

F. No. 12-2/2023-DL
Government of India
Ministry of Education
Department of Higher Education
Distance Learning Division

Room No. 206 – ‘C’ Wing, Shastri Bhawan
New Delhi – 110 001, Dated: 08.08.2023

OFFICE MEMORANDUM

Subject: Third party audit through software for the year 2022-23 in pursuance of DoP&T's O.M. dated 07.11.2019 - reg.

The undersigned is directed to refer to RTI Section's Office Memorandum No. M-11014/1/2021-RTI dated 17.07.2023, on the subject cited above and to state that with regard to point no. 3 of list of actionable points in the said O.M., the compositions, powers & functions of the Statutory Authorities/Committees/ Boards/ Councils of the Indira Gandhi National Open University (IGNOU) is attached herewith for kind information and necessary action at the end of RTI Cell.



(Partha Kansabanik)
Deputy Secretary to Government of India

To:

RTI Cell
(Kind Attention: Ms. Sumita Budhiraja, Under Secretary)
Ground Floor, Gate No. 6, Shastri Bhawan,
Department of Higher Education,
Ministry of Education, New Delhi - 110 001.

Statute 6A: The Board of Management

- (1) The Board of Management shall consist of the following members, namely.
 - (i) Vice-Chancellor;
 - (ii) Senior-most Pro-Vice-Chancellor;
 - (iii) Three employees of the University who shall be nominated by the Vice-Chancellor, of which one shall be from the Directors of Schools of Studies, and the other two from the teachers and other academic staff other than the Directors of Schools;
 - (iv) Five persons, who are not employees of the University, to be nominated by the Visitor, representing the following areas of specialisation:
 - (a) Two eminent educationists;
 - (b) One person from the non-formal/voluntary sector;
 - (c) One person representing Commerce/Industry; and
 - (d) One person representing learned professions.
 - (v) Two representatives of the Government of India, namely;
 - (i) Secretary, Department of Higher Education, Ministry of Human Resource Development (Ex-officio)/or his nominee; and
 - (ii) Secretary, Ministry of Information and Broadcasting (Ex-officio)/or his nominee; and
 - (vi) Three persons to be co-opted by the Board of Management from among the following:
 - (a) A Vice-Chancellor of a State Open University;
 - (b) One expert on Distance Education; and
 - (c) One person who has knowledge of, or experience in, media/Communication field.
- (2) Members of the Board of Management, other than ex-officio members, shall hold office for a term of three years. Provided, however, that persons nominated/appointed from the University shall hold office for a term of two years.
- (3) The term of office of members of the Board of Management shall commence from the date of appointment, or nomination, as the case may be.
- (4) Six members of the Board of Management shall form the quorum for a meeting of the Board.

Statute 7: Powers and functions of the Board of Management

- (1) The Board of Management shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (2) Subject to the provisions of the Act, the Statutes and the Ordinances, the Board of Management shall, in addition to the other powers vested in it under the Statutes have the following powers, namely:
 - (a) to create teaching and other academic posts and to define the functions and conditions of service of Professors, Readers, Lecturers and other teachers and other academic staff employed by the University;

- (b) to prescribe qualifications for teachers and other academic staff;
 - (c) to approve the appointment of such Professors, Readers, Lecturers and other teachers and academic staff as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
 - (d) to approve appointments to temporary vacancies of any academic staff;
 - (e) to specify the manner of appointment to temporary vacancies of academic staff;
 - (f) to provide for the appointment of visiting Professors, Emeritus Professors, Fellows, artists and writers and determine the terms and conditions of such appointments.
 - (g) to manage and regulate the finances, accounts, investments, property of the University and all other affairs of the University and to appoint such agents as may be considered fit;
 - (h) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with like power of varying such investment from time to time, provided that no action under this clause shall be taken without consulting the Finance Committee;
 - (i) to create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment thereto;
 - (j) to regulate and enforce discipline amongst the employees in accordance with the Statutes and Ordinances;
 - (k) to transfer or accept transfers of any immovable or movable property on behalf of the University.
 - (l) to entertain, adjudicate upon, or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved;
 - (m) to fix the remuneration payable to course writers, counsellors, examiners and invigilators, and travelling and other allowances payable, after consulting the Finance Committee;
 - (n) to select the common seal for the University and to provide for the use of such seal;
 - (o) to delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellors, Registrars, the Finance Officer or any other officer, employee or authority of the University, or to a committee appointed by it;
 - (p) to institute fellowships, scholarships, studentships; and
 - (q) to exercise such other powers and perform such other functions as may be conferred or imposed on it by the Act or the Statutes.
- (3) The Board of Management shall exercise all the powers of the University not otherwise provided for by the Act, Statutes, Ordinances and the Regulations for the fulfillment of the objects of the University.

Statute 9: The Academic Council

- (1) The Academic Council shall consist of the following members, namely;
 - (i) Vice-Chancellor - Ex-officio Chairman;
 - (ii) Pro- Vice-Chancellor (s) - Ex-officio Member(s);
 - (iii) Directors of Schools of studies - Ex-officio members;
 - (iv) Three Professors, three Readers and three Lecturers, other than Director of Schools of Studies, to be nominated by the Board of Management on the recommendations of the Vice-Chancellor on a rotation basis according to seniority;

Provided that while making these nominations, the principle of rotation among schools and also among disciplines within the Schools shall be taken into account;
 - (v) Librarian (*Ex-officio Member*)
 - (vi) Three Directors, other than the Director of Schools of studies, to be nominated by the Board of Management on the recommendations of the Vice-Chancellor;
 - (vii) Director, Academic Coordination Division shall be the Member- Secretary of the Academic Council.
 - (viii) Not less than ten persons who are not employees of the University, co-opted by the Academic Council for their special knowledge including representatives of employers' organisations, industries, trade and commerce, academic and professional organisation, communication field etc.. and
 - (ix) Two members from among the academics other than teachers, to be nominated by the Board of Management on the recommendations of the Vice-Chancellor.
 - (x) Such of the Registrar as is designated by the Board of Management shall be a Member. – (Ex-Officio)
- (2) The members of the Academic Council, other than ex-officio members, shall hold office for a term of two years from the date of their appointment or co-option, as the case may be.
- (3) Ten members of the Academic Council shall form the quorum for a meeting.

Statute 9 A: Powers of the Academic Council

Subject to the Act, the Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it under the Statutes, shall have the following powers, namely:

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation or research or improvement in academic standards;

Provided that all matters relating to research shall under the overall guidance and supervision of the Academic Council, be the responsibility of a Research Council whose functions and composition shall be provided in the Ordinances.
- (aa) 'The Research Council's is declared by this Statute as an 'authority of the IGNOU under Section 16 of the IGNOU Act.'
- (b) to consider matters of general academic interest either on its own initiative or on a reference from the Planning Board or a School of Studies or the Board of Management and to take appropriate action thereon; and
- (c) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, including discipline, Admissions, award of fellowships and studentships, fees and other academic requirements.

Statute 10: The Planning Board

- (1) The Planning Board shall consist of the following:
 - (i) Vice Chancellor;
 - (ii) Four persons to be nominated by the Vice-Chancellor from amongst the academic staff of the University;
 - (iii) Five persons, who are not employees of the University, to be nominated by the Visitor, one each representing the following sectors:
 - (a) Vocational/Technical Education;
 - (b) Media/Communication;
 - (c) Manpower Planning;
 - (d) Agriculture/Rural Development and allied activities; and
 - (e) Women's Studies.
 - (iv) Five persons, who are not employees of the University, to be nominated by the Board of Management, for their expertise, one each of the following areas of specialization:
 - (a) Management
 - (b) Learned Professions;
 - (c) Education;
 - (d) Distance Education; and
 - (e) Commerce and Industry.
 - (v) Such of the Registrar as is designated by the Board of Management shall be a Member. – (Ex-Officio)
 - (vi) Director, Planning & Development Division shall be the Member Secretary of the Planning Board.
- (2) All the Members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years;
- (3) It shall be the responsibility of the Planning Board to design and formulate appropriate programmes and activities of the University, and it shall, in addition, have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objects of the University:

Provided that in case there is any difference of opinion between the Planning Board and the Academic Council on any matter, it shall be referred to the Board of Management whose decision shall be final.
- (4) The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- (5) The Planning Board shall meet at such intervals as it shall deem expedient, but it shall meet at least twice in a year.
- (6) Six members of the Planning Board shall form the quorum for a meeting of the Board.

Statute 11: The Finance Committee

- (1) The Finance Committee shall consist of the following members, namely:
 - (i) Vice-Chancellor;
 - (ii) a Pro-Vice-Chancellor of the University, by rotation according to seniority;
 - (iii) a Director of School of the University by rotation according to seniority;
 - (iv) one person to be appointed by the Board of Management, from among its members other than an employee of the University;
 - (v) one person, who is not an employee of the University nominated by the Board of Management.
 - (vi) two nominees of the Visitor;
 - (i) Joint Secretary/Additional Secretary in the Ministry of Human Resource Development dealing with the subject matter of Indira Gandhi National Open University (Ex-officio), and
 - (ii) The Financial Adviser in the Ministry of Human Resource Development (Ex-officio).
- (1)(a) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but he shall not be deemed to be a member of that Committee.
- (2) All the members of the Finance Committee, other than the Vice-Chancellor, shall hold office for a term of three years from the dates on which they become members of the Committee.
- (3) Four members of the Finance Committee shall form a quorum for a meeting of the Committee.
- (4) The Finance Committee shall meet at least thrice a year to examine the accounts and scrutinise the expenditure.
- (5) All proposals relating to revision of grade, upgradation of the scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management.
- (6) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments, and thereafter submitted to the Board of Management within the overall ceiling fixed by the Committee.
- (7) The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed.

Para 1.2 of the Research Ordinance: Research Council

There shall be a Research Council, which subject to the overall guidance and supervision of the Academic Council, shall be responsible for the approval, planning, management, organization, evaluation and monitoring of Research Degree Programmes. It will also ensure implementation of Government of India Reservation Policy.

1.2.1 Subject to the provisions of the Act and Statutes and UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2016 and its amendments issued by UGC from time to time, the Research Council shall perform the following functions:

- (i) Management and administration of the research policy and research degree programmes of the University.
- (ii) Formulation of Guidelines for registration, supervision, programme design, curriculum transaction, evaluation and award of research degrees.
- (iii) Formulation of parameters for evaluating the Research Programmes of the University.
- (iv) Recognition of Research Supervisor on the recommendations of the discipline specific Doctoral Research Committee and concerned School Board.
- (v) To resolve disputes, if any, for determining which research areas/themes/topics are in the purview of a given School Board.
- (vi) Guidance and advice on research priorities and allocation of resources for research programmes.
- (vii) Delegation of any of these functions to the School Boards.
- (viii) Preparation of the consolidated reports on research activities of the University.
- (ix) Instituting grievance redressal mechanism and monitoring the matters pertaining to research in the University.
- (x) Formulation of code of discipline for Research Students.
- (xi) Constitution of Committee for Research Ethics.
- (xii) Institute fellowships/Scholarships for Research Degree Students.
- (xiii) To create its standing committee or any such other committees as it may deem fit for conducting research degree programme.
- (xiv) Any other work related to research, development and co-ordination delegated by Academic Council from time to time.

1.2.2 The composition of the Research Council shall be as follows:

- (i) The Vice-Chancellor shall be the Chairperson of the Research Council.
- (ii) Six eminent experts drawn from various domains, who are not employees of the University, nominated by the Vice-Chancellor. Out of these six Members, two Members will be one each from Board of Management and Academic Council.
- (iii) Senior most Pro-Vice-Chancellor entrusted with academic responsibilities. As and when found necessary, other Pro-Vice-Chancellors may be invited.
- (iv) Five Directors of Schools by rotation amongst Schools.
- (v) Eight teachers [3 Professors, 2 Associate Professors and 2 Assistant Professor (who are already Research Supervisors) and one academics (who meets the requirement of UGC as research supervisor) of IGNOU by seniority and by rotation] nominated by the Vice-Chancellor.
- (vi) Director/Head, Research Unit (RU)/Research Coordination Division (RCD) shall be the Member Secretary of the Research Council.

1.2.3. The term of the office of the members will be two years from the date of nomination.

1.2.4. The Research Council shall meet at least twice in a year. One third of the total membership shall form the quorum for the meeting.

Statute 10A: The Schools of Studies

- (1) The University shall have the following Schools of Studies, namely:
 1. School of Humanities;
 2. School of Social Sciences
 3. School of Sciences;
 4. School of Education;
 5. School Continuing Education;
 6. School of Engineering and Technology;
 7. School of Management Studies;
 8. School of Health Sciences;
 9. School of Computer and Information Sciences;
 10. School of Agriculture;
 11. School of Law;
 12. School of Journalism and New Media Studies;
 13. School of Gender and Development Studies;
 14. School of Tourism, Hospitality, Service Sectoral Management;
 15. School of Interdisciplinary and Trans-disciplinary Studies;
 16. School of Social Work;
 17. School of Vocational Education and Training;
 18. School of Extension and Development Studies;
 19. School of Foreign Languages;
 20. School of Translation Studies and Training;
 21. School of Performing and Visual Arts; and
 22. Such other Schools as may be set-up by the Statutes.
- (2) Every School of Studies, hereinafter called "School", shall have a Board, which shall comprise of the following:
 - (a) Director of the School - Chairman
 - (b) All Professors of the disciplines assigned to the School of Studies, as may be determined by the Academic Council, from time to time;
 - (c) At least four Readers/Lecturers assigned to the School, nominated by the Vice-Chancellor;
 - (d) Not more than four Professors/ Readers/Lecturers from disciplines not assigned to the School, nominated by the Vice-Chancellor; and
 - (e) Not more than five persons, who are not the employees of the University, co-opted by the Board for their specialised knowledge in any discipline assigned to the School or in any allied branch of knowledge.
- (3) All members of the Board, other than the ex-officio members, shall hold office for a term of two years. The term of members will commence from such date as may be notified.
- (4) Board of a School shall have the powers to perform the following functions:
 - (i) To organise developmental and research work in the School;
 - (ii) To approve the course structure of the academic programmes of the School, in accordance with the directions of the Academic Council, in pursuance of Statute 9 A, on the recommendation of the Expert Committee(s) constituted by it;
 - (iii) To approve the syllabus in accordance with the course structure on the advice of Expert Committee(s) nominated by the Director of the School;
 - (iv) To recommend to the Vice-Chancellor names of course writers, examiners and moderators for different courses on the proposal of the Director of the School

prepared in consultation with the Professors of the disciplines assigned to the School;

- (v) To formulate proposals for orientation programmes for course writers in collaboration with other Schools;
 - (vi) To formulate proposals for orientation programmes/summer Schools for tutors and counsellors;
 - (vii) To prepare general instructions for counselling to students for different programmes;
 - (viii) To review methodologies adopted for preparation of educational materials for the courses in the disciplines assigned to the School, to evaluate the educational material, and to make suitable recommendations to Academic Council;
 - (ix) To review, from time to time the courses already in use with the assistance of outside experts, if necessary, and to make such changes in the courses, as may be required;
 - (x) To review the facilities of the Study Centres and arrangements for Laboratory/field work periodically, as may be determined by the School;
 - (xi) To perform all other functions, which may be prescribed by the Act, the Statutes, the Ordinances and to consider all such matters, as may be referred to it by the Board of Management, the Academic Council, the Planning Board or the Vice-Chancellor; and
 - (xii) To delegate to the Director or to any other member of the Board or to a Committee such general or specific powers, as may be decided upon by the School, from time to time.
- (5) The Board shall meet, as and when necessary, but shall meet at least twice a year. One-third of the total membership of the Board shall form a quorum for a meeting of the School.

Statute 12: Selection Committees

- (1) There shall be Selection Committees for making recommendations to the Board of Management for appointments to the posts of Professors, Readers, Lecturers and other academic staff and heads of institutions maintained by the University.
- (2)(i) Each of the Selection Committees for appointment to the post of Professors, Readers, Lecturers and the academic staff shall consist of the following members, namely:
 - (a) the Vice-Chancellor;
 - (b) a Pro-Vice-Chancellor associated with the School/Division/Centre nominated by the Vice-Chancellor;
 - (c) a person nominated by the Visitor: and
 - (d) three experts not in the service of the University to be nominated by the Vice-Chancellor in such manner as may be specified in the Ordinances.
 - (e) Director of the School/Division/Centre concerned/Professor of the Discipline nominated by the Vice-Chancellor.
- (ii) The Selection Committees for the appointment of Registrars and Finance Officer referred to in Statutes 5(1) and 6(1) respectively, shall consist of the following members, namely:
 - (a) the Vice-Chancellor;
 - (b) a Pro-Vice-Chancellor to be nominated by the Vice-Chancellor;
 - (c) a person nominated by the Visitor;
 - (d) two members of the Board of Management nominated by it; and
 - (e) One person not in the service of the University nominated by the Board of Management.
- (3) The quorum for a meeting of a Selection Committee shall be four, which will include at least two experts in the case of the Selection Committee mentioned in Sub-clause (2)(i) of this Statute.
- (4) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.
- (5) If the Board of Management is unable to accept the recommendations made by a Selection Committee, it shall record its reasons for such non-acceptance and submit the case to the Visitor for final orders.