



**KAMESHWAR SINGH DARBHANGA SANSKRIT UNIVERSITY  
DARBHANGA**

**True copy of the deed of gift for Sanskrit University**

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**30-6-60**

This deed of gift is made on 30th day of March 1960 in the town of Darbhanga by the Maharajadhiraj Sir Kameshwara Singh, son of late Maharajadhiraj Sir Rameshwara Singh of Darbhanga here in after called the donor which expression unless repugnant the context shall include his heirs successors or assignees, in favour of the governor of Bihar here in after called the donee, which expression shall include his representatives of successors in office, of the terms and conditions here after set forth.

Whereas the donor had agreed to make a gift to the Government of Bihar of the building known as "Lakshmishwar Vilas Palace" situated in Darbhanga town together with the land appertaining there for the purpose of the "Sanskrit University" provided it is established and located in Darbhanga and whereas it has been university in Darbhanga and whereas an act has already been passed by the Bihar legislature for the establishment of such a university at Darbhanga which has also received the assent of the Government of Bihar and whereas the Governor of Bihar is proposing to open such a university in Darbhanga from the ensuing session and where as the donor is willing to make a gift of the said building together with the land appertaining thereto "for the purpose of the Sanskrit University at Darbhanga" and where as the donee is willing to accept the said gift and where as it is necessary that proper deed of gift be executed.

Now this deed witnesses :-

1. That the donor there by transfers and conveys by way of gift the building known as "Lakshmishwara Vilas Palace" and the lands measuring 9 Acres 41 Decimals = 10 Bighas, 19 kathas 5 Dhurs and 30 degrees appertaining thereto situated in the town of Darbhanga and fully described in the schedule 'A' and delineated in pink and yellow of the site sketch map marked 'B' which forms part of this deed of gift to the donee for the purpose of using it for the Sanskrit University at Darbhanga to be established under the provisions of "The Kameshwar Singh" Darbhanga Sanskrit Vishwavidyalaya Act 1960.
2. That the donee accepts this gift and agrees to have the building and the land conveyed under this deed of gift used for the Sanskrit University to be established under the Kameswar Singh Darbhanga Sanskrit Vishwavidyalaya Act. 1960.
3. That the donor shall be entitled to continue to enjoy the right of passage to his residential palace at Nargowna, though over the road running just to the east of the Lakshmishwara Vilas Palace and delineated to the map marked 'B' in yellow colour and his right of passage may be exercised by the donor or his staff for going to and coming from Nargowna Palace.



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4. That the road running west to the east immediately to the south of tank which is situated immediately to the west of Lakshmineshwara Vilas Palace, in delineated map marked 'B' in green colour, shall be used by persons going to or coming from the University but shall not be open to the general public for any other use.
  5. That the donor may have a gate put upon the road running immediately to the east of Lakshmineshwar Singh Vilas Palace immediately to the north of the point where the portion given to the donee ends.

In witness where of the donor has executed this deed of gift and has signed this deed of gift is taken of acceptance of the gift by the donee.

Donor Sd/Kameshwar Singh



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**RIGHT TO INFORMATION**

1. **Particulars of organization, functions and duties**

MANUAL -1

Particulars of Organization, Functions and Duties  
(Section 4(1) (b)(i))

**Organization at a glance/University**

The K.S.D.S. University DARBHANGA was established on 26<sup>th</sup> Jan. 1961, having the headquarter at DARBHANGA and the jurisdiction over the whole of the Darbhanga Division, Bihar.

**Main activities / functions of the University**

It imparts education at the under graduate and Post Graduate level. It is also involved in the Research work and conduct of examination and award degree accordingly to the students enrolled in this University. It also regulates the administrative and academic function of all the colleges affiliated to it and located under this University. It also provide research facilities to those students who are interested to do Ph.D. Course work.

**Postal address of University: Kameshwar Singh Darbhanga Sanskrit University  
Darbhanga University Darbhanga Post-Kameshwar Singh Darbhanga Sanskrit University  
College Administrative Building Dist-Darbhang, Pin Code- 846004. Bihar**

**Working hours both for office and public : 10:30 am to 4:30 p.m on all working days except  
Sunday & Public Holiday (Lunch break 01:30 p.m to 02:00 p.m**

Grievance under RTI Act 2006 (Bihar) are redressed as per the prevailing rules.



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2. Powers and duties of officers and employees

MANUAL -2

Powers and Duties of Officers and Employees

(Section 4(1) (b)(ii))

Details of the powers and duties of officers and employees of the organization :

Sr. No	Designation	Powers			Duties
		Administrative	Financial Others	Others	
1.	Vice-Chancellor			-----	-The Vice-Chancellor is appointed by the chancellor in consultation with the state Government. -The Vice-chancellor is the whole time officer the University. -The Vice-Chancellor is the principal executive and academic officer of the University, the Chairman of the Syndicate and of the Academic Council or other body of the University and in the absence of the Chancellor presides over meeting of the Senate and of any convocation of the University :
2.	Pro-Vice-Chancellor				-The Vice-Chancellor is appointed by the chancellor in consultation with the state Government. -Subject to the provisions of the Act, the Pro-Vice-Chancellor in exercise such powers and perform such duties as may be prescribed or as may be conferred or imposed on him, from time to time, by the Vice-Chancellor. - The Pro-Vice-Chancellor is responsible for admission and conduct of the examination up to Bachelor course and the publication of the result of the examination conducted by the University up to Bachelor course and shall be responsible for student welfare
3.	Financial Adviser				-The Financial Adviser is a whole time officer. He is appointed by the



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					Chancellor either on deputation or by re-employment from amongst the officers of the Indian Audit and Accounts Services or from any other Accounts Service of Government of India. Untill such an officer is appointed the present incumbent may continue to work as the Financial Adviser. -The terms and conditions of service of the Financial Adviser is determined by the Chancellor in consultation with the State Government and he ordinarily holds the post for three years.
4.	D.S.W				(a) To supervise and generally guide the activities of the Executive Council of Student' Union of the University and Colleges. (b) To promote and encourage cultural, Social and literary activities with a view to fostering health, corporate life in the student community. (c) To establish and direct programme of students guidance and counselling. (d) To act as a liason between the Government of India, State Government, the University, other University, other Universities and national and cultural organisation on the one hand and the students executive council, University Departments, colleges and institutions on the other, for purposes of planning and executing different scheme, programmes and activities relating to students welfare. (e) To take initiative for the institution and award of scholarships, free studentship and half-free studentships and be responsible for timely disbursement of all types of scholarships to students of the University and



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					Colleges and to administer the funds and operate the accounts sanctioned for the purpose. Also to correspond with the State Government, Central Government, U.G.C. and such other bodies and persons from whom the grants for scholarships are to be received. (f) to take steps to provide for proper amenities in the hostels attached to the University including the working of the messes. Canteens consumer's cooperative stores and to exercise general supervision in respect of the hostels attached to colleges. (g) To take proper steps in respect of the grievances of students regarding the facilities available to them in the libraries, hostel's common rooms and health centres. Facilities available to them in the libraries, hostel's common rooms and health centres. (h) To perform such other duties as may be assigned to him from time to time by Vice-Chancellor. (i) To promote extra-curricular activities such as games. Sports, N.C.C. etc
5.	C.C.D.C				1. There, is a College Development Council for ensuring proper planning and integrated development of colleges (constituent as well as affiliated) and to provide the necessary help and guidance for the all round development of standards of education. 2. The co-ordinator College Development Council serves as a vital link between the U.G.C. University authorities, College and the State Education Department. 3. This Council headed by co-ordinator serves as an academic guide to the college on one hand and on the other



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					<p>hand to ensure inter-action between the academic facilities in the University Departments to the teachers in colleges. To fulfil this objective the College Development Council may take in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, coordination and raising standard of education in colleges. For the purpose of performing its function, it may :- (a) Function at a policy making body in regard to proper planning and integrated development of colleges. (b) Conduct surveys of all the colleges, district-wise, with a view to preparing and maintaining an up-to-date profile on each colleges under the University, reviewing existing facilities and identifying the needs and gap that need to be filled for the development of colleges and make such information available to the U.G.C. and other concerned bodies. KAMESHWAR SINGH DARBHANGA SANSKRIT UNIVERSITY DARBHANGA UNIVERSITY, DARBHANGA (c) Advice the University on all matters relating to development of Colleges, such as provision of adequate facilities academic and physical for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges. (d) Prepare a perspective plan for the development and opening of new college to enable the University and State Education Authorities to</p>
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					<p>take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education. (e) Advice University in regard to rationalisation and implementation of University's policy on affiliation of colleges. (f) Keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilisation of grants etc_ efficient implementation of U.G.C. approved projects and reforms viz. examination reform, course COSIP, COSHIP, restructuring of course to make them more relevant and significant, not only to students, but also to the region as a whole by assisting social transformation and regional development. (g) Review the facilities for postgraduate department of colleges in terms of the norms prescribed by the U.G.C. and assist those having the potential of coming up to the norms within a few years. (H) Help in the selective development of some colleges to remove regional imbalances, and also assist the colleges, to realise their potential in identification of colleges for autonomous status. (i) Evaluate and assess the impact of U.G.C. grants utilised by the Colleges for the implementation of various development projects. (b) Ensure that the U.G.C. grant released to University for disbursement to Colleges are not held/locked up or utilised by the</p>
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					University for its own purposes, and also ensure these grants are properly and expeditiously disbursed to colleges for specified purposes according to the guidelines laid down by the commission. (k) Obtain from the Colleges and furnish to the Commission utilisation certificates and completion documents in respect of U.G.C. grants released/disbursed to colleges through the University, and help in monitoring the U.G.C. programmes implemented by the affiliated colleges. (l) Ensure close and continued contact and interaction between the academic faculties at the University teaching departments and the colleges. (m) Review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported. (n) Perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions.
6.	Proctor				-The Proctor is appointed by the ViceChancellor from amongst such teachers of the University as are not below the rank of Reader. -His tenure shall be of two years and on the expiry of his tenure, he may again be appointed: Provided that if at any time the Vice-Chancellor thinks it proper on administrative grounds, he may send the Proctor back to his original post and appoint another person as proctor for the unexpired period of his term.



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					-Duties of the Proctor shall be determined by the Statutes.
7.	Registrar	Signing of letters and to convey decisions of higher authorities	To Sign Cheques up to an amount as per delegation of powers as applicable		-The Registrar is the whole time officer of the University and he act as Secretary to the Senate, the Syndicate and the Academic Council. -represent the University in suits or proceedings by or against the University, sign power of Attorney and verify pleadings or depute his representative for the purpose. -Responsible for overall functioning of the University. -Advice, guide and train the staff. Communications made as per the order of higher authority. Ensure that all Returns are filed as per stipulated dates. -Attend meeting of the Councils relating to the section and prepare draft minutes.
8.	Finance Officer		To Sign Cheques up to an amount as per delegation of powers as applicable		-The Finance officer is a whole time officer of the University and acts as Secretary to the Finance Committee, and exercises such powers and perform such duties as may be prescribed by the Statutes, the Ordinance, the Regulations and the Rules or as may, from time to time, be conferred, or imposed on him by the Senate , the Syndicate, the Vice-Chancellor, the 1 [Financial Adviser] or the Registrar.
9.	Controller of Examination				(1) The Controller of Examinations is responsible to the Vice-Chancellor in carrying out his duties and responsibilities mentioned in the Statutes and Regulations. (2) Controller of Examinations is the (i) incharge to conduct the examinations of the University for the various degree programmes offered at different campuses of the University and ensure external evaluation and



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					maintain strict secrecy. (ii) keep a list of papers to be set in various subjects and courses and maintain the lists upto date. (iii) arrange to give dummy - numbers for all the answer papers of the semester final examination before the central evaluation is done. (iv) be the custodian of records pertaining to examination and to issue all notices, convening meeting of the Board of Examinations and any Committees appointed by the University in connection with the examination. (v) perform such other work as may be from time to time prescribed by the University and generally render such assistance as may be desired by the Vice-Chancellor in the performance of his/her official duties.
10.	Development Officer				-To supervise the Planning work of the University -To initiate the process for Creation of post of teachers in the Colleges and P.G. departments. -Disbursement of U.G.C. grant. -Liaisoning with U.G.C. for release of Research Fellowship -Preparation of annual report of the University -Handling of AISHE Portal of the University -Implementations of work related with RUSA Fund
11.	S.O				-Assist in preparation of Budget of the University -Supervise work of all employees of the Section -Scrutiny of files and cases independently handled in the section. -Guide, help and train the staff of the section -Follow-up actions on all major decisions relating to the section. -Put up noting on files and preparing draft replies to letters.



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					-Examining and scrutinizing the cases.
12.	Assistant /L.D.C/ Other Employees				-Inward and outward of letters and files -Typing and data entry. -Putting up notings on files and preparing draft replies. -Duties as assigned by the S.O/Registrar



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3. Procedure followed in decision making

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**MANUAL -3**

**Procedure followed in Decision Making Process**

**(Section 4(1) (b)(iii))**

**Details of the powers and duties of officers and employess of the organization :**

All proposals/cases are put up by the dealing Assistant after which they are scrutinized at the level of Section officer (S.O). The S.O with his/her observations/remarks forward the file to the Registrar as the case may be. The decisions are taken either by the Registrar. or Vice Chancellor as per the procedure laid down under the Act



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4. Norms set for discharge of its functions

MANUAL -4

Norms set by it for the discharge of its functions  
(Section 4(1) (b)(iV))

Details of the Norms /Standrds set by the department for execution of various activities/programmes :

Sr.No.	Name of Public Service	Designated officers	Time Schedule in working days
1	Duplicate Certificates/Mark sheets	Dealing Assistant of Concerned Section/Controller of Examination	10 days
2	Correction in name and such other documents	Dealing Assistant of Concerned Section/Controller of Examination	07 days
3	Authentication/Verification of documents	Dealing Assistant of Concerned Section/Controller of Examination	01 Month
4.	Provisional degree certificate	Dealing Assistant of Concerned Section/Controller of Examination	10 days
5	Attestation of documents	Dealing Assistant of Concerned Section/Controller of Examination	10 days
6	Refund of examination fees	Controller of Examination / Registrar	20 days
7	Verification of marks	Dealing Assistant of Concerned Section/Controller of Examination	01 Month
8	Convocation/degree certificate (eligible candidates who have been conferred degrees)	Dealing Assistant of Concerned Section/Controller of Examination	As Specified in act
9	Convocation/degree certificate (eligible candidates who have been conferred degrees)	Dealing Assistant of Concerned Section/Controller of Examination	01 Month (approx)
10	Passing Certificate	Dealing Assistant of Concerned Section/Controller of Examination	02-03 Month
11	Payment of remuneration to paper setters and the examiners	Registrar and Controller of Examination	45 days after dec;aration of result



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12	Issue of provisional eligibility Certificate	Dealing Assistant of Concerned Section/Controller of Examination	05 days from the date of receipt of application
13	Issue of migration certificate	Dealing Assistant of Concerned Section/Controller of Examination	10 days from the date of receipt of application
14	Scholarship disbursement	Registrar / Controller of Examination	60 days from the receipt of the application
15	Refund of deposits	Registrar	15 days from the date of the receipt of complete documents from respective department



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5. Rules, Regulations, Instruction, Manuals and Records for discharging functions

MANUAL -5

Rules, Regulations, Instruction, Manuals and Records for discharging functions

(Section 4(1) (b)(V))

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1.	As per University act (Published as Bihar State University Act, 1976	To establish and incorporate a teaching and affiliating University in DARBHANGA to provide for matter connected University in DARBHANGA and provide for matters connected therewith or incidental there to.	Enacted by the legislature of the State of Bihar in 27th year of the Republic of India. Published in Bihar Gazette (ex-ord.) dated 16.05.77	Rs. 2100/=00 30th Edition 2017 Manual of Universities law Editor V.K. Malhotra Brothers Patna.
2.	University Statutes (Published with Bihar State University Act, 1976 )	The Statues may provide for all as any of the following matters namely. (a) the institution of Fellowship, Scholarships, exhibitions, medals and prizes (b) the designations and powers of the officers of the University (c) the constitution, powers, functions and duties of the authorities of the University (d) the admission of educational institutions as colleges and the withdrawal of privileges form Colleges so admitted (e) the institution of Colleges and hostels and their maintenance and management (f) the classification of teachers of the University, the manner of their appointment and their and their recognition (g) the constitution of pension, insurance or provident fund	Do	Do



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		for benefit of the officers, teachers and other servants of the University, and the teacher of Colleges (h) the maintenance of the register of registered graduates (i) the number, qualification, grade, pay, reservation of posts and condition of service of teachers, officers and the servants of the University including the creation of new posts (j) the maintenance of accounts of the income and expenditure of the University and Colleges (k) the maintenance of a register of teachers (l) the conferment of honorary degrees and distinctions. (m) all other matters which are or may be prescribed by the Ordinance or the Statutes		
3.	<b>Ordinances :-</b> (Published with Bihar State University Act, 1976 )	- Ordinance may be made to provide any of the following matters :- Ordinances :- 1. To Provide admission of students of the University and their enrolment 2. the condition of residence of the students of the Colleges and the University, the levying of fees for residence in hostels maintained by the Colleges or recognized by the University and the recognition of hostels not maintained by the University, including the suspension or withdrawal of such recognition; 3.the fees to be charged for courses of study in the University and for admission to the	Do	Do



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		examinations, degrees and diplomas of the University 4. the constitution, power and duties of the Committee of the University 5. The inspection of Colleges by any agency and 6. all other matters which by this Act or the Statutes are to be or may be provided for by the Ordinance		
4.	Rules & Regulations :	Regulation may be made to provide any of the following matters. (a) the courses of study to be laid down for all degrees and diplomas of the University (b) the condition under which students shall be admitted to the degree or diploma courses and to the examinations of the University and shall be eligible for such degrees and diplomas (c) the formation of departments to teaching in the Faculties (d) the conditions and mode of appointment and duties of examiners and the conduct of examinations (e) the standard of teaching to be maintained in the colleges and (f) all matters which by this Act, the Statutes or the Ordinances are to be or may be provided for by Regulations.	Do	Do

6. A statement of the categories of documents that are held by it or under its control

MANUAL -6

A statement of the categories of documents that are held by it or under its Control  
(Section 4(1) (b)(Vi))



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Sl. No.	Nature of record	Details of information available	Unit/Section where available
1	Finance	University Budget, Income and Expenditure, Grants received from Governments and other funding agencies.	Account Section & Claim
2	Academic (College)	-Academic terms of all College programmes ..... --Admission & late Admission in Colleges ..... -NSS Co-ordination for Colleges ..... -College Development Council ..... -Transfer/Readmission of Students in Colleges ..... -Matters related to attendance in Colleges ..... -Principal' Meetings ..... -anti-ragging Committee in Colleges ..... -Prevention of Sexual Harassment Committee for Colleges .... -Any other task assigned by the Registrar. .....	C.C.D.C office D.S.W office N.S.S C.C.D.C office D.S.W office Concerned College General section 'A' Concerned College General section 'A' Concerned Section
3	Academic (General)	-Affiliation of College & recognition Institutions ..... -Academic Council meetings ..... -Media & Communication ..... -IQAC Programs for Colleges & PG Department/NAAC & UGC Plan Documentation ..... -Placement facilitation ..... -Hospitality to dignitaries visiting the University ..... -All function of the University ..... -Matter related to MHRD, UGC, Central Council, correspondence from the Office of Chancellor, Govt. of Bihar on general academic	General section 'C' General section 'A' PRO office IQAC Placement cell, K.S.D.S.U. Guest House D.S.W office D.O. Office & General section 'A'
4	Academic (PG Departments)	-Admissions to PG Programs ..... -HOD'S Meetings ..... -Boards of Studies (UG/PG) and Syllabus ..... -Recognition of PG	General section 'A' Examination section Research section Concerned deptt. C.C.D.C office D.S.W



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		teachers/Research Guides .....	office D.S.W
		-Matters related to attendance in PG Department .....	office D.O. office
		-Commencement of new PG Course / Departments .....	Establishment or
		-Entrance Test for PG Programs/M.Phil/Ph.D .....	the section
		-Anti-ragging Committees for PG Departments .....	concerned
		-Unassigned Grants Committee Meetings .....	depending of the
		-Annual Report & Other incidental publications .....	nature of task
		-Any other task assigned by the Registrar.....	assigned
5	Administration (Non-Teaching )	-Creation and recruitment of non-teaching post, direct/promotion .. including reservation policy .....	Establishment section
		-All Service matters of non-teaching staff .....	Establishment section
		-All files including personal files, past service records, retirement benefits, service books etc. of non-teaching staff .....	Establishment section Pension
		-Election & reconstitution of University Bodies .....	Section General section 'A' Legal
		- Court matters .....	Section
6	Administration (Teaching)	All Service matters of teaching faculty -All files including personal files, CAs files, past service records, retirement benefits, service books etc. of teaching faculties -Vigilance matters .....	General section 'A' Pension
		-Court matters .....	section Registrar office / Legal or
		.....	assigned by the Registrar
7	Administration (Purchase)	-All purchases of the university .....	University Store
		-Maintenance of physical assets register and verification of assets .....	Estate dept & Egg.
		-Printing and supply of stationery for the university .....	Sect. University Store
		.....	University Store
		-Receipt and distribution of post, telegraph and other correspondence .....	Store

7. Particulars of any arrangement that exists for consultation with, or representation by, members of the public in relation to the formation of its policy or implementation thereof

MANUAL- 7

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation (Section 4(1) (b) (vii)**



## KAMESHWAR SINGH DARBHANGA SANSKRIT UNIVERSITY DARBHANGA

There is no consultation committee as such appointed/constituted at the University. However the main decision making Bodies have representatives in the form of nominees of the Government and Governor on these Bodies who participate in the decision making/policy formulation and its implementation in the University. The details are as given below:

### Details of the consultative committee and other bodies with which consultations are held:

Sl. No	Name and address of the consultative Committee/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings
1.	The Senate	The Senate is consist of the following persons, namely- (1) The Chancellor (2) The Vice-Chancellor (3) The Pro-Vice-Chancellor (4) [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 [2] (9) Half of such of the Heads of University Department as are not Deans shall be nominated by the Chancellor in rotation.[2] (10) Ten Principal of Colleges maintained by the University as are not Deans to be nominated by the Chancellor in rotation.[ 2 ] (11) Five Professor/Readers	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. The following are the function of senate : (a) of making the Statutes an amending of repealing the same : (b) of considering the Statutes and the Regulations, and amending or repealing the same : (c) of passing resolution after having considered the annual report, the annual account, the financial	Twice a year in which one of them shall be declared by the statutes to be the annual meeting for Budget and another as ordinary meeting



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		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.	estimates and audit report on such accounts : (d) of exercising the powers for the purpose of control in Colleges and Tols, and of superintendence which include affiliation and disaffiliation of Colleges	
2	The Syndicate	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, e) The Dean, Students' Welfare, and Proctor; 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; 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	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 Vice Chancellor and the Academic Council, determine and regulate all matters concerning the University in accordance with this	Generalty monthly



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		year from the date of nomination; 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; i) Four from amongst the members of the Senate other than teachers, students and employees of University and Colleges, to be elected by the nonteacher 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;	Act, the Statutes and the Regulation : d) manage any funds placed at the disposal of the University for specified purpose ; e) have power to accept transfer on behalf of the University of or a College; f) make Ordinances , and amend or repeal them, and exercise such other powers and perform such other duties as are conferred or imposed on it by this Act, or Statutes.]	
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		j) One reputed educationist nominated by the Chancellor; 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.		
3	The Finance Committee	(1) The Finance Committee shall consist of 1 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. The Finance Committee Shall – a) advice the University on any question its finances; b) prepare the annual estimates of income and expenditure of the university	The Finance Committee Shall – a) advice the University on any question its finances; 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	As and when required



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		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 ; c) Subject to Statutes, have power to scrutinise the estimates of the Colleges; d) Subject to Statutes, have power to scrutinise ever item of new expenditure not provided for in the Budget estimates of the University;	Colleges maintained by it ; c) Subject to Statutes, have power to scrutinise the estimates of the Colleges; Subject to Statutes, have power to scrutinise ever item of new expenditure not provided for in the Budget estimates of the University;	
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8. **Statement of the boards, councils, committees and other bodies constituted as its  
part(Research Council and Management Council)**

MANUAL -8

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

1	2	3	4
Sl. 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</p> <p>(2) The Vice-Chancellor</p> <p>(3) The Pro-Vice-Chancellor</p> <p>(4) [Commissioner and Secretary Higher Education]</p> <p>(5) The Director of Higher Education, Bihar,</p> <p>(6) The Director of Health Service, Bihar,</p> <p>(7) The Director of Technical Education, Bihar</p> <p>(8) The Deans of Faculties 2 [</p> <p>(9) Half of such of the Heads of University Department as are not Deans shall be nominated by the Chancellor in rotation.] 2 [</p> <p>(10) Ten Principal of Colleges maintained by the University as are not Deans to be nominated by the Chancellor in rotation.] 2 [</p> <p>(11) Five Professor/Readers admitted to the privileges of the University in the manner prescribed in the Statutes, are not Deans</p>



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			shall be nominated by the chancellor in rotation. (12) All ex-Vice Chancellors of the University
2.	The Syndicate	<p>a) hold, control and manage the property and funds of the University ;</p> <p>b) regulate the use of the common seal of the University ;</p> <p>c) Subject to the powers conferred, by or under this Act, on the 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>The Syndicate is the Executive Council of the University and it shall consist of the following members :- a) Vice-Chancellor ;</p> <p>b) Pro-Vice-Chancellor;</p> <p>c) Commissioner-cum- Secretary of Higher Education or his representative not below the rank of the Joint Secretary;</p> <p>d) The Director of Higher Education,</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</p>



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			Professors and Readers, and one from Scheduled Castes/Scheduled Tribes from the rank of Lecturers; 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; j) One reputed educationist nominated by the Chancellor; 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
3.	The Academic Council	The Academic Council is consist of the Chief academic body of the University and shall – (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; (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 postgraduate	The Academic Council is consist of the following persons, namely :- (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, 1 [ (6) 50 Per cent of the Principals maintained by the University to be nominated by the ViceChancellor in rotation (7) all Principal of Colleges maintained by the State Government; 1 [



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		teaching and the promotion of research work in the University. (c) exercise supervision and control over the conduct of teaching in the colleges in such manner as may be prescribed by the Statutes; (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 (e) exercise such other power and perform such other duties as may be conferred or imposed upon it by the statutes	(8) Five Principals of affiliated colleges to be nominated by the Vice-Chancellor in rotation.] (9) 1 [ 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.
4	The Finance Committee	(1) The Finance Committee consists of 1 [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. The Finance Committee Shall – a) advice the University on any question its finances; 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 ; c) Subject to Statutes, have power to scrutinise the estimates of the	



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		Colleges: Subject to Statutes, have power to scrutinise ever item of new expenditure not provided for in the Budget estimates of the University;	
5	The Examination Board	<p>1 [(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. Provided that if the examination concerns any other faculty, the Dean of that faculty is be co-opted as a member for that meeting.] (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 : Provided that the Vice-chancellor appoints the question setters and examiners from the panel submitted by the Examination Board. 2 [Provided further that ViceChancellor 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 of evaluation has been done in violation of the University Statutes, Regulations, Rules or Orders.]</p>	



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			<b>The Post-Graduate Research</b>
6	The Research Council	2 [(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.]	Council shall consist of the following persons :- a) the Vice-Chancellor; b) the Pro-Vice-Chancellor; c) the dean of the concerned Faculty; d) All University Professors of the concerned Faculties and heads of those Departments which have no University Professors; and e) Four teachers of the concerned Faculty to be nominated by the Vice-Chancellor in each academic year.
7	The Planning and Evaluation Committee	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.	e 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. -The Committee is consist of the following members : a) Vice-Chancellor; b) Pro-Vice-Chancellor; c) One person to be nominated by the State Government; d) Three Deans of Faculties to be appointed in the manner as prescribed by the Statutes; e) Two members of the Syndicate to be nominated by it; f) Two members of the Academic Council to be nominated by it; g) Three heads of Departments to be nominated by the Vice-Chancellor every year, by



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			rotation; and 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. -The Registrar is act as the Secretary to the committee. -The term of office of members, other than exofficio-members, shall be of three year's duration except where otherwise provid
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	