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INFLIBNET Centre, Gandhinagar
(An IUC of University Grants Commission)

27th October, 2015

**Minutes of the 29th Meeting of the Governing Board, INFLIBNET Centre
held on Friday, the 23rd October, 2015 at INFLIBNET Centre, Gandhinagar**

Chairman

Prof. N Mukunda

Chairman, Governing Board, INFLIBNET Centre

Members

Dr. R K Chadha

Former Addl. Secretary, Lok Sabha, New Delhi

Prof. S B Ray Chaudhury

Vice-Chancellor, Rabindra Bharti University, Kolkatta

Prof. Shivajirao S Kadam

Vice-Chancellor, Bharati Vidyapeeth, Pune

Prof. Karmeshu

Professor Emeritus, CCS&S, JNU, New Delhi

Dr. Jagdish Arora

Director, INFLIBNET Centre & Member Secretary

Special Invitee

Dr. (Mrs.) Manju Singh

Jt. Secretary, UGC (IUC/MC), Bureau Head

Shri Harish Chandra

Admn. Officer, INFLIBNET Centre

Prof. H Devaraj, Vice-Chairman, UGC, New Delhi, Prof. (Dr.) Jaspal Singh Sandhu, Secretary, UGC, New Delhi, Prof. (Dr.) Avinash S Pant, Member Secretary (Actg.), AICTE, New Delhi, Prof. Sunaina Singh, Vice-Chancellor, The English and Foreign Languages University, Hyderabad, Prof. Nandini Mukherjee, Prof. Dept. of Computer Science & Engg. & Director, School of Mobile Computing and Communication, Jadavpur University, Kolkatta, could not attend the meeting because of their prior commitments.

1. Confirmation of the Minutes of the 28th Meeting of the Governing Board held on 22nd August, 2014 at INFLIBNET Centre, Gandhinagar

The Minutes of the 28th Meeting of the Governing Board of the INFLIBNET Centre held on 22nd August, 2014 at INFLIBNET Centre, Gandhinagar were confirmed as circulated, since no comments were received from the members.

2. Report on Action Taken and Progress Made since 28th Meeting of the Governing Board held on 22nd August, 2014 at INFLIBNET Centre, Gandhinagar

Dr. Jagdish Arora presented a brief report on action taken on the decisions made during the 28th Meeting of the Governing Board. Important action-taken report presented to the members was as follows:

- i) The Centre is recognized as an institution for undertaking research by the Central University of Gujarat. Follow-up is being done with Central University of Gujarat for launching Ph.D programme of INFLIBNET Centre and setting up of four fellowships as approved by the GB (Agenda 5, 28th GB).

- ii) Requirement of additional staff on regular basis is being proposed with detailed justifications to the UGC. Meanwhile, the activities and services required on day-to-day basis are being outsourced through external agencies (Agenda 5, 28th GB).
- iii) Salary structure along with revised qualifications, experience, eligibility criteria, approved by the Governing Board, has been implemented for contractual staff for various projects & schemes being executed by the Centre. (Agenda 7, 28th GB).
- iv) The new rules, regulations and rental approved for guest rooms, auditorium, training labs and other facilities at INFLIBNET Centre was implemented as approved by the GB (Agenda 10, 28th GB).
- v) The process of disposal of obsolete / unserviceable store items approved for writing-off by the Governing Board is in progress. (Agenda 12, 28th GB).
- vi) The post vacated by Shri Shashikant F Vanikar, Office Assistant-II was advertised and have been filled-in after following due procedures. (Agenda 13, 28th GB).

3. Approval of the Promotion Policy for INFLIBNET Staff

After detailed discussions and deliberations, the Governing Board emphasized that promotion policy for staff and scientists of the INFLIBNET Centre may be implemented as per the Bye-Laws of the Centre. The members of the Governing Board strongly recommended implementation of the report of the committee appointed by the Chairman, Governing Board, INFLIBNET Centre. It was resolved that the report of the Committee would be forwarded to the UGC for further necessary action. Dr. Manju Singh, Jt. Secretary, UGC promised that timely action would be taken in this regard.

4. Current Status of Schemes and Projects INFLIBNET Centre

Dr. Jagdish Arora presented a brief account of current status for the following Schemes and Projects that are under operation at INFLIBNET Centre:

4.1. UGC-Infonet Digital Library Consortium

The UGC-INFONET Digital Library Consortium, fully funded by UGC, provides current as well as archival access to more than 8,500 core and peer-reviewed journals and eleven bibliographic databases from 28 publishers to 215 eligible universities.

The National Library and Information Services Infrastructure for Scholarly Content (N-LIST), college component of the UGC-INFONET-Digital Library Consortium, extends access to more than 6,000 e-journals and 97,000 + e- books to 4,307 colleges covered under Sections 12(B) / 2(f) of the UGC Act as well as to non-aided colleges during 2010 - 2013. A Committee was constituted by the UGC to review the provision of enrolment of non-aided colleges under the NLIST Programme. The Committee, in its meeting, held on August 4, 2015 at UGC, New Delhi has recommended that non-aided colleges may join the programme and get access to e-resources on payment of Annual Membership fee of Rs.30,000.00 + applicable service tax to meet the expenditure towards subscription to e-resources for respective non-aided college.

Governing Board recommended sanction of Rs. 202.53 crores for renewal of subscription to e-resources provided under the UGC-INFONET Digital Library Consortium and NLIST Programme

for the year 2016 as per the recommendations made by the Reconstituted National Steering Committee of the Consortium in its 10th Meeting held on August 4, 2015 at UGC Main Office, New Delhi

4.2. Shodhganga

Shodhganga is a repository of Indian theses and dissertations set-up by the INFLIBNET Centre. The repository provides a platform for research scholars to deposit their Ph.D. theses and make it available to the entire scholarly community in open access. As on 23rd October, 2015, 50,000 full-text theses have been uploaded into Shodhganga by 224 universities and 227 universities have signed MoU with INFLIBNET Centre.

Under this scheme, UGC has released funds to 96 universities that are signatory to MoU on Shodhganga with INFLIBNET Centre for digitization of old theses for past five years as well as for setting up of ETD laboratories in their respective universities. Furthermore, 130 universities that are signatory to MoU on Shodhganga with INFLIBNET Centre, are getting access to an online plagiarism detection software called "Urkund".

The Centre also maintains a repository of research in progress called Shodhgangotri that hosts 2120+ synopses / approved research proposals submitted by 43 universities.

4.3. e-PG Pathshala

The INFLIBNET Centre has been assigned the task of coordinating all activities involved in production of e-contents at postgraduate level in 77 subjects under the initiative called e-PG Pathshala funded by the MHRD under its National Mission on Education through ICT. The Centre is responsible for the technical as well as administrative coordination of this project. An open source Learning Management System to host the e-content created under this project and e-Pathshala Management System to manage the administrative activities of this project have been developed. As on 15th Sept, 2015, e-PG Pathshala hosts more than 3,200 e-texts, 700 videos, 20,000 quizzes and 3,000 learn more in 69 subjects involving more than 4,000 experts. The project is expected to be over by Dec., 2015.

4.4. e-Acharya: Integrated e-Content Portal

"e-Acharya: Integrated e-Content Portal" is a portal designed by the INFLIBNET Centre to host all e-contents developed with funding from the National Mission of Education through ICT. There are more than 55 projects on e-content development funded by the NME-ICT which are developed or are at different stages of development in various subject disciplines including science, arts, engineering, social science, etc. by different Indian institutes / universities / colleges.

The portal provides facility to search and browse all content hosted in e-Acharya wherein a learner can easily access the desired material including audio / video, learning material, textual material, multimedia enriched materials, etc. through a single interface. Moreover, features of faceted search, usage statistics, project-wise access are incorporated in this portal.

The Centre has acquired content from more than 35 principal investigators that was distributed on different locations / websites. e-Acharya currently hosts more than 19,500 e-texts, 24,000 videos, 17,000 quizzes and 5,000 learn more.

4.5. VIDWAN: An Expert Database and National Researchers Network

VIDWAN database received financial support from National Mission on Education through Information and Communication Technology, MHRD for the period of three years (2014-2016). The database consists the detailed profiles of Indian scientists and faculty members working in leading academic institutions and other R & D organizations involved in teaching and research in India and abroad. The Centre has developed new interface and has been populating the profiles of experts in the database on regular basis. Currently, Vidwan database host more than 17,000 profiles of experts from 2,000 organizations including Universities, IITs, NITs and R&D organizations.

5. New Projects @ INFLIBNET Centre

Dr. Jagdish Arora made a brief presentation on new projects that have been initiated at INFLIBNET Centre since last meeting of the Governing Board. Members of the Governing Board approved and appreciated the projects taken-up by the Centre. A brief description of new projects at INFLIBNET is as follows:

5.1. Setting-up of Indian Social Science Data Repository for the ICSSR's Data Service (<http://icssrdataservice.in>)

The ICSSR has sanctioned a project entitled "Setting-up of Indian Social Science Data Repository for the ICSSR's Data Service" to the Centre for a period of two years. The data repository would host all NSS and ASI datasets generated by the Ministry of Statistics and Programme Implementation (MoSPI), New Delhi as per the MoU signed between the ICSSR and MoSPI. The INFLIBNET Centre, after exploring a number of open source software, has identified NADA software to host the ICSSR's Data Repository. The software has been installed and 15 datasets provided by MoSPI have been extracted, transformed and loaded with necessary metadata on the platform. The repository can be accessed at <http://icssrdataservice.in/>. Total approved budget for this project is Rs. 111.19 lakhs.

5.2. Establishing Library and Learning Resource Centre at Kuwait College of Science and Technology: A Consultancy Project

The consultancy project entitled "Establishing Library and Learning Resource Centre at Kuwait College of Science and Technology" was awarded to the INFLIBNET Centre for providing consultancy in the process of setting-up a Library and Learning Resource Centre at Kuwait College of Science and Technology. Consultants for the project are: Dr. Jagdish Arora and Shri Yatrik Patel. Approved budget of Rs. 7.00 Lakhs have already been received. The project duration is from Jan. – Dec. 2015.

5.3. Capacity Building Programme of the National Mission on Libraries for Public Library Personnel

The Raja Rammohun Roy Library Foundation (RRRLF), nodal agency for the National Mission on Libraries, has awarded the contract for "Capacity Building" to the INFLIBNET Centre wherein 50 training programmes will be organized to train public library professionals in emerging trends in library and information science at 3 levels i.e. elementary, middle and advance. The estimated cost of the training programmes would be Rs. 227.5 lakhs + service taxes as applicable. These training programmes would be conducted at the INFLIBNET Centre as well as in different cities of the country depending on concentration of librarians to be trained. Expenses towards TA/DA and

accommodation for the participants as well as for resource persons would be borne by the RRRLF as per Govt. of India Rules.

5.4. Web Site Hosting and Institutional Repositories - Installation and Hosting

The Centre provides services for IR installation & hosting and web site hosting services to education and R & D institutions. So far eight institutions are availing Web hosting and IR hosting services offered by the Data Centre at INFLIBNET. These institutions include Central University of Gujarat, Gandhinagar; Central University of Haryana, Mahendragarh; National Institute of Occupational Health, Ahmedabad; NASDO (Indian Navy), Goa; Ganpat University, Mehsana; ARAI, Pune; Doon University, Dehradun and IUCAA, Pune.

6. Expenditure on Construction of Institute Building

Members of Governing Board noted that the expenditure on construction of Academic and Administrative Blocks of the Institute building (Katira Constructions), installation of air-conditioning and HVAC system (M/s Voltas Limited) and supply of ready-made furniture and custom-made furniture (M/s Godrej & Boyce) has already been examined in-depth by the Internal Audit of UGC. These cost also include extra items that were used for construction of the Institute Building by various contractors. The Members also noted that the Finance Committee has already recommended release of payments to the concerned vendors including amount for the extra items. The final payments approved for release to various contractors are as follows:

Sl. No.	Contractor Name	Work	Tendered Cost (Amount in Rupees)	Audited Final Payable Amount (Amount in Rs.)
1.	M/s. Katira Construction Ltd.	Construction of Institutional Building	18,46,62,970.00	18,79,18,693.00
2.	M/s. Voltas Ltd.	Installation of Air condition and HVAC System	3,19,00,000.00	3,45,05,969.00
3.	M/s. Godrej & Boyce	Supply of readymade furniture and custom made furniture	3,99,00,000.00	3,70,54,832.00

Expenditure on extra items used by various vendors during construction of building is as follows:

Sl. No.	Contractor	Work	Expenditure on Extra Items (in Rs.)
1.	M/s. Katira Construction Ltd.	Construction of Academic and Administrative Institutional Building	55,28,537.00
2.	M/s. Malani Construction Co.	Construction of Residential, Guest Rooms and Other allied works	6,52,783.00
3.	M/s. Voltas Ltd.	Installation of Air conditioning and HVAC System	24,51,229.00
4.	M/s. Godrej & boyce	Supply of readymade furniture and custom made furniture	25,69,768.00
5.	M/s. Siemens (Unify/Proglity)	Deployment of Passive and Active IT and Low Voltage Infrastructure work	9,25,852.00

Governing Board, after brief discussions and deliberations, approved expenditure on extra items and release of final payments, as mentioned above, to the concerned companies.

7. Draft RRs Formulated in Conformity with the Guidelines and Model RRs Issued by the Ministry of Personnel, PG & Pension, Department of Personnel and Training (DoPT) and Ministry of Finance, Department of Expenditure, Government of India

It was noted that draft RRs has been formulated in conformity with the Guidelines and Model RRs issued by the Ministry of Personnel, PG & Pension, Department of Personnel and Training (DoPT) and Ministry of Finance, Department of Expenditure, Government of India.

Members noted that the revised RRs, by and large, adhere to the qualifications and experience prescribed in the Bye-Laws of the Centre and to the guidelines issued by the DoPT from time to time. After brief discussions and deliberations, the members of the Governing Board recommended approval of the guidelines by the UGC. It was resolved that the proposed RRs would be sent to the UGC for approval.

8. Approval of Revision of the Remuneration of Contractual Staff Hired through Manpower Agency

The Members noted that the revision of remuneration of contractual staff hired through manpower agency would be applicable for a period of three years. After brief discussions and deliberations, the Governing Board approved the revision of remuneration and annual leave of 12 days to contractual staff hired through manpower agency appended as Appendix – II. In case of PS to Director, Sl.No.1 (Sr. PS to Director) will be applicable. It was resolved that the revised remuneration would be implemented with effect from 1st November, 2015.

9. Approval for Enhanced Fees for Medical Consultation to the Medical Practitioners

The Governing Board approved the enhanced fee for medical consultation payable to the medical practitioners as per the rates mentioned below:

Specialist Consultation	Existing	Proposed Revised Rates (based on SAC / IPR)
First Consultation	Rs. 250.00	Rs. 300.00 for Specialist Rs. 400.00 for Super Specialist
Follow-up Consultation	Rs. 150.00	Rs. 250.00 for Specialist Rs. 300.00 for Super Specialist

It was suggested that, the Centre, through UGC should approach the CGHS for allowing permanent staff and scientists to avail its services and facilities. It was decided that the INFLIBNET Centre would send a request to the UGC to this effect.

10. Approval for Writing-off of Obsolete / Unserviceable Store Items

After brief discussions and deliberations, the Governing Board approved writing-off of 50 items having residual value of Rs. 1,43,455.00 as against the purchase cost of Rs. 60,00,896.16. The members were assured that due procedure for writing-off of obsolete and unserviceable store items

was followed as per General Financial Rules and the items approved for writing-off would be disposed-off as per the procedures given in General Financial Rules of Government of India.

11. Pay Fixation of the Administrative Officer in accordance with the Ministry of Personnel, PG & Pensions, Department of Personnel and Training, (DoPT) Government of India Office Memorandum No. AB-14017/18/2012-Estt (RR) dated the 16th August 2013

The Governing Board recommended pay fixation of Administrative Officer as per the notification issued by the Department of Personnel and Training, Ministry of Personnel, PG & Pensions vide O.M. No. AB-14017/18/2012-Estt (RR) dated 16th August, 2013. It was resolved that the request for pay fixation of Admin. Officer as per the guidelines of DoPT would be forwarded to the UGC for further necessary action.

12. Revival of the Post of Senior Administrative Officer in PB-3 (Rs. 15600.00 to Rs. 39100.00) with Grade Pay Rs. 7600.00

Dr. Jagdish Arora informed the members that Centre had services of two Administrative Officers, i.e. one Sr. A.O. and one AO for more than 20 years. Two positions of AO were sanctioned by the Governing Board / Governing Council of IUCAA with approval of Chairman, UGC in his capacity as President of the Governing Council of IUCAA (when INFLIBNET was a project of IUCAA). With the growing functions and responsibilities, Shri C.K. Shah, the then A.O was promoted as Sr. Administrative Officer in 1996 as per the provisions of bye-laws of the Centre. However, the UGC conveyed sanction for only one position of AO (and not for Sr. A.O.) vide letter No. F.31- 45/96 (IUC) dated 31.07.1998 that conveyed sanction of all 21 positions sanctioned to the INFLIBNET Centre after implementation of 5th Pay Commission.

Since the UGC did not give post-facto approval for the position of Sr. A.O., the incumbent of the post i.e. Shri C K Shah obtained an injunction (stay) from the Hon'ble High Court of Gujarat. After 20 years, in accordance of the decision of Hon'ble High Court, the post of Sr. A.O. was sanctioned by the UGC in personal to Shri C K Shah vide letter No. F.31-45/2006 (IUC) dated 12th September 2011. Shri C.K. Shah retired from services on 30.09.2011. After the retirement of both the Administrative Officers and Sr. Administrative Officer in the years 2010 and 2011 respectively, the Centre appointed one Administrative Officer who looks after all the administrative functions of the Centre including i) Administration and Personnel; ii) Finance & Accounts (including Auditing); iii) Stores and Purchase; iv) Estate & Maintenance; and v) Legal, security, estate, housekeeping and other miscellaneous activities of Centre.

The Members noted that the Centre has given justifications for restoring the position of Senior Administrative Officer in terms of construction of new building and its maintenance, supervision of increased number of projects and schemes that are being handled by INFLIBNET Centre, exponential increased in budget from Rs.98.00 lakhs in 1996-97 to Rs.236.00 crores in the Financial Year 2013-2014. Besides, the agenda note also provides availability of Administrative Officers in other IUCs that ranges from 2 officers in CEC to 7 in case of DAE-CSR. The members found that the justifications put forth by the INFLIBNET Centre are acceptable and the restoration of Sr. Admn. Officer is completely justified.

In light of the fact mentioned above, the Governing Board recommended restoration of post of Sr. Administrative Officer. It was resolved that the Centre would send a request to the UGC for restoration of the post of Sr. Administrative Officer with justifications elaborated in the agenda.

13. Proposal for Membership of Networked Digital Library of Theses and Dissertations (NDLTD)

The Committee approved proposal for membership of NDLTD and sharing of records from Union Catalogue of Theses as well as from Shodhganga with NDLTD. Members noted that NDLTD would also organize joint collaborative programmes including e-theses awareness & promotion and workshops, etc. in the Asian region. It was, however, decided that the Centre may pay membership fee to the NDLTD only for INFLIBNET Centre and not for all universities as a consortium. It was agreed that universities may be asked to join this initiative individually.

14. Proposal to Consider Shodhganga as Planned Activity of the INFLIBNET Centre

The proposal to consider Shodhganga as planned activity of the Centre was discussed by the members of the Committee at length. After detailed discussions and deliberations, it was resolved that the INFLIBNET Centre may request for additional plan funds from the UGC for subscription to plagiarism detection software for eligible universities as well as for manpower and other additional expenditure. The Centre may seek also approval of the UGC for appointment of project staff from the Plan funds of the Centre under the Shodhganga scheme.

The Members noted that UGC is funding universities directly for digitization to their theses for past five years as well as for setting-up of ETD Lab in the respective universities. In addition, the UGC has also released Rs. 1.73 Crore (approx.) to the INFLIBNET Centre for subscription to anti-plagiarism software, purchase of hardware and for contractual manpower.

15. Continuation of e-Content Projects, namely e-PG-Pathshala and e-Acharya on Continuing basis as INFLIBNET Centre's Planned Activity

Members noted that both the projects proposed for continuation as planned activity of the Centre are ongoing as on now. Once these projects are over, the INFLIBNET Centre may approach UGC for their continuation with financial implications for necessary approval.

16. Deputation of Shri Yatrik Patel and Shri Ashok K. Rai, Scientists D (CS) for Attending SIBF-ALA Library Congress, organized by American Library Association, Chicago, USA

The Governing Board approved deputation of Shri Yatrik Patel, Scientist- D (CS) and Shri Ashok Kumar Rai, Scientist-D (CS) for attending SIBF-ALA Library Congress, organized by American Library Association, Chicago, USA at Sharjah. It was noted that while all expenditure on travel, accommodation and local hospitality for Shri Yatrik Patel's would be borne by organizers, travel expenses for Shri Ashok Kumar Rai will be met by the INFLIBNET Centre. However, local hospitality, accommodation, etc. for Shri Rai would also be taken care of by the organizers. The Governing Board approved the proposal for deputing Shri Yatrik Patel, Scientist-D (CS) and Shri Ashok Kumar Rai, Scientist-D (CS) to attend SIBF-ALA Library Congress during 10-12th November, 2015 at Sharjah.

17. Incentive for Acquiring Ph.D. Degree to Scientists at INFLIBNET Centre

The Governing Board recommended incentives to Scientists at INFLIBNET Centre for obtaining Ph.D. degree as admissible to Assistant Librarian / College Librarian who are recruited at entry

level with Ph.D degree. The Members, however, suggested that the procedures being followed in DRDO / CSIR may also be reported to the UGC so as to facilitate a favourable decision.

18. Presentation on the Proceedings of the 22nd Meeting of the Finance Committee held on 19.10.2015 at UGC Main Office, New Delhi


Shri Harish Chandra, Administrative Officer, made a brief presentation on the important decisions taken during the 22nd Meeting of the Finance Committee held on 23rd October, 2015. The Governing Board recommended revised non-plan budget of Rs. 650.00 lakhs and Rs. 780.00 lakhs for the financial years 2015-2016 and 2016-2017 respectively and plan budget of Rs. 518 lakhs for each financial years, i.e. 2015-2016 and 2016-2017. Members noted that the UGC has sanctioned Rs. 521 lakhs as against projected requirement of Rs. 650.00 lakhs. It was clarified that although the Centre is observing austerity measures to restrict its non-plan expenditure, however, shortfall if any, would be met from the interest earned on fixed deposits as well as from the non-plan budget of projects. It was also clarified that the UGC has allocated plan budget of Rs. 25.90 crores to the Centre for XII Plan Period and projected budget of Rs. 518.00 lakhs for each financial years, i.e. 2015-16 and 2016-17 is proportionate amount for the two financial years.


19. Presentation of Audited Annual Accounts of the Centre for the Financial Year 2014-2015

The Members of the Governing Board recommended approval of Audited Annual Accounts of the Centre for the financial year 2014-2015.

20. Presentation of Annual Report of the INFLIBNET Centre from 1st April 2014 to 31st March, 2015

The Members of the Governing Board recommended approval of Audited Annual Report of the Centre. The chairman requested the members to go through the reports and point-out observations, if any, to the Centre for necessary action.


2.11.15
Prof. N. Mukunda
Chairman, Governing Board


(Jagdish Arora)
Member Secretary, Governing Board and Director, INFLIBNET Centre