

INDEX AYURVEDIC COLLEGE , HOSPITAL & RESEARCH CENTRE

Terms of Reference

1. Purpose

The purpose of the College Council/Committee is to provide a structured platform for participative decision-making, academic planning, administrative coordination, and institutional development. The Council supports the college's vision, mission, and strategic objectives by ensuring transparency, accountability, and inclusive governance.

2. Scope

The scope of the College Council/Committee includes:

- Academic planning and review
- Policy formulation and recommendations
- Monitoring institutional performance
- Advising on administrative and infrastructural matters
- Promoting quality assurance and continuous improvement
- Addressing issues relevant to students, faculty, and staff

3. Roles and Responsibilities

Chairperson

- Preside over council meetings
- Provide leadership and strategic direction
- Approve agendas and decisions

Members

- Actively participate in discussions and decision-making
- Represent stakeholder interests responsibly
- Support implementation of council decisions

4. Reporting and Documentation

- Minutes of every meeting shall be recorded and approved in the subsequent meeting
- All resolutions and recommendations shall be documented and archived
- Reports shall be submitted to the appropriate approving authority/management as required
- Records shall be maintained in both physical and/or digital formats

5. Frequency of Meetings

- The College Council/Committee shall meet at least [quarterly/bi-annually]
- Special or emergency meetings may be convened by the Chairperson as required

6. Term of Members

- Members shall serve a term of [one/two/three] years
- Members may be reappointed based on performance and institutional requirements
- Vacancies arising during the term shall be filled as per college norms

7. Confidentiality

- All members shall maintain strict confidentiality regarding discussions, documents, and decisions
- Sensitive information shall not be disclosed without formal authorization
- Breach of confidentiality may result in disciplinary action

8. Grievance Redressal Process

- Grievances related to council matters shall be submitted in writing to the Secretary
- The Council shall review and address grievances within a stipulated timeframe
- If unresolved, the matter shall be escalated to the college management/appropriate authority
- The process shall ensure fairness, transparency, and confidentiality

9. Members

The College Council/Committee shall consist of:

S. NO.	Name Of The Member	Designation	Designation In Committee
1	Dr. Prajakta Tomar	Principal/Head of Institution)	Chairperson
2	Dr. Sanjeevni Jadhav	Prof & Head – Department of Samhita Siddhant	Member
3	Dr. Preeti Salvi	Prof & Head – Department of Rachana Sharir	Member
4	Dr. Anamika Chouhan	Asso. Prof – Department of Kriya Sharir	Member

10. Quorum

- The quorum for a meeting shall be **one-third or 50% of the total members**, including the Chairperson or their nominee
- In the absence of quorum, the meeting shall be adjourned and reconvened

11. Approval

Date Approved and issued	25/09/2025
Version Number	01
To be reviewed by:	QUALITY Manager
To be Approved by:	Principal
Executive Responsibility:	College administrator

Term of Reference is approved by the Dean of Index Ayurveda Hospital.

SIGNATURE :

By : Dr. Prajakta Tomar
Principal

Date

Prajakta
Dr. Prajakta Tomar
Principal
Index Ayurvedic College
25/09/2025
Index Ayurvedic College
Hospital & Research Center
INDORE (M.P.)