

INFLIBNET Centre
(An IUC of University Grants Commission)

29th July, 2018

**Minutes of the 35th Meeting of the Governing Board, INFLIBNET Centre, held on
Tuesday, 24th July, 2018 at INFLIBNET Centre, Infocity, Gandhinagar**

Chairman

Prof. Yogesh Singh

Chairman, Governing Board, INFLIBNET Centre

Members

Dr. B K Tripathi

Director, IUC for Teacher Education, BHU, Varanasi
Financial Adviser, representing Secretary, UGC

Mr. P K Thakur

Former VC, Saurashtra University, Rajkot

Dr. Kamlesh P Joshipura

Adviser – II, AICTE, New Delhi

Dr. Neeraj Saxena

(Representing Member Secretary, AICTE, New Delhi)

Prof. M H Fulekar

Prof. & Dean, SESD, Central University of Gujarat

(Representing VC, CUG, Gujarat)

Mr. N Parameswaran

Sr. Consultant, Higher Education, MHRD, New Delhi

(Representing JS (TEL), MHRD)

Dr. (Mrs.) Manju Singh

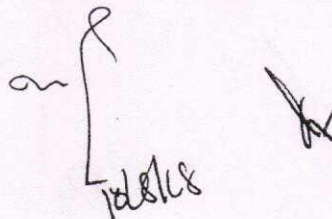
Jt. Secretary, (IUC/MC), UGC, New Delhi

Dr. Jagdish Arora

Director, INFLIBNET Centre & Member Secretary

Prof. R C Kuhad, Vice-Chancellor, Central University of Haryana, Prof. S B Ray Chaudhury, Vice-Chancellor, Rabindra Bharati University, Prof. Anurag Kumar, Director, Indian Institute of Science, Dr. R K Chadha, Former Additional Secretary, Lok Sabha Secretariat and Prof. Protosh Bansal, Devi Ahilya University, Indore could not attend the meeting because of their prior commitments.

35th Meeting of the Governing Board, INFLIBNET Centre commenced with playing of National Anthem. Dr. Jagdish Arora, Director INFLIBNET Centre extended a warm welcome to all the members of Governing Board. He specially welcomed Prof. Yogesh Singh, Chairman, Governing Board to his first visit to the Centre as well as to his first Meetings of the Governing Board. Members introduced themselves to each other. Prof. Before taking-up the Agenda of the Meeting, Yogesh Singh, Chairmen, Governing Board launched the new website of INFLIBNET including new Interface of IndCat; unveiled brochures o INFLIBNET's services and activities and launched 50 e-books derived from e-PG Pathshala project.



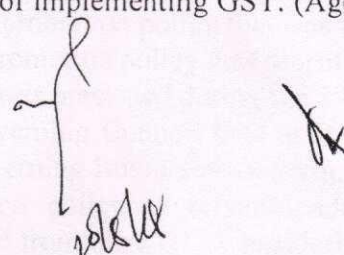
1. Confirmation of the Minutes of the 34th Meeting of the Governing Board held on 16th August, 2017 at India International Centre Annexe, New Delhi

The Minutes of the 34th Meeting of the Governing Board of the INFLIBNET Centre held on 16th August, 2017 at India International Centre Annexe, New Delhi was confirmed as circulated, since no comments were received from the members.

2. Report on Action Taken and Progress Made since 34th Meeting of the Governing Board held on 16th August, 2017 at India International Centre Annexe, New Delhi

Dr. Jagdish Arora presented a brief report on action taken on the decisions made during the 33rd Meeting of the Governing Board. Important action-taken report presented to the members was as follows:

- i) Minutes of the 34th Meeting of the Governing Board, duly approved by the Chairman, GB were circulated to the members. No comments received from the members. (Agenda 1; 34-GB).
- ii) As per the decision taken during the 33rd Meeting of the Governing Board, held on June 12, 2017 in IIC Annexe, New Delhi, obsolete and unserviceable computer and laptops were disposed-off after following due procedure. (Agenda 6; 33-GB).
- iii) Minutes of the 26th Meeting of the Finance Committee held on 16th August, 2017, at IIC Annexe, New Delhi, duly approved by the Chairman, Finance Committee and Governing Board, were circulated to the members. The Minutes were also sent to the UGC for allocation of funds as per the recommendation of the Finance Committee. (Agenda 5; 34-GB).
- iv) The Central University of Himachal Pradesh has been requested to execute the MoU and advertise the Ph.D programme with provision of fellowships that would be offered by the INFLIBNET Centre. (Agenda 6; 34-GB).
- v) The positions of IT Consultant and Sr. IT Consultant for the UGC were advertised on contractual basis through outsourcing agency. One IT Consultant was hired for UGC. However, IT Consultant for INFLIBNET would be hired soon as the workload under SWAYAM would increase with starting of seven courses in LIS w.e.f. August, 2018. (Agenda 8; 34-GB).
- vi) Two Project Associates were hired for Administration and Accounts through the Manpower Agency for handling additional burden of implementing GST. (Agenda 9; 34-GB).



3. Current Status of On-going Schemes and Projects at INFLIBNET

Dr. Jagdish Arora, Director, INFLIBNET Centre made a brief presentation on the current status of on-going programmes and projects at INFLIBNET Centre. The members noted the progress made in various projects with satisfaction.

4. New Projects at INFLIBNET Centre

The Members took note of the new projects, namely Development of Accreditation Workflow Management System (AWMS) for NBA, Providing Publications and Citations data for Institutions Applying for Accreditation to NAAC, Research Information Management System, Ek Bharat Shreshtha Bharat / Unna Bharat Abhiyan and web portal for Study in India. The Members also noted that INFLIBNET Centre is also working with NAAC for ICT-enabling of their Quality Indicator Framework (QIF).

5. Presentation of the Proceedings of the 27th Meeting of the Finance Committee held on Tuesday, 24th July, 2018, INFLIBNET Centre, Infocity, Gandhinagar

Proceedings of the 27th Meeting of the Finance Committee held prior to the Meeting of the Governing Board were reported to the Members of the Governing Board.

6. Presentation of Audited Accounts of the Centre for the Financial Year 2017 - 2018

The Audited Annual Accounts of the INFLIBNET Centre for the Financial Year 2017-2018 that was earlier presented to the Finance Committee held prior to the Meeting of Governing Board was placed before the Members of the Governing Board for approval. The Governing Board approved the Audited Annual Accounts of the INFLIBNET Centre for the Financial Year 2017-2018.

7. Presentation of Annual Report of the INFLIBNET Centre from 1st April, 2017 to 31st March, 2018

The Members of the Governing Board approved the Annual Report of the INFLIBNET Centre from 1st April, 2017 to 31st March, 2018. It was noted that the Report would again be placed before the Governing Council in its next meeting.

8. Promotion Policy for the Scientists and Staff of INFLIBNET Centre

Members were informed that the Centre had proposed promotion policy that was formulated by two Committees constituted for this purpose. The promotion policy was essentially based on the Bye-Laws of the Centre. The promotion policy was presented during the 29th Meeting of the Governing Board and 16th Meeting of the Governing Council held at INFLIBNET Centre, Gandhinagar on 23rd October, 2015. Both Governing Board and Governing Council strongly recommended implementation of promotion policy as recommended by the Committee. However, approval for the same is awaited from the UGC. Considering the fact that NAAC has already formulated its Recruitment Rules and promotion Policy, it was

resolved that the INFLIBNET Centre would re-formulate its RRs and Promotion Policy based on the RR developed by NAAC that has already been approved by the UGC.

Members observed that the Centre has constituted a committee for framing the RRs that consisted of only internal members who are also beneficiary of this proposal, no external members were involved in this process. Based on the observations mentioned above, the Chairman, Governing Board resolved that a Committee consisting of expert members may meet under the Chairmanship of Prof. Kamlesh P Joshipura. The Governing Board authorized the Chairman, GB to constitute a suitable Committee for this purpose.

Committee

cc:

Yashwanth
Patel

After detailed discussions, deliberations and inputs from Dr. (Mrs.) Manju Singh, Shri P. K. Thakur and Prof. Kamlesh P Joshipura; the Chairman, Governing Board pointed out that there are three distinct issues involved in this agenda item on promotion policy for scientists and staff of INFLIBNET Centre, which includes i) Approval to promotion policy for scientific and administrative staff as per newly defined Recruitment Rules; ii) Requirement of additional positions and Recruitment Rules thereof; and iii) Expenditure on additional positions required by the Centre. It was resolved that these three issues would be taken up as separate Agenda items.

9. Revision of Salary Payable to Contractual Staff

The Governing Board observed that the salary of contractual / outsourced staff was revised last in the year 2014. Meanwhile, daily-wages rates payable to housekeeping, security and other auxiliary outsourced staff has increased considerably during past couple of years.

The Governing Board found the proposed increase in salary to be paid to the contractual and outsourced staff justifiable and approved it as per the recommendation given by the Committee constituted for this purpose (Appendix I). The Governing Board approved its implementation with effect from 1st of August, 2018.

cc:

Yashwanth
Patel

Chairman, Governing Board observed that the Centre should give a gist of proposals as part of Agenda item instead of referring it to Appendices which takes longer time for members to understand and refer back and forth.

10. Increase in Honorarium to Paid to Members of Committees as per UGC Norms

The Governing Board approved proposed honorarium payable to Members of various Committees, visiting experts on the rates approved by the UGC for its Committees, i.e. Rs. 3,000.00 per day for per meeting subject to maximum of Rs 5000/- per day irrespective of number of meeting / lectures in a day. The approved rates would be applicable with immediate effect.

cc:

Yashwanth
Patel

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11. Recognition of INFLIBNET Centre as UGC-Human Resource Development Centre (formerly ASC) for offering Refresher's Courses in Library and Information Science

The Governing Board considered the proposal for recognition of INFLIBNET Centre as UGC-Human Resource Development Centre (HRDC - formerly ASC) for offering Refresher's Courses in Library and Information Science. After detailed discussions and deliberations, the Members of the Governing Board proposed that instead of seeking recognition as UGC-Human Resource Development Centre, INFLIBNET Centre may seek equivalence for its training programme to the Refresher's courses offered by HRDCs. Prof. Kamlesh P Joshipura suggested that the INFLIBNET Centre may also sign an MoUs with existing UGC-HRDCs in universities for offering such training programmes.

Mishra ✓
Abhishek ✓
Yash ✓

12. Recognition of Aashka Multispecialty Hospital under the Approved Health Scheme for Medical Treatment to the Staff and Dependents

The Governing Board approved inclusion of Aashka Multispecialty Hospital in the approved Health Scheme of INFLIBNET Centre for Medical Treatment of its staff and dependents, in addition to existing two hospitals i.e. SAL Hospital and Rajasthan Hospital. The Governing Board, however, emphasized that the rates applicable to the employees for treatment should be lesser or equivalent to currently prevailing rates approved by Centre. It was, however, emphasized that the Centre may explore the possibility of adopting CGHS rates in recognized hospitals.

Yash ✓
Suresh ✓

13. Implementation of Record Retention Schedule for Common Records

The Governing Board agreed that to the proposal for implementation of Record Retention Schedule for common records applicable to all Ministries / Departments and autonomous institutes which is also followed by the UGC vide Office Order No.F.2-103/2014(GA) dated 03rd February, 2016. However, it was emphasized that the record should be disposed-off only after careful scrutiny by a Committee consisting of sr. scientists and staff of the Centre.

Yash ✓

14. Approval of Writing-off of Obsolete and Unserviceable Items

The Governing Board approved writing-off of obsolete and unserviceable store items costing Rs. 35,71,854.00 and depreciated value as per the rates approved by the Governing Board of INFLIBNET Centre using straight-line method is Rs. 1,54,349.72

cc:
SICCF
SICCI

15. Items for Reporting to the Governing Board

The Governing Board noted the Honours and Awards bestowed upon the Scientists and Staff of the Centre and congratulated the Centre for their achievements. The Committee also took note of all other items that were reported to Governing Board.

10/8/18

16. Incentives on Acquiring Ph.D Degree to Scientists while in Service

The Governing Board gave in principle approval for awarding three non-compounded advance increments to individuals on acquiring Ph.D Degree. However, it was suggested that the Gazette Notification dated 18.07.2018 No. 271, [Part III-SEC.4] under clause 19 (1) (ix) should be clearly understood and appropriately interpreted before passing on the benefits to the Ph.D. holders.

Xgshik

17. Assigning / Contracting out Urgent Jobs to individuals through Manpower Agency

The Governing Board took note of the fact that UGC and MHRD assign projects to the INFLIBNET Centre for development of web portals, web interfaces and software development. Such tasks are to be delivered in a matter of few days, which at times are not possible to manage within existing manpower available in the Centre. Moreover, it is not possible to hire manpower on contractual basis or on ad-hoc basis within a short span of time. Dr. (Mrs.) Manju Singh, Jt. Secretary, UGC put her appreciation on records on behalf of UGC for the commendable task that the Centre has done for UGC for its various projects / schemes and other activities of the UGC. The Committee, after brief discussions and deliberations, agreed to the proposal of assigning well-defined task to individuals should be delivered within a prescribed time frame. Such individuals would be required to complete the assigned task within a given time frame without their physical presence at INFLIBNET Centre. The priority and urgency for a given task and amount be paid for it is to be determined by the Purchase Committee of the Centre / specially constituted Standing Committee in consultation with project in-charge. A standard procedure/guideline for this purpose may also be defined. This provision would be used sparingly only for the projects assigned to the Centre.

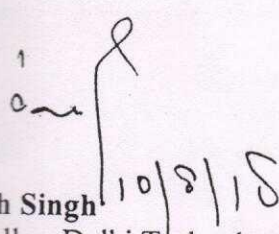
Xgshik
Abhishek
SICF

The Meeting ended with a Vote of Thanks to the Chair.



(Jagdish Arora)
Member Secretary

Director, INFLIBNET Centre, Gandhinagar



Prof. Yogesh Singh
Vice-Chancellor, Delhi Technology University &
Chairman, Governing Board, INFLIBNET Centre