

MANUAL-8

**A statement of boards, council, committees and other bodies constituted
(Section 4(1) (b) (viii))**

1	2	3	4	5
Sr. No.	Name of the address of the body	Main functions of the body	Constitution of the body	Date of constitution
1.	Executive Council	<p>(i) SA-13(vii) Powers and functions of the Executive Council.</p> <p>(a) The Executive Council shall have the management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.</p> <p>(b) Subject to the provisions of this Act, these statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:-</p> <p>(1) To create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff and Principal of colleges and institutions maintained by the University : Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers of the University and academic staff otherwise than after consideration of the recommendations of the Academic Council;</p> <p>(1) To appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, and principals of college and institutions</p>	<p>(i) Constitution of the Executive Council: The Executive Council shall have a membership of 17 and its constitution shall be as under:</p> <p>i) Vice-Chancellor-Chairman</p> <p>ii) Two Deans of Faculties-Members</p> <p>iii) One Principal of an affiliated college-Member</p> <p>iv) One Professor (other than Deans) of the University teaching Department-Member</p> <p>v) Nine eminent educationists/ scholars specialists /administrators-Member</p> <p>vi) Two nominees of the State-Member</p> <p>vii) Registrar-Member Secretary</p>	12/09/2014

		<p>maintained by the University on the recommendation of the selection committee constituted for the purpose and to fill up temporary vacancies therein;</p> <p>(3) to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances;</p> <p>(4) to grant leaves of absence to any officer of the University other than the Chancellor and Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;</p> <p>(5) to regulate and enforce discipline among employees in accordance with these statutes and the Ordinances;</p> <p>(6) to manage and to regulate the finances, accounts, investments, property, business and all other administrative affairs of the University, and for that purpose to appoint such agents as it may think fit;</p> <p>(7) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;</p> <p>(8) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investments from time to time;</p> <p>(9) to transfer or accept transfers of any movable or immovable property on behalf of the University;</p> <p>(10) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the University;</p>	
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		<p>(11) to enter into, vary, carry out and cancel contracts on behalf of the University;</p> <p>(12) to entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University, who may, for any reason feel aggrieved;</p> <p>(13) to appoint examiners and moderators and if necessary to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;</p> <p>(14) to select a common seal for the Universities and provide for the custody and use of such seal;</p> <p>(15) to make such special arrangement as may be necessary for the residence and discipline of women students;</p> <p>(16) to delegate any of its powers to the Vice-Chancellor, the Registrar or the Finance Officer or such other employee or authority of the University or to a Committee appointed by it as it may deem fit;</p> <p>(17) to institute the fellowships, studentships, medal and prizes; and</p> <p>(18) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, of these Statutes.</p> <p>c) The Executive Council may on recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting</p>	
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		<p>make proposals to the Visitor for the conferment of any of the following Honorary degrees upon a person on the ground that he/she is by virtue of his/her contribution to learning or knowledge or distinguished service to the cause of education or country, a fit and proper person to receive such degrees :</p> <p>Doctor of Laws -LL.D. Doctor of Science -D.Sc. Doctor of Literature D.LITT</p> <p>Provided that in case of emergency, the Executive Council may, on its own, make such proposals to the Visitor by a majority of not less than two-thirds of the members present and voting.</p> <p>(d) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdrawn with the previous sanction of the Visitor, any Honorary degree conferred by the University.</p> <p>(e) The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdrawn any degree or academic distinction conferred on, or any certificate or diploma granted to any person by the University for good and sufficient cause:</p> <p>Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed any until his objection, if any, and any evidence he may produce in support of them, have been considered by the Executive Council.</p>		
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2.	Academic Council	<p>SA-14 (x) Powers of the Academic Council: Subject to the Act, these Statutes and the Ordinances, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely :-</p> <p>(a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-operative teaching among colleges and institutions, evaluation of research of improvements in academic standards ;</p> <p>(b) to bring about inter-faculty co-ordination, to establish or appoint Committees or Boards for taking up projects on an inter-school basis ;</p> <p>(c) to consider matters of general academic interest either on its own initiative or on a reference by a Faculty or the Executive Council and to take appropriate action thereon; and</p> <p>(d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of fellowships and studentships, fee concessions, corporate life and attendance.</p>	<p>Constitution of Academic Council</p> <p>Constitution of the Academic Council: The Academic Council shall have membership of 51 and its constitution shall be as under:</p> <p>(i) Vice-Chancellor-Chairman (ii) All the Deans of the Faculties of the University (Twelve)-Members (ex-officio) (iii) Five University Professors-Members (iv) Nine Principals of the affiliated Colleges-Members (v) Five teachers of the University Departments-Members (vi) Nine teachers of affiliated Colleges-Members (vii) The Director of N.I.O-Member (viii) Chairman, Goa Board of Secondary Higher Secondary Examination-Member (ix) Five eminent educationists/Scholars-Members (x) Librarian-Member (xi) One representative of the SC/ST category to be nominated by the Executive Council – Member (xii) Registrar-Member Secretary</p>	<p style="text-align: center;">12/09/2014</p>
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3.	Court	<p>(ii) SA-12 (xiv) Powers and Functions of the Court: (1) Subject to the provisions of the Act, the statutes & the ordinances a report of the Working of the University during the previous year together with a statement of the receipts & expenditure, the balance-sheet, as audited, and the financial estimates for the next year shall be presented at the Annual Meeting of the Court.</p>	<p>i) Constitution of the Court: The Court will have a membership of 40 and its constitution shall be as under:</p> <ul style="list-style-type: none"> i) Vice-Chancellor -Chairman ii) Five Deans of Faculties - Members iii) Five Professors of University Teaching Depts.-Members iv) Five Principals of affiliated colleges-Members v) Three teachers (other than Deans & Professors) of the University Teaching Departments -Members vi) Eight teachers of affiliated colleges-Members viii) Two representative of Managements of the non-Govt. affiliated College-Members viii) The Chairman of the University Students Council-Member ix) Four eminent educationists/ Scholars/Specialists/administrators-Members x) One representative of the Scheduled Castes/Schedule Tribes and one representative of other Backward communities-Members xi) Two Women representative of Goa-Members xii) A representative of the non-teaching staff of the University-Member xiii) Registrar of the University-Member Secretary 	26/09/2014
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4.	Planning Board	(i)SA-15 (iii) Powers and functions of Planning Board: The Planning Board shall, in addition to all other powers vested in it by Section 21 of the Act, have the right to advise the Executive Council and the Academic Council on any academic matter.	(i)Constitution of the Planning Board: The Planning Board shall comprise of nine members and its constitution shall be as under: i)Vice-Chancellor-Chairman (ex-officio) ii)Vice-Chancellor of any University -Member iii) One member of the Executive Council-Member iv) One member of the Academic Council-Member v) One Dean of Faculty-Member vi) One eminent educationist -Member vii)One representative of the University Grants Commission -Member viii) One Principal of affiliated College -Member ix) The Registrar-Member Secretary (ex-officio)	04/11/2014
5.	Building Committee	Finalising the plans and estimates of the various building projects approval and for ensuring completion of the buildings in accordance with accepted plans and estimates and proper utilization of the grants received from UGC and the State Government/ University/College.	1.Nominee of the Vice Chancellor – Chairman 2. Representative of Executive Council, Goa University-Member 3. Representative of Planning Board–Member 4.Representative of PWD (Govt. of Goa)–Member 5.Govt. of Goa Architect,PWD – Member 6. Sr. Town Planner, Department of Town & Country Planning, Government of Goa-Member 7.General Manager Engineering, GSIDC- Member 8.Registrar, Goa University– Member Secretary 9.Finance Officer –Goa University–Member 10.UniversityEngineer, Goa University –Member	

6.	Canteen/Kiosk Committee	To advice on all matters related to canteen / shop / kiosks in the Goa University Campus	<ol style="list-style-type: none"> 1. Prof. C. V. Rivonkar-Chairman 2. Dr. Nagendra Rao-Member 3. Shri Prakash Parienkar-Member 4. Shri V. L. Sawkar-Member 5. Directorate of Student Welfare-Member 6. Warden, Ladies Hostel-Member 7. Warden, Men's Hostel-Member 8. Chairman, Guest House Management Committee-Member 9. President/Secretary, PGSU 10. Secretary/President, GUNTEA-Member 11. Secretary/President, GUTA-Member 12. Executive Engineer-Member Secretary 	22/07/2014
7.	Security Committee	<ol style="list-style-type: none"> 1. To recommend security agency for providing security services in campus on the basis of tenders received. 2. To conduct random inspection of security personnel deployed at University Campus. 3. Periodical review of performance of security services in campus and to recommend suggestions for improvement. 	<ol style="list-style-type: none"> 1. Dr V. S. Nadkarni–Chairman 2. Mr. V. L. Sawkar, University Engineer –Member 3. Mr. R.S. Wagh, Dept. of Comp. Science-Member 4. Dr. P.S. Desai, Dept. of Pol. Science-Member 5. Mr. Dattaram Betkar, Estate Division-Member 6. Mr. Kamlakar Bandolkar, Estate Division-Member 7. Mr. Damodar Naik, Finance Section-Member 8. Ms. Surekha Naik, Academic General Section-Member 9. Mr. Amit Srivastava, Executive Engineer-Member Secretary. 	24/01/2014

8.	Finance Committee	<p>1. The Annual Accounts and the Financial Estimates of the University shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council.</p> <p>2. The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on income and resources of the University (which, in the case of productive works, may include the proceeds of loans.</p>	<p>1. Vice Chancellor –Chairman 2.Registrar–Member 3.Secretary(Higher Education Govt. of Goa) – Member 4.Secretary (Finance) Government of Goa, Secretariat-Member 5. Dean of the Faculty of Commerce/ Management Studies-Member <u>Nominees of</u> <u>The Executive Council</u> 6.Shri Ramchandra (Dinar) B. Bhatkar-Member 7. Shri Rajendra Bhobe, Chartered Accountant-Member <u>Nominee of the Chancellor</u> 8. Shri Raghuvveer K. Pikale, Chartered Accountant-Member 9. Finance Officer, Goa University-Member Secretary</p>	27/1/2014
9.	Investment Committee	Investment Committee shall frame the guidelines for investment of Surplus cash/funds with Goa University from time to time.	<p>1.Shri Dattaraj V. Salgaocar - Chairman 2. Shri S.R. Kenkre – Member 3. Prof. B. Ramesh – Member 4. Finance Officer – Member Secretary</p>	21/4/2011

10.	Committee for Prevention of Sexual Harassment at Work Place (CPSHW)	<p>Functions of Standing Committee for Prevention of Sexual Harassment at Work Place.</p> <p>a) <u>Prevention</u></p> <p>i) Notification of the University Policy</p> <p>ii) Creation of awareness and sensitization through seminars/workshops/discussions, etc</p> <p>iii) Group and individual counseling</p> <p>iv) Recommending amendments to students and employees code of conduct, discipline rules etc. for effective implementation of the policy</p> <p>v) Recommending, improvements in Physical facilities, Security arrangements and other related areas for preventing instances of sexual harassment.</p> <p>b) <u>Crises Management and Meditation</u></p> <p>i) Conducting fact finding inquiries</p> <p>ii) Providing provisional relief- medical psychological and legal</p> <p>c) <u>Redressal</u></p> <p>i) Conducting fact finding inquiries</p> <p>ii) Recommending suitable action through criminal proceeding and/or disciplinary action as dictated by the facts of the case.</p>	<p>Committee for Prevention of Sexual Harassment at Work Place</p> <p>1. Prof. Kiran Budkuley, Dept of English-Presiding Officer</p> <p>2. Dr. Savita Kerkar, Dept. of Biotechnology-Member</p> <p>3. Dr. Shaila D'Souza-Centre for Women's Studies- Member</p> <p>4. Adv. Albertina Almeida, Women's Activist-Member</p>	07/04/2014
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11.	Vigilance Committee	<p>Terms of Reference of the Vigilance Committee: The terms of reference of the above Committee shall be as follows:</p> <ol style="list-style-type: none"> 1. To receive complaints, if any, against Officers and Employees of Goa University. 2. To conduct preliminary investigation into the allegations made in the complaint, so as to verify and ascertain substance in the complaints and submit the same to the Disciplinary Authority / Head of Department. 3. To examine the nature of complaints and suggest systemic changes e.g. simplification of office procedure, routine/regular internal transfer of officers/officials etc., with a view to reduce malpractices, if any. 4. To conduct surprise visit/inspection into the various Sections/Departments, with the prior approval of the Vice Chancellor, to unearth/find out irregularities/illegalities, if any. 5. To conduct preliminary investigation into matters referred to it by the University from time to time. 	Dr. Guntur Anjana Devi Raju, Professor, Department of Commerce, Goa University.	12/06/2014
12.	Board of Evaluation	To consider matters/issues arising out the conduct of examinations and declaration of results for which there are no specific statutes /Ordinances/ Regulations	<ol style="list-style-type: none"> 1.Vice Chancellor –Chairman 2.All the Deans –Members 3.Prof. B. F. Rodrigues Nominee of E.C.- Member 4.Dr. D. B. Arolkar Nominee A.C. –Member 5.Registrar –Member 6.Controller of Examination – Member Secretary 	18/11/2014

13.	Disciplinary Committee(Unfair Means Inquiry Committee)	To examine the unfair means cases reported in respect of candidates appearing at the various University examinations and to recommend the 'penalties' in terms of Ordinance OA-5,14 to the Vice Chancellor	1.Dr. Allan Abreau– Chairman 2.Dr. D. B. Arolkar-Member 3.Dr. (Sr.) Aradhana – Member 4.Dr. S. P. Sarath Chandran– Member 5.Controller of Examination – Member Secretary 6.Smt Bertha T.A. D'Mello e Daniel –Permanent Invitee 7. Asst. Registrar(Exams) – Presenting Officers	24/11/2014
14.	Standing Committee on Research Conferment	To consider recommend the Ph.D. award report submitted by the Board for the Viva-Voce examination	1. Prof N.Shyam Bhat, Member of EC and Dean Faculty of Social Sc.s –Chairman 2. Prof Pradeep Naik, Member of EC and Dean Faculty of Medicine – Co-Chairman 3. All the Deans –Member 4. Controller of Examinations – Member Secretary	03/11/2014
15.	OB-4	To appoint chairman/examiners /paper setters	1. Vice Chancellor –Chairman 2. Dean of the faculty concerned 3. Chairperson of BoS in the subject concerned 4. Controller of Examination – Member Secretary	

Cont of column Nos.....

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Sr.No.	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remark
1.	31-07-2016	No	No	As per Schedule SSA-3(i)	-
2.	31-07-2016	No	No	As per Schedule SSA-2(i)	-
3.	31-07-2016	No	No	As per Schedule SSA-2(i)	-
4.	31-07-2016	No	No	As and when required	-
5.	-	No	No	As and when required	-
6.	21-07-2016	No	No	As and when required	-
7.	31-01-2016	No	No	As and when required	-
8.	31-07-2016	No	No	Twice a year (minimum)	-
9.	-	No	No	As and when required	-
10.	06-04-2017	No	No	As and when required	-
11.	-	No	No	As and when required	-
12.	31-07-2016	No	No	As and when required	-
13.	31-07-2016	No	No	As and when required	-
14.	31-07-2016	No	No	As and when required	-
15.	31-07-2016	No	No	As and when required	-