

MSRUAS Non Statutory Committees



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Board of Examiners

1. Constituting Authority:

- a) A **Board of Examiners** (hereinafter the “**Board**”) shall be constituted by the **Dean of the Faculty** (hereinafter the “**Constituting Authority**”) for each course offered by the Faculty.
- b) The Board shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The composition of each Board of Examiners will be notified at the beginning of each Academic year. One of the members drawn from the Programme Operations Centre will act as Secretary to the Board.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Board may be filled by the Chairperson, in consultation with the Constituting Authority, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Board shall be re-constituted at the beginning of each academic year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Board before the expiry of its term.

5. Purpose

The Board shall have the following functions, powers and responsibilities:

- a) Set and Review Question Papers
- b) Set and Review Assignment Papers
- c) Conduct Examinations and manage discipline at examination venues
- d) Assessment of Answer Scripts
- e) Interaction with External Examiners
- f) Organize and conduct SAB and PAB meetings
- g) Consult with specialists who are not members of the Board
- h) Consider and take action upon any matters referred to it by the Dean
- i) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.
- j) Any other activity related to Examinations and Assessment.

6. Meeting Procedures

a) **Meetings:**

Members of the Board of Examiners shall meet:

- i. When the Board of Examiners considers a meeting is necessary for the conduct of its business; or
- ii. When convened at the discretion of the Chairperson of the Board Examiners; or
- iii. When requested by the Dean or three members of the Board of Examiners.

b) **Special Meetings:**

A special meeting of the Board may be called by the Chairperson of the Board or the Constituting Authority at any time.

c) **Procedure at meetings:**

Meetings of the Board shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) **Quorum:**

Three members or one-third of the membership of the Board, whichever is greater, shall form the quorum.

e) **Chairperson of the meeting:**

The Chairperson of the Board shall chair all meetings of the Board. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) **How matters are decided:**

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Constituting Authority whose decision on the matter shall be final.

g) **Minutes of meetings:**

- i. The Secretary of the Board shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Board should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Board shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Board.

h) **Record Keeping:**

The Secretary of the Board shall maintain all the minutes and other relevant documents related to the functioning of the Board and shall make these available to any authorized officer/authority for inspection.

Board of Studies

1. Constituting Authority:

- a) A **Board of Studies** (hereinafter the “**Board**”) shall be constituted by the **Dean of the Faculty** (hereinafter the “**Constituting Authority**”) for each course offered by the Faculty.
- b) The Board shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The composition of each Board of Studies will be notified at the beginning of each Academic year. One of the members drawn from the Programme Operations Centre will act as Secretary to the Board.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Board may be filled by the Chairperson, in consultation with the Constituting Authority, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Board shall be re-constituted at the beginning of each academic year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Board before the expiry of its term.

5. Purpose

The Board shall have the following functions, powers and responsibilities:

- a) Course Structure Development
- b) Curriculum Development and Pedagogy
- c) Review of Curriculum, Subject/Module notes, Teaching and Learning Methods, Teaching and Learning Facilities
- d) To interact with the concerned Faculty or Faculties to suggest and make improvements in the courses of study
- e) To consult with specialists who are not members of the Board
- f) To consider and take action upon any matters referred to it by the Dean
- g) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.
- h) Any other matter related to Curriculum Development and Delivery

6. Meeting Procedures

a) **Meetings:**

Members of the Board of Studies shall meet:

- i. When the Board considers a meeting is necessary for the conduct of its business; or
- ii. When convened at the discretion of the Chairperson of the Board; or
- iii. When requested by the Dean or three members of the Board.

b) **Special Meetings:**

A special meeting of the Board may be called by the Chairperson of the Board or the Constituting Authority at any time.

c) **Procedure at meetings:**

Meetings of the Board shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) **Quorum:**

Three members or one-third of the membership of the Board, whichever is greater, shall form the quorum.

e) **Chairperson of the meeting:**

The Chairperson of the Board shall chair all meetings of the Board. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) **How matters are decided:**

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Constituting Authority whose decision on the matter shall be final.

g) **Minutes of meetings:**

- i. The Secretary of the Board shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Board should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Board shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Board.

h) **Record Keeping:**

The Secretary of the Board shall maintain all the minutes and other relevant documents related to the functioning of the Board and shall make these available to any authorized officer/authority for inspection.

Convocation Committee

1. Constituting Authority:

- a) The **Convocation Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Academic Registrar	Chairperson
2.	Administration Registrars (Faculties)	Members
3.	Academic Registrars (Faculties)	Members
4.	Directors (Directorates)	Members
5.	Chief Manager - HR	Members
6.	Coordinators (Centres)	Members
7.	Officer – Public Relations	Member
8.	Officer – International Affairs	Member
9.	Sports Director	Member
10.	Wardens	Members
11.	Chief – Proctor	Member
12.	Chief – QC	Member
13.	Secretary University Affairs	Member & Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson, in consultation with the Vice Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

The Committee may be re-constituted by the Constituting Authority at any time.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to schedule and execute all activities for the successful organization of the Convocation;

- b) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee shall meet whenever convened by the Chairperson.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Programme Assessment Board

1. Constituting Authority:

- a) A **Programme Assessment Board (PAB)** (hereinafter the “**Board**”) shall be constituted by the **Dean of the Faculty** (hereinafter the “**Constituting Authority**”) for each programme offered by the Faculty.
- b) The Board shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Board shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Dean	Chairperson
2.	Academic Registrar (Faculty)	Member
3.	All HODs	Members
4.	External Examiners & Internal Examiners	Members
5.	Nominee of Vice Chancellor	Observer
6.	Manager (Examination & Assessment)	Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Board may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Board shall be re-constituted at the beginning of each academic year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Board before the expiry of its term.

5. Purpose

The purpose of the Programme Assessment Board is to make decisions on progression and awards for all students registered for the named award for which the particular Board is responsible. In reaching a decision on progression or an award, the Board must consider the overall performance of the student which is made up of the subject/module marks that have been confirmed by the Subject Assessment Board.

The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a) **Meetings:**

- a) The Board must meet at the **end of each semester**; and
- b) When convened by the Dean of the Faculty at his/her discretion.

c) **Special Meetings:**

A special meeting of the Board may be called by the Chairperson of the Board or the Constituting Authority at any time.

d) **Procedure at meetings:**

Meetings of the Board shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

e) **Quorum:**

Three members or one-third of the membership of the Board, whichever is greater, shall form the quorum.

f) **Chairperson of the meeting:**

The Chairperson of the Board shall chair all meetings of the Board. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

g) **How matters are decided:**

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

h) **Minutes of meetings:**

- i. The Secretary of the Board shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Board should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Board shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Board.

i) **Record Keeping:**

The Secretary of the Board shall maintain all the minutes and other relevant documents related to the functioning of the Board and shall make these available to any authorized officer/authority for inspection.

Staff - Student Consultative Committee

1. Constituting Authority:

- a) The **Staff - Student Consultative Committee** (hereinafter the “**Committee**”) shall be constituted by the **Dean of the Faculty** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Dean</i>	<i>Chairperson</i>
2.	<i>Academic Registrar (Faculty)</i>	<i>Member & Secretary</i>
3.	<i>Administration Registrar (Faculty)</i>	<i>Member</i>
4.	<i>All HODs</i>	<i>Members</i>
5.	<i>Managers (Library, Admissions, Programme Operations, Examination & Assessment, ICT, Hostel, Sports)</i>	<i>Members</i>
6.	<i>Student Representatives (nominated by the Dean)</i>	<i>Members</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted at the beginning of each academic year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Staff-Student Consultative Committee looks into the quality of the courses delivered by each Faculty. The Committee shall have the following functions, powers and responsibilities:

- a) During the committee meetings the following issues are discussed and suitable action plans are initiated:
 - i. Student Academic issues
 - Curriculum

- Course Delivery
 - Examination & Assessment
 - ii. Student Teaching and Learning Support
 - Programme Operations
 - Examination & Assessment
 - Library
 - ICT
 - Laboratories & Workshops
 - iii. Student Amenities
 - Hostel & Cafeteria
 - Sports & Recreation
- b) Any other matter with the permission of the Chair.
- c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee must meet at least **twice** in each academic year.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Student Induction Committee

1. Constituting Authority:

- a) A **Student Induction Committee** (hereinafter the “**Committee**”) shall be constituted by the **Dean of the Faculty** (hereinafter the “**Constituting Authority**”) for each programme offered by the Faculty.
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Dean</i>	<i>Chairperson</i>
2.	<i>Academic Registrar (Faculty)</i>	<i>Member & Secretary</i>
3.	<i>Administration Registrar (Faculty)</i>	<i>Member</i>
4.	<i>All HODs</i>	<i>Members</i>
5.	<i>Faculty Members nominated by the Dean</i>	<i>Members</i>
6.	<i>Student Representatives nominated by the Dean</i>	<i>Members</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted at the beginning of each academic year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee is responsible for the induction of fresh students normally spread over 3 days and includes:

- inauguration of classes
- familiarization with University and Faculty;
- procedures; and
- campus tours.

The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a) Meetings:

The Committee must meet at the **beginning of each Academic year** for induction of fresh students.

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Subject Assessment Board

1. Constituting Authority:

- a) A **Subject Assessment Board (SAB)** (hereinafter the “**Board**”) shall be constituted by the **Dean of the Faculty** (hereinafter the “**Constituting Authority**”) for each course offered by the Faculty.
- b) The Board shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Board shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Dean	Chairperson
2.	Academic Registrar (Faculty)	Member
3.	All HODs	Members
4.	External Examiners & Internal Examiners	Members
5.	Nominee of Vice Chancellor	Observer
6.	Manager (Examination & Assessment)	Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Board may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Board shall be re-constituted once every year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Board before the expiry of its term.

5. Purpose

The Board objectively examines the subject delivery, examination and evaluation processes to ensure adherence to academic standards based on data compiled for the semester are met. The most important task is to review the standard of assessment and its comparability across subjects (modules). The Subject Assessment Board will confirm subject (module) marks after completing its review. Once the marks have been confirmed by SAB they must not subsequently be altered by any other board, unless an error in transcription or an omission is discovered.

The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a) **Meetings:**

- i. The Board must meet at the **end of each semester**; and
- ii. When convened by the Dean of the Faculty at his/her discretion.

b) **Special Meetings:**

A special meeting of the Board may be called by the Chairperson of the Board or the Constituting Authority at any time.

c) **Procedure at meetings:**

Meetings of the Board shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) **Quorum:**

Three members or one-third of the membership of the Board, whichever is greater, shall form the quorum.

e) **Chairperson of the meeting:**

The Chairperson of the Board shall chair all meetings of the Board. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) **How matters are decided:**

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) **Minutes of meetings:**

- i. The Secretary of the Board shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Board should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Board shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Board.

h) **Record Keeping:**

The Secretary of the Board shall maintain all the minutes and other relevant documents related to the functioning of the Board and shall make these available to any authorized officer/authority for inspection.

Ethics Committee

1. Constituting Authority:

- a) An **Ethics Committee** (hereinafter the “**Committee**”) shall be constituted by the **Pro Vice Chancellors (SEG and HSG)** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

- a) Pro Vice Chancellors (HSG & SEG)
- b) The Dean of any one Faculty – to be nominated by the PVC
- c) Ph.D. Programme Coordinators drawn from each Faculty of the University
- d) Two members drawn from any of the University’s Faculties – to be nominated by the Vice Chancellor
- e) Two members external to the University – to be nominated by the PVC

Note:

The PVC (in charge of Research) for HSG or SEG, as applicable, shall be the Chairperson and the Dean of the concerned Faculty shall be the Secretary

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted at the beginning of each academic year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To approve requests for clearances from Research Scholars in the performance of their research work.

Note:

The Research Scholar and the supervisory team are expected to prepare the necessary documents for obtaining clearance with the guidance of the PVC concerned.

- b) To approve all requests from research scholars for research involving animal or human participants, animal or human materials, personal information, or involving clinical trials, or combinations of such studies.
- c) To seek and obtain the views and recommendations from one or more experts from within or external to the University before granting approval for any request.
- d) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a) **Meetings:**

The Committee shall meet **as and when required**.

b) **Special Meetings:**

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) **Procedure at meetings:**

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) **Quorum:**

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

Provided, however, that the Pro Vice Chancellor and any one of the two External members shall always be required to form the quorum.

e) **Chairperson of the meeting:**

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) **How matters are decided:**

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) **Minutes of meetings:**

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send

a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Progress Review Panel

1. **Constituting Authority:**

- a) A **Progress Review Panel (PRP)** (hereinafter the “**Panel**”) shall be constituted by the concerned **Pro Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Panel shall report to the Constituting Authority on all matters relating to its functioning.

2. **Composition**

The Panel shall comprise the following members:

- a) One independent Chairperson nominated by the concerned PVC, knowledgeable in the rules and regulations of the Ph.D. programme of the University, and, preferably, having expertise in the research subject of the Scholar
- b) Two Examiners nominated by the concerned PVC, who are reasonably conversant with the research area of the Scholar and of whom at least one should be external to the University
- c) Supervisor(s) of the Research Scholar (one of the Supervisors will be designated as the Main Supervisor).
- d) The Main Supervisor shall act as Secretary to the Panel.

3. **Filling a Temporary Vacancy**

A temporary vacancy, arising in the Panel may be filled by the Chairperson, in consultation with the concerned Pro Vice Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. **Term of Office**

- a) The Panel shall be constituted based on the individual requirements and shall hold office for the term of the scholar’s study.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Panel before the expiry of its term.

5. **Purpose**

The Panel is responsible for periodically reviewing the progress made by the Research Scholar and to award credits.

6. **Meeting Procedures**

- a) **Meetings:**

The Panel shall meet in accordance with **the research programme schedule announced from time to time.**

b) Special Meetings:

A special meeting of the Panel may be called by the Chairperson or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Panel shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

The independent Chair, any one of the two Examiners and the Main Supervisor shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Panel shall chair all meetings of the Panel.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Panel shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Panel should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Panel shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Panel.

h) Record Keeping:

The Secretary of the Panel shall maintain all the minutes and other relevant documents related to the functioning of the Panel and shall make these available to any authorized officer/authority for inspection.

Publications & Outreach Committee

1. Constituting Authority:

- a) The **Publications & Outreach Committee** (hereinafter the “**Committee**”) shall be constituted by the **Pro Vice Chancellor (SEG)** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>PVC (SEG)</i>	<i>Chairperson</i>
2.	<i>Coordinators – Publications & IPR</i>	<i>Members & Secretary</i>
3.	<i>Director – Sponsored Research</i>	<i>Member</i>
4.	<i>Director – Techno Centre</i>	<i>Member</i>
5.	<i>Coordinators – Doctoral Research Programme</i>	<i>Members</i>
6.	<i>Coordinators – Sponsored Research</i>	<i>Members</i>

Note:

One of the Coordinators – Publications & IPR will be appointed as Secretary;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted once every year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) Editing and Publication of
 - i. University Technical Journals – Biannual – March & September
 - ii. University Magazines (Reflections and others) – Annual - August
 - iii. Postgraduate Students Projects Abstracts – Annual - August

- iv. Undergraduate Students Projects Abstracts – Annual – August
- v. Doctoral Research Programme Scholars Research Abstracts – Annual – August
- vi. Sponsored Research Projects Abstracts – Annual – August
- vii. Techno Centre Projects Abstracts – Annual – August
- b) Conference and Journal Publications
 - i. Arranging Reviews and Encouraging members of Faculty to publish their work in Conferences and Journals
 - ii. Deputation of Faculty members for Conferences, Symposium, Workshops and Seminars as per the University norms
- c) Prestigious Invited Lectures
 - i. Organizing prestigious Invited Lectures for each Faculty at least one per semester
- d) The Committee shall have the power to engage the services of External Reviewers wherever required in the performance of its duties.
- e) To translate and communicate in simplified, easily understood language, latest developments in science and technology to the community at large (eg. in Kannada) so that the information can be communicated to a wider audience.
- f) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Research Scholar Grievances and Redressal Committee

1. Constituting Authority:

- a) A **Research Scholar Grievances and Redressal Committee** (hereinafter the “**Committee**”) shall be constituted by the concerned **Pro Vice Chancellor** (hereinafter the “**Constituting Authority**”) for **each programme offered by the Faculty**.
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	PVC	Chairperson
2.	Academic Registrar	Member
3.	Coordinators – Doctoral Research Programme	Member
4.	Research Supervisors	Members
5.	Director – SPWCA	Secretary

Note:

Depending upon the Research Scholar’s affiliation, one of the Coordinators – Doctoral Research Programme will act as Secretary;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to receive complaints and petitions from scholars in respect of matters that affect them as individuals or the pursuit of their research studies;
- b) to enquire into grievances of scholars and make recommendations to the relevant authorities for remedial or suitable action;

- c) to recommend appropriate action against any complainant if the allegations made are found to be untrue or baseless.
- d) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

Note:

Whenever a scholar has a grievance the first point of contact is the Coordinator – Doctoral Research Programme.

6. Meeting Procedures

a) Meetings:

Members of the Committee shall meet:

- i. When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii. When requested by at least three members of the Committee.

b) **Special Meetings:**

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) **Procedure at meetings:**

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) **Quorum:**

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) **Chairperson of the meeting:**

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) **How matters are decided:**

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) **Minutes of meetings:**

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a

copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Sponsored Research Progress Review Committee

1. Constituting Authority:

- a) The **Sponsored Research Progress Review Committee** (hereinafter the “**Committee**”) shall be constituted by the **Pro Vice Chancellors (HSG and SEG)** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>PVCs (HSG or SEG)</i>	<i>Chairperson</i>
2.	<i>Director – Sponsored Research</i>	<i>Member</i>
3.	<i>Coordinators – Sponsored Research</i>	<i>Members & Secretary</i>
4.	<i>Three Subject Experts (nominated by the Chair)</i>	<i>Members</i>

Note:

Depending upon the group (HSG or SEG) to which the proposed project belongs, the PVC of that Group will be the Chairperson and the Sponsored Research Coordinator of that group will act as Secretary; The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted once every year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) Project Proposals
- b) Review of Presentations prepared by Principal Investigator (PI) based on proposals submitted for the purpose of award of grant
- c) Quarterly progress review of sponsored projects
- d) Review of project closure reports

- e) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Academic Equivalence Committee

1. Constituting Authority:

- a) The **Academic Equivalence Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>Academic Registrar</i>	<i>Member & Secretary</i>
3.	<i>Pro Vice Chancellors</i>	<i>Members</i>
4.	<i>Deans of Faculties</i>	<i>Members</i>
5.	<i>Academic Registrars (Faculty)</i>	<i>Members</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

The Committee shall be re-constituted once every year.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) The Committee shall consider and grant equivalence for an examination of any board, institution or University established by law in India or of a Foreign University or institution or of any other examination with a corresponding examination of the University with or without any condition(s).
- b) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a) Ordinary Meetings:

The Committee meets on a need basis during the Admission season.

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Admissions Committee

1. Constituting Authority:

- a) The **Admissions Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Vice Chancellor	Chairperson
2.	Director Admissions	Member & Secretary
3.	Members from different Faculties (nominated by the Deans)	Members

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

The Committee shall be re-constituted once every year.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) Selection of students for admission through counseling of eligible candidates

Note:

Students applying for the admission should have passed a University approved entrance exam/test and have become eligible for admission

- b) Selection of eligible, foreign applicants for Admission
- c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a) Ordinary Meetings:

The Committee meets on a need basis during the Admission season.

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) How matters are decided:

- iii. All decisions shall be taken by a simple majority.
- iv. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- iv. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- v. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- vi. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Alumni Council

1. Constituting Authority& Interpretation:

- a) The **Alumni Council** (hereinafter the “**Council**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Council shall report to the Constituting Authority on all matters relating to its functioning.
- c) Definitions:
 1. “alumni” means those persons who either attended or graduated from any of the faculties of the University, or a former member, honorary member or staff member of the University and includes any other persons included within this definition, from time to time, by the Board of Management;
 2. “alumni body” means a body of alumni which is recognized by the Alumni Council as representing the interests of the alumni.

2. Composition

The Council shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Director - SPWCA</i>	<i>Chairperson</i>
2.	<i>1 Faculty Member nominated by the Vice Chancellor</i>	<i>Member</i>
3.	<i>1 Faculty Member nominated by the Vice Chancellor</i>	<i>Member & Treasurer</i>
4.	<i>1 Alumni Representative (nominated by the Director Student Placement, Welfare & Career Advice)</i>	<i>Member</i>
5.	<i>1 Alumni Representative (nominated by the Director Student Placement, Welfare & Career Advice)</i>	<i>Member& Secretary</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Council may be filled by the Chairperson, in consultation with the Vice Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Council shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Council before the expiry of its term.

5. Purpose

The Council shall have the following functions, powers and responsibilities:

- a) to facilitate the co-ordination of alumni activities, recognise alumni bodies and further the interests of the University with Alumni;
- b) to determine the rules under which the Council will accord recognition to external alumni bodies and to maintain an updated list of all Recognised Alumni Bodies;
- c) to develop alumni activities, in conjunction with the University, with specific and measurable goals;
- d) to actively engage the alumni members in various University activities;
- e) to assist with activities that promote and enrich the student experience;
- f) to facilitate career opportunities for students and alumni through alumni;
- g) to promote the University, through the Alumni members, at various forums;
- h) to work with the University to develop policies in relation to alumni and their role in the University community;
- i) to determine the fees payable for membership of the Council, the types of membership of the Council, the various forms and other records to be maintained by the Council and other such administrative matters;
- j) to encourage alumni to contribute financial and other resources to the University.
- k) to offer advice to the Vice Chancellor on alumni related matters;
- l) to report to the Board of Management on matters referred to it by the Board of Management;
- m) to provide, at least once every year, to the Board of Management a report on its activities comparing its performance against the goals established in consultation with the University;
- n) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.
- o) In the case of any conflict or differences of opinion in the management of the affairs of the Alumni Council the matter(s) shall be referred to the Vice Chancellor whose decision thereon shall be final.

6. Funds & Accounts:

The funds of the Alumni Council shall be managed by the Registrar of the University who will maintain a separate account for this purpose.

7. Meeting Procedures

a. Ordinary Meetings:

Members of the Council shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by the three members of the Council.

b. Special Meetings:

A special meeting of the Council may be called by the Chairperson of the Council or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Council shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Council, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Council shall chair all meetings of the Council. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Council shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Council should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Council shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Council.

h. Record Keeping:

The Secretary of the Council shall maintain all the minutes and other relevant documents related to the functioning of the council and shall make these available to any authorized officer/authority for inspection.

Cultural Committee

1. Constituting Authority:

- a) The **Cultural Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Members from different Faculties nominated by the Deans	Members
3.	Student Representatives nominated by the Deans	Members
4.	Heads of SPWCA Centres	Members & Secretary

Note:

One of the Heads SPWCA Centres shall act as Secretary to the Committee;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson, in consultation with the Vice Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to organize cultural activities and competitions, including music, dance, theatre and other literary activities
- b) to select members/teams for Intra/Inter Faculty, Inter University, National and International level competitions

- c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Sports and Recreation Committee

1. Constituting Authority:

- a) The **Sports and Recreation Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Members from different Faculties <i>nominated by the Deans</i>	Members
3.	Student Representatives nominated by the Deans	Members
4.	Sports Director	Member & Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a. Selection of University teams for various games
- b. Selection of Students for various athletic events
- c. Organizing annual sports events and coordinating Intra Faculty, Inter Faculty, Inter University, Inter State, National level and International level sports events
- d. The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Student - Staff Competitions and Exhibitions Committee

1. Constituting Authority:

- a) The **Student - Staff Competitions and Exhibitions Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Members from different Faculties nominated by the Deans	Members
3.	Student Representatives nominated by the Deans	Members
4.	Heads of SPWCA Centres	Members & Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To make the necessary arrangements for eligible students - staff who are taking part in Intra Faculty, Inter Faculty, Inter University, Inter State, National level and International level technical competitions
- b) To organize competitions or exhibitions at the request of Deans of Faculties
- c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Student - Staff Social Services & Responsiveness Committee

1. Constituting Authority:

- a) The **Student - Staff Social Services & Responsiveness Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Members from different Faculties <i>nominated by the Deans</i>	Members
3.	Student Representatives nominated by the Deans	Members
4.	Heads of SPWCA Centres	Members & Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) Identifying Social Services activities that can be rendered during the academic year
- b) Mobilising resources including funds, manpower, relief materials, essential supplies etc and making arrangements to reach areas affected by natural disasters or struck by calamities
- c) Assigning staff and student groups to a particular activity
- d) Giving publicity to the social work rendered by the University staff and students
- e) Issuing participation certificates to all the participants

- f) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by the three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Student Disciplinary Committee

1. Constituting Authority:

- a) The **Student Disciplinary Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Dean(s) of concerned Faculty(ies)	Members
3.	Head(s) of concerned Department(s)	Members
4.	Proctor(s) concerned	Member & Secretary

Note:

Where more than one Proctor is on a Committee the Chairperson shall nominate one of them to act as Secretary to the Committee.

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To receive complaints on all matters relating to student discipline and misbehavior and take appropriate steps to take action against these;
- b) To take suo-moto cognizance of any act of student indiscipline or misbehavior on the University campuses and/or facilities and to take further action in this regard;
- c) To conduct formal inquiry and to investigate and take decisions upon each complaint and

recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance;

- d) To engage the services of a professional or other expert in the course of performing its functions;
- e) To ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential;
- f) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the

Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Student Grievances and Redressal Committee

1. Constituting Authority:

- a) The **Student Grievances and Redressal Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Administrative Registrars (Faculties)	Members
3.	Head Proctor and Proctors	Members
4.	Wardens	Members
5.	Heads of SPWCA Centres	Members & Secretary

Note:

One of the Heads of SPWCA Centres will be appointed Secretary to the Committee;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted once every year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to receive complaints and petitions from students in respect of matters that affect them either as individuals or as a group;
- b) to enquire into grievances and make recommendations to the relevant authorities for remedial or suitable action;
- c) to recommend appropriate action against any complainant if the allegations made are found to be untrue or baseless.

- d) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Student Internship & Placement Committee

1. Constituting Authority:

- a) The **Student Internship & Placement Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Members from different Faculties nominated by the Deans	Members
3.	Student Representatives nominated by the Deans	Members
4.	Heads of SPWCA Centres	Members & Secretary

Note:

One of the Heads of SPWCA Centres will be appointed Secretary to the Committee;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee members shall have the following functions, powers and responsibilities:

- a) to assist the Student Placement, Welfare & Career Advice Centre on technical issues in making arrangements for internship and placement of students;
- b) to visit employers, companies and other organizations along with the Centre Head to provide clarifications on technical and other issues to potential recruiters.
- c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think

fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Student Welfare and Experiences Committee

1. Constituting Authority:

- a) The **Student Welfare and Experiences Committee** (hereinafter the “**Committee**”) shall be constituted by the **Director – Student Placement, Welfare and Career Advice** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	Members from different Faculties nominated by the Deans	Members
3.	Administrative Registrars (Faculties)	Members
4.	Heads of SPWCA Centres	Members & Secretary

Note:

One of the Heads of SPWCA Centres will be appointed Secretary to the Committee;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) meeting periodically and planning actions for providing a good experience to students in areas like Teaching, Laboratories, Library, Computing Facility, Hostel, Cafeteria, Sports, Cultural, ICT, Student Care, Student Competitions etc.
- b) providing assistance to students and addressing other student welfare measures like Health, Ragging, Any Accidents, Bank loans, Accommodations, Transport, and Vehicle Parking.
- c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Sexual Harassment Committee

1. Constituting Authority:

- a) The **Sexual Harassment Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Senior Lady Professor (nominated by the Vice Chancellor)</i>	<i>Chairperson</i>
2.	<i>Registrar & CFO</i>	<i>Member</i>
3.	<i>Chief Manager – HR & LA</i>	<i>Member & Secretary</i>
3.	<i>PVCs (HSG & SEG)</i>	<i>Members</i>
4.	<i>Deans (Faculties)</i>	<i>Members</i>
5.	<i>Directors (Directorates)</i>	<i>Members</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender based violence;
- b) To organize awareness programmes and campaigns for the benefit of all members of the University on sexual harassment and gender based discrimination;
- c) To fulfill the directives of and guidelines issued by the Supreme Court to create an academic and

- work environment that is free of sexual harassment or gender-based discrimination;
- d) To receive and redress complaints received from any member of the University (including students, research scholars, staff, hostel residents and outsiders on University premises) alleging sexual harassment by another member(s) of the University;
 - e) To take suo-moto cognizance of any act of sexual harassment or gender-based discrimination on the University campuses and/or facilities and to take further action in this regard;
 - f) To conduct formal inquiry and to investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance;
 - g) To engage the services of a professional or other expert in the course of performing its functions;
 - h) To ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential;
 - i) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.

- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Staff Career Progression Committee

1. Constituting Authority:

- a) The **Staff Career Progression Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>PVCs</i>	<i>Members</i>
3.	<i>Registrar & CFO</i>	<i>Member</i>
4.	<i>Deans (Faculties)</i>	<i>Members</i>
5.	<i>Chief Manager-HR & Legal</i>	<i>Member & Secretary</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to review the career progression and take decisions on awarding promotions to deserving staff members of the University based upon defined criteria;
- b) to frame the rules and policies and procedures and other criteria for awarding promotions and other incentives/awards to staff members.

The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee shall meet on an ad-hoc basis as and when required.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the Registrar shall Chair the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Staff Disciplinary Committee

1. Constituting Authority:

- a) The **Staff Disciplinary Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Registrar & CFO</i>	<i>Chairperson</i>
2.	<i>Chief Manager – HR & LA</i>	<i>Member & Secretary</i>
3.	<i>PVCs (HSG & SEG)</i>	<i>Members</i>
4.	<i>Deans (Faculties)</i>	<i>Members</i>
5.	<i>Directors (Directorates)</i>	<i>Members</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To receive complaints on all matters relating to staff discipline and misbehavior and take appropriate steps to take action against these;
- b) To take suo-moto cognizance of any act of staff indiscipline or misbehavior and to take further action in this regard;
- c) To conduct formal inquiry and to investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance;
- d) To engage the services of a professional or other expert in the course of performing its functions;
- e) To ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential;
- f) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Staff Grievances and Redressal Committee

1. Constituting Authority:

- a) The **Staff Grievances and Redressal Committee** (hereinafter the “**Committee**”) shall be constituted by the Registrar & CFO (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Registrar & CFO	Chairperson
2.	Chief Manager – HR & LA	Member & Secretary
3.	PVCs (HSG & SEG)	Members
4.	Deans (Faculties)	Members
5.	Directors (Directorates)	Members

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson, in consultation with the Vice Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted once every year.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to receive complaints and petitions from employees in respect of matters that affect them either as individuals or as a group;
- b) to enquire into grievances and make recommendations to the relevant authorities for remedial or suitable action;
- c) to recommend appropriate action against any complainant if the allegations made are found to be untrue or baseless.

- d) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Staff Induction Training Committee

1. Constituting Authority:

- a) A **Staff Induction Training Committee** (hereinafter the “**Committee**”) shall be constituted by the **Dean of the concerned Faculty** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Dean	Chairperson
2.	Academic Registrar (Faculty)	Member
3.	Administration Registrar (Faculty)	Member
4.	Manager (HR & LA)	Member & Secretary
5.	HOD of Concerned Department	Member
5.	Two Faculty Members nominated by HOD of concerned Department	Members

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

The Committee shall be constituted on an Ad-Hoc basis whenever required.

5. Purpose

The Committee is responsible for making arrangements to train newly hired Faculty members and staff in a planned manner on academic issues, administrative issues, and familiarization with their faculty and University facilities and apprise them on disciplinary matters. The induction training is normally spread over one week.

The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

- a) Meetings:

The Committee meets **on an Ad-Hoc basis**

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Staff Performance Appraisal Committee

1. Constituting Authority:

- a) The **Staff Performance Appraisal Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>PVCs</i>	<i>Members</i>
3.	<i>Registrar & CFO</i>	<i>Member</i>
4.	<i>Deans (Faculties)</i>	<i>Members</i>
5.	<i>Chief Manager-HR & Legal</i>	<i>Member & Secretary</i>
6.	<i>Managers – HR & Legal (Faculty)</i>	<i>Members</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to develop and approve the various performance related criteria for measuring staff performance;
- b) to review the annual staff performance appraisal reports prepared by Human Resources Department and approve appropriate incentives and other awards to staff members;
- c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee shall meet on an ad-hoc basis as and when required.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the Registrar shall Chair the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Staff Recruitment and Selection Committee

1. Constituting Authority:

- a) The **Staff Recruitment & Selection Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>PVCs</i>	<i>Members</i>
3.	<i>Registrar & CFO</i>	<i>Member</i>
4.	<i>Chief Manager-HR & Legal</i>	<i>Member & Secretary</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to approve notifications for publishing the vacancies in various media including the University’s website and other procedures relating to application submission by candidates;
- b) to short list candidates to be called for interview either by the Committee or one or more special-purpose Sub-Committees constituted for this purpose;
- c) to conduct written tests, viva voce procedures and determine other criteria for preparing a short-list candidates who should be called for interview;
- d) to conduct interviews of short-listed candidates and to either take decisions to make recommendations to the relevant Appointing Authority for making appointments;
- e) to make recommendations to the relevant Appointing Authority on matters pertaining to relaxation in age, qualifications, higher starting pay, additional increments and other such criteria;
- f) to frame the rules and limits for reimbursement of expenses to candidates called for interview;

- g) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee shall meet on an ad-hoc basis as and when required.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the Registrar shall Chair the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Staff Welfare & Inclusiveness Committee

1. Constituting Authority:

- a) The **Staff Welfare & Inclusiveness Committee** (hereinafter the “**Committee**”) shall be constituted by the **Registrar & CFO** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Registrar & CFO	Chairperson
2.	Chief Manager – HR & LA	Member & Secretary
3.	PVCs (HSG & SEG)	Members
4.	Deans (Faculties)	Members
5.	Directors (Directorates)	Members

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) to initiate and act upon introducing appropriate welfare measures for the University’s staff including the following:
 - i. Health related benefits like group insurance/cover for health, travel, medical purposes, annual medical check-ups and health and stress management and awareness programmes;
 - ii. Provide assistance for Conveyance, Housing, children’s education;

- iii. Devise and introduce Incentive programmers;
 - iv. Create and manage Staff Welfare funds;
 - v. Leave travel concession assistance, Earned Leave encashment, Gratuity, PF and other benefits for staff members who qualify for such benefits;
 - vi. organize seminars and training workshops;
 - vii. staff picnics and outings;
 - viii. counseling services for staff members.
- b) To initiate and implement various measures within the University to make it a place of learning that is friendly and accessible to disadvantaged students, faculty and members of the community.
 - c) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Academic Programme Planning and Review Committee

1. Constituting Authority:

- a) The **Academic Programme Planning and Review Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>PVCs</i>	<i>Members</i>
3.	<i>Registrar & CFO</i>	<i>Member</i>
4.	<i>Academic Registrar</i>	<i>Member</i>
5.	<i>Deans (Faculties)</i>	<i>Members</i>
6.	<i>Directors (Directorates)</i>	<i>Members</i>
7.	<i>Officer – International Affairs</i>	<i>Member</i>
8.	<i>Sports Director</i>	<i>Member</i>
9.	<i>Chief – QC</i>	<i>Member</i>
10.	<i>Secretary University Affairs</i>	<i>Secretary</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) Initiation of new Course/Programme offerings
- b) Initiation of new Training, Technology Business, Research Activity

- c) Closing down an existing Course/Programme/Training, Technology Business, Research Activity
- d) Conducting feasibility studies before introducing any new activity. The Committee may hire external consultants for this purpose.
- e) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee must meet **at least once every year**.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorised officer/authority for inspection.

Cooperation and Collaborations Committee

1. Constituting Authority:

- a) The **Cooperation and Collaborations Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>PVCs</i>	<i>Member</i>
3.	<i>Registrar & CFO</i>	<i>Member</i>
4.	<i>Deans (Faculties)</i>	<i>Members</i>
5.	<i>Director (SWPCA)</i>	<i>Member</i>
6.	<i>Officer – International Affairs</i>	<i>Member & Secretary</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) examine each proposal for co-operation and/or collaboration by taking into consideration all aspects including the rights and obligations of the University, any financial implications of the arrangement and whether it is in the interest of the University to enter into the MOU before making a recommendation to the Board of Management;
- b) For each such MOU, the Committee shall also make a recommendation to nominate a particular member of the Faculty / Staff or other individual who will act as the University’s “Coordinator”

- for all communications and to manage the relationship with the collaborating body.
- c) The Committee shall assess the potential areas of collaboration including the furtherance of teaching, student and scholar training, research, consultancy, enhanced learning and hands-on experience opportunities and cross-cultural exchanges of ideas for the University's students, research scholars and faculty members and facilitate the following:
- i. Interested undergraduate students can undergo training for a certain duration in another University in India or abroad
 - ii. Interested postgraduate students can undergo training for a certain duration in another University in India or abroad
 - iii. Interested PhD Scholars can undergo training for a certain duration in another University in India or abroad or may prefer to undertake split Ph.D. for a joint award
 - iv. Members of the Faculty who would like to undertake research, or undergo training in collaborative or partnership mode with an Organization or University in India or abroad
 - v. Student exchanges at UG, PG and PhD level
 - vi. Organizing customized Training and Teaching to students of other countries or organizations for awarding certificate or degree
 - vii. Developing and delivering customized educational and training programmes to the members of other organizations/countries
 - viii. Collaborations for providing consulting services
- d) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. **Meetings:**

Members of the Co-operation & Collaborations Committee shall meet:

- i. When the Committee considers a meeting is necessary for the conduct of its business; or
- ii. When convened at the discretion of the Chairperson of the Committee.

b) **Special Meetings:**

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) **Procedure at meetings:**

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) **Quorum:**

Three members or one-third of the membership of the Committee, whichever is greater, shall

form the quorum.

Provided that the presence of the Vice Chancellor and, in his absence the Registrar, shall always be required to form the quorum for the meetings of the Co-operation and Collaborations Committee.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the Registrar shall Chair the meeting.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Media and Publicity Committee

1. Constituting Authority:

- a) The **Media and Publicity** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>Officer Public Relations</i>	<i>Member & Secretary</i>
3.	<i>Members from different Faculties nominated by the Deans</i>	<i>Members</i>
4.	<i>Student Representatives nominated by respective Deans</i>	<i>Members</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall assist the Chairperson during University events, for conducting Guests and Visitors around the facilities, in the preparation of press notes and provide specific technical help wherever necessary.

The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

Members of the Committee shall meet:

- i) When the Chairperson considers a meeting is necessary for the conduct of its business; or
- ii) When requested by three members of the Committee.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Programme Quality Assessment Committee

1. Constituting Authority:

- a) The **Programme Quality Assessment Committee** (hereinafter the “**Committee**”) shall be constituted by the **Chief – Quality Control** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Chief – QC	Chairperson
2.	Heads – QC	Members
3.	Faculty Members nominated by respective Deans	Members

Note:

One of the Heads – QC will appoint Secretary to the Committee;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall be responsible to obtain feedback from Students, Academic Faculty, Non-Academic Faculty, Parents of Students, Alumni and Employers of Students at the end of each academic year and prepare a Quality Index using proven statistical models.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee must meet **at least once in a year**.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

University Annual Activities Scheduling Committee

1. Constituting Authority:

- a) The **University Annual Activities Scheduling Committee** (hereinafter the “**Committee**”) shall be constituted by the **Academic Registrar** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Academic Registrar	Chairperson
2.	Administration Registrars (Faculties)	Members
3.	Academic Registrars (Faculties)	Members
4.	Directors (Directorates)	Members
5.	Chief Manager - HR	Members
6.	Coordinators (Centres)	Members
7.	Officer – Public Relations	Member
8.	Officer – International Affairs	Member
9.	Sports Director	Member
10.	Wardens	Members
11.	Chief – Proctor	Member
12.	Chief – QC	Member
13.	Secretary University Affairs	Member & Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

- a) The Committee is responsible to schedule all activities that should take place throughout the year in the University and announce the schedule of activities for the guidance of all members of the University.
- b) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee must meet before the commencement of each Academic Year and in the middle of the Academic Year.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

University Performance Review Committee

1. Constituting Authority:

- a) The **University Performance Review Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>PVCs</i>	<i>Members</i>
3.	<i>Registrar & CFO</i>	<i>Member</i>
4.	<i>Academic Registrar</i>	<i>Member</i>
5.	<i>Deans (Faculties)</i>	<i>Members</i>
6.	<i>Directors (Directorates)</i>	<i>Members</i>
7.	<i>Officer – International Affairs</i>	<i>Member</i>
8.	<i>Sports Director</i>	<i>Member</i>
9.	<i>Chief – QC</i>	<i>Member</i>
10.	<i>Secretary University Affairs</i>	<i>Secretary</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

- a) The Committee is responsible to review performance in the following areas:
 - i. Academic
 - ii. Research – Ph.D. Scholars, Publications, IPR
 - iii. Sponsored Research
 - iv. Training and Life Long Learning
 - v. Techno Centre
 - vi. Student Placement, Welfare and Career Advice
 - vii. Academic Quality issues

viii. Sports Activities

- b) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a. Ordinary Meetings:

The Committee must meet once in every **three** months.

b. Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c. Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d. Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e. Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the Registrar shall Chair the meeting.

f. How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g. Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h. Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Technology Commercialization & IPR Committee

1. Constituting Authority:

- a) The **Technology Commercialization & IPR Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Vice Chancellor</i>	<i>Chairperson</i>
2.	<i>Registrar & CFO</i>	<i>Member</i>
3.	<i>PVCs (HSG and SEG)</i>	<i>Members</i>
4.	<i>Deans of all Faculties</i>	<i>Members</i>
5.	<i>Director Sponsored Research</i>	<i>Member</i>
6.	<i>Director Techno Centre</i>	<i>Member & Secretary</i>

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To make arrangements for all IPR developed by members of the University whether exclusively or jointly with other parties to be registered in the University’s name and take appropriate measures to protect the University’s title in all such intellectual property;
- b) To enter into discussions with any party holding intellectual property for the purpose of entering into an agreement to commercially exploit the technology and to discuss and negotiate the scope of co-operation and the detailed commercial terms of such agreements;

- c) To license to third parties for commercial exploitation any intellectual property held by the University and for this purpose to discuss and negotiate the terms of such licensing and the commercial terms of such arrangements;
- d) To determine the modalities and percentages of sharing any revenues arising from commercialization of technologies as between the parties involved;
- e) To determine the terms and conditions under which intellectual property may be assigned to any third parties, purchased from third parties or shared with third parties and, further, to determine the terms and conditions on which the University may undertake any research on behalf of third parties, whether funded by them or not, and the terms and conditions of sharing the resulting intellectual property under any such arrangement;
- f) To ensure compliance by the University students, scholars and faculty members of the research code of conduct and undertaking signed by them in this regard from time to time;
- g) To determine the remedies to be sought in the event of any breach of title to University's intellectual property or any agreements which involve the purchase, sharing, assignment or licensing of intellectual property with third parties;
- h) To consult with legal counsel and other consultants as appropriate with respect to any of the above responsibilities of the Committee;
- i) To constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.
- j) To perform such other duties as may be assigned to it by the Vice Chancellor.

6. Meeting Procedures

a) Ordinary Meetings:

The Committee shall meet at least once **every six months or as and when necessary**.

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Library Committee

1. Constituting Authority:

- a) The **Library Committee** (hereinafter the “**Committee**”) shall be constituted by the **Academic Registrar** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Academic Registrar	Chairperson
2.	Librarians (Faculties)	Member
3.	Academic Registrars (Faculties)	Members

Note:

One of the Librarians nominated by the Chairperson will act as Secretary to the Committee;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To exercise general supervision of the Libraries of the University;
- b) To frame the general rules for the management and use of the Libraries of the University;
- c) To formulate and propose measures for the development of the Libraries of the University;
- d) To prepare the annual budget estimates of the libraries for submission to the Academic Council;
- e) To allocate funds, from the sanctioned annual budget of the library, to the Faculties for the purchase of books, journals and periodicals;
- f) To arrange for the stock taking of the libraries of various faculties and to report any variances

for to the Academic Council for appropriate adjustment ;

- g) To recommend to the Academic Council the creation of any new posts in the Libraries;
- h) To prepare and submit to the Academic Council, an Annual Report summarizing the activities and achievements of the Library;
- i) To perform such other duties as may be assigned to it by the Academic Council.
- j) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.

6. Meeting Procedures

a) Ordinary Meetings:

The Committee must meet at least once **every quarter**.

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the

Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

Resources Planning and Purchase Committee

1. Constituting Authority:

- a) The **Resources Planning & Purchase Committee** (hereinafter the “**Committee**”) shall be constituted by the **Vice Chancellor** (hereinafter the “**Constituting Authority**”).
- b) The Committee shall report to the Constituting Authority on all matters relating to its functioning.

2. Composition

The Committee shall comprise the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	<i>Registrar & CFO</i>	<i>Chairperson</i>
2.	<i>PVCs (HSG and SEG)</i>	<i>Members</i>
3.	<i>Deans of all Faculties</i>	<i>Members</i>
4.	<i>Directors of all Directorates</i>	<i>Members</i>
5.	<i>Academic Registrars (all Faculties)</i>	<i>Members</i>
6.	<i>Administration Registrars (all Faculties)</i>	<i>Members</i>

Note:

One of the Administration Registrar (Faculty) will be nominated by the Chairperson to act as Secretary to the Committee;

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

3. Filling a Temporary Vacancy

A temporary vacancy, arising in the Committee may be filled by the Chairperson and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

4. Term of Office

- a) The Committee shall be re-constituted **once every year**.
- b) The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Committee before the expiry of its term.

5. Purpose

The Committee shall have the following functions, powers and responsibilities:

- a) To draw up the short-term and long-term plans and estimates of fund requirements for the various building and other projects/initiatives of the University;
- b) To receive and review estimates and budgets for the resource requirements from the Faculties, Directorates, other academic and administrative units of the University including the following:

- i. Buildings, hostels and other University facilities along with related/allied infrastructural requirements like electrical, air conditioning, roads and parking etc.;
 - ii. Classroom, laboratory, workshop, library, other teaching resources, sports and other facilities requirements;
 - iii. Other equipment including vehicles, furniture, ICT etc.
- c) To identify and evaluate recommendations concerning all University and campus facilities, obtain estimates for repairs, remodeling, renovations, additions, alterations and demolition of the University Buildings and other structures;
- d) To prioritize the needs for repairs and renovation to campus facilities and infrastructure including University facilities and technology infrastructure;
- e) to monitor the progress made with respect to various building and other projects and purchases;
- f) The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.
- g) To perform such other duties as may be assigned to it by the Vice Chancellor.

6. Meeting Procedures

a) Ordinary Meetings:

The Committee shall meet at least once **every six months or as and when necessary**.

b) Special Meetings:

A special meeting of the Committee may be called by the Chairperson of the Committee or the Constituting Authority at any time.

c) Procedure at meetings:

Meetings of the Committee shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

d) Quorum:

Three members or one-third of the membership of the Committee, whichever is greater, shall form the quorum.

e) Chairperson of the meeting:

The Chairperson of the Committee shall chair all meetings of the committee. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

f) How matters are decided:

- i. All decisions shall be taken by a simple majority.

- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

g) Minutes of meetings:

- i. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

h) Record Keeping:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.