



Assam Rajiv Gandhi University of Cooperative Management

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tinali, Gadadhar Nagar, Joysagar, Sivasagar

Email: info.argucom@gmail.com

No.:RUCM/Admin/EC 1/2012/Part IV/95

Dated 23rd May 2022

Minutes of the 37th Executive Council meeting held on 21st May, 2022, Saturday at 11:0 a.m. at ARGUCOM campus, Sivasagar in blended mode

Members Present

1. Prof. Debabrata Das, Vice Chancellor- Chairperson
2. Dr. Anjan Thakur, Member (Court's Nominee)
3. Prof. Bhaskar Kr. Chakraborty, Member (Court's Nominee) - Online
Mr. Prabir Kr. Das, Member (Chancellor's Nominee) - Online
4. Dr. Mridusmita Das, Member
5. Shri. Durlov Bora, Registrar – Member Secretary

Members Absent

1. Prof. Jyoti Prakash Tamuli, Member (Chancellor's Nominee)
2. Shri. ParthaPratim Mazumdar, IAS, RCS, Member (Ex-Officio Member)
3. Ms. Geeta Sharma, ACS, Member (Govt. Nominee)

The Vice Chancellor and the Chairperson of the EC welcomed the members present in person and online. The chair informed that this Executive Council meeting is the first EC meeting held physically in the University campus, Sivasagar and is the first EC meeting held after the joining of the new Vice Chancellor, Prof. Debabrata Das, of the University. The Chairperson apprised the house that the notification of adoption of the University has been received recently and the process of amendment of the Act with change of the name is under process and expected to be completed. The Chairperson started the session with a positive message by discussing on betterment of various administration/establishment/academic & finance matters related to the University. The Chairperson than called the meeting into order and invited Registrar and the Dean (i/c) to present the agenda items of the 37th Meeting of Executive Council. Each agenda of the meeting was discussed in detail, resolutions were taken as follows:

Item no.	Agenda Item	Resoluti on no.	Decisions taken
1.	Confirmation of the resolutions and ATR of 36 th Executive Council Meeting held on 25.02.2021		Confirmed

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	via Google Meet. (Enclosed in Annexure 1)		
2.	<p>Launch of the website of the University and its regular updation</p> <p>As the University has been running through a webpage from the website of the Govt. of Assam and didn't have a separate website of its own, a new website with the link;http://argucom.ac.in/ of the University has been designed by the MCA students and faculties from the School of Innovation & Technology. The website has been launched on 08/04/2022. The website will be updated on a regular basis by the concerned Coordinators of the Website development team. The matter is being reported to EC.</p>	1/37	<p>The Committee has appreciated the website of the University and has mentioned it as an excellent work by the MCA students and faculties from the School of Innovation & Technology.</p> <p>The Committee has approved the website with the link: http://argucom.ac.in/ of the University</p>
3.	<p>Formation of various Committees & Cell for smooth functioning of various works & activities of the University(Enclosed in Annexure 2)</p> <p>Various Committees has been constituted for smooth functioning of various activities of the University. These committees shall remain valid for a period of 03 years or until further order whichever is earlier w.e.f. the date of issue of the notifications. All the Committees and the Cell has the prior approval of the Vice Chancellor, ARGUCOM.</p> <ol style="list-style-type: none"> 1. Campus Development Committee: The Committee will suggest and plan for overall development of the campus in making the campus a green, energy efficient and visionary one with heritage focus as per strategic plan of the University. 2. Admission Committee: The Committee will decide about the admission process, publicity and related matters. 3. Industry Academia Collaboration Committee: The Committee will decide about the events to be organized in collaboration with various industries, student exchange programs and related matters. 4. Research & Development Cell: This Cell will comprise of 5 Committees namely; Infrastructure, Research Program Policy Development, Collaboration & Community, Product Development, Monitoring & 	2/37	<p>The EC members said that it is a good initiative and has mentioned it to be in line with NAAC guidelines. The EC has also suggested mentioning the detailed terms of references so that the committee members gets fully involved with the activities related to their respective committees.</p> <p>The EC has approved all the mentioned Committees</p>

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	<p>Commercialization and IPR, Legal & Ethical Matters. The Committee will put in place a robust mechanism for developing and strengthening the research ecosystem within Higher Education Institutions, aligned with the provisions of NEP 2020.</p> <ol style="list-style-type: none"> 5. University Hostel Committee 6. Fee Revision Committee: The Committee will revise the present fee structure of the courses offered by the University 7. Committee for preparation of Annual Report and Annual Quality Assurance Report (AQAR) for the year 2021-2022: The Committee will prepare the reports as per the information and format in line of NAAC requirements and will submit budget for printing and publishing for approval after the finalization of the draft. 8. Committee of three-member task-force for NEP implementation in HEIs <p>The matter is placed in EC for ratification.</p>		
4.	<p>Notification in relation to additional duties and portfolios(Enclosed in Annexure 3)</p> <p>Various notifications have been issued to the teaching & non-teaching staff of the University for smooth functioning of various activities of the University. The notifications have the prior approval of the Vice Chancellor, ARGUCOM.</p> <ol style="list-style-type: none"> 1. Notification on OSD to VC 2. Notification on Protocol Officer 3. Notification on PRO to University and Alumini Relations Officer & Examination Coordinator to Examination Cell <p>The matter is placed in EC for ratification.</p>	3/37	Approved
5.	<p>Order in relation to Authorized Signatories of ARGUCOM(Enclosed in Annexure 4)</p> <p>An Order has been issued by the University where officers and teachers are empowered authorized signatories against the matters like; Establishment, Administration, Administration Order for Financial Sanction, Academic, Finance & Accounts, Estate, Purchase & Procurement, Research Training &</p>	4/37	Approved

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<p>Consultancy, Right to Information RTI Appellate Authority and International Affairs. The Order has the prior approval of the Vice Chancellor, ARGUCOM.</p> <p>The matter is placed in EC for ratification.</p>		
<p>Invitation of becoming Patron of the University</p> <p>In the ARGUCOM University Act, under Clause no. 3 (s), it is being mentioned that "Patron of the university" means a person who has made a donation of not less than Rs. 10,00,000/- (Rupees ten lakh only) to the fund of the University and has been declared by the Chancellor to be a patron of the University". As per Clause 25 B (i), the patrons will be nominated by the Hon'ble Governor & Chancellor of the University to the University Court.</p> <p>So, far there is no patron declared by the University. This provision, perhaps can be utilized for involving eminent personalities in different field for University's growth and development. This will also enhance the public image from the University along with generating some amount for the University fund. If the University can utilize the expertise of such patrons for enriching academic & research activities & also linkage development for collaboration with reputed institutions & industry. Hence, it is proposed to invite interest from the eminent personalities for becoming patron from the University with following terms:</p> <ol style="list-style-type: none"> 1. Patrons will be declared by the Hon'ble Governor of Assam cum Chancellor of the University 2. Patrons will be nominated as a member of the University Court (maximum 3 no.s of patrons at a time), the apex policy making body of the University 3. Patrons will get special invitations to attend Convocations of the University 4. Name of the Patrons will be remained displayed on the website of the University. 5. Name of the Patrons will be listed in a separate section in the Annual report of the University. 6. Patrons will receive Annual reports and newsletters of the University from time to time. 	<p>5/37</p>	<p>The EC has approved the Invitation of becoming Patron of the University.</p> <p>However, EC suggested that the term mentioning 'Patrons will be nominated as a member of the University Court (maximum 3 no.s of patrons at a time), the apex policy making body of the University' should not be a compulsion for becoming a patron. CV's of distinguished persons to be collected and be submitted to EC for consideration as a patron of the University.</p>

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	The matter has the approval of the Vice Chancellor, ARGUCOM and is placed in EC for discussion & decision.		
7.	<p>Approval of the Industry Academia-Collaboration Policy (Enclosed in Annexure 5)</p> <p>In order to bridge the gap between academics and industries, to establish the University as an Industry ready institution and to promote collaborative Developmental Projects with the Industry, an Industry Academia Collaboration Committee has been formed by the University. This Committee has designed the Industry-Academia Collaboration Policy with the inclusion of all detailed information required for creating an open platform to discuss new trends in Industries.</p> <p>The policy had been placed in AC and the Committee has accepted and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>	6/37	Approved
8.	<p>Approval of the Policy for Foreign students (Enclosed in Annexure 6)</p> <p>International Students Affair Policy has been formulated with the inclusion of several aspects such as admission process, hostel accommodation, and several best conducts in such a way that the entire process of international student affaire function smoothly.</p> <p>The policy had been placed in AC and the Committee has accepted and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>	7/37	Approved
9.	<p>Approval of the Central Academic Calendar (Enclosed in Annexure 7)</p> <p>The Central Academic Calendar has been designed by the University.</p> <p>The Academic Calendar has been placed in AC and the Committee has accepted and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion &</p>	8/37	Approved

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	decision.		
10.	<p>Introduction of 2 Years L.L.M Program (Enclosed in Annexure 8)</p> <p>Taking into account the recent notification issued by Bar Council of India (BAR) regarding discontinuation of one year LL.M program in Indian Universities, the DAC of School of Public Policy & Law has decided to start 2 years LL.M program instead of one year from the academic session 2022-2023.</p> <p>The proposal has been placed in AC and the Committee has accepted the proposal for introduction of 2 years LL.M programme and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>	9/37	Approved
11.	<p>Introduction of two Modular Courses on IPR and Competition Law (Enclosed in Annexure 9)</p> <p>The Department of Law, School of Public Policy & Law intends to open two modular courses in IPR and Competition law which will have two semesters. If a student completes the 1st Semester, he/she will be awarded with a Certificate degree and if a student completes two semesters, he/she will be awarded Diploma.</p> <p>The proposal has been placed in AC and the Committee has accepted the proposal for introduction of 2 Modular Courses on IPR and Competition Law and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>	10/37	Approved
12.	<p>Introduction of MBA in Financial Markets (With multiple exit opportunity as per New Education Policy) (Enclosed in Annexure 10)</p> <p>A 2 year MBA program, divided into four semesters has been designed by the School of Entrepreneurship & Management which will be in line with the New Education Policy (NEP) 2020. The course will be unique in both methodology and its content. The program will be blended in nature and aims to offer real time learning exposure on financial markets through both online and offline</p>	11/37	Approved

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	<p>platform.</p> <p>The proposal has been placed in AC and the Committee has accepted the proposal for introduction of MBA in Financial Markets and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>		
13.	<p>Introduction of Post Graduate Diploma in Computer Application (PGDCA) (Enclosed in Annexure 11)</p> <p>Certificate & Post Graduate Diploma in Computer Application (PGDCA) has been designed by the School of Innovation & Technology, with multiple exit option in accordance to New Education Policy (NEP) 2020. The course is designed targeting graduate students from any discipline. The course is planned to operate through self-financing mode.</p> <p>The proposal has been placed in AC and the Committee has accepted the proposal for introduction of Post Graduate Diploma in Computer Application (PGDCA) and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>	12/37	Approved
14.	<p>Establishment of a Centre for Intellectual Property Rights (IPR) (Enclosed in Annexure 12)</p> <p>Realizing the need and importance of IPR in nation building, the School of Public Policy and Law intends to establish a Centre for IPR to create awareness on IPR related issues, contribute in protecting rights of local indigenous people, protection of geographical indication, offering of different academic courses on IPRs etc.</p> <p>The proposal has been placed in AC and the Committee has accepted the proposal for Establishment of a Centre for Intellectual Property Rights (IPR) and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>	13/37	EC approved the Establishment of a Centre for Intellectual Property Rights (IPR) and has suggested the University to organize reach out programs from time to time.
15.	<p>Establishment of Office of International Affairs</p>	14/37	Approved

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<p>The Office of the International Affairs has been made and the Departmental Advisory Committee (DAC) has been organized for dealing with matters related to international students and affairs with the following members;</p> <ol style="list-style-type: none"> 1. Registrar – Chairperson 2. Head (i/c)- International Affairs – Member Secretary (to be nominated by the Vice Chancellor) 3. Dean (i/c) – Member 4. HOD (i/c) of all Schools - Member 5. Deputy Head. International Affairs – member (to be nominated by the Vice Chancellor) <p>The matter has been placed in AC and the Committee has accepted the matter of Establishment of Office of International Affairs and has recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion & decision.</p>		
<p>16. Matter related to 5 year Strategic plan of 2022-2027(Enclosed in Annexure 13)</p> <p>A 5 year Strategic plan has been prepared by the University and a proposal for manpower and infrastructure has been developed for onward submission to the Govt. of Assam, where 25 new departments (15 in Phase 1 & 10 in Phase 2), including the existing 3 departments has been decided.</p> <p>The 5 year Strategic plan has been placed in AC and the Committee approved it and recommended to be placed in EC. (Proposal enclosed in Annexure 9, Page no. 01-27)</p> <p>The matter is placed in EC for discussion and decision.</p>	15/37	Approved
<p>17. Invitation to Distinguished/Visiting Professor and Distinguished Faculty</p> <p>For the existing 3 Schools of ARGUCOM, the University doesn't have any Senior Professors, as till now, Professors level recruitment has not been done due to non-availability of senior sanctioned posts from the Govt. But, guidance of Senior level Professors for all the departments would lead to a</p>	16/37	<p>EC approved the Invitation to Distinguished/Visiting Professor and Distinguished Faculty.</p> <p>However, EC also advised to keep the provision of Adjunct Professor and Professor of Practice.</p> <p>The EC has also approved the list of</p>

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<p>new path and development from the academic point of view. Therefore, the University has decided to engage, in-service/recently retired Professors from various state and Central Universities as Distinguished/ Visiting Professors for departmental guidance and academic upliftment. In addition, eminent industry professionals may also be invited as distinguished faculty from time to time for value addition in various fields of the University. Honorarium will be as per UGC guidelines.</p> <p>The matter has been placed in AC and the Committee approved the invitation to Distinguished/Visiting Professor and Distinguished Faculty and recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion and decision.</p>		<p>Professors submitted from all the three (3) Schools and Vice Chancellor has been empowered to incorporate new names in the list as and when required by the University.</p>
<p>18. Revision of Fees of the Post graduate programmes & PhD programmes from the session 2022-23 (Enclosed in Annexure 14)</p> <p>The existing fees for the MBA/MCom/MCA/LLM & PhD programmes has not been revised from past few years and in order to match the inflation and extra costs of the University, the existing fees need to be revised. Therefore, a Fee revision committee has been constituted by the University and the existing fees of the MBA/MCom/MCA/LLM & PhD programmes has been revised.</p> <p>The revised fee structure is placed in AC and the Committee approved the same and recommended to be placed in EC.</p> <p>The matter is placed in EC for discussion and decision.</p>	<p>17/37</p>	<p>EC approved the Revision of Fees of the Post graduate programmes & PhD programmes from the session 2022-23</p>
<p>19. Adoption of Board of Studies (BOS) for the School of Entrepreneurship & Management (Enclosed in Annexure 15)</p> <p>The Board of Studies (BOS) for the School of Entrepreneurship & Management has been constituted and policy has been designed under the signatory of the former Vice Chancellor, ARGUCOM. However, approval from the Academic Council and adoption of the same is pending till date.</p> <p>In addition, as per the Act of ARGUCOM, there</p>	<p>18/37</p>	<p>EC has approved three (3) School level Board of Studies for the three existing Schools of the University as an interim measure till the amendment of the Act is done.</p>

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	<p>should be one BOS. But currently, the University is functioning with separate BOS from all the 3 Schools.</p> <p>The matter has been placed in AC but the Committee has forwarded it to EC for discussion and decision.</p>		
20.	<p>Drive for sponsored Merit cum Mean scholarship scheme for ST,SC,EWS and PWD candidates(Enclosed in Annexure 16)</p> <p>The University is intending to start a Merit cum Mean scholarship scheme for ST,SC,EWS and PWD candidates. However, the nature of the scholarship will be sponsored in nature. The scholarship programme will provide students from disadvantaged backgrounds with opportunities for academic development through any course from Assam Rajiv Gandhi University of Cooperative Management.</p> <p>The type of scholarships may be: Tuition fees/Endowment/Direct scholarship/Best Graduate/Girl child education/Students from rural or remote area, etc.</p> <p>The matter has been placed in AC and the Committee has approved it and recommended to be forwarded it to EC for discussion and decision. (Annexure 12)</p>	19/37	<p>EC has approved the Drive for sponsored Merit cum Mean scholarship scheme for ST, SC, EWS and PWD candidates.</p> <p>However, EC has also suggested looking for Autonomous Councils providing scholarships for betterment of the students hailing from the weaker sections.</p>
21.	<p>Matter related to Environment Day Celebration</p> <p>The University is planning to observe the Environment Day on 5th June 2022 in collaboration with Forest Department, Govt. of Assam, in elaborative way with plantations of saplings in the permanent campus of the University. The University is in connection with the DFO, Sivasagar for collaboration and as per verbal communication, they have submitted a financial proposal to the Govt. of Assam for the execution of the event. Once the proposal is approved by the Govt., the event may be organized on the said date and as per the plan.</p> <p>The matter has been placed in EC for approval for organizing the event.</p>	20/37	<p>EC has approved for organizing the event related to Environment Day Celebration.</p>
22.	<p>Matter related to Bisakha Chetia, Assistant Professor (Contractual)(Enclosed in Annexure 17)</p>	21/37	<p>EC has decided to release Ms. Bisakha Chetia, Assistant Professor (Contractual) from the University</p>

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<p>Ms. Bishakha Chetia, Assistant Professor (Contractual) under the School of Public Policy & Law, had been engaged from 27.09.2021 till 26.03.2022. She had applied for maternity leave from 3rd March 2022 and as per 36th EC resolution vide no. 10/36, her maternity leave was approved from 3rd March 2022 till 26th March 2022 as during her maternity leave itself, her existing contract got expired.</p> <p>Now, she has submitted an application for re-engagement.</p> <p>Matter is placed in EC for discussion and decision.</p>		<p>w.e.f 26.03.22 i.e the last day of her engagement contract.</p> <p>However, she may apply to the future vacancies of the University afresh.</p>
<p>23. Matter related to refund of fees of Ms. Tonmoyee Chutia(Enclosed in Annexure 18)</p> <p>One (1) no. of student Ms. Tonmoyee Chutia from the School of Public Policy & Law (SPL) has applied for refund of admission fees. She had paid the admission fees of Rs. 28,500/- to the University. As per UGC guidelines, there is a clause regarding refund of fees on account of cancellations of admissions/migrations of students upto 31st October 2021 and a special consideration on cancellation of admissions upto 31st December 2021. Therefore, the matter had been placed in the 35th EC meeting held on 30/12/2021 and the following resolution was being taken by the EC Committee vide resolution no. 9/35,</p> <p><i>“As per the UGC Guidelines on Examinations and Academic Calendar in view of the COVID-19 Pandemic-July 2021, a full refund of fees should be made on account of all cancellations of admissions/migrations of students up to October 31, 2021 for the academic session 2021-2022 as a special case. Thereafter, on cancellation/withdrawal of admissions up to December 31, 2021, the entire fee collected from a student should be refunded in full after deducting not more than Rs. 1000/- as processing fee.</i></p> <p><i>Ms. Tonmoyee Chutia had applied for refund on 30th October 2021. But in this case, the student has applied for the refund of fees after the commencement of the classes for the mentioned school. Therefore, EC mentioned that even if a student attends or does not attend the classes, if a student applies for refund after the commencement</i></p>	<p>22/37</p>	<p>EC has observed that no formal communication was made from the student either in person or through a formal mail, prior to the commencement of the classes of the concerned School.</p> <p>As EC has already discussed the matter in the 35th EC meeting held on 30/12/2021, therefore, EC has decided to stick to the earlier decision of the EC meeting.</p> <p>EC has rejected the refund for the student Ms. Tonmoyee Chutia from the School of Public Policy & Law (SPL).</p>

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of classes, then it is termed as "Dropouts". And EC mentioned that, if a student drops-out from a course, the matter of refund shall not arise. Therefore, EC has not given approval on refund of the fees to the said student.

Further, EC has suggested that if similar case arise in the future where a student applies for refund of the fees after the commencement of classes, irrespective of the School, he/she will not be entertained for any refund.

However, if the student applies for refund before the commencement of classes, i.e. the time in between the admission and commencement of class, the matter can be taken up by the respective HOD, and the process of fees refund can be initiated in accordance to the updated UGC guideline from time to time"

Now, the student has again reapplied for the refund and therefore, the matter is placed in EC for discussion and approval.

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24. Reappointment of Contract of services of Assistant Professors (contractual) and change of the Nomenclature of Assistant Professor (contractual):

A) The period of employment of following Assistant Professors (contractual) expired during the month of March & April as shown in the table. On urgency of academic requirements, they were re-engaged by giving a gap of 5 days. The matter is put up for approval.

Name	Total Monthly Emoluments (Rs.)	Date of expiry	Period of renewal
Ms. Bhupali Saikia	20,600/-	26.03.22	From 01.04.22 to 30.09.22
Dr. Jewel Mayur Phukon	25,750/-	30.04.22	From 06.05.22 to 30.09.22
Subhasis Borpujari	25,750/-	30.04.22	From 06.05.22 to 30.09.22
Amrita Devi	25,750/-	30.04.22	From 06.05.22 to 30.09.22
Nazmin Sultana	20,600/-	30.04.22	From 06.05.22 to 30.09.22
Jasmine Ara Begum	20,600/-	30.04.22	From 06.05.22 to 30.09.22
Rinku Mani Roy	20,600/-	30.04.22	From 06.05.22 to 30.09.22
Toshleema Ullah	20,600/-	30.04.22	From 06.05.22 to 30.09.22

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EC has taken the decisions as follows:

1. EC has given post facto approval for the re-engagement of the Contract of services of Assistant Professors (contractual) w.e.f the date of renewal as mentioned in the Table.
2. Once the contract of the existing Assistant Professors (contractual) expires, no further appointment of Assistant Professor (contractual) will be given by the University.
3. The University will advertise for Teaching Associate as per requirements on the following terms;
 - a. Monthly remuneration:
 - Category A: For candidates having 55% in Masters with PhD/NET/SLET – Rs. 26,000/- per month
 - Category B: For candidates having 55% in Masters without PhD/NET/SLET – Rs. 21,000/- per month
 - b. The contract will be for six (6) months only.
 - c. The contract will be renewed further, based on the satisfactory performance of the Teaching Associates and as per requirements of the University

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| <p>B) As discussed in various meetings of the Govt. officials, and Office of the Chancellor, the Universities and Colleges are instructed not to appoint Assistant Professor (Contractual) and for such appointment, if any, the liability of any kind will not be taken by Govt.of Assam. However, as the University has only six (6) sanctioned teaching positions in three (3) Schools, without engaging temporary teaching staff, it will be difficult to run the four (4) PG programmes. Hence, the University propose to engage Teaching Associate for six (6) months term as per requirement following the practices in other Universities of the State.</p> <p>C) Renewal of contract of Teaching Associate will be done on satisfactory performance of the work during the engagement period and the requirement of the University.</p> | | |
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25. Reappointment of Contract of services of Multi-Tasking Staff (contractual):

The period of employment of following Multitasking staff (contractual) expired on 10.05.22. For smooth functioning of the University's activities, the services of the staff has been extended with salaries as below w.e.f. 12.05.22 to 11.11.22 with one day administrative break and as per earlier terms and conditions.

Executive Council may approve the renewal and period of contracts for the incumbents and advise on the matter.

The matter is placed for discussion and approval.

Name	Emoluments per month in INR
Shri Ramani R Das, i/c Liaison office, Guwahati	8,192/-
Jitu Saikia	11,946/-
Himanka Gogoi	8,192/-
Ranju Saikia	8,192/-
Puberun Borah	8,192/-
Bharti Koch	8,192/-
Tarumoni Buragohain	8,192/-
Manuranjan Dutta	8,192/-
Sarat Hazarika	8,192/-
July Begum	8,192/-
Sarif Ahmed	8,192/-

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EC has approved the re-engagement of the Multi-Tasking Staff (contractual) w.e.f. 12.05.22.

Additionally, as the University is currently not under the Department of Cooperation, there will no requirement for the Liaison Office at the Department of Cooperation, Guwahati. Therefore, EC has decided to release Shri Ramani R Das, i/c Liaison office, Guwahati w.e.f 12.05.2022

EC decided to follow the minimum rates of wages as per Govt. of Assam norms henceforth.

26. Promotion of Dr Mridusmita Das and Dr Ranjan Sarmah under CAS:

Dr Mridusmita Das & Dr Ranjan Sarmah successfully completed 4years on 10.03.2022 in the level 10 as Assistant Professor. They have submitted all necessary documents, appraisal etc. as suggested by UGC for promotion to Assistant Professor Level 11 under Career advancement scheme (CAS). Their appraisal etc evaluated in a

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	meeting of Evaluation and Screening Committee. Reports are submitted in the EC for discussion and approval w.e.f 10.03.2022		
27.	Approval of APAR form for Non Teaching Staff:(Enclosed in Annexure 19) An Annual Performance Appraisal Report (APAR) form is prepared for evaluation and screening of Non Teaching Employees. Form is placed for approval.	26/37	Approved
28.	Confirmation of Syed Parwaj Munnaf Ur Rahman as Finance & Accounts Officer: Syed Parwaj Munnaf Ur Rahman was engaged as Finance & Accounts Officer in the University w.e.f 01.03.2021 for a probation of 1 year. His probation period is over by 28.02.22. His APAR is submitted. Matter is placed for his confirmation of services w.e.f. 01.03.2022. Matter is placed for approval	27/37	Approved
29.	Vice Chancellor Residence:(Report of the Committee is in Annexure 20) The condition of the rented residence of Vice Chancellor was an old dilapidated, building, water line was not at all working, moreover no renovation work was done by the landlord. Hence after joining of new Vice Chancellor an Express of Interest (EOI) was invited through a local newspaper for shifting Vice Chancellor's residence. Only one party submitted EOI at a monthly rent of Rs.28,000/-. Vice Chancellor formed a committee headed by Estate Officer to examine the matter and complete the process. On the basis of the report of the committee an agreement was signed with the party and shifted the VC residence to near Shankardev School, Sivasagar from 01.05.2022. Matter is placed for approval.	28/37	Approved
30.	Expenses relating to shifting & setting up of Vice Chancellor's new residence: Estate Officer and Protocol Officer have been assigned for shifting and setting up of the VC residence. As per budget submitted an amount of	29/37	Approved

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	<p>Rs.2,00,000/- is required for shifting and purchase of necessary items to furnish the VC residence. Due to the urgency to shift an amount of Rs. 1,84,000/- already released with the approval of Vice Chancellor.</p> <p>Matter is placed for approval of the said amount on post fact basis.</p>		
31.	<p>Vehicle of Vice Chancellor:</p> <p>The allotted vehicle of the Vice Chancellor was purchased in March, 2012. The running condition of the vehicle was not good and not safe for long journey. Moreover, the Registration and Insurance of the vehicle is not available. The vehicle is registered at Guwahati DTO. It is to mention that there was a provision of Rs.20,00,000/-in the University Budget of FY 2021-22 to purchase a new vehicle for Vice Chancellor. Since Govt of Assam had not sanction the earmarked amount of Rs.136 lacs under Non Salary in the FY-21-22 , University could not purchase the new vehicle for Vice Chancellor . As an interim measure EOI has been invited for hiring a vehicle for six months. 4 parties have submitted EOI. The lowest rate of the EOI was Rs.42,000/- per month which is below than the Govt approved rate of Rs.59,100/-. Hence the vehicle was hired w.e.f.12.05.22.</p> <p>Matter is placed for post fact approval.</p>	30/37	Approved
32.	<p>Retention of old car of the VC as Pool Car:</p> <p>The old car of the Vice chancellor may be used as Pool Car of the University for University essential requirements after necessary repair and paying of road tax and obtain insurance. For this purpose, an amount Rs.1,50,000/- is proposed for approval.</p> <p>Matter is placed for discussion and approval.</p>	31/37	Approved
33.	<p>Fixation of Pay of Vice Chancellor Prof. Debabrata Das.(Salary Fixation statement is in Annexure:21)</p> <p>Prof Debabrata Das has joined University as Vice Chancellor w.e.f. 08.03.22. At present, his salary is provisionally fixed at Rs.2,86,950/- (Gross). Since Vice Chancellor is an employee of Central University i.e. Tezpur University, for fixation of Pay, in absence of set rules, University wrote to</p>	32/37	Approved

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<p>Dibrugarh University as earlier VC of Dibrugarh University was an employee of Central University. In the line of Dibrugarh University as well as last salary drawn statement of Tezpur University, gross salary is fixed at Rs. 3,08,350.00 per month on the date of joining granting applicable allowances.</p> <p>Matter is placed for Discussion and approval.</p>		
<p>34. Pension Contribution and Leave Salary contribution Of Prof Debabrata Das (Vice Chancellor):(Enclosed in Annexure 22)</p> <p>As per demand raised by the Tezpur University and calculation sheet of Pension Contribution and Leave Salary Contribution of Prof Debabrata Das , which is to be remitted to Tezpur University on monthly basis. Total amount payable to Tezpur University is Rs. (23.83,889.00 + 13,86,000.00) = Rs.37,69,889.00 during the tenure of five (5) years.</p> <p>The matter is placed for approval.</p>	33/37	Approved
<p>35. Interim Budget (NON-SALARY) of the University for the FY 2022-23(Enclosed in Annexure 23)</p> <p>As of 31/03/2022, the financial status of the University are as follows:</p> <ol style="list-style-type: none"> 1. In Fixed Deposit account: Rs. 96,20,277/- 2. In Corpus SB account: Rs. 29,15,762/- 3. In SB General account: Rs. 59,01,035/- <hr/> <p style="text-align: center;">TOTAL: Rs. 1,84,37,074/-</p> <p>Since Govt of Assam did not allocate any fund under NON-SALARY head for the FY2022-23. University needs to prepare an Interim Budget for the FY 22-23. An amount of Rs.139 lacs is required as per Interim Budget. Source of Income is shown against it.</p> <p>Matter is placed for discussion and approval.</p>	34/37	Approved
<p>36. Committed liability for the FY 2021-22:(Enclosed in Annexure 24)</p> <p>Since University did not receive nay fund under NON SALARY head from Govt. of Assam. University has committed liability of Rs. 23,00,000/- As on 31.03.2022. University needs to move SD in the upcoming session of Assam</p>	35/37	Approved

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	<p>Assembly through DHE.</p> <p>Matter is placed for discussion and approval.</p>		
37.	<p>Appointment of Statutory Auditor for University Accounts for the FY2021-22.</p> <p>University is processing for inviting EO for Statutory Audit for the FY2021-22. On completion of the process University will assign the task to the successful bidder.</p> <p>Matter is placed for approval.</p>	36/37	Approved
38.	<p>Enhanced Dearness Allowance rate:(Enclosed in Annexure 25)</p> <p>As per Govt of Assam Memorandum dtd.25.04.22 employees of State Govt is entitled to receive DA @ 34% from 01.01.22.Henceforth, Vice Chancellor may be allowed to approve the DA for employees as per govt. Notification.</p> <p>Matter is placed for approval for payment to the regular employees of the University.</p>	37/37	<p>EC has approved the Enhanced Dearness Allowance rate.</p> <p>Additionally, EC has decided that, in future, the Vice Chancellor may allow for enhanced DA as mentioned by the Govt. of Assam, subject to ratification in EC.</p>
39.	<p>Filling up of the Vacant sanctioned Posts of the University:</p> <p>University was sanctioned 16 nos(6 teaching& 10 non-teaching) posts by the Govt of Assam. At present 8 non-teaching posts are lying vacant. For 5nos of posts applications already invited. Rest 3nos of posts recruitment process to be started in this FY. All positions to be filled up immediately</p> <p>Matter is placed for approval.</p>	38/37	<p>EC has approved the Filling up of the Vacant sanctioned Posts of the University and list of EC's nominee to Selection Committee for selection of Registrar/Officers U/S 42(1) of University Act. EC has further nominated a panel of three (3) names to the Selection Committee for selection of Registrar/Officers.</p> <p>Additionally, EC has also approved the list of EC's nominee to Selection Committee for selection of Non-teaching staff & Supporting staff.</p>
40.	<p>Consultant for Establishment and Admin branch of the University.</p> <p>University is operational without having Establishment and Administration Section which leads to poor administrative scenario. Until sanction of regular Establishment and Admin posts University needs to recruit a consultant on contractual basis preferably retired person from Govt department/Universities/PSU having administrative and establishment experience. Maximum age 65years. Monthly remuneration</p>	39/37	EC has approved the engagement of Consultant for Establishment and Admin branch of the University

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	Rs.20,000/- is proposed. Matter is placed for discussion and approval.		
41.	Academic Building shall be taken on rent In order to get AICTE approval, the minimum infrastructure requirement is 30,000/- sq. ft. As there is limitation of space in the current rented building, new buildings with 30,000/- sq ft. needs to be explored which can be taken on rent by the University in order to get AICTE approval. Matter is placed for discussion and decision.	40/37	Approved
42.	Addendum Item		
	42.1 Matter relating to appointment of Junior Accountant: In the 9 th no. agenda of 32 nd EC dated 23/09/2021, it was mentioned that <i>“the interview of Junior Accountant is pending since the month of September 2019. But due to Covid 19, the Interview of the advertised posts has been postponed several times. University is planning to hold the Selection Committee in the month of October 2021. EC may kindly advise in this regard”</i> . And as per resolution no. 9/32, <i>“For interview of Personal Secretary to Vice Chancellor, Registrar (Admin) and Registrar (Academic), and one post of Junior Accountant, after threadbare discussion EC permits for conducting the interview with a nominee from Higher Education Department in the Selection Committee.”</i> But as per the provision of First Statute of the University, Clause no. 5.6.3, <i>“Selection Committee for selection of non-teaching & supporting staff shall consist of</i> a. <i>The Vice Chancellor – Chairperson</i> b. <i>One member to be nominated by the Executive Council – Member</i> c. <i>One of the Dean(s)/Directors to be co-opted by the Vice Chancellor – Member</i> d. <i>The Finance Officer – Member</i> e. <i>The Registrar – Member Secretary</i> <i>Atleast four (4) members shall form the quorum.”</i> Since, as per the provision of the Statute, Govt. nominee is not required for selection of non-teaching & supporting staff, University proposed to conduct the interview of Junior Accountant as early as possible with the mentioned quorum as per the	41.1/37	Approved as per Statute





<p>Statute. In addition, one member needs to be nominated by the Executive Council, for the said Selection Committee. The matter is placed in EC for discussion and decision.</p>		
<p>42.2 Renewal of Rent Agreement of the University Girl's Hostel:</p> <p>The rent agreement with Smt. Sukanya Borgohain, owner of the building of University Girl's Hostel has expired on 28th February 2022. Therefore, the rent agreement needs to be renewed from 1st March 2022 with an enhanced rate. The existing rent is Rs. 18,936/- per month. With the addition of 15% enhanced rate, the new rate will be Rs. 21,776/- per month. The matter is placed for discussion and approval.</p>	41.2/37	<p>EC has approved Renewal of Rent Agreement of the University Girl's Hostel.</p> <p>However, EC has advised to review thoroughly the rent agreement.</p>
<p>42.3 Inclusion of Dr. Sthitaprajanya Pattanayak, Dy. Vice President, Bandhan Bank Ltd. As Industry expert in Board of Studies of School of Entrepreneurship & Management:</p> <p>Dr. Sthitaprajanya Pattanayak, Dy. Vice President, Credit Head – Emerging Corporate Group, Commercial Banking Department, Head Office Bandhan Bank Ltd., Kolkata- 700091, is a PhD alumini of Assam Rajiv Gandhi University of Cooperative Management. The School of Entrepreneurship & Management of the University intends to include Dr. Pattanayak as an industry expert in the Board of Studies of the said School. The matter was placed in AC which has been forwarded to EC for discussion and approval.</p>	41.3/37	<p>EC has approved the Inclusion of Dr. Sthitaprajanya Pattanayak, Dy. Vice President, Bandhan Bank Ltd. As Industry expert in Board of Studies of School of Entrepreneurship & Management</p>
<p>42.4 Engagement of Shri. Utpal Das as Cook cum Caretaker for VC's residence:</p> <p>Shri. Utpal Das has been engaged as Cook & Caretaker (Multi tasking Staff) for VC's residence under the same rules, regulation & pay with the existing MTS w.e.f. 10/02/2022 for a period of six (6) months till 09/08/2022. The appointment is purely temporary in nature. The matter is placed in EC for discussion and approval.</p>	41.4/37	Approved

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	<p>42.5 Engagement of Security & Cleaning staff on outsource basis:</p> <p>The University needs to engage Security & Cleaning staff on outsource basis from time to time or as per the requirement of the University for the University building, hostels & VC's residence. For these types of routine appointments, the University wants to directly recruit the candidates for such posts for a certain minimum period from outsourcing agencies, without placing the matter to EC for prior approval.</p> <p>The matter is placed for discussion and approval.</p>	41.5/37	EC has approved the Engagement of Security & Cleaning staff on outsource basis and has given the approval to the University to directly recruit the candidates for such posts as and when required, for a certain minimum period from outsourcing agencies, without placing the matter to EC for prior approval.
43	Any Other Item		
	<p>43.1 Dean (i/c) to be Member Secy of Academic Council till the appointment of Registrar (Academic) by the University:</p> <p>As per the Act of the University, The Registrar (Academic) will be the Member Secy for the Academic Council of the University. As, the University doesn't have a Registrar (Academic) till now, Dean (i/c) to be nominated as a Member Secy of Academic Council till the appointment of Registrar (Academic) by the University as an interim measure.</p> <p>The matter is placed in EC for approval</p>	42.1/37	EC has approved the Dean (i/c) to be Member Secy of Academic Council till the appointment of Registrar (Academic) by the University as an interim measure
	<p>43.2 Validating Online/ Blended meetings</p> <p>As physical attendance may not be possible every time, from now on, online/blended meetings by the University shall be considered valid during any kind of situations for smooth functioning of the activities of the University.</p> <p>The matter is placed in EC for approval</p>	42.2/37	EC has approved online/blended meetings as valid.

As there was no other item to discuss, the meeting ended with vote of thanks to the chair.



Registrar (Admin.)
Assam Rajiv Gandhi University of
Cooperative Management, Bongaigaon


Shri. Durlov Bora

Registrar, ARGUCOM


25/5/22

Prof. Debabrata Das

Vice Chancellor

No.:RUCM/Admin/EC 1/2012/Part IV/95

Dated 23rd May 2022

Copy to:-

1. **Commissioner & Secy, Hon'ble Governor of Assam cum Chancellor of Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM)**, for information.
2. **Mr. Prabir Kr. Das**, Former Director, Software Technology Park of India (STPI), Guwahati, for information
3. **Prof. Jyoti Prakash Tamuli**, Professor, Dept. of Linguistics, Gauhati University, for information
4. **Prof. Bhaskar Kr. Chakraborty**, Professor (Retd.), Dept. Of Law, Gauhati University, for information
5. **Dr. Anjan Thakur**, Rtd. Director, National Productivity Council (NPC), Guwahati, for information
6. **Shri. Partha Pratim Mazumdar**, IAS, Registrar of Cooperative Societies, Khanapara, Guwahati, for information
7. **Ms. Geeta Sharma**, ACS, Deputy Secy to the Govt. of Assam, Dept. Of Cooperation, for information
8. **Dr. Mridusmita Das**, Dean (i/c), ARGUCOM, for information
9. **Finance & Accounts Officer**, Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), for information
10. **OSD to Vice-Chancellor**, Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), for information.
11. Office File
12. Guard file


Shri Dinesh Bora
Registrar, ARGUCOM