INFLIBNET Centre
Ahmedabad

June 30, 2008

Minutes of the 17th Meeting of the Governing Board of the INFLIBNET Centre held on Friday, 20th June, 2008 at the India International Centre, New Delhi

Members Present

Prof. S K Khanna	Chairman, GB, INFLIBNET Centre

Members

Dr. Parimal H Trivedi	VC, Gujarat University, Ahmedabad
Dr. R K Chauhan	Secretary, UGC, New Delhi
Dr. M Koganuramath	TISS, Mumbai
Dr. (Mrs.) Renu Batra	Jt.Secretary (IUC), UGC, New Delhi
Dr. Jagdish Arora	Director, INFLIBNET Centre & Member Secretary, GB

Dr. Moolchand Sharma, Vice-Chairman, UGC, Dr. K Narayana Rao, Member Secretary, AICTE, Prof. J A K Tareen, VC, Pondicherry University, Dr. S B Mujumdar, VC, Symbiosis Institute of International Business, Prof. Rajiv Sangal, Director, IIIT, Hyderabad, and Dr. Naresh Kumar Dadhich, Director, IUCAA, could not attend the meeting because of prior commitments.

1. **Confirmation of the Minutes of the Meeting of the 16th Governing Board held on 28th June, 2007 at INFLIBNET Centre, Ahmedabad**

   The Minutes of the 15th Meeting of the Governing Board held on 28th June, 2007 was confirmed as circulated, since no comments were received from the members.

2. **Report on Action Taken and Progress Made since last Meeting of the Governing Board**

   Dr. Jagdish Arora, Director of the Centre presented a brief report of "Action Taken and Progress Made", since the last meeting of the Governing Board held on 28th June, 2007. The Members expressed their satisfaction on the action taken on various decisions made in the last meeting and put their appreciation on record for the progress made by the Centre.

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2.1 Approval of the Proceedings of the First Meeting of the Building Committee

The GB took note of the proceedings of the first meeting of the Building Committee and approved the decision taken in the meeting.

3. Approval of the Minutes of the 13th Meeting of Finance Committee

Approval of the Minutes of the 13th Meeting of the Finance Committee was deferred to the next meeting of the G.B.

4. Approval of Revised Purchase Procedure (in line with GoI)

The members noted that all the purchase procedures proposed or recommended by the Committee and proposed for approval are in line of the Government of India Purchase Rules. As such, the GB approved the revised purchase procedures. However, given the fact that revised purchase procedures are part of the Bye-Laws of the Centre, UGC's approval would be required for amendment to Bye-Laws. As such, the revised purchase procedure will be sent to UGC for their formal approval. "The purchase procedure for e-resources under the UGC-Infonet Digital library Consortium would be subject to the approval of the Guidelines by the Commission.

S.No.	Particulars	Existing Rules of INFLIBNET	Government of India Rules	Proposed Rules of INFLIBNET
1.	Cash purchases	Rs. 1,000.00	Rs. 15,000.00	Rs. 15,000.00
2.	Emergent Purchase	Rs. 5,000.00	Rs.15, 000/- to Rs. 1 Lakh by Local Purchase Committee survey the market and purchases made	As per Govt. of India Rules
3.	Single Tender (Proprietary Brand Goods)	Based on the proprietary certificate and recommendation of the purchase committee	Based on the Proprietary Certificate and recommendation of purchase committee	-do-
4.	Limited Tender	From Rs. 2,000/- to Rs. 1.00 lakh Three different procedure followed	Up to Rs. 25 lacs Inquiry should be issued to Seven Firms	-do-
5.	Public Tender	Above Rs. 1.00 lakhs	Above Rs. 25 lacs	As per Govt. of India Rules
6.	Buy-Back Purchases	No provision	There is a provision	As per Govt. of India Rules

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Note. INFLIBNET Centre has proposed, revised purchase procedure to be implemented on the basis of Govt. of India Rules as well as certain provisions have been taken from IIT New Delhi and other IUCs of UGC.

5. **Post-facto Approval of Revised XI Plan Projections**

The GB took note of the Revised XI Plan Projections and approved the Revised Plan Projections in principle.

6. **Proposal for starting Research Programme in LIS at the Centre**

The Director briefed the members about the problems and opportunities that are being faced by libraries and the INFLIBNET Centre because of emerging new technologies. It was agreed that research is an essential component for delivering effective and efficient services in an environment where most resources are available in e-format. The committee noted that the Centre would take only NET/JRF qualified people for its Ph.D programme who would be eligible for the scholarship as per the UGC norms. The Centre would seek affiliation with universities for its doctoral programme. While the full-time research scholars with NET/JRF qualifications would be eligible for UGC's scholarship, part-time Ph.D students would not be eligible for the scholarship or any other benefits. Besides the qualified guides from the Centre, the Centre would also co-opt senior information scientists, computer scientists or librarians from neighbouring institutions to guide Ph.D work that would be undertaken by research scholars in the INFLIBNET Centre.

The members approved the proposal for research in LIS at the INFLIBNET Centre and for signing of an MoU with university(ies) for the Ph.D programme. It was also proposed that the Centre should also undertake full-time training activities in digital libraries, application on ICT in libraries, etc.

7. **Presentation of Architect for the Permanent Institute Building**

The Committee reviewed the physical requirements given by the Centre and the project proposal in principle. However, on suggestion of Shri R K Chadha, it was decided that a fire-proof strong room would also be constructed for storing valuables including computer backups for databases and other e-resources. Moreover, access management to facilities and laboratories would also be considered while designing the building.

Shri Rajeev Kathpalia and Shri Sonke Hoof of M/s Vastu Shilpa Consultants, made a presentation on the conceptual design of the building. They elaborated on various environmental issues that were taken into consideration including air-flow, sunlight, water-flow and water resources. As per their plans, the institute building is divided into following six components:

i) Administration; ii) Research Cell; iii) Academic; iv) Residential;
v) Recreation; and vi) Library

The proximity of the above components and their interactions were considered while drawing the building plans. After the presentation, members discussed on various issues and approved the plans. However, the Chairman reiterated that the Architect and the Centre should ensure that the building should be sufficient for next 15 years and expansion of activities and manpower should be taken into consideration in the building plans. He also asked the Architect to prioritize the construction plan in phases so that immediate requirements are met on priority basis while further construction activity can continue.

It was noted that Architect would make a presentation to the Building Committee before proceeding further in this regard.

7.1. **Review of Cost Estimates for Proposed Institute Building by Vastu Shilpa Consultants**

The Members noted that several additional components and activities were added to the initial proposal submitted by the INFLIBNET Centre to the Architect. As such, the total estimation for the designing and construction of the building has increased from initial Rs.15.92 crores to Rs.21.75 crores. The representative from CPWD, Gandhinagar, Shri Srinivas Meena stated that the cost estimates given by the Architect may be re-worked. However, Chairman opined that the rate for construction of the building are essentially market-driven while estimations for the construction of the building can be re-worked but finally the payment would have to be based on the market rates as per the quotations received.

After discussions and deliberations, the Governing Board approved revised estimate of Rs. 21.75 crores for construction of Institute building. Members were informed that the Centre has already given the cost estimates to the UGC, however, revised estimates will have to be sent. After discussions, it was agreed that the UGC will release 50% of the funds required for construction of

the building and remaining 50% will have to be borne by the Centre from its own income and savings.

8. **Approval of Logo of the INFLIBNET Centre**

The GB approved the logo of the INFLIBNET Centre. However, the members opined that the logo looks disproportionate and may be examined by the Architect.

9. **Revised Qualification of STA**

The Members approved the following qualifications for STA:

S.No.	Existing	
1	Qualification	DCA (One year course from recognized University) after graduation
2	Experience	4 years relevant experience
S.No.	**Proposed**	
1	Qualification	DCA (One year course from recognized University) after graduation
2	Experience	2 years relevant experience

However, given the fact that revised qualifications are part of the Bye-Laws of the Centre, UGC's approval would be required for amendment to Bye-Laws. As such, the revised qualifications will be required to send to UGC for their formal approval.

10. **Nomination of Senior Scientist from the INFLIBNET Centre to the Finance Committee and Building Committee**

The GB approved the following nominations:

1. Shri Manoj Kumar K, Scientist-D (CS) as Member, Finance Committee
2. Shri Ashok Kumar Rai, Scientist-D (CS) as Member, Building Committee

11. **Release of First & Second Installment of Payment to Architect for Developing Conceptual Design of the Building**

The Committee noted that the appointment of Architect i.e. M/s Vastu Shilpa Consultants, Ahmedabad for designing and construction of Institute Building was approved in the 16th Meeting of the Governing Board and 9th Meeting of the INFLIBNET Council. The GB noted that the Director/Chairman, GB, INFLIBNET are empowered for release of payments to the Architect as per agreement.

12. **New Initiatives Taken up by the Centre**

The Director of the Centre made a brief presentation on the new initiatives being taken up at the Centre. The members appreciated and welcomed the new initiatives taken up by the Centre.

13. **Contractual Appointment as Computer Programmer**

The Committee gave post-facto approval for appointment of 2 Programmers for development of SOUL Software at monthly remuneration of Rs.7,500/-. The Committee also approved increase in Director's power for appointment of contractual manpower from Rs.4,000/- per month to Rs.10,000/- per month for a specified period i.e. (6 months).

Present Bye-Laws	Amendments
Existing limit for Appointment of contractual employees by Director	Proposed limited for appointment of contractual employees by Director
Rs.4,000/- per month	Rs.10,000/- per month

14. **Career Advancement Scheme (CAS) for Assistant Librarian, College Librarian**

The proposal for applying UGC's Career Advancement Scheme for Assistant Librarian in universities and colleges for the Scientist-B at the INFLIBNET Centre was approved by the Committee considering the fact that qualifications and working assignments of Scientist-B at INFLIBNET Centre and Assistant Librarian in universities are similar.

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Considering the fact that the Centre does not have a promotion policy for its staff, the GB constituted a committee consisting of the following members for evolving promotion policy for the scientists and staff of the Centre:

Shri M Moni, Dy.Director General, NIC, New Delhi	Chairman
Shri C K Shah, Admn.Officer (P&A), INFLIBNET Centre	Member
Shri Manoj Kumar K, Scientist-D (CS), INFLIBNET Centre	Member
Shri Ashok Kumar Rai, Scientist-D (CS), INFLIBNET Centre	Member

The Committee would submit its report to the next meeting of the Governing Board.

15. Implementation of CPF Scheme for the INFLIBNET Staff

The members noted that the UGC has already taken up the issue of providing GPF-cum-Pension scheme to the staff members of its IUCs. As such, the decision to implement CPF for the INFLIBNET Centre was deferred for the time being. It was resolved that the Centre would write to the UGC to extend the benefit of GPF-cum-Pension to its staff.

16. Revision of Stipend / Emoluments for all the Project Staff

The Committee considered the revised stipend/emoluments paid to the project staff and approved it with modifications as mentioned below:
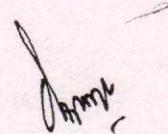
Sr. No.	Name of the post	Present Consolidated remuneration per month	Proposed consolidated remuneration by Committee per month	Approved by the G.B
1.	Project Officer (Computer/Library Science)	Rs.12, 000/-	Rs. 15,000/-	15,000/-
2.	Technical Assistant (Computer Science)	Rs.7, 500/-	Rs. 10,000/-	10,000/-
3.	Project Assistant (Computer Science)	Rs.5, 000/-	Rs. 8,000/-	7,000/-
4.	Trainee Office Assistant Cum Data Entry Operator	Rs. 3, 000/-	Rs. 5,000/-	4,500/-
5.	Technical Assistant (Library Science)	Rs. 7, 500/-	Rs. 10,000/-	10,000/-
6.	Project Assistant (Library Science)	Rs. 5, 000/-	Rs. 8,000/-	7,000/-

17. **Agreement with Google for Union Catalogue of Books**
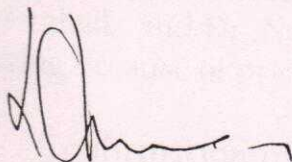
Writer to Google & OCLC.

After going through the agreement provided by the Google, the Committee approved signing of agreement with Google for the Union Catalogue of Books. However, the members advised that the Centre may endorse terms and conditions and ensure that the economic interest of the Centre are not hampered. As such, the clauses should be added to the present agreement with Google to ensure that no commercial use of the data provided by the INFLIBNET Centre is made. Moreover, Google should acknowledge that the data being displayed is being given by the INFLIBNET Centre.

The meeting ended with a vote of thanks to the Chair as well as to the members for their proactive support and participation.

(Jagdish Arora)
Director, INFLIBNET Centre

Minutes approved

(Prof. S K Khanna)
Chairman, GB & Building Committee
INFLIBNET Centre