

Rajiv Gandhi University, Rono Hills, Doimukh, Arunachal Pradesh
Standard Operating Procedure for the Advisory Committees (w.e.f. 2019-2020)

GENERAL SOP FOR MANAGING ADVISORY COMMITTEES

01	Constitution of the Committees	<ol style="list-style-type: none"> 1. The Vice-Chancellor shall have the power to appoint or suspend the appointment of any committee. 2. The Vice Chancellor shall have the power to constituent the committee in consultation with the Pro-Vice Chancellor and Registrar. He shall decide the members and the constitution of the committee under a sound working principles, with a minimum number of members as Five (5). 3. The Chairman of the committee shall be a Professor. The committee members shall be drawn from all cadres and groups of staff members. 4. The committee shall be constituted in such a way that a Professor shall hold Chairmanship of, a maximum of, two committees. 5. The distribution of the responsibilities and assignments shall be such that they shall be even and shall not hamper the performance of the primary academic/ administrative functions.
02	Re-constitute or re-nominate or withdraw of the committee	<ol style="list-style-type: none"> 1. The Vice Chancellor has the power to re-constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons. 2. The re-constitution or re-nominate or withdraw of the committee, partially or fully, shall be undertaken if: <ol style="list-style-type: none"> a. the appointing authority convinces of the non-performance of the committee. b. non-cordial atmosphere prevails in the committee. c. any member of the committee proceeds on long leave or leave the university d. any member of the committee dies or develops physical / mental incapability. e. the appointing authority convinces of over-burdening of any member(s) due to departmental responsibilities. 3. In case of replacement of any member(s), the replacement shall be drawn from same stature/ cadres.
03	Performance of the Committee	<ol style="list-style-type: none"> 1. The SOP of each committee shall define the activities and goals for respective committees, in addition each committee shall develop goals and formulates plans to implement said goals. 2. The committee submits those plans and any budget requests to the appropriate authorities of the University via a formal written committee report. 3. The appropriate authorities shall review and approve, disapprove, or recommend modifications to the committee reports. 4. Finally, the committee shall execute the approved plans / orders or perform as directed.
04	General Administration of the Committee	<ol style="list-style-type: none"> 1. The Chairman of each committee shall chair all meetings and in his absence the senior most member, other than the Member-Secretary, shall be the Chairman of the meeting. 2. The member, in case of their absence, shall inform the Chairman his inability to attend the meeting, in advance. Frequent or deliberate absence from the meeting shall be viewed seriously and termed

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		<p>equally as 'negligence of duty'.</p> <ol style="list-style-type: none"> 3. With the consent of the Chairman, the Member-Secretary shall invite non-members to the committee meeting, for expert or special advice and help. 4. In case of non-agreement, the Chairman's decision shall be final. 5. The non-agreeing member shall submit a "Note of Dissent", with appropriate reasons and logic, to appropriate authority. Acceptance of such notes shall be the prerogative of the authorities while considering the reports of the committee. 6. The minute of the committee meeting shall be annexed with attendance sheet, meeting notice and agenda, and other enclosures, as required. The minute shall be signed by the Chairman and Member-Secretary; and sent to Office of the Registrar through the Member-Secretary.
05	Setting up of Adhoc Committees	<ol style="list-style-type: none"> 1. The Vice-Chancellor shall appoint the adhoc committee, as required or for a special / technical purpose or for any act not covered under the purview of the general committees, from time to time. The constitution shall be initiated by Heads of different departments /branches / Registrar / Pro-Vice Chancellor. The setting up of Adhoc Committee shall not interfere the workings of general committees. 2. The committee shall be constituted under the Chairmanship of a Professor with members with issue-specific knowledge and experience. The Member-Secretary shall be the head of the initiating / related departments/branches. 3. The committee shall be temporary in nature and shall be dissolved after the completion of the assignments. 4. The committee shall work in a time-bound manner and shall recommend the actions which shall be processed through the Office of the Registrar and shall be approved / restudied and rectified the recommendations at the instance of the Vice-Chancellor. 5. Other formalities / procedure shall be assumed as stated in this SOP.
06	Review of Activities	<ol style="list-style-type: none"> 1. The Vice Chancellor, Pro-Vice Chancellor and Registrar shall review the performance of the committees periodically, at least once in a semester. 2. The best performing committee shall be rewarded during the University Foundation Day. 3. The university shall recognise and give weightage for the performance of the staff members as a member of such committees, during their career growth and progression. 4. The members shall be responsible for the non-function, slipups/ errors, and negligence of the committee, individually and jointly.
07	Conflict of Interest	<ol style="list-style-type: none"> 1. The University is committed to the principle that conflicts of interest (defined as situations in which a person has a financial or other interest or the appearance of a conflicting interest that would call into question the person's ability to act in an impartial manner with respect to a matter affecting the Authority) shall be avoided and where present, shall be fully disclosed. 2. Deliberate non-disclosure shall be treated as insubordination and shall attract punitive action.

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1. PURCHASE AND TENDER OPENING COMMITTEE (GENERAL / LIMITED TENDER)	
1.0	Constitution of Committee
	RGU purchase and Tender Opening Committee (General/Limited Tender) shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Joint Registrar (Finance), Executive Engineer, Assistant Registrar (Est.) shall be the Ex-Officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend the most appropriate supplier or service provider based on price, quality, stock availability, reference etc., except the scientific equipment.
4.2	The functions of the committee shall be as follows: <ul style="list-style-type: none"> i. To supervise all the purchases to be made in the university except scientific equipment. ii. To analyse the sample quality provided by the supplier, if any, and thereupon recommend to the competent authority for approval, along with a detailed report on each items or products, to be purchased. iii. To invite technical input from relevant staff / experts / technical persons. iv. To advise / recommend, inspect and ensure safe custody and storing of the items / products etc. v. To ensure transparency, accountability and fairness in the procurement process. vi. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman, in writing, his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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2. PURCHASE AND TENDER OPENING COMMITTEE (SCIENTIFIC EQUIPMENT)	
1.0	Constitution of Committee
	Purchase and Tender Opening Committee (Scientific Equipment) shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Joint Registrar (Finance), Asst. Registrar (Finance)/ DDO, Asst. Registrar (Project), and Joint Director (CC) shall be the Ex-Officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend the most appropriate supplier or service provider based on price, quality, stock availability, reference etc. of the scientific equipment.
4.2	Functions of the Committee: The functions of the committee shall be as follows: <ul style="list-style-type: none"> i. To supervise all the purchases of scientific equipment made in the university. ii. To analyse the quality as provided by the supplier and then provide recommendations to the competent authority for approval, along with a detailed report on each items or products, to be purchased. iii. To request technical input from relevant staff / experts / technical persons. iv. To advise / recommend, inspect and ensure safe custody and storing of the scientific equipment and consumables. v. To ensure proportionality, transparency, accountability and fairness in the procurement process. vi. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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3. LIBRARY ADVISORY COMMITTEE	
1.0	Constitution of Committee
	Library Advisory Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. All the HoDs / Director of the dept. / centres or their representative, Asst. Library and Librarian shall be the Ex-Officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to issue recommendations to Library concerning library needs and various issues like procurement, collections, storing and managing various assets, services and facilities as well as policy matters.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To participate in regular meetings, with the Librarian and staff, concerning management, working-procedures, constraints, expansion and renovation, feedback, and suggestions with respect to the University library. ii. To help in getting recommendation for procurement / storing / issue & collection/ management of books, journals and magazines, and other assets and resources. iii. To make recommendations for collection / procurement / storing / managing of the books/ journals/ e-resources as per recommendation from relevant stakeholders, Departments/ centres/ other-entitles & about improvement of library related matters. iv. To recommend for requirement of manpower, their management, training and development; infrastructure / installations for future expansion and renovation. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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4. ENVIRONMENT COMMITTEE	
1.0	Constitution of Committee
	Environment Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated.
3.0	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.1	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5). The Estate Officer, Sr. Security Officer, and the Executive Engineer shall be the Ex-Officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend ways to address the environmental issues of the university and to ensure green-campus.
4.2	Functions of the Committee: The functions of the committee shall be as follows: <ul style="list-style-type: none"> i. To recommend the steps to be taken for beautification and preservation of flora, fauna, bio-sphere and environment in the campus, and for allocating spaces / areas for various activities, constructions and facilities. ii. To suggest & recommend the place and type of plantation in the campus, uses of alternative sources of energy, safe disposal of waste, safe drinking water, hygiene and drainage facilities, electrification, development of sustainable resources/ assets, and the measures to be taken to reduce the dependency on the depleted natural resources. iii. To recommend the steps for making the campus pollution free/single-use plastic free. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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5. STOCK VERIFICATION COMMITTEE	
1.0	Constitution of Committee
	Stock Verification Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5). The Deputy Registrar (Adm. & Estt.) shall be the Ex-Officio member of the committee.
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the powers to physically verify the stock of all assets / fixtures / fittings / materials both consumable and non-consumable acquired over a period of time in the institution.
4.2	Functions of the Committee: The functions of the committee shall be as follows: <ul style="list-style-type: none"> i. To ensure the safety of the stock and its proper accounting and upkeeping through periodic physical verification at all departments/ centres / sections / offices. ii. To support the value of stock shown in the balance sheet through physical verification. iii. To verify the accuracy of stock records, iv. To prepare a Stock Reconciliation Report, annually and to report discrepancies for action. v. To recommend write off and safe disposition of obsolete items with appropriate approval and accounting, and its replacement or upgradation. vi. To recommend suggestions for improvement of the system, if any. vii. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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6. TRANSPORT COMMITTEE	
1.0	Constitution of Committee
	Transport Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5). The Deputy Registrar (Adm. & Estt.) and the Sr. Security Officer shall be the Ex-Officio members of the committee.
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The transport committee shall have the power to recommend the measures for smooth functioning and management of the university buses and other small vehicles.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To recommend the time schedule of the buses. ii. To recommend measures for cost-reduction, revenue-enhancement, and efficient and effective uses and management of the fleet. iii. To recommend the procurement, upgradation, and maintenance /repairing of buses and small vehicles. iv. To recommend the auction of obsolete university vehicle, if needed. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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7. DISCIPLINE COMMITTEE (STUDENTS)	
1.0	Constitution of Committee
	Discipline Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Dean (Student Welfare), all wardens, all Hods/ Director, Sr. Security Officer, Chairman (Anti-ragging Committee) shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The Discipline committee (Students) shall have the power to recommend ways for maintaining discipline, dignity, decorum and rapport of the institute.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To make the rules and regulations as per the disciplinary requirement. ii. To make the student(s) aware about the discipline and related rules in force. iii. To recommend the steps for monitoring and managing/guiding the discipline of students. iv. To recommend disciplinary action against the erring students, after observing due procedures of enquiry. v. To recommend amendments in the standard rules and regulations for ensuring discipline among students, procedure of enquiry and disciplinary actions. vi. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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8. MARKET COMMITTEE	
1.0	Constitution of Committee
	Market Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated.
3.0	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.1	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5). One representative nominated by the existing shop-keepers shall be a member. The Asst. Registrar (Estt.), Deputy Registrar (Adm. & Estt.), Sr. Security Officer shall be the Ex-Officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The university marketing committee shall have the oversight to recommend its plans and policies, rules and regulations etc. regarding the university shopping complex, canteen etc.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To make rules and regulations for the shopping complex, canteen etc. to ensure accomplishment of consumer rights and transparency in action. ii. To recommend the type of shops to be established and types of goods to be sold. iii. To recommend the policy for auction / allotment / outsourcing of shopping space / canteen, rent, timing, prices and quality of the goods / services sold in the shopping complex, canteen etc. and ensure appropriateness by periodical inspection. iv. To ensure transparency and strict adherence to rules and regulations with respect to auction / allotment / outsourcing, maintenance of proper hygiene, drainage and waste disposal, and discipline in the shopping complex and canteen etc. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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9. STUDENTS ADVISORY COMMITTEE	
1.0	Constitution of Committee
	Students Advisory Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Dean (Student Welfare), Joint Registrar (Aca.), Sr. Security Officer, and President- RGU Students' Union shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend the issues pertaining to the students of the university.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To examine the expectation of the students from the university and to recommend student welfare measures and changes in curricular and co-curricular activities. ii. To recommend various steps to be taken to solve the issues related to the students. iii. To make aware and advise students to avail various schemes / coaching / placement for building up the career. iv. To develop and manage University Alumni Association and its activities. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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10. FESTIVAL AND SPORTS COMMITTEE	
1.0	Constitution of Committee
	Festival and Sports Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Dean (Student Welfare), ADPE, Sr. Security Officer, HoD, dept. of Physical Education, and President- RGU Students' Union shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend the various issues related to sports and festival in the campus and suggest ways to effectively address and encourage and monitor festivals and sports in the campus.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To prepare the annual calendar for organising festivals and sports in the campus. ii. To play a lead role in organising these festivals and sports in the campus smoothly. iii. To recommend various issues related to festivals and sports in the campus. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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11. HEALTH AND HYGIENE COMMITTEE	
1.0	Constitution of Committee
	Health and Hygiene Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Sr. Medical Officers of RGU, President- RGUTA, President-RGUEA, and President- RGU Students' Union shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend the various issues of Health and Hygiene in the campus.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To recommend needs, priorities and strategies to promote good health and hygiene practices in the campus. ii. To recommend to the competent authority on wide polices with respect to those health and hygiene matters which are not covered under existing practices/approaches. iii. To organise awareness drive / workshops / health-camps etc. to promote good health and hygiene practices in the campus. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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12. CAMPUS MAINTENANCE COMMITTEE	
1.0	Constitution of Committee
	Campus Maintenance Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Deputy Registrar (Estt), Sr. Security Officer, Sanitary Inspector, and Asst. Engineer (Civil) shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend various steps for the maintenance of buildings (both residential and non-residential) of the campus.
4.2	Functions of the Committee: The functions of the committee shall be as follows: <ul style="list-style-type: none"> i. To recommend needs, priorities and strategies for proper maintenance of buildings and other assets (both residential and non-residential). ii. To examine the safety, safe custody and preservation of the buildings and assets. iii. To take the help of the experts to judge the safety for usages. iv. To recommend on the steps to be taken for proper maintenance of the buildings. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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13. GUEST HOUSE ADVISORY COMMITTEE	
1.0	Constitution of Committee
	Guest House Advisory Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Manager (Guest House), Executive Engineer, and Asst. Engineer (Establishment) shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend various steps for managing the university guest house smoothly.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To make rules and regulations for the management of the Guest House. ii. To recommend steps for provisions of various facilities, proper maintenance, beatification, and safety of the guest house. iii. To recommend the policy of room-rent to be charged and prices to be charged for providing healthy and hygienic food to the guests. iv. To recommend necessary steps for acquiring, training and developing human resources for the guest houses. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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14. INTERNAL SECURITY COMMITTEE	
1.0	Constitution of Committee
	Internal Security Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Deputy Registrar (Adm. & Estt), Sr. Security Officer, and Estate Officer shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend the various steps to be taken for maintaining internal safety and security in the campus.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To recommend on needs, priorities and strategies to maintain proper safety and security in the campus. ii. To prepare guidelines for tendering for outsourcing of the security personnel and thereafter recommend the security agency to be outsourced by maintaining the transparency. iii. To recommend to the competent authority on wide policies with respect to all-round security of the university. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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15. MEDIA COMMITTEE	
1.0	Constitution of Committee
	Media Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Hindi Officer, Jt. Director (CC) and the HoD, Department of Mass Communication shall be the Ex-Officio Members.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to oversee the media and communication related issues of the university.
4.2	Functions of the Committee: The functions of the committee shall be as follows: i. To prepare guidelines for the news items to be sent to media (both print and electronic) for the university. ii. To prepare a guideline for the green-communication network among the stakeholders of the university. iii. To oversee and edit the news items necessary with approval of the competent authority to be sent to media. iv. To recommend on the steps for promotion of a healthy media and communication friendly culture across the university. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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16. WEBSITE DEVELOPMENT COMMITTEE	
1.0	Constitution of Committee
	Website Development Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Hindi Officer, System Analyst, Jt. Director (CC), and the HoD, Department of ECE and CSE shall be the Ex-Officio Members.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to oversee and recommend the steps to be taken for designing and develop University website in order to make it user friendly to the stakeholders at the university
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To recommend priorities and strategies for making university website user friendly. ii. To make necessary recommendations for developing, managing and managing of a web platform for online education, library, admission and e-payment system. iii. To ensure regular up-dation of the RGU website and other web-platforms. iv. To give suggestions for proper development and design of university website and other web-platforms to the university computer centre with effective comparison of other relevant websites for the concept, model and security features etc. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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17. POST CREATION COMMITTEE	
1.0	Constitution of Committee
	Post Creation Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Deputy Registrar (Adm. & Estt), Asst. Registrar (Estt.), Joint Registrar (Finance), Finance Officer, and Registrar shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to examine and recommend the various issues of creation of posts (both teaching and non-teaching) in university as per the guidelines of UGC/MHRD/ Ordinances etc.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To prepare the guidelines for justification of post creation in the university. ii. To recommend on the steps to be taken for creating new posts with justification and organising them under roster as per the rules and provisions of UGC/MHRD as applicable. iii. To recommend amendments in the Recruitment Rules of the university as per the rules and provisions of the UGC / MHRD / Govt. of India. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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18. PUBLICATION AND PRINTING COMMITTEE	
1.0	Constitution of Committee
	Publication and Printing Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Jt. Registrar (Aca.), Jt. Registrar (Finance), Dy. Registrar (Aca. & Estt.), and Director (IQAC) shall be the ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to consider various issues related to official publication and printing of the approved materials of the university.
4.2	Functions of the Committee: The committee shall have the following functions: i. To take necessary steps to develop/ evaluate / amend various official publication and printing materials for necessary administrative approval. ii. To prepare the guidelines for official publication and printing of the approved material of the university. iii. To recommend with proper justifications on the steps to be taken for publication at cheaper rate(s) without compromising approved quality parameters. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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19. TENDER OPENING COMMITTEE (CIVIL & ELECT)	
1.0	Constitution of Committee
	Tender Opening Committee (Civil & Elect) shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Registrar, Finance Officer, Jt. Director (CC), Executive Engineer, Asst. Engineer (Civil) and Junior Engineer (Civil) shall be the Ex-Officio Members of the committee. One representative of the Vice Chancellor and one representative of the Chief Engineer shall be included in the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the representative of the Vice Chancellor and the Chief Engineer, Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to examine and recommend the firm to be given for work as per GRF, 2017.
4.2	Functions of the Committee: The committee shall have the following functions: i. To examine whether proper rules and regulations of GoI is followed in tendering the work. ii. To recommend the firm to be given work by following GFR, 2017 and transparency. iii. To negotiate the price in justified interest, if any, of the University. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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20. SPOT PURCHASE COMMITTEE	
1.0	Constitution of Committee
	Spot Purchase Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Joint Registrar (Finance) and Deputy Registrar (Adm. & Estt.) shall be the Ex-Officio Members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend the firms to be selected as per GFR, 2017.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To examine whether the proper rules and regulations of Govt. of India are followed in spot purchase. ii. To recommend the firm to be selected for spot purchase. iii. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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21. INSTITUTIONAL ETHICAL COMMITTEE As per the ICMR Guidelines, 2017 / CPCSEA Guidelines	
1.0	Constitution of Committee
	Institutional Ethical Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5). One member each from the organisations viz., NERIST, NIT (Yupia), TRIHMS, and Govt. Law College shall be a member of the committee. Any one from the Deputy Director (CLF), Deputy Director (Poultry), Registrar (State Veterinary Council) and Diseases Investigating Officer, Nirjuli shall be the member of the committee.
3.1	Chairperson must be of the rank of Professor and the senior most member of the committee. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Senior most Medical Officer (RGU), and the Legal Advisor of RGU shall be the Ex-officio members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall provide assurance for humane procedures and care of live vertebrate animals in teaching and research as detailed in the Rule 13 of the Breeding of and Experiments on Animals (control and supervision). Before research involving animal-usage can be undertaken, the project will have to be reviewed and approved by the committee.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To review and approve all research proposals involving small laboratory animal experiments, which confirm to the various guidelines for use of animal research. ii. (For experiments on higher animals) To forward the recommendations to the CPCSEA, New Delhi for approval process. iii. To review periodically the university's animal facility for the proper maintenance of the facility and the welfare of the animals and update to the office of the CPCSEA, if necessary. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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22. RESEARCH PROPOSAL COMMITTEE	
1.0	Constitution of Committee
	Research Proposal Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to compile / assign / recommend various research proposals, along with funding, from various agencies as ongoing cases and assign the same with the aim of promoting research across the university departments
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To identify the research proposals both for teachers as well as research scholars. ii. To recommend the research proposals to be taken up by the concerned department(s) with priority. iii. To encourage and motivate the teachers and research scholars to submit the research proposals for receiving funding from external non-controversial funding agencies/bodies. iv. To submit an “Action Taken” Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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23. PROPOSAL SCREENING COMMITTEE	
1.0	Constitution of Committee
	Proposal Screening Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to evaluate and scrutinise of the research proposals particularly for purpose of grant of seed money and grants from the university and/or from other sources.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To scrutinise and evaluate the research proposals and its funding on an ongoing basis. ii. To recommend the research proposals to the competent authority for approval/grant of seed money against the recommended research projects. iii. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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24. SITE SELECTION COMMITTEE	
1.0	Constitution of Committee
	Site Selection Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Executive Engineer and Deputy Registrar (Adm. & Estt.) shall be the Ex-Officio Members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to finally recommend the various sites for construction in the university campus as per master plan. <ul style="list-style-type: none"> i. To have a full and justified set of well prepared and well examined need-based proposals for addition of infrastructure. ii. To have first-hand physical verification of the new and proposed sites and certify why the particular infrastructure shall not be created in the initially proposed locations. iii. To review and advise the university authority to go for alternative /additional master plans in consideration of future needs of the university in terms of expansion and increased student /staff population.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To recommend priorities and strategies for site selection on various construction projects along with construction of residential and non-residential buildings. ii. To identify and suggest the Departments / branches to be shifted from old buildings to new buildings, if any. iii. To recommend the selection and use of the expert opinions and assistance. iv. To recommend to develop/ evaluate / recommend amendments of the master plan v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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25. PLANNING BOARD	
1.0	Constitution of Committee
	Planning Board shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5). Consultant Engineer / Representative of the Chief Engineer not below the rank of SE, and Senior Architect from GoI or GoAP shall be the member of the committee.
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. All Deans, the Executive Engineer, and Estate Officer shall be the Ex-Officio Members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power for formulate and recommend the short run and long run plans of the university.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To formulate and recommend short run and long run plans of the university. ii. To monitor the development of university in pursuance of objectives (vision and mission) of the university. iii. To advise the Building Construction Committee / Executive Council on any matter related to future construction which it considers necessary for fulfilment of objectives of the university. iv. To have a keen monitoring eye on all activities of the university related to (a) infrastructure, (b) Academics and (c) attainment of future targets as and when the pattern of the same evolves on the basis of ongoing instructions/mandatory compliances from related controlling bodies/ministries. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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26. RGUCET AND RGUMPET CONDUCTION COMMITTEE	
1.0	Constitution of Committee
	RGUCET and RGUMPET Conduction Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Director, CC and System Analyst shall be the Ex-Officio Members.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The Committee shall have the power to plan and conduct RGUCET & RGUMPET examination smoothly as per the guidelines.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To prepare the guidelines for smooth conduct of RGUCET and RGUMPET examination. ii. To recommend the steps to be taken for smooth conduct of RGUCET and RGUMPET examination. iii. To conduct the examination smoothly. iv. To verify, compile, and finalise results in consultation with the CoE. v. To examine and redress the complaints and grievances, if any. vi. To suggest measures to further streamline and strengthen procedures and practices related to smooth, free, fair and timely conduct of the concerned examinations. vii. To sort out anomalies, if any, related to centres, question papers, financial matters etc. viii. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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27. ELECTRICITY AND WATER SUPPLY COMMITTEE	
1.0	Constitution of Committee
	Electricity and Water Supply Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Executive Engineer, JE (Civil) and JE (Elect.) shall be the Ex-Officio Members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The Committee shall have the power to oversee the electricity and water supply in the campus.
4.2	Functions of the Committee: The committee shall have the following functions: i. To oversee the electricity and water supply in the campus. ii. To recommend the steps and strategies for the development, management of smooth supply of electricity and water in the campus. iii. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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28. CONTRACT AND CONTINGENCY EMPLOYEES WELFARE COMMITTEE	
1.0	Constitution of Committee
	Contract and Contingency Employees Welfare Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Finance Officer, Asst. Registrar (Fin.) /DDO, and Two representatives from the Contract and Contingency Employees Union(s) shall be the Ex-Officio Members.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall serve as an oversight committee and shall recommend the steps to be taken for general welfare of contract and contingency employees and supervise the proper execution of its recommendations while monitoring, reviewing and instantly reporting instances where corrective and remedial actions shall be promptly and satisfactorily taken.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To recommend the steps to be taken for general welfare of contract and contingency employee. ii. To conduct awareness activities regarding the same. iii. To take necessary steps to investigate and address the grievances and complaints, whenever received. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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29. QUARTERS ALLOTMENT COMMITTEE	
1.0	Constitution of Committee
	Quarters Allotment Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. Registrar, Estate officer, Asst. Engineer (Civil), One representative from the RGUTA and RGUEA shall be the Ex-Officio Members.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to recommend to the competent authority to allot the quarters to employees of the university as per the guidelines of the university.
4.2	Functions of the Committee: The functions of the committee shall be as follows: <ul style="list-style-type: none"> i. To prepare the guidelines of quarters allotment, if necessary. ii. To recommend the quarters to the employees as per the guidelines of the university and the Govt. of India. iii. To address grievances and complaints of the employees with respect to the allotment of quarters. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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30. CONSTRUCTION VERIFICATION COMMITTEE	
1.0	Constitution of Committee
	Construction Verification Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The President (RGUTA), President(RGUEA), Estate Officer and Joint Registrar (Finance) shall be the Ex-Officio Members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to oversee the quality of ongoing construction activities of the university.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To recommend a “quality compliance guidelines” for all constructions in the campus. ii. To oversee the quality of ongoing construction activities in the university and to keep the university administration duly intimated of the same. iii. To recommend on the quality of the construction so as to enable the Development branch to process the final bill. iv. To seek help of the experts to judge the quality compliances of all constructions in the campus. v. To submit an “Action Taken” Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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31. HOSTEL ALLOTMENT AND VERIFICATION COMMITTEE	
1.0	Constitution of Committee
	Hostel Allotment and Verification Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Member Secretary shall be an officer of the concerned branch. The Dean (Student Welfare), Sr. Security Officer, all Wardens, Joint Registrar (Academics), Asst. Registrar (Estt.) and one representative of Finance Officer shall be the Ex-Officio Members of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to oversee the activities of the hostels of the university.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To finalise the list of hostel allotment for each hostel as per rules. ii. To draft the code of conduct for the boarders, fixing the mess charges, and other fees collected from the boarders. iii. To ensure a safe, clean, and healthy environment for the boarders; and take necessary steps for maintenance of hostel infrastructure. iv. To oversee the activities of the hostel and verify the residents of hostel(s). v. To recommend the steps to be taken for smooth functioning of the hostel(s). vi. To evaluate and recommend remedial measures to maintain the quality of life, and management of facilities in the hostel. vii. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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32. LEGAL AND RTI ADVISORY BOARD	
1.0	Constitution of Committee
	Legal and RTI Advisory Board shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the board at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the Board; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The CPIO shall be the Ex-Officio Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Board
4.1	Powers of the committee: The board shall have the power to advise various authorities of the University in Legal and RTI matters, as and when asked to do so.
4.2	Functions of the Board: The board shall have the following functions: <ul style="list-style-type: none"> i. To evaluate and advise concerned authorities with respect to the legal and RTI matters of the Universities. ii. To advice the university authorities to take appropriate legal steps against any damage to the university and in anticipation of any damage to the university, suo-motto. iii. To evaluate and recommend remedial measures to maintain the legal quality of life, and management of facilities and activities. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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33. ANTI-RAGGING COMMITTEE	
1.0	Constitution of Committee
	Anti-Ragging Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary (both of the level of a Professor) and other members (including the DSW, and Chief Warden) that shall be decided on review basis as per need. The Anti-Ragging Committee shall be nominated by the VC, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
3.1	VC's nominee must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Dean, Student Welfare shall be the Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The anti-ragging committee shall have the power to ensure compliance with the provisions of these Anti-Ragging Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
4.2	Functions of the Committee: The functions of the committee shall be as follows: <ul style="list-style-type: none"> i. To keep a vigil and stop the incidences of ragging, if any, to make the campus a ragging-free campus. ii. To educate the students at large by adopting various means about the menace of ragging and related punishment thereto. iii. An Anti-Ragging Squad, to be nominated by the Vice Chancellor, shall work under the committee for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Anti-Ragging Squad shall make surprise raids on hostels and conduct discreet random surveys amongst the freshers every fortnight during the first three months. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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34. EQUAL OPPORTUNITY CELL	
1.0	Constitution of Committee
	Equal Opportunity Cell shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: The Vice Chancellor shall nominate a Liaison Officer in the rank of a Professor as the Chairman, under whom the cell shall be placed.
3.1	The committee will consist of a Liaison officer, 2 to 3 Head of Departments, 2 to 3 faculty members (Professor, Associate Professor and Assistant Professor), 3 to 4 Principals of the under-graduate/ post-graduate colleges affiliated to the university. The Coordinator of the Cell shall be the Joint/ Asst. Register (Establishment) who act as a Member Secretary. Some of these members should belong to the SC-ST categories.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The cell shall have the power to address urgent issues concerning SC, ST, OBC and PWD as per UGC notification.
4.2	Functions of the Committee: The cell shall have the following functions: <ul style="list-style-type: none"> i. To create an atmosphere of equal opportunity through awareness generation programmes; to promote higher education among these two communities suffering economic, social & education deprivations; and oversee implementation of reservation policy in the university, ii. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of SC and ST candidates, for evolving new policies or modifying existing policy. iii. To deal with representations received from SC and ST candidates regarding their admission, recruitment, promotion and other similar matters in University. iv. To monitor the working of the remedial coaching scheme in the university. v. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university; to render them necessary help in solving their academic & administrative problems; to expedite legal redressal in reported case; and to provide support towards skill development & enhancing employability of students. vi. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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35. UNIVERSITY ACADEMIC INTEGRITY COMMITTEE	
1.0	Constitution of Committee
	University Academic Integrity Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	Three Years, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: University shall appoint a Committee in the rank of Professor under whom the cell shall be placed, with the Vice-Chancellor as a Chairman. The Pro-VC/Dean/Senior Academician of the University shall be nominated by the Vice-Chancellor to be the Chairman.
3.1	The committee will consist of Senior Academician from the University other than Chairman; One member from outside the University, and a person well versed with anti-plagiarism tools shall be nominated by the Vice Chancellor. The Joint Registrar (Academics) shall be the Ex-Officio Member and the Member Secretary of the committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The Committee shall establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.
4.2	Functions of the Committee: The cell shall have the following functions: <ul style="list-style-type: none"> i. To instruct and conduct sensitization seminars/ awareness programs to the stakeholders about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source; and about responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education. ii. To appoint the Departmental Academic Integrity Committee (DAIC) consisting of the HoD as the Chairman, Senior Academician from department other than Chairman; One member from outside the department, and a person well versed with anti-plagiarism tools shall be nominated by the Vice Chancellor to enquire all detection / allegation of plagiarism against the stakeholders, and recommend penalties within 30 days of such report or detection. iii. to review the recommendations of DAIC including penalties with due justification; and to send the report after investigation and to recommend penalties to be imposed by the Vice-Chancellor within a period of 45 days from the date of receipt of recommendation of DAIC. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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36. INTERNAL COMPLAINTS COMMITTEE	
1.0	Constitution of Committee
	Internal Complaint Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC (UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015) or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Women Chairperson, a Member Secretary, two faculty members, two non-teaching employees, two students, and one member from amongst NGOs or associations committed to the cause of woman or a person familiar with the issues relating to sexual harassment, nominated by the Vice Chancellor that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5). At least one-half of the total members of the committee shall be women.
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Dean, (Student Welfare) shall be the Ex-Officio Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the responsibility to publicly act and commit itself to a zero-tolerance policy towards sexual harassment in the campus.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To take measures for ensuring the safety of women and programmes for gender sensitization on campus, to sensitize and ensure knowledge & awareness of the rights, entitlements & responsibilities enshrined under various Acts & regulations; ii. To notify provisions against sexual harassment, organise training programmes, ensure their wide dissemination and to commit publicly itself to a zero-tolerance policy towards sexual harassment; iii. To act decisively against all gender-based violence, sexual harassment & humiliation, and exploitation perpetrated against employees/ students of all sexes; iv. To prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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37. STATISTICS AND DATA CELL	
1.0	Constitution of Committee
	Statistics and Data Cell shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principle, with a minimum number of members as Five (5).
3.1	Chairperson must be of the Registrar. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Joint Register (Examination), Joint Registrar (Academic), Joint Registrar (Finance), Asst. Registrar (Projects), Deputy Registrar (A&E), Jt. Director (CC), and Executive Engineer shall be the Member Ex-Officio. The Director, IQAC shall be the Ex-Officio Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to advise various authorities of the University in Legal and RTI matters, as and when asked to do so.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To collect, analyse, tabulate, evaluate and present statistical information of various departments and branches and all activities of the University. ii. To develop various formats / forms to collect data / information from various sources/ departments / centres / branches. iii. To provide replies with respect to various queries of MoHRD / UGC and other regulating agencies. iv. The Joint Register (Examination), Joint Registrar (Academic), Joint Registrar (Finance), Asst. Registrar (Projects), Deputy Registrar (A&E), Jt. Director (CC), and Executive Engineer to collect the data / statistics / information periodically (say monthly) and submit to the cell relating to their concerned departments / branches/ centres. v. To submit an "Action Taken" Report in every quarter to the Vice-Chancellor.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting, on 4 th working day of every month on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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38. HEFA PROJECT MONITORING COMMITTEE	
1.0	Constitution of Committee
	HEFA Project Monitoring Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principle, with a minimum number of members as Five (5).
3.1	Chairperson must be of the Registrar. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Director, IQAC, Chairman, Building Monitoring Committee, Chairman, Legal and RTI Advisory Board, Joint Registrar (Finance), President RGUTA, and President, RGUEA shall be the Member Ex-Officio. The Executive Engineer shall be the Ex-Officio Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to monitor all HEFA activities in the Universities.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To collect, analyse, and evaluate all information relating HEFA. ii. The monitor the activities undertaken under HEFA in the Universities. iii. To evaluate, and submit projects under HEFA guidelines. iv. To provide replies with respect to various queries of MoHRD / UGC and other regulating agencies. v. To submit an "Action Taken" Report in every quarter to the Vice Chancellor.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting every month after the start of HEFA activities on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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39. PROCTORIAL COMMITTEE	
1.0	Constitution of Committee
	Proctorial Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	Two Years, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	The Proctor shall be the Chairperson of the committee who must be of one among the top seven Professors of the University, on rotation. There shall be 4 Deputy Proctors selected among various faculties, on rotation. The Chairman (IQAC), Dean (Student Welfare), Joint Registrar (Academics), Joint Registrar (Examination), and Placement Officer shall be the Ex-Officio members. The Joint Registrar (Academics) shall be the Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to manage the proctorial system of the university by regulating, helping and guiding the students, and monitoring the activities of the teachers in the academics and related aspects to ensure a congenial atmosphere in the university.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To provide supportive care and advice to the students and help them in their academic and personal problems. ii. To help the students to complete their studies comfortably and successfully. iii. To formulate the general code of conduct for the students and teachers of the university to ensure the cordiality among them. iv. To formulate various financial (placement, scholarship/ grants/ educational loans/ fees waivers etc.)/ physical / psychological support mechanisms for the students. v. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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40. FEES COMMITTEE	
1.0	Constitution of Committee
	Fees Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. Proctor, Dean, (Student Welfare), Joint Registrar (Academics), Joint Registrar (Examination), and Joint Registrar (Finance) shall be the Ex-Officio Members of the Committee. The Joint Registrar (Finance) shall be the Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to draft / modify the academic fees (including academic as well as Examination) structure of the university.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To develop a fees structure of the University for academics and examinations, in accordance to various rules and regulations. ii. To suggest any modification to the existing fees structure. iii. To look into the grievances of the students with respect to fees, and shall suggest measures to redress those, to appropriate authorities. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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41. CONSTRUCTION VERIFICATION COMMITTEE	
1.0	Constitution of Committee
	Construction Verification Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Chairperson must be of the rank of Professor. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Chairman- College Development Council, Finance Officer, Executive Engineer, Estate Officer, President-RUGTA, President-RGUEA and Joint Registrar (Finance) shall be the Ex-Officio members. The Executive Engineer shall be the Member Secretary of the Committee.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to look into the all types of construction works undertaken in the University to ensure their quality, and construction compliances.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To visit, enquire, take expert's views, evaluate, report and advise concerned authorities with respect to the quality of all types of construction works undertaken in the University. ii. To advise the university authorities to take appropriate legal steps against any damage to the university and in anticipation of any damage to the university with respect to the defaults in the construction activities, suo-motto. iii. To evaluate and recommend remedial measures to maintain the quality of all construction in the campus. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.

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42. PRESS, PUBLICATION AND PUBLICITY COMMITTEE	
1.0	Constitution of Committee
	Press Publication and Publicity Committee shall be constituted under RGU Statutes No. 23 (1) at Page 39 with the committee notified by Registrar upon due approval of the competent authority and as per amendments and directives from MHRD/UGC or any competent ministry from time to time.
2.0	Duration of the Committee
2.1	One Year, if not otherwise specially mandated. The Vice Chancellor has the power to constitute or re-nominate or withdraw of the committee at any point of time without citing any reasons.
3.0	Membership: There shall be a Chairperson, a Member Secretary and other members that shall be decided on review basis as per need. The Vice Chancellor has the power to change the constituent of the committee; and in consultation with the Pro-Vice Chancellor and Registrar, shall decide the number of the members under a sound working principles, with a minimum number of members as Five (5).
3.1	Registrar shall be the Chairperson of this committee. Members shall be from the teaching and non-teaching staff with due representation of seniors as well as juniors. The Chairman-College Development Council and Finance Officer shall be the Ex-Officio members. The Head of the Dept of Mass Communication shall be the Member Secretary of the Committee. The Registrar shall be the Spokesperson of the university. He shall delegate the power of the spokesman to any officer(s), with the consent of the Vice-Chancellor.
3.2	Quorum: 50% of the notified members of the committee with mandatory presence of the Chairman and Member secretary, within 30 minutes of start of such meeting. The adjourned meeting shall be held on the next working day. The 2 nd adjourned meeting shall be held with or without a quorum.
4.0	Powers and Functions of the Committee
4.1	Powers of the committee: The committee shall have the power to look into the all types of activities related to press and media, publications by the university and publicity campaigns undertaken by the university.
4.2	Functions of the Committee: The committee shall have the following functions: <ul style="list-style-type: none"> i. To organise, control and regulate all activities related to press and media. ii. To collect, evaluate and publish various academic and non-academic matters in print form and online form by using the name of the university. iii. To design the publicities / campaigns for the university, and float them in selected media with permission of the competent authority. iv. To submit an "Action Taken" Report in every quarter to the Registrar.
5.0	Operating Procedure
5.1	The member secretary shall convene a meeting on due approval of the Chairperson through official circular clearly mentioning the date, time, venue and agenda.
5.2	The member secretary shall make due efforts to contact the members and ensure that the quorum is met. He will take attendance and record minutes of the meeting. The members shall inform the Chairman in writing his inability to attend the meeting at least 24 hours before the meeting is being held.
5.3	Minutes of the meeting shall be signed by the Chairman and all members present.
5.4	Resolution shall be sent from the office of the Member secretary to the Registrar seeking approval of the Vice Chancellor. The Office of the Registrar shall act or direct other concerned departments / branches to act, immediately after the approval.