

**Proceeding of the meeting with Registrars of the Universities, held on
29.06.2017 at 10:30 AM at Raj Bhavan, Patna.**

A meeting of Registrars of all Universities (except BAU & RAU) was convened on 29.06.2017 at 10:30 AM at Raj Bhavan, Patna. Principal Secretary to H.E. the Governor-cum-Chancellor, presided. The list of participants is enclosed at Annexure-I.

1. **Academic Calendar**

Registrars were once again directed to draw up an Academic Calendar of their University, covering all aspects concerning students education such as admissions, conduct of classes, examinations, declaration of results and distribution of degrees within time.

Universities were reminded of Chancellor's directions to hold their examinations timely and distribute degrees regularly during annual Convocation.

Status of Academic Calendar as submitted by Universities were as follows :-

PU, AKU, NOU, MMHAPU	up-to-date
MU	Six months behind
TMBU, BRABU, KSDSU	One year behind
BNMU	One and a half year behind
JPU	almost two years behind

Registrar were advised to consider increasing teaching hours, hold extra classes, engage classes during holidays to streamline academic calendar in a phased manner.

2. **Admissions**

Registrars PU, MU, LNMU, and NOU informed that they have adopted on-line procedure for admissions. Registrars of other Universities also informed that on-line admission process is in the process of being adopted.

All the Universities were requested to inform in writing about last dates of admission in Under-Graduate and Post-Graduate Courses and total number of students admitted in different courses. Universities were also requested to stick to this schedule not to consider admissions after the last date of admission.

Universities furnished following information regarding the last date of admission.

Last date of Admission

BNMU	10 July
BRABU	29.07.2017
KSDSU	21.07.2017
LNMU	20 July
MMHAPU	23.07.2017 / 30.07.2017
NOU	31.10.2017
AKU	Not given
JPU	30 June / 15 July
TMBU	Not given
PU	15 July
VKSU	15 July
MU	Not mentioned

M.U. and AKU were advised to inform updates at the earliest.

3. **Affiliated Colleges**

Considering the large number of complaints being received against Governing Bodies/Ad-hoc Committees of affiliated Colleges, including complaints of financial irregularity and administrative anarchy, Registrars were requested to undertake physical verification of all affiliated colleges. The objective was to ascertain whether they were violating terms of affiliation. Availability of land and faculty members, as per Statute, library facility, lab rooms, classrooms, sports facilities also needed to be looked into.

Registrars were asked to consider disaffiliation of those affiliated colleges if not being conducted as per the terms of affiliation and established rules.

4. **B.Ed. Colleges**

All Registrars except VKSU have informed that they have finalised the date of Common Entrance Test. Registrar VKSU was directed to declare the date of Common Entrance Test at the earliest.

It was noticed that gaps still exist in Universities regarding compliance of directions of the Chancellor for streamlining B.Ed. Colleges. Instructions regarding inspection of B.Ed. Colleges, meeting with management of private B.Ed. College, Aadhaar/EPF tagging of faculties are yet been complied.

In the meeting of Registrars on 25.07.2016, 30.09.2016 and 29.11.2016, it was decided that verification of B.Ed. Colleges should be undertaken in stages. To begin with, management of B.Ed. Colleges were to be asked to provide self-certified information about physical infrastructure, details of faculty along with their Aadhaar number or PAN Card details, EPF registration of employees, libraries and labs. This was to be then verified by the Universities.

In case of new Institutions, Universities were again advised to exercise utmost care and due diligence in inspecting such institutions for the purpose of granting affiliation. Particular care was to be paid to the issue of faculty, so that it would not be possible for any B.Ed. college to either provide details of non-existent faculty, or details of faculty working elsewhere and being shown on their rolls, or any other manner in which requirement of having adequate trained faculty was sought to be bypassed or avoided.

Universities were also directed to explore the possibility of starting B.Ed. Courses in constituent colleges of the University which have better infrastructure and faculty members.

Status of Common Entrance Test, as submitted by Universities were as follows :-

Sl. No.	Name of University	Date of Common Entrance Test
1.	BNMU, Madhepura	02.07.2017
2.	KSDSU, Darbhanga	18.06.2017
3.	MMHAPU, Patna	29.07.2017
4.	VKSU, Ara	Not Submitted
5.	TMBU, Bhagalpur	04.06.2017
6.	BRABU, Muzaffarpur	06.08.2017
7.	PU, Patna	09.07.2017
8.	MU, Bodh Gaya	03.07.2017
9.	LNMU, Darbhanga	28.05.2017
10.	JPU, Chapra	09.07.2017
11.	NOU, Patna	Not Submitted
12.	AKU, Patna	Not Submitted

The defaulting Universities were asked to take a decision soon.

5. Attendance

Universities were earlier directed by the Chancellor to ensure attendance of teachers for 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It was reiterated that as per statutes, Universities and its Constituent Colleges must observe at least 180 actual teaching days in a six day week.

The directions of the last meeting to send action taken report against absentees, number of show-cause notices issued and finally the Action Taken Report (ATR) needed full compliance. Universities were once again reminded for effective steps to ensure faculty attendance and action against defaulting teachers.

Regarding adoption of Biometrics System of attendance, MU, LNMU and JPU have informed that they would adopt it in the next ten days. Other Universities were also requested to comply with Chancellor's directions and ensure attendance of teachers.

6. Accounts and Audit

Universities and Colleges were once again reminded to update their accounts and enforce financial discipline

Status of updation of account of Universities as reported, were as follows:-

Sl. No.	Name of University	Completed upto
1.	BNMU, Madhepura	2015-16
2.	KSDSU, Darbhanga	NA
3.	MMHAPU, Patna	2015-16
4.	VKSU, Ara	2014-15
5.	TMBU, Bhagalpur	2015-16
6.	BRABU, Muzaffarpur	2014-15
7.	PU, Patna	NA
8.	MU, Bodh Gaya	2015-16
9.	LNMU, Darbhanga	2012-13
10.	JPU, Chapra	2015-16
11.	AKU, Patna	2016-17
12.	NOU, Patna	2016-17

Universities were advised to separately maintain Assets (Property registers of movable and immovable assets) and liability Registers. After the preparation of these registers, University are to prepare Income and Expenditure accounts and finally Balance sheet for audit. Adoption of double entry system for check and balance was also discussed.

Universities were directed to send Budgetary proposal to Department of Education by the end of October so that the Department is able to submit its budget proposal well within time. They were advised to convene meetings of statutory bodies with the October deadline in mind.

7. **Preparation of Calendar/Schedule of Senate/Syndicate election.**

Need for regular conduct of Syndicate, Senate, Academic Council and other Statutory bodies as per the Act and Statutes, was reiterated. Universities were told to prepare a Calendar by fixing dates of these meetings in advance, tentatively.

8. **Grievance Redressal Mechanism (GRM)**

For redressal of grievances at University level, it was reiterated that Universities fix a place for receipt of applications with time and place for hearing them. They were again asked to publish formation of Grievance Cells and names of Officers heading these Cells in newspapers and on their websites.

They were asked to prepare list of retired teachers/non-teaching employees in Chronological order without scope of manipulation and arbitrariness.

9. **Students Welfare**

Universities were requested to look into the problems of students and implement measures related to Student's Welfare. Proper upkeep of hostels, appointment of regular Wardens in hostel, eviction of unauthorized hostel occupants were stressed. Adoption of Digilocker for issuing forgery proof digital mark-sheets and certificates to students was also discussed. Issues related to timely conduct of exams and timely publication of result were highlighted. Registrars were requested to look into issues of pendency of result after its publication.

10. **Miscellaneous**

Issues related to large number of pending Court Cases, suggested conduct of vocational courses after or before regular college teaching hour, conduct of courses beyond the jurisdiction of University and also without Hon'ble Chancellor's approval, status of submission of Utilization

Certificates, extra-curricular activities like adoption of villages, NCC & NSS activities, blood donation camps, afforestation, Wi-Fi connectivity were also discussed. As discussed in past Vice-Chancellor meetings, Universities were asked to prepare list of faculty members who were on lien.

Taking into consideration the mushrooming of affiliated degree colleges in the State, the Principal Secretary requested the Registrars to re-advertise the list of all affiliated colleges under their jurisdiction so that students get information of valid courses before seeking admission. They were also asked to examine the infrastructure, verify teachers working in Teachers' Training Colleges.

The meeting ended with a vote of thanks.

Sd/-

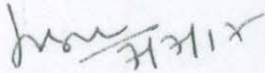
(Dr. E.L.S.N. Bala Prasad)
Principal Secretary to H.E. the Chancellor,
Universities of Bihar, Patna.

Memo No.- 24/2016- 2069/GS(I),

dated- 07-07-2017

Copy forwarded to:-

1. All the Vice-Chancellors / Registrars (except BAU & RAU) of Universities of Bihar for information and compliance of the resolution of the meeting.
2. Director, Higher Education / Additional Secretary, Department of Education, Government of Bihar for information and necessary action.
3. Computer Cell, Raj Bhavan, Patna for uploading on the website of the Governor's Secretariat / Guard file for record.


(Dr. E.L.S.N. Bala Prasad)
Principal Secretary to H.E. the Chancellor,
Universities of Bihar, Patna.