

(Meeting of Academic Council)

No. SVU/AC/2020/001

Date: 24.02.2020

Minutes of the first meeting of the Academic Council of Swami Vivekananda University (SVU), held on 24th February, 2020 at 16-00 hrs. in virtual mode.

The first meeting of the Academic Council of Swami Vivekananda University (SVU), was held on 24th February 2020 at 16-00 hrs. in virtual mode, with the following Agenda:

Swami Vivekananda University (SVU)

First Academic Council Meeting

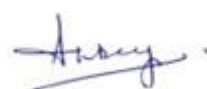
Date: 24th February 2020

Time: 16:00 Hrs

Mode: Virtual (Google Meet Platform)

Agenda for Approval

1. Approval of Courses for the Academic Session 2020-2021
2. Determination of Eligibility Criteria for the Academic Session 2020-2021
3. Finalization of Academic Calendar & Induction Program
4. Finalization of Fees Structure
5. Constitution of all Committees as per UGC Guidelines
6. Finalization of Contact Person, Contact Number, and Email ID for the Website and Social Media Platforms
7. Formation of the School of Studies and Recruitment of Faculty Members
8. Establishment of Mentor Groups for each Department.
9. Commencement & Mode of Classes for the Odd Semester.
10. Permission Status from PCI regarding the Introduction of 02 (Two) New Courses: B. Pharma. and D. Pharma.
11. Planning for the Commencement of the Ph.D. Program
12. Introduction of the SVU Entrance Test (SVU-CET) for all Departments, categorically for Diploma, Undergraduate and Postgraduate Level Admissions for the Academic Session 2020-21.
13. Appointment of Nodal Person for Various Government and Private Scholarships
14. Framing of University Leave Regulations for Employees
15. Conducting Conferences, Symposiums and Webinars
16. Memorandum of Understanding (MoU) with Academic Institutions and Industry Partners
17. Process for Conducting SVU-CET
18. Definition of Job Roles



19. Increment Policy
20. Inclusion of Authorized Consultant
21. Defining the Job Roles of the Vice Chancellor, Registrar, Chief Operating Officer and Chief Patron.
22. Abiding by the UGC and WBHED Guidelines

Composition of the Academic Council:

1. Dr. Nandan Gupta (Chancellor) – Member
2. Dr. Rakesh Binaykia (Secretary of the Trust) – Member
3. Dr. Ashok Binaykia (Trustee Member) – Member
4. Mr. Chandan Gupta (Trustee Member) – Member
5. Mr. Saurabh Adhikari (Chief Operating Officer) – Member
6. Prof. (Dr.) Shorosimohan Dan (Chief Patron) – Member
7. Prof. (Dr.) Subrata Kumar Dey (Vice-Chancellor) – Chairperson
8. Prof. (Dr.) Pinak Pani Nath (Registrar) – Secretary
9. Mr. Tanmoy Mazumder (Deputy Registrar & In-charge (HR Dept.)) – Member
10. Prof. (Dr.) Deb Narayan Bandopadhyay (External Expert) – Member
11. Prof. (Dr.) Amlan Chakrabarti (External Expert) – Member
12. Prof. (Dr.) Sujoy Ghosh (External Expert) – Member
13. Prof. (Dr.) Amlan Chakraborty
14. Prof. (Dr.) Sujoy Ghosh
15. Mr. Saptarshi Biswas
16. Mr. Madhab Chatterjee

The meeting started with an introductory overview of Swami Vivekananda University (SVU), presented by the Deputy Registrar, Mr. Tanmoy Mazumder, following which the Hon'ble Vice Chancellor, Prof. (Dr.) Subrata Kumar Dey welcomed Dr. Nandan Gupta, Hon'ble Chancellor and Chairman of the Trust, and also extended a warm welcome to all the members present.

Agenda 1. As per the meeting, the council has decided to commence the below mentioned courses for the academic session of 2020-21. The admission will be through SVU-CET and various other entrance examinations relevant to the respective subjects organised by the authorized nodal agencies of the Govt., like WBJEE etc.

The courses are as mentioned in the list under **Agenda 2.**

Agenda 2. The council approved the list of course for the academic session 2020-21 and also declared the eligibility criteria for the admission to individual courses for the academic session 2020-2021. The list is attached separately under **Annexure 1.**

Agenda 3. As per **UGC guidelines**, the **30-day Students' Induction Program** will commence from **August 1, 2020**, in **online mode**. This program aims to introduce newly admitted students to university life by providing orientation sessions, academic guidance, and

interactive activities. In accordance with the **notification from the University Grants Commission (UGC)**, the commencement of classes for the **Odd Semester** will be as per the guidelines of the Govt. The remaining **academic calendar** will be structured in compliance with the **Government's norms and regulations** to ensure alignment with Government policies and guidelines.

Agenda 4. The council reviewed, discussed and finalized the fees structure for the upcoming academic session. The list is attached separately under **Annexure 2**.

Agenda 5. The council has decided to delegate the authority to the **Registrar** to structure all the internal committees of the university, in adherence to the guidelines set by the **University Grants Commission (UGC)**. This decision has been made to ensure the smooth and efficient functioning of the university's academic and administrative operations.

As per the council's resolution:

1. The **Registrar** will be the **Head** of this structuring process and will oversee the formation, organization, and operation of all university committees.
2. The Registrar will ensure that all committees are constituted in compliance with UGC norms and university policies.
3. The objective of this delegation is to enhance transparency, efficiency, and governance in committee structuring.

The **Registrar** shall take all necessary help from the **Deputy Registrar** in this regard. If required, the **Registrar** is also authorized to seek assistance and guidance from the **ViceChancellor** to facilitate the smooth execution of this responsibility.

Academic & Administrative Committees

These committees ensure smooth academic operations and administrative efficiency.

Academic Committees:

1. **Board of Studies (BoS)** – Designs and updates the syllabus for various programs.
2. **Curriculum Development Committee** – Reviews and modifies academic programs.
3. **Research & Development (R&D) Committee** – Promotes research activities and collaborations.
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1. **Examination Committee** – Oversees examinations, evaluations, and results.
2. **Admission Committee** – Handles admission procedures and policies.

3. **Timetable & Workload Committee** – Prepares academic schedules and faculty workload.
4. **Infrastructure Development Committee** – Plans and monitors campus development projects.

Student Welfare & Discipline Committees

These committees focus on student welfare, discipline, and grievances.

1. **Student Grievance Redressal Cell** – Addresses complaints and issues of students.
2. **Anti-Ragging Committee** – Ensures a ragging-free environment on campus.
3. **Student Council** – Represents student interests and organizes events.
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Gender Sensitization & Safety Committees

Ensuring a safe and gender-sensitive university environment.

1. **Women Development Cell (WDC)** – Promotes gender awareness and women's empowerment.
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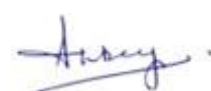
Co-Curricular & Extra-Curricular Committees

These committees promote cultural, sports, and leadership activities.

1. **Cultural Committee** – Organizes cultural events, fests, and competitions.
2. **Sports & Fitness Committee** – Encourages participation in sports and fitness activities.
3. **National Service Scheme (NSS) Committee** – Engages students in social service.
4. **National Cadet Corps (NCC) Committee** – Manages NCC activities and training.
5. **Literary & Debate Club** – Encourages literary activities and debate competitions.
6. **Music & Drama Club** – Supports students in performing arts and stage events.
7. **Fine Arts Club** – Encourages painting, sketching, and artistic pursuits.

Career Development & Industry Collaboration Committees

These committees bridge the gap between academia and industry.



1. **Placement & Career Guidance Cell** – Facilitates job placements and career counseling.
2. **Entrepreneurship Development Cell** – Encourages startups and self-employment.
3. **Industry-Academia Collaboration Committee** – Builds partnerships with industries.
4. **Internship & Training Committee** – Coordinates internships and skill development programs.
5. **Alumni Association Committee** – Engages with alumni for networking and mentorship.

Ethics, Compliance & Monitoring Committees

Ensuring ethical practices and compliance with regulations.

1. **Institutional Ethics Committee** – Supervises ethical aspects of research.
2. **Environmental & Sustainability Committee** – Implements green initiatives and sustainability practices.
3. **Anti-Sexual Harassment Committee** – Ensures safety and awareness regarding harassment.
4. **Legal Compliance Committee** – Monitors adherence to university and government policies.
5. **Anti-Drug & Substance Abuse Committee** – Prevents substance abuse on campus.

Agenda 6. Due to the ongoing Covid-19 pandemic, the university has not yet been able to get a landline connection. Keeping this in mind, the council has decided to publish the contact numbers of the **Hon'ble Vice-Chancellor (+91 9830278216)**, **Registrar (+91 7980333922)** and **Chief Operating Officer (+91 7044086270)** on the university's **official website and social media platforms**. Even after having a landline connection, the University website will display the contact numbers of the Vice Chancellor, Registrar and Chief Operating Officer, so that even during holidays and after official hours, essential queries, if generated, can be answered. The **email address** for official inquiries will be **vc@swamivivekanandauniversity.ac.in**

(Hon'ble Vice-Chancellor), **registrar@swamivivekanandauniversity.ac.in (Registrar)** and **info@swamivivekanandauniversity.ac.in**, which shall be handled by **Mr. Purnendu Nayek**.

Agenda 7. The university has decided to strengthen its academic departments by appointing **highly qualified faculty members**. Additionally, **experienced professionals** will be invited as **guest faculty** to guide the departments toward academic excellence. The recruitment process

shall be ongoing throughout the year. The council has further suggested the following steps:

1. **Appointment of Faculty Members:**
 - A combination of **experienced faculty members and fresher candidates** will be recruited to fill the vacant positions.
 - Recruitment notice will be published on the University's website.



- The university will also utilize **job search websites** to attract the most suitable candidates for specific subjects.

2. Engagement of Guest Professors:

- Experienced faculty members will be invited as **guest lecturers** to provide **academic and professional guidance** to departments.
- To bridge the gap between academia and industry, the university will appoint **industrybased professionals as “Professors of Practice.”**
- These industry experts will educate students on **real-world industry practices**, enhancing their practical knowledge and career readiness.

Agenda 8. To ensure the **smooth conduction of classes**, effective **monitoring of students**, and overall academic growth, the council has decided to assign **Assistant Professors** from various departments as **Mentors**. In case the number of Assistant Professors prove insufficient, then Visiting Faculty Members/ University Officials/ Non-teaching Staff may also be utilized for the Mentorship program. This initiative aims to facilitate better student engagement, skill development, and industry exposure.

Mentorship Program Implementation

1. Appointment of Mentors:

- Assistant Professors from different departments will be designated as **Mentors** to guide students and oversee academic progress.

2. Role and Responsibilities of Mentors:

- **Monitoring Student Progress:** Ensuring that students are actively engaged in their academic activities.
- **Organizing Skill Development Programs:** Mentors will conduct various **workshops, seminars, and training sessions** to enhance students' **industry-oriented knowledge**.
- **Encouraging Interdepartmental Collaboration:** Events and programs will be designed for students from multiple departments to **foster interdisciplinary learning**.
- **Facilitating Internship Opportunities:** Mentors will identify and collaborate with **industries** where students can undertake internships as part of their **curricular activities**.
- Since the mentorship program requires a **1:30 mentor-student ratio**, additional faculty members are essential to effectively implement the initiative. Departments have been advised to assess their faculty requirements and submit a request to the committee for necessary recruitments.

Agenda 9. The commencement of classes for the **Odd Semester** shall be in accordance with the **notification from the University Grants Commission (UGC)** Due to the prevailing circumstances due to Covid=19, the university shall adopt an **online mode of study** to ensure uninterrupted academic activities.

Implementation of Online Classes

1. Online Platforms Used:

- Classes will be conducted using **Google Meet, Go-To-Meeting, and other online platforms**, as per the requirements of individual departments.
- Faculty members will be trained and equipped with the necessary tools to effectively deliver online lectures.

2. Subscription Purchase:

- To facilitate a **smooth and uninterrupted conduction of classes**, the university shall **purchase subscriptions** for several online platforms.
- This will ensure access to premium features, better connectivity, and an enhanced learning experience for students.

The transition to **online learning** shall be implemented efficiently to minimize disruptions in the academic schedule. By utilizing multiple platforms and acquiring necessary subscriptions, the university would ensure that students continue their education seamlessly.

Agenda 10. The University wants to introduce B.Pharma and D.Pharma courses after getting approval from the Pharmacy Council of India. The council requested the **Hon'ble Vice Chancellor** and the **Registrar** to take necessary measures in this regard, following the rules of the approving authority.

Agenda 11. The council has proposed the **introduction of a Ph.D. program** at **Swami Vivekananda University (SVU)**. To facilitate this, the departments have been instructed to make the necessary **arrangements** for the admission process and **determine the scholar intake capacity** for each department. The council is advising the **Hon'ble Vice-Chancellor** and **Chief Patron** to form a committee to formulate the **Ph.D. Regulations** of the university as per UGC Guidelines. The council is advising the **Hon'ble Vice Chancellor** to supervise the enrolment process of the Ph.D. scholars according to UGC rules. He is further advised to consult the **Chief Patron** in this regard.

Agenda 12. The **Hon'ble Vice-Chancellor** has approved the implementation of the **SVU Common Entrance Test (SVU-CET)** for admission into various programs across all departments for the **academic session 2020-21**. The **SVU-CET** will be conducted for admissions at different academic levels:

1. **Diploma Level**
2. **Undergraduate (UG) Level**
3. **Postgraduate (PG) Level**

Implementation Plan

- The **university administration** will develop a structured examination format for each academic level.
- The **admission committee** will oversee the **design, scheduling, and execution** of the entrance test.
- The test will be conducted in **online/offline mode**, via Viva-Voce depending on feasibility and regulatory guidelines.

Agenda 13. The **Registrar** shall set up a committee, which will oversee and proceed with the applications of eligible candidates for the scholarship programs. This committee will ensure the vetting and verification of all applications, and process them efficiently and in accordance with the scholarship guidelines.

Agenda 14. The council has decided to develop a detailed framework pertaining to the **Leave Regulations of Employees**, and established a committee comprising of the **Hon'ble Vice-Chancellor, Chief Patron and Registrar** to come up with the guidelines. They are advised

to discuss the guidelines with the **Chief Operating Officer** before submitting it to the **Hon'ble Chancellor**.

Agenda 15. The council acknowledged the role of conferences, symposiums, webinars etc. in the dissemination of knowledge, and has laid emphasis on conducting more such activities in online mode.

Agenda 16. SVU shall strive to enter into collaborations with academic and industrial partners, in order to facilitate student internships, faculty exchange programs, joint research and publication etc.

Agenda 17. The **Standard Operating Procedure (SOP)** for the **SVU-CET** examination has been finalized by the **Hon'ble Vice-Chancellor**. This protocol shall remain in effect **until further notice or revision**.

Agenda 18. All job roles pertaining to **Teaching Staff, Non-Teaching Staff, and Officers** will be defined and documented as per the guidance and directives of the **Hon'ble Vice-Chancellor**

and the **Registrar**. Furthermore, the **job responsibilities of the Registrar** will be specifically outlined by the **Hon'ble Vice-Chancellor**, with inputs and support from the **Chief Patron**, if deemed necessary. In case of addition/ alteration of any existing job role of an individual, the **Hon'ble Vice-Chancellor** and the **Registrar**, in consultation with the **Chief Operating**

Officer, shall do the needful. **Agenda 19.** The **increment process** for all categories of staff—**Teaching, Non-Teaching, and**

Officers—will be initiated and recommended by the **Hon'ble Vice-Chancellor/ Registrar/ Chief Operating Officer**.

The stepwise process is as follows:

1. **Vice-Chancellor/ Registrar/ Chief Operating Officer** will assess and recommend increments.
2. The recommendation will be forwarded to the **Human Resource Department**.
3. The HR Department will process the recommendations and forward them to the **Accounts Department** for final financial execution.

If any faculty, non-teaching staff or officer is given additional responsibility, then the **Hon'ble**

Vice Chancellor/ Registrar/ Chief Operating Officer can make necessary increment, assessing the importance of the role. This protocol shall remain in effect **until further notice or revision**.

Agenda 20. The council proposed the inclusion of **Authorized Consultants** to support and enhance the student enrollment process for various departments under Swami Vivekananda University.

These consultants will work in collaboration with the **Branding and Promotion Department/ Admission Department**. The selection of Authorized Consultants shall be the sole discretion of the personnel working under the Branding and Promotion Department/ Admission Department.

The primary role of the Authorized Consultants will be to:

- Connect eligible students to the appropriate academic programs at SVU.
- Guide them through the official admission process as per university norms.
- Enhance the university's reach and visibility in diverse regions.

Students admitted through the Authorized Consultants will receive a full concession on their Admission Fees. The Authorized Consultants can never claim an amount as service charge from the students, which is higher than the Admission Fees of the University. The University is not liable regarding the income of the Authorized Consultants.

The performance and conduct of consultants will be periodically monitored.

The council unanimously agreed on the proposal, acknowledging that this initiative will significantly support student enrollment and institutional growth.

This protocol shall remain in effect **until further notice or revision**.

Agenda 21. The council determined the Job Roles and Responsibilities of the following Office bearers of the University as given below:

1. The Vice Chancellor shall look after the overall academic and administrative affairs of the University.
2. The Registrar will look after the day-to-day affairs, compliance and other administrative affairs of the University, in consultation with the Vice Chancellor.
3. The Chief Operating Officer shall liaise with the Chancellor and other members of the Trust. The Vice Chancellor and Registrar may take advice from the Chief Operating Officer regarding the day-to-day administrative affairs.
4. The Chief Patron shall look after the overall academic development, especially examination and Ph.D. program. The Vice Chancellor, Controller of Examinations and Registrar will be advised by the Chief Patron.

Agenda 22. The council unanimously declared that it is the prerogative of the **Hon'ble ViceChancellor** and the **Registrar** to ensure that SVU shall, at all times, abide by the regulations of the UGC and the West Bengal Higher Education Department. For any kind of guidance, assistance and co-ordination in this regard, they shall consult the **Hon'ble**

Chancellor/ Chief Patron/ Chief Operating Officer.

In the concluding part of the meeting, Hon'ble Vice-Chancellor Prof. (Dr.) Subrata Kumar Dey expressed his sincere gratitude to all the dignitaries present. He acknowledged the significance of every topic discussed and emphasized how the valuable suggestions and proposals made during the meeting would contribute to the advancement of Swami Vivekananda University. Furthermore, it was noted that all the discussions and decisions mentioned in the meeting will

remain in effect **until further orders.**

The meeting was formally concluded with a cordial vote of thanks.

Members Present:

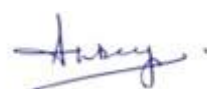
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6. Prof. (Dr.) Shorosimohan Dan (Chief Patron) – Member
7. Prof. (Dr.) Subrata Kumar Dey (Vice- Chancellor) – Chairperson
8. Prof. (Dr.) Pinak Pani Nath (Registrar) – Secretary
9. Mr. Tanmoy Mazumder (Deputy Registrar & Incharge (HR Dept.)) – Member
10. Prof. (Dr.) Deb Narayan Bandopadhyay (External Expert) – Member
11. Prof. (Dr.) Amlan Chakrabarti (External Expert) – Member
12. Prof. (Dr.) Sujoy Ghosh (External Expert) – Member

(Meeting of Governing Board)**No. SVU/GB/2020/001****Date: 04.03.2020****Minutes of the first meeting of the Governing Board of Swami Vivekananda University (SVU), held on 4th March, 2020 at 16-00 hrs. in virtual mode.**

The first meeting of the Governing Board of Swami Vivekananda University (SVU), was held on 4th March 2020 at 16-00 hrs. in virtual mode, with the following Agenda:

Swami Vivekananda University (SVU)**First Governing Board Meeting****Date: 4th March 2020****Time: 16:00 Hrs****Mode: Virtual (Google Meet Platform)****Agenda for Approval**

1. Approval of Courses for the Academic Session 2020-2021
2. Determination of Eligibility Criteria for the Academic Session 2020-2021
3. Finalization of Academic Calendar & Induction Program
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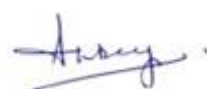


19. Increment Policy
20. Inclusion of Authorized Consultant
21. Defining the Job Roles of the Vice Chancellor, Registrar, Chief Operating Officer and Chief Patron.
22. Abiding by the UGC and WBHED Guidelines
23. Payment from University's Funds
24. Establishment of Purchase Committee
25. Submission of Detailed University Budget for upcoming Financial Year
26. Purchase of Computers
27. Allocation of funds for Laboratories
28. Fund for Publication of Faculty Members
29. Grant for Projects, Patents etc.
30. Reimbursement Policy
31. Payment Structure of Employees
32. Maintenance of Vendor Payment Details
33. Recruitment of Non-teaching Staff

Composition of the Governing Board:

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8. Mr. Madhab Chatterjee – Member
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10. Mr. Subrata Roy – Member
11. Prof. (Dr.) Pinak Pani Nath – (Secretary)
12. Mr. Saurabh Adhikari – Invitee Member
13. Mr. Sourav Saha
14. Mr. Abhishek Dhar

The meeting started with an introductory overview of Swami Vivekananda University (SVU), presented by the Hon'ble Vice Chancellor, Prof. (Dr.) Subrata Kumar Dey who welcomed Dr. Nandan Gupta, Hon'ble Chancellor and Chairman of the Trust, and also extended a warm welcome to all the members present. **Agenda 1.** As per the meeting, the council has decided to commence the below mentioned courses for the academic session of 2020-21. The admission



will be through SVU-CET and various other entrance examinations relevant to the respective subjects organised by the authorized nodal agencies of the Govt., like WBJEE etc.

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from **August 1, 2020**, in **online mode**. This program aims to introduce newly admitted students

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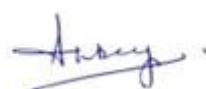
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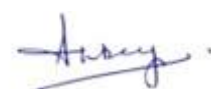
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Co-Curricular & Extra-Curricular Committees

These committees promote cultural, sports, and leadership activities.

1. **Cultural Committee** – Organizes cultural events, fests, and competitions.
2. **Sports & Fitness Committee** – Encourages participation in sports and fitness activities.
3. **National Service Scheme (NSS) Committee** – Engages students in social service.
4. **National Cadet Corps (NCC) Committee** – Manages NCC activities and training.
5. **Literary & Debate Club** – Encourages literary activities and debate competitions.
6. **Music & Drama Club** – Supports students in performing arts and stage events.
7. **Fine Arts Club** – Encourages painting, sketching, and artistic pursuits.

Career Development & Industry Collaboration Committees

These committees bridge the gap between academia and industry.

1. **Placement & Career Guidance Cell** – Facilitates job placements and career counseling.
2. **Entrepreneurship Development Cell** – Encourages startups and self-employment.
3. **Industry-Academia Collaboration Committee** – Builds partnerships with industries.
4. **Internship & Training Committee** – Coordinates internships and skill development programs.
5. **Alumni Association Committee** – Engages with alumni for networking and mentorship.

Ethics, Compliance & Monitoring Committees

Ensuring ethical practices and compliance with regulations.

1. **Institutional Ethics Committee** – Supervises ethical aspects of research.
2. **Environmental & Sustainability Committee** – Implements green initiatives and sustainability practices.
3. **Anti-Sexual Harassment Committee** – Ensures safety and awareness regarding harassment.
4. **Legal Compliance Committee** – Monitors adherence to university and government policies.
5. **Anti-Drug & Substance Abuse Committee** – Prevents substance abuse on campus.

Agenda 6. Due to the ongoing Covid-19 pandemic, the university has not yet been able to get a landline connection. Keeping this in mind, the council has decided to publish the contact numbers of the **Hon'ble Vice-Chancellor (+91 9830278216)**, **Registrar (+91 7980333922)** and **Chief Operating Officer (+91 7044086270)** on the university's **official website and social**

media platforms. Even after having a landline connection, the University website will display the contact numbers of the Vice Chancellor, Registrar and Chief Operating Officer, so that even during holidays and after official hours, essential queries, if generated, can be answered.

The **email address** for official inquiries will be **vc@swamivivekanandauniversity.ac.in**

(Hon'ble Vice-Chancellor), registrar@swamivivekanandauniversity.ac.in (Registrar) and info@swamivivekanandauniversity.ac.in, which shall be handled by **Mr. Purnendu Nayek.**

Agenda 7. The university has decided to strengthen its academic departments by appointing

highly qualified faculty members. Additionally, **experienced professionals** will be invited as **guest faculty** to guide the departments toward academic excellence. The recruitment process

shall be ongoing throughout the year. The council has further suggested the following steps:

1. Appointment of Faculty Members:

- A combination of **experienced faculty members and fresher candidates** will be recruited to fill the vacant positions.
- Recruitment notice will be published on the University's website.
- The university will also utilize **job search websites** to attract the most suitable candidates for specific subjects.

2. Engagement of Guest Professors:

- Experienced faculty members will be invited as **guest lecturers** to provide **academic and professional guidance** to departments.
- To bridge the gap between academia and industry, the university will appoint **industrybased professionals as "Professors of Practice."**
- These industry experts will educate students on **real-world industry practices**, enhancing their practical knowledge and career readiness.

Agenda 8. To ensure the **smooth conduction of classes**, effective **monitoring of students**, and overall academic growth, the council has decided to assign **Assistant Professors** from various departments as **Mentors**. In case the number of Assistant Professors prove insufficient, then Visiting Faculty Members/ University Officials/ Non-teaching Staff may also be utilized for the Mentorship program. This initiative aims to facilitate better student engagement, skill development, and industry exposure.

Mentorship Program Implementation

1. Appointment of Mentors:

- Assistant Professors from different departments will be designated as **Mentors** to guide students and oversee academic progress.

2. Role and Responsibilities of Mentors:

- **Monitoring Student Progress:** Ensuring that students are actively engaged in their academic activities.



- **Organizing Skill Development Programs:** Mentors will conduct various **workshops, seminars, and training sessions** to enhance students' **industry-oriented knowledge**.
- **Encouraging Interdepartmental Collaboration:** Events and programs will be designed for students from multiple departments to **foster interdisciplinary learning**.
- **Facilitating Internship Opportunities:** Mentors will identify and collaborate with **industries** where students can undertake internships as part of their **curricular activities**.
- Since the mentorship program requires a **1:30 mentor-student ratio**, additional faculty members are essential to effectively implement the initiative. Departments have been advised to assess their faculty requirements and submit a request to the committee for necessary recruitments.

Agenda 9. The commencement of classes for the **Odd Semester** shall be in accordance with the **notification from the University Grants Commission (UGC)** Due to the prevailing circumstances due to Covid=19, the university shall adopt an **online mode of study** to ensure uninterrupted academic activities.

Implementation of Online Classes

1. Online Platforms Used:

- Classes will be conducted using **Google Meet, Go-To-Meeting, and other online platforms**, as per the requirements of individual departments.
- Faculty members will be trained and equipped with the necessary tools to effectively deliver online lectures.

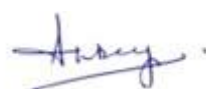
2. Subscription Purchase:

- To facilitate a **smooth and uninterrupted conduction of classes**, the university shall **purchase subscriptions** for several online platforms.
- This will ensure access to premium features, better connectivity, and an enhanced learning experience for students.

The transition to **online learning** shall be implemented efficiently to minimize disruptions in the academic schedule. By utilizing multiple platforms and acquiring necessary subscriptions, the university would ensure that students continue their education seamlessly.

Agenda 10. The University wants to introduce B.Pharm and D.Pharm courses after getting approval from the Pharmacy Council of India. The council requested the **Hon'ble Vice Chancellor** and the **Registrar** to take necessary measures in this regard, following the rules of the approving authority.

Agenda 11. The council has proposed the **introduction of a Ph.D. program** at **Swami Vivekananda University (SVU)**. To facilitate this, the departments have been instructed to make the necessary **arrangements** for the admission process and **determine the scholar intake capacity** for each department. The council is advising the **Hon'ble Vice-Chancellor**



and **Chief Patron** to form a committee to formulate the **Ph.D. Regulations** of the university as per UGC Guidelines. The council is advising the **Hon'ble Vice Chancellor** to supervise the enrolment process of the Ph.D. scholars according to UGC rules. He is further advised to consult the **Chief Patron** in this regard.

Agenda 12. The **Hon'ble Vice-Chancellor** has approved the implementation of the **SVU Common Entrance Test (SVU-CET)** for admission into various programs across all departments for the **academic session 2020-21**. The **SVU-CET** will be conducted for admissions at different academic levels:

1. **Diploma Level**
2. **Undergraduate (UG) Level**
3. **Postgraduate (PG) Level**

Implementation Plan

- The **university administration** will develop a structured examination format for each academic level.
- The **admission committee** will oversee the **design, scheduling, and execution** of the entrance test.
- The test will be conducted in **online/offline mode**, via Viva-Voce depending on feasibility and regulatory guidelines.

Agenda 13. The **Registrar** shall set up a committee, which will oversee and proceed with the applications of eligible candidates for the scholarship programs. This committee will ensure the vetting and verification of all applications, and process them efficiently and in accordance with the scholarship guidelines.

Agenda 14. The council has decided to develop a detailed framework pertaining to the **Leave Regulations of Employees**, and established a committee comprising of the **Hon'ble ViceChancellor, Chief Patron** and **Registrar** to come up with the guidelines. They are advised

to discuss the guidelines with the **Chief Operating Officer** before submitting it to the **Hon'ble Chancellor**.

Agenda 15. The council acknowledged the role of conferences, symposiums, webinars etc. in the dissemination of knowledge, and has laid emphasis on conducting more such activities in online mode.

Agenda 16. SVU shall strive to enter into collaborations with academic and industrial partners, in order to facilitate student internships, faculty exchange programs, joint research and publication etc.

Agenda 17. The **Standard Operating Procedure (SOP)** for the **SVU-CET** examination has

been finalized by the **Hon'ble Vice-Chancellor**. This protocol shall remain in effect **until further notice or revision**.

Agenda 18. All job roles pertaining to **Teaching Staff, Non-Teaching Staff, and Officers** will

be defined and documented as per the guidance and directives of the **Hon'ble Vice-Chancellor** and the **Registrar**. Furthermore, the **job responsibilities of the Registrar** will be specifically outlined by the **Hon'ble Vice-Chancellor**, with inputs and support from the **Chief Patron**, if deemed necessary. In case of addition/ alteration of any existing job role of an individual, the **Hon'ble Vice-Chancellor** and the **Registrar**, in consultation with the **Chief Operating Officer**, shall do the needful.

Agenda 19. The **increment process** for all categories of staff—**Teaching, Non-Teaching, and**

Officers—will be initiated and recommended by the **Hon'ble Vice-Chancellor/ Registrar/ Chief Operating Officer**.

The stepwise process is as follows:

1. **Vice-Chancellor/ Registrar/ Chief Operating Officer** will assess and recommend increments.
2. The recommendation will be forwarded to the **Human Resource Department**.
3. The HR Department will process the recommendations and forward them to the **Accounts Department** for final financial execution.

If any faculty, non-teaching staff or officer is given additional responsibility, then the **Hon'ble Vice Chancellor/ Registrar/ Chief Operating Officer** can make necessary increment, assessing the importance of the role. This protocol shall remain in effect **until further notice or revision**.

Agenda 20. The council proposed the inclusion of **Authorized Consultants** to support and enhance the student enrollment process for various departments under Swami Vivekananda University.

These consultants will work in collaboration with the **Branding and Promotion Department/ Admission Department**. The selection of Authorized Consultants shall be the sole discretion of the personnel working under the Branding and Promotion Department/ Admission Department.

The primary role of the Authorized Consultants will be to:

- Connect eligible students to the appropriate academic programs at SVU.
- Guide them through the official admission process as per university norms.
- Enhance the university's reach and visibility in diverse regions.

Students admitted through the Authorized Consultants will receive a full concession on their Admission Fees. The Authorized Consultants can never claim an amount as service charge from the students, which is higher than the Admission Fees of the University. The University is not liable regarding the income of the Authorized Consultants.

The performance and conduct of consultants will be periodically monitored.

The council unanimously agreed on the proposal, acknowledging that this initiative will significantly support student enrollment and institutional growth. This protocol shall remain in effect **until further notice or revision**.

Agenda 21. The council determined the Job Roles and Responsibilities of the following Office bearers of the University as given below:

1. The Vice Chancellor shall look after the overall academic and administrative affairs of the University.
2. The Registrar will look after the day-to-day affairs, compliance and other administrative affairs of the University, in consultation with the Vice Chancellor.
3. The Chief Operating Officer shall liaise with the Chancellor and other members of the Trust. The Vice Chancellor and Registrar may take advice from the Chief Operating Officer regarding the day-to-day administrative affairs.
4. The Chief Patron shall look after the overall academic development, especially examination and Ph.D. program. The Vice Chancellor, Controller of Examinations and Registrar will be advised by the Chief Patron.

Agenda 22. The council unanimously declared that it is the prerogative of the **Hon'ble Vice Chancellor** and the **Registrar** to ensure that SVU shall, at all times, abide by the regulations of the UGC and the West Bengal Higher Education Department. For any kind of guidance, assistance and co-ordination in this regard, they shall consult the **Hon'ble Chancellor/ Chief Patron/ Chief Operating Officer**.

Agenda 23. All university payments, whether categorized under **Capital Expenditure or Revenue Expenditure**, must follow a formal approval process:

1. **Approval Authority:** Chancellor
2. **Preparation of Payment Sheet:** Accounts Department
3. **Verification & Recommendation:** Vice Chancellor/ Registrar/ Chief Operating Officer

All payments shall be made after the approval of the Chancellor. However, in case of any urgent requirement, the Chancellor shall have the liberty to make payments without having to go through the formal approval process. This payment approval protocol shall remain in effect **until further notice or revision**.

Agenda 24. In order to streamline the procurement process of the university, the committee decided to set up a **Purchase Committee** of the university, which shall function under the supervision of the Finance Committee. The committee shall come up with a detailed purchase policy framework.



Agenda 25. The budget for the upcoming financial year is submitted and financial planning for this year is made according to the budget. The detailed budget is added as **Annexure 2**.

Agenda 26. The committee unanimously agreed on the immediate need to procure suitable number of computers for the University, and entrusted the Hon'ble Registrar to oversee the process. He may take the advice of the Hon'ble Vice Chancellor or Chief Operating Officer in this regard. A separate fund for the same was also allocated.

Agenda 27. The committee stressed on the need for establishing laboratories in order to facilitate practical classes as and when classes resumed in offline mode. Suitable budget for the

same was allocated.

Agenda 28. In order to encourage academic publications of faculty members, the committee decided to earmark a separate budget towards cost of publishing books, journal fees etc.

Agenda 29. In order to encourage research and development through grants, projects etc., the committee decided to spend suitable amount in order to provide suitable financial support to faculty members who intend to pursue further research in their respective fields.

Agenda 30. The committee discussed the matter of reimbursement for faculty and non-teaching staff in detail. After detailed deliberations, the committee unanimously decided that in order to

facilitate day-to-day activities and encourage research and academic development, the faculty members and non-teaching staff can draw advance money from the University and subsequently submit necessary documentation to complete the reimbursement process.

Agenda 31. The committee unanimously decided that the payment of salary to the teaching and non-teaching staff of the University shall strictly be on a 'Consolidated' basis, and as per the terms and conditions mentioned in the respective 'Offer Letters' issued by the University.

Agenda 32. The committee has instructed the Accounts Department to maintain records of all the payments made to Vendors, along with suitable details. **Agenda 33.** It has been discussed and resolved that the university will consider the recruitment of Non-teaching Staff—including Group D Staff, Security Personnel, Cleaning Staff and Others—mostly through Third-Party Vendors.

The recruitment and monitoring process will be:

- Controlled and overseen by the Vice Chancellor/ Registrar/ Chief Operating Officer
- Coordinated in collaboration with the Human Resource Department.

This protocol shall remain in effect **until further notice or revision**.

In the concluding part of the meeting, Hon'ble Vice-Chancellor Prof. (Dr.) Subrata Kumar Dey expressed his sincere gratitude to all the dignitaries present. He acknowledged the significance of every topic discussed and emphasized how the valuable suggestions and proposals made during the meeting would contribute to the advancement of Swami Vivekananda University.

The meeting was formally concluded with a cordial vote of thanks.



Members Present:

1. Dr. Nandan Gupta (Chairman)
2. Dr. Rakesh Binaykia (Member)
3. Dr. Ashok Binaykia (Member)
4. Mr. Chandan Gupta (Member)
5. Prof. (Dr.) Subrata Kumar Dey (Member)
6. Prof. (Dr.) Shorosimohan Dan (Member)
7. Mr. Rabindra Sarawgee (Member)
8. Mr. Madhab Chatterjee (Member)
9. Prof. (Dr.) Deb Narayan Bandyopadhyay (Member)
10. Mr. Subrata Roy (Member)
11. Prof. (Dr.) Pinak Pani Nath (Secretary)
12. Mr. Saurabh Adhikari (Invitee Member)

Name of the Schools and the corresponding programmes under each School (vide resolution of Academic Council, 24-02-2020)**1. School of Management**

- Business Administration (UG, PG, Ph.D.)
- Hospital Administration (UG, PG) [BHM (UG) MHA (PG)]
- Agri Business Management (UG, PG)

2. School of Humanities & Social Sciences.

- English (UG, PG, PhD)
- Journalism (UG, PG, PhD)
- Education (PhD) PG

3. School of Engineering

- Computer Science & Engineering (Diploma, UG, PG, PhD)
- Data Science (UG, PG, Ph.D.)
- Electrical Engineering (Diploma, UG, PG, PhD)
- Civil Engineering (Diploma, UG, PG, PhD)
- Mechanical Engineering (Diploma, UG, PG, PhD)
- Electronics & Communication Engineering (UG, PG, PhD)
- Agricultural Engineering (UG)

4. School of Allied Health Sciences

- Medical Laboratory Technology (UG)
- Medical radiology and Imaging Technology (UG)

- Food & Nutrition (UG, PG, PhD)
- Psychology (UG, PG, PhD)
- Optometry (UG, PG) PG
- Physiotherapy (UG, PG) PG
- Public Health (UG)

5. School of Agriculture

- Agriculture (UG, PG) PG

6. School of Computer Science

- Multimedia & Animation (UG, PG)
- Advance Networking & Cyber Security (UG, PG)
- Computer Applications (UG, PG, PhD)
- Data Science (PG)

7. School of Life Sciences

- Biotechnology (UG, PG, PhD)
- Microbiology (UG, PG, PhD)

8. School of Science

- Physics (Ph.D.) PG
- Mathematics (Ph.D.) PG

9. School of Legal Studies

- BA LL. B (Hons) 5yrs
- BBA LL. B (Hons) 5yrs
- LL. B 3yrs

