



PROCEEDINGS OF THE MEETING OF THE EXECUTIVE COUNCIL (EMERGENT) HELD ON 6 DECEMBER 2014 AT S M ALI COMMITTEE ROOM

Members present :

- | | | |
|--|---|-------------------------|
| 1. Professor Somnath Dasgupta,
Vice-Chancellor | - | Chairman |
| 2. Professor Ramendu Bhattacharjee
Pro Vice-Chancellor | - | Member |
| 3. Professor R R Dhamala | - | Member |
| 4. Professor N B Biswas | - | Member |
| 5. Professor Devashish Kar | - | Member |
| 6. Professor Abhik Gupta | - | Member |
| 7. Dr Nirmali Barman | - | Member |
| 8. Sri O H Medhi
Principal, Teachers' Training College
Silchar | - | Member |
| 9. CMA (Dr) B B Mishra, FO | - | Permanent Invitee |
| 10. Professor N B Dey | - | Spl. Invitee |
| 11. Professor Apurbananda Mazumdar | - | Spl. Invitee |
| 12. Professor A Nataraju | - | Spl. Invitee |
| 13. Professor A K Sen, Director, IQAC | - | Spl. Invitee |
| 14. Dr Angshu Mann Sen, Director, CC | - | Spl. Invitee |
| 15. Dr Samira Behera | - | Spl. Invitee |
| 16. Professor Niranjana Roy, Registrar i/c | - | Ex-officio
Secretary |

The Vice-Chancellor welcomed all the members in the meeting and extended his sincere thanks to the university community; the students, faculty and staff; for extending cooperation till date when he has completed half of his tenure. He has deliberated on the successful completion of three important programmes of the university; the Academic and Administrative Audit, NAAC re-accreditation process and the Convocation.

He has also expressed that though there have been some problem in the process of administration of the institute, however, those could be overcome, for which he thanked all for extending support.

The Vice-Chancellor, referred the discussion held in the meeting of the VCs in the MHRD and informed that the NAAC accreditation process is more important rather than the score obtained. It has been discussed that during the accreditation process an institute gathers the knowledge about strengths and weaknesses assessed by neutral observers and thus, gives an opportunity to improve itself.

DELIBERATIONS :

The Vice-Chancellor has narrated in brief the deliberations held in the meetings with the Hon'ble Minister, HRD and the policies of the government which Assam University being a public funded organisation, need to implement and take steps for furthering the changes those are being taking place in the higher education sector.

In this process it is necessary to bring more transparency in the system of administration and education. More and more steps towards transparency are to be brought and discussions and decisions are to be published in the website. To highlight activities of the university the following decisions have been taken.

1. Resolution and Action : Henceforth, the proceedings of the meetings are to be uploaded in website for wider circulation.

[Action : Registrar]

DELIBERATIONS :

The Vice-Chancellor emphasised on the need for active participation in the process of disseminating knowledge, both within the campus and to outside campus so that the steps of the government relating to higher education, which the central higher educational institutions are to carry forward, reaches upto the grassroots level.

2. Resolution and Action : The university being a centrally funded organisation is responsible for implementation of the government policies. It is binding on the university to implement the government policies.

DELIBERATIONS :

In the process of activities of the university there should be more coordination between different sections of the university. The different personnel are responsible for implementation of the decision/information dissemination. The Vice-Chancellor informed that the Department of Physics, Diphu Campus has been granted Rs. 1.15 crores under FIST under Department of Science and Technology. The Executive Council extends its congratulations to the Department of Physics, Diphu Campus and expects other departments would also try to achieve distinctions. During deliberations, it has come to light that due to non-communication of information to appropriate level, it is not disseminated to all.

3. Resolution and Action : The Director, IQAC is to forward the information to the Director, Computer Centre for uploading in the university website. Responsibility of accumulation of academic information/achievement and further forwarding the same to the Director, Computer Centre is attached with the IQAC.

[Action : Director, IQAC]

Director, Computer Centre is responsible for uploading such information in university website.

[Action : Director, Computer Centre]

All Head of the Departments and Deans or any individual are to communicate the same to the Director, IQAC for further action from his end.

[Action : Head of the Departments, Deans of Schools]

DELIBERATIONS :

The Vice-Chancellor briefed the Council on pending issues which remains unresolved. The issues related to the counting of past services of some teachers which are pending for more than five years have come up for discussion. Several committees have been formed, however, none of the recommendations were conclusive. In this light the Vice-Chancellor expressed his concern on necessity of taking decisions at different level commensurate to the position.

Taking cue from the issues relating to counting of past service, the Vice-Chancellor expressed strongly, that decisions/suggestions are to be specific in nature.

The latest report submitted by the PVC (Aca) on the issues of counting of past service, has not been accepted by the Vice-Chancellor, since the report could not clearly highlight applicability or non-applicability of UGC Regulation 2010 in each case.

The Vice-Chancellor referred the opinion of the Finance Officer in this matter and highlighted that there are some points, on the basis of UGC Regulation 2010, which are to be consulted while examining the cases. Each case is to be considered in light of a checklist drawn from the concerned UGC Regulation.

4. Resolution and Action : The Pro Vice-Chancellor (Adm) and Pro Vice-Chancellor (Aca) are to re-examine the issues along with the committee members and report with specific recommendations to the Vice-Chancellor by 12 December 2014.

[Action : PVC (Aca), PVC (Adm)]

DELIBERATIONS :

The matter of conversion of CPF to GPF in respect of some teachers and staff has been lying unresolved for over five years. The matter has been discussed in several meetings, however, remained unresolved.

5. Resolution and Action : Registrar and Finance Officer to finalise the issue on case to case basis at the earliest.

[Action : Registrar, Finance Officer]

DELIBERATIONS :

Pay fixation and stepping up of pay in respect of some faculty and staff members have been lying unresolved over last few years.

6. Resolution and Action : Registrar and Finance Officer to finalise the issue on case to case basis at the earliest.

[Action : Registrar, Finance Officer]

DELIBERATIONS :

The Vice-Chancellor extended thanks to the non-teaching employees for the cooperation extended in resolving many of the issues related to them. However, with reference to representations received from different quarters, regarding, reservation and roster, i.e., both from individuals and SC/ST Employees Association, he sought the comment from the Registrar. The issue on the representation of Sh Ranjit Das, Secretary, SC/ST Employees Association was discussed.

During this deliberation, Dr Samira Behera, raised the issue whether the both Liaison Officer (SC/ST) and SC/ST Employees Association have endorsed the advertisement before putting it in website.

The Registrar confirmed that the Roster was duly certified by Liaison Officer (SC/ST) and SC/ST Employees Association.

7. Resolution and Action : The representation submitted by the SC/ST Employees' Association is to be responded by the Registrar with a copy to the Vice-Chancellor.

In future, decisions are expected to be taken with firmness and back stepping from the decision taken are to be avoided.

[Action : Registrar]

DELIBERATIONS :

The Vice-Chancellor expressed his concern for not responding to the advertisements of Raman Scholarship and Radhakrishnan Scholarship. Assam University has not been adequately represented in this front.

While deliberations on the issue of scholarship, Professor Asok Sen, Director, IQAC appraised the house that there have been so far 17 applications for QUB fellowship.

8. Resolution and Action : IQAC is to take adequate steps for both disseminating information and awareness amongst the stakeholders about scholarship, so that sufficient nominations/applications could be sent. The same action is to be taken in respect of NAMASTE programme.

[Action : Director, IQAC]

DELIBERATIONS :

The matter regarding the students of 'old course' has been deliberated upon and the Vice-Chancellor informed the house of receiving several representations.

9. Resolution and Action : The PVC (Academic) is to hold meeting with Controller of Examinations and submit a report to the Vice-Chancellor within a week.

[Action : PVC (Aca)]

DELIBERATIONS :

The matter of granting Higher Grade Pay of Rs. 12000/- to three Professors has come up for discussion. The Vice-Chancellor read out the relevant part of the UGC Regulation 2010 for the convenience of the members. On deliberations on the matter, it became necessary to further examine the issue.

10. Resolution and Action : The issue of date of effect of granting higher grade pay of Rs. 12000/- under UGC Regulation 2010 is to be clarified from UGC by the Registrar.

Registrar is to submit a report on (a) whether criteria under UGC Regulation 2010 has been fulfilled, (b) whether UGC Regulation has been followed in letter and spirit on granting higher grade pay, before next Executive Council meeting scheduled on 3rd January 2014.

[Action : Registrar]

DELIBERATIONS :

The matter of NAAC Peer Team visit and suggestion put forward by them on varied issues relating to university have been discussed. On the basis of their suggestions, and on consideration of the problems, the following decisions have been taken.

11. Resolutions and Action :

Different Committees have been constituted with specific responsibilities to look into the issues raised with the following members :

(a) Hostels

A Committee has been constituted with the following members :

- | | | |
|------------------------------|---|----------|
| 1. Professor R R Dhamala | - | Chair |
| 2. DSW | - | Member |
| 3. Proctor | - | Member |
| 4. All Hostel Wardens | - | Member |
| 5. Dr Darshana Patoa, MO | - | Member |
| 6. DR (Estate & Engineering) | - | Convener |

The Committee is to assess the problems and come up with a complete report with specific suggestions to report back to the Executive Council on 3rd January 2014.

[Action : Professor R R Dhamala]

(b) Amenity Centre & Canteen

A Committee has been constituted with the following members :

- | | | |
|------------------------|---|--------|
| 1. DSW | - | Chair |
| 2. Proctor | - | Member |
| 3. DR (Estate & Engg.) | - | Member |

The committee is to submit a report within 10 days to the Vice-Chancellor about Amenity Centre and Canteen facility, its place, quality upgradation, financial implication etc. along with a evaluation report on present status.

[Action : DSW]

DELIBERATIONS :

The NAAC Peer Team discussed about lack of access to the facilities or infrastructure established under SAP grant by the students. The matter has been discussed.

12. Resolution and Action : All SAP assisted departments are requested that the facility is extended to all. The instruments can be accessed by the students not only from the specific departments but also from related field. There should be course contents related to the instruments/facility and reflections of use of the facilities in the research and dissertation of the passing out students of the departments.

[Action : Heads of the Departments (UGC-SAP Assisted), UGC-SAP Coordinators]

DELIBERATIONS :

The matter of Gender sensitisation and CASH has been discussed in the light of NAAC Peer Team suggestions.

13. Resolution and Action : Professor R R Dhamala has been entrusted with the responsibility of organising at least two seminars within a year with the students about gender equality and sensitise them.

[Action : Professor R R Dhamala]

The numbers of the Committee Members, Contact number during day and night hours etc. are to be displayed in proper locations as well as uploaded in website.

[Action : Professor R R Dhamala, Registrar, Director, Computer Centre]

DELIBERATIONS :

Grievance Redressal mechanism of students has been deliberated upon.

14. Resolution and Action

The DSW has been entrusted with the responsibility to consult UGC website on the mechanism of Grievance Redressal of the students and initiate necessary action accordingly.

[Action : DSW]

DELIBERATIONS :

The matter of financial stability and investment has been discussed in the light of the observation of the MHRD. The issues regarding long term investment and interest rate has been narrated by the Finance Officer. The MHRD expresses that there should be efforts of earning more interest out of the university fund.

15. Resolution and Action

The Finance Officer has been requested to look into the aspects of investment and formulate policies and steps in this direction.

[Action : Finance Officer]

DELIBERATIONS :

The matter of Assets Register and Physical Verification has been discussed. The Finance Officer submitted that preparation of Asset Registrar from 1994 is a herculean task and would require verification of vouchers since 1994. However, he has assured creation of Asset Register from this year. In respect of Physical Verification, Professor N B Dey submitted that there had been committees for physical verification and those records can be consulted when, preparing the Register this year. The Finance Officer mentioned of using bar coding for our assets. It has been discussed, if required, the services can be hired.

16. Resolution and Action

The Finance Officer has been entrusted with the job of preparation of Assets Register and the necessary support from the Administration would

be provided by the Registrar as discussed and All Heads of the Departments have been requested to cooperate for this issue.

[Action : Finance Officer]

DELIBERATIONS :

The Vice-Chancellor enlightened the members about the agenda of the scheduled meeting of the VCs with the Hon'ble Visitor in February 4-5, 2015. The Vice-Chancellor appreciates Professor Apurbananda Majumder for the document prepared by him on Industry-AU linkage. The Vice-Chancellor discussed the necessity of outlining the future steps of the university. In this light he has transpired the wishes of the Hon'ble HRD Minister regarding unique steps by the each of the central university in disseminating knowledge. The Vice-Chancellor has narrated the government policies of creation of Skill India and promote skill manpower and vocational teaching and accordingly the university being a centrally funded organisation needs to perform its responsibility. The matter of further establishment of community college may looked into and steps of on enhancing skill.

17. Resolution and Action

A Core Committee for preparation of a brief outline of the future plan has been constituted with the following members :

- | | | |
|------------------------------------|---|----------------------|
| 1. Professor Apurbananda Maujumder | - | Chair |
| 2. Professor N B Dey | - | Member |
| 3. Professor Abhik Gupta | - | Member |
| 4. Professor A Nataraju | - | Member |
| 5. Director, Computer Centre | - | Member |
| 6. Director, IQAC | - | Member &
Convenor |

The Core Committee can co-opt any other member.

[Action : Professor Apurbananda Majumder]

The documents on New Initiatives by MHRD are to be consulted and accordingly following committees are formed. The Chairperson of the committees can co-opt any other member.

Committee	Chairperson
KUSHAL	- Prof. Apurbananda Majumder
RASHTRIYA AVISHKAR YOJANA-	Prof. A Nataraju
ALUMNI	- Prof. N B Dey
GIAN	- Prof. Asok K Sen
ISHAN	- Dr Subhabrata Dutta, DSW
SWAYAM	- Prof. Asok K Sen (Nodal Person - Dr Angshu Mann Sen)
CAMPUS CONNECT	- Dr Angshu Mann Sen Director, Computer Centre
ICT INITIATIVES	- Dr Sudipta Roy

The reports of the committees are to be submitted to the PVC (Adm) by 15 Jan 2015. PVC (Adm)/PVC (Aca) shall submit the reports to the Vice-Chancellor by 20 January 2015.

[Action : Chairpersons of the respective committees, PVC (Adm), PVC (Aca)]

DELIBERATIONS :

There has been discussion on ICT in administration and different issues came up for discussion. Prof. Apurbananda Majumder mentioned about some bottlenecks in the flow of files in the administration. Dr. Angshu Mann Sen, informed the house that within 3 months file tracking system would be implemented.

18. Resolution and Action

The method of processing issues on 'Part-file' to be stopped with immediate effect. Only in exceptional situation, mostly the financial or administrative issues, can be processed in 'part-file'. However, the matter

has to be merged in main file after the completion of the process. Concerned officers are to take note of the decision.

[Action : Statutory Officers]

DELIBERATIONS :

Matters relating to CAS came up for discussion and decided accordingly.

19. Resolutions and Action

A Standing Committee on CAS has been formed with the following members :

Pro Vice-Chancellor (Aca)	-	Chair
Pro Vice-Chancellor (Adm)	-	Member
		2 members to be inducted by the Chair
Dean and HoD	-	Relevant School/Department
DR (Establishment)	-	Convenor

[Action : PVC (Aca), DR (Establishment)]

The meeting ended with thanks to and from the Chair.

Copy to :

1. Members present in the meeting
2. Members/Officials who are to take actions on the proceedings
3. Pro Vice-Chancellors, Registrar, Finance Officer, Controller of Examinations
4. All members of the committee constituted by the EC
5. Director, Computer Centre for uploading the proceedings in website
6. PS to VC for information of the VC