

MINUTES OF 15TH STANDING COMMITTEE OF BOARD ON ESTABLISHMENT MATTERS ON 25TH JUNE, 2014 AT 10.00 A.M. AT INDIA HABITAT CENTRE, NEW DELHI

Members Present :

- 1- Ms. Kiran Dhingra, Chairperson-BOG NIFT -- In chair
- 2- Ms. Namita Chowdhary
- 3- Mr. P.K. Gera, DG-NIFT

Leave of Absence :

Leave of absence was granted to the following members:

- 1- Ms. Sunaina Tomar, JS, MOT
- 2- Mr. Sabyasachi Mukerjee, Fashion Designer

AGENDA ITEM NO: 1501

CONFIRMATION OF THE MINUTES OF 14TH STANDING COMMITTEE OF BOARD ON ESTABLISHMENT MATTERS ON 18-02-2014 AT 10.30 A.M. AT NEW DELHI

The Committee confirmed the Minutes as no comments were received from the members on the circulated minutes.

AGENDA ITEM NO. 1502

Action Taken Report on 14th Standing Committee of Board on Establishment Matters on 18th February, 2014

Action Taken Report was noted by the Committee with following observations :

Agenda Item No. 1401

- 1- The Chairperson desired to know the status of PhD equivalency to exceptional published/professional work. Dean(A) informed that external experts for the Committee were being identified to frame the guidelines for considering published/professional work equivalent to PhD. Dean(A) further informed the members that she had enquired from other institutes and most of the Institutes did not accept any published paper/article/exhibition display equivalent to PhD. She felt that consensus need to be evolved on no. of papers, the level of journal which published the papers, frequency of paper publication etc that could be treated as equivalent to PhD. In this context, the Chairperson noted that the question came up because the option was provided in the recruitment rules but not fleshed out. The difficulties of obtaining worthwhile PhDs for a comparatively new discipline that till the other day was considered a vocational and not an academic subject had been discussed and the view taken that upgrading the academic competencies of the staff may be helped along encouraging academic writing. She recalled that she had advised that NIFT may hire the services of consultant to devise a mechanism for equivalency of PhD by defining the parameters, Methodology, Process etc. The parameters so suggested could be taken into consideration by the Senate to decide about equivalency of Paper published to PhD and in case, equivalency was not recommended, specific reasons for the same may

be recorded for informing the faculty. DG may decide a deadline by which the Committee may give its recommendation and report the Senate.

- 2- Noted by the Committee
- 3- The Chairperson has been apprised about the Internal Committee constituted by DG to give its recommendation on payment of salary, perks and other service conditions to contractual employee to be a par with regular employees. The Internal Committee had sought some more time to complete its study and submit its recommendation. The Chairperson desired that the Committee may be given specific deadline to complete the task as early as possible and their recommendation may be placed before the Establishment Committee for consideration.
- 4- While taking up the issue, the DG briefed the Committee about the decision taken by the Empowered Committee of the Board on Establishment Matters in its Meeting held on 26-11-2010 where it approved a policy of regularization of faculty/officials who had completed 3 years contractual service in the same post and regularized services of certain faculty and employees mentioned in the agenda item. The DG further informed that he carried an impression that NIFT had no policy of regularization of employees taken on contract. The decision of 26-11-2010 appeared to be a one time approval for faculty/officials who had completed 3 years at that point of time as NIFT had not issued a circular on this decision modifying the earlier decision of 50% employees on contract.

Expressing astonishment at the causal manner in which the NIFT Establishment office was handling the whole matter, wasting the time of the Establishment Committee, brining out information piecemeal that questioned the whole foundation of its HR structure and left the terms and conditions of all staff fluid and undefined. The Chairperson desired that the Registrar cum Director Establishment should before all else, ensure that all Board and Empowered Committee decisions with the relevant agenda papers, minutes and subsequent confirmations and action taken papers be thoroughly and personally perused, and a comprehensive and definitive history of HR matters be put up to the Establishment Committee. She said that all establishment policy decisions taken so far by the current committee in this regard would need to be reviewed. She also advised the DG-NIFT to desist from continuing with recruitments in this fluid position. She desired that the NIFT give primacy to stabilising its HR policy and to only recruit what it was unable to put off, and to make all such recruitments only on contract.

- 5- The Committee was apprised that a draft of Transfer Policy had been worked out so as to ensure equitable distribution of Senior faculty across NIFT campuses. However, it was not found satisfactory hence, it was being reworked. During deliberation, Dean (A) voiced her concern that transfer on promotion may not be a best solution to meet the shortfall of Sr. faculty in new campuses. Instead of posting Sr. Faculty to other campuses on promotion, transfer for short duration i.e for 01 month or 3 months, could be considered and encouraged. The Chairman said that the discussions should be held and completed expeditiously and staff involved in finding a solution to the issue of staffing all 15 campuses evenly.
- 6- The Registrar informed the Chair that an Agenda item on 'Creation of Administrative Posts at NIFT Campuses' had been put up for deliberation of the Committee.

With above observations, the Committee took note of the Action Taken Report.

Pending Agendas of previous meeting

AGENDA ITEM NO. 1304

AMENDMENT IN RECRUITMENT RULES (RRS) OF ACADEMIC POSTS

The Registrar apprised the Committee about the need for amendment in RRs of Academic Posts. She briefly explained the procedure of recruitment wherein the selection of faculty is made on the basis of Competency Codes (A to J). The Chairperson and Campus Director of respective departments worked out the requirement of faculty as per these Competency Codes which had been further subdivided so as to reflect precise requirement of the Chairpersons of the departments, who would be indicating specific subjects that they would be expected to teach at the campuses. These details would help subject matter experts on the interview panel to ensure that the candidates selected met the competency requirement for NIFT. The current Competency were too generic in nature which often overlapped across various departments. Thus need had been felt to broaden the competency Code by sub-categorizing the each competency so that the recruitment can be made specific to the requirement and need of the department/campus.

The DG also clarified, in response to a query by the Chairman that the change in the essential qualifications would be made as in this agenda only for the base intake post of Assistant Professor. Promotions to the post of Associate Professor or direct recruitment thereat would remain unchanged, so that the subdivisions within disciplines did not create new cadres; and the seniority lists of Assistant Professors for promotion to Associate Professors continued to follow the existing paths and regulations.

The Committee was apprised about the following proposed changes in the RRs :

- **Age limit** : it is proposed that no minimum age limit should be kept for appointment on contract as appointment are on purely temporary basis. Further, in the past recruitment drive, it was also observed that NIFT had lost good candidates due to age factor though the candidates were willingly to serve in new campuses. As NIFT faced faculty shortage and was not able to meet the ratio of student teacher ratio of 15:1. C&AG's thematic audit contained observations on lack of senior faculty in campuses located in non-metro towns. Therefore, the proposal of no age limit for contract appointments could help NIFT to attract senior faculty, who may have retired and willing to work at these campuses. The Committee after detailed deliberations approved the proposed change by removing the minimum age limit for contract appointment but suggested that there should be a maximum age limit for all contract appointment. This could not be more than 65 years. Further, this would have to be brought on parity with the regular faculty whose retirement age would need to be decided upon.
- **Probation** : DG briefed the Committee about the provisions contained in the DOPT circular wherein no provision of probation was made for persons appointed on contract. Thus RRs of NIFT providing for appointments on contract would not have provision for probation.

With above observations the Committee approved the amendments in Age limit and probation for contract appointments only. The approval however, was subject to a final view being taken on the HR structure and policy, as to whether there were to be a 1:1 ratio of contract and regular employees.

AGENDA ITEM NO. 1305

PROPOSAL FOR AMENDMENT IN THE RECRUITMENT RULES (RRS) FOR THE POST OF RESEARCH ASSISTANTS AND RE-DESIGNATION OF RESEARCH ASSISTANTS WORKING IN ADMINISTRATION/ESTABLISHMENT & LIBRARY

The proposal was discussed along with Agenda Item No. 1503 relating to creation of posts.

Agenda Item No. 1306

Proposal for Amendment in the Recruitment Rules for the post of Directors

The committee approved the proposed RRs for Campus Directors & Director (Admn) with the following changes :

- i) SN 3, clause for providing housing facility/allowance may be added.
- ii) SN 5, separate clause under essential requirement may be added stating that “5 years experience as Professor in PB-4 for NIFT candidates’. For deputation, insertion may be made by adding “on standard terms and conditions of deputation of DOPT”
- iii) SN 7, no need for probation clause. It should be deleted.

The RRs for the post of Director (Finance), the Committee suggested that changes in qualification & experience clause may be made and resubmit the same in the next meeting

In the proposed RR of Director(NRC), the Committee suggested that since it is an isolated post, it should be filled by promotion only and hence, the changes with regard to age limit etc may be re-looked and resubmitted to the Committee.

AGENDA ITEM NO: 1503

Approval for creation of Additional Administrative Posts at NIFT Campuses

The Registrar apprised the Committee that there were norms for creation of faculty posts with reference to student strength. For every 15 students, 01 faculty was appointed and the distribution of faculty to the post of Professor: Associate Professor: Assistant Professor is in the ratio of 1:2:4. As the workload of an educational institute is assessed with reference to no. of students on its roll, a need for fixation of norms for creation of administrative posts was also felt. The DG had constituted a Committee, which included Campus Directors who had rich experience of running campuses. On the basis of recommendation of Committee, the revised administrative manpower for each campus had been worked out and was placed before the Committee for approval.

Agenda was deliberated upon and the Committee agreed for framing of norms for administrative manpower based on course and student strength. It wanted to know the level of each campus that DG had envisioned. The Committee desired that a statement showing financial implication of all expenditure – salary of faculty/staff, administrative expenses etc may be worked out and the financial viability of each campus at each level may be placed before the Committee. Further, the Committee desired that the proposed promotional hierarchy at the level of Sr. Assistant and Assistant may be re-looked for having an appropriate balance by scaling down the posts of Sr. Assistant/RA.

AGENDA ITEM NO. : 1504

Housing Benefit to Officers and Faculty in NIFT-Audit Para of C&AG

The Committee was apprised about the observations of the C&AG regarding irregular payment towards housing benefit incentive and their decision for inclusion of para in the report of the Union Govt. (Commercial). It was also informed that NIFT was required to submit an Action Taken Report to MOT which will be forwarded to the Lok Sabha Secretariat (public undertaking branch) after vetting by the Principal Director of Audit.

The Chairperson suggested that before a decision is taken on the proposal to withdraw the housing incentive, DG-NIFT may discuss with officers of MOT & MOF to assess the consequences in case the NIFT continued with the incentive.

AGENDA ITEM NO. : 1505

Regularization of Ms. Naina Kamal, Junior Assistant of SC Category against the General Vacant Posts

The Agenda was placed before the Committee giving the details of the case. After deliberation, the Committee approved the same.

The meeting ended with a vote of thanks to the Chair.