

Manual - 8

1.8 Boards, councils, committees and other bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]

1.8.1 Name of Boards, Council, Committee etc.

1. Proctorial Board
2. Sexual Harassment Committee
3. PWD Committee
4. AMC Committee
5. Purchase Committee
6. Library Committee

1.8.2 Composition

HoDs, Associate Professors, Assistant Professors, Lecturers and other concerned Staff

1.8.3 Dates from which constituted

From time to time

1.8.4 Term / Tenure

One year

1.8.5 Powers and functions

- To maintain the smooth functioning of the institution,
- To maintain discipline among the students

1.8.6 Whether their meetings are open to the public?

No

1.8.7 Whether the minutes of the meetings are open to the public?

No, if required the minutes of meeting will be provided to the public

1.8.8 Place where the minutes if open to the public are available?

List of boards, councils, committees etc.

S.No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1.	Technical Committee	Departmental I/Cs – Chairperson Two Lecturers .	Formulation and inspection of technical specifications of Machinery & Equipment	As and when required.
2.	Purchase Committee	Campus Director- Chairperson Departmental I/Cs, JAO, DDO Accounts Officer (External)	Scrutinizing of purchases as per Govt. rules.	As and when required
3.	Library Committee	Library I/C- Chairperson Department I/Cs	Scrutinizing of purchases of books as per Govt. rules.	As and when required
4.	Proctorial Board	Associate Professor- Chairperson Two Lecturers	Management of discipline of students.	As and when required
5.	Women Harassment Committee	Campus Director- Chairperson Two Senior Ladies Members	To examine the harassment against women.	As and when required
6.	Staff Development Cell	Associate Professor	To keep liaison with Short Term & Long Term courses for upgradation of staff	As and when required

7.	Misc. Fund Committee	Campus Director- Chairperson Student Advisor DDO	To scrutinizing the purchases from the non-Govt. fund.	As and when required
8.	Welfare of Minorities (SC/ST Cell)	Associate Professor	To look into the matter of welfare of the concerned students	As and when required
9.	Takinki Sikhsha Sansthan Kalyan Simiti (TaSSKS)	Chairperson Vice Chairman NGO Members Senior Citizen RWA Member Ex Faculty Member Faculty Member Ex Student Member Student Member JAO	To approve/scrutinizing the minor maintenance drive.	Monthly

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
Till further orders	No	No	As and when required	