

List of Institutional Committee

Sl. No	Administrati on	Composition		Role/ Responsibilities	Frequency for updation of meeting minutes register(minimum/year)	Tentative schedule for updation
		Committee in-charge	Members			
1	Institutional Development and Monitoring Committee	Dr.S.K.Moulick	Dr.Gargishankar Verma Dr.Vinay Soni Mr.Manish Verma Mr.Uday Ku Rajak Mrs.Sushree Mahapatra	<ul style="list-style-type: none"> Minutes of Meeting. Annual Report Action Taken 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 3rd Saturday of January 3rd Saturday of July (as and when required)
2	Program Assessment Committee	Dr.Gargishankar Verma	Mr.Manish verma Mrs.Sushree Mahapatra Ms. Sarika Gamphoria Mr.Rajeev Patel Dr Anand Kumar Mrs Ashwani Gawande	<ul style="list-style-type: none"> Minutes of Meeting Result Analysis Attainment of Program Outcomes with their evidences Attainment of Course Outcomes with their evidences 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 2nd Saturday of January 2nd Saturday of July (as and when required)
3	Academic audit Committee	Mr.Uday Rajak	Mr.Manish Verma Mr.Tomeshwar Dhivar Ms.Barkha Soni Mr. Gulab sahu	<ul style="list-style-type: none"> Minutes of Meeting Academic Time Table Lesson Plan Semester Plan 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 3rd Monday of January 3rd Monday of July (as and when required)
4	Research/Scientific Committee	Dr.Vinay Soni	Dr.Gargishankar Verma Dr.Anand Kumar Mrs Tarini Dewangan Mr.Dharmendra Das Ms Maya Dewangan	<ul style="list-style-type: none"> Minutes of Meeting Record of Ongoing and Completed Projects (In-house) Record of Grants received by Industry/Government. 	4 times in a year (as and when required)	<ul style="list-style-type: none"> 2nd Saturday of January 2nd Saturday of April 2nd Saturday of July 2nd Saturday of October

			Mrs.Sushree Mahapatra	<ul style="list-style-type: none"> • Mechanism for apply Industrial Projects • MOU with Industry if any • List of Participants in Seminar/Workshop/Conferences • Publications of the Institute • Utilization Certificates of the Projects • Reports of Seminar/Workshop 		(as and when required)
5	Examination Committee	Mr.Manish Verma	Mr.Aaditya Sharma Mr.Sudharsan Yadav Mr Joyprakash Soni Mr.Rajeev Patel Mr. Vikas Verma Mr Gulab Sahu	<ul style="list-style-type: none"> • Minutes of Meeting • Verification of Academic Calendar (Last 3 Years) • Question Papers of Sessional Examination (Last 3 Years) • Question Papers of Practical Examinations (Last 3 Years) • Question papers of End Semester Exam (theory) (Last 3 Years) • Practical Time Table (Last 3 Years) • Sessional Time Table (Last 3 Years) • Sessional Duty Chart (Last 3 Years) • Sessional Exam Copies (Last 3 Years) • Practical Exam Copies (Last 3 Years) 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 4th Saturday of January • 4th Saturday of April • 4th Saturday of July • 4th Saturday of October (as and when required)

				<ul style="list-style-type: none"> • Sessional Marks List (Last 3 Years) • Practical Exam Marks List (Last 3 Years) • Result Analysis All Types (Last 3 Years) • T. R. Sheet (All Batches with RV and RVV) • Sessional and Practical Marks Register • Industrial training Certificates of session 2014-15 		
6	Career Guidance, Training and Placement Cell	Mr.Uday Rajak	Mr.Snehil Mitra Ms.Nisha Dewangan Mrs Tarini Dewangan Ms.Surabhi Sharma Ms Rashmi Dewangan Mr Yogesh Kumar	<ul style="list-style-type: none"> • Minutes of Meetings • List of Placement (M. Pharm.) • List of Industry visited to CIP for Campus interview with all details (last 3 years) – Campus interview file • Appointment Letters of students placed for job. • List of Placement (Passout batch B. Tech. 2017) • Profile of Visited industries in industrial tour. • Evidences for group discussion classes 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)
7	Entrepreneurship cell &	Dr. Vinay	Mr.Omprakash Mr.Kundan sahu	<ul style="list-style-type: none"> • Minutes of Meeting • Constitution 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January

	Alumni Committee		Ms.Rashmi Dewangan Ms.Sivani Patel Ms Asha Sahu Mr Yogesh Kumar	<ul style="list-style-type: none"> Alumni Association Registration List of Alumni Registered Program Conducted (Minimum 2 in a year) List of Participants in program with their feedback List of Entrepreneurs Success Story of Entrepreneurs 		<ul style="list-style-type: none"> 3rd Saturday of July (as and when required)
8	Admission Cell	Mr. Jay Kumar Khatri	Mr.Rajeev Patel Mr.Jai Narayan Verma Mr Shiv Shankar Sarwa Mr Akshay Kumar	<ul style="list-style-type: none"> Minutes of Meeting List of Admitted Students in B. Tech 1st Sem. with PET/AIEEE Rank List of Admitted Students in B. TECH. 3rd Sem. (Lateral Entry) Admission Rule Book 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 2nd Saturday of January 2nd Saturday of July (as and when required)
9	Anti Sexual Harassment Cell/ Women Redressal Committee	Dr.S.K Moulick	Ms.Sushree Mahapatra Ms.Rashmi Dewangan Ms. Maya Dewangan Mrs.Richa Shrisvatava Ms Sinthiya Zaman	<ul style="list-style-type: none"> Minutes of meeting Constitution Guidelines/Mechanism Complaints received (if any). Action taken on complains 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 3rd Saturday of January 3rd Saturday of July (as and when required)
10	Anti Ragging Committee	Dr. Gargishankar Verma	Dr.Gargishankar Verma Dr.Vinay Soni Mr.Manish Verma Mr.Uday Ku Rajak Mrs.Sushree Mahapatra Ms Maya Dewangan Warden (Girls and Boys Hostel)	<ul style="list-style-type: none"> Minutes of meeting Constitution Guidelines/Mechanism Complaints received (if any). Action taken on complains 	2 times in a year (as and when required)	<ul style="list-style-type: none"> 4th Saturday of January 4th Saturday of July (as and when required)

11	Library Committee	Dr. Anand Kumar	Mrs Nagma Khan Mr.Manish Jain Mr Devendra Verma Mr Dharmendra Das Ms Archana Bala	<ul style="list-style-type: none"> • Minutes of Meeting • List of books with accession no. • Budget Allocation years wise for library resources • Journals details (Year wise) • E-resources • Procedure for purchasing books • Maintenance of books • Bills of Books & Journals • No. of book purchased in last three years (year wise) • No. of title added in last three years (Year wise) • No. of volume added in last three years (year wise) • No. of addition added in last three years (year wise) • M. Tech Projects (Year wise) with list • B. Tech. Projects (Years wise) with list • Ph. D. Thesis (Year wise) with list 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 4th Saturday of January • 4th Saturday of April • 4th Saturday of July • 4th Saturday of October (as and when required)
12	Purchase	Dr S K Moulick	Dr.Gargi S. Verma	<ul style="list-style-type: none"> • Minutes of meeting 	2 times in a year	<ul style="list-style-type: none"> • 3rd Saturday of

	Committee		Dr.Vinay Soni Mr.Manish Verma Mr.Uday Ku Rajak Mrs.Sushree Mahapatra Mr Jay Kumar Khatri Ms Maya Dewangan	<ul style="list-style-type: none"> • Constitution • Procedure for purchasing of books, chemical, glassware, furniture, instruments, teaching aids, stationary items and others. • Inventory system • Issue/Balance stock record/register of Glassware • Issue/Balance stock record/register of Chemical • Issue/Balance stock record/register of instruments • Issue/Balance stock record/register of Ethyl Alcohol • Issue/Balance stock record/register of Acetic anhydride • Budget Allocation • Bills of Chemicals • Bills of Glassware • Bills of Instruments • Bills of Ethyl Alcohol • Bills of Acetic anhydride • Bills of furniture • Bills of stationary • Bills of computer accessories • Segregation of chemicals 	(as and when required)	January <ul style="list-style-type: none"> • 3rd Saturday of July (as and when required)
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13	Technical Magazine Committee	Mr Snehil Mitra	Ms.Maya Dewangan Ms. Nisha Dewangan Mrs. Shukuntala Das Mr Sudarshan Yadav	<ul style="list-style-type: none"> • Minutes of Meeting • News letters (Last 3 Years) • Prospectus (Last 3 Years) 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 2nd Saturday of January • 2nd Saturday of April • 2nd Saturday of July • 2nd Saturday of October (as and when required)
14	Sports events	Mr.Devendra Dhankar Ms Gunjun Bhardwaj	Mr. Omprakash Sinha Mr.Jay Prakash Soni Ms. Rashmi Dewangan Ms. Nisha Dewangan Mr. Gulab Sahu Ms. Borkha Soni Mr Arun Kumar Das	<ul style="list-style-type: none"> • Minutes of meeting • List of events • Prize distribution list (year wise – last 3 years) • List of District/State/National/International level player from institute • List of winning students (1st, 2nd & 3rd Position) in inter-school competitions • Sports facility (Materials, indoor games room and outdoor playgrounds) 	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)
15	Cultural events	Mrs. Sushree Mahapatra	Ms. Gunjan Bhardwaj Mrs. Tarini Dewangan Mrs Shukuntala Das Mr. Snehil Mitra Mr. Gulab sahu Mr Dinbandhu Sahu Ms Harsha Sahu Mrs Sandhya Thakur	<ul style="list-style-type: none"> • Minutes of Meeting • List of Events (including all types of events workshop, seminar, motivational lecture, orientation program, blood donation camp, rotary club activity, spik mecaay related program etc.) Prize distribution list (year	2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)

				wise – last 3 years)		
16	Discipline Committee*	Dr S K Moulick	Dr.Gargi S Verma Dr.Vinay Soni Mr.Manish Verma Mr.Uday Ku Rajak Mrs.Sushree Mahapatra Ms Maya Dewangan Students (2) Mr Jay Kumar Khatri		2 times in a year (as and when required)	<ul style="list-style-type: none"> • 3rd Saturday of January • 3rd Saturday of July (as and when required)
17	Redressal Committee (General)	Dr S K Moulick	Dr.Gargi S Verma Dr.Vinay Soni Mr.Manish Verma Mr.Uday Ku Rajak Mrs.Sushree Mahapatra Mr Jay Kumar Khatri	<ul style="list-style-type: none"> • Minutes of meeting • Constitution • Guidelines/Mechanism • Complaints received (if any). • Action taken on complains 	1 time in a year (as and when required)	<ul style="list-style-type: none"> • 1st Saturday of January (as and when required)
18	Hostel Committee	Mr. Shri Ram Yadav Warden (Boys Hostel) Mrs Yadav Warden (Girls Hostel))	2 , 2 Students Name from Boys and Girls Boys Hostel Ms Sarika Ghamforia (Girs Hostel) Ms Harsha Sahu (Girls Hostel) Mr Yogesh Kumar (Boys Hostel) Mr Sudarsan Yadav (Boys Hostel)	<ul style="list-style-type: none"> • Minutes of Meeting • Maintenance record of hostels • Complaints received • Action Taken • Log Book of Hostel • List of Students who have taken hostel facility (Last 3 years – Year wise with room numbers) 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 2nd Saturday of January • 2nd Saturday of April • 2nd Saturday of July • 2nd Saturday of October (as and when required)
19.	Website Maintenance	Dr..Gargishankar Verma	Mr. Tikendra Verma Mr Snehil Mitra Mr Umesh Tandon Mr Omprakash Sinha	<ul style="list-style-type: none"> • Maintenance of website • Time to time updation in website 	4 times in a year (as and when required)	<ul style="list-style-type: none"> • 2nd Saturday of January • 2nd Saturday of April • 2nd Saturday of July • 2nd Saturday of

20.	Committee for Social Work	Mr. Tomeshwar Dhivar Ms Sarika Gamforia	Mr. Omprakash Sinha Mr. Dharmendra Das Ms. Asaha Sahu Mr. Snehil Mitra Ms. Shivani Patel	<ul style="list-style-type: none"> Minutes of Meeting Maintenance of records Activities related to NSS Activity Unnat Bharat Abhiyan Rotract Any other work for social well being 	4 times in a year (as and when required)	October <ul style="list-style-type: none"> 2nd Saturday of January 2nd Saturday of April 2nd Saturday of July 2nd Saturday of October
21	Laboratory Committee	Dr. Vinay Soni Dr Anand Kumar Ms Maya Dewangan	Mr. Omprakash Sinha Mr. Animesh Mishra Mr. Devendra Dhankar Ms. Gunjan Bhardwaj. Mr Snehil Mitra Mrs Nagma Khan Mr Prateek Kumar Mr Arun Kumar Das	<ul style="list-style-type: none"> Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments 	NA	NA
				<ul style="list-style-type: none"> Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments 	NA	NA
				<ul style="list-style-type: none"> Maintenance of Laboratory Updation of SOP, Logbooks Maintenance of instruments 	NA	NA
				<ul style="list-style-type: none"> Maintenance of Laboratory Updation of 	NA	NA

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				<ul style="list-style-type: none"> Maintenance Laboratory Updation SOP, Logbooks Maintenance instruments 	of	NA	NA
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				<ul style="list-style-type: none"> Maintenance Laboratory Updation SOP, Logbooks Maintenance instruments 	of	NA	NA

* Committee which form occasionally.

	Frequency	Tentative Schedule
Newsletter publication Mr.Snehil Mitra Ms Nisha Dewangan Mrs Richa Shrivastava	6 times in a year	<ul style="list-style-type: none"> • 4th week of February • 4th week of April • 4th week of June • 4th week of August • 4th week of October • 4th week of December