



Assam Rajiv Gandhi University of Cooperative Management

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tiniali, Gadadhar Nagar, Joysagar, Sivasagar

Email: info.argucom@gmail.com



No.:RUCM/Admin/EC 1/2012/Part V/92

Dated 24th February, 2023

Minutes of the 42nd Executive Council meeting held at the Conference Hall, Assam Rajiv Gandhi University of Cooperative Management, Sivasagar at 11:00 AM

Members present

1. Prof. Debabrata Das, Vice Chancellor- Chairperson
2. Prof. J.P. Verma, Member (Chancellor's Nominee)-Online
3. Mr. Prabir Kr. Das, Member (Chancellor's Nominee)-Online
4. Ms. Geeta Sharma, ACS, Member (Govt. Nominee)- Online
5. Dr. Mridusmita Das, Member (Vice Chancellor's Nominee)
6. Dr. Rashida T. Noorain, Registrar (Member Secretary)

Members absent

1. Prof. Bhaskar Kr. Chakraborty, Member (Court's Nominee)
2. Shri. Narayan Konwar, IAS, RCS, Member (Ex-Officio Member)

The meeting commenced with a welcome note from the Hon'ble Vice Chancellor. The Vice Chancellor apprised the members about the successful completion of the First convocation on 28 December, 2022. Thereupon the agenda items were considered for discussion.

Item no.	Agenda Item	Resolution no.	Resolutions/Decision Taken
1.	<p>Election of one member by the Executive Council from amongst its Members into the Finance Committee and two members to be nominated by State Government. (Enclosed in Annexure 2)</p> <p>As per section 4.3 (c) of the University Act, two members are to be elected to the Finance Committee by the Executive Council from amongst its Members. Mr. Prabir K Das is already a member of Finance Committee; another member is to be elected in place of Dr. Anjan Thakur, who has resigned from the Executive Council. The</p>	1/42	<ol style="list-style-type: none">1. The members nominated Prof. J. P. Verma (Chancellor's Nominee), as member of Finance Committee.2. The House suggested writing to Government of Assam for nominees as per section 4.3 (c) of the University Act.

	<p>matter is placed for election of one member into the Finance committee.</p> <p>Also, as per section 4.3 (c) of the University Act, two members are to be nominated by the state Government, one in the Higher Education Department (as the University is no more under Cooperation Department) and one in the Finance Department.</p> <p><i>Now, the matter is placed in the Executive Council for election and approval. As the matter is urgent, the matter is put up for approval of the Executive Council on circulation.</i></p>		
2.	<p>Inclusion of Finance & Accounts Officer and Registrar (Admn) i/c into Finance committee and as Convenor (Enclosed in Annexure 2)</p> <p>As per section 4.3 of the University Act, Finance & Accounts Officer and Registrar (Admin) i/c are not members of the Finance Committee. As the financial matters are dealt by the Finance & Accounts Officer and certain administrative issues need clarification of Registrar, Registrar (Admin) i/c and Finance & Accounts Officer to be coopted as member and convenor of the committee respectively.</p> <p><i>Now, the matter is placed in the Executive Council for discussion and approval</i></p>	2/42	<p><i>The Executive Council approved the inclusion of Finance & Accounts Officer as coopted Member and Registrar as the Member Secretary of the Finance Committee as per the provisions of University Act Section 17(x)</i></p>
3.	<p>Extension of tenure of Faculty Associate</p> <p>The term of Ms. Bhupali Saikia, Faculty Associate (contractual) in the School of Public Policy shall end on 28.02.2023. Upon satisfactory performance report and necessity of the school concerned and the comments of the Vice Chancellor her term may be considered for extension as detailed below.</p> <p><i>The matter is placed in EC for approval.</i></p>	3/42	<p><i>The Executive Council approved the extension of Ms. Bhupali Saikia, Faculty Associate (contractual) in the School of Public Policy on obtaining satisfactory performance report and the comments of the Vice Chancellor thereupon as per existing terms and conditions from 03.03.2023 to 02.09.2023 or until further order whichever is earlier.</i></p>

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4.	<p>Scholarship to PWD, ST-SC, BPL students</p> <p>In order to contribute to the contribute to the policy of inclusiveness and access to education, the University proposes to establish a scholarship to all the PWD, ST/SC, BPL students enrolled in the various Master's Programmes w.e.f. semesters commencing academic year 2023-24 as 35 % waiver in the tuition fees component of the respective academic programmes. Details are as in annexure attached.</p> <p><i>Now, the matter is placed in the Executive Council for discussion and approval</i></p>	4/42	<p>The Executive Council discussed the matter in details and approved Scholarship to PWD, ST/SC, BPL, students engaged in Sports and cultural activity as detailed in and as per Resolution no.7/74 of the Academic Council and thereupon vide Order no. RUCM/ Acad/ Ac/ Part1/19/2013/16; dated 4th February, 2023.</p> <p><i>The council resolved that the application for any scholarship has to be submitted and the eligibility be finalized at the time of admission and not later.</i></p>
5.	<p>Post facto approval of Multi-Tasking staff and Driver engagement(Annexure 4)</p> <p>The services of the following Multi-Tasking staff (Contractual) and Driver(contractual) ended on 11. 11.2022. In view of need at the University they have been engaged w.e.f. 14.11.2022 vide Order No. RUCM/Admin/Housekeeping/Security/63/12/142 dated 11.11.2022</p> <p><i>The matter is placed for post facto approval of the Executive Council</i></p>	5/42	<p><i>The Executive Council accorded post facto approval to the renewal of the eleven nos. of MTS and one driver @ Rs.10,127/- and 14,259/- per month respectively w.e.f. 14.11.2022 to 13.05.2023 as has been proposed.</i></p>
6.	<p>Enhanced wage rates for multi-tasking staff (Enclosed in Annexure 5).</p> <p>As per the notification No. ACL/41/2004/8264-330; dated 31 August, 2022 issued from the Office of the Labour commissioner, Govt. of Assam, the wage rates have been revised w.e.f. 01 July, 2022.</p> <p>The multi-tasking staff of the University has been drawing as per the minimum wages rates in the present contract w.e.f. 14 November, 2022. As such the 12 no. of existing Multi-Tasking Staff may be paid in compliance with the said notification w.e.f. 14 November, 2022.</p>	6/42	<p><i>The Executive Council approved payment of the revised wages in compliance with the said notification w.e.f. 14 November, 2022 to the MTS.</i></p>

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7.	<p>Holiday List for calendar year 2023 (Enclosed in Annexure 6).</p> <p>The holiday list for the calendar year is prepared.</p> <p><i>Matter is placed in Executive Council for ratification</i></p>	7/42	<p>The Executive council approved the holiday list.</p> <p>In the context of semester break of seven days, Prof. J P Verma suggested "<i>adherence to UGC guidelines be followed and to obtain necessary inclusion in the Statute till then let the existing system be in place</i>".</p> <p><i>As such the matter is resolved as approval of the holiday list as presented except for the semester break wherein the existing policy shall be in place.</i></p>
8.	<p>Institution of Syeda Taufiqun Nisa Memorial award to the topper among girls in MBA programme securing at least 60 % marks in aggregate:</p> <p>Dr. Rashida T. Noorain, is desirous of instituting an award of Rs. 10,000/- in memorial of her mother-in-law to the topper among girls in MBA Programme under the School of Entrepreneurship & Management securing at least 60 % marks in aggregate w.e.f. 2020-22 batch every year. The same has been awarded in the Alumni Meet held on 27 December, 2022 on eve of first convocation as First year of award.</p> <p><i>Now, the matter is placed in Executive Council for approval.</i></p>	8/42	Approved as placed.
9.	<p>Activity calendar (calendar year 2023) and academic calendar (spring semester 2023) (Enclosed in Annexure 7)</p> <p>The activity calendar for the calendar year 2023 and academic calendar for the spring semester 2023 is prepared and approved in Academic council. The same has been accepted and has recommended for placing in the Executive Council,</p> <p><i>Now, the matter is placed in Executive Council for discussion and recommendation.</i></p>	9/42	Approved as placed

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<p>10.</p>	<p>Vehicle hiring of Vice Chancellor (Enclosed in Annexure 8)</p> <p>The vehicle of the Vice Chancellor was initially hired @ Rs. 42,000/- per month for six months which ended on 11.11.2022 vide resolution no. 30/37 of the 37th Executive Council.</p> <p>As the vehicle is needed for the Vice Chancellor, the period be renewed w.e.f 12.11.2022 for Eleven months in the existing rate.</p> <p><i>Matter is placed in Executive Council for approval for extension of the contact for another Eleven months.</i></p>	<p>10/42</p>	<p>The matter was discussed to which <i>Shri Prabir K Das suggested that the renewal can be done if and only if it has been stated in the previous contract renewal.</i></p> <p><i>Since the previous contract included the same, EC approved the renewal of the vehicle for eleven months w.e.f. 12.11.2022 as per existing rates.</i></p>
<p>11.</p>	<p>Annual Increment of regular employees serving under sanctioned posts. (Enclosed in Annexure 9)</p> <p>1. The annual increment of Dr. Rashida T. Noorain, Dr. Deepom Barua, Dr. Kuntala Boruah, Ms. Ipsita Kaushik, Syed Parwaj M U Rahman have been due on July, 2022. They have been drawing respective enhanced increments w.e.f. July 2022.</p> <p><i>Matter is placed in Executive Council for ratification.</i></p> <p>2. The annual increment of Dr. Mridusmita Das and Dr. Ranjan Sarmah are due on January 2023 having served in the academic level 11 first Cell w.e.f 10.03.2022. As per UGC circular no. F.3-12/2018(Admn.I/A&B) dated 30.01.2020 they are eligible for the increment in the following cell of UGC Pay matrix having served over Six months in the first cell of the corresponding level.</p> <p><i>Matter is placed in Executive Council for approval</i></p>	<p>11/42</p>	<p>1. <i>The annual increment to the employees is ratified by the Council.</i></p> <p>2. <i>As there are no adverse reports from the administrative authority, the annual increment to the employees stated is approved as per rules.</i></p>

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<p>12.</p>	<p>Mail from National Commission for Women (NCW) regarding a complaint by Ms. Bishakha Chetia: (Enclosed in Annexure 10)</p> <p>A mail has been received from National Commission for Women on 23 January, 2023 regarding grant of maternity leave and Experience certificate to Ms. Bishakha Chetia in connection to a complaint filed by her. Ms. Chetia has been engaged as Assistant Professor(contractual) till 26 March, 2022 at the University.</p> <p>In response a reply has been prepared and attached.</p> <p><i>Matter is placed for discussion and approval of the Executive Council.</i></p>	<p>12/42</p>	<p><i>The Executive noted the same.</i></p>
<p>13.</p>	<p>CA fees to Roy Atal & Atal for audit of FY 2019-20 & 2020-21(Enclosed in Annexure 11)</p> <p>The CA fees of Roy Atal & Atal for statutory audit conducted for FY 2019-20 and 2020-21 have been paid as per previous terms and conditions fixed during 2019 @ Rs. 20,000/- per annum for FY 2018-19 and 2019-20 excluding taxes. But the party requested Rs. 30,000/- p.a. for the FY2019-20 and 2020-21 by a letter dated 30.08.2021. Hence the differential amount of Rs. 10,000/- p.a. excluding tax may be considered.</p> <p><i>Matter is placed in the Executive Council for approval of the enhanced amount.</i></p>	<p>13/42</p>	<p><i>The Executive Council expressed concern regarding the delay in bringing the matter into the notice of the Council.</i></p> <p><i>The Executive Council emphasized that a letter of caution be issued to the officer concerned that such matters should be placed before the council as early as possible without any delay in future.</i></p> <p><i>The Council however accorded post-facto approval of the payment as desired by the CA firm as a special case.</i></p>
<p>14.</p>	<p>Engagement of CA Purab Agarwalla for FY 2021-22 (Enclosed in Annexure 12)</p> <p>For the FY 2021-22 Statutory Auditor CA Purab Agarwalla has been appointed for audit based on the report of Selection Committee at an amount of Rs. 30,000/- p.a. excluding taxes. Due process has been followed in the selection and appointment.</p> <p><i>Matter is placed in the Executive Council for ratification.</i></p>	<p>14/42</p>	<p><i>The Executive Council approved the engagement of Statutory Auditor CA Purab Agarwalla for conducting audit for FY 2021-22.</i></p>

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15.	<p>Audit report FY 2021-22 (Enclosed in Annexure 13)</p> <p>The Statutory audit report submitted by CA Purab Agarwalla for the FY2021-22 has been submitted.</p> <p><i>Matter is placed in for acceptance in the Executive Council</i></p>	15/42	<p><i>The Executive Council approved the Statutory audit report submitted by CA Purab Agarwalla for the FY2021-22</i></p>
16.	<p>PhD Coursework syllabi w.e.f. academic year 2023(Enclosed in Annexure 14)</p> <p>The PhD syllabi for academic session w.e.f. 2023 has been prepared by respective Schools and passed in Academic Council. Comments of experts have been obtained as below:</p> <ol style="list-style-type: none"> 1. Management: Dr. Pranjali Bezborah, Retd. Professor, Dibrugarh University and Prof. S.S. Sarkar, Tezpur University 2. Law: Prof. Swapnil Bangali, Maharashtra National Law University, Mumbai 3. Innovation & Technology: Dr. Rosy Sarmah, Assoc. Professor, Tezpur University. <p><i>Matter is placed in the Executive Council for ratification.</i></p>	16/42	<p><i>The Executive Council approved the PhD Coursework syllabi w.e.f. academic year 2023 as proposed and upon approval at the 74th Academic council.</i></p>
17.	<p>Compliance of Govt. norms/rules & CVC guidelines (Enclosed in Annexure 15)</p> <p>The University has received a letter from the Secretary to the Governor of Assam regarding strict adherence to all Govt. norms/Rules etc. in respect of financial matters and guidelines of CVC in the University.</p> <p><i>Matter is placed for appraisal of the Executive Council</i></p>	17/42	<p><i>The Executive Council noted the same.</i></p>


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18.	<p>Implementation of NEP, 2020 (Enclosed in Annexure 16)</p> <p>The University has received a letter from the Secretary to the Government of Assam regarding implementation of NEP, 2020 in the UG and PG programmes in the University. The matter has been discussed in the Academic council meeting and the same is placed in the Executive Council for discussion and approval.</p> <p><i>Matter is placed for appraisal of the Executive Council</i></p>	18/42	<p><i>The Executive Council expressed satisfaction over the new Programmes designed in line with NEP 2020.</i></p>
19.	<p>Nomination of one member into the Executive Council. (Enclosed in Annexure 17)</p> <p>As per section 29(v) of the University Act, and in view of the completion of three-year tenure of Shri Prabir Kr. Das on 28th April, 2023, one member is to be nominated by the Hon. Chancellor based on Recommendation of Executive Council.</p> <p><i>Matter is placed for discussion in the Executive Council</i></p>	19/42	<p><i>Executive Council approved the list as placed for onward submission to the Hon. Chancellor for nomination.</i></p>
20.	<p>Revised non-salary budget estimate of the University (Enclosed in Annexure 18)</p> <p>The budget placed and approved in 40th EC amounting Rs. 2,39,40,682/- has been revised and enhanced by amount of 2 Crore under the Head-Major works (at main site) and sent to DHE.</p> <p><i>The matter is placed for approval of the additional amount.</i></p>	20/42	<p><i>The Executive Council approved submission of the additional amount of 2 Crore under the Head-Major works (at main site) as submitted to DHE.</i></p>
21.	<p>Report of 1st Convocation (Enclosed in Annexure 19)</p> <p>The report of 1st Convocation has been prepared and placed for approval</p>	21/42	<p><i>The Executive Council commended the successful completion of the First convocation</i></p>
22.	<p>Extension of tenure of Faculty Associate (Part b of Agenda Item no. 3/42, page 1)</p> <p>The term of Five no. of Faculty Associate (contractual) shall end on 31.03.2023. However, Ms. Rinku Mani Roy has submitted resignation as such upon necessity of the school concerned and the comments of the Vice</p>	22.1/42	<p><i>The Executive Council approved the extension of the four Faculty Associate (contractual) on obtaining satisfactory performance report and the comments of the Vice Chancellor thereupon as per existing terms and conditions</i></p>

	<p>Chancellor the terms may be considered for extension as detailed below from 03.04.2023 to 02.10.2023</p> <table border="1" data-bbox="335 212 829 470"> <tr><td>Shri Subhasis Borpujari</td></tr> <tr><td>Ms. Amrita Devi</td></tr> <tr><td>Ms. Bhuyashi Boruah</td></tr> <tr><td>Shri. Jahnob Konwar</td></tr> </table> <p>Now, the matter is placed in the Executive Council for approval on extension.</p>	Shri Subhasis Borpujari	Ms. Amrita Devi	Ms. Bhuyashi Boruah	Shri. Jahnob Konwar	<p>from 03.04.2023 to 02.10.2023 or until further order whichever is earlier.</p>
Shri Subhasis Borpujari						
Ms. Amrita Devi						
Ms. Bhuyashi Boruah						
Shri. Jahnob Konwar						
<p>23.</p>	<p>Special Casual Leave under Pitri Matri Vandana, 2023</p> <p>Vide Notification issued by the Governor's Office, e File no. 169397/1 dated 28 November 2022, Special casual leave of two days on 9-10 February, 2023 along with the second Saturday of 11 February, 2023 was given to all State Government employees including Universities. The University employees had availed the same in 2022. As such special casual leave of two days may be allotted in batches to all the employees over Four months commencing March, 2023.</p> <p>Now, the matter is placed in the Executive Council for approval</p>	<p>The Executive Council approved the grant of special casual leave of two days in batches to all the employees over Four months commencing March, 2023.</p> <p>22.2/ 42</p>				

Upon the conclusion of the meeting and with request of the meeting Chairperson, Ms. Gita Sharma, Hon. Member apprised the House that Government of Assam is taking special interest in the growth and development of the cooperative sector and as such there shall be ample opportunities for the University for working together with the Cooperation Department. She also expressed satisfaction over the functioning of the University and stated that the same shall be endorsed through a meeting of the Cooperation Department to be held the same day and to be chaired by the Hon'ble Minister of Cooperation.

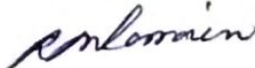
The meeting concluded with a note of thanks from the Chair.


Dr. Rashida T. Noorain
 Registrar (i/c)
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 Registrar (Adm.)
 Assam Rajiv Gandhi University of
 Cooperative Management, Sivasagar
 Copy to:-


Prof. Debabrata Das
 Vice Chancellor
 ARGUCOM
 Vice Chancellor
 Assam Rajiv Gandhi University
 of Cooperative Management
 (ARGUCOM)
 Sivasagar Assam - 785665

1. Commissioner & Secy, Hon'ble Governor of Assam cum Chancellor of Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), for information.

2. **Prof. J.P. Verma, Vice Chancellor of Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh Dist. Assam, for information**
3. **Mr. Prabir Kr. Das, Former Director, Software Technology Park of India (STPI), Guwahati, for information**
4. **Prof. Bhaskar Kr. Chakraborty, Professor (Retd.), Dept. Of Law, Gauhati University, for information**
5. **Shri. Rituraj Bora, Secy Cooperation, Registrar of Cooperative Societies (i/c), Khanapara, Guwahati, for information**
6. **Ms. Geeta Sharma, ACS, Deputy Secy to the Govt. of Assam, Dept. Of Cooperation, for information**
7. **Dr. Mridusmita Das, Dean (i/c), ARGUCOM, for information**
8. **Finance & Accounts Officer, Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), for information**
9. **OSD to Vice-Chancellor, Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), for information.**
10. Office File
11. Guard file


Dr. Rashida T. Noorain
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