

## IGNOU

### MINUTES OF THE 50<sup>th</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON NOVEMBER 13, 2007 AT 2.30 P.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

1. Prof. V.N. Rajasekharan Pillai - Chairman  
Vice-Chancellor
2. Prof. Parvin K. Sinclair, Pro Vice-Chancellor - Member
3. Prof. C.L. Anand - Member
4. Prof. N.V. Narasimham - Member
5. Prof. S.B. Arora - Member
6. Shri S.K. Arora - Member
7. Shri K. Laxman, Registrar - Member-Secretary

At the outset, the Chairman welcomed the members to the 50<sup>th</sup> Meeting of the Establishment Committee. He welcomed Prof. S.B. Arora as the new member of the Establishment Committee. The Chairman on behalf of the Establishment Committee placed on record the contributions made by the outgoing member, Prof. J.M. Parakh, whose term expired as member on the Establishment Committee on 25-09-2007. The proceedings of the meeting started with presentation of the following items on the Agenda:

#### **ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 49<sup>TH</sup> MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON AUGUST 21, 2007 AND TO NOTE THE ACTION TAKEN THEREON**

**EC 50.1.1** The item was taken up for consideration. The Member-Secretary informed the Committee that the Minutes of the 49<sup>th</sup> Meeting of the Establishment Committee held on August 21, 2007 were circulated to the members and no comments have been received on these Minutes. The Member-Secretary further informed that the Minutes of the 49<sup>th</sup> Meeting were placed before the Board of Management at its 92<sup>nd</sup> Meeting held on August 29, 2007 and have been approved by the Board.

**EC 50.1.2** The Committee noted that the Minutes of the 49<sup>th</sup> Meeting of the Establishment Committee have been approved by the Board. The Committee also noted the action taken on the various recommendations made by the Committee at its 49<sup>th</sup> Meeting and confirmed the Minutes.

**EC 50.1.3** As regards Item No. 6 of the 49<sup>th</sup> Meeting of the Establishment Committee relating to the R&P Rules for the post of Joint Registrar (P) and Deputy Registrar (P), the Establishment Committee noted that at its 49<sup>th</sup> Meeting, held as far back as August 21, 2007, it was decided that since the matter involved amendments to the R&P Rules, approved by the Board, the matter may be examined by a Committee. The Committee regretted that even the Committee which was to be constituted to examine the matter and make recommendations has not been constituted. The Committee, therefore, directed that this Committee should be constituted without further delay and the matter finalized expeditiously.

**ITEM NO. 2 TO CONSIDER AND APPROVE THE RECOMMENDATION MADE BY THE COMMITTEE APPOINTED BY THE VICE-CHANCELLOR TO LOOK INTO THE ISSUE OF AMENDMENT TO THE ORDINANCE ON CAREER ADVANCEMENT OF TEACHERS**

**EC 50.2.1** The item was taken up for consideration. The Chairman requested Prof. Parvin Sinclair, Pro-Vice-Chancellor to explain the salient points of the proposal. Prof. Sinclair explained that while considering a proposal for amendment and incorporation of additional clauses in the Ordinance on Career Advancement of Teachers relating to determination of date of eligibility for promotion in cases where teachers have not been recommended by the Screening / Selection Committee for placement / promotion in higher positions, the Board of Management at its 91<sup>st</sup> Meeting held on 2.7.2007 decided that the matter should be examined in greater detail by a Committee and a comprehensive proposal be placed before the Board of Management. The Board of Management also authorized the Vice-Chancellor to appoint the Committee in

the matter.

**EC 50.2.2**

Accordingly, a Committee was constituted by the Vice-Chancellor. The Committee held two meetings, on August 14, 2007 and September 20, 2007 and deliberated on the matter in detail. The Committee, after detailed discussions, recommended amendments to the existing Clauses in the Ordinance on Career Advancement of Teachers in the University, namely, Clause V(5) and Clause V(8), and incorporation of new Clauses V(6)(a), and further renumbering of Clause V(6) as Clause V(6)(b). Prof. Sinclair further explained that there are UGC guidelines on the subject. Further the position obtaining in other Universities, like, BHU, JNU, Pondicherry University, etc., was also ascertained and the Committee apprised itself of the norms followed in these universities. The Committee has taken into account the above in finalizing its recommendations. The detailed recommendations of the Committee are placed as **Appendix – 1**.

**EC 50.2.3**

As regards the case of Dr. B.I. Fozdar, Reader, School of Sciences, the Committee deliberated on the matter in detail. The Committee also noted the decision of the Board of Management made at its 91<sup>st</sup> Meeting and has made the following specific recommendation to regulate the case:

- (a) The past service rendered in a particular scale in another institution may be combined with the service rendered in IGNOU in the same scale, for the purpose of career advancement scheme in respect of past cases, regardless of the fact that the person had joined IGNOU initially in a lower scale.
- (b) If, after combining the different spells of service, the person had become eligible for promotion from a back date, the benefit of promotion may be given notionally for deciding her/his eligibility for promotion to the next higher post under the career advancement scheme. In future, this problem will not arise, as the issue will be decided as and when the person becomes eligible for promotion.

The Establishment Committee considered the recommendations made by the Committee at its meetings held on 14-8-2007 and 20-9-2007 and approved the amendments to the Ordinance on the Career Advancement Scheme of Teachers/Academics in the University recommended by the Committee as per **Appendix – 2**. The Establishment Committee specifically approved the recommendations of the Committee with regard to the case of Dr. Fozdar, Reader, School of Sciences, for its regularization.

**ITEM NO. 3 TO CONSIDER THE CASES OF LIFTING OF PROBATION AND CONFIRMATION OF ACADEMICS/TEACHERS**

**EC 50.3.1** The item was taken up for consideration. The Establishment Committee approved the proposal for lifting of probation and confirmation of Shri Shantanu Mukherjee, Assistant Regional Director, IGNOU RC, Kolkata with effect from 20-10-2007.

**ITEM NO. 4 TO CONSIDER THE PROPOSAL TO AMEND R&P RULES FOR CONDUCTING SKILL TEST OF JR. ASSISTANT-CUM-TYPIST ON COMPUTERS INSTEAD OF MANUAL TYPEWRITERS**

**EC 50.4.1** The item was taken up for consideration. The Member-Secretary informed the Committee that as per the R&P Rules of the University, the Jr. Assistant-cum-Typist (JAT) appointed on direct recruitment basis as also those promoted from Group D are required to qualify the typing test (English), at the speed of 30 w.p.m. and (Hindi), at the speed of 25 w.p.m. These tests were being conducted hitherto on manual typewriters. However, a difficulty was faced by the University recently in conducting the skill tests in the North-East Region for recruitments to the post of JAT, etc. where a demand was raised by the candidates to conduct the test on computers only. The matter was examined. It is seen that some organizations have already switched over to computers for adjudging the typing

skills of the candidates instead of manual typewriters. Recently, the Railway Recruitment Board (RRB) issued a Notification to conduct the typing tests on computers instead of manual typewriters. The Notification also contained the procedure to be adopted for conducting the typing tests on computers as 40 w.p.m in English and 35 w.p.m in Hindi. The Member-Secretary explained that the manual typewriters are no longer in use in the University and the entire typing work is being done on computers only. In view of the above, the University has already taken a decision to withdraw the manual typewriters lying in various Divisions and has also decided to dispose them of. Further, since the University has plans to introduce an integrated management system and back office automation through the services of M/s. Tata Consultancy Services (TCS), it is necessary to make future recruitments/promotions to the cadres of JATs, Stenographers as also the promotions to these posts from lower cadres, etc. at the base level, with computer skills instead of manual typewriters for adjudging the typing skills of the candidates. A copy of the Railway Notification referred to above is placed as **Appendix – 3**.

**EC 50.4.2**

The Committee approved the proposal. The Committee further recommended that the R&P Rules and task profiles concerning all cadres of Group B,C,D staff, including the promotions to these cadres from eligible lower cadres be reviewed for suitable amendments, urgently.

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

**(K. LAXMAN)**  
**Member-Secretary**