



# Patna University, Patna

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 Ashok Rajpath, Patna, 800005  
 Phone: 0612-267-8008  
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## MANUAL -8

### A statement of boards, council, committees and other bodies constituted (Section 4(1) (b) (viii))

1	2	3	4
Sr. No.	Name of the address of the body	Main functions of the body	Constitution of the body
1.	The Senate	<p>Subject to the provisions of this Act and Statutes, the Senate is the supreme governing body of the University, and exercises control over all the affairs and properties of the University and exercise all such powers as are not otherwise specified by this Act.</p> <p>The following are the function of senate :</p> <p>(a) of making the Statutes an amending of repealing the same :</p> <p>(b) of considering the Statutes and the Regulations, and amending or repealing the same :</p> <p>(c) of passing resolution after having considered the annual report, the annual account, the financial estimates and audit report on such accounts :</p> <p>(d) of exercising the powers for the purpose of control in Colleges and Tols, and of superintendence which include affiliation and disaffiliation of Colleges :</p>	<p>The Senate is consist of the following persons, namely-</p> <p>(1) The Chancellor          (2) The Vice-Chancellor          (3) The Pro-Vice-Chancellor          (4) <sup>3</sup>[Commissioner and Secretary Higher Education]          (5) The Director of Higher Education, Bihar,          (6) The Director of Health Service, Bihar,          (7) The Director of Technical Education, Bihar          (8) The Deans of Faculties  <sup>2</sup>[ (9) Half of such of the Heads of University Department as are not Deans shall be nominated by the Chancellor in rotation.]  <sup>2</sup>[ (10) Ten Principal of Colleges maintained by the University as are not Deans to be nominated by the Chancellor in rotation.]  <sup>2</sup>[ (11) Five Professor/Readers admitted to the privileges of the University in the manner prescribed in the Statutes, are not Deans shall be nominated by the chancellor in rotation.]          (12) all ex-Vice Chancellors of the University.</p>



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2.	The Syndicate	a) hold, control and manage the property and funds of the University : b) regulate the use of the common seal of the University : c) Subject to the powers conferred, by or under this Act, on the	The Syndicate is the Executive Council of the University and it shall consist of the following members :- a) Vice-Chancellor ; b) Pro-Vice-Chancellor; c) Commissioner-cum- Secretary of Higher Education or his representative not below the rank of the Joint Secretary; d) The Director of Higher Education,
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		<p>Vice-Chancellor and the Academic Council, determine and regulate all matters concerning the University in accordance with this Act, the Statutes and the Regulation :</p> <p>d) manage any funds placed at the disposal of the University for specified purpose ;</p> <p>e) have power to accept transfer on behalf of the University of or a College;</p> <p>f) make Ordinances, and amend or repeal them, and</p> <p>g) exercise such other powers and perform such other duties as are conferred or imposed on it by this Act, or Statutes.]</p>	<p>e) The Dean, Students' Welfare, and Proctor;</p> <p>f) Two Heads of the University Departments, to be nominated by rotation as prescribed by the Statutes, whose term of office shall be for one year from the date of nomination;</p> <p>g) Two Principals of Colleges maintained by the University, to be nominated by rotation as prescribed by the Statutes, whose term of office shall be for one year from the date of nomination;</p> <p>h) Two from amongst Professors and Readers of the University Head of Departments, and two such Lecturers as have a minimum of five years of teaching experience, to be elected by the teacher members of the Senate by single transferable vote in accordance with the system of proportionate representation, one of whom shall be from other Backward Classes from the rank of Professors and Readers, and one from Scheduled Castes/Scheduled Tribes from the rank of Lecturers;</p> <p>i) Four from amongst the members of the Senate other than teachers, students and employees of University and Colleges, to be elected by the non-teacher members of the Senate by single transferable vote in accordance with the system of proportionate representation, but one of whom shall be from Scheduled Castes/Scheduled Tribes and one from the other Backward Classes;</p> <p>j) One reputed educationist nominated by the Chancellor;</p> <p>k) Three persons to be nominated by the state Government one of whom shall be from Scheduled castes/Scheduled Tribes/Other Backward Classes and one from women having academic interest and in social work elected in aforesaid manner.</p>
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3.	The Academic Council	<p>The Academic Council is consist of the Chief academic body of the University and shall –</p> <p>(a) Subject to the powers conferred by or under this Act on the Vice-Chancellor and on the Syndicate, determine and regulate all academic matters concerning the University in accordance with this Act and the Statutes;</p> <p>(b) have the power of superintendence and control over and be responsible for the maintenance of standards of instruction and education including the conduct of post-graduate teaching and the promotion of research work in the University.</p> <p>(c) exercise supervision and control over the conduct of teaching in the colleges in such manner as may be prescribed by the Statutes;</p> <p>(d) Subject to provision of section 29, have powers of general control over the Examination Board, and may review the results of University Examination; and</p> <p>(e) exercise such other power and perform such other duties as may be conferred or imposed upon it by the statutes.</p>	<p>The Academic Council is consist of the following persons, namely :-</p> <p>(1) The Vice-Chancellor          (2) The Pro-Vice-Chancellor          (3) The Deans of faculties          (4) The Director, Higher Education, Bihar          (5) All Heads of University Departments,  <sup>1</sup>(6) 50 Per cent of the Principals maintained by the University to be nominated by the Vice-Chancellor in rotation ;]          (7) all Principal of Colleges maintained by the State Government;  <sup>1</sup>(8) Five Principals of affiliated colleges to be nominated by the Vice-Chancellor in rotation.]          (9) <sup>1</sup> [ Six] teachers, other than Deans, Professors and Heads of University Departments, who shall in the manner prescribed by the Statutes, be elected by the Senate in such a way that each Faculty may get representation;          (10) not more than two experts outside the University service, to be co-opted by the Academic Council for specific purposes according to need;          (11) The President of the University Students' Union elected under subsection (1) of section 43.</p>
4.	The Finance Committee	<p>(1) The Finance Committee consists of <sup>1</sup>[The Vice-Chancellor as Chairman and Financial Adviser as member], an officer of the State Government not below the rank of a Deputy Secretary to be nominated by the State Government and four Such other members, as are not members of the Syndicate, to be elected by and from amongst the members of the Senate in the manner prescribed by the Statues.</p> <p>The Finance Committee Shall –</p> <p>a) advice the University on any question its finances;</p> <p>b) prepare the annual estimates of income and expenditure of the university including the estimates of the department of the University including the estimates of the department of the University and of the Colleges maintained by it ;</p> <p>c) Subject to Statutes, have power to scrutinise the estimates of the Colleges;</p> <p>Subject to Statutes, have power to scrutinise ever item of new expenditure not provided for in the Budget estimates of the University;</p>	



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5.	The Examination Board	<p><sup>1</sup>[(1) Subject to the provisions of the Regulation, advice is given in respect of conduct of examination by the Examination Board. The Examination Board consists of the Vice-Chancellor as Chairman and Deans of the Faculties of Arts, Science and Commerce as members.</p> <p>Provided that if the examination concerns any other faculty, the Dean of that faculty is be co-opted as a member for that meeting.]</p> <p>(2) The Examination Board tenders advice to the Vice-Chancellor on conduct of examinations and appointment of examiners, setting and moderating question papers, preparation, moderation and publication of examination results, submission of such examination results to the Academic Council, and generally regulating the methods of improvement in the procedure of correct evaluation final decision :</p> <p>Provided that the Vice-chancellor appoints the question setters and examiners from the panel submitted by the Examination Board. <sup>2</sup>[Provided further that Vice-Chancellor have power to order for reevaluation of the answer books and in case he is satisfied that the evaluation of the answer or answer book has not been fairly done or evaluation has been done in violation of the University Statutes, Regulations, Rules or Orders.]</p>	
6.	The Research Council	<p><sup>2</sup>[(1) There is a separate Post-Graduate, Research Council in each faculty of the University for the registration and proper guidance of research work which works under the general control of the Academic Council.]</p>	<p>-The Post-Graduate Research Council shall consist of the following persons :-</p> <ol style="list-style-type: none"> <li>the Vice-Chancellor;</li> <li>the Pro-Vice-Chancellor;</li> <li>the dean of the concerned Faculty;</li> <li>All University Professors of the concerned Faculties and heads of those Departments which have no University Professors; and</li> <li>Four teachers of the concerned Faculty to be nominated by the Vice-Chancellor in each academic year.</li> </ol>



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7.	The Planning and Evaluation Committee	<p>There is a Planning and Evaluation Committee for the purposes of preparing plan programme of development and improvements of the University and in its courses of study, examining and evaluating, from time to time, the progress achieved in such plans and programmes, testing and evolving new method of teaching, and for consultation and exchange of information with similar organizations, other Universities and research institutes for any of these purposes.</p>	<p>The Committee is consist of the following members :</p> <ul style="list-style-type: none"> <li>a) Vice-Chancellor;</li> <li>b) Pro-Vice-Chancellor;</li> <li>c) One person to be nominated by the State Government;</li> <li>d) Three Deans of Faculties to be appointed in the manner as prescribed by the Statutes;</li> <li>e) Two members of the Syndicate to be nominated by it;</li> <li>f) Two members of the Academic Council to be nominated by it;</li> <li>g) Three heads of Departments to be nominated by the Vice-Chancellor every year, by rotation; and</li> <li>h) Two such member representing academic interests and profession, as may be co-opted by the Committee, either by rotation every year of according to subject or subjects, as may be required.</li> </ul> <p>-The Registrar is act as the Secretary to the committee.</p> <p>-The term of office of members, other than ex-officio-members, shall be of three year's duration except where otherwise provided</p>
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8.	The Governing body	There is a governing body for the management and administration of each affiliating College other than a College owned and maintained by the State Government or College established and administered by a minority community on the grounds of religion or language or an affiliated technical or medical College	
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Others Committees in the University			
1.	Affiliation and new teaching programme Committee	powers and functions of the Committee are as follows – (i) To Scrutinise 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.	The Committee consists of the following – (1) The Vice-Chancellor-Chairman (2) Deans of Faculties concerned (3) Two representatives of the Syndicate (4) Two representatives of the Syndicate (5) The Co-ordinator, College Development Council (6) The Senior Inspector of College-Member Secretary
2	Post Creation, absorption and confirmation Committee (for teachers and officers)	powers and functions of the Committee are as follows – (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.	The Committee consists 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 Member to be nominated by the Syndicate 7. The Registrar-Member Secretary
3.	Student' residence and Welfare Committee	The Committee looks 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.	The Committee consists 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 seniormost Warden 5. Two members to be nominated by the Syndicate 6. The Dean, Student's Welfare-Member Secretary.



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4.	Scholarship and Stipend Committee	The Committee examines the cases of Students for award of scholarships and stipends by the University and take such steps as may be necessary for timely disbursement of scholarships and stipends.	The Committee consists of the following:— <ol style="list-style-type: none"><li>1. The Vice-Chancellor-Chairman</li><li>2. The Pro-Vice-Chancellor</li><li>3. The seniormost Dean of Faculty</li><li>4. One seniormost Principal</li><li>5. A senior teacher to be nominated by the Vice-Chancellor.</li></ol>
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5.	Study Leave Committee	The Committee considers the applications of teachers and make its recommendations for grant of Study Leave.	The Committee consists 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.
6.	Equivalence Committee	The Committee scrutinises the cases giving equivalence to the examinations conducted by other Universities/autonomous Institutions and make its recommendation for consideration of the Academic Council	The Committee consists 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
7.	Statutes Committee	The Committee prepares 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.	The Committee consists 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
8.	Library Committee	The Committee look after the proper maintenance and management of the University Library including purchase of books, periodicals, journals etc.	The Committee consists 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



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9.	<b>Building Committee</b>	The committee considers 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.	The Committee consists 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.
10.	<b>Purchase and Sales Committee</b>	The Committee considers 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 is conduct auction and make arrangement for the sale of saleable articles or for settlement of land, orchards etc. of the University Estate.	The committee consists 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 Secretar
11.	<b>Discipline Committee</b>	The Committee considers 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.	The Committee consists of the following 1. The Vice-Chancellor-Chairman 2. The Pro-Vice-Chancellor 3. Three members to be nominated by the Syndicate 4. One seniormost teacher amongst the Deans of Faculties 5. The Proctor 6. The Registrar-Member Secretary



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12.	Admission Committee	The Committee considers the cases for admission of students in the University Departments and Colleges, considers 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.	The Committee consists 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
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13.	Students Discipline Committee	The Committee examines and considers all cases of indiscipline on the part of students and make its recommendations.	The Committee consists of the following :-- 1. The Vice-Chancellor 2. The Pro-Vice-Chancellor 3. The senior most Dean of Faculty 4. The seniormost Warden 5. The Heads of University Departments nominated by the Vice-Chancellor 6. One Principal of the College located at the University head-quarters nominated by the Vice-Chancellor 7. The Dean Students Welfare 8. The Proctor-Member Secretary
14.	Academic Calendar Committee	The Committee prepares 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.	The Committee consists 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



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15.	Sports Committee	<p>The Committee looks after all the works relating to development and holding of games or sports in the University and Colleges.</p> <p>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.</p> <p>(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.</p> <p>(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.</p> <p><b>NOTE.</b>—The provision of the Committee mentioned in (a) will not apply to Patna University and in the Committee mentioned in (k), the words "The Coordinator College Development Council"</p>	<p>The Committee consists of the following :—</p> <ol style="list-style-type: none"> <li>1. The Vice-Chancellor</li> <li>2. The Pro-Vice-Chancellor</li> <li>3. The Director Prof-in-Charge of Sports</li> <li>4. Two Heads of University Departments to be nominated by the Vice- Chancellor</li> <li>5. Two Principals of colleges of whom one Principal of a Women's College, to be nominated by the Vice-Chancellor.</li> </ol>
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		shall be deemed to be omitted. Further action in the matter may be taken accordingly.	
16.	Approval, seniority and pay fixation Committee	The following is 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.	The Committee consists 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.
17.	Promotion Committee (Officer & non-teaching staff)	The Committee considers the cases and make its recommendations for promotion of officers and other non-teaching staff of the University.	The Committee consists 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
18.	Press Committee	The Committee looks after the management, maintenance and functions of the University Press including purchases to be made for the Press.	The Committee consists 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