

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

No. CB-IX/2014/\_\_\_\_\_  
Dated:\_\_\_\_\_

To

All the Principals of the  
Colleges of Education,  
Affiliated to M.D. University,  
Rohtak.

**Sub: Minutes of the meeting of the Principals of all the Colleges of Education (Govt. / Non-Govt. Aided/S.F.S.) affiliated with the University held on 20.02.2014 at 11:00 a.m. in the Ambedkar Hall under the Chairmanship of Vice-Chancellor.**

Sir/Madam,

Kindly refer to the meeting on the above subject.

In this connection, it intimated that the minutes of the meeting of the Principals of Colleges of Education held on 20.02.2014 at 11:00 a.m. in the Ambedkar Hall, M.D. University, Rohtak, duly approved by the Vice-Chancellor are available on the University website.

You are, therefore, requested kindly arrange to download the same and take further necessary action in the matter.

Yours faithfully,

Officer on Special Duty (Colleges)  
For Dean Colleges Development Council

Endst. No. CB-IX/2014/ 11169-74

Dated: 2-5-14

Copy of the above along with copy of minutes is forwarded to the following for information and necessary action :-

1. The Controller of Examination, M.D. University, Rohtak.
2. The Finance Officer, M.D. University, Rohtak.
3. The Assistant / Deputy Registrar, (R&S), (R-IV), (Secrecy) and (Conduct) M.D. University, Rohtak.
- ✓ 4. The Director, University Computer Centre, M.D. University, Rohtak. He is requested kindly arrange to upload the above letter along with minutes on the University website for information of all concerned.

Officer on Special Duty (Colleges)  
For Dean Colleges Development Council

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**Minutes of the meeting of the Principals of all the College of Education (Govt./Non-Govt. Aided S.F.S.) affiliated with the University held on 20.02.2014 at 11.00 A.M. in the Ambedkar Hall under the Chairmanship of Vice-Chancellor.**

The following were present:

1. Vice-Chancellor (Chairman)
2. Registrar
3. Dean Academic Affairs
4. Dean Colleges Development Council
5. Controller of Examinations
6. Director, University Computer Centre
7. Principals of the Colleges of Education (B.Ed and M.Ed)

At the outset Dean, Colleges Development Council welcomed the Principals and other officers of the University. She explained the idea behind convening this meeting. She 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.

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.

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. He laid stress for enforcing discipline in colleges & improving attendance.

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. Dean Academic Affairs, Registrar and Controller



of Examination also interacted with the Principals and shared their concern. 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 Admission Making Body. It was stressed that while making admissions, they should get the eligibility of the students checked thoroughly, so that no wrong admission is made.
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 Principals of the colleges are requested to ensure the appointment of eligible faculty and to hold regular classes.
5. The Principals were requested not to allow the students in regular course as non attending students. The colleges should ensure that no excess fee on account of non-attending the regular classes, practical exams, issuing of roll no./degree/DMC is charged.
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/official may be deputed to have the complaints of the students, if any, sorted out with the University.

7. The Management/Principal must ensure the infrastructure facilities in the College as pointed out by the Inspection Committee from time to time.
8. By all means the 'online' Examination Forms of students, complete in all respects, should be filled in at least 15 days before the commencement of the examinations concerned.
9. In no case, students be allowed to appear / sit in the Examination Hall, who do not possess valid Roll No. / Admit Card.
10. Internal / Practical Awards must be sent through Online within the stipulated period. The hard copy of the same, duly signed / authenticated by the Principal / Director of the College Concerned, Must also be sent to the concerned branches through post or personally. In no case, internal assessment / practical awards will be accepted with change, at any later stage.
11. The job of evaluation of Answer Books of the students should be got done from the experienced and capable teachers of the college / Institute.
12. In view of the standing instructions from the University, the Principal / Director of the College / Institute concerned should direct their staff to maintain a proper register (duly page marked) for making entries of the Observer / Flying Squads visiting their Examination Centers and entries of arrival / departure must also be signed by the Observer / Members of the Flying Squads. After the completion of the examination, photocopy of the concerned pages of the said register, duly attested by the Principal / Director concerned must be submitted to the Conduct Branch. The said

register must be kept intact for inspection by the University Authorities, if need be.

13. Signature Charts of the Examinees must be sent to the University Office in the concerned Result Branches. Separate Signature Chart may be prepared for separate examinations, Separate Secrecy Memo may be prepared for each paper/subject (paper Code Wise) and the Answer Books for each subject / paper may be sent in separate packet containing the Name of Examination Centre, Name of Paper (Code) / Subject along with number of Answer Books and date of examination may also be mentioned on the packet.
14. The Secrecy Memo-cum-Absentee statement in duplicate should be sent to the Secrecy Branch in the proper format.
15. A complete list of all the teachers working in the College / Institute concerned should be provided / supplied to the Conduct Branch along with their details e.g. Name, Designation, Experience and their Contact Numbers.
16. It has also been observed that at times some teachers refuse to set Question Papers and return the offers, still very late, which leads the University to embarrassing position. Hence, all the teachers may be advised to accept the offers for setting the Question Papers without any grudge, set the Question Papers in English with Hindi version wherever required and seal the envelope containing Press Copy / Office Copy / Instructions, if any, in separate envelopes.

17. It has also been observed that some times the teacher refuses to accept the Examination / Evaluation duty on one pretext or the other, may be genuine one, in such a situation, the Principal / Director of the College / Institute must provide a substitute in his / her place, under intimation to the university Office immediately.
18. It has also been observed that different awards are written in the Award list vis-à-vis the actual awards given in the Answer books. Such mistakes are also not checked by the checking Assistant at the Evaluation Centers, such carelessness goes against the interest of the student concerned. Sometimes, some questions are also left unmarked. Accordingly, necessary instructions may be given to the Evaluator / Examiners and the Checking Assistants.
19. It has been observed that at the time of admission, Rules and Regulations provided in the Ordinances / Admission Brochure and as also the guidelines in the Seat Allotment letters issued by the Counseling Agency are not being adhered by some of the Colleges / Institutes in letter an spirit. Such violation of Rules invites litigation at a later stage.
20. All the Colleges / Institutes after uploading the Data of admitted students as per schedule shall download FTR (Fund Transfer Report) which includes list of admitted students for depositing the fees / mentioned amount of FTR in the concerned Bank in the given time. Only after confirmation of depositing the mentioned amount of FTR in the Bank in the given time.



21. After generating the Online Registration Return Report, the Colleges are required to submit 'Hard Copy' of the same alongwith photocopies of required documents/certificates (duly attested) migration certificate(s), if any, for checking of Eligibility and Copies of FTR, duly stamped by the concerned Bank, in the Registration and Scholarship Branch (New Admn. Block) as per schedule.
22. If, a College / Institute fails to generate the Online Registration Return Report-cum-Examination Form and submission of Hard Copy of the same alongwith documents / certificates as per schedule, a penalty of @ Rs. 5/- per day per student will be charged on each type of fees separately for late days as per University Rules.
23. In case, a College fails to deposit the mentioned amount of FTR in the concerned Bank in the given time, the fresh process of downloading the FTR will be followed and late fees beyond the (cutoff) date will be charged for late days as per University Rules.
24. In case, the Colleges concerned do not follow the process of generating the online Registration Return Report and submitting the Hardcopy of the same alongwith required documents / certificates and proof of depositing the mentioned amount (Fees) of FTR in the concerned Bank as per schedule, Admit Card / Roll Nos. for appearing in the concerned examination will not be issued in any case.
25. All required documents and certificates to be submitted alongwith the Hard Copy of Registration Return should be as per Sr. No. of the Registration

Return. No institute shall retain original certificates / testimonials. The original certificates be handed over to the students. In case of doubt only, original certificates be retained for verification.

26. Incomplete Registration Return in the shape of Hard Copy will not be entertained in any circumstances. The College shall be held responsible for this and college will have to pay the late fee as per rules.
27. In case, any mistake/discrepancy comes to the notice of the Principal's office after the date of submission of the Registration Return to the University, intimation in this regard must be sent immediately to the Registration & Scholarship Branch.
28. It has been observed that the Colleges/Institutes do not take timely steps for removal of discrepancy(s) and rush to the University for removal of the same only at the time of examinations which very often creates hardship for the University as also for the student. Therefore, Colleges/Institutes should take timely step in this regard.
29. The Principal while sending the Registration Return must certify the following:
  - i) That the spellings of name/ father's name/ mother's name, date of birth noted in this return have been checked and are in accordance with the particulars entered in the original certificates of lower qualifying examination i.e. UG/PG or its equivalent examination on the basis of which admissions has been made.

- ii) The admissions of the students are as per Eligibility norms and as per Guidelines of the Seat Allotment letter. In case of any lapse, undersigned being the Head of the College/Institution owes the entire responsibility including remittance of fee to the University.

30. All the Colleges are requested to furnish the following information along with the Registration Return without which the returns shall not be accepted and late fee shall be charged as per rules:

S. No.	Class	Total Students	Male	Female	General		SC		BC		Minority Students	Physical Handicap
					M	F	M	F	M	F		

31. 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.

32. 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.
33. The Inspection Committees will ensure that there is required faculty as per norms are available in the College(s).
34. No student be allowed to appear in any of the examinations, who doesn't have valid Roll No. slip issued by the University.
35. Principals were requested to send the signature charts/Secrecy memo to the University in duplicate, immediately after the close of the Examination Centre(s).
36. 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).
37. 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.

  
Dean Colleges Development Council

  
Vice-Chancellor 3/4/14