

**\_\_\_\_\_\_\_\_\_ Committee**

**(University Wide/Institute/program)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NAME** | **DESIGNATION** | **SIGNATURE** | **DATE** |
| **Proposed By:** |  |  |  |  |
| **REVIEWED BY:** |  |  |  |  |
| **APPROVED BY:** |  |  |  |  |
| **Committee Chair** |  | | | |
| **Reference & Date of Issuance:** |  | | | |

1. **Basic Information:**

|  |  |
| --- | --- |
| **Name of Committee:** |  |
| **Nature of Committee:**  **(Permanent/ad hoc/)** |  |
| **Duration (in case of ad hoc):** |  |
| **Frequency of Meetings:**  **(Need Based/Timed )** |  |
| **Reporting to:** |  |

1. **Purpose of the Committee:**
2. **Membership of Committee:**
3. Prof. Dr. Akram (Committee Chair)
4. Dr YYY Member-Coordinator
5. Dr XYZ (Member-JSMU)
6. Dr XYX (Member-JSMU)
7. Dr Anjum Ara (Member-JSMU)
8. **Tenure of Committee Members:**
   1. **For permanent committee:**

Chair would be elected for a period of one year.

Members would be elected for a period of------------

In case of members leaving the committee for any reason, new member will be inducted by the chair with the approval of the competent authority

* 1. **For Ad Hoc committee.**
     1. The committee will automatically be dissolved after completing its assignment and submitting all the deliverables listed below
     2. In case of members leaving the committee for any reason, new member will be inducted by the chair with the approval of the competent authority

1. **Functions of the Committee (Responsibilities & Authorities)** ( plz state in bulleted format):
2. **Responsibilities:**
3. **Authorities:**

**The committee will be authorised to:**

1. **Reporting Mechanism:**
2. **Deliverables:**
3. Minutes of meetings
4. **Key Performance Indicators:**
5. number of meetings held against number of meeting to be scheduled
6. Number of decision implemented/no of decision taken
7. Number of Cases resolved/total number of cases
8. (plz identify few more)