

**गति शक्ति विश्वविद्यालय**  
**GATI SHAKTI VISHWAVIDYALAYA**  
(A Central University under the Ministry of Railways, Government of India)  
लालबाग, वडोदरा, गुजरात 390004/Lalbaug, Vadodara, Gujarat 390004

GSV/ADM/INST COMM/2023/01

July 27, 2023

**OFFICE MEMORANDUM – 26/2023**

**Sub: University Level Committees**

The following University Level Committees have been constituted as part of the mechanism to address the routine and substantial issues of the University in an orderly and time bound manner with more participation and applying collective wisdom.

While the statutory committees are based on the orders/ regulations issued by the Regulatory bodies, the functional committees are for ease of operations. The terms of reference (ToRs) of the statutory committees indicated are brief and detailed ToRs will be as per the extant rules/ guidelines issued by the statutory authorities apply. For the other committees, ToRs will be based on the extant rules of the University.

Further, the respective committees may evolve guidelines on specific issues. Wherever administrative approvals are involved, the same shall be obtained considering recommendations of the respective committee.

This supersedes the earlier constituted committees to address the issues covered in the respective ToR.

S No	Committee and the Constitution	Terms of Reference (ToR)
<b>Gender Sensitization Committee</b>		
1	<p>Dr. Abhilasha Saksena, Asst Prof (Chairperson) Prof. R. Edwin Raj Dr. Jyoti Sharma, Asst Prof Mr. Krishan Kumar, Deputy Registrar Student Counselor</p> <p><b>Student Reps –</b></p> <p>Shivani Soni – MBA- 2<sup>nd</sup> Year Aditya Madan Deshmukh – 3<sup>rd</sup> Yr B Tech</p>	<ul style="list-style-type: none"><li>Implementing policies and procedures related to gender sensitivity.</li><li>Take steps to create positive values that support both gender and their rights.</li><li>Provide overall guidance to the staff and students for absolute gender neutrality in activities.</li><li>Ensure that there is no gender discrimination in the University among students or staff members</li><li>To generate awareness with regard to equality in law and the social system.</li><li>To give feedback to the staff/students concerned/ to find the solution to grievances in this regard, if any.</li><li>Recommend/ organize talks and workshops to achieve problem resolutions and instill confidence among the students and staff and arrange counselling help to those who need.</li></ul>
<b>Internal Complaints Committee (ICC)</b>		
2	<p>Ms. Sweta Jain, DFO (Chairperson) Dr. Abhilasha Saksena, Asst Prof Dr. Jyoti Sharma, Asst Prof Dr. Venkat Chintala, Asso Prof Mr. Krishan Kumar, Deputy Registrar</p> <p><b>Student Reps –</b></p> <p>Rashmi Tomar - MBA Raj Nandini – Final year B Tech</p> <p><b>External member -</b></p> <p>Prof. (Retd.) Kalpana Pareek</p>	<p>This is the initial in-house body which must be approached for filing complaint relating to sexual harassment by the aggrieved women; set up with an objective to implement the policy aimed at prevention of sexual harassment at the University and to resolve complaints of the aggrieved party and recommending suitable action to be taken by the competent authority.</p> <p>Student Reps will be involved in specific cases involving students.</p>

S No	Committee and the Constitution	Terms of Reference (ToR)
<b>Anti-Ragging Committee (ARC)</b>		
3	Dean (SW) (Chairperson) Hostel Warden (s) Police Inspector, Makarpura Police Station Media - Mr. Nilesh Dholakia, Indian Express NGO - Mr. Nishidh Desai, Vadodara Lions Club Dy. Registrar -Convener Parent Rep (2)  <b>Student Representatives –</b> Charusmita Garg -Final Yr B Tech Anupam Barua – Final Yr., B.Sc. Chandni Maurya – MBA	To sensitize the students against acts of ragging and prevent any act/ attempt of ragging in the campus and to ensure compliance with the provisions of the regulations on Anti-Ragging as well as the provisions of any law for the time being in force, concerning ragging; Monitor and oversee the performance of the Anti-Ragging Squad for prevention of ragging in the institution.
<b>Anti-Ragging Squad (ARS)</b>		
4	Hostel Wardens Deputy Wardens Arin Katiyar – Final Yr, B.Tech Vivek Yadav – 2 <sup>nd</sup> Yr B Tech Adrija Bose – 2 <sup>nd</sup> Yr B Tech Devesh Tripathi – 2nd BBA	To maintain vigil, oversee and do patrolling to enforce alertness and to ensure that no act of ragging happens in campus. To make surprise visits in hostels, and other places vulnerable to incidents and conduct an on-the-spot enquiry into any incident and refer it to the Anti-Ragging Committee, for any intervention/ action.
<b>SC/ST/OBC Standing Committee</b>		
5	Vice Chancellor Dean (SW) Registrar Liaison Officer (Dr Venkat Chintala) Shri Hublal Jagan (DC-HR) Dr. Pradeep Saroj, Asst Prof. -Convener	To oversee implementation of the reservation policy for SCs/STs/OBCs in the University as per rules, both in admission and recruitments. To collect and examine data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the university and issue necessary advisories on adherence to the Reservation policy.
<b>SC/ST/OBC Cell</b>		
6	Liaison Officer - (Dr V Chintala) Dean, Academics Dean, Students' Welfare Dr. Pradeep Saroj, Asst Prof Dr. Abhilasha Saksena, Asst Prof Shri Hublal Jagan - Convener	Ensuring implementation of the reservation policy for SCs/STs/OBCs in the University. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the University, and analysis of the data showing the trends and changes towards fulfilling the required quota. To deal with representations received from Scheduled Castes Scheduled Tribes and other backward class candidates regarding their admission, recruitment, promotion and other similar matters in university. To monitor the working of the remedial coaching scheme, if approved in the university. To function as a Grievances Redressal Cell for the Grievances of SC/ST/OBC students and employees of the university and render them necessary help in solving their academic as well as administrative problems. Maintain roster register for employment of SCs/STs/OBCs in the University for the candidates belonging to SC/ST/OBC communities for various posts in the University. Any other work assigned from time to time to

S No	Committee and the Constitution	Terms of Reference (ToR)
		<p>promote higher education among these communities suffering economic, social and education deprivations.</p> <p>The SC/ST/OBC Cell exclusively looks after the work related to SCs/STs/OBCs matters and no other work is assign to the Cell.</p>
<b>University-Industry Interaction Committee (UIIC)</b>		
7	Dean (SW) - Chairperson Prof. R. Edwin Raj Dr. Venkat Chintala Placement Officer - Secretary	<p>To make an industry connect, to improve the quality of education in sync with the needs of industry by assimilating industrial practices.</p> <p>To enhance interaction with industrialists for research and development, consultancy and testing to solve industrial problems.</p>
<b>Employee Grievance Redressal Committee</b>		
8	Vice Chancellor – Chairperson Deans Registrar DC/HR	<p>To address grievances submitted in writing by any staff member (permanent or temporary) of the University regarding employment, working conditions, alleged injustice, etc., transparently and confidentially to ensure natural justice and bring harmony at workplace.</p>
<b>Research Advisory Committee (RAC)</b>		
9	Deans Prof. R. Edwin Raj - Chairperson Dr. Venkat Chintala Dr. Sunil Kumar Sharma - Member Secretary	<p>To conduct periodic review and assist in the progress of the researchwork.</p> <p>To recommend University financial assistance for the students in presenting their research work in elite/identified platforms.</p>
<b>Examination Committee</b>		
10	Dean (Academics) - Chairperson Professor/Faculty-in-charge (Exams)-Convener Deputy Registrar Dr. Venkat Chintala Dr. Pradeep	<p>To handle all matters related to examination such as scheduling, timetabling, conducting, processing of evaluation, review of results, publication of results, preparation of statement of grades, handling UFM cases, processing provisional and degree certificates, etc.</p>
<b>Library Advisory Committee</b>		
11	Dean (Academics) - Chairperson Dr. Venkat Chintala Dr. Hari Krishna Gaddam Dr. Navneet Lal Sharma - Convener Library Assistant	<p>To formulate policies to facilitate procurement of titles, cases, reading, referral and issue of books to members including students.</p> <p>To decide on library collections, services, infrastructure and communication mechanisms.</p> <p>To adopt suitable software and systems for library management.</p>
<b>Career Development Committee (CDC)</b>		
12	Dean (SW) - Chairperson Programme Coordinators Placement Officer - Member Secretary	<p>Planning and management of yearly internships.</p> <p>Preparation of placement brochure, arrangement for placement visits, effective management of training, pre-placement talks, selection test and interview, hospitality for visiting employers and related affairs.</p>

*Handwritten signature/initials in blue ink.*


S No	Committee and the Constitution	Terms of Reference (ToR)
<b>Infrastructure &amp; Laboratory Development Committee</b>		
13	Dean (Academics) - Chairperson Registrar Prof. R. Edwin Raj Dr. Venkat Chintala (Coordinator /Member Secy.) Dr. Abhilasha Saksena Program Co-ordinators DC/HR DFO JE (Civil)	To develop the laboratory facilities as per the requirements of every programme. Delegate the available budgetary resources diligently on the basis of requirements to every Programme. To plan, acquire and manage infrastructure for the smooth conduct of classes. To suggest and prepare plans for new development plans of the university. For vetting the infrastructure needs of faculty and staff members.
<b>Student Welfare Committee</b>		
14	Dean (SW) - Chairperson Hostel Wardens DC/HR	Responsible for overseeing the various students' clubs/cells and its activities, including budgeting and financial planning for specific activities. Proposing annual budgets, supporting clubs/cell to plan its annual events in a synchronized manner, with other clubs. Plan and execute annual fests, sports and games events, etc. To redress the grievances and problems freely and fairly. Create an atmosphere of trust for students so as to express their concerns without any fear of being victimized. Maintain anonymity if they wish, in expressing grievances or suggestions for improving the student wellbeing of the University.
<b>Financial Aid Committee</b>		
15	Dean (SW) - Chairperson CFO DFO Deputy Registrar Prof. R. Edwin Raj Dr. Venkat Chintala Hostel Wardens	To examine and scrutinize the applications of students seeking financial aid of the University and to finalize the same. The committee shall diligently handle disbursement of student benevolent fund, based on the policy. This Committee shall address the Student Benevolent Fund support and also, the possible CSR/ Special funding from corporate to students.
<b>Student Disciplinary Committee</b>		
16	Dean (SW) - Chairperson Program Coordinators Deputy Registrar Hostel Wardens	To ensure good conduct and orderly behavior by the students of the university; both in campus and outside; Propose imposition of penalties / punishment including campus ban, expulsion, and rustication with due approval of the Vice Chancellor in cases of misconduct.
<b>Admission Committee</b>		
17	Dean (Academics) - Chairperson Prof. R. Edwin Raj Dr. Venkat Chintala Dy Registrar	To prepare detailed admission policy for every academic year under the chairmanship of a Senior Faculty. To prepare and finalize advertisement, dissemination, etc., to ensure fairness and maximum outreach. Evolve and introduce transparent mechanism to call for application, shortlisting, selection, offer admission, etc.

S No	Committee and the Constitution	Terms of Reference (ToR)
<b>Budget Committee</b>		
18	Dean(s) Registrar CFO (Member Secy.) DC/HR DFO (Coordinator)	Responsible for finalizing the budgetary requirements under every head for the University for further approval. To prepare a draft budget in January every year, for discussion with stakeholders before presenting for approval. Onward submission of budget proposal to FC with the approval of the VC.
<b>Hostel Management Committee (HMC)</b>		
19	Dean (SW) - Chairperson DC/HR - Convener Hostel Wardens Deputy Wardens Registrar – Invitee  Student Representatives: Shishir Varsney – Final Yr, B.Tech Mihit Dixit – Final Yr, B.Tech Pushkar Aryan – 3 Yr, B.Tech Dammalapati Yashoda Satya –3 Yr, B.Tech Shivani Soni – 2Yr MBA	To manage hostel resources, facilities, upkeep, maintenance, etc. To formulate hostel policies, rules and regulations to maintain student discipline. To ensure safety and security of students.
<b>Mess Committee</b>		
20	Dean (SW) - Chairperson DC-HR - Convener Hostel Warden(s) Deputy Wardens(s) Registrar – Invitee  Student Representatives: Ankit Kumar – 3 Yr, B.Tech Priya Rani - Final Yr, B.Tech Pulkit Kumar – 3 Yr, B.Tech Hardik – Final Yr, B.Tech Chandini Maurya – 2Yr MBA	To provide nutritious and hygienic food through appropriate menu, keeping in mind, the community's demand and other factors.  Ensure maintenance of cleanliness of dining hall, kitchen, and storage area. To put in place, continuous and robust feedback mechanism to ensure quality services and quantity supply as per the Mess contract. Recommending infrastructure arrangements if any additionally required, for the Mess. The Mess bills will be certified by the Hostel Wardens.
<b>Information Technology &amp; Website Management Committee</b>		
21	Dr. Venkat Chintala, Asso Prof - Chairperson Deputy Registrar Dr. Sunil Kumar Sharma (Member Secy.) Dr. Pradeep Dr. Jyoti Sharma, Asst Prof IT Team  Co-opted Student Reps. Mayank Tripathi – 3 Yr. B.Tech	Managing Allocation and Management of GSV Mail id, WiFi controls, Surveillance camera control and maintenance, University Server acquisition and Management; Website management including content management and updation, preparation and insertion of programme flyers on oncoming activities of GSV etc.;
<b>Media and Public Relations Committee</b>		
22	Vice Chancellor - Chairperson Registrar Dr V Chintala Deputy Registrar DC-HR (Coordinator/Member Secy.) Student Representatives Sumit Yadav - 3 Yr, B.Tech Aditya Raj -3 Yr, B.Tech Namandeep Bhagour - 3 Yr, B.Tech Anshu Kumar - 3 Yr, B.Tech	To foster cordial community relations with internal and external stakeholders through several media relation activities. To efficiently and effectively promote relevant information in a timely manner through electronic and print media. This will include University Ad campaigns, media coverage, interactions with print and digital media correspondents and arranging press meetings etc., public outreach facilitation.

*End*

S No	Committee and the Constitution	Terms of Reference (ToR)
	Ujjwal Baghel – 2Yr MBA Pratibha Prakash – 2Yr MBA	
<b>Faculty Standing Committee (FSC)</b>		
23	Vice Chancellor – Chairperson Deans – Members Programme Coordinators - Invitees	FSC is the designated Selection Committee for engagement of Visiting Faculty and Faculty on Contract.
<b>Staff Selection Committee for Academic support positions</b>		
24	Dean (Acad) - Chair Prof R Edwin Raj / Dr Chintala Programme Coordinator concerned DC/HR	To recommend suitability of candidates for the positions of Teaching Assistant, Lab Assistant and Library Assistant for engagement under the third party contract.
<b>Staff Selection Committee for Admin support positions</b>		
25	Registrar Dy Registrar DC/HR DFO	To recommend suitability of candidates for the Admin support positions for engagement under the third party contract
<b>Local Purchase Committee</b>		
26	Indenting Officer/ Faculty Member DC/HR DFO	Local Purchase of goods as per GFR provisions. Detailed specifications to be provided by the Indenting Officer/ Faculty.

Nomination of Student Reps for off-campus Hostel and Mess will be notified separately.

  
 27/7/23  
 (TV Ananthasubramanian)  
 Registrar

**Copy to,**

1. Dean, Academics
2. Dean, Students' Welfare
3. Faculty & Officers
4. Student Members/ Reps
5. Students – for info
6. Office of the Vice Chancellor – For kind information of Hon'ble VC