



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 All Heads of all Departments All Heads of Centres (CC, Liabrary, T & P Centre, SAC, CFAR All Coodinators of Centres of Excellence - CIRCT, CDNM, CIER, MEC Head, Institute Medical Facility Invitees: As decided by Director from time to time PIC – Examination, Time Table, Convocation, 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) 2 internal Board members; 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">• Dean of Student Affairs• Four Senate Members to be nominated by the Senate, for a period of two years by rotation.• 2 Members will be inducted during alternate years.• Heads of the Depts concerned to be co-opted,• Deputy/Asst. Registrar (Academic) -Non-Member Secretary

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"> • Dean (Students Affairs) • Professor In-charge, Time Table • Chairmen of all Departmental Academic Committees • Head, Central Workshops • Professor in charge of Examination • Deputy / Assistant Registrar (Academic) - Secretary

B4 . Examination Malpractice Committee

Name of Committee	:	Examination Malpractice Committee
Functions	:	To decide on steps to check examination malpractice. 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 Two faculty members nominated by Senate for 2 years 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 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 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 2 local alumni not employed in NIT (from within state of Orissa) 2 alumni of high stature living outside Orissa. 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 Six members nominated by Director, one of them serving as Chairman 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"> • Prof in charge, Electrical Construction • Prof in charge, Electrical Maintenance • 1 external members preferably alumnus of the Institute, nominated by the Director • 2 faculty members or visiting Professors nominated by Director • AE (Electrical)

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"> • 2 faculty members nominated by Director • 2 members of technical staff nominated by Director

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

