

**Proceedings of the meeting of officers of BRABU, Muzaffarpur,  
under the Chairmanship of Hon'ble Chancellor  
held on 15.05.2019 at 12.30 PM at Raj Bhavan, Patna.**

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**Present - As per Annexure**

A meeting of all the officers of BRA Bihar University, Muzaffarpur was convened under the Chairmanship of Hon'ble Chancellor on 15.05.2019 at Raj Bhavan, Patna. Principal Secretary to Hon'ble Chancellor welcomed Vice-Chancellor and all the participants on behalf of Hon'ble Chancellor. He stressed on following points;

- I. Rectification and removal of shortcomings in the functioning of University. Controlling the elements hampering the functioning of the University, in a transparent manner.
- II. Bringing about transparency in the functioning of the University.
- III. Adoption of online system for distribution / delivery of degree, marks-sheet and migration certificates.
- IV. Adoption of UMIS and online admission system from the current academic session.
- V. Submission of IIQA and SSR within time limit for NAAC accreditation.
- VI. Timely payment of retiral dues, including Leave Encashment, regular conduct of Pension Adalat and timely issue of 'No Dues' Certificate.
- VII. Recruitment of Guest faculty to overcome shortage of teachers in a time-bound and rule-bound manner.

VIII. Disposal of remanded cases from Raj Bhavan.

IX. Monitoring of attendance of teachers on the basis of Biometric Attendance System.

After the initial remarks of Principal Secretary, **Hon'ble Chancellor** in his Presidential address stressed on the following shortcomings of the University;

I. Hon'ble Chancellor expressed his displeasure at University not being able to distribute four thousand original degrees of students within timeline, despite clear cut instruction.

II. Insensitive officers who were not issuing "No Dues" Certificate to 115 retired teachers and non-teaching staffs of the University.

III. University has failed to appoint 857 Guest Faculty against vacant sanctioned post of the teachers, which was causing great academic loss to the students.

IV. Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR) of several colleges have not been submitted for NAAC accreditation.

V. Hon'ble Chancellor directed Vice-Chancellor to take immediate steps for implementation of UMIS and ensure adoption of online admission system in all Under-graduate and Post-graduate courses from the current Academic session.

**VI. He directed Vice-Chancellor to take appropriate disciplinary action against the persons responsible for not submitting IIQA and SSR despite repeated instructions and guidance from Chancellor's Secretariat.**

After the address of Hon'ble Chancellor, Agenda-wise, following points were discussed;

1. **Status of Certificate distribution :-** It was found that pending original degrees of four thousand students have not yet been distributed. Vice-Chancellor assured that all the degrees would be distributed within a week.

It was decided to start online system for application and distribution of degrees, mark sheet and migration certificate, so that, the principle of "First come, First serve" was followed. Submission of manual application form for distribution of degrees must be avoided.

2. **Adoption of UMIS / Online Admission System:-** Vice-Chancellor, BRABU, Muzaffarpur said that for admission in Post-graduate courses, online admission process would be initiated from 16.05.2019 and in the Under-graduate courses, it would be started / finalized in a month's time. It was decided to introduce online admission process in Under-graduate courses by 25.05.2019.

3. **Status of Pending Examination:-** University was requested to complete pending examinations of 2016-19 and 2017-20 session of Under-graduate course and 2016-18 session of Post-graduate course, at the earliest.

4. **Status of recruitment of Guest Faculty:-** A total of 857 vacant sanctioned post of teacher was to be filled up. University was requested to complete the process of recruitment and engagement of Guest Faculty as per the requirement, within a fortnight.

5. **NAAC accreditation of colleges:-** It was found that 8 premier colleges of the University, including MJK College, Bettiah, RDS College, Muzaffarpur, RBBM College, Muzaffarpur, MS College, Motihari, Jeewachh College, Motipur, Samta College, Jandaha and RSS Mahila College, Sitamarhi have neither submitted IIQA nor SSR for NAAC accreditation. **It was resolved to initiate appropriate disciplinary action against the persons / officials responsible for not submitting IIQA and SSR within time limit.**

6. **Monitoring of Biometric Attendance System:-** The report of the University suggested that 23 colleges have not yet installed Biometric Attendance System.

University was requested to ensure installation of the Biometric Attendance System and monitoring attendance of the teacher and staffs on the basis of Biometric Attendance machine.

7. **Status of payment of retiral dues, including Leave Encashment / Conduct of Pension Adalat, particularly action taken on issue of 'No dues' certificate :-** It was found that 'No Dues' Certificate of 115 teaching and non-teaching staff was not issued despite several instructions. It transpired, in the meeting, that Finance Officer of the University had created unnecessary hurdles in disposal of retiral dues including Leave encashment. Vice-Chancellor, BRABU, Muzaffarpur had also reported against the poor conduct of Finance Officer. **It was resolved to take appropriate action against the Finance Officer of the University in the matter.**

