CHAPTER II

AFFILIATING INDIAN UNIVERSITIES – A PROFILE

2.1 INTRODUCTION

In India affiliating system is still followed in higher education. The affiliating practice, which links the colleges and the university, has long been given up in the country of its origin and it does not exist anywhere in the world except India, Pakistan and Bangladesh. This system in this country is strongly criticized by all, including political leaders, administrators, members of the public, teachers as well as students. The Education Commission headed by Prof Kothari\textsuperscript{39} [1966] has stated categorically that “Indian education needs a drastic reconstruction, almost revolution”. Even after forty three years since this recommendation has been made, the structure of higher education in India has not seen any major change. V. C. Kulandisamy\textsuperscript{40} (2006) states in all sincerity, that “there hardly exists any sector in India that has so systematically, and so successfully resisted, for so long, all efforts to bring out reforms”. The report of the Indian National Academy of Engineering (INAE) entitled “Salient issues in Higher technical education” (2005) observes as follows “Our governance structure of academic institutions has not changed much from what we have inherited from the British. Our main problem that is the source of our weakness is both the structure and the governance system”.

\textsuperscript{39} Education commission [1966], Chairman D S Kothari, Ministry of Education, Government of India, New Delhi

\textsuperscript{40} V C Kulandisamy [2006], Reconstruction of Higher Education in India, The ICFAI University Press
Thus the present structure of higher education in India is outdated and is not competent to meet the emerging challenges in the age of knowledge. We present a brief comparison of higher education in universities all over the world, including developing countries and higher education in Indian universities, to bring out clearly the inherent weakness of the affiliating system of higher education in India.

1. Universities and institutes of higher education all over the world have big campuses, large libraries, modern laboratories, advanced centres of study, adequate infrastructure with good student and staff strengths. Universities in India are mostly small in terms of campus, student strength and staff strength. In fact in most of the university departments the number of staff members is less than ten. These universities are poorly funded and are frequently disturbed by demands and demonstrations.

2. Students, scholars and staff in Universities around the world are actively engaged in creation and application of knowledge through high quality instruction in class room, intensive studies in well equipped libraries, investigation in laboratories, discussions, and participation in conferences. Adequate staff strength and a high student population have led to an active atmosphere of learning, dissemination of knowledge and group efforts in search of knowledge.

In India higher education takes place mainly in affiliated colleges which are small institutions with poor infrastructure. The faculty strength in most of these colleges is around 100 and faculties with doctorate degrees are very few. The class room
teaching is examination oriented and these institutions are more like tutorial colleges, preparing the students for the examination conducted by universities. The entire higher education in India takes place in such affiliated colleges. A good number of these affiliated colleges do not have the minimum infrastructure required even for recognition by the UGC under section 2f of the UGC act and still continue to impart higher education without any hindrance. Consequently under graduate education, substantial part of post graduate education and doctoral degrees are of poor quality, with a few exceptions.

These few exceptions along with the central universities and the institutes of national importance that help us claim a place in the forum of higher education in the world. V. C. Kulandaisamy (2006) in this regard has made the following observation. “Indian higher education must move totally from the college compounds to university campuses and India certainly needs more universities – many more universities; may be about 2500 by 2020”.

There are five types of universities in India, namely, Central Universities, State Universities, Deemed Universities, Institutes of National importance and Institutes established by the state legislation. When compared to the population, the number of universities in India is too few. Leaders of education are of the opinion that we must have substantially more number of universities to meet the emerging and anticipated needs of the knowledge economy for postgraduate education and research. According to the information furnished by the University Grants Commission (UGC), there are 388 Degree granting institutions (as on 16.8.2007). Most of the deemed universities
are of recent origin and they have been established by upgrading affiliated/autonomous colleges. Also most of the state universities carry the burden of the academic administration of the affiliated colleges ranging from 200 to 400. Hence the senior members of the university administration devote much of their time and effort in activities such as constitution of the board of studies, prescribing syllabi, setting question papers, conducting examinations, valuing answer scripts, publishing results, processing requests for revaluation, issuing mark sheets and degree certificates, conducting election for various academic bodies such as Academic Council, Senate and Syndicate, conducting periodic meetings of these bodies and several such activities. Apart from such activities, most of the universities are facing a large number of court cases on numerous issues.

To get an idea of the dimension of the task that is being carried out by a typical affiliating university, V C Kulandaisamy (2006) gives the following statistical data. The University of Madras with 174 affiliated colleges during the year 2004-2005, has set 1740 different question papers, valued 18,82,680 answer books, processed the marks and published the results. Thus the affiliating universities in India mainly function as dignified examination boards and lot of clerical and paper work is involved in the day-to-day university administration.

The NAAC is an autonomous institution established by UGC to assess and accredit institutions of higher education in the country. NAAC arranges for periodic assessment and accreditation of universities approved by the UGC and which have completed five years. All universities subject themselves for accreditation/
re-accreditation by NAAC since the accreditation given by NAAC on four point scale is viewed by the public as representing the academic status of the institutions. The accredited status is valid for a period of five years and the universities go for re-accreditation after the completion of the period. Preparation of self study reports which include institutional data, teaching learning and evaluation, research consultancy and extension, infrastructure and learning resources, students support and progression, governance and leadership, innovative practices and profiles of the various department, which is to be submitted to NAAC for accreditation purpose, involves several months of work for the teaching and non-teaching staff members of the university.

To have an idea of the types of clerical activities in the administration of affiliating universities in India, we briefly indicate the administrative setup, various sections under the officers of the university and the activities carried out by these sections. These details have been collected through personal interviews/discussions with the section heads of a few affiliating universities.

2.2 ADMINISTRATIVE SETUP OF AN AFFILIATING INDIAN UNIVERSITY

For a state university, the Governor of the concerned state is the Chancellor and the Minister in charge of the port polio of education is the Pro-Chancellor. The appointment of the Vice-Chancellor of the university is made by the Chancellor from out of the panel of three names recommended by the committee for this purpose. The term of a Vice-Chancellor is for a period of three years for state university and five
years for central university and he is eligible for reappointment for another term. The Vice-Chancellor is the academic head and the principal executive officer of the university.

The secretariat of the Vice-Chancellor consists of a Personal Assistant (PA) and supporting staff. They receive files from the various sections through the registrar, get approval from the Vice-Chancellor and send them back to the Registrar, manage personal appointments of the Vice-Chancellor and take care of selection processes of teaching staff. They are also involved in receiving and settling of advances from finance section. The VC’s secretariat also maintains government contacts.

The Registrar of the university is a full time officer appointed by the syndicate of the university. The term of a Registrar is for a period of three years. The Registrar is the custodian of all records of the university and carries other duties as may be required from time to time by the Syndicate or the Vice-Chancellor. He is the ex-officio secretary of the senate, syndicate, the faculties and boards of studies.

The secretariat of the Registrar consists of PA and supporting staff. This section receives files from various sections, dispatches the same to the Vice-Chancellor after getting the Registrar’s note, gets back the files from the Vice-Chancellor section and distribute the same to the concerned sections. They also take action on specific files. This section is also involved in receiving and settling of advances from the finance section.
The Finance Officer is a full-time tenure post and he is appointed by the syndicate of the university. He is the ex-officio secretary of the finance committee. The Finance Officer exercises general supervision over the funds of the university and advises the university as regard the financial policy. He is responsible for the preparation of annual account, financial estimates, and the budget and also the overall and day-to-day financial transactions.

The Controller of Examinations is also a full time officer tenure post and he is appointed by the syndicate of the university. He is responsible for the conduct of examinations, valuation of answer books, declaration of results, issue of mark statements and degree certificates, processing of revaluation requests and other related activities of the examination section.

The secretariat of Controller of Examinations consists of PA and supporting staff. This section receives and distributes examination related letters to the different sections, and attends to clarifications from various quarters such as scholars, students, public and the like.

The Director of Distance Education is appointed by the syndicate for a term of three years and he is in charge of the directorate of distance education of the university.
2.2.1 THE SENATE

The following are the Ex-officio members of the Senate.

- The Chancellor.
- The Pro-Chancellor
- The Vice-Chancellor.
- The Director of Collegiate Education
- The Director of School Education
- The Director of Technical Education.
- The Director of Legal Studies
- The Director of Medical Education
- Heads of University Departments of Study and Research
- Principals of all affiliated colleges.
- The Librarian of the University Library
- The Director of Physical Education of the University and
- Members of the Syndicate who are not otherwise members of the Senate.

The other members of the Senate are

- One member elected by teachers of each of the affiliated colleges
- One member elected from among themselves by the Secretaries of the college committees of the private colleges within the university area.
- One member elected by Headmasters of Higher Secondary Schools in each revenue district within the university area.
- Two members elected by registered graduates in each revenue district within the university area from among themselves.
- Eight members nominated by the Chancellor and six members nominated by the Pro-Chancellor.

A member of the Senate other than an ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.

The Senate shall meet at least twice in every year on dates to be fixed by the Vice-Chancellor. One of these meetings shall be called the annual meeting. The Senate may also meet at such other times as it may, from time to time. One-third of the total strength of the members of the Senate shall be the quorum required for a meeting of the Senate.

The Vice-Chancellor may, whenever he thinks fit, and shall upon a requisition in writing signed by not less than fifty percent of the total members of the Senate convene a special meeting of the Senate.

2.2.2 THE STANDING COMMITTEE ON ACADEMIC AFFAIRS

The Standing Committee on Academic Affairs of the University co-ordinates and exercises general supervision over the academic affairs of the university.

The Standing Committee on Academic Affairs shall, in addition to the Vice-Chancellor, consist of the following ex-officio members
• The Director of Collegiate Education
• The Director of Technical Education
• The Director of Medical Education
• The Chairman of all Boards for Under-graduate and Post-graduate courses of studies and
• The Deans of all Faculties.

There shall be at least two ordinary meetings one per semester of the Standing Committee on Academic Affairs in a year, on dates to be fixed by the Vice-Chancellor. The Registrar shall, under the direction of the Vice-Chancellor give not less than four weeks’ notice of the date of an ordinary meeting. Not less than twelve days before the date of every meeting, the Registrar shall issue to every member an agenda paper specifying the day and the hour of the meeting and business to be brought before the meeting but the non-receipt of the agenda paper by any member shall not invalidate the proceedings of the meeting; provided that the Vice-Chancellor may bring any business which in his opinion is urgent before any meeting with shorter notice or without placing the same on the agenda paper. The Registrar shall supply copy of the amended Agenda to each member not less than five days before the date of the meeting. One third of the members or 20, whichever is less shall be the quorum for a meeting of the Standing Committee on Academic Affairs.
2.2.3 THE SYNDICATE

The syndicate of the university which is constituted by the Chancellor is the supreme decision making body. The Vice-Chancellor is the Chair person of the syndicate and the other members of the syndicate are as follows

- The Secretary to Government in-charge of Education (ex-officio member).
- The Secretary to Government in-charge of Health and Family Welfare (ex-officio member).
- The Secretary to Government in-charge of Law (ex-officio member).
- The Director of Collegiate Education (ex-officio member).
- The Director of Technical Education (ex-officio member).
- The Director of Medical Education (ex-officio member).
- The Director of Legal-Studies (ex-officio member).
- Two members elected by Principals and two members elected by teachers of affiliated colleges.
- One university professor for every ten Heads of departments of study and research, school of excellence or centers of advanced studies.
- One university Reader and one university Lecturer nominated by Vice-Chancellor by rotation according to seniority.

A member of the syndicate, other than ex-officio member may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.
The syndicate shall meet at least once in every three months. All questions at any meeting of the Syndicate shall be decided by a majority of the votes of the members present and in the case of an equality of votes, the Vice-Chancellor or the member presiding, as the case may be, shall have and exercise a second or casting vote. The syndicate may, for the purpose of consolation, invite any person having special knowledge or practical experience in any subject under consideration to attend any meeting. Such person may speak in, and otherwise take part in, the proceedings of such meeting but shall not be entitled to vote.

The annual report of the university shall be prepared by the syndicate and shall be submitted to the senate on or before such date as may be prescribed by the statutes and shall be considered by the Senate at its next annual meeting. The Senate may pass resolutions thereon and communicate the same to the Syndicate which shall take action in accordance therewith. A copy of the report with a copy of the resolutions thereon, if any, of the Senate shall be submitted to the Government for information.

The syndicate shall have powers to take action on its own motion or on receipt of complaints of any malpractice indulged in any way by any member of the staff of the University or any Superintendents of the examinations or by an examiner or by any student of the University, Research Departments of the University or Affiliated Colleges and take appropriate action thereon.
The researcher summarizes the administrative set up of an affiliating Indian university in the following tree.
2.2.4 FILE MOVEMENT

For any action to be carried out or for getting approval for any activity, the assistant of the concerned section initiates a note with all the supporting documents as a file. The note is endorsed by the superintendent/senior superintendent of the section and reaches the Senior Deputy Registrar (SDR)/Deputy Registrar (DR)/Assistant Registrar (AR) of the section. The file is forwarded to the Registrar’s office and the files are routed through the Controller of Examination/Directorate of Distance Education/Finance Officer depending on the nature of the issue under consideration in the file and these officers record their comments and views in the file. The Registrar writes his recommendation on the file and forwards the same to the office of the Vice-chancellor who records his final approval/decision on the issue. The file again gets forwarded to the Registrar’s office who records on the file “SEEN” along with his signature and finally it reaches the assistant who initiated the note through the SDR/DR/AR and Senior Superintendent/Superintendent of the section for subsequent follow up action. Such files are created by various sections of the university and also by the teaching departments for each and every issue and the Registrar/Vice-Chancellor of an university may receive at an average 40 to 50 files a day for recording their decision. Very often Registrar/Vice-Chancellor carry boxes loaded with files to their residence for necessary action.

2.2.5 REGISTRAR SECTION

The following are the sections which are directly under the control of the Registrar.

- Affiliation section
- Board of Studies Section
• Research Section
• Construction/Maintenance Section
• Establishment section – Teaching
• Establishment section – Non Teaching
• Tapal Section
• Reception Section
• Meeting and Election Section
• Planning and Development Section
• Purchase Section
• Printing Section
• University Library
• University Department Section (UDS)

2.2.5.1 AFFILIATION SECTION

The affiliation section receives applications from agencies for fresh affiliation to start new colleges and applications from existing institutions for further affiliation of new courses every year. These applications are processed by the section. They form inspection committees to visit the colleges for assessing the availability of the necessary infrastructure stipulated by the UGC. The report of the inspection committee is placed in the affiliation committee and the recommendations of the affiliation committee are placed in the Syndicate for final decision. The decision is communicated to the concerned agencies/institutions for further action. The affiliation section also deals with transfer of students from one college to another college and issue of the transfer certificates for students on disciplinary grounds.
2.2.5.2 BOARD OF STUDIES SECTION

The board of studies is one of the important sections in the university which is responsible for the constitution of boards of studies for each discipline, periodically organizing the meetings of the various boards, printing the syllabi recommended by the various boards of studies, distributing the syllabi to the colleges and the examination wing of the university and syllabus revision activities. This section is also responsible for organizing the meeting of the Standing Committee on Academic Affairs (SCAA) twice every year. The section has to prepare the agenda for such meetings and also gets the approval for the syllabi formed by the various boards of studies in SCAA.

2.2.5.3 RESEARCH SECTION

The Research section monitors the functioning of entire research activity in the university as well as in the affiliated institutions, from issuing the application forms to award of degrees. Once the section receives an application from a candidate for Ph.D registration, they check whether the application is complete in all respects and puts up a file to decide whether the candidate may be permitted to register for Ph.D in the university. Once the candidate is permitted to register, they generate a registration number and create a file which contains all the information which include candidate’s name, qualification, percentage of marks, date of registration, guide details, area of research, fees paid, course work completion details, deadline for submission of synopsis and thesis.
The university also affiliates research centers in affiliated colleges to carry out research in specific disciplines. Any affiliated college which is interested in starting a research centre in any discipline must get approval from the universities to conduct research programs. To get an approval from the university, the affiliated institutions should send an application, requesting permission to conduct research programs in their institution to the university. Once the university receives such an application form from affiliated institutions, the university forms a committee to inspect the affiliated institution to examine whether that institution meets the minimum requirement which was suggested by the university. The committee members will submit a report to the university. According to the report, the university will either give permission or reject conducting research programs in the affiliated institution. The institution can start the research program once they get the approval from the university. This is the procedure to get approval to conduct a research program in an affiliated institution from the university.

The section monitors the conduct of Pre Ph.D examination for the candidate, by fixing experts from the panel suggested by the concerned guide, evaluation of answer scripts, receiving the mark statement from the guide, declaration of result, sending reminder letters to the evaluator in case of delay and issue course completion certificate to the candidate.

The research section also maintains records such as the list of approved research guides in each discipline, list of approved research centers in affiliated colleges and a separate file for each research scholar which is updated as and when required.
A research scholar is expected to submit the synopsis of his Ph.D thesis at least three months prior to the probable date of submission of his thesis. The guide forwards the same along with a panel of examiners for evaluating the thesis. The Vice-Chancellor chooses the required number of examiners (two or three) from the panel and also alternate examiners in case the chosen examiner declines the offer for evaluating the thesis. The section then initiates the process of fixing the examiners for evaluating the thesis by sending offer letters along with a copy of the synopsis. If the reply is not received within a stipulated period, the entire process is repeated by sending the offer letter to the next member in the panel. In some cases, the process of fixing examiners for thesis evaluation gets extended for a period of even more than one year, resulting in delay in arriving at the final decision on the Ph.D thesis. After fixing the examiners, the thesis is dispatched to them and reminder letters are sent periodically in case of delay in getting reports. After receiving the reports from all the examiners, appropriate actions such as requesting the candidate to submit revised version, sending letters to the guide and an Indian examiner for conduct of viva-voce examination, conducting viva-voce examination and declaring the result are taken. The section also takes care of other works such as action on letter from candidates requesting extension of time to submit the thesis in case they are not able to submit the same within the sanctioned time frame, request for change of guide, payment of annual fees, and sending the payment to examiners for evaluating the thesis.

2.2.5.4 CONSTRUCTION AND MAINTENANCE SECTION

The construction and maintenance section of the university is mainly responsible for the maintenance of the university buildings, construction of new buildings, allotment
of rooms for guests and preparation of proposals for consideration of the building committees.

2.2.5.5 ESTABLISHMENT SECTION – TEACHING AND NONTEACHING

This section maintains the following records: Total number of employees, details of each employee such as date of appointment, date of retirement, annual salary increments, publication details of the teaching staff, regularization of service, disciplinary proceeding against staff members, promotion of staff members under career advancement scheme of UGC, details of staff members going on deputation/lien to other institutions and maintenance of On Duty (OD) of the heads of the departments. The section is also responsible for appointment of new faculty members through advertisement in newspapers, forming selection committees and conduct of meeting of the selection committees and issue of appointment orders. The section also maintains the service register for each employee of the university.

2.2.5.6 TAPAL SECTION

The tapal section receives all the letters from outside of the university and is responsible for dispatch of letters to outside agencies through post/courier/registered post etc. The section maintains tapal register for every section and distributes the received letters to the concerned sections every day.

2.2.5.7 RECEPTION SECTION

The reception section is responsible for local hospitality arrangement for the important visitors’ and for the various meetings organized in the university. It is also
responsible for maintenance of vehicles, arrangement of vehicles for picking up invited guests, duty allocation for drivers and maintenance of fuel account.

### 2.2.5.8 MEETING AND ELECTION SECTION

The meeting and election section is responsible for conducting the senate and syndicate meetings. In this connection, the various activities of the section are as follows:

- Collection of agenda from various sections of the university for each meeting.
- Consolidation of all these agenda items
- Fixing the date for meetings
- Issue of meeting notice to all the members
- Preparation of agenda
- Maintenance of the attendance records of the meeting.
- Preparation of the minutes of the meetings.
- Circulation of minutes to all the members for correction and modification.
- Finalizing the minutes.
- Distributing the relevant portion of the minutes to the different sections in the university
- Printing of the minutes.

### 2.2.5.9 PLANNING AND DEVELOPMENT SECTION

The planning and development section is responsible for implementation of research projects of the teaching faculty offered by various funding agencies in the country. The major activities of this section include receiving project proposals from the
teaching faculty, forwarding the same to the funding agencies, maintaining accounts for each project, sending utilization certificate to the funding agencies and over all monitoring of the progress of the projects.

2.2.5.10 PURCHASE SECTION

The purchase section is mainly responsible for purchase of equipments, furniture’s and consumables for various sections and university departments. This section is responsible for issue of tenders, collecting quotations for purchase, distribution of consumables to various sections based on the request and disposal of waste materials through auction. They also maintain separate note book for each section for the above mentioned purpose of distribution of various items.

2.2.5.11 PRINTING SECTION

The administration of an affiliating university involves heavy printing work such as printing of syllabi for various courses, printing of answer papers which include main as well as additional sheets, printing of minutes of various meetings, academic calendars etc. The printing section manages all these activities. They maintain a list of approved printing press, call for quotations for printing, fix rate contract for specific periods, renewal of such rate contracts, passing of bills, maintaining of paper accounts and allotting printing work to different press from the approved list.

2.2.5.12 UNIVERSITY LIBRARY

The university maintains central library which caters to the needs of staff members and students of the various university departments which is managed by a librarian,
assistant librarian, library assistants and clerical assistants. They collect the list of books required from each department, place orders for books, give accession numbers for the books received and maintain a catalogue of the books. After the completion of the admission process, the library issues of library tokens for each student for the purpose of taking books which they can keep for a specific period of time. Other day-to-day work involves issue of books, receiving the books returned by the users and photocopying of materials for users. They also place subscription order for journals every year, maintain the list of journals, binding of back volumes of journals etc. They also do the stock verification once in a year. In case of subscription of e-journals, they also provide access to the users.

2.2.5.13 UNIVERSITY DEPARTMENT SECTION

The university department section deals with the issue of advertisement for student admission to various courses offered by the university departments, admission of students, collection of fees, maintenance of caution deposit account, student scholarship and issue of transfer certificates.

2.2.6 FINANCE

The following sections come under the control of the finance officer.

- Bills Section
- Accounts Section
- Audit Section
- Payment Section
2.2.6.1 BILLS SECTION

The main activities of the bills section are listed below

- Preparation of monthly salary bill for the university employees.
- Implementation of annual salary increments for employees.
- Income tax computations for the employees.
- Deduction of tax from the employees salary.
- Retirement benefits and pension.
- Issue of pay certificates.
- Receiving and processing of requests for advance payment.
- Maintaining records of settlements of advances received.
- Verification of bills.

Various sections in the university and the heads of the departments receive advance money from the finance section for various purposes such as conducting various meetings, day-to-day expenses, small purchase, travel, organizing conferences and seminars. Also, Principals of various affiliated colleges receive advance from the university for conducting the university examinations in the colleges every semester. Also, section heads from different sections such as distance education, Vice-Chancellor section, Registrar Section, Controller of Examination Section receive advances for various activities. The employees/principals who receive such advances are supposed to submit the accounts for the advances received along with supporting bills and vouchers. The bills section has to verify the validity of the submitted documents and take appropriate action.
2.2.6.2 ACCOUNTS SECTION

The main responsibility of the account section is the maintenance of receipt and expenditure of the university on daily basis. The receipts include examination fees, college affiliation fees, endowments, grants from government, and other fees collected from the students. They maintain bank accounts under various heads namely general fund, examination fund, project fund, providence fund, National Service Scheme (NSS) fund, Directorate of Continuing Education (DCE) fund and miscellaneous account. They prepare reconciliation statement on daily basis. Preparation of annual budget for the university is also done by the account section. For this purpose, they get necessary inputs from various sections and university departments.

2.2.6.3 AUDIT SECTION

Audit section is responsible for auditing the entire financial transaction of the university. They communicate the objections raised by the auditors to the concerned section, receive replies from them and pass it on to the auditors. Some of the common audit objections are financial transactions which violate any of the university acts or statutes and government orders.

2.2.6.4 PAYMENT SECTION

The main responsibilities of the payment section are payment of monthly salary for all employees of the university, payment of advance, payment of travelling allowance for experts attending various meetings in the university and PF loan payment and payment of remuneration for valuing answer scripts at the venue where central
valuation is organized. They are supposed to verify all the bills and pass on the payment vouchers to the bills section. For the purpose of payment of travel allowance the section maintains a file consisting of train fare from the head office of the university to various places in the country.

2.2.7 EXAMINATION SECTION

The examination wing comes under the direct control of the Controller of Examinations. The different sections in the examination wing are given below

- Confidential section – UG courses
- Confidential section - PG Course
- Coordination section
- Various sections for different UG and PG Courses.
- Revaluation section
- Exemption/recognition section
- Certificate section
- Electronic Date Processing (EDP) Centre

The examination wing has the enormous burden of conducting examination for various courses of the affiliated colleges as well as the university departments.

2.2.7.1 CONFIDENTIAL SECTION

The responsibilities of the confidential section are given below

- Setting of question papers
- Appointment of examiners for evaluation of answer scripts
• Conduct of evaluation
• Maintenance of seniority list of the staff members of the affiliated colleges
• Printing of question papers

The magnitude of the work in this section is really of a very high order, depending on the number of colleges affiliated to the university. At an average, the number of question papers to be set for conducting examination for one semester is roughly in the order of 15000 to 20000. Normally a question paper setting board is formed for each subject with a Chairman for each board. The section appoints chairman and members for each board and sends the details of question papers to be set along with a copy of syllabi to the chairman of the board. The chairman distributes the work to other members of the board, collects all the question papers and forwards the same to the controller of examinations. A meeting of the question paper setting board is also conducted for scrutinizing the question papers. The question papers are then sent for printing to a confidential press identified for this purpose. They also collect the remuneration bills from the various question paper setters and forward the same to the finance section for payment.

2.2.7.2 COORDINATION SECTION

The coordination section has the following responsibilities

• Fixing centers for the valuation of answer scripts.
• Communication of time Tables to the various colleges.
• Transport of answer papers to the various examination centers
• Collection of foil cards from the different valuation centers during the valuation period.

• Storing of valued answer papers.

Since the valuation of the answer script is carried out by the examiners who may or may not have handled the concerned subject in the class room, after the publication of results a good number of students apply for revaluation of the answer scripts.

2.2.7.3 VARIOUS SECTIONS FOR DIFFERENT UG AND PG COURSES

Each section of the examination wing for specific courses such as B.Sc., B.A., B.Com and PG courses carry out the following works.

• Receiving examination application from students of various colleges affiliated to the university and from the university departments.

• Scrutinizing the application forms.

• Preparation of time Table for the examination.

• Preparation of nominal role which consists of details of the college, list of candidates, subjects for which each candidate is appearing for the examination, fees details, and so on. This is a very tedious process since the total number of students from the various affiliating colleges is in the order of approximately 1,00,000.

• Comparison of nominal roll with examination applications. The nominal roll is forwarded to the Electronic Data Processing (EDP) centre.

• Sending hall tickets for all the candidates who appear for examination.
2.2.7.4 REVALUATION SECTION

The revaluation section fixes deadline for receiving application form for revaluation, trace the answer papers of students who have applied for revaluation, conduct revaluation of answer scripts by fixing the examiners for the purpose, and communicate the final revaluations results to the various colleges with a copy to the concerned candidate and also to the EDP centre. This section is also responsible for giving photo-copies of the answer scripts to all candidates who apply for the same by paying the necessary fees.

2.2.7.5 EXEMPTION/RECOGNITION SECTION

The exemption / recognition section deals with the determination equivalence of the degrees of other universities for the purpose of higher studies. They collect the recognition fees for the purpose from the candidates and the decision is taken on individual cases.

2.2.7.6 CERTIFICATE SECTION

The certificate section is responsible for issue of provisional certificates to the candidates as and when they complete any course. The date of the issue of the provisional certificate is recorded in a register which is maintained for this purpose. For candidates who complete the course after clearing arrear papers, the provision certificate is issued only on receipt of application for the same. This section is also responsible for the conduct of annual convocation for the university every year in which the degree certificates are issued to the candidates who have qualified for the same. For this purpose, they prepare morocco book in which the list of all candidates
receiving the degrees in a particular year is recorded. The section is also responsible for processing the request from other universities regarding the genuineness of certificates issued to the candidates.

2.2.7.7 ELECTRONIC DATA PROCESSING (EDP) CENTRE

The EDP centre is responsible for preparing softcopy of nominal rolls received from different sections of the examination wing, processing of examination results, printing of mark sheets, provisional certificates and diplomas.

2.2.8 DIRECTORATE OF CONTINUING EDUCATION (DCE)

The following are the different sections under the DCE

- Admission section
- Seminar section
- Lesson printing and dispatching
- DCE Finance
- Examination section

2.2.8.1 ADMISSION SECTION

The admission section of DCE issues advertisement for admission of students for various courses, receives and scrutinizes application forms and gives admission to the candidates. They also receive the demand drafts (DD) from students, study centers and forward the same to the finance section. This section maintains year wise register of candidates admitted to various courses offered by DCE.
2.2.8.2 SEMINAR SECTION

Seminar section is responsible for organizing contact seminars for various courses offered by DCE at different centers. They send communication to all the candidates regarding date and place of the contact seminars. They also fix centers and staff members for handling various subjects. For this purpose they receive advance from the finance section, submit accounts for the advance received and settle the same.

2.2.8.3 LESSON PRINTING AND DISPATCHING

Another section in DCE is the lesson printing section. This section identifies experts for writing lessons for various subjects of the different courses, collect the lessons from the experts, arrange for printing and proof-reading of the lessons and dispatch lessons to the candidates. The section is also responsible for maintenance of accounts for the printing activities.

2.2.8.4. DCE FINANCE SECTION

The finance section of the DCE has the following responsibilities

- Receipt of Demand Drafts from various sections
- Preparation of bank wise statements for the DD’s received
- Maintenance of register
- Submission of the DD’s to the finance section of the university
- Arrange for share payments to the various study centres which offer the courses of DCE at different places.
2.2.8.5 EXAMINATION SECTION

The examination section for DCE carries out all the routine works for conducting examination such as fixing experts for question paper setting, dispatching syllabi for question paper setting, receiving question papers from the question paper setters, printing of question papers in identified confidential press, conducting examination at various identified centers, arranging for valuation of answer scripts, declaration of results, issue of mark statements and certificates.

2.2.9 TEACHING DEPARTMENTS

In affiliating Indian universities the staff strength in teaching departments is very small, mostly less than ten. Actually, the minimum strength stipulated by UGC for a department is one Professor, two Readers and four Lecturers and some of the university departments do not have even this strength. The Head of the Department allots the time Table for each semester, manages the department level purchases, maintains on duty and casual level registers of staff members, maintains student’s records, conducts internal and end semester examinations, arranges for valuation and declaration of results. The departments also conduct periodical seminars and conferences.

2.2.10 LEGAL CELL

Another major issue in the university administration section is the management of various court cases. Various parties such as colleges, students, staff members and public file cases against the university on various issues such as affiliation, admission, result publication, service related cases, seniority issues, college management
appointment case etc. The university has to follow these court cases carefully, fix lawyers at various levels such as district court, high court and supreme court, settle claim bills for attending the cases to the lawyers and take appropriate action on the judgment delivered. Occasionally, the failure on the part of the university in implementing court orders lead to contempt of court and the registrar has to make personal appearance in the court.

2.3 CONCLUSION

It is clearly seen that the clerical work involved in administration of an affiliating Indian university is enormous. To carry out each such activity the section initiates a note in the form of file. Hence, a large number of clerical staff is required for this purpose. Sometimes, they even go for appointment of additional staff members on daily wage basis. There are inherent delays, lapses, and inefficiency in administration leading to various problems and issues. Further the term of appointment for all the officers of the university is for a period of three years and hence an efficient decision support system should be developed for ensuring continuity in university administration. Hence, e-governance will go a long way in improving the overall functioning of the university. This research aims at identifying areas in university administration where e-governance can be effectively implemented, identify steps to be taken for implementation of e-governance in those areas and suggest action plans.