

Manual – 1 Section 4 (1) (b) (i)

The Particulars of organization, functions and duties;

Vanijya Mahavidyalaya, Patna, is a Constituent College of Patna University, Patna. It imparts education from B.Com to M.Com and UG course BBA. It is only teaching unit of Patna University, examination conducted, result prepared and Degrees to pass students are awarded by Patna University.

Undergraduate Commerce teaching in Patna University was started in Patna Law College on 6th Dec. 1953 as B.Com Classes. Within a few years keeping in view the rising demand of Commerce education, it was shifted to Patna College. It remained under the administration of Patna College till 8th Sep. 1974. W.e.f. 9th Sep. 1974, it was declared full fledged constituent unit of Patna University. The College celebrates its foundation Day (as Namakaran Diwas नामकरण दिवस) on 6th Dec. as Commerce teaching was started on 6th Dec. 1953 at Patna University in Patna Law College, The then Vice-Chancellor of PU Acharya Devendra Nath Sharma, a renowned scholar of Hindi declared the name of College “VANIJYA MAHAVIDYALAYA” under the able guidance and supervision of Principal Dr. P N Sharma (B.Sc. London, School of Economics), the College created different milestones in the field of commerce education & sports.

This college was recognized under section 2(f) & 12B of UGC Act. 1956 since the act come in force. In the year 1986 M.Com teaching was started in the college and it became unparallel college in the state of Bihar imparting exclusive commerce education from I.Com to M.Com. Latter on college started professional courses like (PGDFS). Post Graduate Diploma in Financial Service, Certificate course in computerized Accounting and BBA (Bachelor of Business Administration), under Self Financed Scheme. Besides this the college has facilitated (IGNOU) India Gandhi National Open University to start its first study centre in Bihar (0501).

Vanijya Mahavidyalaya has been a top ranked post Graduate college of Commerce and economics as per the perception of people of Bihar. It has been engaged in developing leaders with a global mindset, business skills, a sense of social responsibility and human touch. The College boasts of excellent record of accomplishment with respect to extension activities in the different categories like community development, social work, Health and Hygiene awareness, Health Camp, Blood Donation Camp, Environment awareness, Gender sensitization etc. through its NSS unit. The College is publishing and distributing a quarterly news bulletin ‘VANIJYAM’ continuously since 2015. The bulletin contains the account of academic, co-curricular and extra-curricular activities of the college.

The college provides a liberal and nurturing atmosphere for academic attainment. Computer Centre & Wi-Fi Internet facilities are available that allow the teachers to go beyond the University prescribed Curriculum and allow them to be at par with syllabus provided by university. College is member of Digital Library Network INFLIBNET, N-List which provides accessibility to a large number of e-Books & e-Journals.

Vanijya Mahavidyalaya is a place where skills and passion coincide with the needs of the world. As the price of financial success is mounting day by day, the wholesome development of students is a necessity to face real life situation. The college also imparts values like truthfulness, honesty, compassion and responsibility. The college is famous for its quality education and rigor of its academic programmes and a conducive environment for co-curricular and extra-curricular activities that transforms the students and empowers them to release their full potential. It is the conviction of the college that the learning of the students is both within and outside the

classroom. Therefore, a rich array of opportunities are provided to students to develop their leadership and organizational skills. A liberal environment under a caring guidance ensures that talents are identified and developed to the care.

VISION STATEMENT

“To develop specialized professionals, with high morality, spirituality & excellent managerial competence to meet the demands of the market at Local, National & Global level.”

MISSION STATEMENT

- To excel in innovative and quality teaching and to provide a holistic learning experience to students.
- To identify, tap, nurture and hone talent of individuals of a diverse base enabling them to realize and maximize their potential, excel in their academic and non-academic pursuits and developing them to be global leaders of tomorrow.
- To maintain and promote quality, transparency, compliance and sustainability in governance and service delivery.
- To ensure outstanding environment-friendly infrastructure and facilities to its users.
- To generate an appreciation and respect for our cultural heritage and traditions with a critical orientation towards social and economic advancement.
- To develop research and critical analysis skills for analyzing and suggesting national development strategies.
- To give impetus to community outreach and extension.

Address : Vanijya Mahavidyalaya, Patna, Ashok Rajpath, Patna - 800005

Website : www.vmpu.in

Tel. No. : 0612-2670782

Note: The details of the Teaching & Non-teaching Staff of College are available on our Website www.vmpu.in & PU staff directory.

Duties to be performed to Achieve the Mission

Ever since its establishment in 1953, the college has been playing a significant role in imparting commerce & Vocational (BBA) (started in year 2016) education in order to achieve its Vision & Mission. The college has formulated various schemes/activities. Teaching, research and organizing extra-curricular activities, Seminar, Workshop, Conference, Cultural and sports activities on regular basis. NSS chapter of College encourage students to participate in several social outreach activities.

Details of Services Rendered

The details of services rendered are briefly enumerated below:

- a) Teaching of courses B.Com, M.Com and BBA.
- b) Conducts in house internal assessment examination and functions as examination centre of university examination.

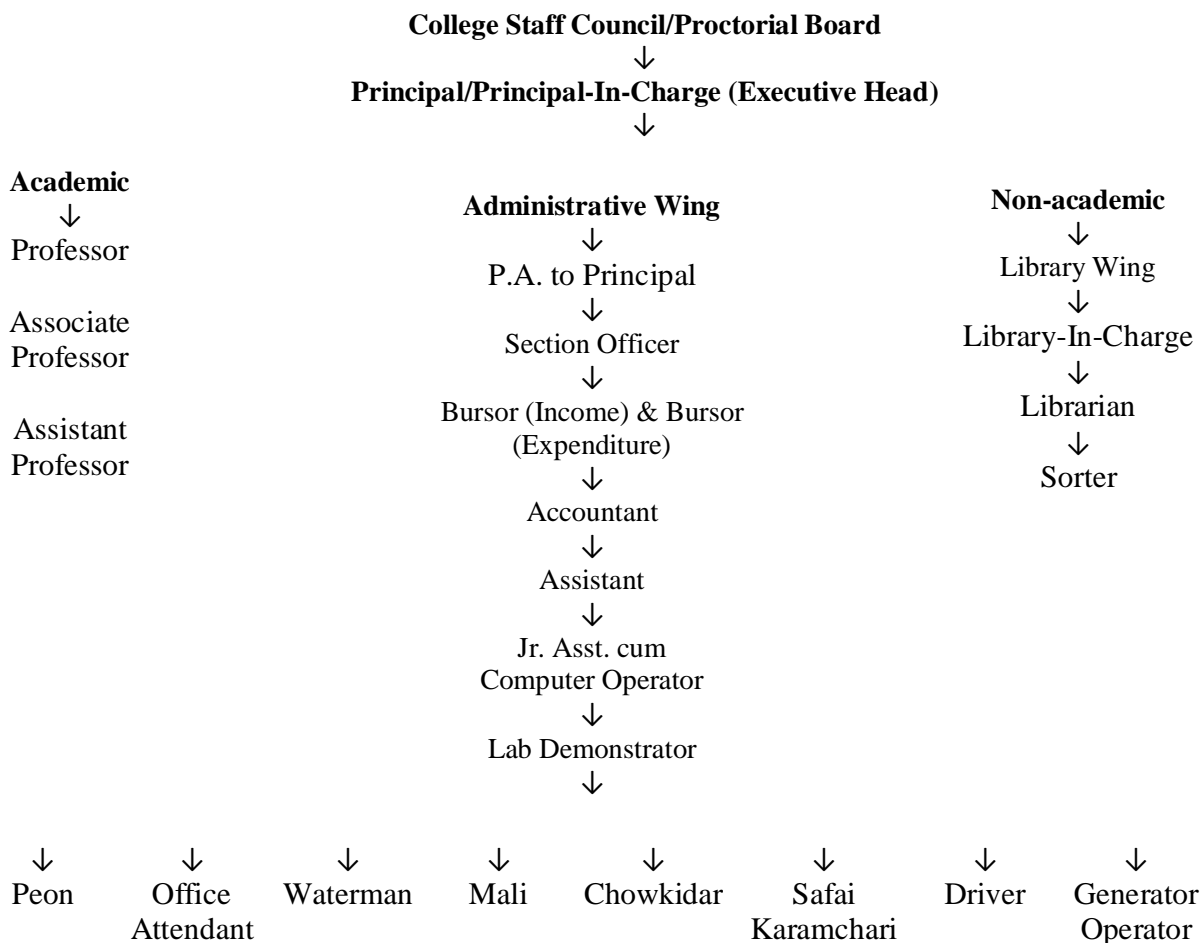
- c) Conduct of seminars, meetings, lectures, cultural events etc.
- d) Provision of sports facilities.
- e) First Aid services within the Campus.
- f) Facilities to conduct research in the subjects being taught.
- g) Teachers are allowed to go on study leave in order to promote their career

Organization and Administrative Machinery

1. Since college is constituent unit of Patna University, Patna, University administrates the College’s functioning ; University constitutes Proctorial Board and Appoints its representative (UR) to monitor the functioning of College.
2. The Governor -Cum – Chancellor of Universities of Bihar appoints a full time principal on the recommendations of the Selection Committee constituted for the purpose, with the approval of the Executive Council (State Govt. Bihar) to look after the day – to – day functioning and administration of college.
3. Bursar appointed by the University to look after the financial deals.
4. The college has a staff council that operates in accordance with University Ordinance/statutes in functioning of college.

Organisation Chart: Organizational set-up of **Vaniya Mahavidyalaya, Patna,**

ORGANIZATION CHART



Mechanism available for monitoring the service delivery and public grievance resolution

Management of the various activities of the college are supervised by the Proctorial Board and Several Committees, Cells, Bodies, constituted by Principal and through University Representative.

Map of Location

A location [map](#) is available on the college website: www.vmpu.in

Working Hours

Office: 08:00 a.m. to 3:00 p.m. — Monday to Saturday (except on public holidays).

Teaching: 08:00 a.m. to 2:00 p.m. — Monday to Saturday (according to time table).

Or

05 Hrs. Stay in Campus per working day

40 Hrs. Stay in Campus per Week

[According to Routine]

Public Interaction

12:00 Noon to 01:00 p.m.

Grievance Redressal

A three level system is followed viz. Grievance Redressal Cell, Departmental and Staff Council, as follows:

GRIEVANCE REDRESSAL CELL:

This cell is constituted to address the genuine grievances of students & staff. Students having grievances regarding time-table, facilities, teaching, examinations, documents, discipline etc. can put their appeal before the cell. Staff having grievances regarding their duty, Payment and facilities can put up their appeal before the cell. After sorting the grievance cases, the cell shall forward the case to the concerned departments for its redressal, if dept. feels unable to redress the grievance, it shall forward the case to Staff council through principal. In case the grievance is out of jurisdiction of college management, it shall be forwarded to university.

DEPARTMENTAL

Matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, in house exam question papers etc. are resolved in Departmental meetings. The decisions of the meetings are maintained by the concerned teacher-in-charge/departmental head. Grievances if any are addressed at these meetings.

STAFF COUNCIL.

1. All the members of the teaching staff, Non-Teaching Staff, the Librarian and the Physical Trainer shall constitute the Staff Council.
2. Subject to the provisions of the Act, the Statutes and the Ordinances of the Patna University, Patna, the Principal shall act as Principal-in-Council in respect of matters on which Staff Council is required to take decisions.

3. The Principal shall be ex-officio Chairman of the Staff Council. The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.
4. Subject to the provisions of the Act, the Statutes and the Ordinance of the University, the principal shall take decisions in respect of the following matters:
 - 4.1. Preparation of College Time-table.
 - 4.2. Allocation of Extra-curricular work of teachers not involving payment of remuneration.
 - 4.3. Organising extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.
 - 4.4. Organising admission of students.
5. Subject to the provisions of the Bihar University Act/Patna University Act, the Statutes and the Ordinances of the Patna University, Patna the Staff Council shall make recommendations ordinances of the University, the Staff Council shall make recommendations in respect of the following matters:
 - 5.1. Formulation of admission policy within the framework of the policy laid down by the University;
 - 5.2. Formulation of guide-lines regarding arrangements for the residence and welfare of students in consultation with appropriate students' organizations;
 - 5.3. Formulation of guide-lines regarding discipline of the students;
 - 5.4. Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.
6. Principal can constitute/reconstitute different committee to look after the democratic management of departments & College.
7. The Principal shall have the right to be present and to speak at any meeting of any Committee.
8. Each Committee shall have a Convenor appointed by the Chairperson, (Principal of college is ex-officio chairperson of all committees, cells and bodies constituted as college level), and he/she shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by him/her.
9. The decisions of the Committee shall be reported to the subsequent meeting of the Staff Council for ractification, wherever necessary.
10. The Principal shall implement all decisions of the Staff Council. If, in the opinion of the Principal, whoever, an emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next of the Staff Council for confirmation.
11. The rules relating to the conduct of meetings of the Staff Council shall be in accordance with the Regulations laid down in this behalf.

Courses offered by College

Sl. No.	Name of Course	Year Started	Level Intermediate/UG/PG	Yearly/Sem.	Nature Regular Self. Fin.	Annual Fees (in Rs.) Approx.	Selection Past merit, National Test State Test, University Test, college Test
1.	B.Com	1953	UG	Yearly	Regular	1868/-	Merit in eligibility exam and selection in common entrance test conducted by PU
2.	M.Com	1986	PG	Semester	Regular	2850/-	Merit in eligibility exam
3.	BBA	2016	UG	Yearly	Self. Fi	(I)15320/- (II)20320/- (III)25300/-	College Test