Letter No. BSU(Meeting)-14/2015-744/GS(I), Dated-11-05-2016

From,
Ahmad Mahmood
Officer on Special Duty (Univ.)

To,
Vice Chancellors
All Universities of Bihar
(Except RAU, Pusa, BAU, Sabour)

Sub:- Submission of compliance of meeting of 18.01.2016.

Sir,
In continuation to this Secretariat's letter No. BSU(Meeting)-14/2015-744/GS(I), dated 12.04.2016, I am directed to enclose herewith issues related to compliance of meeting of VCs & Pro VCs held on 18.01.2016 and important issues for discussion other than Agenda. You are requested to furnish status of compliance by 13.05.2016.

Yours faithfully,

(Ahmad Mahmood)
Officer on Special Duty (Univ.)
Compliance of Directions given in VC's meeting on 18.01.2016

I. Academic and Examination Calendar

Universities were directed to draw Academic and Examination Calendar. Universities were also advised to work in the direction of a Uniform Calendar for all the Universities.

Status Report Required about

(i) Whether University Calendar as envisaged in the previous VC's meeting has been prepared by the University? If so, the details thereof and If not, the reasons and the time by which Calendar is likely to be prepared.

(ii) Whether any initiative has been taken in the direction of adopting uniform academic calendar for all the Universities? If so, the details thereof and If not, the hurdles in implementing uniform Calendar.

II. Attendance

As per UGC instructions every faculty member is required to attend colleges at least 5 hours per day and 180 days of teaching in a year.

Status Report Required about

(i) Whether any system has been laid down to ensure mandatory attendance of faculty members? If so, the details thereof.

(ii) Whether any inspection was conducted by the University officials to check attendance in University/Colleges? If so, the details of the inspection conducted along with action taken on persons absent.

(iii) How does the University propose to enforce the system so that the faculty members are available for 5 hour every day on the campus.

NAAC

The Universities were directed to seek accreditation of University/Colleges from NAAC so that funding of Government of India is received for their growth/development.
**Status Report Required about**

(i) The details of the Constituent/Affiliated Colleges accredited till date in the University.

(ii) Action plan to complete NAAC accreditation for the rest.

**Disaffiliation of Colleges/discontinuation of Courses not duly approved.**

Several affiliated Colleges have been reported lacking in infrastructure. Hence, Universities were asked not to affiliate any College and keep a check on the quality of education imparted in affiliated Colleges.

Similarly, several courses are being run by Universities which are not duly approved. Accordingly, Universities were instructed to discontinue such courses from the next academic Session.

**Status Report Required about**

(i) How many Courses are being conducted for which approval of Hon’ble Chancellor has not been received.

(ii) Whether instructions have been issued for not admitting students in the Courses not duly approved. If so, the details thereof along with action taken thereon.

(iii) Whether the University has conducted any inspection of affiliated Colleges to ensure that they are running as per norms. Action taken thereon.

**Centre of Excellence**

Universities were directed to create at least one Centre of Excellence in each faculty of Arts, Science, Commerce, Law and Management. Universities were directed to post best faculty and provide infrastructure to such colleges.

**Status Report Required about**

(i) The details of Colleges identified for setting up Centres of Excellence for each faculty.

(ii) Whether requisite infrastructure has been created and faculty members posted in these Centres? If so, the details thereof and if not, the reasons, there for along with action taken thereon.

(iii) Whether any time limit has been laid down to increase Centres of Excellence in future in the University. If so, the details thereof and if not, how does the University propose to increase the network of Centres of excellence.
Semester System under Choice Based Credit System

University were to study the viability of semester system to introduce Choice Based Credit System.

Status Report Required about

(i) Whether the University is conducting any Courses under semester system? If so, the details thereof and if not, the reasons therefore and by what time the University is prepared to adopt the system.

(ii) Whether any study has been conducted for introduction of Choice Based Credit System? If so, the outcome thereof.

(iii) Please state suggestions of the University for adoption of the Choice Based Credit System in Universities/Colleges in a time bound manner.

Management Information System.

Whether website of University has been created and information regarding Academic Calendar, the faculty, programmes, examinations, results, etc. are being uploaded.

Status Report Required about

(i) Whether all constituent/affiliated Colleges have their own website? If not, any time frame has been laid down for these Colleges within which they are expected to have.

(ii) The status of creation of database of University and its Colleges and the time by which database is proposed to be created in all the Colleges.

(iii) Whether on-line admission faculty is being extended to students by Universities and Colleges? If not, the reasons therefore along with action aken thereon and time frame laid down to set up on-line faculty in University/Colleges.

Miscellaneous

(i) Whether the Universities have assessed vacancies of Faculty members in University/Colleges upto 31st March 2016 and submitted requisitions? If so, the details thereof and whether reservation roster has been followed in calculation of the vacancies.

(ii) Whether system of periodic revision of curriculum has been adopted by the University? If so, when was the curriculum last received and if not, the reasons therefor along with action taken thereon.
(iii) Whether e-learning facilities including e-library are available in the University/Colleges? If so, the details thereof and if not the action taken thereon.

(iv) Whether accounts of the Universities/Colleges are being maintained and audited regularly. If so, the year for which audit of accounts was last conducted in University/Colleges and the last year till which accounts are updated.

(v) Whether committees, such as Pension Committee, Students Committee etc. have been duly constituted? If so, the details thereof and if not, the reasons thereof and the time by which these are likely to be constituted.

(vi) The details of the Distance Education Centres set up by NOU, MMHA & PU in 240 Blocks of the State which do not Degree Colleges Centres proposed to be set up in.

(vii) Details of villages adopted by Universities and developments activities undertaken therein.

(viii) Extra-Curricular activities such as cultural, environmental, Social viz. adoption of villages etc. Whether extra-Curricular activities as proposed has been made part of the curriculum? If so, the details thereof along with the activities undertaken by Universities/Colleges during last three years. If not, the time by which University is likely to introduce them as part of Curriculum.
Issues for discussion with the Vice-Chancellors of the Universities on 14 May, 2016.

Attendance

As per the UGC guidelines, university has to ensure presence of faculty members in college for at least five hours daily and 180 days in a year.

Issues

a) steps taken to ensure attendance of faculty members in the university/colleges.

b) whether instances of faculty members' non-compliance have been reported to the University and if so, the action taken thereon.

Grievance Redressal Mechanism

In order to address grievances of staff, Grievance Redressal Mechanism is proposed to be established in each University as per the State's Litigation Policy. Bihar Government have already issued directions to universities in this regard.

Issues

a) Whether a Grievance Redressal Mechanism has been established in university and the constituent/affiliated colleges in accordance with the State's litigation policy. If so, the details thereof.

b) If not, then the details of the system being currently followed to address the grievance along with number of grievances on an average monthly received/disposed off by the university along with the method adopted to address these grievances.

c) Whether the available mechanism permits the aggrieved to appeal against such decision. If so, the number of aggrieved who appealed against their decision during each of the last three years.

University appointments & Transfers

Universities are not to make appointments to posts that require permission of the Hon'ble Chancellor, without the latter's approval. In several cases, it is felt that the same small number of individuals are appointed to different positions in rotation.
Issues

a) Details of the appointments made by the University to the various posts during last ten years (Education Dept. has already sought this information).

b) Whether prior approval of Hon'ble Chancellor was taken in the appointment of university officials; If not, the reasons therefor.

Lien of faculty members/ Inter university transfers

Some faculty members are on lien. It is necessary for the University to have a clear idea about them for HR planning purposes.

As per the Act, persons transferred from one university to another retain seniority.

Issues

a) Details with regard to faculty member on lien except public representatives.

b) The current provision regarding inter-university transfers are unfavorable to Universities located far away from Patna. Measures to address their problem.

Pay Verification Cell

The Govt. of Bihar had established a Pay Verification Cell to review the progress of pay verification in universities and colleges.

Issues

a) Whether the pay of all the employees of university/colleges have been verified.

b) If not, the details there of alongwith reasons therefor including the time by which pay is likely to be verified of all the employees of the university.

Faculty Recruitment Drive

Considering the large number of vacancies in universities/colleges, vacancies upto 2016 are to be calculated and requisition sent for recruitment.
Issues

a) Whether vacancies of teaching faculty in university/colleges upto 31st March, 2016 have been calculated and sent to Govt. of Bihar; If so, the details thereof.

b) If not, the reasons therefor alongwith the time by which the university/colleges are likely to submit their requirement to the Govt.

c) Whether roster system has been followed in calculating the university vacancies?

d) If so, the details of vacancies, category-wise

Accounts

The sources of funding for the University are grants, fees etc. The university/colleges are required to maintain accounts with regards to funds generated and spent.

Issues

a) The current status of the accounting system in the university/colleges.

b) Whether accounts of Universities/Colleges have been audited? If so, the details thereof.

c) Whether any Chartered Accountants have been engaged for the preparation of Accounts? If so, the details thereof.

Student credit card:

Govt. of Bihar proposes to give credit cards to all students with the credit facility upto of Rs. 4 Lakh.

Issues

a) Strategy made to ensure that the students use credit facility for education in the state of Bihar and to stop exodus of students from the state.

b) Whether there is any proposal to revise the fee structure in the light of credit facility given to students? If so, the details thereof.
B.Ed courses

Universities have affiliated several colleges for B.Ed courses. There have been reports that admission are being given without conducting entrance test. Several colleges do not have requisite faculty resources.

Issues

a) Steps taken to ensure transparency in the admission process of B.Ed courses.

b) Whether inspection is being conducted to ensure that B.Ed colleges have requisite infrastructure including competent faculty? If so, institutes found lacking infrastructure, etc and action taken thereon.

Monitoring of Building Projects of the University

Funds are received by Universities from UGC, State Govt., Ministry of Human Resources Development, Govt. of India etc. for taking up infrastructure projects.

Issues

a) Whether the University has received funds for undertaking various projects of the university during last three years; If so, the details thereof, source/ project wise.

b) Whether work of the projects has been undertaken as per the terms and conditions laid down by the funding authority; If so, the status thereof.

c) Whether the university has established any monitoring mechanism for these projects; If so, the details thereof.

d) Whether any terms and conditions laid down with respect to execution of projects has been violated; If so, the details thereof alongwith action taken thereon.

e) Whether any instance of misutilization / under utilization/ diversion of funds has been reported to the university in case of the projects undertaken by the University; If so, the details thereof alongwith action taken thereon.

Miscellaneous

i) Details of the activities under taken by NCC, NSS, in the University/colleges.

ii) Tata Institute of Social Sciences proposes to conduct pre-Ph.D work in the Universities of Bihar-University interested in undertaking such work may give their confirmation.

iii) Details of socially-relevant community outreach programmes conducted by University, such as promoting anti-tobacco awareness.

iv) Details of installation of CCTVs in examination centre.