



# GANGA DEVI MAHILA MAHAVIDYALAYA

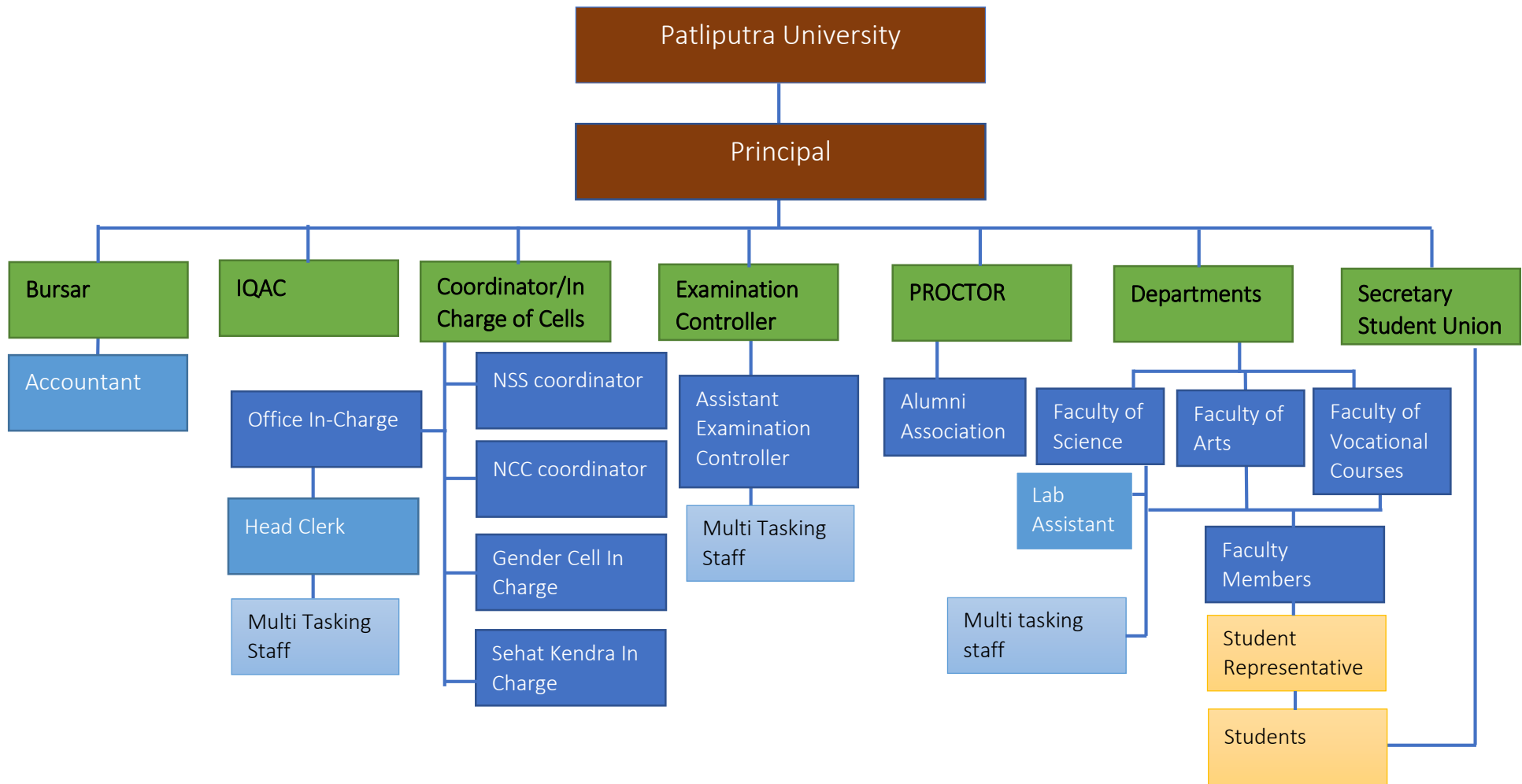
NAAC accredited grade 'B'  
Lohiya Nagar, Kankarbagh, Patna  
A constituent unit of Patliputra University, Patna



**6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**

- Administrative setup: Organogram and Committees
- Institutional Strategies:
  1. Admission of Students
  2. Teaching and Learning
  3. Curriculum Development
  4. Collaboration
  5. Human Resource Management
  6. Library, ICT and Physical Infrastructure / Instrumentation
  7. Research and Development
  8. Examination and Evaluation
- Appointment and Service Rules

# ORGANOGRAM AND COMMITTEES





# GANGA DEVI MAHILA MAHAVIDYALAYA

(A Constituent Unit of Patliputra University)

NAAC ACCREDITED "B"

Mob.: 8002209077



Ref. IQAC/3/21

Date: 02.08.2021

## OFFICE OF THE PRINCIPAL

### 1) Admission Committee

Coordinator - Prof. Vineeta Mishra  
Members - Dr Pranav Kumar Sinha  
Dr Rachna Jaiswal

### 2) Personal File Committee

Coordinator - Dr Bimla Choudhary  
Member - Dr Farhin Jahan

### 3) Examination Cell

Coordinator - Sri Shailesh Kumar Sinha  
Members - Dr Jyoti Mala  
Dr Manisha

### 4) Vocational Cell

Coordinator - Dr Dilip Kumar Verma  
Members - Smt Mridula Sahay

### 5) Student Council

Coordinator - Dr Asha Kumari  
Members - Dr Bidhu Bala  
Dr Kiran Lata  
Mrs. Manjari Shukla

### 6) Cultural Cell

Coordinator - Dr Anita Sinha  
Members - Dr Farhin Jahan  
Dr Bidhu Bala  
Dr Ragini Verma  
Mrs. Manjari Shukla

### 7) Sports & Fitness Cell

Coordinator - Dr Bidhu Bala  
Members - Dr Farhin Jahan  
Dr Pramanshi Jaideva  
Dr Punam Sinha  
Dr Rachna Jaiswal

### 8) Research Society

Coordinator - Dr Shubhashini Sinha  
Members - Dr Pramanshi Jaideva  
Dr Asha Kumari  
Dr Urvashi Gautam

### 9) Literary Society

Coordinator - Dr. Kiran Kumari  
Members - Dr Farhin Jahan  
Dr Jagriti Anand  
Dr. Rachna Jaiswal  
Mrs. Khusboo

### 10) NSS

Coordinator - Dr Sajla Shilpi  
Members - Smt Manjari Shukla  
Dr Pramanshi Jaideva  
Dr Vidya

### 11) Nodal Officer Sehat Kendra & Red Ribbon Club

Coordinator - Dr Sajla Shilpi

*Bhargya Jha.*  
02/08/21  
IQAC Coordinator

*Mani Bala*  
02.8.21  
PRINCIPAL

GANGA DEVI MAHILA MAHAVIDYALAYA  
KANKARBAGH, PATNA-20

**12) NCC Coordinator** - Mrs Khushboo

**13) Career Counseling & Placement Cell**

Coordinator - Dr Bidhu Bala

Members - Dr Jyoti Mala  
Dr Urvashi Gautam  
Mrs. Khusboo

**14) Grievance Redressal Cell**

Coordinator - Dr Minati Jha

Members- Dr Kalpana Singh  
Dr Jyoti Mala  
Dr Punam Sinha  
Dr Farhin Jahan  
Dr Urvashi Gauta

**15) Anti Ragging Cell**

Coordinator - Proctorial Committee

**16) Student Counseling Cell**

Coordinator - Dr Kiran Lata

Members - Dr Ranjana Jaiswal  
Dr Punam Sinha  
Dr Pramanshi Jaidev

**17) Leave Committee ( Teaching )**

Coordinator - Prof Vineeta Mishra

Members- Dr Bimla Choudhary  
Dr. Minati Jha

**18) Leave Committee ( Non Teaching )**

Coordinator - Prof Vineeta Mishra

Members- Dr Minati Jha  
Dr Bimla Choudhary

**19) Gender Cell**

Coordinator - Dr Bimla Choudhary

Members- Dr Ragini Verma  
Dr Farhin Jahan

**20) Freeship / Scholarship Cell**

Coordinator - Dr Kiran Kumari

Members - Dr Ranjana  
Dr Diksha Singh

**21) Staff Development Cell**

Coordinator - Dr Bimla Choudhary

Members- Dr Dilip Kumar Verma  
Dr Pramanshi Jaidev  
Dr Diksha Singh

**22) Purchase Cell**

Coordinator - Principal / Bursar / Proctor

**23) IT Cell**

Coordinator - Dr Bhavya Jha

Members - Smt Sweta Gupta  
Dr Jyoti Mala  
Mr.Rakesh Kumar (B.C.A)  
Mr Rajesh Kumar

**24) Infrastructure Cell**

Coordinator - Dr Dilip Verma

Members- Dr Pramanshi Jaidev  
Dr. Diksha Singh  
Dr Manisha

**25) Library Committee**

Coordinator - Dr Jyoti Mala

Dr Urvashi Gautam  
Dr Manisha

**26) Media Cell**

Coordinator - Dr Farhin Jahan

Members- Mrs Khushboo  
Dr Bidhu Bala  
Dr. Diksha Singh

**27) Ganga Devi Alumni Association**

Coordinator - Dr Sajla Shilpi

Members- Dr Anita Sinha  
Dr Farhin Jahan  
Dr Bidhu Bala

**28) Proctorial / Discipline Committee**

Coordinator - Dr Kalpana Singh

Members- Dr Sunita Saran  
Dr Rachna Jaiswal

**29) Common Room Incharge-** Dr Ranjana

*Bhavya Jha*  
*02/08/21*

IQAC Coordinator

*Mani Bala*  
*Principal*  
*02/08/21*

GANGA DEVI MAHILA MAHAVIDYALAYA  
KANKARBAGH, PATNA-20





# GANGA DEVI MAHILA MAHAVIDYALAYA

NAAC accredited grade 'B'  
Lohiya Nagar, Kankarbagh, Patna  
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Date - 11.07.22

G.S/G.D.M.C/139A/22

## OFFICE ORDER

The tenure of IQAC committee established on 10.07.2020 is hereby extended for one more term of 2 years. The committee is as follows:

Name	Position
Prof. Mani Bala	Chairperson
Dr. Bhavya Jha	IQAC Coordinator
Mrs. Sweta Gupta	NAAC coordinator
Dr. Farhin Jahan	Member
Dr. Bidhu Bala	Member
Dr. Anita Sinha	Member
Dr. Jyoti Mala	Member
Dr. Jagriti Anand	Member
Dr. Diksha Singh	Member
Mrs. Manjari Shukla	Member
Mrs. Khushboo	Member

Other members:

Faculty: Bursar, Proctor, NSS coordinator, NCC coordinator, Examination Controller,  
Admission In-charge

Member: Technical- Shri Rajesh Kumar

Students: Presiding student Council members

Mani Bala  
11.7.22  
PRINCIPAL  
GANGA DEVI MAHILA MAHAVIDYALAYA  
KANKARBAGH, PATNA-20



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Ref No. IQAC/6/2022

Date: 26.07.22

## OFFICE ORDER

The Minority Cell. is being constituted for a period of two years to look after the welfare of minority students.

Sl No	Name	Position
1.	Dr. Farhin Jahan	Coordinator
2.	Dr. Manisha	Member
3.	Dr. Kiranlata	Member

Mami Bala  
PRINCIPAL  
GANGA DEVI MAHILA MAHAVIDYAL  
KANKARBAGH, PATNA-20



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NAAC accredited grade 'B'  
Lohiya Nagar, Kankarbagh, Patna  
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Ref No. I&AC/7/2022

Date: 26.07.22

## OFFICE ORDER

The SC/ST Cell. is being constituted for a period of two years to look after the welfare of SC/ST students.

Sl No	Name	Position
1.	Dr. Pramanshi Jaideva	Coordinator
2.	Dr. Vidya	Member
3.	Dr. Ranjana	Member

Mani Bales  
26.7.22  
PRINCIPAL  
GANGA DEVI MAHILA MAHAVIDYALAYA  
KANKARBAGH, PATNA-20





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Ref. No. IQAC/8/2022

Date: 26.07.2022

## OFFICE ORDER

The OBC Cell. is being constituted for a period of two years to look after the welfare of OBC students.

Sl No	Name	Position
1.	Dr. Rachana Jaiswal	Coordinator
2.	Dr. Ragini Verma	Member
3.	Dr. Abha Akhoury	Member

:

Mani Bala  
PRINCIPAL  
GANGA DEVI MAHILA MAHAVIDYALAYA  
KANKARBAGH, PATNA-20



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Ref No. IQAC/9/2022

Date: 26.07.22

## OFFICE ORDER

The following Internal Compliance Committee under the provisions of 'The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013' is being constituted for a period of two years in the college.

Sl No	Name	Position
1.	Dr. Bimla Choudhary	Coordinator
2.	Dr. Bhavya Jha	Member
3.	Mrs. Sweta Gupta	Member

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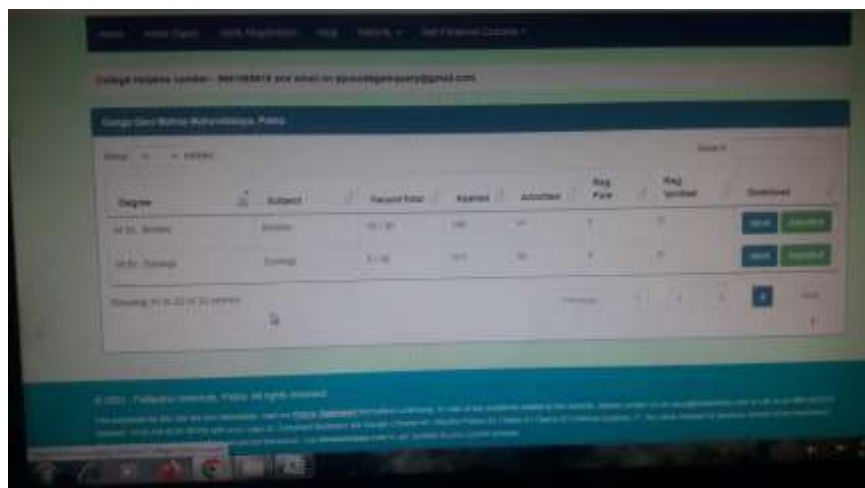
ManiBala  
26.7.22  
PRINCIPAL

GANGA DEVI MAHILA MAHAVIDYALAYA  
KANKARBAGH, PATNA-20

# **INSTITUTIONAL STRATEGIES**

## 1. Admission of Students

- Admission process is fully in Online mode on Patliputra University Admission portal. Details of students designated to Ganga Devi Mahila Mahavidyalaya are made available to our admission office. Students take admission online and approach us with admission receipt. Here, they get their certificates checked and verified and their admission is confirmed.
- All relevant information related to admission is updated on the PPU website. The college also publicizes through banners. Admission is made on merit basis only in all programs.
- Teachers personally provide counselling/mentoring to the students.
- At the time of admission, senior students, by setting up help desks, actively participate in the admission process. They help out the newcomers throughout the application process and arranging the documents. They also encourage and guide them and help to get comfortable in college environment.



## 2. Teaching and Learning

- The college provides mentoring at various levels through different approaches. Course teachers are accessible on a regular basis and are in a position to gauge the response of students. This is done to enhance academic performance and attendance. It helps to aid slow learners and encourage advanced learners, thereby provide an equitable environment to the students. Mentor counsels the students in dealing with both personal and academic issues. Teachers associated with NSS, NCC, Red Ribbon Club, Sehat Kendra, Cultural and Sports committee are in closer contact with the students who are members of the relevant groups. A counselling cell is functional in the college which caters to specific problems faced by the students.
- From year 2023, 4 year UG course has been implemented in line with NEP 2020.
- We incorporate student centric methods in the teaching learning process at our college. Quizzes, informative webinars followed by assessment, presentations, painting/poster/slogan competitions on relevant issues, speech, debate, essay writing competitions to create awareness as well as promote the development of graduate aptitudes. Different problem solving techniques are utilised as per requirement of the class. These have been successfully used to enhance learning experiences. Students are motivated to participate in different inter-college and inter-university competitions at different levels. The institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Faculty members make efforts in making the learning activity more interactive. Students are encouraged for "Learning by Doing" wherever possible through practical and group activities. Departments encourage students to acquire and develop problem-solving skills. For this, college organizes expert lectures on various topics and motivate students.





**Ganga Devi Mahila Mahavidyalaya**  
 (NAAC Accredited Grade 'B')  
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Invites you all to celebrate the  
**National Science Day!!**

**Lecturer 1:**  
 Women in Science  
 By Dr. Sonia Verma

**Lecturer 2:**  
 Science of Zoonosis  
 Role of Integrative  
 Biology in Infectious  
 Disease Control  
 By Dr. Akshay  
 Thakur

**Coordinator:**  
 Dr. Khushi Jain  
 Asst. Prof. Zoology,  
 GDMM

**Dr. Sonia Verma**  
 Scientist  
 ADMS, New Delhi

**Dr. Akshay Thakur**  
 Research Associate  
 NRI, New Delhi

**Prof. Manohar**  
 Principal  
 GDMM, PPU

Date - 08<sup>th</sup> Feb in  
 Title - 1 pm  
 Venue - Google Meet  
 Link: <https://meet.google.com/vg-waaa-goo>

Zoom Meeting: Share Screen

The framework of Integrative Biology?

Meeting Details: [Redacted]



Zoom Meeting: Help - Share Screen

4:28 PM | Help - Share Screen

### 3. Curriculum delivery

- The learner is at the centre stage in the process of curriculum implementation. While at the university-level syllabi are updated and revised, the college has built a system for organised and efficient curriculum implementation. Following is the list of methods through which we carry out the curriculum implementation:
- At the departmental level, the topics in the syllabi is taken up by the teachers according to their expertise and interests so that the curriculum delivery is as efficient as possible. Individual faculties plan and carry out the teaching learning so as to complete the syllabus on time.
- After admission, the students attain the Induction/orientation meet and get an overview of program and course outcome. At the start of each academic session, students are being provided with time tables for each subject/paper and recommended reading lists for each course. An academic calendar is prepared in the beginning of the session in supervision of IQAC of the college which prescribes a monthly test. All the departments are responsible for taking the monthly test and providing necessary assistance to the students in form of mentor-mentee program.
- A fully automated library is at student's disposal. An online e-shiksha portal of the college provides the students with the e-content prepared by the teachers. We supplement the syllabus according to the need of socio economic and cultural environmental demands and add to each such component by way of talks, debates, seminars, display of educational films *etc.*

### 4. Collaboration

- We have collaboration with state bodies - Nalanda Open University and Bihar State AIDS Control Society. Additionally, we also have a MoU with local Vidya Diet Clinic which is a registered Diet clinic.
- There is a Study Centre of Nalanda Open University at our college. We carry out various awareness and outreach programs under the aegis of BSACS.
- In collaboration with Vidya Diet Clinic we provide a 3-month certificate course in nutrition. Students gain hands on experience at Vidya Diet clinic.

**Certificate Course in Applied Nutrition**

A Joint Collaborative Initiative for Ganga Devi Mahila Mahavidyalaya and Vidya Diet Clinic

**Why Applied Nutrition?**

- Growing Opportunity to Facilitate Health through proper Nutrition.
- Need to manage and interpret the interrelationship between diet and disease.
- Need to prepare a Nutrition counselling workforce that could play valuable role in combating the double burden of malnutrition.
- Design and Develop innovative dietary solutions to address issues related to nutrition.
- Participate in Nutrition Research team.

**Who can apply?**

Undergraduate/Graduate/Postgraduate/Ph.D Students/ Faculty or Public Health Professionals

Duration: 12 weeks

Fee: INR 340 for 12 WEEKS Students, INR 1000 for 60 WEEKS Fee Waivable

Contact: JN Vidya Centre, Coordinator) Mobile No. 9472547010

**BIHAR STATE AIDS CONTROL SOCIETY, PATNA**  
NEW INDIA@75 CAMPAIGN PHASE-II  
BSC-TSAC (COLLEGE LEVEL COMPETITION)

MEMBER:

- 34 POSITION: NARESH KUMAR, B. B. S. J. COLLEGE, ANANDBIHAR, BIHAR UNIVERSITY, BIHAR, BIHAR DISTRICT
- 34 POSITION: SUBRASHI SINGH, GURUPUR JYOTI MAHILA COLLEGE, PATNA, PATEL PURA UNIVERSITY, PATNA, PATNA DISTRICT
- 34 POSITION: JASRINE HASAN KHAN, PATNA LAW COLLEGE, PATNA, PATNA UNIVERSITY, PATNA, PATNA DISTRICT
- 34 POSITION: RITU, PATNA WOMEN'S COLLEGE, PATNA, PATNA UNIVERSITY, PATNA, PATNA DISTRICT
- 34 POSITION: NIRMALA SUDHAKAR SHARMA, RAJENDRA COLLEGE, CHAMPAIN, IPE, CHAMPAIN, SARAN DISTRICT

Dr. Manojit Prasad, Nalanda Open University, Patna

Rajesh K. Singh, Nalanda Open University, Patna

Dr. R. K. Singh, Bihar State AIDS Control Society, Patna

Dr. R. K. Singh, Bihar State AIDS Control Society, Patna

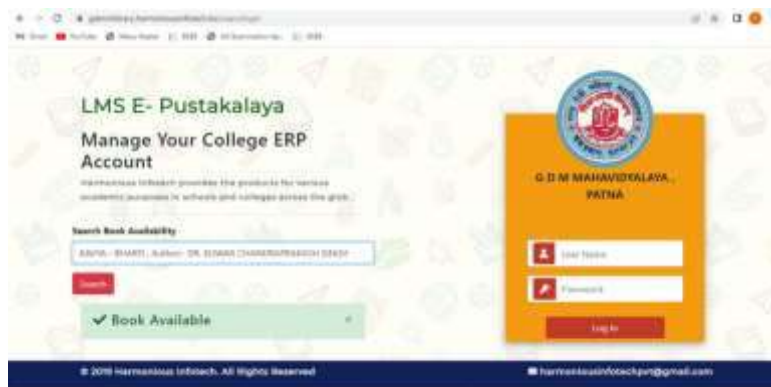
## 5. Human Resource Management

Human Resource Management is very significant for smooth and effective running of the college. It helps us to achieve our objectives and plays a pivotal role in inculcating a positive attitude in teachers and staffs and also facilitates professional growth. The quality of human resources dictates the success of an organization. Effective Human resource management gives a competitive edge and maximizes employee performance. Strategies for quality improvements in human resources management include:

- Strategic management and optimum utilization of human resources.
- Minimizing staff attrition rate and improving retention rate.
- Providing requisite facilities to staff and teachers.
- Welfare measures and training.
- Strategic planning to integrate individual's organisational goals.
- Maintenance of amicable and cordial relations between management and employees.

## 6. Library, ICT and Physical Infrastructure

- The college has a library with comfortable seating arrangements. The library is automated by software LMS and well maintained by qualified and experienced librarian and staff members. The software smoothens the task of librarian and users. The records of students and teachers who visit the library have been well maintained by the library staff.



- The college now has 4 classrooms where projectors are installed for smart classes. Many of the faculty members bring their personal laptops and tablets to help the students visualise some concepts, which are difficult to understand. We make students aware of freely available e-resources which include National digital library, MOOCs, NCBI Bookshelf, SWAYAM, e-pathshala etc. We also access the virtual labs made freely available by the ministry of education to demonstrate certain experiments and encourage students to explore by themselves. The institute premises are Wi-Fi enabled, which has been provided to promote independent learning. Now, the teachers also encourage the students to attend various online courses & webinars. Teachers also take doubt clearance, remedial and advanced classes on Google Meet/Zoom when required.





- The college has a conference room and a seminar hall with ICT capabilities. Practical subjects like Physics, Chemistry, Botany, Zoology, Home Science, BCA, BBM, English, Psychology etc. have their own laboratories/computer labs and these facilities are optimally utilized as per the requirements. We have a fully automated library for students and faculties. Common facilities like sports, common room, gym, canteen, water coolers etc. are made available to all. With the permission of sports in-charge, sports kits are given to students for sports activities. We have a separate computer room for students with approximately 40 computers. We have a sanitary pad vending machine and sanitizer dispensers. The Campus is Wi-Fi enabled. We have a Health Centre and doctors with different specialities weekly give their contribution for an hour to our Health centre.
- The college has open auditorium for organizing functions and cultural events with seating capacity of 150 people. College has well spacious room for yoga and meditation centre which helps in relaxation of body and brings peace of mind. We have a spacious area for indoor activities like table tennis, chess, and other indoor games. College has adequate facilities for outdoor games like badminton, Sepaktakraw and basketball. With the permission of sports in-charge, sports kits are given to students for sports activities. Similarly, a musical instrument can also be issued and used with the permission of cultural In-charge. College provides gymnasium facility. It has all facilities and modern equipment for physical workout during college hours. To create sense of self-defense and promote women empowerment the college has started taekwondo training focusing on self-defense training. The college has NSS and NCC units which are actively involved in community services.



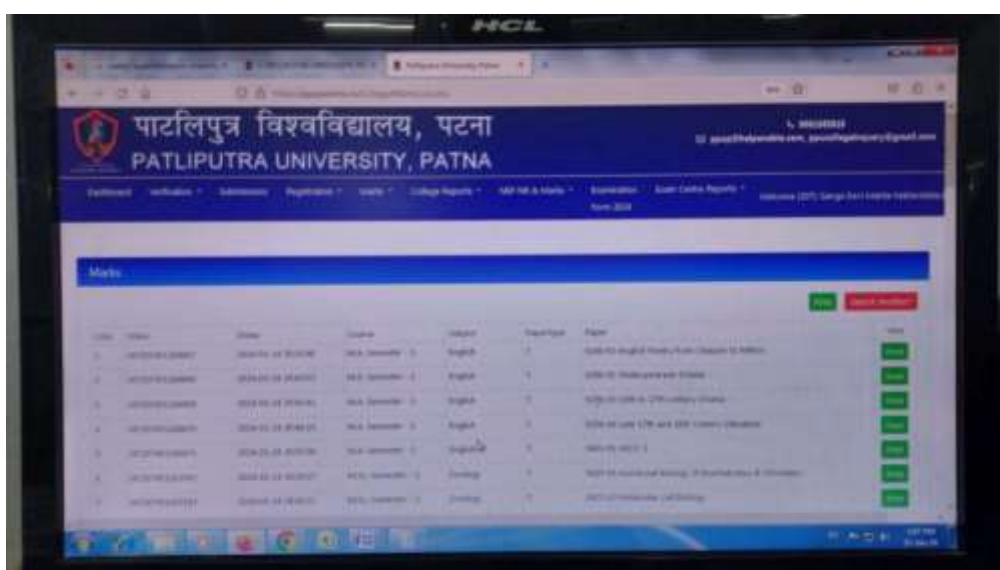
## 7. Research and Development

- Teachers regularly publish in UGC listed and peer-reviewed journals. They also write books as well as chapters in the edited books. UG students are also motivated to take up topics of interest from their syllabus and prepare projects. Faculties regularly organize sponsored National seminars. This year onwards we have pledged to involve students in research work with the teachers. In this context, department of English has successfully published a book edited by three faculty members and chapters contributed by students of department of English.



## 8. Examination and Evaluation

- For UG 3-year course, although an internal assessment is not formally prescribed by the university, we adhere to a continuous internal assessment to find where a student might need help and guidance. We stick to our academic calendar to take monthly tests and assign mentors according to the student's performance. Besides class test, students are regularly given assignments. Personal guidance is given to the poor performing students after their assessment. It helps the teacher to evaluate the students effectively. Due to internal assessments, the interest of the students towards learning and active participation in the classes has also increased. It has also helped to increase the interest of the students in various co-curricular activities, that help in their overall personality development. At department level, all the teachers actively participate in the post Test discussion session with the students. Class test papers are given back to students for review and discussion. Students are encouraged to clear their doubts and raise query, if they have any. All the class test related grievances are addressed in the discussion session.
- For PG and UG 4-year course (NEP 2020), the university issues an academic calendar to define the duration in which internal assessment is taken.
- The attainment of program outcomes and course outcomes through direct and indirect methods. Direct methods are provided through direct examinations conducted by the university at the end of the session. As far as indirect methods are to be explained, it includes assignments which are given at regular intervals. Class discussions also in a way help the teachers to evaluate the level of understanding of the students. Moreover, various speech and debate competitions are organized, where students present their viewpoint on a particular topic, which also indicate the way the students have understood the topic.



**APPOINTMENT AND  
SERVICE RULES**



<sup>1</sup>[57. Appointment to the post of teachers in Universities and their constituent Colleges. (1) (i) <sup>2</sup>[x x x]

(ii) The Commission on the recommendation of the State Government may organise an eligibility test to be called State Eligibility Test for appointment to the posts of Teacher (Assistant Professor) in the Universities and Constituent/Affiliated colleges under them. In this behalf, Commission shall invite subject-wise applications only from such candidates who have obtained the qualifications prescribed in the UGC Regulations, 2010 or as may be prescribed by the University Grants Commission from time to time;

Provided that, such test shall be conducted by the Commission in the light of the order issued by the State Government in conformity with the Regulations made by the University Grants Commission.

(iii) Every year the Commission shall invite subject wise applications for appointment to the posts of Teacher (Assistant Professor) in the Universities and their constituent College only from such candidates who have passed the National Eligibility Test Conducted by the University Grants Commission/Council for Scientific and Industrial Research/State Eligibility Test and obtained minimum qualifications prescribed by the University Grants Commission Regulations, 2010 or as may be prescribed from time to time;

<sup>2</sup>[x x x]

(iv) The subject wise vacancies including the presumed vacancies of the next calendar year alongwith the Reservation roster shall be forwarded to the Commission by the Universities upto thirty first December every year.

(v) The University shall make appointments to the posts of Teacher, duly sanctioned and communicated by the State Government, only on the recommendation of the Commission and no appointment to the post of teachers shall be made by the University without the recommendation of the Commission. Commission shall comply with the conditions laid down in this Section for making recommendations for appointment to the posts of teachers of the University according to their need.

(vi) The commission shall prepare a subject-wise merit list against the vacancies communicated by the University on the basis of the interview from among the candidates applied for under clause (iii). The subject wise list shall contain the names of the candidate in order of merit double in number of the vacancies, however the commission shall forward only one name at a time to the University for appointment against vacancy;

Provided that, the commission shall recommend the names to the University in order of merit and on the basis of reservation roster sent by the University in conformity with the laws applicable to reservation in appointments in the State. Notwithstanding anything contrary to provision of this Act, Statute, the reservation policy prevalent in the Bihar State shall be applicable to all the appointments.

(vii) All the proceeding of the Commission shall be completed on daily-basis itself, which includes minutes of the meeting, the list of the candidates on the basis of merit. The records pertaining to the merit list shall be signed by the commission and the merit list of subject concerned shall be finalized on the last day of the interview of that subject.

1. Ins. by Act 17 of 2013 w.e.f. 14.8.2013.

2. Omitted by Act 11 of 2017.



(viii) The merit list prepared by the Commission shall be valid for one year from the date of its issue. On receipt of the recommendations of the Commission under clause (vi) the University shall make appointments per the recommendations of the commission within six months from the date of its receipt.

(ix) In respect of appointment, dismissal, removal, termination of service or demotion of teacher of the University and Constituent College, the University shall take action in consultation with the Commission in prescribed manner.

(x) The Board for selection of candidates for appointments to the posts of teachers of the University Departments and constituent Colleges shall be constituted by the commission in view of the directions communicated by the State Government in conformity with the provisions prescribed in the regulations and circulated by the U.G.C. from time to time;

Provided that at least three experts of the subjects concerned shall attend the meeting of Board organised for making recommendations for appointment.

<sup>1</sup>[(2) (i) Subject to the provisions of this Act and the provisions of the statute made thereunder appointment to the post of officers (other than Vice-Chancellor, Pro-Vice Chancellor, Registrar, Dean of faculty and Principal of Constituent Colleges) of the University shall be made by the University on the recommendation of the Selection Committee consisting of the following members :-

(1) The Vice-Chancellor of the University concerned-Chairman.

(2) One member to be nominated by the Chancellor.

(3) One member to be nominated by the Government.

(4) Three experts not connected with the University to be nominated by the Vice-Chancellor from a panel of not less than ten names approved by the Academic Council for each post, out of which, at least one member should belong to scheduled caste/scheduled tribes and two members shall be from outside of state. The academic Council shall send name of not less than two members belonging to the scheduled caste/scheduled tribes category.

(5) The head of the department on the discipline concerned.

Provided that, if there is no representation of Woman or extremely backward class (schedule-1) or both in the selection Committee then it may be open to the State Government to nominate additional members from amongst woman or extremely backward class (Schedule-1) or both as the case may be.

Provided further that, subject to the provisions of this Act and statutes made thereunder the Bihar State University Service Commission shall, as far as may be, perform, in respect of appointment to the post of Principal, the same functions as are assigned to the Bihar Public Service Commission in respect of the State Services under Article 320 of the Constitution of India.]

<sup>2</sup>[(2) (a) The Bihar State Universities (Constituent Colleges) Service Commission shall hold every year a qualifying test for appointment of Lecturers in the University/ Constituent Colleges/Affiliated Colleges which shall be known as the Bihar Eligibility Test. For this purpose it shall invite subject-wise application from only such candidates who fulfill the prescribed qualifications as laid down in the Statute framed in this regard.

1. Subs. by Act 10 of 2021, dated 31.3.2021.

2. Subs. by Act 12 of 1995.



However, such test shall be conducted having regard to any regulation framed or direction issued by the University Grants Commission in this regard:

(b) For appointment of lecturers in the University and the Constituent Colleges the Commission shall invite applications from candidates who have passed the Bihar Eligibility Test and/or have cleared the Eligibility Test for lectureship/Junior Research Fellow conducted by the University Grants Commission/Council for Scientific and Industrial Research and/or have already been awarded Ph.D. degree in the relevant subject and/or have already submitted Ph.D. thesis upto 31st December, 1993 and/or have already been awarded M.Phil, degree by 31st December, 1992 and on the basis of interview shall prepare subject-wise merit list against the vacancies notified by the University/Constituent Colleges and such list shall remain valid for a period of one year from the date of its approval. The subject-wise merit list shall consist of twice the number of vacancies, but the Commission shall send in order of merit only one name at a time to the University for appointment against a single vacancy:

Provided that the Commission shall recommend names to the University from the merit list in conformity with the reservation roster prepared and sent by the University in accordance with the law relating to reservation in appointment in force in the State:

(c) The vacancies including the likely vacancies in the next calendar year along with the reservation roster shall be intimated to the Commission by the University by 31st of December every year.

(3) In making recommendations for appointment to every post of <sup>1</sup>[Principal] and officer, the Bihar State University. (Constituent Colleges) Service Commission shall fulfil conditions contained in Section 58 of the Act.

<sup>2</sup>[(4) Three expert not connected with the University to be nominated by the Vice-Chancellor from a panel of not less than ten names approved by the Academic Council for each post out of which, at least one member should belong to Scheduled Caste/Scheduled Tribes and two members shall be from out-side the State. The Academic Council shall send name of not less than two members belonging to Scheduled Caste/Scheduled Tribes category.]

<sup>3</sup>[(5) Notwithstanding anything to the contrary contained in this Act, or Statutes, Rules or Regulations made under it, the law relating to reservation in force in the State shall apply to all appointments.]

<sup>1</sup>[57-A. Procedure of selection to be prescribed by the statute. (1) Subject to the provisions of this Act and Statutes made thereunder, for appointment of teachers in such affiliated Colleges, which are not governed by the State Government or not funded by the Universities, the applications from the candidate fulfilling the qualifications prescribed under clause (iii) of sub-section (1) of section 57 of this Act shall be invited by the Governing Body of the College concerned. The selection shall be processed by the Selection Committee constituted by the University under the provisions contained in section 57B of this Act.

(2) In making recommendations on the basis of interview of the candidates holding the above mentioned qualifications the rules or reservation shall be adhered by the Selection Committee.

1. Subs. by Act 17 of 2013.
2. Subs. by Act 16 of 2008.
3. Ins by Act 17 of 1993.



(3) The recommendation made by the Selection Committee shall remain valid for one year from the date of the recommendation. Within six months from the date of recommendation of the Selection Committee; the College administration shall process the appointment/promotion in order of preference laid down by the Selection Committee.

(4) With regard to the appointment, promotion, dismissal, discharge, removal from service and termination of service or demotion of teachers in affiliated Colleges, the action shall be taken in the manner prescribed after making consultation with the above mentioned Selection Committee.

(5) The appointments, promotions, dismissal, removal and termination of service of teachers in the minority colleges affiliated on the basis of religion and language may be made and disciplinary action against them shall be taken by the governing body of those colleges with the approval of the Selection Committee constituted by the University;

Provided that, where the order concerned is limited to only ensure, withholding increment, against a teacher or his/her suspension till the investigation of charges, in such cases the consultation with the Selection Committee shall not be necessary.

<sup>1</sup>[(6) Subject to this Act, The Selection Committee shall complete the scrutiny of the cases of the teacher's appointed without the recommendation of the Bihar College Service Commission prior to 19.04.2007 in the Affiliated Degree Colleges on the basis of the qualifications enforced at time of the appointment of such teachers till 31.03.2018. Otherwise such appointments will not be treated valid. Thereafter the Governing Body of the college will accept the names recommended by the Selection Committee, which shall be finally approved by the concerned University.

Distribution of grant amount sanctioned by the State Government till 31.03.2018 shall be made amongst the teachers working in the concerned affiliated degree colleges by its Governing Body.]

#### Comment

• Section 57-A and 59 University cannot shut its eyes towards illegal appointment of teacher in affiliated college if it is in teeth of Section 57-A of the Act and Section 59 vests power in the university to take all remedial action against the affiliated colleges. *Brijendra Kumar Singh v. Bihar College Service Commission*, 2011(3) PLJR 194.

<sup>2</sup>[57-B. Constitution of Selection Committee. (1) The Selection Committee for appointment to the posts of Assistant Professor, Principal in affiliated colleges shall be constituted by the University as follows:

- (i) The Chairman of the governing body of the college or the person nominated by the governing body, who being one of its members, shall be the Chairman of the Selection Committee.
- (ii) Principal of the College.
- (iii) Head of the department of the faculty concerned in the College.
- (iv) Three experts, not below the rank of professor and two out of them should be experts of the subject, shall be nominated by the Vice-chancellor of the concerned University. In case of such colleges, which have been notified/declared as minority educational institution, three persons nominated on behalf of the Chairman of the College who shall

1. Subs. by Act 20 of 2017.

2. Subs. by Act 17 of 2013.





# PATLIPUTRA UNIVERSITY

## PATNA-800020

E-mail:- [patliputrauniversity2018@gmail.com](mailto:patliputrauniversity2018@gmail.com)  
[registrar@ppup.ac.in](mailto:registrar@ppup.ac.in)

Ref. no:-..PC/PPU/13/23

Date:- 08-04-23.....

सेवा में,

सभी विश्वविद्यालय स्नातकोत्तर विभागाध्यक्ष/प्राचार्य/प्रभारी प्राचार्य,  
पाटलिपुत्र विश्वविद्यालयान्तर्गत अंगीभूत महाविद्यालय।

विषय:- CAS प्रोन्नति योजना – 2018 के तहत शिक्षकों की प्रोन्नति के सम्बन्ध में।

प्रसंग :- (i) राज्यपाल सचिवालय पत्रांक – BSU (Statute)-08/2005-283/GS(I)

दिनांक – 15.02.2023.

(ii) शिक्षा विभाग (बिहार सरकार) पत्रांक – 15/एम 1-83/2019(अंश-1)-197

दिनांक – 17.01.2023.

महाशय/महाशया,

उपरोक्त विषय एवं प्रसंग में अंकित पत्रांक के आलोक में निदेशानुसार सूचित करना है कि CAS-2018 के तहत प्रोन्नति योजना दिनांक – 15.02.2023 से प्रभावी होने की अधिसूचना निर्गत है। उक्त अधिसूचना के आलोक में निम्न बिन्दुओं पर आपका ध्यान आकर्षित कराना चाहेंगे-

1. CAS-2018 के तहत शिक्षकों की प्रोन्नति योजना दिनांक – 15.02.2023 से लागू की गई है एवं पुरानी प्रोन्नति योजना को CAS-2018 की अधिसूचना जारी होने की तिथि (15.02.2023) से समाप्त कर दी गई है (अधिसूचना संलग्न)।
2. जिन शिक्षकों की प्रोन्नति नई प्रोन्नति योजना (CAS-2018) के लागू होने की तिथि (18.07.2018) और उसकी अधिसूचना जारी करने (प्रसंगाधीन क्रम सं0-(1) में अंकित राज्यपाल सचिवालय पत्रांक) की तिथि – 15.02.2023 के मध्य (18 जुलाई 2018 से 14.02.2023 के बीच) नहीं हो पाया है, वैसे शिक्षकों के लिए दो विकल्प दिया गया है:-
  - (क) प्रोन्नति हेतु उम्मीदवार शिक्षक, नई प्रोन्नति योजना (CAS-2018) का चयन कर सकते हैं। **अथवा;**
  - (ख) नई प्रोन्नति योजना लागू होने की तिथि (15.02.2023) के पूर्व अगर उनकी पात्रता प्रोन्नति हेतु है, तो वे पुरानी प्रोन्नति योजना का विकल्प चुन सकते हैं। (शिक्षकों द्वारा प्रोन्नति हेतु विकल्प का चयन उन्हें स्वयं करना होगा, तथा इसके लिए विश्वविद्यालय किसी भी स्तर पर अन्यथा परिणाम होने की स्थिति में जिम्मेवार नहीं होगा)।
  - (ग) प्रोन्नति हेतु उम्मीदवार शिक्षकों द्वारा चयनित विकल्प के तहत ही उस शिक्षक की प्रोन्नति की अग्रेतर प्रक्रिया की जाएगी। किसी भी परिस्थिति में, किसी भी स्तर पर चयन किए गए प्रक्रिया में बदलाव नहीं किया जाएगा।

3. शिक्षक द्वारा प्रोन्नति हेतु प्रस्तुत आवेदन के साथ एक आवेदन संबंधित विश्वविद्यालय स्नातकोत्तर विभागाध्यक्ष/प्राचार्य/प्रभारी प्राचार्य को देना होगा जिसमें उनके द्वारा यह स्पष्ट रूप से अंकित करना होगा कि उन्होंने किस प्रोन्नति योजना का चयन किया है। इस आवेदन को संबंधित विश्वविद्यालय स्नातकोत्तर विभागाध्यक्ष/प्राचार्य/प्रभारी प्राचार्य द्वारा अग्रसारित किया जाएगा।
4. आवेदकों को यह निर्दिष्ट किया जाता है कि संबंधित प्रोन्नति प्रपत्र को कंप्यूटर पर भरते हुए उसके प्रिंट आउट को स्व-अभिप्रमाणित (तिथि के साथ) कर चार (04) प्रति में विश्वविद्यालय को जमा करेंगे।  
साथ ही साथ आवेदन की Soft Copy को विश्वविद्यालय के अधिकृत मेल [promotion@ppup.ac.in](mailto:promotion@ppup.ac.in) पर आवेदक के स्व-अधिकृत मेल द्वारा PDF Format में भी प्रेषित करेंगे।
5. प्रोन्नति हेतु आवेदन के साथ संलग्नित सभी दस्तावेज स्व-अभिप्रमाणित (तिथि के साथ) होगा। सभी छाया-प्रति पठनीय होना चाहिए एवं आवेदन में over writing/cutting/whitener का प्रयोग नहीं होना चाहिए।
6. नई प्रोन्नति योजना (CAS-2018) के तहत आवेदन देने की स्थिति में राज्यपाल सचिवालय, राजभवन, पटना द्वारा निर्गत अधिसूचना - BSU (Statute)-08/2005-283/GS(i) दिनांक - 15.02.2023 का संदर्भ लेते हुए:-  
(क) शिक्षक द्वारा जिस अकादमिक स्तर में प्रोन्नति योजना हेतु आवेदन किया जा रहा है उसके अन्तर्गत निर्धारित योग्यता के विषय में संलग्नित CAS-2018 अधिसूचना की तालिका-1, 2 एवं 3 के अनुरूप प्रमाण सहित दस्तावेज संलग्नित होना/होने चाहिए।  
(ख) प्रोन्नति हेतु पात्रता का आकलन (CAS-2018) के तहत विहित समितियों द्वारा पूर्णयता शिक्षकों द्वारा संलग्नित/प्रस्तुत साक्ष्य पर आधारित होगा। CAS-2018 अधिसूचना की (तालिका-02 में इस शर्त को स्पष्ट रूप से अंकित किया गया है।
7. नई प्रोन्नति योजना CAS-2018 के तहत नियमावली - 4.1.1 में अंकित योग्यता के सम्बन्ध में-
  - शिक्षकों के शैक्षणिक क्रिया-कलापों का वार्षिक आकलन किया जाना है। चूंकि CAS-2018 की अधिसूचना दिनांक - 15.02.2023 को जारी की गई है तो ऐसी स्थिति में यह आकलन, संबंधित आवेदन के संदर्भ में विभिन्न अकादमिक स्तरों में प्रोन्नति हेतु वर्णित लागू/प्रायोज्य सभी वर्षों के लिए 18 जुलाई, 2018 अथवा सेवा योगदान तिथि से वर्षवार किया जाएगा।
  - विश्वविद्यालय स्नातकोत्तर विभागाध्यक्ष द्वारा स्नातकोत्तर विभाग में प्रतिनियुक्त शिक्षकों व प्राचार्य/प्रभारी प्राचार्य द्वारा महाविद्यालय के शिक्षकों के शैक्षणिक क्रिया-कलापों का वार्षिक आकलन तालिका-1 (संलग्नित) के अनुरूप किया जाना अनिवार्य होगा।
  - विश्वविद्यालय स्नातकोत्तर विभागाध्यक्ष, प्राचार्य/प्रभारी प्राचार्य आवेदित शिक्षकों का वार्षिक गोपनीय प्रतिवेदन उनके योगदान की तिथि से संबंधित विभाग/महाविद्यालय में उपलब्ध कागजातों व उनके क्रिया-कलाप के आधार पर दो प्रति में तैयार करते हुए



मुहरबंद लिफाफे में अग्रसारण पत्र के साथ अलग से अधोहस्ताक्षरी कार्यालय में उपलब्ध कराना सुनिश्चित करेंगे।

- आवेदित शिक्षकों के स्थानांतरित होने की स्थिति में उनके मूल व वर्तमान महाविद्यालय के संबंधित प्राचार्य/प्राचार्या द्वारा उनके कार्यरत अवधि का वर्षवार गोपनीय प्रतिवेदन पृथक रूप से तैयार करते हुए तथा प्रस्तुत पत्र के 6.1 का संदर्भ लेते हुए विश्वविद्यालय को उपलब्ध कराना होगा जिससे विसंगति/परिस्थितिजन्य विसंगति उत्पन्न न हो।
8. आवेदित शिक्षकों द्वारा प्रेषित किए जाने वाले आवेदन को संलग्नक सूची के साथ Spiral Binding में पृष्ठीकरण करते हुए विश्वविद्यालय को दिनांक - 25.04.2023 तक हस्तगत कराना सुनिश्चित करेंगे।

आवश्यक कार्यार्थ प्रेषित।

अनुलग्नक:-

- CAS-2018 अंतर्गत विभिन्न अकादमिक स्तरों में प्रोन्नति संबंधित विहित प्रपत्र।
- गोपनीय प्रतिवेदन प्रपत्र (CAR)।

Shali  
08-4-2023  
कुलसचिव

पाटलिपुत्र विश्वविद्यालय, पटना

08-04-23





# PATLIPUTRA UNIVERSITY

## PATNA-800020

Application for Promotion from Assistant Professor (Lecturer in Senior Scale)  
(Academic Level 10 to Academic Level 11)

Performance Based Appraisal Report  
Assessment period (..... to .....) )

### PART A: GENERAL INFORMATION

1. Name (in Block Letter) :
2. Father's Name :
3. Mother's Name :
4. Date of Birth :
5. Date of Appointment :
6. Date of Joining :
7. Subject/Faculty :
8. Effective Date of Service Confirmation :
9. Award Date of Ph.D. / M.Phil. :
10. Name of the College & Department :
11. Present Basic Pay with PVC No. :
12. Details of Transfer / Deputation, if any :
13. Length of Service :
14. Lien details, if any :
15. Study Leave, if any :
16. Address for correspondence :
17. Permanent Address (with pin code) :
18. Aadhar No. :
19. E-mail id:- :
20. Contact No. :



# PATLIPUTRA UNIVERSITY

## PATNA-800020

E-mail:- [patliputrauniversity2018@gmail.com](mailto:patliputrauniversity2018@gmail.com)  
[registrar@ppup.ac.in](mailto:registrar@ppup.ac.in)

Ref. no:-...*R/PPU/2354/22*

Date:-...*12.10.2022*

सेवा में,

प्राचार्य/प्रभारी प्राचार्य,

पाटलिपुत्र विश्वविद्यालयान्तर्गत सभी अंगीभूत, सम्बद्ध एवं अल्पसंख्यक महाविद्यालय।

विषय:- NEP-PDP (Professional Development Programme) के तहत शिक्षकों को पंजीकृत कराने के संबंध में।

महाशय/महाशया,

उपरोक्त विषय के आलोक में निदेशानुसार सूचित करना है कि IGNOU द्वारा दिनांक - 17 अक्टूबर 2022 से 26 अक्टूबर 2022 तक NEP-PDP का सत्र आयोजित किया जा रहा है। आप अपने महाविद्यालय में कार्यरत शिक्षकों को NEP-PDP में पंजीकृत कराने हेतु यथोचित दिशा-निर्देश निर्गत करें।

पंजीकृत कराने हेतु एवं NEP-PDP से सम्बन्धित विशेष जानकारी के लिए IGNOU के पत्र की छाया-प्रति एवं Programme Brochure संलग्नित है।

पंजीकृत शिक्षकों की सूची विश्वविद्यालय को भी हस्तगत कराने की कृपा करें।

आवश्यक कार्यार्थ प्रेषित।

अनुलग्नक:-

- यथोक्त।

*JOAC coordinator*  
*12.10.22*

*12/10/22*  
(डॉ० जितेन्द्र कुमार)  
कुलसचिव  
पाटलिपुत्र विश्वविद्यालय,  
12/10/22  
पटना





## How to Take Part in the Programme

Any teacher of any Higher Education Institute in India can register and participate in the Professional Development Programme on National Education Policy-2020.

1. Visit the Website of NEP-PDP <https://ignou-nep-pdp.samarth.ac.in/>
2. Carefully read the instructions before Registration.
3. Keep soft copy of your institution Identify Card or copy of Recommendation Letter by the Head of your Institution as proof of your being a teacher in that institution. Also keep soft copies of your passport photograph and signature.
4. Click on the Registration Link given on the Home Page of the NEP-PDP Website.
5. Fill up the required information and upload the required documents including photograph and signature as mentioned at point number 03 above.
6. Select the Training Slot of Dates for NEP-PDP that you intend to attend.
7. Preview your Form and check the selected slot for your training, and submit the Registration Form.
8. You will receive the information about the submission of your application, and subsequently the confirmation of registration and the slot for the programme.
9. The programme will be offered through the SWAYAM platform.

## Programme Structure

Thematic Areas	Module Hours (4 modules/ 14 Units)	Video Hours (30 videos)	Asynchronous Discussion Forum	Virtual Conferencing
1. Foundational Principles, Bhartiya Gyan Parampara, Culture and Values, GER, Access, Equity, Inclusion	6 hours	2 hours	To be covered.	To be covered.
2. Holistic and Multidisciplinary Education, Curriculum and Pedagogy, Optimal Learning Environment and Support, Multiple Entry-Exit, Vocational Education and Skilling and Employability, Innovative Formative and Summative	6 hours	3 hours	To be covered.	To be covered.
3. Digital Education/ Technology-Enabled Learning, Cross-border Education/ Internationalisation, Quality Academic Research, Regulation and Quality Assurance.	6 hours	3 hours	To be covered.	To be covered.
4. Role of Teachers, Governance and Leadership.	6 hours	3 hours	To be covered.	To be covered.
<b>Total: 36 Hours (6-days/week, spread over 9 days)</b>	<b>22 hours</b>	<b>9 hours</b>	<b>2.5 hours (1 DF)</b>	<b>2.5 hours (1 conferencing)</b>