

Office of the Registrar
Mysore Viswavidyanilaya Karyasoudha
CRAWFORD HALL
Mysore - 5.

Subject:Memorandum of Understanding (MOU) entered into between the Consortium for Educational Communication, New Delhi, and the University of Mysore, Mysore - reg.

Reference:Proceedings of the First Meeting of the Board of Management of the AVRC, Mysore held on 17-11-1997 at Mysore.

- 2) Extract from the proceedings of the ordinary meeting of the Syndicate held on 24-3-1998.
- 3) This Office letter of even number dt 6th June 1998.
- 4) Letter No. AVRC/130/98-99 dt 13-6-1998 of the Director AVRC.

UNIVERSITY ORDERS NO.DV2/255(c)/89-90 DT 31-07-1998.

Pursuant to the approval of the Syndicate at its meeting held on 24-03-1998, the following administrative and financial powers are delegated to the Head of the Media Centre (Audio Visual Research Centre), Manasagangotri, Mysore, as per guidelines of the University Grants Commission subject to the various guidelines issued by the Commission and the University of Mysore, from time to time:

1. To sanction and incur expenditure on items in the approved budget including the following:
 - (1) Purchase of capital goods including production, research and office equipment, furniture, air-conditioning plants, power generators, and others, and on their operation, repairs and maintenance.
 - (2) Purchase of books, audio/video tapes, journals and magazines including subscriptions for them, binding charges, micro-filming of spoiled books and back volumes of journals, and related incidental expenses, etc.
 - (3) Purchase of consumables, stores, apparatus, chemicals, cloth, uniforms, etc.
 - (4) Services like water, electricity, telephone, telex, fax, computer facilities, electronic mail and network systems, insurance, etc. Direct telephone connections are to be provided in the office and the residence of Head of the Media Centre.

- (5) repair and period specific maintenance contracts for the service and maintenance of vehicles, equipment, etc.
- (6) Hiring of equipment, vehicles, taxis, production facilities/property, etc.
- (7) Printing, stationery, advertising in media, postage and telegrams, etc.
- (8) Hospitality, incidental expenses on visiting faculty, and technical and other personnel.
- (9) Overtime allowances to the Media Centre staff as per the University/Institution rules.
- (10) Medical costs as per the University/Institution rules.
- (11) Approval of the budget for individual programme production within the total budget allocation, and to sanction and incur expenditure thereof.
- (12) Repair and alterations in the civil works, maintenance and development of garden of the Media Centre compound.
- (13) Any other expenditure relevant to the functioning of the Media Centre.

2. To hire artists, commentators, subject experts, script writers, correspondents, editors, translators, researchers, and other free lancers and casual labour for the purpose of production of programmes and meeting the needs of the Media Centre, and sanction and pay them fees honorarium as per the guidelines issued by the Commission.

Explanation:

Persons employed in departments, other than the Media Centre, of the University/Institution are eligible for receiving the said fees/honorarium. However, persons directly associated in the day-to-day functioning of the Media Centre shall not be eligible for receiving this payment against production of programmes.

3. Assign production of programmes to outside agencies on contractual basis, and pay them fees as per the guidelines issued by the Commission.

: 3 : in consultation with the Vice-Chancellor

4. To make adhoc appointments of staff/for not more than 3 months at a time of all categories, as sanctioned for the Media Centre by the Commission, subject to the specified minimum qualifications and experience.
5. For selection/appointment of all categories of Media Centre staff, and subject to the terms and conditions laid down in the relevant guidelines, to:
 - (1) Prepare and approve the draft advertisement for inviting applications for the normal recruitment of all categories of staff as laid down in the guidelines relating to the staff matters, and to release the advertisement.
 - (2) Receive and process all applications for staff positions so advertised.
 - (3) Determine eligibility of applicants for calling them for interviews in consultation with the Chairperson and the Selection Committee.
 - (4) Make arrangements for holding the interviews which will include:
 - (a) Fixing up the date and time for interviews in consultation with the Chairperson of the relevant Selection Committee.
 - (b) Issuing notifications of the interviews to members of the Selection Committee, and eligible applicants
6. To specify, from time to time, the job requirements of all staff in the Media Centre.
7. To sanction leave to the Media Centre staff as per University rules.
8. To approve tour programmes and sanction resultant expenditure of all staff and also those on assignment, adhoc or casual basis. Where required, the tour expenses may be directly met by the Media Centre, and the staff allowed 25 per cent of the daily allowance. Further, wherever required, expenditure on air travel, local conveyance, communication, portage, etc., be approved on actual basis at the discretion of the Head of the Media Centre. In Case of Director, Chairperson of the Board of Management will sanction tour, etc., However, for travel/tours of all categories of staff will require approval of the Commission.

- . To organize seminars/workshops/conferences/refresher courses etc., as per the approved budget, and to incur all expenses related thereto, including travel and incidental expenses on resource and other personnel. This includes the power to fix and collect such fees deemed necessary in income-generating/self-supporting seminars, etc., and also to fix honoraria/remuneration and make payments accordingly to faculty and other personnel connected with such programmes organized by the Media Centre.
10. To permit Media Centre staff to attend academic and production oriented conferences, symposia, seminars, refresher courses, trade exhibitions, etc., and sanction and incur related expenses including travel.
11. To dispose off as scrap equipment machinery, furniture and such other materials that have out-lived their utility as per the University/Institution norms.
12. To dispose off old records as per the University/Institution norms.
13. To Sanction:
 - 1) Payment of advances against proforma invoices to parties for making purchases.
 - 2) Cash advances for making petty purchases for running various activities of the Media Centre.
 - 3) Festival or other such approved advances.
 - 4) Leave travel advances.
 - 5) Tour advances.
 - 6) Advances for attending conferences, seminars, symposia, workshops, refresher courses, trade exhibitions, etc.
14. To seek, accept invest and / or deposit donations/ financial assistance/ earnings from government, public/ private, national agencies received for the Media Centre, and sanction, incur and disburse expenditure from such funds/donations/earnings so received as per the guidelines thereof.
15. To manage and regulate the finances, accounts, investments, properties, etc., placed at the disposal of the Media Centre.
16. To fix, demand, and receive such fees and other charges (as regulated by the Commission guidelines) for services rendered by the Media Centre and / or its staff.
7. To administer funds placed at the disposal of the Media Centre for specific purposes.

18. In pursuance of effective exercise of the powers listed above, to open a savings/ current account in the name of the (name of the Media Centre i.e., Audio-Visual Research Centre or Educational Media Research Centre, as the case may be, followed by the name of the University/ Institution) with any nationalized Bank and Director/Officiating Director, Administrative Officer and Accounts Officer of the Centre be authorized to operate it as drawing and disbursing officer; and further to hold an imprest advance of up to Rs.10,000/-

BY ORDER

REGISTRAR.

cc

To:

1. The Director, Audio Visual Research Centre, MG, Mysore.
2. Dr. Pradeep Kaul, Joint Director, Consortium for Educational Communication, NSC Campus, Aruna Asaf Ali Marg, New Delhi 110 067.
3. Ms. Neelofar, Joint Secretary, IVC/Media, University Grants Commission, Bahadurshah Zafar Marg, New Delhi 110 002.
4. Sri R.K.Sharma, Under Secretary, University Grants Commission, 35, Feroz Shah Road, New Delhi 110 002.
5. The Finance Officer, University of Mysore, Mysore.
6. The PA to the Vice-Chancellor/Registrar, University of Mysore.
7. The Govt Auditor, University of Mysore, Mysore.
8. Office copy/spares.