



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University  
Sub-Post Office, Pin-182320, Jammu & Kashmir, India

REF NO: SMVDU/ADM./ESTT./27<sup>TH</sup> EC-ATR/18/0577-83

DATED: 24-1-2018

NOTIFICATION

**Sub:- Constitution of a Committee to prepare Standard Operating procedures.**

In pursuance of the minutes of the 27<sup>th</sup> Executive Council Meeting of SMVD University, held on 24<sup>th</sup> November 2017, issued vide No: SMVDU/EC/2018/43, dated: 17<sup>th</sup> Jan 2018, and as approved by the Council, a committee comprising of the following Faculty Members is hereby constituted;

1. Prof. D.Mukhopadhyay  
Dean Faculty of Management  
Chairman
2. Prof. V.Verma  
Dean Faculty of Engineering
3. Prof. V.K.Bhat  
Dean Faculty of Sciences
4. Prof. D.B.Lata  
Professor & Head School of Mechanical Engineering

The above committee shall,

- a. Examine the requests from Faculty members for participating in International Conferences / Workshops / Seminars etc. and ensure that the faculty members participate only in reputed / well-known events.
- b. Prepare Standard Operating Procedures for dealing with such requests.
- c. Develop a format for obtaining feedback from the concerned faculty member after the conclusion of his/her visit.

The Committee shall submit its recommendations with full justification for approval of the Competent Authority latest by 31<sup>st</sup> January 2018.

  
Registrar

Copy to:

1. Concerned: \_\_\_\_\_, for information & compliance.
2. PS to VC for the information of the Hon'ble Vice Chancellor.
3. I/c. Website, for information and uploading the same on the Univ. website.
4. AR [Establishment], for information and compliance.
5. Order File.