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CENTRAL UNIVERSITY OF HIMACHAL PRADESH

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Email: vc.cuhimachal@gmail.com; website: www.cuhimachal.ac.in

F. No. 1-1/CUHP/GA.....

29th July, 2010

Dear Sir/Madam

Sub: *Minutes of the 1st Meeting of the Executive Council-Reg.*

Kindly find attached herewith the Minutes of the 1st Meeting of the Executive Council of the Central University of Himachal Pradesh held on 24th July 2010 at 2:30PM at the Camp Office of the Central University of Himachal Pradesh, Dharamshala, District Kangra. Hard copy of the Minutes are also being sent to you by speed post.

It is requested that comments on the Minutes, if any, may please be sent by email at (vc.cuhimachal@gmail.com) or by post, at the earliest. If no comments are received, within ten days, the Minutes shall be taken as confirmed.

With Kind Regards,

Yours Sincerely

(Furqan Qamar)

To:

All Members of the Executive Council

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CENTRAL UNIVERSITY OF HIMACHAL PRADESH

MINUTES

1st Meeting of the Executive Council

Held on 24th July, 2010 at 2:30 PM

Venue: Camp Office, Central University of Himachal Pradesh

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1st Meeting of the Executive Council

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**Venue: Camp Office, Central University of Himachal Pradesh
Dharamshala, District Kangra, Himachal Pradesh**

MINUTES

The 1st Meeting of the Executive Council of the Central University of Himachal Pradesh was held on 24th July 2010 at 2:30 PM in the Camp Office of the University at Dharamshala.

1. The following members were present:

1. Prof. Furqan Qamar	Chairman
Vice Chancellor	
2. Shri R.D. Sahay	Member
(representative of the Secretary, DoHE, MHRD, GOI)	
3. Dr. Shrikant Baldi	Member
Secretary-in-charge of Higher Education, HP Govt.	
4. Prof. D.T. Khathing	Member
Vice-Chancellor, Central University of Jharkhand	
5. Prof. A.N. Rai	Member
Vice-Chancellor, Mizoram University	
6. Prof. V.S. Vyas	Member
Former Chairman Instt. Of Dev.Studies	
7. Prof. S.P. Thyagarajan	Member
Former Vice-Chancellor, Madras University	
8. Dr. D.S. Rathore	Member
Former Vice-Chancellor HP Krishi Vishvavidyalaya	
9. Prof. S.P. Singh	Member
Former Vice-Chancellor, HNB Garhwal University	

2. Prof. N. Saytamurthy and Prof. Pritam Singh could not attend the meeting due to their prior commitments and unavoidable reasons and were granted leave of absence:

3. The Vice Chancellor welcomed and introduced the Members of first Executive Council and thanked each one of them for sparing their valuable time to attend the meeting. Apprising the members about the initiatives taken and progress made towards the establishment of the University after the assumption of charge by the first Vice Chancellor on 20th January, 2010, he informed the members of the MHRD decision that the Central University of Himachal Pradesh (CUHP) will have its Headquarter in Dharamshala and will have two campuses one at Dehra and another at Dharamshala. He also reported about the setting-up of Camp Office at Writers' Home at Dharamshala and proposal for starting academic activities from the temporary campus for which a newly constructed Government College building at Shahpur has been allotted to the University by the Government of Himachal Pradesh. Highlighting the priorities of the University, the Vice Chancellor elaborated upon the initiative of evolving the Vision document and Strategic Plan of the University and put on record the deep gratitude and appreciation to all the eminent educationists and experts who participated in the brainstorming session which was held on 15th and 16th April, at Shimla to discuss Vision document. He also briefed about the release of funds by the UGC, submission

of annual report, appointment of staff on deputation/contractual basis and annual plan presentation before the UGC.

After this, the Agenda was taken up for discussion.

ITEMS FOR REPORTING & RATIFICATION

Item 1.1 **Matters pertaining to the Establishment of the University:**

- (a) **Establishment of the University:** The Central University of Himachal Pradesh has been established by the Central Universities Act 2009 (No. 25 of 2009), which received the assent of the President on 20th March 2009. Objectives, Salient Features and Powers of the University are specified in the Central Universities Act 2009.
- (b) **Appointment and joining of the first Vice Chancellor:** Professor Furqan Qamar was appointed as the first Vice Chancellor of the University vide MHRD letter No. F.42-2/2009-Desk(U) dated 8th December 2009. Professor Qamar was the Vice Chancellor of the University of Rajasthan before joining as Vice Chancellor of this University. He was paid salary by the University of Rajasthan up to 19th January 2010. Professor Qamar joined as Vice Chancellor of this University on 20th January 2010 (A/N) and has been paid salary in this university w.e.f. 20th January 2010, by considering the intervening period as joining time. With the assumption of charge by the first Vice Chancellor, the University became functional with effect from 20th January 2010 with Dharamshala as its headquarter.
- (c) **Constitution of the first Executive Council:** The first Executive Council of the University has been constituted by the Government of India, vide MHRD letter No. F. 42-4/2009-Desk(U) dt 5th April 2010 for a term of three years with immediate effect.
- (d) **Constitution of the first Academic Council:** The first Academic Council of the University has been constituted by the Government of India vide MHRD letter No. F.42-4/2009-Desk(U) dated 26th April, 2010 for a term of three years with immediate effect.

The Executive Council noted the information

Item 1.2 **Amendment to Statute 11 of the University Act**

MHRD vide its letter No.F.42-26/2009-Desk(U) dated 12.04.2010 has communicated that the President, in her capacity as the Visitor of Central Universities, in exercise of the powers vested in her under Section 27(5) of the said Act, has been pleased to amend Statute (11) of the Statutes of the said Universities to add the following proviso there-under:

"Provided that for a meeting of the first Executive Council constituted under the transitional provision of Section 44 of the Act, five members shall form a quorum."

The amended Statute together with Hindi translation copy has been sent to the Controller of Publications New Delhi for publication in the Gazette of India as stipulated under Section 43(1) of the Central Universities Act, 2009.

The Executive Council noted the amendment.

Item 1.3 Matters pertaining to the Transfer of land for the Permanent Campuses of the University:

Central Site Selection Committee visited on 20th - 21st February 2010 to examine and make recommendations on the suitability of two sites proposed by the State Government at Dharamshala and Dehra, both in the District Kangra of Himachal Pradesh. Report of the Committee has since been accepted by the Government of India and communicated to the State Government vide MHRD letter No F.42-24/2009-Desk (U) dated 23rd April, 2010 Accordingly, it has been decided that the headquarters of the University shall be Dharamshala and that the University will have two campuses at Dharamshala and Dehra.

The State Government has, since then, informed of its decision to the District Administration for handing over the identified land in Dehra and Dharamshala to the Central University of Himachal Pradesh. District Administration is presently preparing necessary papers for the demarcation of boundaries, diversion of forest land and transfer of land to the Central University of Himachal Pradesh - nearly 150 Acres in Dharamshala and 500 - 893 Acres in Dehra.

Once the proposal for diversion of land has been prepared, the same has to be signed and submitted by the User Agency (in this case, the Central University of Himachal Pradesh), which entails financial commitment, the estimate of which shall be available only after the proposal has been prepared. The State Government has informed that the necessary expenditure with regard to obtaining the environment and forest clearance will have to be borne by the Central Government.

In order to expedite the process of preparing the proposals for the transfer and diversion of land, the Vice Chancellor has also given in principle the approval that the respective SDMs and DFOs may engage/hire the required manpower at reasonable remuneration. The Vice Chancellor has also requested the concerned officers to identify a retired official of the Forest Department who could be engaged as a consultant, on a suitable honorarium, to actively pursue and follow up the task of preparing the required documentation.

The Executive Council noted and ratified the decisions taken by the Vice Chancellor.

Item 1.4 Matters Pertaining to Temporary Offices/Temporary Campuses

(a) **Temporary/Camp Offices of the University:** Sanskriti Sadan (Writers' Home) in Dharamshala has been allotted by the State Government, on rent basis, for the Residence-cum-Office of the Vice Chancellor. The building has been taken over by the University and the process for fixing the rent by the PWD has been initiated. Since the offices of the University were to be made functional at the earliest and no other suitable building could be made available for the purpose, it was decided to use the Sanskriti Sadan as the Temporary/Camp Office of the University. The building has since been suitably furnished and is being used as the Camp Office of the University.

- (b) **Temporary Campus for Academic Activities of the University:** Since no suitable building could be identified in Dharamshala for starting academic activities, the University has agreed to commence its academic activities from a newly constructed Government College building in Shahpur (approximately 27 Kms from Dharamshala, towards Pathankot) that the State Government has allotted to the University. Necessary orders in this regard have already been issued and the University is in the process of taking over the possession of and suitably furnishing the building for academic Activities.
- (c) **Temporary Residence of the Vice Chancellor:** As no suitable residence could be found, the Vice Chancellor temporarily stayed in the Circuit House, Dharamshala until 23th May 2010. While the search for a suitable accommodation is still on, effective from 24th May 2010, the Vice Chancellor has moved to the first floor accommodation owned by a private individual and the owner has agreed to accept the fair rent as assessed by the PWD.

The Executive Council noted and ratified the decisions taken by the Vice Chancellor.

Item 1.5 Matters relating to the Finances of the University

- (a) **Receipt of Grant from the UGC:** UGC sanctioned and released of Rs. 300 Lakh as advance grant under Plan grant for the year 2009-10 vide letter No. F. 24-36/2009 (CU) dated 29th January 2010 to meet the expenditure towards initial establishment activities of the University. As on 31st March 2010, a sum of Rs. 7.45 Lakh was spent out of the said grant.
- (b) **Opening / Operation of Bank Account of the University:** The Current Account No. 1964201000544 in the name of the Central University of Himachal Pradesh was opened with the Canara Bank, on 8th February, 2010. The Bank Account was operated under the signature of the Vice Chancellor till 22nd May 2010.
- (c) **Drawing & Disbursement Officer:** Following the appointment of the Deputy Registrar, Shri B.R. Dhiman, he has been declared as the Drawing & Disbursing Officer (DDO) in respect of all schemes in operation in the University, in order to run the office work smoothly.
- (d) **Cheque Signing Authority:** Following the appointment of Professor Yoginder S. Verma, as OSD, it was approved by the Vice Chancellor that the cheques shall be issued under the joint signature of Shri B.R. Dhiman, Deputy Registrar and Prof. Yoginder S. Verma, OSD and that this arrangement shall continue till the first Finance Officer of the University is appointed.
- (e) **Investment of University Funds:** Keeping in view the pace of expenditure and in order to generate income to the university by way of interest, a sum of Rs. 180 Lakh, out of the initial grant sanctioned by the UGC, has been invested in the form of FDRs with the Canara Bank.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.6: Proposal for Grant submitted to the UGC for the financial year 2010-11

In response to the UGC's requirement, the University submitted its Proposal for financial assistance and sanction of teaching and non-teaching positions during the financial year 2010-11. The proposal as submitted and later presented at the UGC on 23rd June 2010 is annexed. Decision of the UGC is awaited as yet. The proposal was considered and endorsed by the Academic Council vide item No.1.5, in its meeting held on 10th July 2010.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.7: Filling up of the posts/Appointment of staff on deputation / short-term contract basis:

UGC vide letter No. F.52-1/2010(CU) dated 23rd March 2010 conveyed its approval/sanction for appointment of supporting staff on deputation/short-term contract in the Central University of Himachal Pradesh. Against the approved supporting staff sanctioned by the UGC, the University has appointed/issued offer letters to the following:

Sl. No.	Name	Remarks
1	Prof. Yoginder S. Verma, as OSD	Joined on 22.5.2010, on deputation for one year from the HP University, Shimla. The Pay of Rs. 56610+10000AGP which he was getting in HP University has been protected in the CUHP
2	Prof. Arvind Agrawal, as OSD	Joined on 1.6.2010 by taking Extra Ordinary Leave of one year from the University of Rajasthan. The pay of Rs. 51610+10000AGP which he was getting in the University of Rajasthan has been protected in the CUHP
3	Shri B.R. Dhiman, as Deputy Registrar	Joined on 26.4.2010 on deputation for one year from the CSK HP Agricultural University. He is governed by the UGC scales but the revision of scales is yet to take place. Shri Dhiman is in the unrevised UGC pay scale of Rs. 12000-18300 with basic pay on 26.4.2010 at Rs. 16200 and from 1.5.2010 at Rs. 16620. As such he has been allowed pay at the initial of the pay band i.e. 37400+8700AGP. However, on fixation of his pay in the revised scales, he shall have the option for pay protection as per rules.
4
5	Shri Hem Raj, as Section Officer	Joined on 23.7.2010 on deputation for one year from HP Govt. Finance Department.
6	Shri Romesh Chander, as PS to VC	Joined 21.6.2010 on short-term contract basis, post retirement
7	Shri Sunil Dev, as Office Assistant	Offer on deputation has been made; yet to join as he has not yet been relieved by the CSK HP Agricultural University
8	Shri Sanjeev Kumar, as Office Assistant	Offer on deputation has been made; yet to join as he has not yet been relieved by the HP University
9	Shri Hind Bhushan, as Office Assistant	Offer on deputation has been made; yet to join as he has not yet been relieved by the HP University
10	Shri Mohan Kumar, as Data Entry Operator	Joined on 24.7.2010 on short term contract basis.
11	Shri Virender Singh, as Data Entry Operator	Joined on 24.7.2010 on short term contract basis.

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12	Shri Gulshan Saini, as Peon	Joined on 1.6.2010 on short-term contract basis
13	Shri Rashid Ahmad, as Peon	Joined on 1.6.2010 on short-term contract basis
14	Shri Dinesh, as Driver	Joined on 1.7.2010 on short-term contract basis
15	Shri Shamsher Chand, as Driver	Joined on 8.7.2010 on deputation for one year from the CSK HP Agricultural University with protection of pay that he was drawing at his parent department

Note: Appointments against all the sanctioned posts have been made and out of 14 posts, 11 persons are in position

In addition to the above, the following staff has been provided by the Government of Himachal Pradesh:

1. Shri Vivek Sood, has been deputed by the State Government as Liaison Officer to the Vice Chancellor, as and when required. Shri Sood has been attending the duties as Liaison Officer with the Vice Chancellor w.e.f. 3.4.2010. While Shri Sood continues to draw his salary from his parent department, the Vice Chancellor has sanctioned him transport allowance of Rs. 1000/=PM and reimbursement of telephone expenses up to Rs. 800/=PM
2. Shri Lahori Singh, Driver, was temporarily deputed by the Government of Himachal Pradesh w.e.f. 16.3.2010 for driving the vehicle of the Vice Chancellor. He was, however, relieved on 30.6.2010(AN) to enable him to join his promotion posting. The official being an employee of Himachal Road Transport Corporation (HRTC) with headquarter at Shimla was considered to be on tour and was accordingly, paid TA/DA by the University as per rules. The official, however, continued to draw his salary from his parent department, which may have to be reimbursed by the University on demand.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.8: Outsourcing of Security, Sweeping, Cleaning and other Services

The University has entered into an agreement with Mebric Security, Hamirpur (Himachal Pradesh) for providing security, skilled, semi-skilled and unskilled personnel as per the requirements of the University. The agreement is on the same terms and conditions and rates as are entered into agreement by the first with CSK HP Agricultural University, Palampur. The Vice-Chancellor also informed the Executive Council that similarly the University has also entered into an agreement with M/S Rameshwari Travels Agency Dharamshala for providing vehicles as per requirement of the University. The agreement is on the same terms and conditions and rates as are entered into agreement by the HP Govt. With M/S Naresh Tours and Travels, Shimla.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.9: Purchase of Vehicles

One vehicle (Maruti SX4) has been purchased by the University for Vice Chancellor at DGS&D Rate.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.10 Reimbursement of Mobile and Landline Phone Bills

The telephone (landline at the residence and/or mobile connection) to the university officers was found desirable in view of the requirements and demands of their work. Accordingly, in general parity with the reimbursement rules in this regard as applicable to the Central Government Officers, the Vice-Chancellor has approved the reimbursement of landline at residence/mobile phone bills as per the following rates/ceilings to the following Officers of the University.

Statutory Officers/OSDs	A maximum of Rs.2000/- per month consolidated towards cell phone and land line bills
Deputy Registrar	A maximum of Rs.1500/- per month consolidated towards cell phone and land line bills
Assistant Registrar/ Liaison Officer	A maximum of Rs.800/- per month consolidated towards cell phone and land line bills

The reimbursement of telephone/mobile bills will be subject to the following conditions:

1. It will cover land line and/or mobile connection and will include the broadband and such other facility for data transfer.
2. The ceiling prescribed is the maximum admissible amount and that the reimbursement shall be restricted to the actual expenditure incurred on month to month basis on submission of bills/receipts by the officer concerned. The excess amount, if any shall be borne by the officer concerned.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.11 Sanction of Permanent Advance

For meeting the contingent expenditure for various purposes like purchase of stationery, conveyance, postage, fuel for vehicle, refreshment for guests etc. and in order to avoid the need for frequent withdrawal of advance repeatedly, the Vice Chancellor has sanctioned Permanent Advance to the following officers with authorization to operate the same for official purposes as mentioned against their names.

OSD (Admin)	Rs. 8,000/=	For meeting miscellaneous contingency expenditure
OSD (Academic)	Rs. 8,000/=	For meeting miscellaneous contingency expenditure
Deputy Registrar	Rs. 5,000/=	For meeting miscellaneous contingency expenditure
PS to Vice-Chancellor	Rs. 5,000/=	For meeting expenditure on postage, fuel for office cars, drivers' food bills (while on official duty away from HQs) and to meet miscellaneous expenditure of Vice-Chancellor's Office/Home Office.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.12 Constitution of Spot Purchase Committee & Inspection Committee

From the start of the functioning of the University, efforts were made to procure the requirements of the University on DGS&D rates. However, in certain cases there are no DGS&D rates available. Therefore, in order to commence office and academic

activities, the University is required to procure furniture, equipment, consumables etc. In order to expedite the process and to ensure proper purchases, the Spot Purchase Committee consisting of the following has been constituted:

- (1) Prof. Y.S. Verma, OSD (Admin)
- (2) Prof. A.K. Agrawal, OSD (Acad)
- (3) Shri Vivek Sood, Liaison Officer

The above Spot Purchase Committee is mandated to invite quotations/visit the local/adjoining markets to collect quotations and draw the comparative statements in each case, recommend the purchase of different items/articles so approved by the Vice Chancellor for procurement.

Similarly, in order to ensure that the materials being procured in the university are of the prescribed specifications, an Inspection Committee consisting of the following has been constituted.

- (1) Prof. Y.S. Verma, OSD (Admin)
- (2) Shri B. R. Dhiman, Dy. Registrar
- (3) Shri Vivek Sood, Liaison Officer

The above committee shall inspect the materials and give its certificate on the bill concerned that they are as per specifications. All the payments shall be made after proper inspection/verification of the materials.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.13: Release of revised Dearness Allowance to University Employees

The revised Dearness Allowance to the University employees on GOI/UGC pattern has been allowed, as per the Central Government, revised rates effective from 1.1.2010.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.14: Implementation of five-day week pattern of office timings and holidays as per Government of India calendar

The University has adopted five-day week pattern with office timing from 9:00AM to 5:30PM with half hour lunch break from 1:00PM to 1:30PM daily. Further, the Central Government Calendar for observing the gazetted and restricted holidays are to be followed in the University.

The Executive Council noted and ratified the decision taken by the Vice Chancellor.

Item 1.15: Implementation of UGC sponsored Research Project entitled " Revisiting the Quality and Excellence in the Accredited Institutions of Higher Education"

The UGC has sponsored a Research Project entitled "revisiting the Quality and Excellence in the accredited institutions of Higher Education" by Professor Furqan Qamar. The project has been sanctioned with a financial outlay of Rs. 4.60 Lakh and one post each of the Research Associate and Research Assistant @ Rs. 20,000/+PM and Rs. 10,000/=PM respectively have been provided. The acceptance of the project with 22nd June 2010 as the date of implementation has been conveyed to the UGC and Shri Suaib Khan has been appointed as Research Assistant @ Rs.10,000.00 PM who has joined the project w.e.f. 22.6.2010.

The Executive Council noted and ratified the decision and action taken by the Vice Chancellor.

Item 1.16: Free Education and Vocational and Degree courses for the dependent children of the Leprosy Affected Parents (LPA):

UGC, vide their letter F.NO. 62-6/2010(CU) dt. 10.6.2010 has forwarded the letters from the MHRD drawing attention to the 31st Report of the Committee on Petitions of Rajya Sabha which, inter alia, states that the Government should arrange vocation and degree courses for dependent children of the Leprosy Affected Parents (LPAs). The UGC has written to say that the University may explore the possibility for providing such courses and apprise about the action proposed by the University.

Accordingly, the matter was considered by the Academic Council vide Item No.1.14(i), in its 1st meeting held on 10th July 2010 which resolved that the University may offer freeship to such children and that the possibility for arranging vocational and degree courses for such children may be taken up at appropriate time in future and that the UGC be informed accordingly.

The Executive Council noted and ratified the decision taken by the Vice Chancellor and approved the recommendation of the Academic Council.

Item 1.17 Launch of university website

University accorded priority to the design, development, hosting and maintenance of dynamic website of the University. In the absence of any technical manpower at the disposal of the university, the Vice Chancellor constituted a committee under the chairmanship of Prof. Zahid H Khan, Director, Centre for Information Technology, Jamia Millia Islamia, New Delhi with the Sr. System Administrator and Deputy Registrar (HRD) of Jamia Millia Islamia as members. The Committee drafted the RFQ, invited quotation from website developers and recommended for the award of contract to M/S Cyberica Net Technologies (Pvt) Ltd. New Delhi with the scope of work including the domain name registration, hiring of web space, design and development of the website, maintenance of the website and providing 10 email ids. Following the award of the contract, the domain name has been registered at ac.in domain with the Ernet and web space has been hired with CDAC. The website of the University has been launched which can be accessed at www.cuhimachal.ac.in Even though the content of the website as of now is limited, the website has been designed to be dynamic and can be expanded into a full-fledged e-learning and e-governance portal.

The Executive Council noted and ratified the decision and the action taken by the Vice Chancellor.

Item 1.18 Organisation of Brainstorming Session on Vision Document

Convinced of the need to start the academic and development activities of the university with a shared Vision, the University prepared a comprehensive Draft Discussion Document on the Vision, Mission and Strategic Plan of the University. The draft Document was circulated amongst eminent educationists, institution-builders and educational planners of the country. Based on the comments received, the draft document was revised and a two-day Brainstorming Session was organised on April 15-16, 2010 by the University at HIPA, Shimla. TA/DA as per rules, local hospitality and a token sitting fees/honorarium of Rs. 1000/=was paid to each participant by the university.

The Executive Council noted and ratified the decision and the action taken by the Vice Chancellor.

Items for Consideration & Approval:

Item 1.19 Vision Document and Strategic Plan of the University

Vision, Strategic Plan and Programme of Action Document, as evolved through the Brainstorming Session, as approved by the Academic Council vide item No.1.7, in its first meeting held on 10th July 2010, is placed before the Executive Council for approval.

The Executive Council put on record its appreciation for the efforts of the Vice Chancellor, Professor Furqan Qamar and his team for developing a meticulous and very comprehensive Vision and Strategic Plan of the University. The Executive Council approved the Vision Document and Strategic Plan after incorporating the following suggestions (Annexure 1.19A):

1. *Instead of Department of Physiotherapy & Rehabilitation there should be two separate Departments i.e. Department of Physiotherapy and Department of Rehabilitation Sciences.*
2. *School of Humanities & Languages should also have (i) Department of Sanskrit & Pali and (ii) also a Department of Urdu.*
3. *Department of Environmental Sciences be included in the School of Earth & Environmental Sciences*

Item 1.20 Development Proposals of the University

Vision Document and Strategic Plan of the University elaborates upon the development proposals and requirements of the university over the next ten years. The financial implications, phasing and roll out plan as proposed in the Vision Document of the University is effectually the development proposal of the University.

The Academic Council vide item No.1.8 in its 1st meeting held on 10th July 2010 considered the document and was of the opinion that the document is comprehensive enough and approved the same as the Development Proposal of the University. If approved the same may be forwarded to the UGC for consideration and approval for financial allocation.

The Executive Council considered and approved the document and the view point of the Academic Council. It was further decided that the document may be sent to the UGC for consideration and approval for financial allocations (Annexure 1.20A).

Item 1.21 Advertisement for the Appointment of Registrar and Finance Officer

The first Registrar and the first Finance Officer of the University is to be appointed by the Visitor and each of these officers shall hold office for a term of three years. MHRD has given to understand that the University should advertise these positions and forward the names of the suitable candidates as recommended by a Committee comprising the Vice Chancellor and experts nominated by the MHRD, for consideration and appointment by the Visitor.

It was decided that the above positions be advertised after the website of the University is launched so that the detailed qualifications and other background information about the University could be available to the potential candidates. Since the website of the University has now been launched, the University is in the

process of advertising in national dailies and through its web-site for recruitment (through direct selection/deputation/transfer for a period of three years).

In order to attract sufficient number of suitably qualified candidates, it is proposed that letters be sent to Indian Railways, Post & Telegraph, Defence and CAG offices requesting them to recommend suitable candidates of the rank of Senior Deputy Accountant General or above for nomination on deputation basis for consideration of the selection committee for the post of the first Finance Officer.

Similarly, it is also proposed that letters be sent to the Vice Chancellors of the Central Universities and other old and well-established State Universities requesting them to recommend suitable candidates for nomination on deputation basis for consideration of the selection committee for the post of the first Registrar. Further, it is proposed to constitute a committee to scrutinize the applications/nominations/recommendations received and recommend a shortlist of candidates to be called for personal interview.

The Executive Council approved the proposal and authorised the Vice Chancellor to constitute the Committee and take necessary steps in the matter.

Item 1.22 Draft Statutes

In order to give effect to various provisions of the Central Universities Act 2009, the University is required to make certain Statutes.

- (a) Section 26(k) read with Section 27(2) and Statute 15(1) of the Central Universities Act 2009 requires the University to frame a new Statute for the Establishment of Schools of Studies and Departments of Studies.
- (b) The Central Universities Act 2009 makes mention of Heads of Departments as a member of the Selection Committee under Statute 18(2) but does not provide for the appointment, functions and responsibilities of the Heads of Departments. It is, therefore, necessary to make a new Statute specifying the procedure of appointment of Heads of Department, and their responsibilities and duties.
- (c) The Central Universities Act 2009 provides for the establishment of Centres of Studies but does not provide for the procedure of the appointment, functions and responsibilities of the Directors of the Centres. Since the University envisages to have specialised Centres of Studies to engage into multi-disciplinary research, the need is felt to make a new Statute specifying the procedure of appointment of Directors of the centres and their functions and responsibilities.
- (d) Acts and Statutes of many existing Central Universities provide for the constitution of a Planning and Monitoring Board to aid and advise the University in their development planning. The Central Universities Act 2009, under which the Central University of Himachal Pradesh has been established, however, does not provide for such an authority in the University. Being a green field university, the Central University of Himachal Pradesh, has to take up all the development activities, which call for a holistic and comprehensive approach to planning and monitoring so as to

ensure continuity and sustainability of the initiatives taken at this nascent stage of development. Thus, there is an urgent need to have an eminent Planning & Monitoring Board in the University. Hence the Statute.

- (e) Statute 36(1)(i) of the Central Universities Act stipulates that the Dean of Students' Welfare shall be the Chairman of the Students' Council. However, the Act and the Statutes do not provide for the procedure of appointment, duties and responsibilities of the Dean, Students' Welfare. It is, therefore, proposed to make a new Statute under Section 9 (9) read with Section 27(2) of the Central Universities Act, which enables the University to declare other officers as officers of the University.

Keeping in view the above requirements and justifications, necessary draft Statutes, were prepared in accordance with the provisions of Section 27(2) of the Central Universities Act 2009 and were placed before the Academic Council for consideration and recommendation to the Executive Council. The draft Statutes as approved and recommended by the Academic Council vide items No.1.9 and 1.9(s) in its 1st meeting held on 10th July 2010 are placed before the EC for consideration and approval.

The Executive Council considered and approved the Statutes as per Annexure 1.22A.

Item 1.23 Draft Ordinances

In accordance with the provisions contained in various Sections of the University Act & Statutes, the University is required to frame a series of Ordinances for its smooth functioning. A comprehensive list of the Ordinances to be made by the University as per the requirements and provisions of the Central Universities Act 2009 has been worked out and efforts are on to draft all Ordinances at the earliest. Since utmost care is being taken to ensure that the Ordinances are framed in consonance with the best practices anywhere in the world, the process is taking a longer time. The draft Ordinances 1 - 20 as approved by the Academic Council vide item No.1.10 and 1.10(s) in its 1st meeting held on 10th July 2010 are placed before the EC for consideration and approval.

The Executive Council considered and approved the Ordinances as per Annexure 1.23A.

Item 1.24 Rate of Honorarium for members/ experts / resource persons

The university has to engage the services of external experts and resource persons for various academic and administrative consultations and meetings like Ad-hoc Boards of Studies, Meetings of Scrutiny committee, Resource persons for preparation of question banks, paper setting for entrance examination, interviews etc. The following rates of honorarium, as approved by the Academic Council vide item No.1.11 in its 1st meeting held on 10th July 2010, are submitted for consideration and approval:

- (a) Sitting Fees/Honorarium to Members of University Authorities Rs. 2000/=per day
- (b) Experts/Members of various University level Committees-planning & monitoring committee/ selection committee/screening committee/

academic advisory committee: Rs. 2000/= per day

(c) Experts/members of ad-hoc Board of Studies
/Curriculum Development Committees/
School level/Department level committees Rs. 1000/=per day

The Executive Council considered and approved with the observation that the above honorarium shall be payable to the external members only and shall not be applicable in case of the internal members.

Item 1.25 Proposal for Purchase of Vehicles

The University presently has only one vehicle for use of the Vice Chancellor and has been hiring cars on rental basis as per need. As the development and academic work is increasing at two proposed permanent campuses at Dehra and Dharamshala, and one temporary academic campus at Shahpur, it is proposed to purchase three more vehicles, for official use by the OSDs and other officers of the University. Also, it is proposed to purchase one two-wheeler (Motorcycle) for staff to carry out day to day work of messenger, post, petty work etc.

The Executive Council approved the proposal for the purchase of only two cars for the general pool of the University.

Item 1.26 Identification and Appointment of Architect

As reported, the process for demarcation of boundaries of the land for the two campuses of the University, preparation of papers and documentation for the diversion and transfer of land has already begun. While it may take some time before the University could get the land transferred in its name, it is felt that the process of identification of Architects should simultaneously be taken up.

In this regard the University has the option of either inviting expression of interest from architect through national advertisement and adopt due process for the selection of Architect. Alternatively, the University may consider selecting Architect out of the panel of Architect prepared by the EdCil. The second option may appear desirable for it may be expedite the work. Besides, some of the newly established Central Universities have also found considering the panel of EdCil Architect more desirable.

If approved, the University may invite all Architects in the panel prepared by the EdCil to make a presentation on the campus theme, master plan and architectural concepts and design, based on which the architect could be selected through a competitive bidding process and technical evaluation. Further, it is proposed to constitute an Expert Committee to assess the presentation made by the Architects and make technical evaluation.

The Executive Council considered the proposal and was of the opinion that the University should, as on now, appoint/engage the services of Architect/Town Planner for preparation of the Master Plan, layout and Zoning and that the appointment of architect for building construction work may be taken up later. The Executive Council authorised the Vice Chancellor to appoint Architect(s) for the development of Master Plan, layout & Zoning

Item 1.27 Identification and Appointment of Project Management Consultant

It is also proposed that the University may simultaneously start the process of identification and appointment of Project Management Consultant (PMC) for the development of both the campuses of the University. If approved, the University may approach and initiate discussion for determining the scope of work and terms & conditions of engagement including the consultancy fee and content of the MOU to be signed with the PMC

The consideration on the item was deferred.

Item 1.28

Hiring/Renting/Leasing of Building & Vehicles for the university

As reported, the University is to commence its academic activities soon from its temporary campus at Shahpur. Faculty and staff recruitment process is to commence shortly and admission of students to select programmes of studies is to commence soon. The University will, therefore, need various kind of built spaces - for hostels, staff residences and offices. In this regard it is proposed as under:

- (a) **Hiring/Renting/Leasing of buildings for students hostels:** It is felt that without hostel facilities it would be difficult for the university to attract quality students on all India basis. It is, therefore, proposed to hire suitable buildings for the hostel facilities for Boys and Girls students.
- (b) **Hiring/Renting/Leasing of building for residence of Faculty and Staff of the university:** It is felt that without providing at least the bare minimum facilities in the form of residence etc, it would be difficult for the university to attract quality faculty and staff on all India basis. It is, therefore, proposed to hire suitable buildings for the faculty and staff residence.
- (c) **Hiring/Renting/Leasing of building for residence for Statutory Officers:** Vice Chancellor has already joined and the process for appointment of other statutory officers of the University is to commence soon. In order to attract talent the University may have to provide decent residential accommodation. Till the University develops its own infrastructure, the facility may be provided by hiring/renting/leasing buildings on short-term basis.
- (d) **Hiring/Renting/Leasing of building for guest house:** Given the faculty constraints and time consuming process of the selection of the full-time faculty, the university shall have to depend a great deal on the visiting faculty. Besides the programme structure designed by the university is such where there is ample scope of visiting faculty teaching a module or a unit or a course. It is, therefore, proposed to hire suitable for the guest house of the university
- (e) **Hiring/Leasing of Vehicles (Buses, Mini-buses, Car, Taxi, etc):** Since the temporary facilities of the universities are likely to be scattered in and around Dharamshala/Shahpur, the University would require good and reliable transport services. While owning its fleet may not be desirable, it is proposed to take these services on rent/hire basis.
- (f) **Committee to determine fair rent for building/hire charges of Vehicles to be taken on hire:** In order to facilitate the process of hiring/renting/leasing of building, it is proposed to constitute a committee comprising the

OSD(Admin), as chairman and OSD (Academic), Superintendent Engineer IHBT, and one person to be nominated by the Vice Chancellor, as members.

The EC approved the proposal and authorised the Vice Chancellor to appoint Fare Rent Assessment Committee in accordance with the Government of India's guidelines in this regard and to sanction sitting fees, if any, for getting the work done.

Item 1.29 Nomination of EC Members/EC Nominees on the Finance Committee

The President of India in her capacity as the Visitor of the Central University has been pleased to appoint three persons as her nominee on the Finance Committee for a term of three years. Composition of the Finance Committee, as per provisions of the Statute 17 (1) (iv) includes "three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council". Further, Clause (3) of the said Statute stipulates that "All the members of the Finance Committee, other than ex officio members, shall hold office for a term of three years."

The Executive Council authorised the Vice Chancellor to nominate three members on the Finance Committee on behalf of the Executive Council.

Item 1.30 Proposal to adopt Govt. of India rules for various administrative, establishment and service matters till framing of relevant Statutes, Ordinances, Regulations of the University.

(a) Adoption of Government of India Rules in General: The University being in its initial stages is yet to frame its own Statutes, Ordinances and Regulations for the various administrative, establishment and service matters. The framing of such rules may take some more time. In the absence of such rules, the University proposes to follow the Govt. of India rules wherever applicable for the various administrative, establishment and service matters till its own Statutes, Ordinances and Regulations are framed.

(b) Adoption of GFR 2005: The University has started functioning and has conducted financial transactions to meet various development and maintenance expenditures. All these transactions have been governed by the General Financial Rules of the Govt. of India which have been adopted by the university till such time that the competent body approves any other rules to be adopted by the University.

(c) Adoption of TA / DA Rules of Government of India: The University has framed TA / DA rules for employees in its Ordinance being placed before the competent body for consideration and approval. However, all such matters not covered by the Ordinance and such matters amended from time to time may be regulated by the Govt. of India rules till such time that the University chooses to adopt other rules in conformity with the said Rules.

(d) Adoption of Conduct Rules: The University has framed conduct rules for employees in its Ordinance being placed before the competent body for consideration and approval. However, all such matters not covered by the Ordinance may be regulated by the CCS Rules of the Govt. of India till such time that the University chooses to adopt other rules in conformity with the CCS Rules.

Item 1.31 **The Executive Council approved the proposal with the observation to include at appropriate place - 'whatever is not provided for, GOI/UGC rules will be followed'.**
First Annual Report of the University
The First Annual Report (pertaining to the period January 20 to March 31 2010) of the University, as approved by the Academic Council in its meeting held on 10th July 2010, was placed before the Executive Council for consideration and approval.
The Executive Council approved the Annual Report of the University for the year 2009-10 and expressed its appreciation for the work done during the period (Annexure 1.31A).

Item 1.32 **Curriculum Development Committees & Ad-hoc Board of Studies**
Programme of Studies of the University are to be designed within the framework of the Curriculum Framework, Programme of Studies, Comprehensive Choice Based Grading System, Comprehensive Continuous Internal Assessment are delineated in detail in the Vision Document and Strategic Plan of the University, as approved by the AC and EC.

Keeping in view the salient features of the University as mandated by the Central Universities Act 2009 and in consonance with the Vision document and Strategic Plan of the University, further details with respect to the curricula, admission policy, fee structure, academic calendar etc are to be worked out. Normally these are to be undertaken by the Board of Studies of the respective Departments and School Board, which may take some time to get constituted.

It is, therefore, proposed to constitute ad-hoc Boards of Studies and Curriculum Development Committee across disciplines so that the University is ready to launch its academic programmes at the earliest. The Academic Council in its meeting held on 10th July 2010 considered the matter and authorised the Vice Chancellor to constitute the required ad hoc Boards of Studies and Curriculum Development Committees and also to take all the necessary actions in this regard.

The Executive Council approved the proposal and authorised the Vice Chancellor to take necessary actions and do the needful.

Item 1.33 **University logo**
The ideas and designs of the University Logo received by the University were considered by the Academic Council vide item No.1.14(iii) in its meeting held on 10th July 2010 and it was decided that the University should invite more entries by organising a competition with the offer of prize to the winners. The Academic Council further authorised the Vice Chancellor to constitute a committee to finalise the logo.
The Executive Council concurred with the recommendation of the Academic Council.

SUPPLEMENTARY AGENDA:

Item 1.1(S) **Budget Estimates for the financial year 2009-10 and the Actuals for the year 2008-09 and Budget Estimates for the year 2010-11 and Actuals for the year 2009-10 for consideration and approval**

The Budget Estimates of the university are required to be prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), who is responsible for the preparation of Budget Estimates of the university and for their presentation to the Executive Council.

However, since the university is in its initial stage of establishment and the Finance Officer has not been appointed, the Budget Estimates for the financial year 2009-10 and Actuals for the year 2008-09 and the Budget Estimates for the financial year 2010-11 and Actuals for the year 2009-10 have been prepared by the Deputy Registrar under the guidance and supervision of the Vice-Chancellor.

The Budget Estimates so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute 17(7) and thereafter, the same are required to be submitted to the Executive Council for approval. However, keeping in view the fact that the Finance Committee has not yet been fully constituted and its meeting is not likely to be held shortly, it has been found necessary to place the budget estimates before the Executive Council in order to keep the process in order.

It is to apprise the August body that during the financial year 2009-10 a grant amounting to Rs.300.00 lakhs was provided by the UGC and the Budget Estimates have been accordingly prepared making provisions for the execution of the plans and policies of the University. Further, the information on the prescribed proformas entitled 'Progress and Development Proposals for 2010-11, were sent to the University Grants Commission, which have been taken as guiding principles for the preparation of Budget Estimates for the Year 2010-11.

The Budget Estimates of the University for the year 2009-10 and Actuals for 2008-09 and Budget Estimates for the year 2010-11 and Actuals for 2009-10, are therefore placed before the Executive Council for consideration and approval **The Executive Council considered and approved Budget Estimates for the financial year 2009-10 and Actuals for the year 2008-09 and the Budget Estimates for the financial year 2010-11 and Actuals for the year 2009-10 as per Annexures 1.1(S)A and 1.1.(S)B.**

Item 1.2(S) Annual Accounts for the financial year 2009-10 for consideration and approval

The annual accounts of the university are required to be prepared by the Finance Officer of the University, in terms of the provisions of Statute 7(7)(c), who is responsible for the preparation of annual accounts of the university and for their presentation to the Executive Council. However, since the university is in its initial stage of establishment and the Finance Officer has not been appointed, the Annual Accounts for the financial year 2009-10 have been prepared by the Deputy Registrar under the guidance and supervision of the Vice-Chancellor.

The annual accounts so prepared by the Finance Officer are required to be laid before the Finance Committee for consideration and comments in terms of Statute

17(7) and thereafter, the accounts are required to be submitted to the Executive Council for approval.

However, keeping in view the fact that the Finance Committee has not yet been fully constituted and its meeting is not likely to be held shortly, it has been found necessary to place the annual accounts for the year 2009-10 before the Executive Council in order to cut short the avoidable delay, so as to adhere to the instructions issued in this behalf by the Ministry of Human Resource Development, Govt. of India, issued vide their D.O. letter No.F.19-18/2003-IFD dated 23.5.2008, which have been circulated among the Central Universities by University Grants Commission vide their letter F.2-2/94-(CU) dated 21.7.2008. These instructions, inter-alia stipulate that after the close of the accounting year the annual accounts are required to be prepared and got adopted by the Executive Council by 30th June of the following year before being sent to the audit authorities for commencement of audit.

The annual accounts have been prepared strictly as per the Common Format of Accounts, guidelines and instructions issued by the University Grants Commission vide their letter No.F.17-1/97(CU) dated 29.9.2003, consisting of Balance sheet, Income & Expenditure Account, Schedules to the said Financial statements, Instructions and Accounting Principles and Statement of Receipts and Payments. The accounts have been prepared on accrual basis and taking into account the component of depreciation at the rates provided in the Income Tax Act.

The Annual Accounts of the University for the year 2009-10, are therefore placed before the Executive Council in terms of provisions of Statute 31, for consideration and approval so that the same are sent to the audit authorities in time so that the time schedule fixed by the Ministry and the UGC for submission of the audited annual accounts to the Govt. by 31st December could be adhered

The Executive Council appreciated the efforts of the University in timely completion of the Annual Accounts and approved the same. The Executive Council further directed that the University may approach the CAG for Post Audit of the accounts of the University (Annexure 1.2(S)A.

Item 1.3(S)

Consent of the University for Mother Teresa Chair:

In response to the MHRD DO Letter No. 19-8/2010-Desk(U) dated April 19, 2010 seeking view of the University on establishing Mother Teresa Chair in all Central Universities in the country, the Vice Chancellor had conveyed that given the opportunity, the University would like to take the initiative in this regard and the matter shall be placed before the Academic Council and Executive Council of the University for their consideration and approval.

The matter was placed before the Academic Council vide item No.1.14(ii), in its first meeting held on 10th July, 2010, which considered and approved, in principle, the establishment of Mother Teresa Chair in the University subject to sanction and release of required funds by the UGC/MHRD for establishment of said Chair.

The Executive Council approved the recommendation of the Academic Council.

Item 1.1(T) Transfer of Rs. 4.24 Lakh to the XEN-PWD for erection and fixing the pillars to demarcate the boundary of land for the Dhauladhar Campus of the University at Dharamshala.

The work of identifying the area/land for the establishment of Dharamshala campus is in process and is being carried out by the District Administration. For the purpose of demarcation of land/area, providing and fixing of boundary pillars around the land, the Executive Engineer, Public Works Department (B&R), Dharamshala has submitted an estimate for Rs.4,23,760.00. The said amount has been provided to the XEN PWD with the request that the work may be completed on priority. The matter is reported to the Executive Council for information.

The Executive Council noted and ratified the decision.

Item 1.2(T) Regulations for the conduct of the business of the Executive Council.

Section 29 of the Central Universities Act and Statute 38 of the Statutes, set out in the Second Schedule to the Act, provide that the authorities of the University may make Regulations consistent with the Act, Statutes and the Ordinances, for the conduct of their own business, procedure to be observed at their meetings and the number of members required to form quorum; providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the minutes of meetings.

Under the above provisions of the Act and Statutes, the draft regulations for the conduct of the business of the Executive Council have been prepared, keeping various provisions of the Act and Statutes in view and are placed before the Executive Council for consideration and approval.

The Executive Council considered and approved the Regulations as per Annexure 1.2(T).

The Executive Council expressed its satisfaction on the progress made in the establishment of the University so far. In particular, the Executive Council put on record its appreciation and commendations for the dynamism shown by the Vice Chancellor and his small team for preparing an excellent Vision Document and Strategic Plan of the University in such a short period of time and for taking the initiatives to translate the vision into action.

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

Prof. Yoginder S. Verma
OSD(Admin)

Countersigned

Prof. Furqan Qamar
(Vice Chancellor - Chairman)

