



# **National Institute of Technology Rourkela**

## **Committees for Academic, Administrative and Development Activities**

*Board vide resolution No.BOG-20(2009)-10: dt.17.04.2009*

**January 2009**

## PREAMBLE

An institution thrives on the work put in by its constituents – faculty, staff and students. The larger the participation of its members, the higher is the growth rate. While high end decisions on academic programmes, student intake, staff structure, pay scale and grants are decided by the Board of Governors or the Ministry of HRD, the institute enjoys full autonomy in carrying out its day to day administration. These functions are carried out in our institute by the Director, the Deans, Heads of Departments, Registrar, Faculty, Officers, and senior staff members. Subjective decisions as well as objective evaluations are carried out by committees created out of these individuals to ensure collective decision making. This booklet documents the structure and functions of those committees. In most cases, existing practices have been recorded; in a few cases, where practices are yet to take a firm root, a structure is proposed for the first time. It is hoped that availability of this written document will facilitate smooth administration of the different functions of the Institute.

Most of the committee members in institute level are nominated by the Director. It is, however, expected that the Director's choices will be governed by advice of concerned Deans, HoDs and Chairmen of committees. The Director does have the obligation to reject a committee's advice, to remove committee members for reasons of non-performance, misconduct or lack of team spirit. As the chief executive officer and legally accountable for the performance of the Institute, he even has the option to dismiss an entire committee. But, let us hope that any such situation will never arise.

In most cases, tenure of members is given as 2 years. Since we are already in the middle of an academic year, committees formed now will manage the affairs of the Institute till the end of the academic year i.e. June 30, 2009.

We shall formally re-constitute the committees before the expiry of the current academic year, so that they can take charge on July 1, 2009.

While some members will have a tenure of 2 years, some will serve for one year only. It is a special arrangement for the first year. In future, every year, approximately half the members of all committees will complete their tenure, making way for new members. The committees will thus function as permanent entities with a judicious mixture of youth and experience.

The success of any scheme depends on the sincerity of the functionaries. Faculty members and non teaching officials are the primary stake holders in the management of an institution of higher learning. Our future, and that of our students, depends on the sincerity with which we perform our duties. I hope all my colleagues will do their best in making this self-help scheme a success. Needless to say we shall all operate within the NIT Act, the statutes and ordinances and orders of the Board of Governors and of the Government.

Sunil Kr Sarangi  
Director



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA**

**A. High Level Committees**

- A1. The Teacher's Council
- A2. Committee of Deans and Heads of Departments
- A3. Planning and Development Committee
- A4. Internal Grievance Redressal Committee
- A5. Republic Grievance Redressal Committee
- A6. Committee against Sexual Harassment
- A7. Administrative Efficiency, Ethics & Vigilance Committee

**B. Senate Committees**

- B1. Research Program Evaluation Committee
- B2. Postgraduate Program Evaluation Committee
- B3. Undergraduate Program Evaluation Committee
- B4. Examination Malpractice Committee
- B5. Standing Institute Disciplinary Committee
- B6. Curriculum Development and Monitoring Committee
- B7. Academic Programme Oversight Committee
- B8. Time Table Committee
- B9. Convocation Committee
- B10. Training and Placement Committee
- B11. Library Committee
- B12. Intellectual Property and Entrepreneurship Development Committee

**C. Committees on Student and Alumni issues**

- C1. SAC Executive Council
- C2. Societies under SAC
- C3. Hall Management Council
- C4. Committee for Alumni Relations (CFAR)

**D. Administrative Committees**

- D1. Staff Development Committee
- D2. Institute Information & Archives Committee
- D3. House Allotment Committee
- D4. Press and Public Relations Committee
- D5. Write off and Disposal Committee
- D6. Technology Implementation and Safety Committee
- D7. Medical Advisory Committee
- D8. Board of Trustees for Provident Fund
- D9. Committee for On-campus Business
- D10. Community Welfare Committee
- D11. Committee for Management of places of Worship.

**E. Works and Maintenance Committees**

- E1. Civil Works Committee
- E2. Electrical Works Committee
- E3. Mechanical facilities (R & AC, Water supply, Vehicles) committee.
- E4. Cleanliness & Sanitation Committee
- E5. Lawns and Gardens Committee
- E6. Furniture Committee
- E7. Telephone and Electronics Committee
- E8. Computer and Networking Committee
- E9. Major Equipment Purchase and Maintenance Committee

**F. Departmental Committees (For each department)**

F1. Departmental Faculty Committee

F2. Departmental Administrative Committee

Faculty in charge of Facilities and Maintenance  
Faculty in charge of Departmental Computer facility  
Faculty in charge of Departmental Library

F3. Departmental Academic Committee

Faculty in charge of UG Projects (UG)  
Faculty in charge of SIRE  
Faculty in charge of Placement  
Faculty in charge of Departmental Seminars  
Faculty advisors of different batches of B Tech

F4. Departmental Academic Committee (PG & R)

Faculty in charge of PG projects of different specializations.  
Faculty in charge of Placement  
Faculty in charge of Departmental Seminars  
Faculty Advisory of different batches of M.Tech/M Sc  
Faculty in charge of Ph.D. and M Tech (R) projects.

F5. Departmental Purchase Committee  
Faculty in charge of petty expenditure

**G. Hall Committees (For each Hall of Residence)**

- G1. The General Body of the Hall
- G2. Hall Executive Committee
- G3. Hall Disciplinary Committee
- G4. Mess Committee
- G5. Hall Activities Committee
- G6. Hall Environment Committee
- G7. Maintenance Committee

## **A. HIGH LEVEL COMMITTEES**

### **A1. The Teacher's Council**

|                         |   |   |
|-------------------------|---|---|
| Name of Committee       | : | The Teachers' Council   |
| Functions               | : | The highest advisory body covering all aspects of the Institute – academic and administrative. Although its members are faculty members, it works for the welfare of the whole institute, not limited to the interests of the teaching community. |
| Responsible to          | : | Director  |
| Frequency of Reporting: | : | Once every semester   |
| Financial Authority     | : | None  |
| Tenure                  | : | Permanent   |
| Chairman                | : | Director  |
| Secretary               | : | Nominated by Director in a meeting of the council   |
| Members                 | : | All members of the faculty  |

### **A2. Committee of Deans and Heads of Departments**

|                         |   |   |
|-------------------------|---|---|
| Name of Committee       | : | Committee of Deans and Heads of Departments   |
| Functions               | : | To advise director on all administrative matters, and on academic matters in emergency situations   |
| Responsible to          | : | Director  |
| Frequency of Reporting: | : | Once a month.   |
| Financial Authority     | : | Without limit; Advice not binding on Administration   |
| Tenure of Members       | : | HODs: 3 years; Deans: 2 years   |
| Chairman                | : | Director  |
| Secretary               | : | Registrar   |
| Members                 | : | All Deans; Chief Warden<br>All Heads of all Departments<br>All Heads of Centres (CC, Liabrary, T & P Centre, SAC, CFAR<br>All Coodinators of Centres of Excellence - CIRCT, CDNM, CIER, MEC<br>Head, Institute Medical Facility<br>Invitees: As decided by Director from time to time<br>PIC – Examination, Time Table, Convocation,<br>Chairman, Committees, D1 – D11, E1 – E9 |

### **A3. Planning and Development Committee**

|                         |   |  |
|-------------------------|---|--|
| Name of Committee       | : | Planning and Development Committee   |
| Functions               | : | To work out the future course of the Institute; to decide on major growth avenues; to work out the plan budget and monitor plan expenditure. |
| Responsible to          | : | Director   |
| Frequency of Reporting: | : | Once every semester  |
| Financial Authority     | : | None   |
| Tenure of Members       | : | One Year   |
| Chairman                | : | Director   |
| Secretary               | : | Dean (PD)  |
| Members                 | : | Dean (AA), Dean (SR), Dean (SA), Dean (AR), Dean (Ad)<br>2 internal Board members;<br>Registrar  |
| Invitees                | : | 2 to 4 members nominated by Director from among alumni and other reputed Citizens.   |

#### **A4. Public Grievance Redressal Committee**

Name of Committee : Public Grievance Redressal Committee

Function :

- (i) To consider all grievance of parents of students and public citizens against the institute and to recommend corrective measures for consideration of the Director or the BOG.
- (ii) To take proactive steps to explain institute rules, regulations and other relevant issues through circulars and other means so that most complaints can be addressed to at their root.

Responsible to : BOG  
Frequency of reporting: As needed, at least once every year.  
Financial Authority : None  
Tenure of Members : 2 years  
Chairman : One BOG member nominated by Chairman, BOG.  
Members : Dean (SA), Dean (AR), Dean (Ad)  
One public figure of High Stature nominated by BOG  
2 members of Local alumni nominated by Director  
Chairman, Press & Public Relation Committee.  
Registrar

**Note: Reports of this committee will be placed before the BOG along with comments of the Directors if so advised by the committee.**

#### **A5. Internal Grievance Redressal Committee**

Name of Committee : Grievance Redressal Committee

Functions :

- (i) To consider all grievances of faculty, staff and students against administrative decisions on issues within the scope of the local administration and to recommended corrective measures for consideration of Director or BOG.
- (ii) To explain relevant rules to students and staff members and through circulars, explanatory notes and discussion meetings so that unfounded grievances can be addressed to at source.

Responsible to : Director  
Frequency of Reporting : As needed; at least once every year  
Financial Authority : None  
Tenure of Members : Two Years  
Chairman : Dean (Admn)  
Secretary : Registrar  
Members : Dean (SA), Dean (AR)  
One retired employee nominated by director  
  
One alumnus nominated by director

**Note: Reports of this committee will be placed before the BOG along with comments of the Directors if so advised by the committee.**

## **A6. Committee against Sexual Harassment**

Name of Committee : Committee against Sexual Harassment

Functions :

- (i) To create awareness among employees on the prevailing rules on sexual harassment in work place and to create confidence among employees at all levels.
- (ii) To consider complaints of sexual harassment in work place and to recommend remedial measures.

Responsible to : Director [Through Dean (Ad)]  
Frequency of Reporting: As needed; at least twice in a year  
Financial Authority : None  
Tenure of Members : 2 Years  
Chairman : A Senior female Professor / Officer of the Institute nominated by Director.  
Members :  
2 faculty or staff members (one female)  
2 reputed persons from outside the Institute (one must be female)  
Deputy/Asst.Registrar (Admn) as Non Member Secretary

**Note: Reports of this committee will be presented to the BOG by the Director along with his own observations if so advised by the committee.**

## **A7. Administrative Efficiency, Ethics & Vigilance Committee**

Name of Committee : Administrative Efficiency, Ethics & Vigilance Committee

Functions :

- (i) To monitor the Institute's administrative system covering all departments, all facilities and all sections of Registry, and to suggest methods for improvement of efficiency and transparency.
- (ii) To address to complaints of malpractice by Institute officials.
- (iii) In case of unethical conduct, financial or otherwise, to serve as the Investigating Committee
- (iv) To suggest changes in rules and procedures to eliminate wasteful or unethical practices if any at the root.
- (v) To monitor performance of all administrative (Category D) and works (Category E) committees and to advise Director on their improvement or re-constitution.

Responsible to : Director  
Frequency of Reporting: Twice a year plus as needed  
Financial Authority : None  
Tenure of Members : Two Years  
Chairman : A senior professor nominated by Director  
Members : One internal BOG member;  
Two faculty members, two members of non-teaching staff and two local alumni nominated by the Director

**Note: Reports of this Committee will be presented to the BOG by the Director along with his own observations, if so advised by the committee.**



## **B. SENATE COMMITTEES**

## **B1. Research Programme Evaluation Committee**

Name of Committee : Research Programme Evaluation Committee

Functions :

- (i) To suggest the norms of admission of scholars to various research programmes leading to D.Sc., Ph.D., M.Tech.(Res) degrees of the Institute.
- (ii) To scrutinize and recommend on the proposals of the Departmental Committees for Postgraduates Studies & Research, in respect of offering research scholarships, fellowships and associateships.
- (iii) To recommend draft regulations pertaining to academic and residential requirements for research programmes leading to D.Sc., Ph.D., M.Tech.(Res) degrees.
- (iv) To scrutinize and recommend on the proposals of Doctoral and Masters Scrutiny Committees in respect of registration, progress and continuance of research programmes for individual scholars, and award of degrees on the basis of adjudication of thesis and viva voce.
- (v) To ensure that all norms of academic and residential requirements for each research scholar/fellow are strictly followed.
- (vi) To advise the Doctoral and Masters Scrutiny Committee on any matter relating to the research programmes of the students.
- (vii) To examine any proposal for a student of M.Tech. (Res) programme to be shifted to Ph.D. Programme and vice versa.
- (viii) To examine and recommend cases of advancement of thesis submission proposed by DSC.
- (ix) To recommend to the Senate the award of the doctoral degree on the basis of academic norms and regulations laid down for the purpose.
- (x) Frequency of the Meetings: Before every Senate Meeting
- (xi) Any other function assigned by the Senate or by the Director on behalf of the Senate.

|                         |   |   |
|-------------------------|---|---|
| Responsible to          | : | Senate  |
| Frequency of Reporting: | : | Once before every Senate meeting  |
| Financial Authority     | : | None  |
| Tenure of members       | : | 2 Years [2 members retire every year]   |
| Chairman                | : | Dean (AA)   |
| Members                 | : | <ul style="list-style-type: none"><li>• Dean of Student Affairs</li><li>• Four Senate Members to be nominated by the Senate, for a period of two years by rotation.</li><li>• 2 Members will be inducted during alternate years.</li><li>• Heads of the Depts concerned to be co-opted,</li><li>• Deputy/Asst. Registrar (Academic) -Non-Member Secretary</li></ul> |

## **B2. Postgraduate Programme Evaluation Committee**

Name of Committee : Postgraduate Programme Evaluation Committee

Functions :

- (i) To consider the recommendations of DAC (PG&R) on matters relating to M. Tech. Programme and to make suitable recommendations to Senate
- (ii) To frame and revise curricula for the M. Tech. Courses of study for all Departments
- (iii) To ensure that all norms and regulations pertaining to postgraduate programme are strictly followed.
- (iv) To make periodic review of ordinances, regulations and instructions pertaining to M. Tech. Programmes and recommended to the Senate any modification thereof.
- (v) To co-ordinate postgraduate admissions and examination of Departments.
- (vi) To review the academic performances in the postgraduates studies and to make suitable recommendations to the Senate regarding declaration of results and award of degrees and diplomas.
- (vii) To recommend to the Senate the award of stipends, scholarships, prizes & medals as per rule and such other conditions and norms as may be stipulated for the awards.
- (viii) Any other function assigned by the senate or by the Director on behalf of the senate.

Responsible to : Senate  
Minimum Frequency : Once before every Senate Meeting and as needed  
of Reporting  
Financial Authority : None  
Tenure of Members : Ex officio  
Chairman : Dean (AA)  
Members : Dean (Students Affairs)  
Professor In-charge Examination  
The Chairmen of All DAC (PG&R)  
Deputy/Asst. Registrar (Academic) -Secretary

## **B3. Undergraduate Programme Evaluation Committee**

Name of Committee : Undergraduate Programme Evaluation Committee

Functions :

- (i) To consider the recommendations of the Departmental Academic Committee on matters relating to under-graduate programme and to make suitable recommendation to the Senate.
- (ii) To frame and revise curricula for the under-graduate courses of study.
- (iii) To ensure that all norms and regulations pertaining to under-graduate programme are strictly followed.
- (iv) To make periodic review of ordinances, regulations and instructions pertaining to under-graduate programme and to recommend to the Senate any modification thereof.

- (v) To recommend to the Senate the results of all U.G. examinations and award of degrees.
- (vi) To review the academic performances of students in general and make suitable recommendations to the Senate.
- (vii) To recommend to the Senate, the award of stipends, scholarships, medals & prizes etc.
- (viii) To draw off general time table for the under-graduate course and finalize the UG academic calendar to be put up to the Senate.
- (ix) To consider and recommend to the Senate any special cases related to attendance, examination, registration etc.
- (x) Any other function assigned by the Senate or by the Director on its behalf.

|                         |   |  |
|-------------------------|---|--|
| Responsible to          | : | Senate   |
| Frequency of Reporting: | : | Once every semester and once before every Senate meeting.  |
| Financial Authority     | : | None   |
| Tenure of Members       | : | Ex officio   |
| Chairman                | : | Dean (AA)  |
| Members                 | : | <ul style="list-style-type: none"> <li>• Dean (Students Affairs)</li> <li>• Professor In-charge, Time Table</li> <li>• Chairmen of all Departmental Academic Committees</li> <li>• Head, Central Workshops</li> <li>• Professor in charge of Examination</li> <li>• Deputy / Assistant Registrar (Academic) - Secretary</li> </ul> |

#### **B4 . Examination Malpractice Committee**

|                         |   |  |
|-------------------------|---|--|
| Name of Committee       | : | Examination Malpractice Committee  |
| Functions               | : | To decide on steps to check examination malpractice.<br>To examine cases of examination malpractice and take remedial measures.  |
| Responsible to          | : | Senate   |
| Frequency of Reporting: | : | Once after every examination if needed.  |
| Financial Authority     | : | None   |
| Tenure of Members       | : | 2 Years  |
| Chairman                | : | Professor in Charge, Examinations  |
| Members                 | : | Concerned invigilator reporting the incident<br>Two faculty members nominated by Senate for 2 years<br>The instructor of the course may be co-opted if felt necessary by the Chairman. |

#### **B5. Standing Disciplinary Committee**

Name of Committee : Standing Disciplinary Committee

Functions :

- (i) To look into all student indiscipline cases as assigned by Director, Dean (AA) or Dean (SA) to establish guilt if any and to recommend corrective measures.
- (ii) To advise on general measures to be taken to eliminate student indiscipline from the campus.

|                         |   |           |
|-------------------------|---|-----------|
| Responsible to          | : | Senate    |
| Frequency of Reporting: | : | As needed |
| Financial Authority     | : | None      |
| Tenure of Members       | : | 02 Years  |
| Chairman                | : | Dean (SA) |
| Members                 | : |           |

- Chief Warden of Halls
- Warden of Hall of residence of the concerned student (if needed)
- 2 members of faculty nominated by the Senate for two years
- 2 senior students nominated by the senate for one year
- Deputy/Asst Registrar (Academic) – secretary.

### **B6. Curriculum Development and Monitoring Committee**

Name of Committee : Curriculum Development and Monitoring Committee

Functions :

- (i) To continuously monitor curricula and syllabi of all departments, review student feedback as provided by the departments, collect views of experts from other institutions and from industry and to present to the Senate revisions of curricula in consultation with departments.
- (ii) To promote availability of courses of one department to students of other departments.
- (iii) To review curricular changes proposed by departments and recommended them to Senate.

|                         |   |   |
|-------------------------|---|---|
| Responsible to          | : | Senate  |
| Frequency of Reporting: | : | Once every semester                           |
| Financial Authority     | : | None  |
| Tenure of Members       | : | 2 Years                                       |
| Chairman                | : | Senior faculty member nominated by the Senate |
| Members                 | : | 4 members of faculty nominated by the Senate  |

### **B7. Academic Programme Oversight Committee**

Name of Committee : Academic Programme Oversight Committee

Functions :

- (i) To oversee operation of theory, tutorial and laboratory classes around the institute.
- (ii) To examine if departmental academic committees are adequately monitoring their own programmes and taking remedial action in case of deficiencies.
- (iii) To examine if laboratory classes and student projects are conducted seriously and identify scope for improvement.
- (iv) To help departments in remaining upto date in matters of enrolment, registration and other formalities of Ph.D. and M.Tech (R) Students.
- (v) To guide departments in identifying deficiencies in academic programmes and taking remedial measures.
- (vi) To submit reports to Director, typically once a month. The director will place them before the full senate in every meeting.

Responsible to : Senate  
Frequency of Reporting: Once every semester  
Financial Authority : None  
Tenure of Members : 2 Years  
Chairman : Senior faculty member nominated by the Senate  
Members : 4 members of faculty nominated by the Senate

### **B8. Time Table Committee**

Name of Committee : Time Table Committee

Functions :

- (i) To fix time table slots and room assignments.
- (ii) To work out the Time Table for the UG programmes
- (iii) To monitor compliance with published time table
- (iv) To identify difficulties of students and teachers and to take remedial measures.

Responsible to : Senate  
Frequency of Reporting: Once every semester, and as needed  
Financial Authority : None  
Tenure of Members : 2 Years  
Chairman : Senior faculty member nominated by Senate  
Members :

- Three Faculty members nominated by the Senate
- Assistant Registrar (Acad)

### **B9. Convocation Committee**

Name of Committee : Convocation Committee  
Functions : To make all arrangements and conduct the convocation  
Responsible to : Senate  
Frequency of Reporting: Once every year  
Financial Authority : As per budget allocation  
Tenure of Members : Two Years  
Chairman : Senior faculty member nominated by Senate  
Members : Faculty, officers and staff members nominated by Director in consultation with Chairman, Convocation Committee for different activities.

### **B10. Training and Placement Committee**

Name of Committee : Training and Placement Committee

Functions :

- (i) To monitor the placement activities and make recommendations on policy matters
- (ii) To guide departments to ensure that all students are given SIRE opportunities in reputed organizations.
- (iii) To approve SIRE plans formulated by the departments for B.Tech. and M.Sc. students in coordination with Professor T & P.

Responsible to : Senate  
Frequency of Reporting: Once every semester  
Financial Authority : None  
Tenure of Members : Two Years  
Chairman : Professor, Training & Placement  
Members : One representative of each department with a UG or PG programme, to be nominated by HOD taking into cognizance views of concerned students.  
The chairman can invite student members to participate in the meetings.

### **B11. Library Committee**

Name of Committee : Library Committee

Functions :

- (i) To recommend policies on:
  - a. Operation of Library
  - b. Procurement of books, journals and subscription to electronic library services
- (ii) To decide on list of books, journals and other resources to be procured within allocated budget
- (iii) Any other matter related to Library

Responsible to : Senate  
Frequency of Reporting: Once every semester  
Financial Authority : Within Budget allocation  
Tenure of Members : Two Years  
Chairman : Senior Professor appointed by Senate  
Members : One nominee of each department  
All officers of library

### **B12. Intellectual Property and Entrepreneurship Development Committee**

Name of Committee : Intellectual Property and Entrepreneurship Development Committee

Functions :

- (i) To advise Dean (SR) and Director on matters relating to creation and protection of intellectual property.
- (ii) To advise Dean (SR) and Director on matters relating to development of entrepreneurship among faculty, staff and students.
- (iii) To examine all applications for IP protection and recommend measures to be taken.
- (iv) To promote activities leading to creation of intellectual property.
- (v) To take measures and organize events leading to development of entrepreneurship.

Responsible to : Director  
Frequency of Reporting: Once every semester, plus as needed  
Financial Authority : None  
Tenure of Members : 2 Years  
Chairman : Dean (SRICCE)  
Members : Professor in charge, IPED  
2 faculty members and 2 technical staff nominated by the Senate  
Officer in charge of IPED in SRICCE

## **COMMITTEES ON STUDENT AND ALUMNI ISSUES**



### **C1. SAC Executive Council**

|                         |   |   |
|-------------------------|---|---|
| Name of Committee       | : | SAC Executive Council                             |
| Functions               | : | To administer all SAC activities                  |
| Responsible to          | : | Dean (SA)   |
| Frequency of Reporting: | : | 4 times a year or more                            |
| Financial Authority     | : | Within allocated budget                           |
| Tenure of Members       | : | One Year  |
| Chairman                | : | President SAC                                     |
| Members                 | : | All Vice Presidents<br>All convenors of societies |

### **C2. Societies under SAC**

Names of Societies

- (1) Technical society
- (2) Games & Sports society
- (3) Cultural society
- (4) Music and films society

Functions:

- (i) To administer and promote corresponding student activity
- (ii) To promote and support satellite societies

|                     |   |  |
|---------------------|---|--|
| Responsible to      | : | President SAC  |
| Frequency 2 Reports | : | As needed, at least once a month except during vacations |
| Financial Authority | : | As per SAC budget  |
| Tenure members      | : | one year   |
| Chairmen            | : | Vice Presidents of societies                             |
| Member              | : | Elected and nominated members of SAC                     |

### **C3. Hall Management Council**

Name of Committee : Hall Management Council

Functions :

- (i) To frame policies related to management of halls of residence and welfare of residents.
- (ii) To monitor working of the hostels including cleanliness, food service, student relations, intra-hall sports and cultural competitions.

|                         |   |   |
|-------------------------|---|---|
| Responsible to          | : | Director  |
| Frequency of Reporting: | : | Twice every semester  |
| Financial Authority     | : | As per budget allocation  |
| Tenure of Members       | : | Ex - officio  |
| Chairman                | : | Chief Warden  |
| Members                 | : | All Wardens and Assistant Wardens<br>All General Secretaries of Halls |

### **C4. Committees for Alumni Relations (CFAR)**

Name of the committee: Committees for Alumni Relations

Functions :

- (i) To maintain official records of all alumni
- (ii) To establish link with alumni and alumni organisations, and answer queries.
- (iii) To publish news letter and maintain web site for alumni

- (iv) To administer alumni sponsored activities in the Institute.
- (v) To contact industry and alumni for chair professors, faculty and student fellowships, travel grants and other forms of support.
- (vi) To raise money for the institute development fund.

|                     |   |  |
|---------------------|---|--|
| Responsible to      | : | Director   |
| Frequency           | : | once every semester  |
| Financial authority | : | As per the Institute budget allocation   |
| Tenure of members   | : | 2 years  |
| Chairman            | : | Dean (AR), Dean (SA), President SAC  |
| Members             | : | 2 members of Institute faculty<br>2 local alumni not employed in NIT (from within state of Orissa)<br>2 alumni of high stature living outside Orissa.<br>1 senior manager from industry who is not an alumnus. |

**Note : The committee will use electronic media to ensure participation of external alumni.**

## **D. ADMINISTRATIVE COMMITTEES**

## **D1. Staff Development Committee**

Name of Committee : Staff Development Committee

Functions :

- (i) To conceive and document programmes for staff training, improvement of work environment and other welfare measures.
- (ii) To organize training of non-teaching staff and officers to improve efficiency and work output.
- (iii) To promote mutual assistance among staff members in improvement of quality.
- (iii) To improve motivation among staff members, and to take measures (e.g. counseling) towards control of drinking, paan and gutka chewing and absenteeism.
- (vii) To propose measures for improvement of working conditions of staff.

Responsible to : Director  
Frequency of Reporting: Twice a year  
Financial Authority : Within allocated budget  
Tenure of Members : Two Years  
Chairman : Dean (Admn)  
Members :

- 2 members from faculty and officers and staff nominated by Director
- One nominee each of all service associations.
- 2 members of alumni nominated by Director.

## **D2. Institute Information & Archives Committee**

Name of Committee : Institute Information & Archives Committee

Functions :

- (i) To design and maintain Institute web site.
- (ii) To design and print "Institute Profile" and other promotional material.
- (iii) To maintain archives of Institute regulations, faculty publications, plans and drawings.
- (iv) To design all publications of the Institute, including annual report, brochures, curricula, communication directory, project record book calendar etc.
- (v) To arrange and supervise printing and distribution of these publications.
- (vi) To create and maintain posters and electronic display material.

Responsible to : Director  
Frequency of Reporting: Twice every semester  
Financial Authority : Within allocated budget  
Tenure of Members : Two Years  
Chairman : One senior faculty member nominated by Director  
Members :

- 4 Members of faculty & officers nominated by the Director
- 2 members of non teaching staff nominated by Director

### **D3. House Allotment Committee**

Name of Committee : House Allotment Committee

Functions :

- (i) To work out seniority and decide allotment of residential quarters to Institute employees on accordance with the regulations.
- (ii) To examine requests for out-of-turn allotments and put up to Director for consideration

Responsible to : Director (through Dean (AD))  
Frequency of Reporting: once a year, or as needed.  
Financial Authority : None  
Tenure of Members : 2 years  
Chairman : Senior faculty member nominated by Director  
Secretary : Deputy/Asst registrar (Admin)  
Members : One nominee each of all service associations.

### **D4. Press and Public Relations Committee**

Name of Committee : Press Public Relations Committee

Functions :

- i. To interact with press, electronic media and the public.
- ii. To identify events such as new R & D or consultancy projects, good student projects, student activities, seminars etc and report them to the media.
- iii. To proachievelly look for unusual events in the Institute, collect information and share with media in a fair and transparent manner, then avoiding the spread of misinformation.
- iv. To organize seminars for keeping public and press informed about Institute activities.
- v. To maintain directory of press and media personnel.

Responsible to : Director  
Frequency of Reporting: 2 times a year  
Financial Authority : None  
Tenure of Members : Two Years  
Chairman : A senior faculty member of officer nominated by Director  
Secretary : A faculty or staff member nominated by Director  
Members : Nominee of Dean (SR), AR or officer in charge of IPED  
Nominee of Dean (SA), preferably a vice president of SAC  
Security officer  
One faculty member nominated by Director  
One staff member nominated by Director

**Note : The committee shall work within guidelines set by the administration on all administrative issues.**

This Committee is for keeping Press & Public informed about academic and student action and not allowed to bring out press release related to Administration, Policy Matters or any personnel issues, or any other matter that has potential for creating controversy. All press releases of the Institute related to administrative matters shall be issued by the Registrar or by the Director. The administration was directed to designate a spokesperson of the Institute to deal with the press on behalf of the Institute.

#### **D5. Write off and Disposal Committee**

Name of Committee : Write off and Disposal Committee

Functions :

- (i) To examine proposals from departments for writing off surplus, obsolete, damaged or lost materials, and to recommend proposals to the Director and BOG.
- (ii) To assign disposal value to written off material.
- (iii) To examine proposals of departments to remove components from written off stores.
- (iv) To assist in auction of written off stores.
- (v) To examine and recommend old files and documents for disposal.

Responsible to : Director  
Frequency of Reporting: 2 times in a year  
Financial Authority : nil  
Tenure of Members : 2 years  
Chairman : A senior faculty member nominated by Director  
Secretary : AR (P & W)  
Members : 2 faculty members nominated by Director  
HOD of concerned department.

#### **D6. Technology Implementation and Safety Committee**

Name of Committee : Technology Implementation and Safety Committee

Functions :

- (i) To introduce technology and modern gadgetry, in institute's own activities.
- (ii) To monitor all such gadgetry and ensure that they are functional.
- (iii) To make use of hand tools and measuring instruments more common among the institutes' faculty, staff and students'.
- (iv) To visit laboratories, hostels, work places and kitchens, look for obsolete and/or unsafe practices, and to advise users to use modern and safe practices.
- (v) To create awareness of technology and safety among students, staff, faculty, visitors, contractors, and contractor's personnel through posters, letters, email and all other media as it thinks fit.
- (vi) To conduct seminars, invited talks etc on modern gadgetry and/or safety practices.
- (vii) To bring out circulars, notices, booklets drawing attention to unsafe practices and advising on measures to be taken to avoid them.
- (viii) Safety will include electrical, chemical, fire, water and sports related events both on campus (academic departments, residences and hostels) and off campus (e.g. study tour, picnics) activities.
- (ix) Safety of personnel is of utmost importance. The Committee will have authority to direct any agency of the Institute to follow proper safety practice. Any willful violation of a written or oral directive, by any person in campus, will constitute a serious violation of law, and will be treated by the administration accordingly.

Responsible to : Director  
 Frequency of Reporting: Once every Semester  
 Financial Authority : None  
 Tenure of Members : Permanent Committee  
 Chairman : One Senior Professor nominated by Director  
 Members :  
 • 2 faculty members specializing in safety & environment issues.  
 • Security Officer.  
 • 2 technical staff nominated by director  
 • 1 alumni or other citizens conversant with safety practices.

### **D7. Medical Advisory Committee**

Name of Committee : Medical Advisory Committee

Functions :

- (i) To advise Director on policies on dispensing medical services.
- (ii) To create rules and procedures for making it easy for staff members to obtain services.
- (iii) To create procedures that eliminate fraudulent practices, if any
- (iv) To assist administration in choosing medical services such as services of specialist doctors and technicians.

Responsible to : Director  
 Frequency of Reporting: Twice a year  
 Financial Authority : Within allocated budget  
 Tenure of Members : 2 Years  
 Chairman : Dean (Administration)  
 Members :  
 • All Medical Officers  
 • 2 members of faculty and officers nominated by Director.  
 • One nominee each of all service associations.  
 • upto 2 medical experts from outside, nominated by Director.

### **D8. Board of Trustees for Provident Fund**

Name of committee : Board of Trustees for Provident Fund

Functions :

- (i) To recommended investment schemes for PF funds.
- (ii) To examine advance and withdrawal applications and recommended cases for director's approval on merit of the cases.
- (iii) Any other function assigned by director.

Responsible to : Director  
 Frequency of Reports: once a year  
 Financial Authority : None  
 Tenure of Members : 2 years  
 Chairman : Faculty member or officer nominated by the Director  
 Members : Two nominees from each service association.  
 Two members nominated by director.

## **D9. Committee for On-campus Business**

Name of Committee : Committee for on-campus business

Functions :

- (i) To monitor the service provided by the canteens and other businesses on campus such as stationary stores, coffee shops, book store etc., including menu, quality of food, service, cleanliness, quality of products standards of stationary, prices and behavior.
- (ii) To grade on regular basis their performance and to assist administration in renewal of their contract.
- (iii) To suggest institutional infrastructure to be made available to the businesses for more efficient service.

Responsible to : Director (through Dean(SA))

Frequency of Reporting: Once every semester

Financial Authority : None

Tenure of Members : Two Years

Chairman : One senior faculty member nominated by Director

Members :

- Two wardens/asst wardens nominated by Chief Warden
- 1 member of non teaching staff nominated by Director
- 3 students (2 UG + 1PG) all nominated by Dean (SA)

## **D10. Community Welfare Committee**

Name of Committee : Community Welfare Committee

Functions :

- (i) To manage, maintain and improve the community Centre and its surroundings which includes
  - allotting usage of community centre to NIT employees for personal and social functions,
  - fixing charges for various usage needs,
  - making community centre available to Durga Puja Committee for conducting Puja and related functions in the premise.
  - ensuring discipline, restraint of noise etc to safeguard interest of residents living in proximity of community centre, and
  - checking wastage of water and electricity and avoiding damage to of buildings.
- (ii) To advise Director on priorities in improvement of living conditions of campus residents (quarters, roads, water supply, sanitation) within budget allocation.
- (iii) To assist engineering staff in implementing maintenance projects
- (iv) To assist in water and electricity supply at time of shortage and in emergency.

Responsible to : Director

Frequency of Reporting: 2 times a year

Financial Authority : As per budget allocation

Tenure of Members : Two Years

Chairman : Senior faculty member nominated by Director.

Members :

- Two members of faculty, officers and staff nominated by the Director.
- One nominee each of all service associations.
- AEE (Civil), AE (Electrical)
- PIC (Lawns and Gardens)



## **D11. Committee for Management of Places of Worship**

Name of Committee : Committee for Management of Places of Worship

Functions :

- (i) To manage operation, finance and all other aspects of running the places of worship in campus.
- (ii) To ensure that no new places of worship (except purely personal entities inside residential quarters) comes up, except as directed by the Board of Governors.
- (iii) To ensure that places of worship are not used for political activity, illegal activity or organised (involving more than one family) worship/meals by outsiders.
- (iv) Any other activity deemed necessary for welfare of the worshippers.

|                         |   |   |
|-------------------------|---|---|
| Responsible to          | : | Director  |
| Frequency of Reporting: | : | Once a year   |
| Financial Authority     | : | All contributions collected from worshippers or employees   |
| Tenure of Members       | : | 3 Years (one third of the members retire every year)  |
| Chairman                | : | Faculty member or officer nominated by Director.  |
| Members                 | : | Three nominees from each service association<br>Six members nominated by Director, one of them serving as Chairman<br>and one as Treasurer. |

**Note :** This Committee will take charge (including all assets and liabilities) from the present Board of Trustees for places of worship.

## **E. WORKS AND MAINTENANCE COMMITTEES**

## **E1. Civil works Committee**

Name of Committee : Civil Works Committee

Functions :

- (i) Assessing the utility of a civil project and fixing the specifications (including brands of components), if and when requested by Dean (PD) or Director.
- (ii) Examining tender documents on day of opening, negotiating and finalizing the rates and recommending the award of work.
- (iii) Keeping an eye on progress of work in various projects and advising (on own initiative) Dean (PD) / Director on any steps to be taken to ensure superior quality and timely completion of work.
- (iv) Assisting Dean (PD) and Director, when requested, in handling special situations such as major change in specifications during execution of a project, examining possible changes in contract, fixing rates for extra items levying penalty on contractor for poor work or slow progress etc.
- (v) Updating “Registered Contractors” list from time to time, covering addition of new names, deletion of poor performers and change of category.
- (vi) Working out schedule of rates and Rate contracts for maintenance and minor civil works,
- (vii) To serve as purchase committee for procurement of stores for estate (civil) and award of contracts.
- (viii) If the estimated construction value exceeds Rs. 20 lakhs, Dean (PD) will be the Chairman of the Committee and the Chairmen listed above will serve as a member.

Responsible to : Director  
Frequency of Reporting: Once per week, or as needed.  
Financial Authority : As per budget allocation  
Tenure of Members : 2 Years  
Chairman : Dean (PD)  
Members :

- Prof in charge, Civil Construction
- Prof in charge, Civil Maintenance
- 2 external members preferably alumni of the Institute, nominated by the Director
- 4 faculty members or visiting Professors nominated by Director
- AEE (Civil)

## **E2. Electrical Works Committee**

Name of Committee : Electrical Works Committee

Functions :

- (i) Assessing the utility of an electrical project and fixing the specifications (including brands of components), if and when requested by Dean (PD) or Director.
- (ii) Examining tender documents on day of opening, negotiating and finalizing the rates and recommending the award of work.

- (iii) Keeping an eye on progress of work in various projects and advising (on own initiative) Dean (PD) / Director on any steps to be taken to ensure superior quality and timely completion of work.
- (iv) Assisting Dean (PD) and Director, when requested, in handling special situations such as major change in specifications during execution of a project, examining possible changes in contract, fixing rates for extra items levying penalty on contractor for poor work or slow progress etc.
- (v) Updating “Registered Contractors” list from time to time, covering addition of new names, deletion of poor performers and change of category.
- (vi) Working out schedule of rates and Rate contracts for maintenance and minor civil works,
- (vii) To issue as purchase committee for procurement of stores for estate (civil) and award of contracts.

|                         |   |   |
|-------------------------|---|---|
| Responsible to          | : | Director  |
| Frequency of Reporting: | : | Once per week, or as needed.  |
| Financial Authority     | : | As per budget allocation  |
| Tenure of Members       | : | 2 Years   |
| Chairman                | : | Dean (PD) or his nominee (for routine decisions only)   |
| Members                 | : | <ul style="list-style-type: none"> <li>• Prof in charge, Electrical Construction</li> <li>• Prof in charge, Electrical Maintenance</li> <li>• 1 external members preferably alumnus of the Institute, nominated by the Director</li> <li>• 2 faculty members or visiting Professors nominated by Director</li> <li>• AE (Electrical)</li> </ul> |

**E3. Mechanical Facilities (R & AC, Water supply, Vehicles) committee**

Name of committee : Mechanical Facilities Committee

Functions :

- (i) To provide expertise on procurement, operation and maintenance of mechanical facilities such as R & AC equipment, drinking water fountains, water supply to academic buildings, water supply equipment, Institute vehicles, lawn mowers, cleaning equipment and other mechanical devices.
- (ii) To monitor day to day maintenance of such equipment either directly or indirectly.
- (iii) To serve as the purchase committee for procurement of mechanical equipment & consumables and award of works contracts for central services.
- (iv) To clear procurement proposals from departments for R & AC and other relevant mechanical equipment of common use.

|                         |   |   |
|-------------------------|---|---|
| Responsible to          | : | Director  |
| Frequency of Reporting: | : | 4 times a year  |
| Financial Authority     | : | within allocated budget   |
| Tenure members          | : | 2 years   |
| Chairman                | : | Senior faculty member nominated by Director   |
| Members                 | : | <ul style="list-style-type: none"> <li>• 2 faculty members nominated by Director</li> <li>• 2 members of technical staff nominated by Director</li> </ul> |

#### **E4. Cleanliness & Sanitation Committee**

Name of Committee : Cleanliness & Sanitation Committee

Functions :

- (i) To monitor the cleaning of the institute and hostel buildings, toilets, roads and surroundings
- (ii) To certify the performance of institute staff as well as that of contractors
- (iii) To serve as Purchase Committee for procurement of materials and services and award of contracts

Responsible to : Dean (PD)  
Frequency of Reporting: 4 times a year  
Financial Authority : Within budget allocation  
Tenure of Members : Two years  
Chairman : A faculty member nominated by Director  
Members :

- 2 members of faculty nominated by Director
- 2 members of technical staff nominated by Director
- Security Officer
- Engineering personnel assigned responsibility.

#### **E5. Lawns and Gardens Committee**

Name of Committee : Lawns and Gardens Committee

Functions :

- (i) To frame policies on the shape and look of Institute's lawns, gardens and plantation.
- (ii) To plan expenditure within allocated budget on creation of new lawns & gardens and maintenance of existing lawns including road sides.
- (iii) To maintain all land of the institute including plantation, road sides and the general landscape.
- (iv) To serve as the Purchase Committee for award of contracts for lawns and gardens.
- (v) To monitor the work of the contractor as well as the Institute's gardening staff.

Responsible to : Dean (PD)  
Frequency of Reporting: Twice every semester  
Financial Authority : Within allocated budget  
Tenure of Members : Two Years  
Chairman : Senior faculty member nominated by Director  
Members :

- Two members of faculty nominated by Director
- Two members of staff nominated by Director
- Concerned engineering officers
-

#### **E6. Furniture Committee**

Name of Committee : Furniture Committee

Functions :

- (i) To plan the furniture requirement of the Institute under different categories.
- (ii) To recommend specification of furniture (including brand names) to be procured.
- (iii) To work out strategies for repair/reuse of existing furniture and to hire professional carpenters/contractors for the purpose.
- (iv) To serve as the Purchase Committee for furniture for all departments.

Responsible to : Dean (PD)  
Frequency of Reporting: Twice every semester  
Financial Authority : Within budget allocation  
Tenure of Members : Two Years  
Chairman : A member of faculty nominated by Director  
Members :

- Two members of faculty nominated by Director.
- Two members of technical staff nominated by Director.

### **E7. Telephone and Electronics Committee**

Name of Committee : Telephone and Electronics Committee

Functions :

- (i) To plan and operate the Institute's telephone network and centralized electronic devices.
- (ii) To serve as the Purchase Committee for all expenses related to telephones and electronic devices in common use.
- (iii) To find technical solutions of telephone related problems.
- (iv) To plan, purchase, install and maintain electronic audio visual equipments
- (v) To serve as the purchase committee for Telephone, audiovisual, photocopies and electronic equipment.
- (vi) To serve as custodian of Telephone exchange, Senate Hall and other facilities as advised by Director.

Responsible to : Dean (PD)  
Frequency of Reporting: Once every semester  
Financial Authority : Within budget allocation  
Tenure of Members : Two Years  
Chairman : A faculty member nominated by Director  
Members :

- 2 faculty members nominated by Director
- 1 member of technical staff nominated by Director.
- Concerned Engineering staff

## **E8. Computer and Networking Committee**

Name of Committee : Computer and Networking Committee

Functions :

- (i) To work out policies related to creation and operation of computer network, servers and software.
- (ii) To assist Head, computer centre to administer the network.
- (iii) To implement network related measures, including anti-virus and anti-spam measures in the departments.
- (iv) To create policies on procurement of computing equipment, create vendor lists and set up rate contracts.
- (v) To serve as purchase committee for procurement of computers and networking equipment for central facilities.
- (vi) To examine purchase proposals from departments and recommend them to Director for approval.

Responsible to : Director  
Frequency of Reporting: 4 times in a year  
Financial Authority : As per budget allocation  
Tenure of Members : One Year  
Chairman : Dean (PD)  
Members :

- Head, Computer Centre
- Officers of computer centre.
- One member from each department nominated by the HOD.

## **E9. Major Equipment Purchase and Maintenance Committee**

Name of Committee : Major Equipment Purchase and Maintenance Committee

Functions :

- (i) To advise director on procurement of equipment [costing over Rs.10.00 lakh per equipment] for any department.
- (ii) To make policies on making equipment costing above Rs. 10.00 lakh available to users across all departments;
- (iii) To publish lists and take measures for increasing usage of expensive equipment.
- (iv) To examine difficulties in operating the equipment and to find solutions.

Responsible to : Director  
Frequency of Reporting: Once every semester plus as per need  
Financial Authority : None  
Tenure of Members : 2 Years  
Chairman : Senior faculty member nominated by Director  
Members : 4 members of faculty nominated by Director

**F. DEPARTMENTAL COMMITTEES  
(FOR EACH DEPARTMENT)**



### **F1. Departmental Faculty Committee**

Name of Committee : Departmental Faculty Committee

Functions :

- (i) Highest administrative and academic authority in a department
- (ii) To advise HOD on all academic and administrative matters

Responsible to : HOD  
Frequency of Reporting : Twice a year  
Financial Authority : Within budget allocation to the Department  
Tenure of Members : Ex-officio  
Chairman : HOD  
Members : All faculty members of the department.

### **F2. Departmental Administrative Committee**

Name of Committee : Departmental Administrative Committee

Functions :

- (i) A small but agile committee to assist HOD in all administrative matters involving allocation of personnel and fixing priorities in infrastructure procurement and utilisation.
- (ii) To implement and monitor measures for enhancement of academic activities sponsored research and industrial consultancy.
- (iii) To organize conferences and motivate faculty members to offer short term courses to industry.
- (iv) To identify bottlenecks in implementation of departmental programmes and take remedial measures.

Responsible to : HOD  
Frequency of Reporting: 5 times in a year  
Financial Authority : As per budget allocation  
Tenure of Members : 2 years  
Chairman : HOD  
Members : 5 members of departmental faculty nominated by the faculty committee covering all academic groups and ranks.

The administrative committee must include faculty members in charge of “Facilities and Maintenance”, “Departmental Computer Facilities” and “Departmental Library”. In small departments the Departmental Faculty Committee will serve as Departmental Administrative Committee.

### **F3. Departmental Academic Committee (UG)**

Name of Committee : Departmental Academic Committee

Functions:

- (i) To decide course structure and detailed syllabi of subjects offered by the Department.
- (ii) To assign teaching duties to faculty members and to make facilities available for teaching.
- (iii) To allot faculty advisors to the new batches of students admitted.

- (iv) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission and recommend to Institute level committee.
- (v) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.
- (vi) To assign under-graduate Projects to students of the Department.
- (vii) To constitute evaluation boards for projects, viva voce, training reports etc.
- (viii) To monitor delivery of instruction and ensure that all classes are held as per regulation.
- (ix) To monitor continuous evaluation of students by course teachers through class tests, and assignments etc.
- (x) To decide award of medals and prizes based on departmental merit or activities, where ever applicable.
- (xi) Any other duties to be assigned by the HOD.

|                         |   |                                       |
|-------------------------|---|---------------------------------------|
| Responsible to          | : | HOD                                   |
| Frequency of Reporting: | : | 5 times in a year                     |
| Financial Authority     | : | None                                  |
| Tenure of Members       | : | One Year                              |
| Chairman                | : | A senior faculty member of department |
| Members                 | : | Four to six faculty members.          |

The committee should include faculty members in charge of UG projects, SIRE, placement, Departmental seminars and faculty advisors of different batches. In small departments the Departmental Faculty Committee will serve as Departmental Academic Committee.

#### **F4. Departmental Academic Committee (PG & R)**

Name of Committee : Departmental Academic Committee

Functions :

To decide course structure and detailed syllabi of subjects offered by the Department, in post graduate level.

To assign teaching duties to faculty members and to make facilities available for teaching.

To allot faculty advisors to the new batches of students admitted.

- (i) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission.
- (ii) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.
- (iii) To assign post-graduate Projects to students of the Department.
- (iv) To constitute evaluation boards for projects, viva voce, training reports etc.
- (v) To monitor delivery of instruction and ensure that all classes are held as per regulation.
- (vi) To monitor continuous evaluation of students by course teachers through class tests and assignments etc.

- (vii) To decide award of medals and prizes based on departmental merit or activities, whichever applicable.
- (viii) To assign thesis guides to Ph.D. and M Tech (R) students.
- (ix) To create doctoral and masters scrutiny committees for all research students.
- (x) To monitor registration, and submission of thesis, extension of scholarship etc of all research students.
- (xi) Any other duties to be assigned by the HOD.

Responsible to : HOD  
 Frequency of Reporting: 5 times in a year  
 Financial Authority : None  
 Tenure of Members : One Year  
 Chairman : A senior faculty member of department  
 Members : Four to six faculty members.

The committee should include faculty members in charge of M Tech projects, placement, Departmental seminars and faculty advisors of different M.Tech / M.Sc batches. In small departments the Departmental Faculty Committee will serve as Departmental Academic Committee.

#### **F5. Departmental Purchase Committee**

Name of Committee : Departmental Purchase Committee

Functions :

- (i) To meet at the beginning of the financial year to make plan for spending the expected funds under equipment and operating grants and to make mid-course corrections, if necessary, as and when better information is available from the Finance officer. Thereafter, the Committee should, depending on the need, meet as frequently as necessary, to ensure that no purchase proposal is delayed.
- (ii) To advise the H.O.D. on allocation of funds to different laboratories/groups and to assist the Professors In-charge of different laboratories for making the Purchases in time.
- (iii) To process the quotation call notice/bidding documents scrutinize the quotations/bids received, prepare the comparative statement and recommend the vendor/bidder on whom supply order/contract will be placed. The concerned Professors/Officers-in-Charge of Laboratories/Offices/Projects may process all documents on behalf of the Purchase Committee. But the Committee, or the Chairman on its behalf, must examine the documents before recommending them to the H.O.D./H.O.C.
- (iv) To prepare budget for all department.
- (v) To undertake any other work entrusted by the Head of the Department/Centre/Office.

Responsible to : HOD  
 Frequency of Reporting: 2 times a year  
 Financial Authority : As per budget allocation  
 Tenure of Members : One year  
 Chairman : One senior faculty member nominated by HOD  
 Members : 5 faculty members from wide cross section of age and specialization  
 In small departments the Departmental Faculty Committee will serve as Departmental Purchase Committee.

## **H. HALL COMMITTEES (FOR EACH HALL OF RESIDENCE)**

### **G1. The General Body of the Hall**

Name of Committee : The General Body of the Hall

Functions :

- (i) To make all important decisions on the management of the hall including procurement of goods and services, appointment of contractors for different services, food in the mess etc.
- (ii) To appoint and recall office bearers of the Hall Executive Committee.

Responsible to : All students of Hall  
Frequency of Reporting: Four times a year  
Financial Authority : As per hall's annual revenue  
Tenure of Members : N/A  
Chairman : Warden  
Members : Assistant Warden  
All residents of the Hall

### **G2. Hall Executive Committee**

Name of Committee : Hall Executive Committee

Functions :

- (i) Day to day administration of Hall affairs.
- (ii) Advising Wardens in important decisions.
- (iii) To hire temporary staff as needed by the hall and monitoring their work.

Responsible to : General Body  
Frequency of Reporting: 4 times a year  
Financial Authority : As per earnings of the hall  
Tenure of Members : One Year  
Chairman : Assistant Warden  
Members : General Secretary and other secretaries elected by the students

### **G3. Hall Disciplinary Committee**

Name of Committee : Hall Disciplinary Committee

Functions :

- (i) To work towards maintaining cordial environment in the hall.
- (ii) In case of a breach of regulation by a student, to examine the complaints and award punishment.
- (iii) In case of major offences to report the matter to the standing Disciplinary Committee of the Institute.

Responsible to : Warden  
Frequency of Reporting: As needed  
Financial Authority : None  
Tenure of Members : One year  
Chairman : Assistant Warden  
Members :

- General Secretary
- 3 members of the hall nominated by the Warden

### **G4. Mess Committee**

Name of Committee : Mess Committee of the Hall

Functions :

- (i) To administer outsourcing of the catering contract and to evaluate performance of the mess contractor.
- (ii) To ensure that hygienic and fresh food is supplied in the mess.
- (iii) To ensure cleanliness and hygiene of the kitchen, dining space, dish washing space, and waste disposal.
- (iv) To work out and publish mess menus, in consultation with a broad section of the residents, to provide the quality and variation of taste worthy of a national institute.
- (v) To ensure adherence of the time schedule for opening and closing of the dining hall, and that the premises are cleaned up before closing for the night.
- (vi) To ensure that students maintain proper decorum in dining hall and pay the dues of the caterer.
- (vii) To organize delivery of food to students admitted to hospitals.

Responsible to : General Body  
Frequency of Reporting: 4 times a year  
Financial Authority : As per earnings of hall under mess bill  
Tenure of Members : One Year  
Chairman : Assistant Warden  
Members :

- Mess Secretary
- One member picked at random from each wing of Hall

#### **G.5. Hall Activities Committee**

Name of Committee : Hall Activities Committee  
Functions : To administer and stimulate sports and cultural activities in a hall  
Responsible to : General Body of the Hall  
Frequency of Reporting: 4 times a year  
Financial Authority : As per Hall's budget allocation  
Tenure of Members : One Year  
Chairman : Assistant Warden  
Members :

- Activity Secretary of the Hall
- One member from each wing of the hall

#### **G6. Hall Environment Committee**

Name of Committee : Hall Environment Committee

Functions :

- (i) To monitor and administer environmental control measures in the hall.
- (ii) To monitor performance of contractors engaged in cleaning and gardening.
- (iii) To maintain cleanliness of the hall, particularly that of the rooms of the residents, corridors, lawns, gardens and surroundings and to employ personnel to assist in the job.
- (iv) To implement methods for disposal/utilization of all trash, vegetable waste and left-over foods.
- (v) To monitor performance of the cleaning and gardening contractors engaged by the HEC.

Responsible to : General Body

Frequency of Reporting: 4 times a year  
 Financial Authority : As per Hall's budget allocation  
 Tenure of Members : One Year  
 Chairman : General Secretary  
 Members :
 

- Environment Secretary of the Hall
- One member each from every wing

### **G7. Maintenance Committee**

Name of Committee : Maintenance Committee

Functions :

- (i) To keep the assets of the hall, such as furniture, utensils, water coolers, aquaguards, generators, invertors, kitchen ware etc in top condition all the time.
- (ii) To take care of electric fitting and telephone connections including instruments owned or rented by the hall or the Institute.
- (iii) To take care of the water supply system in toilets, kitchen, lawns and gardens, and to eliminate wastage of water.
- (iv) To ensure that toilets are maintained clean and hygienic and to monitor services provided by the contractors.
- (v) To identify the repair and maintenance works necessary in the halls and to ensure that all facilities are maintained either by the hall's own resources or by the office of the Chief Warden.
- (vi) To maintain complaints book where students can record their maintenance needs.
- (vii) To report all maintenance of the hall to the competent authorities and seek remedial measures.
- (viii) To monitor and administer resources of the hall including furniture, electrical fittings, plumbing,
- (ix) Cleaning of corridors and rooms, cleaning of toilets.
- (x) To certify performance of contractor engaged in cleaning of toilets before passing of bills.

Responsible to : General Body  
 Frequency of Reporting: 4 times a year  
 Financial Authority : As per budget allocation in the hall  
 Tenure of Members : One Year  
 Chairman : General Secretary  
 Members :
 

- Members selected from each wing
- Maintenance Secretary

#### **D4. Press and Public Relations Committee**

Name of Committee : Press Public Relations Committee

Functions :

- i. To interact with press, electronic media and the public.
- ii. To identify events such as new R & D or consultancy projects, good student projects, student activities, seminars etc and report them to the media.
- iii. To proachievely look for unusual events in the Institute, collect information and share with media in a fair and transparent manner, then avoiding the spread of misinformation.
- iv. To organize seminars for keeping public and press informed about Institute activities.
- v. To maintain directory of press and media personnel.

Responsible to : Director  
Frequency of Reporting: 2 times a year  
Financial Authority : None  
Tenure of Members : Two Years  
Chairman : A senior faculty member of officer nominated by Director  
Secretary : A faculty or staff member nominated by Director  
Members : Nominee of Dean (SR), AR or officer in charge of IPED  
Nominee of Dean (SA), preferably a vice president of SAC  
Security officer  
One faculty member nominated by Director  
One staff member nominated by Director

**Note : The committee shall work within guidelines set by the administration on all administrative issues.**

This Committee is for keeping Press & Public informed about academic and student action and not allowed to bring out press release related to Administration, Policy Matters or any personnel issues, or any other matter that has potential for creating controversy. All press releases of the Institute related to administrative matters shall be issued by the Registrar or by the Director. The administration was directed to designate a spokesperson of the Institute to deal with the press on behalf of the Institute.

#### **E5. Lawns and Gardens Committee**

Name of Committee : Lawns and Gardens Committee

Functions :

- i. To frame policies on the shape and look of Institute's lawns, gardens and plantation.
- ii. To plan expenditure within allocated budget on creation of new lawns & gardens and maintenance of existing lawns including road sides.
- iii. To maintain all land of the institute including plantation, road sides and the general landscape.
- iv. To serve as the Purchase Committee for award of contracts for lawns and gardens.
- v. To monitor the work of the contractor as well as the Institute's gardening staff.

Responsible to : Dean (PD)  
Frequency of Reporting: Twice every semester  
Financial Authority : Within allocated budget  
Tenure of Members : Two Years  
Chairman : Senior faculty member nominated by Director  
Members :

- Two members of faculty nominated by Director
- Two members of staff nominated by Director
- Concerned engineering officers





## Gender and Inclusivity Policy at NIT Rourkela

NIT Rourkela is nationally accredited by Department of Science and Technology (DST) for being a pioneer in the field of promoting Gender and Inclusivity. Gender Advancement for Transforming Institutions (GATI), a DST initiative has recognized NIT Rourkela as GATI Achiever. The letter of recognition is enclosed.

### **General Aspects**

- Regular faculty and staff recruitment on a mission mode with a special focus on recruiting female candidates.
- Newly joined faculty and staff are mentored by seniors of the department.
- Ensuring adequate female representations at higher administrative levels (Deans, HoD's, HoC's, Chairperson/President). All Institute/Departmental committees have at least one female representative. Institute is making sincere efforts to increase this number. Moreover, some Institute level committees have more than 30 % females as members.
- Encouraging women speakers in outreach activities. Encouraging women social programs via governmental schemes like Unnat Bharat Abhiyan.
- As an ongoing process sincere efforts are being made to appoint female nodal officers for government schemes like Fit India etc. In future the Institute aspires to increase this number.
- The Institute creche which is already operational is planned to be upgraded by allocating bigger space with more child care amenities.
- Institute plans to recruit more female doctors at its Health Centre in the coming years. Currently, three lady doctors are on the Health care rolls of the Institute.
- FTBI the Institute incubator is encouraging women based startups via attractive schemes like NIDHI Entrepreneur in residence.
- Mentoring at the department level by assigning a senior faculty for hand-holding and settling for early career faculty.
- Providing seed grants to partially support the research activities.
- Providing office support in setting up a good and ambient workplace. Providing computing resources for day-to-day activities.
- Quarter facility for family settlement.
- Spousal applicants are encouraged and currently, the Institute has spousal candidates working at the Institute at all levels i.e. faculty, officer, and administrative staff.
- Institute provides a seed grant of 2 lakhs to partially support the research activities of new faculty.
- Institute provides Quarter facility for family settlement.
- Institute provides medical facility to employees and their dependent family members as per CGHS rules.

- NITs follow the Model Recruitment Rules (MRR) that is gazetted where for every next level the concept of promotion is removed. This used to be called Career Advancement System (CAS) which was abolished by MoE. Currently, all posts are advertised and existing faculty apply to it and appear before the selection committee that is constituted as per the NIT statutes.
- The MRR is credit point based and progression happen when the faculty accumulates the requisite points for the next level. Appointments at all levels are via open advertisements.
- Duty leave, deputation, study and sabbatical leave, extraordinary leave for academic purpose are encouraged.
- Officer and staff promotion is via a Department Promotion Committee (DPC) which is internally constituted as per rules.
- Process for applying and sanction of leave are through well laid out procedures which are called “Through proper channel.” The leave application process is completely online via a homegrown ERP. The reporting officer must be informed via a telephonic call so that suitable work arrangements are carried out. Maternity/Paternity leave get a high priority.
- Provisions for extending leave beyond sanctioned period using other forms of leave like Child care leave, extraordinary leave ,etc., is prevalent.
- Non-formal support such as relaxation in workload and flexible work timings is prevalent at the Institute. Institute has a non-formal practice of supporting its staff with regard to caring responsibilities by providing them flexible hours of work. Since all the staff are on campus the flexi hours helps to overcome the problems associated with caring responsibilities.
- Informally, reduced workload/ flexible working hours is prevalent which is managed on a case-by-case basis by the Department HoD’s.
- WISE-KIRAN division of DST offer WOS-A, B and C schemes which are ongoing at the Institute. Institute also supports its faculty to undertake post-doctoral studies. There are many cases where full-time faculty have been offered sabbatical leave to pursue programs like Fulbright Nehru, Fulbright Kalam, Marie-Curie and Humboldt fellowships which offer mobility options.

## **Family Support Services**

- Institute has a fully functional creche and day care centre on campus. One of the faculty quarter was recently earmarked for this purpose and the facility is named as Indradhanush.
- The day care centre has all amenities for child care and is currently utilized by faculty, officers, staffs and married doctoral students as well as early career researchers.
- Institute has a Health Centre and the current doctor strength is 8. The health centre also has a pharmacy adjacent to it. The health centre caters to the health needs of all stakeholders.
- Institute has a special unit earmarked for Mental health and it is named as Institute Counselling Services (ICS). It has a psychiatrist and a counsellor who visit the facility twice every week and cater to the mental health issues of all stakeholders. Yourdost an online platform for providing counselling services is also being subscribed by the Institute which was useful during the COVID-19 pandemic.
- Institute has a post office, few on campus restaurants, canteens, two guest houses offering dining facilities, a community centre, two markets for ease of access to its stakeholders.

- Technology club, staff club and community centre also form a part of the family support services since they provide a medium for conducting family functions.
- Institute has a unit called Safety and Security (SS) and it is headed by a Head of Unit who is a faculty member of the Institute.
- The Safety and Security (SS) is outsourced to an external agency who provide their services. Currently 112 male guards and 25 female guards are deputed to the Institute by the outsourcing agency.
- The SS unit also oversees the CCTV based Network Video Recorder (NVR) with the technical assistance of Computer & Informatics Centre (CIC). There are a total 350+ cameras across the Institute (680 acres of lush green campus) and its monitoring is carried out from the Surveillance room located in the main academic building.
- Institute has a Transport Unit that manages an well-equipped ambulance which is available 24x7 outside the health centre to transfer patients to full-fledged hospitals with in-patient care. Additionally, three buses are stationed at the transport unit to manage the travel requirements of the Institute.

### **Addressing Sexual Harassment**

As per Parliamentary Act 2013 on “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)”, NIT Rourkela has an Internal Complaints Committee (ICC). Any complaint regarding sexual harassment received by the authority is forwarded to ICC. ICC conducts inquiry into the complaint in accordance with the provisions of the service rules applicable (DoPT guidelines) to the respondent. Following process are followed by ICC: Background of the complaint is studied, merit of the complaint is determined, proceedings are conducted, observations and findings are reported, finally recommendations are given to the Competent Authority. NIT Rourkela has a zero tolerance towards any form of sexual harassment.

### **Addressing Ragging/Bullying**

- Any incident of Ragging is a serious offence and must be reported to the Standing Disciplinary Committee of the Institute.
- Ragging involving any physical force or significant mental harassment must be brought to the attention of the Chief Warden immediately on detection.
- In matters of ragging, a fresher is accountable to the same extent as seniors. Cooperating in ragging, not reporting a case of ragging, or not reporting any incident of unsolicited contact by senior students for the purpose of ragging is a serious offence and invites punishment under the rules.
- There is a special anti-ragging committee Headed by Dean-Student Welfare to investigate ragging matters.

### **Gender Responsive Budget**

- Institute has utilized its budget to build the creche and day care centre in the FY 21-22. A faculty quarter D-1 type was earmarked for the purpose and it was refurbished. All amenities like play area with amenities, indoor equipment for kids have been procured. A day care committee is formed and is functional to look into the functioning of the day care centre.
- ICC regularly conducts sensitization programmes and budget is allocated to it from the Miscellaneous fund which is managed by the Registrar’s office and is approved by the Director.

## **Orientation and Diversity Sensitization Programmes**

- Institute orientation program happens once a year during the admission session i.e. in the month of July-August.
- Institute counselling services (ICS) conducts its own sensitization programs addressing the importance of mental health.
- For the first time GSAT conducted an orientation and sensitization program alongside ICS induction program.
- ICC regularly conducts sensitization programs on sexual harassment-prevention and best practices every semester.

## **Courses Addressing Gender and Diversity**

Humanities and Social Sciences department of the Institute caters to the curriculum related to gender. There are two courses as follows

Gender and Development with course code HS5313  
Gender, Diversity and Inclusion with course code HS1314

The course syllabus is available at the following links

[shorturl.at/pEIQ4](http://shorturl.at/pEIQ4) and [shorturl.at/amvWY](http://shorturl.at/amvWY)

The above courses are core courses for MA-Development studies and are offered as professional electives to all the 18 STEM departments and students are free to choose them.