



No. Adm/51 / 2008 / 188

Dated: 27/6/08

OFFICE ORDER

Sub: Standing operating procedure for the meetings of Authorities of the Institute and their maintenance of records.

With a view to bring uniformity in conducting the meetings of various Authorities of the Institute, and maintenance of their records, the following Standing Operating Procedure shall be followed with immediate effect:-

1. As per provisions in the MOA, the Vice Chancellor has the power to convene or cause to be convened meetings of various authorities of the Institute. Accordingly, the Vice Chancellor shall communicate his decision to the Non-Member Secretary of the respective authority.
2. The Secretary, will in turn open a meeting file and initiate action for issuance of letters, if required, to the HODs, Sectional Heads calling for the matters along with the notes, duly approved by the Vice Chancellor, required to be considered by the authority. The Secretary will also process the matter for issuance meeting notices.
3. The concerned Sectional Head shall be responsible to ensure that all the notes are factually/precisely correct and properly documented. They will seek Vice Chancellor's approval to the notes through Registrar. The officers clearing or approving the file would exercise checks as they determine necessary and appropriate before clearing / approving the notes / proposal.
4. The proposals relating to academic matters shall be processed through the Academic Council, while that of financial matters through Finance Committee, to the Board of Management.
5. On receipt of matters, the Secretary shall consolidate them and put up the meeting file to the Vice Chancellor for final approval of the agenda matters to be circulated along with meeting notice. After approval of the Vice Chancellor, the Secretary shall ensure its dispatch.
6. The files of matters approved for incorporation in the agenda, shall be submitted to the Secretary of authority for the purpose of perusal by the authority at the time of meeting. All the files shall be page-numbered with due reference.
7. The Secretary shall take photo copy of extract of agenda notes and note bearing approval of the Vice Chancellor to the note and keep it in the meeting file.
8. Based on all the approved agenda matters, notes and documents, the Secretary shall be responsible for compilation of agenda papers and authentication of agenda notes therein through his signature.



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No. \_\_\_\_\_

Dated: \_\_\_\_\_

9. The Secretaries of respective authorities shall also be responsible for the custody and maintenance of the meeting file(s) and agenda paper(s) in original. For this purpose, they may take assistance of their respective Secretariats.
10. After the meeting is over, the Secretary shall initiate the process for returning the files to the concerned sections with due acknowledgement and finalization of minutes of the meeting.
11. After finalization of the minutes, the Secretary shall get the minutes circulated with the approval of Vice Chancellor. The observations, if any, shall also be invited while circulating the minutes, which, if received, shall be processed on file for further orders and/or next meeting of the authority during the course of seeking confirmation.
12. For discharge of above duties, the Secretaries of the authorities shall be assisted by the offices as below:-
  - a) Board of Management - Dy Registrar/Asst Registrar (Admn.)
  - b) Planning & Monitoring Board - -do-
  - c) Academic Council - Dy. Registrar/Asst Registrar (Academic)
  - d) Finance Committee - Dy Registrar/Asst Registrar (Finance)
13. The compliance of above provisions shall be ensured by all concerned.

(Authority Vice Chancellor's approval dated 19.06.2008)

  
(Dr. A.K. Datta)  
Registrar I/c

Copy to:

- VC Secretariat
- Registrar Secretariat
- Finance Officer
- All HODs
- Controller of Examinations
- All Deputy Registrars
- All Assistant Registrars
- Concerning file
- Office Order file