

Proceedings of the meeting of the Principals of all the Degree Colleges (Govt./Non-Govt. Aided S.F.S.) affiliated with the University held on 24.10.2013 at 2.30 P.M. in the D.D.E. Conference Hall under the Chairmanship of Vice-Chancellor.

The following were present:

1. Vice-Chancellor (Chairman)
2. Dean Academic Affairs
3. Dean Colleges Development Council
4. Dean Students Welfare
5. Registrar
6. Controller of Examinations
7. Finance Officer
8. Director, University Computer Centre
9. Principals of the degree colleges (Arts, Commerce & Science)

At the outset Dean, Academic Affairs welcomed the Principals and other officers of the University. He explained the idea behind convening this meeting. He also highlighted the issues to be discussed in the meeting.

The Vice-Chancellor also welcomed the Principals. He stressed the importance of a very sound examination system in a University as the prestige of a University is measured by the research, teaching and the robust system of examination and early declaration of results. He informed the house that there is need to make continued efforts to improve the examination system.

In the present age of Information Technology, it is necessary that data of the students to be supplied by the colleges either on-line or through various forms should be correct. This is the basic data which forms the foundation of further dealings of the students in the University. He also shared the concern of the State Government that the time consumed in holding examinations be reduced.

Grouping of the optional subjects is required to be done which will help in reducing the examination days and also achieving the target of minimum 180 teaching days in a calendar year. He requested the Principals to make sincere efforts in the matter and sought their cooperation both in smooth conduct of examinations and early evaluation of answer-books. He also exhorted the faculty to go through the scripts very carefully. The menace of copying, unfair means cases and other mal-practices be checked and our target should be to bring it to 'Zero'.

The Vice-Chancellor shared his concern with the House that now there is a growing tendency among the students of various colleges to approach the University in groups for redresses of their grievances which is not fair. If the University starts entertaining all the regular students directly, the working of the University will come to a standstill. The colleges are the extended hands of the University and the Principals should take the responsibility in resolving the problems of the students at their level. The problems which are to be resolved at the level of the University be taken up with the University by the Principals at their level instead of diverting the students to the University. He suggested that the Principals may spare minimum two hours or so to listen to the problems of the students daily.

During admission days also a number of students visit the University, who inform that the Principal has directed us to the University to seek approval of admission or for grant of relaxation which is not permissible under the rules. He suggested

that the Principals and the faculty members involved in the admission work may go through the Information Brochure circulated by the University very carefully. In case, there is any ambiguity or any further clarification is needed, they must point out /seek the same well before the start of the admissions. They must resolve the queries of the admission seekers at their level. In case they feel that any provision of the Information Brochure required any amendment or more clarity, proposal to this effect be sent to the University.

The Vice-Chancellor informed the House that as per demographic structure of the nation, the colleges and the Universities have to be ready to share more burden as the number of students studying in colleges is going to increase tremendously. The colleges must, therefore, prepare themselves for the same. All efforts be made to upgrade labs, library, teaching faculty and other infrastructure facilities in the colleges. The college campuses be made safe by providing boundary wall, blocking unauthorized entries, manning of gates, provision of CCTV cameras, etc. The number of girl students is increasing in the colleges and the Universities and we have to ensure the safety of girls. The Vice-Chancellor suggested that each college may constitute committees which may meet from time to time and suggest various security / safety measures, particularly for girls.

He suggested that the students be counseled to avoid multiple riding on bikes, wear helmet and driving cars with safety belts. He informed the House that as per a study conducted by the PGIMS, Rohtak in one month only there were 121

deaths due to accidents in which only 7 persons were wearing helmets, whereas in 101 car accidents, none was using safety belts. He suggested the Principals to make efforts to inculcate good habits among the students about their safety and other social issues. Extension Lectures be conducted on ethical / moral values and a system be devised to introduce Value Education. The Vice-Chancellor also stressed the need for improving speaking and writing skills of the students. Vocational courses be also introduced in the colleges to prepare them for self employment. He laid stress for enforcing discipline in colleges, attendance, proper dress and keep the students busy either in the labs or in library so that they do not stand or gossips in corridors.

There are a number of colleges affiliated with the University which have potential for excellence or conferment of autonomous status. He encouraged the principals to avail the advantage of the schemes of the UGC. He also suggested them to visit the UGC website frequently and to have information for improving their colleges. The colleges of Southern India are availing maximum benefits of the UGC schemes, whereas our colleges at a small distance from New Delhi, where the UGC is located, yet we are not getting the expected benefits of the UGC schemes.

Each college should prepare a small Information Brochure highlighting its courses, achievements in academic, cultural and sports activities, availability of infrastructure, etc. They must also seek feedback from the students, their parents, examiners and other experts visiting the colleges for practical

examinations, extension lectures, etc. Merit should not be compromised while inducting faculty irrespective of caste, creed, region, etc.

He informed the House that efforts will be made to hold such meetings regularly at least twice a year.

In the last the Vice-Chancellor thanked the Principals, University Officers and Deans for a healthy interaction. Thereafter, agenda was taken up for discussion and the following decisions were taken:-

1. All the Principals were requested to follow the guidelines given in the Admission Brochure issued by the Academic Branch. It was stressed that while making admissions, they should get the eligibility of the students checked thoroughly, so that no wrong admission is made. For wrong/excess admissions, the College may be penalized in the shape of reduction of seats, imposition of financial penalty and may even invite disaffiliation of the College.
2. The Colleges/Institutes after uploading the data of the admitted students within the given time, must generate FTR (Fund Transfer Report) which may include list of admitted students both fresh & continued and required amount of fee be deposited in the concerned bank.
3. Selection lists/Merit lists in respect of all the courses be sent by the Colleges category wise such as S.C./B.C., male/female, etc.
4. The students who are placed under compartment in two subjects from the Board of School Education Haryana/other Boards are not eligible for

admission to TDC 1st year. Therefore, no such candidates be allowed admission by the Colleges.

5. In case of compartment students admitted provisionally, proof/intimation of clearing the compartment subject must be sent to the University by the date stipulated for this purpose. It has been observed that such students are allowed admissions in the higher class(es) without verifying the proof of clearing compartment of 10+2 exam in two consecutive chances resulting in avoidable litigation.
6. It was impressed that the Principals must deal with the students at their own level and avoid to direct the students to the University. Rather, a clerk may be deputed to have the complaints of the students, if any, sorted out with the University.
7. Principals were requested to submit the Registration Return online and to submit hard copy thereof in the University in time by enclosing supporting all documents/Certificates, Migration Certificates, if required alongwith FTR after depositing the required amount of fee duly stamped by the concerned bank in the Registration & Scholarship Branch as per schedule, otherwise penalty @ Rs.5/- per day per student is charged on each type of fee separately for late days. The name(s) of the student, Father's name, date of birth, spellings of the name, particulars entered in the Original certificate(s) of the lower qualifying examinations of 10+2 class of Board of School Education Haryana, Bhiwani, etc. as per particulars given in the D.M.C. of 10+2 examinations be minutely checked at College level to

avoid problem at subsequent stage. By all means online examination form must be filled up well in time to avoid payment of late fee.

8. The University may not grant provisional affiliation to any college/course, without submitting the mandatory documents i.e. N.O.C. issued by the State Govt., requisite fee, Resolution of the Governing Body (if required) by the College.
9. The Inspection Committees will ensure that there is required faculty as per norms are available in the College(s).
10. No student be allowed to appear in any of the examinations, who doesn't have valid Roll No. slip issued by the University.
11. The Principals are requested to extend full cooperation in evaluation of answer books by the experienced and capable teachers.
12. Principals were requested to send the signature charts/Secrecy memo to the University in duplicate, immediately after the close of the Examination Centre(s).
13. Complete list of all the teachers working in their college with full particulars i.e. name, designation, date of joining, experience etc. be sent to the Conduct Branch as and when needed. Such a list will also be uploaded on the College Website(s).
14. Some teachers refuse to accept the examination duties/offer for setting of question papers etc. It was explained that examination duty is mandatory and no one should refuse/avoid it.

15. The University will ensure that the Server of the University is functional all the time and results be declared in time.

The meeting ended with a vote of thanks to the Chair.

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