

Proceeding of the 4th meeting of the Executive Council of B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan held on 02-04-2007 at 11.30 a.m. under the Chairmanship of Smt. Anuradha Gupta, IAS, Commissioner & Secretary to Govt. Haryana, Social Justice and Empowerment and welfare of SCs & BCs & Women and Child Development Deptts and Vice Chancellor, B.P.S. Mahila Vishwavidyalaya in the Committee Room, Haryana Niwas, Chandigarh.

The following attended the meeting:

1. Professor M.L. Sharma, Department of Botany, Punjab University, Chandigarh.
2. Smt. Neeraj Sekher, IAS, Deputy Commissioner, Panchkula.
3. Dr. N.K. Sharma, DGHS, Health Department, Haryana. Chandigarh.
4. Sh. D..P.S. Nagal, IAS, Deputy Commissioner, Sonipat.
5. Sh. D.K. Gupta, Additional Director, Technical Education Haryana, Chandigarh.
6. Smt. Anita Yadav, Registrar.

The following decisions were taken:

- a) Minutes of the 3rd meeting of the Executive Council were confirmed.
- b) Status of follow up action taken on previous decisions of the Executive Council was noted.
- c) Appointment of Smt. Anuradha Gupta, IAS as Vice-Chancellor in place of Smt. Promila Issar was noted and approved by the executive Council.
- D) Executive Council noted that members of the committee earlier constituted to identify suitable land for acquisition for expansion of the university could not meet and visit the site on account of pre- occupations. Considering the urgency involved, the Vice- chancellor herself along with Registrar and representatives of Deputy Commissioner, Sonipat comprising of SDM

Gohana and Tehsildar Gohana visited the nearby areas and identified approximately 441 Acres 6 Kanals 2 Marles of land adjoining the existing the campus at Khanpur Kalan for acquisition. Executive Council approved the proposal and decided that the matter be taken up with State Government for expeditious acquisition of land under emergency section of the Land Acquisition Act. On recommendations of the Deputy Commissioner, Sonipat it was further resolved that the State Govt. be requested to appoint District Revenue Officer, Sonipat as Land Acquisition Collector so that further time may not be consumed in talking a decision on this account.

- e) EC approved the proposed to call for expression of Interest for engagement of suitable Architect for the University and approved the draft in this regard. It further decided that a committee comprising the registrar, Chief Architect of the State Government, Principal, Chandigarh College of Architecture, Head of the Department of Architecture, Murthal University and representative of school of planning and Architecture, New Delhi may shortlist firms based on technical bids and make suitable recommendations, so that financial bids could be opened in respect of short listed firms.

It was further resolved that since finalization of Architect will take at least 3to 4 months, VC be authorised in the meantime to engage a suitable Architect for individual projects such as hostels, houses for faculty and other construction work out those empanelled by State PWD (B&R) Department. Similarly landscaping work be allotted to a suitable architect on the panel of Govt, PWD department. EC emphasized the need to expeditiously contract houses for faculty to attract talent besides hostels for girls.

- f) The subject of introduction of new courses was discussed at length. EC approved that new course in Engineering and Technology, Life Sciences, Architecture, Management, Hospitality, Fashion Designing etc. may be considered from the year 2008-09 because of lack of adequate infrastructure. However, preparatory work for these courses may be started in accordance with the overall vision.

It was further resolved that from the session 2007-08, a Postgraduate School of Language, Humanities and Social Sciences, offering Master's Courses in English, Journalism & Mass Communication, Economics, Psychology, Home Science, Sociology, Social work, Gender Studies & Development and Education (Elementary) and (Early Child Care & Education) may be started. Sanctioned posts of Professor, Readers and Lecturers may be advertised accordingly so that the progress of setting up of departments can be started without any further delay.

EC also authorized the Vice- Chancellor to set up Advisory Boards of Studies for Course Design and Curriculum Development. It was approved that members of Boards of Studies would be paid Rs. 1000/- per sitting besides TA/DA.

EC further approved to set up a Vision Group for developing a road map for the University with pre-eminent academicians viz Sh. P.V. Indiresan, former Director, IIT Madras, Mrs. Manju Shrama, former Secretary, DBT, Mrs. Ranjna Kumar, Former CMD, NABARD, Prof. Amrik Singh, former V.C. Punjabi University and Secretary General, Association of Indian Universities, Mr. Subodh Bhargava former CMD, VSNL and Mrs. Sudha Murthy with whom correspondence is under way. Payment of Rs. 1000/- honorarium per sitting along with TA/DA was also approved.

EC approved that the new PG courses as decided above would be started at Bhainswal Kalan Campus in the building presently being used for running a Polytechnic. It was approved that the existing students of Bhainswal Kalan would be accommodated at Khanpur Kalan. It was further approved that in a view of the unsatisfactory condition of the building on this campus renovation/ strengthening/ modification may be carried out during the next three months through the State Government PWD B&R Department as a deposit work on payment as per State Govt. norms.

- g) It was approved that a Chair in the name of Bhagat Phool Singh be instituted in the new Post Graduate School. VC was authorised to select a pre-eminent academic for the purpose.
- h) EC approved that NALSAR University of Law, Hyderabad may be approved for a memorandum of understanding and Law Course re-designed/ re-structured to upgrade quality. VC was authorised to take all necessary steps in this regard.
- i) EC also approved approaching the UN agencies such as ILO, UNICEF, UNFPA, UNIFAM etc. for partnership/ inputs in the relevant modules in courses proposed to be run in the new PG School.
- j) EC also approved that the hostel building which are lying incomplete in college of Ayurveda & Bhainswal Kalan should be got assessed from the PWD B&R department and taken up for completion. Mrs. Neerja Sekhar, former Administrator informed that the Principal of the MSM Mahila Ayurvedic College, Khanpur Kalan had started construction work despite the fact that he was forbidden to do so. EC decided that he should be charge- sheeted for major penalty or this lapse.

EC further decided that the Principal of TIG Bhainswal Kalan alongwith other teachers who were the members of admission committee should be charge- sheeted for major penalty on account of lapses in the admission process which resulted in admitting ineligible candidates and other irregularities.

- k) EC resolved that the University Seal with proper motto may be designed through a competition and the winner should be given Rs.25, 000/- cash. In this respect an advertisement may be given through the leading news papers.
- l) EC approved deferment of action on the proposal to deposit funds with department of Renewable Energy.
- m) EC emphasized on the need to create more awareness about the university and decided that large hoardings may be prominently displayed and suitable locations.
- n) EC observed that PWD B&R Department of State Government may be requested to ensure proper connectivity of the University from NH-1 and make a quick survey so that a link road could be constructed from NH-1 near Gannaur to the University. It was further decided that the State Government be requested to start widening work at the earliest on Gohana- Khanpur Kalan and Khanpur Kalan to Bhainswal Kalan roads.
- o) EC observed that it would be necessary for the university to maintain a good Guest House in Gohana where visiting faculty and other guests could stay. It was approved that suitable premises in Gohana may be taken on rent for this purpose. It was further approved that a few houses for officers and Senior Faculty may also be taken rent. V.C. was authorised

to maintain a camp office at Chandigarh on account of her being headquartered at Chandigarh.

- p) EC observed that Khanpur Kalan is a new university which is yet to develop suitable infrastructure and facilities necessary to attract high quality human resources. It was resolved that no compromise should be made on the quality of staff, both academic and non-academic. The number of non-academic staff should be kept small and therefore emphasis be placed on highly qualified personal with high order skills. In the light of this, the following decisions were taken:
- (a) The Post of Finance Officer should be advertised with the following qualifications:
 - i) CA/MBA Finance from a reputed institution.
 - ii) At least 5 years experience in financial management.

 - b) The post of Deputy Registrar may be re-designated as Deputy Registrar- cum. Senior Manager (Human Resources) and the incumbent should be appointment on contractual basis for a period of 3 years at a consolidated salary of Rs. 25000/- per month and 10% increase in each subsequent year with the following qualification:
 - i) MBA, preferably with specialization in Human Resources, from a reputed institution.
 - ii) At least 5 years experience in Management.

 - c) One post of Asstt. Registrar may be redesigned as Assistant Manager (Finance &Accounts) and filled up on contract basis @ Rs. 18000/- per month with 10% increase in each subsequent year with the following qualifications.
 - i) CA/MBA Finance from 1st class M.Com.
 - ii) At least one year experience in Management of

Finance/ Accounts.

- d) One post of Asstt. Registrar may be redesigned as Asstt. Registrar-cum-Manager (Human Resource) and filled up on contractual basis at a consolidated salary of Rs. 18000/- her month with the following qualifications:-
- i) MBA from a reputed institution.
 - ii) At least one year relevant experience.
- e) EC further approved that the third post of Assistant Registrar may not be filled up immediately and instead Manager (Media).may be appointment on a consolidated salary of Rs. 18,000/- per month for a period of one year. This post is essential in order to heighten visibility if the University and its successful marketing. The incumbent should posses a Master's Degree in Journalism institution and Mass Communication from a reputed institution besides one year relevant experience.
- f) EC further approved that Superintendents may be approved with the following qualification:
- i) At least 2nd class Post Graduate Degree.
 - ii) At least five years experience in Office management.
 - iii) Proficiency in the use of computers
- g) EC also approved that the posts of Assistants should be filled up with the following qualification:
- i) At least 2nd Class Master Degree in Social Sciences/ Humanities/ English.
 - ii) Proficiency in use of computers.
 - iii) Excellent written and analytical skills.

- iv) Two years work experience.
- h) EC also approved that Clerk- cum- Computer Operators may be recruited with the following qualifications:
- i) At least 1st class Graduate.
 - ii) Proficiency in use of computers Candidate will be required to qualify in a written test on typewriting at the speed of 30 words per minutes in English/ Hindi and a computer test at the speed of 8000 depressions per hour in M.S. Word
 - iii) Excellent written and analytical skills.
 - iv) Two years work experience.
- i) EC also approved that Steno-Typists may be recruited with the following qualifications:
- (i) 1st Class Graduate with 80 words per minutes speed in English Shorthand and ability to transcript the same at the speed of 15 words per minute. 8% mistakes are permissible.
 - (ii) Knowledge of Computer Candidates required to qualify the test at the speed of 8000 depressions per hour in M.S. Word.
- j) EC also approved that Junior Scale Stenographers may be recruited with the following qualifications:
- (i) 1st Class Graduate with 100 words per minutes speed in English shorthand and ability to transcript the same at the speed of 20 words per minute or Hindi shorthand at 80 words per minute and transcription thereof at 15 words per minute up to 8% mistakes.
 - (ii) Knowledge of Computer Candidates required to qualify the test at the speed of 8000 depressions per hour in M.S. Word.

k) EC also approved that Accounts Clerks may be recruited with following qualification:-

- i) 1st Class B.com.
- ii) Proficiency in use of computers

It was approved that a suitable test may be conducted to short-list candidates for the interview in case of (f) to (k)

EC also approved advertising the posts of Librarian & Asstt. Librarian as per UGC qualifications in UGC Scale. It was decided that candidates should in addition have comprehensive knowledge of IT enabled modern library systems besides computer proficiency.

q) EC also authorized the VC to make short term contractual appointments as are necessary to set up proper departments and systems in the University as filling up of all sanctioned posts at his stage is not necessary.

EC also decided that services such as Watch and Ward, Sanitation, House-keeping, land scaping, maintenance etc. may be out-sourced.

EC approved the appointments of staff on contract basis as per recommendations of the Selection Committee or the two Polytechnics. It, however, decided that lecturers be given a consolidated salary of Rs. 12,000/- for completing the entire session and MLT Technicians be given consolidated salary of Rs. 8000/- for the entire work.

r) EC resolved that Director of Technical Education would depute a team of experts to make recommendations on steps required to be taken to improve the quality of courses being run at polytechnic in Khanpur Kalan.

s) EC has also approved the extension of Lecturers till the end of the Academic Session.

REGISTRAR

