



# झारखण्ड केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)  
(Established by an Act of Parliament of India in 2009)  
Vill-Cheri-Manatu, Post- Kamre, Kanke, Ranchi – 835 222  
<http://www.cuj.ac.in>



## Department of Education, School of Education

Notification No.: CUJ/SoE/DE/DC/2022/1 Date: 20/12/2022

### Notification

Based on the resolutions made in the Departmental Committee Meeting of Department of Education, School of Education on 20<sup>th</sup> December 2020 at 10: 30 am in Room No. 202A, School Style Building, Central University of Jharkhand, the following Committees have been constituted to look after day-to-day affairs of the Department of Education, School of Education, Central University of Jharkhand. The committees are valid for the academic session 2022-2023. The concerned Committee Coordinators along with their constitutive members would ensure to achieve the objectives of the committees in targeted manners. The official assistance would be provided to the Committee Coordinators and their respective members by the Head, Department of Education.

Sl. No.	Committee	Coordinators & Members	Objectives
1.	<b>Academic Calendar/ Activity Committee</b>	Dr. Shilpy Raaj (Coordinator) Dr. Ramakrishna Reddy Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To prepare overall academic calendar for the department including exams, sessional tests, school internship and other activities in consonance with academic calendar of the university.</li> <li>2. To prepare a comprehensive development plan for the department regarding academic, administrative and infrastructural growth, and help to foster excellence in curricular, co-curricular and extracurricular activities in the department.</li> <li>3. To plan and execute major annual events in the department such as Education Day, Literacy Day, Cultural events, Seminars, Conferences, Workshops, etc.</li> <li>4. To make specific recommendations regarding improvement of academic culture in the department.</li> <li>5. To perform such other duties as may be entrusted by the department and/or the university.</li> <li>6. To keep record of all academic activities of the department.</li> </ol>
2	<b>Ph.D. Admission &amp; Prospectus Committee</b>	Prof. Tapan Kumar Basantia (Coordinator) Dr. Shilpy Raaj Dr. Vijay Kumar Yadav Dr. Manohar Kumar Das	<ol style="list-style-type: none"> <li>1. To prepare the common guideline for admission of the programme at the departmental level.</li> <li>2. To prepare/modify/update the prospectus of the programme from time to time.</li> <li>3. To initiate the admission process of the programme and coordinate the admission process including the publication of the admission list of the programme.</li> <li>4. To create a link between the department and Controller of Examination Office in the admission process of the programme.</li> <li>5. To maintain the record of admission of the programme.</li> </ol>
3	<b>B.Ed. Admission &amp; Prospectus Committee</b>	Dr. Vimal Kishor (Coordinator) Dr. Manvi Yadav Dr. Neera Gautam	<ol style="list-style-type: none"> <li>1. To align the B. Ed. admission process with the University and NCTE rules &amp; regulations.</li> <li>2. To check/modify/update the detailed information about the B.Ed. Programme in university prospectus regarding eligibility criteria for admission, fee structure, subject combinations, seats available, etc. from time to time.</li> <li>3. To conduct the admission of the programme smoothly.</li> <li>4. To guide and counsel the candidates about the selection of methods of teaching, specialization, etc. of the programme.</li> </ol>

			<p>5. To orient the perspective candidates about the Common University Entrance Test (CUET) for B.Ed. programme.</p> <p>6. To maintain the records of admission, teaching learning process, course completion, etc. of the programme.</p>
4	<b>Time Table &amp; Course Distribution Committee</b>	<p>Dr. Shilpy Raaj (Co-ordinator) Mrs. Angel Nag Mr. Sumanta Halder</p>	<p>1. To prepare the time table for the different programmes/activities as per University NCTE/UGC guidelines.</p> <p>2. To allot the courses of the programme(s) for teaching to the teachers as per their specialization, interest and other parameters.</p> <p>3. To ensure that the different courses of the programme(s) and other activities are performed as per time schedule.</p> <p>4. To assess the work load of the individual faculty members as per the guidelines.</p> <p>5. To keep the record of time table and course distribution for further use.</p>
5	<b>Question Paper Moderation Committee</b>	<p>Dr. Shashi Singh (Coordinator) Dr. Neera Gautam</p>	<p>1. To ensure that the question papers are set as per the format given by the Controller of Examination.</p> <p>2. To ensure that the question papers are set within the frame work of the syllabus/curriculum.</p> <p>3. To ensure that the questions are from all units of the syllabus//curriculum.</p> <p>4. To ensure that there is least spelling mistake or other error in the question papers.</p> <p>5. To ensure that question papers are according to the decisions taken in the official meetings of the department.</p> <p>6. To prepare the minutes of moderation and keep records.</p>
6	<b>Curriculum Lab Committee</b>	<p>Dr. M. Ramakrishna Reddy (Coordinator) Dr. Shilpy Raaj Dr. Neera Gautam</p>	<p>1. To enrich the lab with the collections of Curriculum materials like textbooks, curriculum frameworks, syllabus, teaching learning materials and/or aids, etc</p> <p>2. To engage students for preparation/creation of curriculum related materials.</p> <p>3. To guide the students to use the materials of the Lab for achieving their academic pursuits</p> <p>4. To prepare the database of all the materials of the lab and lab based activities.</p>
7	<b>Science Lab Committee</b>	<p>Dr. Manvi Yadav (Coordinator) Dr. M. Ramakrishna Reddy</p>	<p>1. To create pertinent rules for the appropriate use of Laboratory procedures/materials for science lab work.</p> <p>2. To implement standard operating procedures and technologies for science lab work.</p> <p>3. To help to collect and preserve materials for physical science and life science practical.</p> <p>4. To identify existing deficiencies relating to science practical and plan for removing such deficiencies.</p> <p>5. To guide as well as monitor the science practical related activities.</p> <p>6. To create a database of science practical related materials and activities.</p>
8	<b>Mathematics Lab Committee</b>	<p>Mr. Sumanta Halder (Coordinator) Dr. M. Ramakrishna Reddy</p>	<p>1. To enlist the different mathematics materials that are to be kept in Mathematics lab and coordinate to arrange the same for the Lab activities.</p> <p>2. To prepare the blue print for the use of different Mathematics Lab equipment for the benefit of the students and/or other stakeholders of the department/ University and implement the same.</p> <p>3. To conduct workshop with the students regarding creation of the Mathematics Lab materials and exhibit the same for the benefit of the stakeholders of mathematics education.</p> <p>4. To provide extension services to the other institutions for Mathematics Lab related matters.</p> <p>5. To create the detail database of the Lab activities.</p>
9	<b>Social Science and Commerce Lab Committee</b>	<p>Dr. Neera Gautam (Coordinator) Ms. Angel Nag</p>	<p>1. To identify the requirements of Social Science Lab such as maps, pictures, charts, etc. and help to arrange the same in order to make the teaching of Social Science effective, lively and interesting.</p> <p>2. To help to make the lab to act as an activity room for pupil-teachers and other students in order to combine academic experience with worldly</p>

			<p>knowledge.</p> <ol style="list-style-type: none"> <li>To create separate corners/sections within the lab for teaching learning of different social sciences like History, Geography, Political Science, Economics, etc.</li> <li>To create the data base of the entire aspects of the social science lab.</li> </ol>
10	<b>Language Committee Lab</b>	<p>Dr. Vijay Kumar Yadav (Coordinator) Dr. Shilpy Raaj</p>	<ol style="list-style-type: none"> <li>To help in collecting different devices/ materials (including print and ICT materials) for the lab that would be used for the enhancement of the language and communication skills.</li> <li>To provide continuous training to the target group students with the lab materials for the development of their language proficiency.</li> <li>To organize different activities from time to time for enhancing soft skills/communication abilities.</li> <li>To collaborate with different language-based institutions/organizations for updating the lab for better functioning.</li> <li>To maintain record of the lab.</li> </ol>
11	<b>Psychology Committee Lab</b>	<p>Dr. Manvi Yadav (Coordinator) Dr. Neera Gautam Ms. Angel Nag</p>	<ol style="list-style-type: none"> <li>To create/run the lab with adequate facilities of psychological instruments.</li> <li>To assist the students to perform psychological experiments/practical relating to their programme(s).</li> <li>To encourage the students and faculties for the optimum use of the lab.</li> <li>To keep all the record of the lab.</li> </ol>
12	<b>ICT Lab Committee</b>	<p>Dr. Manohar Kumar Das (Coordinator) Dr. M. Ramakrishna Reddy</p>	<ol style="list-style-type: none"> <li>To identify the requirement of tools and devices for smart ICT Lab.</li> <li>To monitor the ICT related skills and competencies of the users of ICT Lab and take action for the development of the same skills and competencies.</li> <li>To facilitate platform for digital efficiency practices for teaching-learning and research.</li> <li>To promote smart ICT based workshop for digital skill development.</li> <li>To facilitate the functional quality maintenance of smart cyber Lab.</li> <li>To facilitate the creation of e-data base system.</li> <li>To maintain the entire data of the ICT Lab.</li> </ol>
13	<b>Art and Craft Lab Committee</b>	<p>Dr. Neera Gautam (Coordinator)</p>	<ol style="list-style-type: none"> <li>To help to enrich the lab with the art and craft materials.</li> <li>To arrange training for students to create art and craft materials with locally available resources.</li> <li>To arrange the exhibition of the art and craft materials that are to be developed by the students.</li> <li>To locate the special art and craft materials of the locality and include such materials in the lab for the benefit of all.</li> <li>To maintain the data base of the art and craft lab.</li> </ol>
14	<b>Health Education, Yoga &amp; Sports Lab Committee</b>	<p>Dr. Manvi Yadav (Coordinator) Dr. Vijay Kumar Yadav</p>	<ol style="list-style-type: none"> <li>To enrich the lab in terms of Health Education/Yoga/Sports related materials.</li> <li>To strengthen/organise Health Education /Yoga/Sport related training programmes/camps.</li> <li>To ensure that the students are participating in the Health Education /Yoga/Sport related activities regularly.</li> <li>To arrange the Health Education /Yoga/Sport related activities in the department.</li> <li>To keep all the record of the Health Education /Yoga/Sport related activities.</li> </ol>
15	<b>Educational Resource Centre(ERC)&amp; Art &amp; Craft Committee</b>	<p>Dr. Manvi Yadav (Coordinator) Dr. Neera Gautam Dr. Vijay Kumar Yadav</p>	<ol style="list-style-type: none"> <li>To assist to create a model educational resource/art and craft centre in the department that would assist for teaching learning and evaluation of the students of the department and/or the state/region.</li> <li>To assist/guide the students for creation of better educational resources and art and craft materials.</li> <li>To showcase the activities of the centre in form of ERC mela (ERC fair).</li> <li>To maintain the record relating to the centre.</li> </ol>

16	<b>Field Engagement (School Internship) Committee</b>	Dr. Manohar Kumar Das (Coordinator) Dr. Manvi Yadav Dr. Shilpy Raaj Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To prepare the detailed plan including the time schedule for school internship well in time.</li> <li>2. To select appropriate schools for internship and coordinate with the school personnel for conducting the internship.</li> <li>3. To assure the quality of internship as per the curriculum of the programme.</li> <li>4. To create a framework for carrying out internship-based activities/tasks and evaluating the performance of students in internship.</li> <li>5. To create the data base of the internship activities for the use in the department.</li> </ol>
17	<b>Attendance Monitoring Committee</b>	Dr. M. Ramakrishna Reddy (Coordinator) Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To monitor the attendance of all the students in different courses of the existing programme(s) on monthly basis and inform them about their attendance from time to time.</li> <li>2. To motivate the students for their maximum participation in the different courses of the programme(s).</li> <li>3. To orient students regularly about the importance of attendance for their performance and completion of the programme.</li> <li>4. To try to resolve attendance related issues of the students.</li> <li>5. To assist the office of the department to keep the record of attendance of the students.</li> </ol>
18	<b>Exam Management Committee</b>	Dr. Vijay Kumar Yadav (Co-ordinator) Mrs. Angel Nag Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To prepare exam schedule and make arrangement for conducting End semester exam including internal examinations/sessional as per CoE guidelines and instructions.</li> <li>2. To make seating arrangement for examination as per student strength.</li> <li>3. To prepare invigilation duty chart and time table for teachers.</li> <li>4. To arrange examination answer sheet and other necessary things for examination.</li> <li>5. To look out the overall arrangement to organize and conduct exam smoothly.</li> <li>6. To ensure that the score/grade of the student reach to the CoE office in time for the publication of the results of the students in time.</li> <li>7. To inform the teachers about their exam load.</li> <li>8. To keep record of exam related matters.</li> </ol>
19	<b>Research and Development Committee</b>	Dr. Vijay Kumar Yadav (Coordinator) Dr. Manvi Yadav Dr. Manohar Kumar Das	<ol style="list-style-type: none"> <li>1. To facilitate to conduct research related activities like research methodology workshop, research related seminar, invited lecturer on research methodology, etc. in the department.</li> <li>2. To motivate the PhD scholars and other students of the department to write research paper and publish the same in the reputed journals.</li> <li>3. To monitor the progress of the research and development activities of the department.</li> <li>4. To motivate students to visit and participate in different research activities of other universities/institutes/centres.</li> <li>5. To explore the possibilities for research funding/ collaboration from outer sources and try to avail the same for promotion of research culture of the department.</li> <li>6. To create the database of the research scholars and their activities and other research related matters in the department.</li> </ol>
20	<b>Discipline &amp; Grievance Redressal Committee</b>	Dr. Vijay Kumar Yadav (Coordinator) Dr. Neera Gautam Dr. M. Ramakrishna Reddy	<ol style="list-style-type: none"> <li>1. To set guidelines for maintenance of discipline at the department level in terms of Dos &amp; Don'ts.</li> <li>2. To maintain the discipline among the students.</li> <li>3. To promote anti-ragging culture in the department.</li> <li>4. To resolve grievances received from the students judiciously.</li> <li>5. To guide and counsel the students for ethical and/or legal practices in the department.</li> <li>6. To forward issues of the students to the higher authorities for further action, if required.</li> </ol>

			7. To keep record of the disciplinary actions taken and other related matters.
21	<b>Remedial Teaching Committee</b>	Dr. M. Ramakrishna Reddy (Coordinator) Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To make the students aware regarding the value of remedial teaching.</li> <li>2. To ensure that the remedial teaching activities are organized periodically in appropriate manner in the department and the records of the same are maintained systematically.</li> <li>3. To assist for preparation of time table for remedial teaching.</li> <li>4. To orient the students for participation in remedial teaching as per their needs.</li> <li>5. To monitor remedial teaching of the department.</li> <li>6. To prepare the document of remedial teaching related activities.</li> </ol>
22	<b>Mentoring Committee</b>	Mr. Sumanta Halder (Coordinator) Dr. Neera Gautam	<ol style="list-style-type: none"> <li>1. To allot mentor(s) to the students in order to support them for their academic and non-academic growth.</li> <li>2. To orient both mentors and mentees regarding their roles and functions through organizing orientation programmes.</li> <li>3. To organise occasional mentoring programmes by inviting delegates across the nation.</li> <li>4. To follow up the mentoring activities.</li> <li>5. To keep the record of the mentoring activities of the department.</li> </ol>
23	<b>Placement &amp; Guidance Committee</b>	Dr. Manohar Kumar Das (Coordinator) Dr. M. Ramakrishna Reddy Mrs. Angel Nag	<ol style="list-style-type: none"> <li>1. To search for information of placement opportunities for the B. Ed. students of the department including Ph.D. scholars.</li> <li>2. To organize the different placement-based services for the students of the department including guidance and counselling related services.</li> <li>3. To organize placement meet and fair as per departmental/institutional requirements.</li> <li>4. To collaborate with the other institutional authorities/agencies for placement purposes.</li> <li>5. To maintain placement record of the department.</li> </ol>
24	<b>Student Support and Progression Committee</b>	Dr. Shilpy Raaj (Coordinator) Ms. Angel Nag Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To enhance student learning and personality by creating an educationally purposeful, democratic and disciplined platform.</li> <li>2. To guide the students to be empowered with respect to their skills and talents necessary for reaching their career goals.</li> <li>3. To coordinate for the participation of students in various programmes and activities for the development of their career, personality and organisational skills.</li> <li>4. To train the students for attaining better results in CTET, STET and the like.</li> <li>5. To provide appropriate guidance, counselling and placement strategies to enable students to secure respectable jobs in the industry and or another sectors.</li> <li>6. To identify student volunteers for various committees and events and engage them to perform the roles and responsibilities in the committees.</li> <li>7. To work in collaboration with the other committees/cells such as placement committee, alumni committee, guidance and counselling cell, etc. at the department/university level for the progress of the students from time to time.</li> <li>8. To devise mechanisms for monitoring the progress of the students from time to time and implement the same for the growth of the students.</li> <li>9. To address students' grievances in a healthy manner.</li> <li>10. To maintain the database of the student support and progression.</li> </ol>
25	<b>Library Committee</b>	Dr. Manvi Yadav (Coordinator) Dr. Vijay Kumar Yadav Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To identify the library related needs at the department level and try to address the same.</li> <li>2. To enrich the library by collecting the library materials from various sources.</li> <li>3. To help to run a library with adequate facilities.</li> <li>4. To provide the students and the faculty members to take the maximum</li> </ol>

			<p>advantage of the library.</p> <ol style="list-style-type: none"> <li>To evaluate the library materials supplied based on the required criteria.</li> <li>To create the linkage between the department library and the University library.</li> <li>To main the library record.</li> </ol>
26	<b>Cultural Committee</b>	<p>Dr. Neera Gautam (Coordinator) Dr. Manvi Yadav Mr. Sumanta Halder</p>	<ol style="list-style-type: none"> <li>To identify the necessary requirements for the promotion of different cultural activities in the department.</li> <li>To facilitate conducive environment for students and staff alike for active involvement in the celebration of cultural activities.</li> <li>To encourage and promote students to perform at various cultural stages facilitated by the institute.</li> <li>To provide platform for students and staff alike to showcase their talents.</li> <li>To maintain the record of cultural activities of the department.</li> </ol>
27	<b>Departmental Purchase Committee</b>	<p>Dr. Shashi Singh (Coordinator) Dr. Vijay Kumar Yadav Dr. Neera Gautam Dr. Manvi Yadav Mr. Sumit Raj (FO Nominee)</p>	<ol style="list-style-type: none"> <li>To identify the requirements/ requisitions for the department.</li> <li>To ensure transparency, accountability and fairness in the procurement process.</li> <li>To ensure that equipment/items are procured through the GEM portal or through standard procedure.</li> <li>To evaluate the quality standard of the equipment procured.</li> <li>To ensure that entries are made for different items procured in the stock register.</li> <li>To prepare minutes and keep records of the purchased matters.</li> </ol>
28	<b>Alumni Committee</b>	<p>Ms. Angel Nag (Coordinator) Dr. Vijay Kumar Yadav Dr. Manohar Kumar Yadav</p>	<ol style="list-style-type: none"> <li>To keep the detailed record of passed out students of the department.</li> <li>To find out the placement and/or existing work of passed out students of the department.</li> <li>To create alumni association and conduct alumni meet for the development of the department and the University as a whole.</li> <li>To create an intellectual platform in the department by inviting the participation of alumni students majorly.</li> <li>To provide information to the department about the feedback of passed out students for its development.</li> <li>To encourage the existing students of the department for their job and/or placement with the help of created alumni associations.</li> <li>To maintain the records of all the alumni activities of the department.</li> </ol>
29	<b>NCTE Related Committee</b>	<p>Dr. Shashi Singh (Coordinator) Dr. Manvi Yadav Dr. Vijay Kumar Yadav Dr. Manohar Kumar Das</p>	<ol style="list-style-type: none"> <li>To keep records related to NCTE recognized programme(s) run in department.</li> <li>To check NCTE website regularly for updates and take necessary measures to attain the same.</li> <li>To submit PAR and other required materials as desired by NCTE from time to time.</li> <li>To initiate all the necessary measures to start new programmes recognized by NCTE.</li> </ol>
30	<b>NAAC/NIRF Related Committee</b>	<p>Prof. Tapan Kumar Basantia (Coordinator) Ms. Angel Nag Dr. Manohar Kumar Das Mr. Sumanta Halder</p>	<ol style="list-style-type: none"> <li>To prepare the road map for quality enhancement of the department based on the criteria of NAAC/NIRF.</li> <li>To prepare the vision and mission as well as guidelines for the progress of the department.</li> <li>To monitor the progress of the department from time to time based on NAAC/NIRF criteria.</li> <li>To prepare the data base for NAAC/NIRF assessment and other related purposes.</li> </ol>
31	<b>Collaboration and MoU Committee</b>	<p>Prof. Tapan Kumar Basantia (Coordinator) Dr. Vimal Kishor Dr. Vijay Kumar Yadav Dr. Shashi Singh</p>	<ol style="list-style-type: none"> <li>To explore the University/institution/organization/industry and other such bodies for collaboration and/or MoU.</li> <li>To set guideline/criteria for collaboration and/or MoU.</li> <li>To execute the collaboration and/or MoU with different organizations with definite aims and objectives and modalities.</li> <li>To prepare the document of the collaborative activities of the department.</li> </ol>

32	<b>Documentation Committee</b>	Prof. Tapan Kumar Basantia(Coordinator) Dr. Manohar Kumar Das Dr. M. Ramakrishna Reddy Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To collect the documents relating to the different aspects/activities/programmes of the department.</li> <li>2. To organize the documents for the use and/or presentation relating to the department.</li> <li>3. To help/guide the other committee members of the department for creation and/or organization of the documents.</li> <li>4. To prepare the PPT and/or other audio-visual presentations relating to the departmental activities/programmes.</li> <li>5. To keep the record of the different documents for the present/future use of the department.</li> </ol>
33	<b>Campus Maintenance and Beautification Committee</b>	Dr. Manvi Yadav (Coordinator) Mr. Sumanta Halder	<ol style="list-style-type: none"> <li>1. To assist for cleaning the surrounding of the department/school of education campus.</li> <li>2. To decorate and conduct plantation in the surrounding of the department/school of education campus for beautification purposes.</li> <li>3. To work together with the university officials (who are looking after the university campus beautification) for beautification of the surrounding of the department/school of education.</li> <li>4. To plan for the maximum utilization of the department/school of education building resource/infrastructure and surrounding and implement the same.</li> <li>5. To keep the record of campus maintenance and beautification.</li> </ol>

  
20/12/2022

**Dr. Shashi Singh**

Chairperson, Department Committee  
Department of Education

**Copy to (through email):**

1. PS to HVC/Registrar/FO/CoE, CUJ for information.
2. Dean, Academic Affairs, CUJ for information.
3. Dean, School of Education, CUJ for information.
4. All Coordinators/Members of the Committees of Dept. of Education, CUJ for information.
5. All Faculty Members of Dept. of Education, CUJ for information.
6. Office File.