



**GOVERNOR'S SECRETARIAT, BIHAR**

RAJ BHAVAN, PATNA-800 022

Fax/Speed Post

Letter No.BSU(Meeting)-24/2016-2673/GS(I),

Dated-15-11-2016

From,

Ahmad Mahmood  
Officer on Special Duty (Univ.)

To,

The Registrar  
All the Universities of Bihar  
(Except RAU, Pusa and BAU, Sabour)

Sub:-

Meeting of the Registrars' of the Universities of Bihar scheduled  
on 29.11.2016 at 11:00 A.M in Raj Bhavan, Patna.

Sir,

With reference to the subject noted above, I am directed to inform that a meeting of the Registrars' of the Universities of Bihar is scheduled on 29.11.2016 at 11:00 A.M in Raj Bhavan, Patna. Copy of the Agenda item is enclosed herewith for ready reference.

You are requested to submit report positively by 21.11.2016 as per agenda. Kindly make it convenient to attend the aforesaid meeting positively.

Incl.- As above.

Yours faithfully,

*[Signature]* 15/11/16

(Ahmad Mahmood)

Officer on Special Duty(Univ.)

**Agenda for the meeting of Registrars scheduled on 29.11.2016**

1. B.Ed. – Details about

- **Status of implementation of Hon'ble High Court order dated 27.10.2016 on analogous petitions of different B.Ed Colleges.**
- Compliance of last meeting's direction to obtain EPF details of all faculty members in B.Ed institutions as well as other directions.
- Details of inspections of B.Ed Colleges done.
- Admission to B.Ed/M.Ed in University's Department or constituent Colleges.

Total seats and position of admission

Total No. of Govt. B.Ed. Colleges	Total no. of Seats		Total no. admitted	
	2015-17		2015-17	
	2016-18		2016-18	

  

Total No. of Private B.Ed. Colleges	Total no. of Seats		Total no. admitted	
	2015-17		2015-17	
	2016-18		2016-18	

2. Complete details of Courses being run in University or Colleges, without Chancellor's approval.

- Status of publication of advertisement in newspapers and University website regarding approval of lists of courses.
- Status of submission of list of Courses discontinued/withdrawn by University which were not approved by Hon'ble Chancellor/competent Authorities.

3. Daily attendance Report - Issues.

- Timely submission.
- Action against faculty reported as absent. Status of submission of fortnightly report
- Steps to verify reports of Colleges & Departments.
- Other measures.

4. Updation of Accounts + Audit.

- Years of Accounts Completed.
- Years of Accounts in Progress.
- Steps for conduct of Audit.
- Status of Submission of last page of cash-book.

5. Formation of Grievance Redressal Cell, Pension Cell and Welfare Cell.

- Please bring copy of Cell's formation order.
- Please submit details of meetings held and number of petitions disposed.
- Status of Retiral dues in following format.

Name of Retd. faculty member	Designation	Date of retirement	Group Insurance if any	GPF	Payments			Remarks, if any
					Leave encashment	Gratuity	Pension	

No. Name of Retd. non-teaching employee	Designation	Date of retirement	Group Insurance if any	GPF	Payments			Remarks, if any
					Leave encashment	Gratuity	Pension	

6. Regular conduct of Syndicate, Senate, Academic Councils and other Committees. Status of submission of calendar in advance, for meetings of Syndicate, Senate and Academic Council.
- Provide details of the Calendar in advance for such meetings.

7. (a) NAAC accreditation – Details required in the following format

Total No. of Colleges		No. of Colleges where NAAC accreditation done		Proposed date to complete NAAC accreditation in remaining colleges	
Constituent	Affiliated	Constituent	Affiliated	Constituent	Affiliated

- (b) Institution – wise (University or College) list of activities undertaken in preparation for NAAC inspection and the cost involved in each of them.

8. Status of Utilization Certificates Submission for all funds from
- State Government.
  - UGC.

9. Status of Election for Senate / Syndicate members.

10. Status of Academic Calendar.

- Admissions (UG level)

Session	Proposed date of admission	Actual date of admission
2015- 18		
2016-19		

- Exams and results

Session	Proposed dates of exam	Actual dates of exam	Proposed date of publication of result	Actual date of publication of result
2015- 18				
2016-19				

Convocations – Date of last convocation and years upto which Degrees have been distributed

Under Graduate -

Post Graduate -

11. Extra – Curricular Activities of University in

- Adoption of Villages
- NCC
- NSS
- Others / Blood Donation, afforestation, Wi-fi Connectivity, Solar Electrification.

12. Miscellaneous.