



ललित नारायण मिथिला विश्वविद्यालय

कामेश्वरनगर, दरभंगा-846004

अधिसूचना

विश्वविद्यालय ज्ञापांक LNMU/DDE/7092-98/25 दिनांक 25.11.2025 के द्वारा निर्गत सूचना के आलोक में गठित समिति के सदस्यों द्वारा तैयार किये गये Model Rules of Business for Conducting and Regulating B.Ed. Programmes in Constituent Colleges of Lalit Narayan Mithila University, Darbhanga के प्रारूप को दिनांक 19.01.2026 को सम्पन्न विद्वत परिषद् एवं दिनांक 21.01.2026 को आहूत अभिषद् की बैठक तथा दिनांक 28.01.2026 को सम्पन्न अधिषद् (सिनेट) की बैठक के द्वारा अनुमोदित होने के उपरान्त तत्काल प्रभाव से लागू करने हेतु अधिसूचित किया जाता है।

माननीय कुलपति महोदय के आदेश से।

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ज्ञापांक: C/CCDC/3991-97/26

दिनांक: 12/03/2026

प्रतिलिपि प्रेषित : -

1. संबंधित सभी सदस्यों को।
2. सभी संकायाध्यक्ष/विभागाध्यक्ष, ल0 ना0 मिथिला विश्वविद्यालय, दरभंगा।
3. सभी पदाधिकारी, ल0 ना0 मिथिला विश्वविद्यालय, दरभंगा।
4. सभी प्रधानाचार्य, अंगीभूत महाविद्यालय, ल0 ना0 मिथिला विश्वविद्यालय, दरभंगा।
5. माननीय कुलपति के निजी सचिव/कुलसचिव के निजी सहायक, ल0 ना0 मिथिला विश्वविद्यालय, दरभंगा को सूचनार्थ एवं आवश्यक कार्यार्थ।

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Model Rules of Business for Conducting and Regulating B. Ed. Programmes in Constituent Colleges of Lalit Narayan Mithila University, Darbhanga

Preamble

In exercise of the power conferred under Section 4 of the BSU Act, 1976 (as amended up to date), and in accordance with the Statutes, Ordinances, and Regulations framed thereunder, these Model Rules of Business are issued for the efficient administration, regulation, and conduct of the Bachelor of Education (B. Ed.) Programmes in the Constituent Colleges of L N Mithila University (henceforth, LNMU). These rules align with the guidelines of the National Council of Technical Education (NCTE), as updated in 2025-26.

1. Short Title and Commencement

1.1. These rules may be called “**The Model Rules of Business for B.Ed. Programmes in Constituent Colleges of LNMU, 2026**”.

1.2. These rules shall come into force from the date of their notification issued by the Registrar, LNMU, after the due approval of the Syndicate.

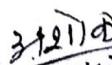
2. Definitions

In these rules, unless the context otherwise requires:

- “Act” means the BSU Act, 1976
- “University” means Lalit Narayan Mithila University, Darbhanga
- “Colleges” means a constituent college maintained or controlled by the University as specified in the Act, and includes the centre running B Ed (Regular) Programme under the Directorate of Distance Education, LNMU.
- “B. Ed. Programmes” means the Bachelor of Education Programmes of two years duration, or of any other duration as time to time prescribed by the NCTE.
- “NCTE” means the National Council of Teacher Education.
- “Academic Council” means the Academic Council of the University.
- “Syndicate” means Syndicate of the University.
- “Faculty of Education” means the faculty under which B. Ed. Programmes are offered.


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- “Director” means Director, Directorate of Distance Education (DDE), LNMU
- “Principal” means the Head of the Constituent College running B.Ed. Programmes.
- “Competent Authority” means the authority empowered under the Act to take decisions on matters specified in these rules.
- “Statutes,” “Ordinance,” and “Regulations” mean those in force under the Act.

3. Governance Structure

3.1 At University Level

There shall be a **Faculty of Education Regulatory Council (ERC)** for overall regulation, coordination, and supervision of the B Ed Programmes running in all the Constituent Colleges, consisting of:

- i. Vice-Chancellor (Chairperson)
- ii. Pro Vice-Chancellor
- iii. Financial Advisor
- iv. Dean, Students Welfare
- v. Dean, Faculty of Education
- vi. Two teachers from the Education Department of the Constituent Colleges, nominated by the Vice-Chancellor
- vii. Director, Directorate of Distance Education
- viii. Principals of all the Constituent Colleges running B Ed Programme
- ix. Registrar (Member Secretary)

Tenure: Members falling under category (vi) shall hold office for a period of one year, subject to the pleasure of the Vice-Chancellor, who may, in his or her discretion, terminate such nomination prior to the expiry of the said tenure or extend it beyond one year.

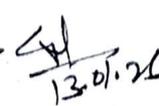
Quorum: One-third of the total members shall constitute the quorum.

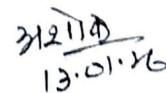
3.2 Powers and Functions of the Faculty of Education Regulatory Council (ERC)

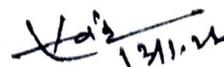
The Council shall:

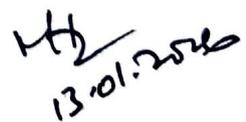
- i. Exercise overall regulation, supervision, and coordination of B Ed Programmes in all Colleges.


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- ii. Ensure compliance with NCTE regulations and University Laws/instructions.
- iii. Monitor the quality of the teacher education programmes and recommend improvements.
- iv. Recommend Syndicate on norms for faculty requirements, promotion, and service conditions, keeping NCTE Regulations in view.
- v. Supervise the admission process and ensure proper adherence to the reservation policy.
- vi. Regulate the financial management of the B Ed Programme.
- vii. Review and approve annual reports and budget for the B Ed Programme submitted by the Colleges. After approval, the annual budget shall be forwarded to the University's Competent Authorities for approval.
- viii. *Constitute sub-committees for specific functions/purposes as deemed necessary.*
- ix. Recommend a fee structure for B Ed Programme to the Competent Authorities of the University for approval.
- x. Perform such other functions as may be assigned by the Syndicate or Academic Council, or the Vice-chancellor.

3.3 Meeting of the ERC

- i. The Council shall meet at least twice in an academic year.
- ii. Notice of the meeting shall be circulated at least five days in advance.
- iii. Emergency meetings may be convened at shorter notice with the approval of the Chairperson.
- iv. Minutes of the meeting shall be recorded and circulated to all members after approval of the Vice-Chancellor.

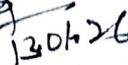
4. College-Level Management

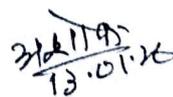
4.1 Principal/Director, DDE

The Principal of the concerned Constituent Colleges [Director, DDE, in case of B Ed (Regular)] shall be the administrative and academic head of the B Ed Programme running thereunder. He shall be responsible for:

- i. Overall supervision and control of the academic activities and financial management of the Programme under the guidance of the ERC and with the assistance of the Head of the B Ed Department.


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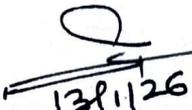

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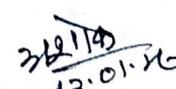
- ii. Promote planning and implementation of academic programmes such as seminars, workshops, extension activities, apprenticeships, et al., necessary for enhancing the academic competence of the faculty members and students.
- iii. Implementation of the ERC recommendations and instructions of the University authorities regarding B Ed Programmes.
- iv. Supervision of the admission process, teaching-learning and examination-related activities, and maintenance of the overall discipline among the staff and students of B Ed Programme.
- v. Conduct all correspondence to the University/State Government/NCTE/any other agencies relating to the B Ed Programme.
- vi. Ensure compliance with all the statutory requirements and orders/instructions issued by the University/NCTE/any other agency.
- vii. Appoint Head of the Department
- viii. Appoint Faculty, Non-teaching staff as per the requirements of the NCTE and the procedure prescribed hereunder. Any such appointment shall require prior approval of the Vice-Chancellor.
- ix. Assess teachers' performance and maintain the service file of all the employees of the Programme.
- x. Responsible for drawing, disbursing, and maintaining accounts and records of all administrative activities and funds earmarked for the Programme.
- xi. Submission of the annual budget for the Programme to the University.
- xii. Sanction routine expenses within the approved budget.
- xiii. Make purchases up to a specified limit approved by the ERC.
- xiv. Make payments to faculty and staff as per approved rates.
- xv. Incur other valid expenses within the approved budget.
- xvi. To sanction leave of the staff on the recommendation of the Head.
- xvii. Convene a meeting of the B Ed staff for effective functioning.
- xviii. Any other work relating to the B Ed Programme as may be assigned by the competent authority from time to time.

4.2 Head of the B Ed Department

There shall be a Head of the Department of B Ed Programme in each college, who shall be appointed by the Principal [Director, DDE in case of B Ed (Regular)] on a rotational basis from


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amongst the first four seniormost teachers of the B Ed Department as per provisions made in the University Statutes (56) approved by the Hon'ble Chancellor vide BSU-26/2008-2155/GS(1) dated 30/6/2008. The tenure of the Headship shall be for three years. If, for any reason, the Principal/Director, DDE feels that a change in the Headship of the Department, even prior to the completion of the term of the existing incumbent, is necessary in the interest of the Department, a change in the Headship of the Department be made subject to the approval of the Vice-Chancellor.

4.2.1. Powers and Functions of Head

- i. To assist the Principal [Director, DDE, in case of B Ed (Regular)] in maintaining a proper administrative and academic atmosphere, and discipline in the Department.
- ii. To lead and manage the Department.
- iii. To prepare the Department time table and allocation of paper/topics/units (as the case may be) as per the syllabus.
- iv. To ensure that classes are engaged as per time table. In the event of any dislocation, he/she will make alternative arrangements.
- v. Recommend staff's leave application to the Principal/Director for approval/rejection.
- vi. Publish monthly attendance of the students in all the classes and forward the names of students having a shortage of attendance to the Principal/Director before the 5th of every month, and inform their parents.
- vii. Prepare and present proposals before the Principal/Director for academic programmes such as seminars, workshops, extension activities, apprenticeships, et al., necessary for enhancing the academic competence of the faculty members and students.
- viii. Prepare the Annual Budget for the ensuing financial year and present it before the Principal/Director for further processing.
- ix. Hold departmental meetings at least every quarter of the year and record the same in the minutes.
- x. The Head of the Department will be custodian of all academic registers and maintain the Department Stock Register for various stores in the Department unless it is delegated to the subordinates. (Viz. Books, Computer & IT Equipment, Chemicals, Furniture, Alcohol, etc.)
- xi. Submit proposals for new courses (if any) in the Department to the Principal/Director.
- xii. Submit proposals for any procurement essential for the Department to the Principal/Director.

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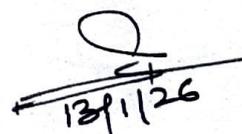
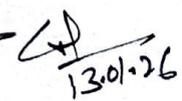
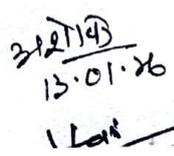
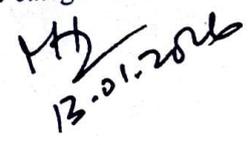
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- xiii. Communicate all the information received from the Principal/Director and decisions of the ERC to the staff and, if required, to the students.
- xiv. Arrange for all the internal and external examinations/evaluations/tabulations scheduled to be held in the Department, and shall maintain their records.
- xv. When on leave, the Head shall hand over the charge to the next senior-most faculty in the Department, and the matter shall be intimated to the Principal/Director well in advance.
- xvi. Any other work relating to the B Ed Programme as may be assigned by the competent authority from time to time.

5. Appointment of Faculty & Non-teaching Staff

- i. In self-financed B Ed Programmes, teachers and non-teaching staff shall be appointed purely on a contract basis for a period of three years. On expiry of the first contract of three years, the Principal shall consider the name of already working employees, whose work and conduct has been satisfactory and no disciplinary proceeding is pending against them, and the already working employees will not be required to re-appear in interview before the Selection Committee and their contract shall be renewed every three years by the Principal with the approval of the Vice-Chancellor. In the event of any adverse complaint or proceeding against any employee, the Principal will place the matter before the Vice-Chancellor, and the Vice-Chancellor's decision regarding the employee's renewal shall be final.
- ii. Subject to the provisions of the Act and Statutes made thereunder, for the appointment of teachers and non-teaching staff in the B Ed Department, the applications, through open advertisement in national dailies and on the University and College website, will be invited from the candidates fulfilling the qualifications prescribed by the UGC/NCTE and approved by the ERC/University.
- iii. The selection shall be processed by the Selection Committee constituted by the University, whose composition shall be as follows:
 - a) Principal of the College
 - b) Head of the Education Department of the College concerned
 - c) Three external experts (in case of faculty appointment, experts of the subject concerned) shall be nominated by the Vice-Chancellor
 - d) An academician representing SC/ST/OBC/Minority/Women/Divyang categories, if any of the candidates representing these categories is the

applicant, to be nominated by the Vice-Chancellor, if any of the above members do not belong to that category.

- e) University representative (UR) of the College.
- f) The presence of all three external experts shall be essential for the meeting of the Selection Committee.
- iv. In making recommendations, on the basis of the interview of the candidates holding the appropriate qualifications, the rules of reservation shall be followed by the Selection Committee.
- v. Out of the income being received by the institution from the B Ed Programme, at most 60 per cent of the amount shall be spent by the institution in the head of Salary of Head, teaching, and non-teaching employees of the B Ed Programme. The salary payable to all these staff shall depend on the amount of tuition fees collected during a year.
- vi. After final selection, the Principal/Director, with the approval of the Vice-Chancellor, shall issue a Letter of Engagement to every concerned candidate, which shall state clearly the joining time, salary, leave, and other benefits admissible or conditions of engagement.
- vii. Every employee shall sign a letter of engagement agreement at the time of his/her first joining, which shall bear the signature of the candidate as well as the Principal/Director. A copy of the letter should be provided to staff; one copy should be maintained by the college, and one copy should be submitted to the University.
- viii. Contributory Provident Fund must be enforced for all the working employee of the B Ed Programme.

6. Duration and Structure

Duration of the B Ed Programmes, Course Structure, and Eligibility Requirements shall be as prescribed by the NCTE Regulations from time to time and approved by the competent authorities of the University.

7. Admission & Fee

Admission shall be through the Bihar CET-B Ed, a state-level entrance test conducted annually by a Nodal University designated by the Office of the Chancellor, Universities of Bihar, Patna; or through any other system duly approved by the Office of the Chancellor. Intake capacity shall be as approved by the NCTE. All fees shall be regulated by the ERC.

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8. Accounts and Audit

- i. Income from fees and other sources, if any, shall be deposited in a separate bank account in the name of B Ed Fund. The account will be operated by the joint signature of the Principal/Director and the Head.
- ii. The account shall necessarily be audited annually by a certified CA, and a copy of the audited report shall be submitted by the Principal/Director by 30th June every year.

9. Budget

- i. The Head of the Education Department of each college shall prepare in the prescribed format an estimate of the probable income and expenditure for the next ensuing financial year aligned with the Model Budget Allocation below. The budget so prepared shall be considered and approved by the Principal/Director, with or without any modification. Once approved, a copy of the budget shall be submitted to the University before 31st December every year. The budget shall take effect on 1st April each year, only after final approval by the Vice-Chancellor.

ii. Model Budget Allocation (as % of B Ed Income)

S. N.	Item of Expenditure	% of B Ed Income	Remarks
1.	Salaries	55-60%	Covers Head, Teachers, Non-Teaching Staff; Keep below 60% for sustainability.
2.	Infrastructure Development & Maintenance	15-20%	Buildings, Classrooms, labs, hostels, IT System, & other utilities.
3.	Library & Academic Resources	5-7%	Books, Journals, e-resources, subscriptions
4.	Student Services & Activities	5-8%	Scholarship, Counselling, Sports, Cultural Events, Placement Cell
5.	Research & Development	3-5%	Seed Funding for Projects, Seminars, Conferences, and Faculty Development

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6.	Administrative & regulatory Costs	3-5%	Accreditation, Audits, Insurance
7.	Reserve & Contingency Fund	5-7%	For Emergency Expenses, Years of Low Admission & Miscellaneous Expenses

10. Annual Report

Each College shall prepare an Annual Report of its B Ed Programme. It shall include:

- Details of Admission in that year
- Academic activities undertaken
- Results and Achievements
- Faculty Development Activities
- Infrastructure Development
- Financial Statement
- SWOC Analysis
- Future Plans

The Annual Report shall be submitted to the University by 31st August each year. The University shall consolidate the reports and present them at the next ERC meeting for consideration.

11. Each College shall constitute a Grievance Redressal Committee, Women Cell, and Internal Complaint Committee as per university rules/instructions.

12. Amendment of Model Rules

- i. These rules may be amended by the Syndicate on the recommendation of the ERC.
- ii. Proposal for amendment may be initiated by the Principal/Director of a college, which shall be placed before the ERC. The latter shall either reject it or approve and forward it to the Syndicate for its decision.
- iii. Amendments, approved by the Syndicate, shall be notified by the Registrar.

13. Interpretation

- i. In case of any ambiguity or doubt in the interpretation of these rules, the decision of the Vice-Chancellor shall be final.

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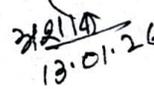
- ii. Matters not covered in these rules shall be decided as per university laws by the Vice-Chancellor.

14. Repeal & Saving

- i. All previous rules, orders, or notifications regulating B.Ed. Programme in Constituent Colleges/B Ed (Regular), inconsistent with these rules, shall stand repealed from the date of commencement of these rules.
- ii. Any action taken or proceeding initiated under the repealed rules shall be deemed to have been taken or initiated under these rules.
- iii. All rights, obligations, and liabilities accrued under the repealed rules shall continue to be governed by the provisions under which they accrued.

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(Gaganendra Prasad)
CCDC


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(ASHOK KUMAR MEHTA)
DSW


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(MD. ZEYA HAIDER)
Director, IDAE


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(DIVAKAR JHA,
Associate Professor,
Univ Dept of Commerce,
LNMU)