

Reg 10 Constitution of Committees

This regulation is as per the provision by section 36(1) of the Act.

The following shall be committees of the University, constituted to fulfillment of university objectives, functions and powers as per the section 5, 6 of the Act and as per the guidelines of UGC/GOI/GOG and others statutory bodies.

- [1] University Planning and Development Committee;
- [2] Internal Quality Assurance Cell;
- [3] Sports, Yoga and Student Welfare Committee;
- [4] University Library Committee;
- [5] Building and Works Committee;
- [6] Purchase Committee;
- [7] Curbing the Menace of Ragging in Higher Educational Institutions;
- [8] Equal Oppertunity Cell;
- [9] Women Development Cell;
- [10] Internal Complaint Committee;
- [11] Digital Innovation Committee;
- [12] Hostel Committee;
- [13] Grivence Redressel Cell;

Reg 11 University Planning and Development Committee

- [1] The University Planning and Development Committee shall consists of follow-
ing members:

- [a] The Vice Chancellor as Chairperson;
 - [b] Director General;
 - [c] Registrar;
 - [d] Two Directors among the university centres nominated by the Vice Chancellor by rotation for the term of three years;
 - [e] Any two Heads of other institutions nominated by the Vice – Chancellor for the term of three years;
 - [f] Finance and Account Officer;
 - [g] Head, Estate Branch looking after Estate;
 - [h] Head, Academic Branch as member secretary;
- [2] Power and functions of University Planning and Development Committee.
- [a] To monitor and suggest the academic growth;
 - [b] To suggest Strategic development plan as per National Education Policy;
 - [c] To suggest the land Use plan, land development plan, infrastructure development;
 - [d] To formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like UGC, NCTE;
- [3] The committee shall meet at least twice in a year and may meet as often as required, if necessary.
- [4] The meeting of the committee will be convened by the Registrar in consultation with the Chairperson of the Board.

- [5] The Seven days' notice shall ordinarily be required to be given for the meetings.
- [6] Half of the members of the total members shall constitute the quorum for the meeting. A meeting adjourned for want of a quorum may be held after half an hour of the scheduled meeting. No quorum shall be necessary for the adjourned meeting.

Reg 12 Internal Quality Assurance Cell (IQAC)

- [1] The University shall constitute an Internal Quality Assurance Cell (IQAC) to-
 - [a] develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of University, and
 - [b] promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- [2] The Vice – Chancellor shall be the Chairperson of IQAC, and he will be assisted by a Head IQAC.
- [3] The Head of IQAC shall be appointed by the Vice – Chancellor from among the faculty of the University.
 - (a) He/She will be entitled to get the laptop and printer.
 - (b) He/She will be entitled to have necessary software with prior approval of the Vice–Chancellor.
 - (c) He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack.

- [4] The term of appointment of the Head of IQAC shall be for a period of two years.
- [5] Composition of the IQAC. The members of IQAC will be as follows:-
- [a] The Vice-Chancellor (Chairperson)
 - [b] Three teachers of the University Centres to represent all levels
 - [c] One administrative official of the University.
 - [d] One nominee from local society/students/alumni.
 - [e] One nominee from Employers/industrialists/Stakeholders.
 - [f] Head, (IQAC) will act as a member secretary.
- [6] The members at sub-clauses 5b – 5e of clause above shall be nominated by the Vice-Chancellor in consultation with the Academic Council. The term of the nominated members shall be for a period of two years.
- [7] A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice – Chancellor. Any person appointed in a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of IQAC only for the residuary period for which the person whose place he has filled would have been a member.
- [8] The IQAC shall meet at every quarter in the year. The quorum for the meeting shall be two-third of the total members.
- [9] The agenda, minutes and Action Taken Reports will to be documented with official signatures and maintained electronically in a retrievable format by the Head IQAC.
- [10] Functions of IQAC.

- [a] Develop and apply quality benchmarks / parameters for the various academic and administrative activities of the University;
- [b] Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- [c] Arrange for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- [d] Disseminate information on the various quality parameters of higher education;
- [e] Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- [f] Document the various programs/activities of the University, leading to quality improvement;
- [g] Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- [h] Develop and maintain Institutional database through Management Information System for the purpose of maintaining /enhancing the institutional quality;
- [i] Develop Quality Culture in the University;
- [j] Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC) in the prescribed format;
- [k] Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;

- [l] Submit AQAR for approval and necessary quality enhancement measure to Academic Council and Executive Council;
- [m] Submit AQAR to NAAC / UGC / other accreditation body with followup reports;
- [n] Upload AQAR and other quality reports on exclusive window of university website;
- [o] To verify and process the applications of faculties for CAS as per the prevailing UGC Regulation / State Government guidelines.

Reg 13 Sports, Yoga and Student Welfare Committee

- [1] It shall consist of
 - [a] The Vice – Chancellor shall be Chairperson.
 - [b] Director General;
 - [c] Two experts each of sports, yoga, and culture to be nominated by the Vice Chancellor.
 - [d] Associate NCC Officer (ANO) of the University – NCC;
 - [e] Programme Coordinator of the University – NSS;
 - [f] Three students who has participated inter university or national level to be nominated by the Vice Chancellor for one year. Preferably one shall be female student and each from sports, yoga, and culture.
 - [g] A faculty nominated by the Vice Chancellor as member secretary.
- [2] The objectives shall be as follows :

- [a] To promote, organize and schedule the sports, yoga, and cultural, etc. in the University area;
 - [b] To inculcate and enhance the spirit of true sportsmanship;
 - [c] To undertake and conduct University and Inter–University and such other types of sports tournaments and competitions.
- [3] The term of office of the nominated members shall be three years other than students.
- [4] The committee shall meet at least once in a year and may meet as often as required, if necessary.
- [5] The meeting will be convened by the member secretary in consultation with the Chairperson.
- [6] Half of the members of the total members shall constitute the quorum for the meeting.
- [7] The powers and functions shall be as follows:
- [a] To frame rules to conduct various sports, yoga, and cultural activities;
 - [b] To prepare the Annual Budget.
 - [c] To make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfilment of its objectives.
 - [d] To organize coaching camps, seminars, workshops, and events, with a view to raise the standards of performance in general and increase the capacities of students in particular.

- [e] To decide the University should participate in the Inter University tournaments / competitions.
- [f] To select participants for the various teams for participation in Inter University Tournament / competition.
- [g] To incur expenditure within the framework of the sanctioned budget.
- [h] To institute and receive Prizes and Trophies and to receive donations for the purpose.
- [i] To organize the student support activities by NCC / NSS volunteers;
- [j] To educate the students about their obligations towards society;
- [k] To promote national integration and solidarity among students;
- [l] to channelize the resources and energy of students for social reconstruction and social outreach activities;
- [m] To organize the recreational activities such as mountaineering, hobby, workshop, hiking, cycling etc. for the encouragement of spirit of adventure;
- [n] Celebration of university sports day.
- [o] MOU with other organizations to use their sports facilities.
- [p] Organization of various sports at college, university, inter-university, and various levels as per AIU.
- [q] Procurement of sports equipment, sports accessories, and dresses for participants.
- [r] Planning and celebration of International Yoga Day.

[s] Organization of various sports and physical activities for staff and students.

[t] Student support, various competitions, awareness programme, the community outreach programme, blood donation camps etc.

[u] Organizations of camps for adventure activities.

[v] Youth festival and cultural activities at various levels.

[w] Alumni.

[x] Activities for the weaker and needy section students.

[8] This committee will work from the Centre of Education.