

# JAWAHARLAL NEHRU UNIVERSITY

## Manual 8

### A statement of boards, councils committees and other bodies constituted

[Section 4 (1)(b)(viii)]

S.No.	Name of the Councils/Boards/Committees	Summary of Functions/Powers	Constitution of Councils/Boards/Committees	Whether meetings/minutes open to public	Frequency of meetings
1.	Court of the University	Court of the University is the Supreme authority. It meets annually to consider Annual Report, Annual accounts, Audit Report and Budget, etc. of the University. It has powers to review the acts of the Executive Council and the Academic Council, save when these authorities have acted in accordance with the powers conferred upon them under the Act, the Statutes and the Ordinances of the University.	<p>The meetings of Court are chaired by the Chancellor of the University. Apart from the Vice-Chancellor, the other member of the Court include Rector(s), members of Executive Council, the Dean of Students, the Chief Proctor, the Finance Officer, the University Librarian, a Senior Warden, all Deans of Schools, all Chairpersons of Centres, one Professor, one Associate Professor and one Assistant Professor from each school/special centre who are members of Academic Council, by rotation in order of seniority. A representative from each recognized Institution nominated by the Vice-Chancellor, ten representative of Parliament (six nominated by Speaker of Lok Sabha and four by Chairman of Rajya Sabha), ten persons representing learned professions nominated by the Visitor, six persons representing Industry, Labour, Commerce and Agriculture nominated by the Visitor, five persons nominated by the Visitor, two persons nominated by the Chancellor.</p> <p>The Registrar of the University is the Member Secretary of the Court.</p>	Meetings/Minutes are not open to general public.	An annual meeting of the Court shall be held on a date fixed by the Executive Council.

2.	Executive Council	The Executive Council, a Statutory body, is the highest and the Key Executive body of the University. It is in charge of the general management and administration of the University.	<p>The meetings of Executive Council are chaired by the Vice-Chancellor. The other members are the Rector, Dean of Students, five Deans of Schools and four members nominated by the Visitor on the recommendation of the Vice-Chancellor, and three Teachers of the University nominated by the Visitor, three members of the Court of the University nominated by the Visitor and two members of Recognized Institutions nominated by the Visitor.</p> <p>The Registrar of the University is Secretary to the Executive Council.</p>	-----do-----	The Council shall meet as often as may be necessary but not less than four times in a year.
3.	Academic Council	The Academic Council is the main Academic authority of the University. It has powers <i>inter alia</i> to set up departments, Colleges, Institutions of higher learning, or to recognize, to promote research, to recognize diplomas and degrees of other Institutions and to establish their equivalence with JNU's diplomas and degrees, to appoint different committees for admission to the University and to make arrangements for instructions and examination of students according to rules prescribed. Some of its recommendations go for approval to the Executive Council.	<p>The meetings of the Academic Council are chaired by the Vice-Chancellor. Other members include Rector(s), the Deans of Schools, the Dean of Students, the Chief Proctor, a Provost by rotation, the University Librarian, Chairpersons of Centres, one Professor/Senior Fellow and one Associate Professor/Fellow other than those referred to in items (ii), (iv), (v), (vi) and (viii) and one Assistant Professor/Associate Fellow other than those referred to in items (v) and (vi) from each School of Studies, Special Centre, for a sanctioned strength of 30, by rotation in order of seniority within the School/ Special Centre. For every additional strength of 10 faculty members, the School/Special centre will have one additional representation from amongst the Professors/Senior Fellows, Associate Professors/ Fellows and Assistant Professors/ Associate Fellows on rotation basis subject to a ceiling of 9 representatives. The Schools/Special Centres having less than 30 faculty members will have one representative for every 10 faculty members, by rotation from the 3 categories of Professors/Senior Fellows, Associate Professors/Fellows/ Assistant Professors/Associate Fellows, one faculty member from</p>	-----do-----	The Council shall meet as often as necessary but not less than two times in each semester.

			<p>each of the academic committees of recognized Institutions co-opted by Academic Council, such number of experts (not being employees of the University or an institution recognized by the University) as there are Schools of Studies to be co-opted by the Academic Council, etc. The representatives of Students are also invited.</p> <p>Registrar is the Secretary to the Academic Council.</p>		
4.	Finance Committee	<p>The Finance Committee is a Statutory Body of the University. It considers the budget and expenditure proposal, all proposals for new additional posts, accounts of the University, the Audit Report and other Financial and Accounting matters. Its recommendations submitted for approval to the Executive Council.</p>	<p>The Meetings of the Finance Committee are chaired by the Vice-Chancellor, other members are three members nominated by the Visitor, three persons who are not employees of the University/Recognized Institutions, nominated by the Executive Council.</p> <p>The Finance Officer is the Secretary of the Finance Committee.</p>	-----do-----	<p>The Committee normally holds its meetings twice a year</p>
5	Boards of Studies/Special Committees	<p>The Boards of Studies/Special Committees:- every School has a Board of Studies, barring Science Schools and Special Centres, which have Special Committees. The powers and functions of Board of Studies include to coordinate the teaching and research work in the Departments and Centres; to appoint committees to organize the teaching and research; to approve courses of study; recommend names of the Examiners to Academic Council and submit proposals for creation and abolition of teaching posts; to frame general rules for evaluation of sessional work; to approve recommendations of CASR for Award of research degrees, etc.</p> <p>The Special Committees of Science Schools/Special Centres exercise all such powers as have been laid down in the ordinances relating to a Centre, the Board</p>	<p>The meetings of the Board of Studies are chaired by the Dean of School concerned. The other members include the heads of departments in the School, the Professors of the departments in the School, one Reader and one Lecturer by rotation according to seniority from each department in the School, five members elected by the Academic Council and five members who are not employees of the University or Recognized Institutions nominated by the Academic Council. The representatives of Students are also invited.</p> <p>Special Committees are chaired by the Dean of Schools or the Chairperson of the Special Centres, as the case may be. Other members are all faculty of School/Special Centre,</p>	-----do-----	<p>Ordinary meetings shall be held in the months of August and November in the Monsoon Semester and in January and April in the Winter Semester.</p> <p>Special meetings may be</p>

		of Studies of the School and the Committee for Advanced Studies and Research (CASR).	two teachers of the University nominated by the Vice-Chancellor and 5 persons nominated by Academic Council.		called by the Dean at his on initiative or at the suggestion of the Vice-Chancellor or on a written request from atleast 1/5 of its members.
6.	Committee for Advanced Studies and Research (CASR)	The Committee appoints supervisors/advisors for Ph.D. students; recommends Examiners for research degrees; considers reports of the Examiners appointed for the research work submitted by students for research degrees etc.	The Meetings of the Committee for Advanced Studies and Research are chaired by the Dean of the School concerned. The other members include heads of centres/departments in the school, one Professor/Sr. Fellow, one Associate Professor/Fellow and one Assistant Professor/Associate Fellow from amongst the members of the Board of School by rotation in order of seniority.	-----do-----	The meetings of CASR are held as often as required.
7	Deptt./Centre level Committee	The Department/Centre level Committee recommends to the Board names of the Examiners and Moderators, recommend to CASR for admission of candidates to research degree and names of Teachers to be appointed as supervisors; to approve the pattern and schedule of sessional evaluation for courses offered by the Centre; to allocate teaching work and frame time-table; to recommend courses of studies to the Board, etc.	The meetings of the Centre level Committee are chaired by the Chairperson of the Centre concerned. The other members include Teachers of the Department, persons appointed to conduct Research in the Department, Honorary Professors if any attached to the Department; two teachers of the University nominated by the Academic Council; two persons nominated by the Board of Studies of the School concerned of the University who are not engaged in the teaching.	-----do-----	The meetings of the Centre level Committee held as frequently as necessary.
8	Academic Advisory Committee of Academic Staff College	The Academic Advisory Committee of the College advises on its programmes and the selection of resource persons. All matters relating to the ASC including financial matters are placed before the Committee.	The Committee is chaired by the Vice-Chancellor. Its other members include one Vice-Chancellor from outside and one from within the State; one UGC nominee; two Directors of ASC of which one shall be from outside the State; two eminent Professors; two Heads of Department of University; two principals of affiliated colleges – all members nominated by the Chairman of the Committee.	-----do-----	The Committee may meet twice in a year.

			The Registrar and the Finance Officer of the University are special invitees. The Director of the Academic Staff College is the Member-Secretary of the Committee.		
9	House Allotment Committee (HAC)	(a) to decide allotment of residences; (b) to ensure proper utilization of residences; (c) to exercise powers of cancellation of allotment and take any other action against the allottees for breach of rules and conditions; and (d) to consider and decide all other matters relating to the University residences as may be referred to it from time to time by the University authorities.	The meetings of the Committee are chaired by a faculty member, nominated by the Vice-Chancellor, as its Chairperson. Other members of HAC are:– (1) three members nominated by the Vice-Chancellor, (2) one representative each from JNU Staff Association, JNU Officers Association, JNU Teachers Association. (3) The D.R./A.R. (E) is member secretary.	-----do-----	Meetings are held as and when required.
10	Telephone Advisory Committee (TAC)	Telephone Advisory Committee is authorized to recommend: –  1. allotment of Telephone facilities to the officers of the University at their offices and residences; 2. exemption of the call limits and to provide ISD/STD facilities to the officers; 3. reimbursement of Telephone bills on functional basis to officers below the rank of Deputy Registrar, etc.	The present constitution of TAC is as under:-  Rector – Chairman Dean of Students – Member Dean, SSS – Member Dean, SIT – Member Dean, SLS – Member Dean – SIS – Member Registrar – Member Finance Officer – Member The I/c (Engg)/I/c(Telephones) is the member-secretary.	-----do-----	
12	Health Advisory Committee	The purpose of the Health Advisory Committee will be:  1. to identify health needs of the community and make recommendations to meet them; 2. to watch the overall process of planning so as to utilize materials, manpower and resources judiciously in order to improve health care facilities at the U.H.C.; 3. to monitor, evaluate health programmes after setting goals and objectives; 4. to frame rules regarding working of the Health Centre;	The Medical Advisory Committee is chaired by the Dean of Students/ Associate Dean of Students. The other members of the Committee are Medical Officer, one Provost and two warden (one male and one female) nominated by the Dean of Students, the Registrar or his nominee, the Finance Officer or his nominee, a representative of Students' Union. The CMO is the secretary of the Medical Advisory Committee.	-----do-----	

		<p>5. to advise the authorities on contentious issues involving providers and users of services; and</p> <p>6. to take steps for development and growth of the Health Centre.</p>			
13	Campus Development Committee (CDC)	<p>General Development and maintenance of the Campus which include the following:</p> <ol style="list-style-type: none"> <li>1. Horticulture</li> <li>2. General Sanitation on the Campus</li> <li>3. General Hygiene &amp; Health</li> <li>4. Beautification</li> <li>5. Removal of unauthorized structure/banners/ advertisement/hand bills</li> <li>6. Amusement Centre</li> <li>7. Roads &amp; Street Lights</li> <li>8. Shops Allotments</li> <li>9. Any other activity which may be assigned by the Vice-Chancellor from time to time.</li> </ol>	The meetings of CDC are chaired by its Chairperson nominated by Vice-Chancellor for 2 years. Other members are:– one Professor nominated by Vice-Chancellor and one representative each from JNUTA/JNUSU/JNUSA/JNUOA. The AR/DR(E) is Member-Secretary	-----do-----	Time to time as and when required
14	House Allotment Committee (Post Doctoral Fellows)	Allotment/changes of single room units to Research Scientist Post Doctoral Fellows under PDF quota.	<p>The Committee consists of the following: –</p> <p>The Chairperson nominated by the Vice-Chancellor. Two members – one from teaching and one from non-teaching nominated by the Vice-Chancellor. DR/AR (Estate) Member-Secretary.</p>	-----do-----	-----do-----
15	Tender Committee (Estate)	For purchase of Scientific Equipment & Furniture	Constituted by the University as and when needed.	-----do-----	As and when required
16	Zero Semester Committee	To consider the recommendations received from Centres/Schools regarding grant of Zero Semester(s) on Medical grounds, Re-registration/De-registration to students (Scholarship cases)	Zero Semester Committee is chaired by the senior most Dean of Schools of Studies. Other members are three Deans viz. Dean SSS, Dean SPS, Dean of Students, Coordinator (E), CMO, Advisor (Equal Opp. Office). Dean, SLL&CS is invited as Special Invitee.	-----do-----	One or two meetings in a Semester
17	Students-Faculty Committee (SFC)	Matters pertaining to the academic work of the Centre expect those mentioned below would fall within the purview of these Committees:	Students Faculty Committee consisting of not more than five teachers and five students; provided that it be left to the Centre/Group to have either one Committee for the	-----do-----	As and when required

		<p>i) Faculty positions, recruitment, conditions of service and academic freedom, and</p> <p>ii) Actual processes of evaluating academic performance and merit of students.</p> <p>Matters of general relevance may be discussed in a special meeting of all concerned students and faculty members of the Centre.</p>	Centre/Group or Course Committees for each level of course; provided further that it is open to the Centre/Group to have all the five students elected or have four students elected and one student of the Centre/Group with the best academic record.		
18	Liveries Committee	For selection of cloth, rates etc for eligible staff members of the University.	<p>(i) Chairperson (to be nominated by the Vice-Chancellor)</p> <p>(ii) Registrar or his nominee</p> <p>(iii) Finance officer or his nominee</p> <p>(iv) Two members of JNUSA.</p>	-----do-----	As and when required
19.	Standing Committee on SC/ST	<p>i) Monitoring, Evaluation and planning measures for ensuring effective implementation of the policies and the programmes of the Govt. of India, UGC in respect of SC/ST.</p> <p>ii) To suggest follow up measures for achieving the objectives and targets laid down by the Govt. of India and UGC.</p>	<p><u>Chairman</u> Vice Chancellor</p> <p><u>Members</u> Professors - 03 Registrar Coordinator (E)</p> <p><u>Vice Chancellor Nominee</u></p> <p><u>Member Secretary</u> Dy. Registrar (SC/ST)</p>		Twice in a year
20	Equal Opportunity Office	<p>i) To devise the programmes/schemes including "Remedial Coaching" with a purpose to assist the Dalit Students to further improve their academic performance at the undergraduate, postgraduate, M.Phil/Ph.D levels and also supervise the implementation of these schemes.</p> <p>ii) To establish co-ordination with the Government and other funding agencies the Dalit students in the University.</p>	<p>Chief Advisor</p> <p>Advisor</p> <p>Nodal Officer</p>		Quarterly

		<p>iii) To provide information and act as Counseling Centre with respect to academic, financial and other matters.</p> <p>iv) To help create socially congenial atmosphere for the growth of healthy interpersonal relations among students coming from various social background.</p> <p>v) To help develop the helpful inter-personal relationship between teacher and Dalit students for academic interaction.</p> <p>vi) To oversee and help the Dalit students to overcome problem relating to discrimination, if any.</p> <p>vii) To investigate Caste abuses</p>			
21	Standing Committee on Admissions	All matters related to admissions including Policy and Procedures	The meetings of the committee are chaired by Director of Admission. The other members are All Deans of Schools of Studies, All Chairperson of Special Centre, Dean of Students, Chief Advisor (Equal opp. office), President, JNUTA and JNUSU, Coordinator (Evaluation), D.R. (Admissions), D.R. (CEEB).	-----do-----	Atleast once in every Semester
22	Security Advisory Committee (SAC)	To review the Security conditions in the campus from time to time and lay down concrete steps to be taken by the security department and also to work out a broad plan including staffing pattern for maintaining safety and security of the residents.	<p>Present constitution of SAC: –</p> <p>Prof. S. K. Jha – Chairperson</p> <p>Prof. Deepak Kumar</p> <p>Prof. Arun K. Attri</p> <p>Dr. Abhijit Karkun</p> <p>The Registrar</p> <p>one representative each from JNUTA/JNUSU/JNUSA</p> <p>The Chief Security Officer</p>	-----do-----	Quarterly to Half yearly
23	Building & Works Committee	To look into all issues relating to construction and management of new buildings/renovation/infrastructure works, selection of the agency and award of works etc.	<p>The committee consists of the following:-</p> <p>Rector – Chairperson</p> <p>Registrar – Member</p> <p>Finance Officer – Member</p> <p>Chairperson, CDC – Member</p>	-----do-----	Six monthly or as when required

			<p>Dean of Students – Member  3 Sr. Faculty (to be nominated by Vice-Chancellor – Member  Project Coordinator, JNU – Member  Two outside experts in the field of construction/Contract Management/ Electrical to be nominated by Vice-Chancellor – Member  I/c Engg., JNU – Member Secretary</p> <p><b>Special Invitee:</b></p> <p>University Architect  Member of Environment Task Force, JNU</p>		
24	Works & Tenders Committee (Engineering)	To make recommendations for award of various civil and electrical works of the University.	<p>The committee consists of the following:-</p> <p>Rector – Chairman  Registrar – Member  Finance Officer – Member  Dean of Students – member  Technical expert to be nominated by Vice-Chancellor – Member  Incharge Engineering – Member</p>	-----do-----	Monthly or as and when required
25	GSCASH Committee	Under review			