



[Estd. 1917]

पटना विश्वविद्यालय
PATNA UNIVERSITY
[Internal Quality Assurance Cell (IQAC)]

Ref. No. एसी/आर/1376

Dated. 27-06-19

To
The Heads of the Departments, Patna University, Patna
The Directors of Institutes/ Centers, Patna University, Patna
The Principals of Colleges, Patna University, Patna

Subject: Providing STUDENTS SUPPORT.

Sir/Madam,

You are aware that the new academic session will commence on 1st July, 2019. You are therefore, requested to provide conducive environment inside the premises for all round development of the students and particularly to the fresher. In this context it is suggested that the following facilities be set up/ appropriate arrangements be made in the college/ dept./centre.

1. Help Desk (Admission)

Shortlisted candidates should be properly guided and helped in so that each one of them chose right combination of subjects. Appropriate arrangements be made to sort out any other problem faced by them.

2. Induction Meet

Induction meet should be conducted before the commencement of classes. Students should be told about the profile/objective/vision/mission of the institution/ department/ centre. They should be explained clearly about the salient feature of the ordinance and regulation of the course, sent up rules, attendance requirements etc.

3. Student-Teacher-Parent (STP) Meet

A STP meet should be conducted within one month of the commencement of classes to ensure greater involvement in academic/ non academic activities of their wards. The parent/guardian should be informed/ invited by post. Record of attendance of Parent/Guardian and deliberations should be well documented with photographs.

4. Counselling Cell

A Counselling cell be constituted with four teachers, so that they provide proper counselling to students on issues related to **academic/psychological/ behavioral/ discipline etc.**

5. Soft-skill Development

Exposer on Etiquette, Ethics, Personality development, Communication competency, Gender sensitization, Computer Literacy be given.

6. Anti-Ragging Cell (As per the latest U.G.C. Guideline)

7. Placement and Counselling Cell for career development

8. Availability of safe drinking water and clean toilets be ensured.

You are further requested to submit 'Action Taken Report' within 30 days from the commencement of classes.

By the order of Vice Chancellor

Registrar
Patna University, Patna

dated. 27-06-19

Memo no. एसी/आर/1377

Copy to- 1. IQAC, P.U. 2. All officers, Patna University, Patna, 3. Secretary to Vice-Chancellor, Patna University, Patna, 4. P.A. to Pro Vice Chancellor, Patna University, Patna, 5. P.A. to Registrar, Patna University, Patna, 6. Coordinator, NAAC, P.U., 7. Incharge PUCC for uploading on the website.

Registrar
Patna University, Patna

