

INDIRA GANDHI UNIVERSITY MEERPUR,
REWARI



MINUTES OF THE
3RD MEETING OF THE EXECUTIVE COUNCIL
HELD ON 26TH AUGUST 2014

Time: 03.00 p.m.

Venue: Conference Hall

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

MINUTES OF THE 3rd MEETING OF EXECUTIVE COUNCIL HELD ON TUESDAY, 26th AUGUST, 2014 AT 03.00 PM IN THE CONFERENCE HALL OF VICE-CHANCELLOR'S OFFICE OF INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI.

The following attended the meeting:

1. Sh. Mohinder Kumar, IAS (Retd.)	Chairman
Vice- Chancellor, IGU Meerpur	
2. Dr. S.P. Vats,	Member
Registrar, MDU, Rohtak	
3. Prof. R.S. Jaglan,	Member
Registrar, GJU, Hisar	
4. Prof. O.P. Gahlawat,	Member
KU, Kurukshetra	
5. Sh. K.K. Kataria,	Member
Director, Technical Education, Haryana	
6. Prof. Shri Kishan,	Member
IGU, Meerpur	
7. Prof. Tej Singh,	Member
IGU, Meerpur	
8. Prof. Manju Pruthi,	Member
IGU, Meerpur	
9. Sh. Subash C. Sharma,	Member
IGU, Meerpur	
10. Sh. Balkar Singh,	Member
IGU, Meerpur	
11. Dr. Atam Prakash,	Secretary
Registrar, IGU, Meerpur	

- 1. Confirmation of the Minutes of Previous Meeting of the Executive Council**
RESOLVED THAT THE PROCEEDINGS OF PREVIOUS MEETING HELD ON 26TH MARCH, 2014 BE CONFIRMED

2. Budget Estimates of the University for the year 2014-15

Considered the recommendations of Finance committee made in its meeting held on 24th July, 2014 in the office of the Additional Chief Secretary to Govt. of Haryana Finance Department, 9th floor, Civil Secretariat, Chandigarh vide Resolution No. 1 to 3 (Annexure- II, Page 01 to 33) and

RESOLVED THAT THE BUDGET ESTIMATE OF THE UNIVERSITY FOR THE YEAR 2014-15 AS RECOMMENDED BY THE FINANCE COMMITTEE BE APPROVED. FURTHER IT WAS ALSO RESOLVED THAT THERE IS NO NEED TO SEND BUILDING PLANS OF NEW BOYS HOSTEL AND MULTI STOREY STAFF QUARTERS TO THE ADDITIONAL CHIEF SECRETARY TO GOVT. OF HARYANA, EDUCATION DEPARTMENT FOR APPROVAL BECAUSE THE

UNIVERSITY IS ITSELF COMPETENT TO SANCTION ITS BUILDING PLANS. HOWEVER IT WAS ALSO RESOLVE THAT THE PROCEDURE OF M.D. UNIVERSITY, ROHTAK WITH REGARD TO APPROVAL OF ITS BUILDING PLANS BE FOLLOWED.

3. Payment of retrial benefits and Pension to Sh. G. R. Malik, Retired Associate Professor

Considered the action taken by Vice-Chancellor in making payment of retrial benefits and grant of monthly pension to Sh. G.R Malik, Retd., Associate Professor (Annexure- III, Page 01 to 05)

RESOLVED THAT THE ACTION TAKEN BY THE VICE- CHANCELLOR BE APPROVED. FURTHER IT WAS ALSO RESOLVED THAT SHARE OF LEAVE ENCASEMENT, PENSION CONTRIBUTION, GRATUITY, GPF ETC. OF ALL OTHER EMPLOYEES OF THE UNIVERSITY BE CLAIMED FROM M.D. UNIVERSITY, ROHTAK

4. Grant of two balance advance increments to Dr. Satish Kumar and Dr. Sonu Madan, Asstt. Professor in Economics

Considered the case for grant of two balance advance increments to Dr. Satish Kumar and Dr. Sonu Madan, Asstt. Professors in Economics for having Ph.D Degree with Net at their first joining of service as recommended by the Hon'ble Vice-Chancellor (Annexure- IV, Page 01 to 13)

RESOLVED THAT THE TWO ADVANCE INCREMENTS TO DR. SATISH KUMAR AND DR. SONU MADAN, ASST. PROF. IN ECONOMICS FOR HAVING PH.D DEGREE AT THE TIME OF THEIR FIRST JOINING OF SERVICE RECOMMENDED BY THE VICE- CHANCELLOR BE GRANTED AS PER GOVT. INSTRUCTIONS IN THIS BEHALF.

5. Permission from Bar Council of India for starting Department of law

NOTED THE PERMISSION GRANTED BY BAR COUNCIL OF INDIA TO START 03 YEARS LLB COURSE IN THE DEPARTMENT OF LAW VIDE NO. BCI:D: 1085/2014 (LE. MTG.) DATED 21.07.2014 (ANNEXURE- V, PAGE 01 TO 02) AND THE EFFORTS MADE BY THE UNIVERSITY ADMINISTRATION BE APPRECIATED.

6. Other item with the permission of the Chair

(i) Grant of recognition to the University under the section 2(f) of UGC Act. NOTED THE RECOGNITION GRANTED TO THE UNIVERSITY UNDER THE SECTION 2(F) OF UGC ACT BY THE UGC CONVEYED VIDE ITS NO. F.9-3/2014/(CPP-I/PU) DATED 26.03.2014.

(ii) **Grant of membership to the University by Association of Indian Universities**

NOTED THE MEMBERSHIP GRANTED TO THE UNIVERSITY BY ASSOCIATION OF INDIAN UNIVERSITIES AS CONVEYED VIDE ITS NO. MEET/GC/324/2014/45385 DATED 19.05.2014.

(iii) **Approval of panel of experts for selection of teachers**

NOTED THE APPROVAL GRANTED FOR PANEL OF EXPERTS BY THE HON'BLE GOVERNOR- CHANCELLOR, IGU MEERPUR CONVEYED VIDE SECRETARY TO GOVT. HARYANA NO. HRV-UA-2014/4344 DATED 17.06.2014 AND HRB-UA-2014/5177 DATED 15.07.2014.

(iv) **Missing of a student while on educational tour**

NOTED THE INFORMATION GIVEN BY THE VICE-CHANCELLOR ABOUT MISSING OF VISHAL MUDGIL A STUDENT OF THE UNIVERSITY WHILE ON EDUCATIONAL TOUR AND IT WAS RESOLVED THAT POLICY OF GENERAL INSURANCE BE INTRODUCED FOR STUDENTS GOING ON TOUR IN FUTURE.

(v) **Approval of rates of remuneration for various types of exams work**

CONSIDERED THE RATES OF REMUNERATION FOR VARIOUS TYPES OF EXAMINATION WORK AS PER RECOMMENDATIONS DATED 25.08.2014 OF THE VICE-CHANCELLOR AND RESOLVED THAT THE FOLLOWING RATES OF REMUNERATION FOR VARIOUS TYPES OF EXAMINATION WORK BE APPROVED.

SCALE OF THE REMUNERATION FOR PAYMENT FOR VARIOUS TYPES OF EXAMINATION DUTIES

Sr. No.	Name of Examination	Designation	Proposed Rates
1.	Annual/ bi-annual exam.	Supdt.-in-Chief For Supplementary Examinations	i) In case of one session Centre Rs.3500 /- per exam. centre subject to maximum of Rs.6000/- ii) In case of two session centre Rs.4500/- per exam. centre subject to maximum of Rs.7000/- iii) Upto 8 sessions, Rs.300/- per session Rs.2500/- per exam. centre subject to maximum of Rs.4500/-
2.		Convener/ Observer Member (Both Teaching & Non Teaching)	In case of Convener/ Observer/ Member Flying Squad Rs.200/- per session
3.		Chairman of UMC Committee/ Member	Rs.500/- for Chairman and Rs.400/- for Member of UMC Committee
4.		Centre Supdt.	Rs.200/- per session (one session for opening and one session for winding up the examination centre)
5.		Dy.Centre Supdt.	Rs. 160/- per session

6.		Asstt.Suptd.	Rs.150/- per session
7.		Centre Clerk/ Clerk with Suptd.-in-Chief	Rs.140/- per session (one session for opening and one session for winding up the examination centre)
8.		Service Staff	
		i) Daftri	Rs.75/- per session
		ii) Waterman	Rs.75/- per session
		iii) Sweeper	Rs.75/- per session
		iv) Chowkidar	Rs.75/- per day
9.		Misc. Items: i) Typing of Plans ii) Arrangements of Seats/ Furniture	Upto 200 candidates Rs.25/- Above 200 candidates Rs.45/- Rs.50/- per centre
10.		Local Conveyance	Rs.40/- per day
		A person can perform multiple duties as per requirement	

Rates of Practical / Paper Setting (Practical)**(Proposed)**

		Rates of Practical/ Paper Setting	Rates of Practical Examination
	M.A./M.Sc./M.Com	Rs.200/- per	At par with
	(Home.Sc.)/M.Ed./M.Tech./MBA/MCA and other P.G. Degree Courses	question paper	evaluation of answer books (per candidate per session) subject to minimum of Rs.500/-
	M.Phil./ Pre Ph.D Examination		At par with evaluation of answer books subject to minimum of Rs.500/-
	Practical Exams: i) Major Project ii) Minor Project/ other Subject/ Projects		Rs.20/- per candidate subject to a minimum of Rs.200/- Rs.15/- per candidate subject to a minimum of Rs.200/-

Payment of Lab. Staff in Practical examinations**(Proposed)**

		Rates of Remu. For UG/Engg./ Professional Exam.s	Rates of Remu. For PG Exams
	Tech.Asstt. /Sr. Tech. Asstt./Sr.Tech. Asstt./Jr.Tech. Gr.-I./Jr.Tech. Gr.II/Jr.Tech Asstt./	Rs.60/- Per Session	Rs.75/- Per Session
	Jr.Tech. Asstt./Jr.Tech. Gr.III/ Lab. Asstt. Technician-A/ Technician-B	Rs.60/- Per	Rs.75/- Per
	Gasman or Mechanic or	Rs.60/- Per Session	Rs.60/- Per

	Instrument Maker of Lab.Asstt.		
	Lab. Attendant/ Plant Collector	Rs.50/- Per Session	Rs.60/- Per
	Game Boy/Ground Man	Rs.50/- Per Session	Rs.60/- Per Session
	Lab. Cleaner/ Sweeper	Rs.40/- Per Session	Rs.50/- Per Session
The Technical/Lab Staff (UG and PG Classes) will be paid remuneration at double the rates for performing practical examination duties during vacations, holidays and Sundays			

I - PAPER SETTING RATES FOR THEORY EXAMINATION		
Sr. No.	Examinations	Proposed Rates
1	M.A./M.Sc./M.Com/M.Ed /MBA/ MCA /MBE/M.Phil/ M.Sc M.P.Ed (Annual/Semester & Degree Courses Exams. P.G. Diploma / Post	Rs.800/- Delete 200 for Hindi trans
	PROFESSIONAL COURSES:	
2	For setting of question papers (Having multiple choice type questions)	Rs. 50/- per question +Rs.20/- per question for translation in Hindi, if required.
3	For moderation of Question Bank	Rs. 20/- per question +Rs.10/- per question for translation in Hindi, if required.
2- RATES OF REMUNERATION FOR EVALUATION/RE-EVALUATION/UMC EXPERT REPORT (THEORY)		
Sr. No	Examinations	PROPOSED RATES
1	M.A./M.Sc./M.Com/M.Ed/M BA/MCA/MBE/M.Phil /M.Sc M.P.Ed (Annual/Semester & Degree Courses Exams. P.G. Diploma/Post	Rs.20/- per answer book subject to a minimum of Rs.100/-
RATES OF REMUNERATION FOR HANDLING CHARGES OF ANSWER BOOKS FOR		
SECRECY BRANCH		
Sr.No.	Job	Proposed
1	To receive the bundles of answer books from the Examination Centre, to count each and every bag physically and to send them for evaluation to the examiners/examination centres	Rs.0.25 per answer book
2	To collect the evaluated answer books from the examiners and to send awards to the concerned Result Branch(es)	Rs.0.15 per answer book
3	For Supervisor staff	Rs.0.10 per answer book
4	Part of the above remuneration shall be shared by the officials dealing with other miscellaneous jobs in the Secrecy branch as may be prescribed/decided by the Branch Officer	
Note:		
(i) 20% of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons.		

RATES OF REMUNERATION PAYABLE TO SUPERVISORY STAFF/SERVICE STAFF FOR CONDUCTING VARIOUS ENTRANCE EXAMINATIONS

Sr. No	Designation	Proposed Rates
1	Superintendent-in-Chief (One in one Institution)	Rs.600/- (for one Centre) Rs.300/- (for each additional Centre)
2	Observer	Rs.600/-
3	Centre Superintendent	Rs.600/- each Centre
4	University Asstt. Coordinator/ Dy. Centre Supdt./ Security Officer#	Rs.400/-
5	Asstt. Supdt./ Invigilator/ Driver	Rs.350/-
6	Centre Clerk	Rs.350/-
7	Daftri	Rs.150/-
8	Chowkidar*	Rs.150/-
9	Waterman	Rs.150/-
10	Sweeper	Rs.150/-
11	Contingency	No Change

2 Security Officers in an Examination

*4 Security men in one building in University Campus only.

4. REMUNERATION FOR CHECKING ASSISTANTS AND CODING//DECODING ANSWER BOOKS

1	Checking of evaluated answer books	Rs.60 /- per 100 answer books subject to a minimum of Rs.60/- (question paper wise)
2	Coding of answer books	Rs.60/-per 100 answer books.
3	De-coding of answer books including recording of Roll Nos. on the award	Rs.60/-per 100 answer books
		Note: Person(s) committing 5% mistake shall be penalized @ Rs.5/-per mistake. Person(s) committing more than 5% mistakes shall be disqualified for the job.

Remuneration for Spot Evaluation

1	Co-ordinator	Rs.250/-per day
2	Clerk only	Rs.150/-per day
3	Peon	Rs.75/-per day

REMUNERATION

Remuneration for Co- ordinator for supervising Secrecy work in the Secrecy Branch	Rs. 250/- per day.
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Proposed

1. Contingency for paper setters.	Paper setters who send their question papers by post shall be paid Rs.50/- as contingency charges plus actual postage charges. In case the receipt for postal charges is not attached minimum postage charges will be paid.
2. For Hindi Translation.	For Hindi Translation Rs.200/-per question paper will be paid in addition to remuneration

3. Remuneration for Secrecy Branch officials for handling of dissertations/Project Reports/Training Reports/Summer Training Reports.		for paper setting Rs.0.60 per dissertation/ project report summer training reports/ job training report etc. each to both persons in the set.
4. Degree Writing		Rs. 12/- per degree with title of thesis and Rs. 8/- per degree for other degrees.
Sr.No	Class/Examination	Proposed Rates
1	Ph.D.	Rs. 1500/- for evaluation of thesis+ Rs. 1000/- for viva per candidate.
2	M.E/ M Tech Dissertation /LL.M./M.Phil	Rs. 1000/-
3	MBA/M.Ed./P.G. Diploma In Translation, P.G. Diploma in Labour Law ,M.A. Term paper P.G. Diploma in Computer Science & Applications, Ad. Management/ Pharmaceutical Marketing/HRM/M.Sc (CS)/MFC & Similar Exams. / MCA / M.Com. Dissertation.	Rs. 60/- for dissertation Rs. 20/- for viva per candidate to each examiner with a minimum of Rs. 300/- where the viva is held <u>separately</u> . For internal examiner Rs. 40/- per candidate.
4	Training /Project Report Evaluation and Viva in All P.G. Classes	Rs. 60/- for dissertation Rs. 20/- for viva per candidate to each examiner with a minimum of Rs. 300/- where the viva is held <u>separately</u> . For internal examiner Rs. 40/- per candidate.
5	Workshop U.G. Classes	Rs. 20/- per candidate minimum Rs. 300/-.
6	Workshop P.G. Classes	Rs. 30/- per candidate minimum Rs. 500/-.
7	Comprehensive viva-voce UG Classes	Rs. 20/- per candidate minimum Rs. 300/-.
8	Comprehensive viva-voce PG Classes	Rs. 30/- per candidate minimum Rs. 300/-.

RATES FOR VARIOUS JOBS RELATING TO ENTRANCE EXAMINATIONS ETC.

Sr. No.	Details of the Jobs	Proposed Revised Rates
1	For Setting of Questions: For Entrance Examinations viz. MD/MS/PG Dip./MDS/PMT/ B. Pharmacy/ Engineering/ LL.B./ MBA. B.Ed./M.Ed. and any other similar test as added by the COE (Having M.C.Q. type questions)	Rs. 50/- per question +Rs.20/- per question for translation in Hindi, if required.
2	Paper Setting for Departmental Entrance Exams. e.g. MA/ M.Sc./ M.Com/ LLM/M.Phil /URS/Pre Ph.D. and any other similar test as added by the COE (Having M.C.Q. type questions)	Rs. 50/- per question +Rs.20/- per question for translation in Hindi, if required.

3	For Moderatin of question bank: Setting of final question paper & preparing of Answer- key thereof	Rs. 20/- per question +Rs.10/- per question for translation in Hindi, if required.
4	Chief Secrecy Officer (appointed for post-entrance examination work)	Rs.750/- per day
5	Processing of/dealing with Application Forms received for various centralized entrance examinations	Rs.6/- per form divisible as under:- ii) Rs. 1.20 per form for COE office iii) Rs. 1.20 per form for Conduct Br. iv) Rs.2.80/- per form for Dealing branch v) Rs.0.80/- per form for Accounts Br.
6	Processing of/dealing with Application Forms received for UTD/PGRC/Departmental Examinations	Rs.6/- per form divisible as under:- i) Rs. 0.90/- per form for COE office ii) Rs. 0.90/- per form for Conduct Br. iii) Rs.3.40/- per form for Deptt. concerned iv) Rs. 0.80/- per form for Accounts Br.
6	Remuneration for Printing of Question Paper: At times in emergency, some question papers are required to be printed at office level for which the total honorarium is divisible proportionately amongst 7-8 employees of the office of COE (CPA/PA/Assistant/Typist/Peons under the orders of the COE)	Rs.100/- per question paper, irrespective of number of copies/pages / subject
In addition to above copping for OMR Sheet/Answer booklet will be charged @ 1000Rs each from answer booklet student demanding their .		

(vi) **Grant of University Research Scholarship**

CONSIDERED THE PROPOSAL FOR GRANT OF UNIVERSITY RESEARCH SCHOLARSHIP @ RS. 14000/- PER MONTH TO 2 NOS. STUDENTS OF PH.D OF EACH DEPARTMENT AND RESOLVED THAT THE UNIVERSITY RESEARCH SCHOLARSHIP AS RECOMMENDED BY THE VICE-CHANCELLOR VIDE HIS ORDER DATED 25.08.2014 BE APPROVED

(vii) **Designating of Professor Shri Kishan as Dean, Academic Affairs**

CONSIDERED AND RESOLVED THAT THE ACTION TAKEN BY THE VICE- CHANCELLOR VIDE HIS ORDER DATED 28.07.2014 IN DESIGNATING PROF. SHRI KISHAN AS DEAN ACADEMIC AFFAIRS BE APPROVED.

(viii) **Designating of Incharge library**

CONSIDERED AND RESOLVED THAT THE ACTION TAKEN BY THE VICE-CHANCELLOR IN DESIGNATING INCHARGE LIBRARY BE APPROVED, HOWEVER, IT WAS ALSO RESOLVED THAT THE VICE-CHANCELLOR BE ADVISED TO ASSIGN THE CHARGE OF THE LIBRARIAN IN FUTURE TO SOME PROFESSOR AS SENIOR FACULTY MEMBERS ARE ASSOCIATED IN THE LIBRARY COMMITTEE

(ix) **Designating Dean, Faculty of Humanities**

CONSIDERED AND RESOLVED THAT THE ACTION TAKEN BY THE VICE- CHANCELLOR VIDE HIS ORDER DATED 31.07.2014 IN DESIGNATING PROF. SHRI KISHAN AS DEAN, FACULTY OF HUMANITIES BE APPROVED.

(x) **Designating Dr. Romika Batra as Chairperson, Dept. of Hindi**

NOTED THE ACTION TAKEN BY THE VICE-CHANCELLOR IN DESIGNATING DR. ROMIKA BATRA AS CHAIRPERSON, DEPT. OF HINDI VIDE HIS ORDER DATED 14.08.2014 AND RESOLVED THAT SUCH ACTION NEED NOT BE PUT UP BEFORE EXECUTIVE COUNCIL AS THE SAME IS WITHIN THE PREVIEW OF POWERS VESTED IN THE VICE-CHANCELLOR.

(xi) **Increasing of one seat of BC-B Category in the course of M.Com - (Hons. -5 years) for the session 2014-15**

CONSIDERED AND RESOLVED THAT THE RECOMMENDATION DATED 25.08.2014 OF HON'BLE VICE-CHANCELLOR FOR INCREASING ONE SEAT OF BC-B CATEGORY IN THE COURSE OF M.COM - (HONS. -5 YEARS) FOR THE SESSION 2014-15 BE APPROVED.

(xii) **IT WAS ALSO RESOLVED IN THE MEETING THAT THE CHAIRMEN OF THE TEACHING DEPARTMENTS MAY BE EXHORTED TO GIVE PRESENTATIONS BEFORE THE EXECUTIVE COUNCIL FROM ITS NEXT MEETING ONWARDS REGARDING THE FUTURE PLANNING OF THEIR DEPARTMENTS DURING NEXT 3-4 ACADEMIC SESSIONS. THEIR FUTURISTIC ORIENTATIONS NEED TO BE ELABORATED IN THESE. THEY MAY ALSO BE URGED TO PREPARE PROJECTS FOR DEVELOPMENTAL ACTIVITIES, LIKE ESTABLISHMENT OF LANGUAGE LABS, MATHEMATICS LAB, SPORTS FACILITIES ETC SO THAT THESE COULD BE SUBMITTED FOR SEEKING FINANCIAL GRANTS FROM AICTE/UGC/DST AND OTHER SUCH BODIES AT APPROPRIATE POINT OF TIME AND THE UNIVERSITY COULD BE BENEFITED BY THESE.**

- (XIII) IT WAS ALSO RESOLVED THAT SITTING CHARGES PAYABLE TO EXPERTS AND OTHER DIGNITARIES PARTICIPATING IN THE MEETING OF VARIOUS COMMITTEES OF THE UNIVERSITY BE ENHANCED FROM THE PREVAILING RATE OF RS. 1000/- TO RS. 2000/- PER SITTING ON THE ANALOGY OF RATE REVISED BY M.D. UNIVERSITY, ROHTAK.

The meeting ended with a vote of thanks to the Chair. The Chairman and the special invitee appreciated the gestures of all the attending dignitaries.


Registrar

Approved



Vice-Chancellor