher positions in the MPDD be examined.

**ITEM NO. 7 TO CONSIDER THE CASE OF SHRI S.G. SWAMY, ASSISTANT REGISTRAR FOR PLACEMENT IN SENIOR SCALE.**

**EC 31.7.1** The Committee considered and approved the proposal for granting the benefit of past services rendered in Tata Institute of Social Sciences (TISS), Mumbai by Shri S.G. Swamy, Assistant Registrar for the purpose of his placement in Senior Scale and thus declaring him eligible for placement in Senior Scale with effect from 5-01-2001 subject to fulfillment of other conditions.

**ITEM NO. 8                    TO CONSIDER THE REPRESENTATION OF SHRI M.K. KHANNA FOR APPOINTMENT AS LIAISON OFFICER IN THE SCALE OF PAY OF RS.8000-13500.**

**EC 31.8.1**                    The Establishment Committee considered the representation of Shri M.K. Khanna but regretted its inability to accede to his request for treating him at par with the post of Assistant Registrar with effect from 6-4-1994 and for consequential benefits accruing as a result thereof as he does not fulfill the basic educational qualifications prescribed for the post. The Committee noted that Shri Khanna has been placed in the Senior Scale of Section Officer which is equivalent to the scale of the Assistant Registrar.

**ITEM NO. 9                    TO CONSIDER THE CASE OF ABSENCE/LEAVE OF PROF. M.M. PANT.**

**EC 31.9.1**                    The Establishment Committee went through the agenda note, the case of absence / leave in respect of Prof. M.M. Pant and after examining all the issues involved and appreciating the significant contribution made by Prof. M.M. Pant, first in founding the Computer Division and subsequently, in establishing the School of Computer and Information Sciences as also in launching the Bachelor of Computer Application and Master of Computer Application Courses besides launching the Bachelor of Information Technology Course in collaboration with Ed Excel of UK and ADIT Course with the support of Department of Electronics, Government of India, with minimum Faculty available in the School, all of which put the enrollment of the students in the Computer Programmes at the higher ladder in the University, resolved to recommend to the Board of Management for –

- (i) regularization of his period of absence with effect from 01-04-2000 to 21-07-2002 by sanctioning the Extra Ordinary Leave without pay; and
- (ii) permitting him to seek the voluntary retirement with effect from 21<sup>st</sup> July, 2002, the date he attains the age of 55 years.

**ITEM NO. 10      TO      CONSIDER      AND      APPROVE      THE  
RECOMMENDATIONS      ABOUT      STREAMLINING  
ADMINISTRATION, INCORPORATING CHANGES IN  
FINANCIAL CODE AND TRAINING OF STAFF, ETC.**

**EC 31.10.1**      The Establishment Committee went through the recommendations made by Shri K.K. Sinha, Chairman of the Inquiry Committee appointed by Department of Secondary and Higher Education, MHRD to look into the complaints of financial irregularities against some officers of the University and recommended that the findings of the Inquiry Officer be forwarded to the Board of Management for its consideration/ approval so as to initiate action against the erring officers as per the CCS (CCA) Rules be initiated wherever required.

The meeting ended with a vote of thanks to the Chair.

**REGISTRAR**

**MINUTES OF THE 31<sup>st</sup> MEETING  
OF THE  
ESTABLISHMENT COMMITTEE HELD  
ON MAY 29, 2002**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI – 110 068.**

**EXTRACT MINUTES OF THE THIRTY-FIRST MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON MAY 29, 2002**

**ITEM NO. 10 TO CONSIDER AND APPROVE THE RECOMMENDATIONS ABOUT STREAMLINING ADMINISTRATION, INCORPORATING CHANGES IN FINANCIAL CODE AND TRAINING OF STAFF, ETC.**

**EC 31.10.1** The Establishment Committee went through the recommendations made by Shri K.K. Sinha, Chairman of the Inquiry Committee appointed by Department of Secondary and Higher Education, MHRD to look into the complaints of financial irregularities against some officers of the University and recommended that the findings of the Inquiry Officer be forwarded to the Board of Management for its consideration/ approval so as to initiate action against the erring officers as per the CCS (CCA) Rules be initiated wherever required.