

## **30. STATUTES ON FORMATION OF STANDING COMMITTEES**

[ Governor's Secretariat, Bihar No.BSU 25/84-3965-GS(1)

the 20th Dec.,1986

From,

Sri P.K.Chatterji, Deputy Secretary to the Governor, Bihar.

To

The Vice-Chancellor, Patna University, Patna; Bihar University, Muzaffarpur; Bhagalpur University, Bhagalpur; Magadh University, Bodh Gaya; Ranchi University, Ranchi; L.N.Mithila University, Darbhanga; K.S.D. Sanskrit University, Darbhanga.

**Subject :—Statutes** regarding constitution of Committees in the Universities.

I am directed to invite a reference on the above subject and to say that the Chancellor, on the advice of the Inter-University Board and State Government, has been pleased to approve the following Statute under Section 5(2) of the Bihar Inter-University Board Act, 1981 for implementation in your University :-

### **Statute regarding formation of Committees**

There shall be the following Standing Committees in the University :-

- (a) Affiliation and new teaching programme Committee
- (b) Post creation, absorption and confirmation Committee (for teachers and officers)
- (c) Approval, seniority and pay fixation Committee
- (d) Promotion Committee (Officer & non-teaching staff)
- (e) Students' residence and Welfare Committee
- (f) Scholarship and Stipend Committee
- (g) Study Leave Committee
- (h) Equivalence Committee
- (i) Statutes Committee
- (j) Library Committee
- (k) Building Committee
- (l) Purchase and Sales Committee
- (m) Press Committee
- (n) Discipline Committee
- (o) Admission Committee
- (p) Students Discipline Committee
- (q) Academic Calendar Committee
- (r) Sports Committee

2. The composition, powers and functions of these Committees shall be as follows :-

#### **(a) Affiliation & new teaching programme Committee**

The Committee may consist of the following :-

- (1) The Vice-Chancellor-Chairman
- (2) Deans of Faculties concerned
- (3) Two representatives of the Syndicate
- (4) Two representatives of the Academic Council

(5) The Co-ordinator, College Development Council

6) The Senior Inspector of Colleges—*Member Secretary*

The following shall be the powers and functions of the Committee :—

- (i) To scrutinize the applications for grant of fresh affiliation or extension of affiliation to colleges and to make its recommendations.
- (ii) To scrutinize the applications for starting new teaching programmes in Constituent Colleges or P.G. Departments and to make its recommendations.
- (iii) To recommend the names of Inspectors for inspection of the colleges and the departments for the above purposes.

**(b) Post creation, absorption and confirmation Committee**

The Committee shall consist of the following :-

1. The Vice-Chancellor-Chairman
2. The Pro-Vice-Chancellor
3. One senior Principal to be nominated by the Vice-Chancellor
4. One senior Head of the University department to be nominated by the Vice-Chancellor
5. The Director, Higher Education, Government of Bihar, Patna
6. Two members to be nominated by the Syndicate
7. The Registrar—*Member Secretary*

The following shall be the powers and functions of the Committee:—

- (i) To consider the need for creation of new posts of teachers and officers and to make its recommendations.
- (ii) To consider the cases of absorption of temporary teachers and officers (other than the purely temporary lecturers) for absorption in permanent service of the University and to make its recommendations.
- (iii) To consider the cases of teachers and officers and to make its recommendations for their confirmation.

**(c) Approval, seniority and pay fixation Committee**

The Committee shall consist of the following:-

1. The Vice-Chancellor-Chairman
2. The Pro-Vice-Chancellor
3. Three members to be nominated by the Vice-Chancellor
4. Two senior teachers to be nominated by the Vice-Chancellor
5. One member to be nominated by the Finance Committee
6. The Registrar—*Member Secretary*.

The following shall be the powers and functions of the Committee:—

- (i) To consider the cases and to make its recommendations for approval of appointments made in affiliated colleges.
- (ii) To consider representations and to make its recommendation in regard to seniority in respect of teachers and officers of the University.
- (iii) To consider the cases and to make its recommendation for fixation of pay of teachers, officers and other employees of the University.

**(D) Promotion Committee**

The Committee shall consist of the following:—

1. The Vice-Chancellor-*Chairman*
2. The Pro-Vice-Chancellor
3. Two members to be nominated by the Syndicate
4. The Registrar-*Member Secretary*

The Committee shall consider the cases and make its recommendations for promotion of officers and other non-teaching staff of the University.

**(e) Student's Residence and Welfare Committee**

The Committee shall consist of the following:—

1. The Vice-Chancellor-*Chairman*
2. Four Deans of Faculties to be nominated by the Vice-Chancellor
3. Two senior Principals to be nominated by the Vice-Chancellor
4. The senior most Warden –
5. Two members to be nominated by the Syndicate
6. The Dean, Student's Welfare-*Member Secretary*

The Committee shall look after the management and maintenance of Students' residence and make its recommendations for their proper up keep including the appointments of Warden, Superintendents, Assistant Superintendents and other staff. The Committee may also look after the other welfare activities of students.

**(f) Scholarship and Stipend Committee**

The Committee shall consist of the following:-

1. The Vice-Chancellor-*Chairman*
2. The Pro-Vice-Chancellor
3. The senior most Dean of Faculty
4. One senior most Principal
5. A senior teacher to be nominated by the Vice-Chancellor

The Committee shall examine the castes of Students for award of scholar-ships and stipends by the University and take such steps as may be necessary for timely disbursement of scholarships and stipends.

**(g) Study Leave Committee**

The Committee shall consist of the following:-

1. The Vice-Chancellor-*Chairman*
2. Deans of the Faculties of Humanities, Social Sciences and Commerce
3. Two members to be nominated by the Syndicate
4. Two members to be nominated by the Academic Council
5. The Registrar-*Member Secretary*

The Committee shall consider the applications of teachers and make its recommendations for grant of Study Leave.

**(h) Equivalence Committee**

The Committee may consist of the following:-

1. The Vice-Chancellor-*Chairman*
2. The Pro-Vice-Chancellor
3. Two Deans of Faculties
4. Two Heads of University Departments (as are not Deans of Faculties) to be nominated by the Vice-Chancellor
5. The Registrar-*Member Secretary*

The Committee shall scrutinise the cases for giving equivalence to the examinations conducted by other Universities/autonomous Institutions and make its recommendation for consideration of the Academic Council.

**(i) Statutes Committee**

The Committee shall consist of the following:—

1. The Vice-Chancellor-*Chairman*
2. Two members to be nominated by the Vice-Chancellor

3. Three teachers to be nominated by the Vice-Chancellor
4. The Registrar-*Member Secretary*

The Committee shall prepare draft Statutes, Ordinances, Regulations and Rules of the University and amendments relating thereto, take steps for printing of University Calendar containing laws of the University and consider proposals for making amendments in the Statutes, Ordinances, Regulations and Rules of the University and make its recommendations.

**(j) Library Committee**

The Committee shall consist of the following:—

1. The Vice-Chancellor-*Chairman*
2. All Deans of Faculties
3. Two Senior University Professors to be nominated by the Vice-Chancellor
4. The University Librarian-*Member Secretary*

The Committee may look after the proper maintenance and management of the University Library including purchase of books, periodicals, journals etc.

**(k) Building Committee**

The Committee shall consist of the following :-

1. The Vice-Chancellor-*Chairman*
2. The Financial Adviser
3. The Superintending Engineer, P.W.D.
4. One member to be nominated by the Syndicate
5. One member to be nominated by the Finance Committee
6. The Co-ordinator, College Development Council
7. The Registrar
8. The University Engineer-*Member Secretary*.

The committee shall consider all matters relating to location and construction of new buildings in University and Colleges and repair and maintenance of existing buildings. It shall also consider tenders received for such construction repairs and make its recommendations.

**(l) Purchase and Sales Committee**

The committee shall consist of the following :—

1. The Vice-Chancellor-*Chairman*
2. The Financial Adviser
3. Three members to be nominated by the Syndicate
4. The Finance Officer-*Member Secretary*

The Committee shall consider annual requirements of University's stores including Examination stores, shall open and consider tenders and the samples and makes its recommendations for purchases to be made from time to time.

The Committee shall conduct auction and make arrangement for the sale of saleable articles or for settlement of land, orchards etc. of the University Estate.

**(m) Press Committee**

The Committee shall consist of the following :—

1. The Vice-Chancellor-*Chairman*
2. Two members to be nominated by the Syndicate
3. Three senior teachers to be nominated by the Vice-Chancellor
4. The Superintendent of the Government Press, Patna or local, if there be one.
5. The University Press Superintendent/Manager-*Member Secretary*

The Committee shall look after the management, maintenance and functions of the University Press including purchases to be made for the Press.

**(n) Discipline Committee (for teachers, officers and other staff of the University).**

The Committee shall consist of the following :-

1. The Vice-Chancellor-*Chairman*
2. The Pro-Vice-Chancellor
3. Three members to be nominated by the Syndicate
4. One senior most teacher amongst the Deans of Faculties
5. The Proctor

6. The Registrar-Member Secretary The Committee shall consider all cases of indiscipline on the part of teachers, officers and other staff of the University and make its recommendations for decision by the authorities concerned.

**(o) Admission Committee**

The Committee shall consist of the following :-

1. The Vice-Chancellor-Chairman
2. The Pro-Vice-Chancellor
3. Three senior Deans of Faculties to be nominated by the Vice-Chancellor
4. Two Heads of University Departments to be nominated by the Vice-Chancellor
5. Two Principals of Colleges nominated by the Vice-Chancellor
6. The Dean, Students' Welfare-Member Secretary

The Committee shall consider the cases for admission of students in the University Departments and Colleges, consider amendments to the Rules of admission and take such steps as may be necessary to ensure admission according to rules on general and reserved seats.

**(p) Students Discipline Committee**

The Committee shall consist of the following :--

1. The Vice-Chancellor
2. The Pro-Vice-Chancellor
3. The-senior most Dean of Faculty

4. The senior most Warden

5. The Heads of University Departments nominated by the Vice-Chancellor
6. One Principal of the College located at the University headquarters nominated by the Vice-Chancellor
7. The Dean Students Welfare
8. The Proctor-*Member Secretary*

The Committee shall examine and consider all cases of indiscipline on the part of students and make its recommendations.

**(q) Academic Calendar Committee**

The Committee shall consist of the following:-

1. The Vice-Chancellor
2. All Deans of Faculties
3. Two Heads of University Departments to be nominated by the Vice-Chancellor
4. Two senior Principals to be nominated by the Vice-Chancellor
5. The Dean, Student's Welfare-Member Secretary

The Committee shall prepare University Academic Calendar each year for the full duration of the course in respect of the students to be admitted in following academic session. The academic calendar should contain the date of starting the teaching, the courses to be covered in each area of each academic year and the dates of University examinations.

**(r) Sports Committee**

The Committee shall consist of the following :—

1. The Vice-Chancellor
2. The Pro-Vice-Chancellor
3. The Director Prof-in-Charge of Sports

4. Two Heads of University Departments to be nominated by the Vice-Chancellor

5. Two Principals of colleges of whom one Principal of a Women's College, to be nominated by the Vice-Chancellor.

The Committee shall look after all the works relating to development and holding of games or sports in the University and Colleges.

The term of membership of the Committee other than ex-officio members may be three years from the date of their nomination provided that a member nominated as a representative of any body, shall be deemed to vacate office with effect from the date on which he ceases to be the member of that body.

(i) The Vice-Chancellor may, if he so desires, authorise the Pro-Vice-Chancellor or a Senior Dean of a Faculty to preside over any meeting of any Committee, as and when so needed.

(ii) The Registrar may, if he so desires, authorise any other officer of the University to act as Member Secretary of any meeting of any of the Committees in which he is the Member Secretary.

**NOTE.**—The provision of the Committee mentioned in (a) will not apply to Patna University and in the Committee mentioned in (k), the words "The Co-ordinator College Development Council" shall be deemed to be omitted. Further action in the matter may be taken accordingly.

•