

**Proceedings of the meeting of officers of Munger University, Munger  
held on 07.12.2018 at 12.30 P.M. at Raj Bhavan, Patna under the  
Chairmanship of Hon'ble Chancellor**

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**Present- As per the Annexure.**

A meeting of all the officers of Munger University, Munger was convened under the Chairmanship of Hon'ble Chancellor on 07.12.2018 at 12.30 PM 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 reviewing progress of each and every section of the University. He suggested that Vice-Chancellor should review the working of his subordinates offices in the same way as Hon'ble Chancellor is reviewing the working of University. University may lag behind without proper evaluation of every section of University. He stressed on the following points ;

- I. Inspection of Colleges, at regular intervals by senior officials of University and removal of shortcomings found during inspection.
- II. Engagement of Guest Faculty, as per the norms, against sanctioned post of teachers, as soon as possible.
- III. Implementation of University Management Information System (UMIS), by 15<sup>th</sup> January 2019, so that it may be implemented from the next Academic Session.
- IV. Apportionment of staff and distribution of assets and liabilities with TMBU, Bhagalpur, as decided in the meeting with State Government.
- V. NAAC Accreditation of all Colleges by June, 2019 . For NAAC Accreditation, Self Study Report (SSR) and Internal Quality

Assessment Report (IQAR) should be submitted for all the Colleges as per prescribed time-line.

- VI. Strict adherence to Academic and Examination Calendar.
- VII. Regularization of Financial management and updation of University Account. After the initial remark of Principal Secretary, following issues were discussed.

### **1. Pension Adalat**

- a. Vice-Chancellor, Munger University, Munger was requested to conduct Pension Adalat at regular intervals.
- b. Detail list of teaching and non teaching employees retiring up to March, 2019 should be prepared. Details of payment for the employees who are retiring in next six months should be computed.
- c. Retiral benefits like Pension, Gratuity and Insurance, should be paid to employees on the day of retirement.
- d. The data of retiring employees ought to be digitized.
- e. Future liabilities, on account of retirement of employees, should be reported to Government, for allocation of fund.
- f. All process for payment of retiring employees should be completed three months in advance to minimize the harassment of employees.
- g. If payment not done on the day of retirement, the reason must be explained.

### **2. NAAC Accreditation of Colleges**

- a. Every college and University should strive for NAAC Accreditation by 2019.
- b. University should submit error free SSR and IQAR by 31<sup>st</sup> March, 2019 for all the colleges.
- c. Timelines should be finalized for NAAC Accreditation by convening meeting with Principals.



- d. University should submit college wise report about the progress of NAAC Accreditation.
- e. University was reminded that no funds will be given to non-NAAC Accredited colleges by UGC, RUSA, State Government and other funding agencies..
- f. Nodal officer should review and submit report for NAAC Accreditation every month and send a report to the Chancellor's Secretariat.

### **3. Inspection of Colleges, especially B.Ed. College.**

- a. During the inspection, attendance of principals and teachers in addition to students, should be checked.
- b. Special focus should be on updation of cashbook, unadjusted vouchers and advances.
- c. Rationalization of posting of teachers may be done.
- d. Maintenance of proper Teachers-Students ratio should be done.
- e. Status of Girls toilet and girls common room
- f. Installation of Biometric Attendance System, Wi-fi and CCTV camera. Attendance of teachers should be monitored on the basis of Biometric Attendance System.
- g. Inspection and videography of those B.Ed. Colleges which are not fulfilling the conditions of affiliation and not uploading photographs on B.Ed. Apps should be done on priority.
- h. Special focus of enriching library and making laboratory operational.
- i. Uniformity in fee structure of colleges should be ensured.
- j. Continuation of plantation drive i.e. **"Har Parisar, Hara Parisar"**
- k. Transparency in admission process should be brought about.
- l. Unauthorized capitation fee should not be charged from students for admission in any circumstances.

#### **4. Engagement of Guest Faculties**

Vice-Chancellor, Munger University, Munger was requested to complete engagement of Guest Faculty at the earliest to overcome shortage of teachers and streamline class room teaching. He was also requested to submit the requirement of funds to State Government, for engaging Guest Faculty.

University was requested to submit information in following format by 14<sup>th</sup> December, 2018.

Sl.No.	Total number of sanctioned post of Teachers	Total vacancy of Teachers	Stages of completing engagement of Guest Faculty as per requirement.				
			Roster clearance	Date of advertisement	Last date of submission of application	Total number of Guest Faculty engaged	
			Yes/No				

#### **5. Adoption of UMIS**

In the last meeting of Vice-Chancellors on 27.09.2018, under the Chairmanship of Hon'ble Chancellor, it was decided to implement a Uniform University Management Information System in all the Universities before the commencement of next Academic Session 2019-20. It was also decided that Department of Education would allocate Rs. 10 Lacs to each University as Seed Money for implementation of UMIS.

It was requested to complete the process of implementation of UMIS by 15<sup>th</sup> January 2019. University was requested to furnish information in following format by 14<sup>th</sup> December, 2018.

Sl. No.	Name of University	Date of finalization of Request for Proposal (RFP)	Date of issue of RFP	Last Date of Submission of Tender	Proposed date of Meeting of Tender/Evaluation Committee, for considering RFP	Date of implementation of UMIS

