



## INSTITUTIONAL COMMITTEES List of Institutional committees' year 2023-24

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## 1. Board of Governors (BOG)

### Functions

- Adopt the fees and other charges payable by the students at the college as fixed by the Government/ University from time to time.
- Accept endowments, institute scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendation of the academic council.
- Send the suggestions to the university for new programs of study in the college recommended by the academic council.
- Lay down service conditions, emoluments as per the council norms, traveling allowances for teaching and non-teaching staff in the college, consistent with the University statutes/ ordinances/ regulations/ rules and State Government provisions.
- Lay down procedure for selection/ recruitment of teaching, non-teaching staff and to appoint the same in the college, consistent with University/ Council statutes/ ordinances/ regulations/ rules and State Government provisions.
- Lay down procedure for selection/ recruitment of Adjunct Faculty.
- Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/ procedure laid down in this regard.
- Invest in (any money belonging to college) approved securities, as it shall from time to time, think fit or in the purchase of immovable property.
- Transfer or accept transfer of any movable or immovable property of the College.
- Entertain, adjudicate upon and if thought fit, constitute a committee to advise and/ or to recommend Redressal of the grievances of the members of the staff of the College.
- Delegate administrative and financial powers to the Director and other functionaries in the College for smooth functioning.
- The Board of Governors (BOG) is responsible for devising action plans to achieve the Institution's Mission and Goals.
- BOG possesses full supervisory authority over all activities conducted within the Institution.
- BOG has the authority to approve all budgets related to the Institution.
- BOG is responsible for appointing a registered Chartered Accountant from the approved list to serve as the Auditor.
- BOG ensures the availability of resources to develop the Institution's infrastructure and facilities, aiming to meet or exceed the AICTE Norms and Standards for Engineering and Technology Institutes.
- BOG formulates strategies for staff development, including Quality Improvement Programs, staff participation in workshops and seminars, recognition through awards and incentives, and the ability to take disciplinary actions when necessary.

### Constitution:

Number of Members	Category	Nature	Period
5 members	Members of the Management	Nominated by the trust or management as per the constitution or byelaws, with one of the	As per TINJRIT norms

		members as Chairman of the Board	
2 members	Assistant Professor of the College	Nominated by the Director based on seniority and on rotation basis.	2 years from date of Appointment
4 members	Educationist or Industrialist	Nominated by the Management.	2 years from date of appointment
1 member	AICTE Nominee	Nominated by the AICTE.	As per AICTE
1 member	UGC Nominee	Nominated by the UGC.	As per UGC
1 member	State Government Nominee	Nominated by the State Government Academician not below the rank of Professor. or State Government official of the Directorate of Technical Education/ State Council of Higher Education	As per State Government
1 member	University Nominee	Nominated by the University.	As per Rajasthan Technical University
1 member	Registrar	Ex-officio – Administrative officer	
1 member	Registrar	Ex-officio – Administrative officer	

**Term of the members:**

Five years for Management members, two years for Educationalist/ Industrialist, Teachers nominee. AICTE, University, Government nominee’s term will be as per their letter and for the UGC nominee, term will be a full six years. Whenever a vacancy arises, the Chairperson of the BOG can appoint a new member.

**Frequency of Meeting:**

The member secretary shall, with the approval of the Chairman convene the meeting of the BOG at least twice a year and such other occasions as may be necessary. The member secretary shall, with the approval of the Chairman prepare the agenda for the meeting.

**The Quorum** for the meeting shall be seven members. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

**Frequency of meetings:** At least 2 per year.

**Composition of BOG:**

Sr. No.	Name	Category	Designation
1	Mr. R. S. Vyas	Chairman, BOG	Managing Trustee
2	Dr. Giriraj Niyati	Member	Director

3	Mr. P. S. Talesra	Industrialist	Founder, Pyrotech Electronics
4	Mr. K. S. Kothari	Industrialist	Director, Kay Polyplast
5	Mr. Manoj Agarwal	Industrialist	MD, E-Connect Solutions
6	Mr. C. P. Talesra	Industrialist	MD, Pyrotech Electronics
7	Mr. A. K. Dwivedi	RTU Nominee	Professor
8	Mr. Lalit Yagnik	TINJRIT Nominee	Professor
9	Dr. Rimpay Bishnoi	TINJRIT Nominee	Professor
10	Mr. Aditya Maheshwari	TINJRIT Nominee	Assistant Professor
11	Mr. Yogendra Singh	TINJRIT Nominee	Assistant Professor
12	Mr. Sunil Nanda	TINJRIT Nominee	Associate Professor
13	Mr. Akhilesh Deep Arya	Registrar	Assistant Professor

## 2. Academic Council

### Functions

- Formulation of Mission Vision and PEOs of the institute.
- Periodically review the make revisions in the Mission Vision and PEOs of the institute based on the feedback of the stakeholders.
- Adopt regulations regarding the admission of students consistent with the University/ Government norms to different programs of study in the institute.
- Frame regulations to conduct examinations and initiate measures for improving the quality of teaching and learning student's evaluation.
- Make regulations for sports, extracurricular activities and proper maintenance of the playgrounds and hostels.
- Recommend to the BOG the proposal for instituting of new program(s) of study and issues related to academic affairs.
- Make recommendations to the BOG regarding the institution of scholarships, studentships, fellowships, prizes, and medals and to frame regulations for the award of the same student's evaluation.
- Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education, and related activities.
- Make recommendations to the BOS of university (RTU) regarding the equivalence of various subjects.

### Constitution:

Chairman	Director
Members	Registrar All Professor in the Institute Controller of Examination All Heads of the Departments Two Academicians Nominated by Governing Body Two Industrialists Nominated by Governing Body Three University Nominees Four teachers Nominated by the Director

### Frequency of Meeting:

The Registrar, with the approval of the Director convenes the meeting of the AC at least twice a year and on other occasions as may be necessary. The member secretary shall, with the approval of the Director prepare the agenda for the meeting. One half of the members shall constitute the quorum. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

### Term of the members:

The term of nominated members shall be three years.

**Committee Members:**

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>	<b>Designation</b>
<b>1</b>	Dr. Giriraj Niyati	Chairman	Director
<b>2</b>	Mr. Akhilesh Deep Arya	Registrar	Assistant Professor
<b>3</b>	Dr. Vivek Jain	COE	Associate Professor
<b>4</b>	Dr. Rimpay Bishnoi	HOD, CSE	Professor
<b>5</b>	Dr. Rekha Lahoti	HOD, Humanities	Professor
<b>6</b>	Mr. Rakesh Yadav	HOD, Civil	Assistant Professor
<b>7</b>	Mr. Abhishek Sharma	HOD, Mechanical	Assistant Professor
<b>8</b>	Dr. Gajendra Purohit	Academicians	Educator- Motivational Speaker
<b>9</b>	Dr. Rajveer Shekhawat	Academicians	Dean MUJ, Jaiur
<b>10</b>	Mr. Gaurav Kumawat	Nominated by the Director	Assistant Professor
<b>11</b>	Ms. Kirti Dashora	Nominated by the Director	Assistant Professor
<b>12</b>	Mr. Yogendra Singh Solanki	Nominated by the Director	Training and Placement Officer
<b>13</b>	Mr. Jitendra Choubisa	Nominated by the Director	Assistant Professor
<b>14</b>	Mr. P. S. Talesra	Industrialist	Founder, Pyrotech Electronics

### **3. Board of Examination (BOE)**

#### **Structure of BOE:**

All Heads of the Departments shall be members of the BOE, also there shall be an Advisory Committee involving renowned academicians from outside the institute to bring the reforms to the internal exam system of the institute.

#### **Constitution:**

Board of Examination Committee, which shall consist of:

- Director of the institute as a chairman.
- Head student Development
- One Sr. faculty, not below the rank of Professor nominated by the Director.
- All Heads of the department.
- Controller of Examinations as a Member Secretary.

In addition to the above members an ADVISORY COMMITTEE, consisting of the following additional members, functions to incorporate the recent trends in evaluation work to improve its effectiveness and quality. The members are:

- The COE of Parent University
- The Director of an autonomous Institute

#### **Duties of Board of Examinations (BOE):**

- The Board of Examinations shall be the authority for conducting the internal Examinations and making policy decisions regarding organizing and holding examinations, improving the system of internal examinations.
- The Board of Examinations shall deal with all the matters in relation to examinations and shall hear the complaints received pertaining to any matter arising out of the conduct of examinations and report it to academic council for the course of action.

#### **Powers and responsibilities of Board of Examinations:**

The Board shall meet at least once in each academic term. The Board shall exercise the following powers and perform the following duties, namely:

- I. The Director / COE shall appoint the coordinators for these activities from amongst the Sr. faculty of the institute. (The role and responsibilities of these coordinators are described below.)
  - a. In case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by him / her in that behalf, shall take such action as he / she thinks fit and necessary, and shall report in the next meeting of the Board the action taken.
  - b. It shall be obligatory for every teacher and on the non-teaching employee of the institute to render necessary assistance and service in respect of examinations of the institute. If any teacher or non-teaching employee fails to comply with the order of the institute in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action as per the rules of examinations and such cases will be forwarded to Academic Council.
  - c. In order to investigate and take disciplinary action for malpractices and lapses on the part of examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations (including the pre-examination stage and the post- examination

stage or at any stage whatsoever) the Board of Examinations forward the case to the Academic Council.

d. Academic Council decide the course of action and inform to the Board of Examinations which shall take disciplinary action in the matter as it deems fit (against the person or persons involved in the malpractices, directly or indirectly).

- II. The Board shall approve the financial estimates prepared by COE for incorporation in the budget of the institute and shall submit them to the Finance and Planning Committee.
- III. The Board shall arrange for strict vigilance during the conduct of the examinations to avoid the use of unfair means by the students, teachers, invigilators, etc.

#### **Frequency of Meeting:**

The Member Secretary, with the approval of the Director convenes the meeting at least twice a year and on other occasions as may be necessary. The member secretary shall, with the approval of the Director, prepare the agenda for the meeting. One half of the members shall constitute the quorum. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

#### **Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Dr. Giriraj Niyati	Chairman	Director
2	Mr. Gaurav Kumawat	Head student Development	Assistant Professor
3	Dr. Nidhi Jain	Nominated by the Director	Professor
4	Dr. Rimpay Bishnoi	HOD, CSE	Professor
5	Dr. Rekha Lahoti	HOD, Humanities	Professor
6	Mr. Rakesh Yadav	HOD, Civil	Assistant Professor
7	Mr. Abhishek Sharma	HOD, Mechanical	Assistant Professor
8	Dr. Vivek Jain	Member Secretary	COE
9	Dr. Gajendra Purohit	Academicians	Educator- Motivational Speaker
10	Dr. Rajveer Shekhawat	Academicians	Dean MUJ, Jaiur



#### 4. Internal Quality Assurance Committee (IQAC)

##### Functions:

- To visualize the profiles of UG pass outs of the Institutes.
- Monitor the placements of graduates from the institute every year.
- To define and modify, if necessary, the performance indicators of Teaching – Learning process.
- To conduct quality audits of Teaching – Learning process and profile of students.
- To propose guidelines to Head of Departments for the accreditation and other quality audits.

##### Constitution:

Chairman:	Head, Quality Assurance
Members:	Three Faculties from Institute nominated by Hon. Director

##### Procedure: -

##### Tenure:

The tenure of the members shall be three years.

##### Frequency of Meeting:

Once in a semester (Preferably in the First Month)

##### Quorum: -

One half of the members shall constitute the quorum. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

##### Committee Members:

Sr. No.	Name	Category	Designation
1	Dr. Giriraj Niyati	Chairman	Director
2	Mr. Yogendra Singh Solanki	Coordinator, IQAC	Assistant Professor
3	Mr. R. S. Vyas	Founder	Managing Trustee
4	Mr. Aditya Maheshwari	Member	Assistant Professor
5	Mr. Gaurav Kumawat	Member	Assistant Professor
6	Mr. Jitendra Choubisa	Member	Assistant Professor

## 5. Students Grievances & Redressal Committee

### Functions:

- Decide the punishment depending upon the gravity of the offence. Appeal to the Director
- It shall take care of the inputs received from students, observers, and staff regarding indiscipline, ragging and sexual harassment activities of the student.
- Create an anti-ragging committee.
- Anti ragging is one of the important and mandatory functions of the committee. The committee shall take action on the cases reported by the anti-ragging committee. It should counsel the students for anti-ragging and follow the principle of preventive actions. In addition, student committees shall be formed for anti-ragging.

### Constitution:

Chairman:	Director
Members:	COE Concerned HOD Students Council Two Nominated Members One Nominated women Member
Member Secretary	Dean (Student Development)

### Procedure:

- The students may feel free to put up a grievance in writing and drop it in the complaint box.
- Students can also submit their grievance by filling in online form (<https://www.technonjr.org/grievance-redressal/>) available on college website or by sending an email of college officials or faculty members.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will ensure that the grievance has been properly solved within a stipulated time limit provided by the cell.

### Tenure:

The tenure of the nominated members shall be three years.

### Frequency of Meeting:

The Committee shall meet as and when required or twice a year. One half of the members shall constitute the quorum. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

### Committee Members:

Sr. No.	Name of Member	Category	Designation
1	Dr. Giriraj Niyati	Chairman	Director
2	Mr. Yogendra Singh Solanki	Member	Assistant Professor
3	Dr. Kalpana Fatawat	Member	Professor

4	Dr. Rekha Lahoti	Member	Professor
5	Mr. Adarsh Regar	Member	Librarian

## 6. Faculty, Staff Grievances & Redressal Committee

### Functions:

There is a grievance redressal committee to deal with the grievances of the teachers and other employees of the Institute to hear and settle grievances.

### Constitution:

Chairman:	Director
Members	Three members nominated by Director of which one should be a lady representative
Member Secretary	The Registrar

### Procedure:

- Any employee of the Institute could address his grievance in writing to the member secretary of the Committee.
- The grievance could arise out of policy matters or personal reasons.
- Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong, which he deemed having been done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.
- The committee shall call a meeting within a week of receiving any grievance and submit its recommendations to the Director within a fortnight of having received a grievance. The process could be expedited at the discretion of the Director if the grievance is of such a nature which may need immediate attention.
- If the complaint is against any member of the committee, he /she shall not form the quorum of that committee in which his / her case is being heard of and decided. In such a case, the senior most person on the committee will co-opt another suitable member with the permission of Director to have the quorum of three members on the committee.
- The decision of the Director will be final.

### Tenure:

The tenure of the members shall be three years.

### Frequency of Meeting:

The committee should meet two times during the academic year and other times, as may be required.

### Quorum:

Three members of the committee, present in person, shall constitute a quorum at any meeting of the committee.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Dr. Giriraj Niyati	Chairman	Director
2	Dr. Rimpay Bishnoi	Member	Professor
3	Dr. Rekha Lahoti	Member	Professor
4	Mr. Gaurav Kumawat	Member	Assistant Professor
5	Dr. Vivek Jain	Member	Associate Professor
6	Mr. Akhilesh Deep Arya	Member Secretary	Assistant Professor

## 7. Vishakha Cell (Sexual Harassment) Committee

### Function:

- To build self-esteem & dignity among girl students & ladies faculty members.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To create awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace.

### Constitution:

Chairman	Director
Member	One Voluntary organization Representative One Legal Advisor / Advocate Three Women faculty Representative One Gents faculty Representative One Girl Student Representative One Boys Student Representative

### Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before the meeting.
- All the decisions should be taken based on the majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations, and decisions.

### Tenure:

The tenure of the members shall be Three years.

### Frequency of Meeting:

The committee shall meet at least two times a year.

### Quorum:

One-third of the members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

### Committee Members:

Sr. No.	Name of Member	Category	Designation
1	Dr. Giriraj Niyati	Chairman	Director
2	Mr. Tribhuvan Singh Shaktawat	Legal Advisor	Advocate
3	Dr. Rimpay Bishnoi	Member	Professor
4	Dr. Rekha Lahoti	Member	Professor
5	Dr. Nidhi Jain	Member	Professor
6	Mr. Gaurav Kumawat	Member	Assistant Professor
7	Ms. Arzoo Bapna	Member	Student
8	Mr. Priyanshu Arora	Member	Student

## 8. Anti Ragging Committee

### Function:

- The committee works to raise awareness about the consequences of ragging and promotes a zero-tolerance policy against any form of ragging.
- The committee receives and addresses complaints related to ragging promptly and confidentially.
- It ensures that any reported incidents are thoroughly investigated, and appropriate action is taken against the perpetrators as per institutional and legal guidelines.
- The committee provides support and counseling to victims of ragging, ensuring their well-being and facilitating a safe environment for their academic and personal growth.
- The committee conducts orientation programs for new students, informing them about the harmful effects of ragging and the available resources for seeking help if needed.

### Quorum:

One-third of the members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

### Frequency of Meeting:

The committee should meet two times during the academic year and other times, as may be required.

### Committee Members:

Sr. No.	Name of Member	Category	Designation
1	Dr. Giriraj Niyati	Chairman	Director
2	Mr. Tribhuvan Singh Shaktawat	Legal Advisor	Advocate
3	Dr. Rimpay Bishnoi	Member	Professor
4	Dr. Rekha Lahoti	Member	Professor
5	Dr. Nidhi Jain	Member	Professor
6	Mr. Gaurav Kumawat	Member	Assistant Professor
7	Ms. Arzoo Bapna	Member	Student
8	Mr. Priyanshu Arora	Member	Student

If a specific case pertains exclusively to female students or if complainants from female members involved in ragging wish to present their case exclusively to female faculty members, a panel comprising three members from the committee listed below will oversee the case and coordinate all proceedings in consultation with a legal advisor if legal guidance is deemed necessary.

Sr. No.	Name of Member	Category	Designation
1	Dr. Rimpay Bishnoi	Member	Professor
2	Dr. Rekha Lahoti	Member	Professor
3	Dr. Nidhi Jain	Member	Professor
4	Ms. Arzoo Bapna	Member	Student

## 9. Student Council Committee

### Functions:

- **Academic:** The Council shall suggest from time-to-time ideas to improve the academic atmosphere of the Institute. For this purpose, it will organize debates, quizzes, essay competitions, poem writing, extempore presentation, and other extra-curricular activities at the Faculty and Institute level. Any grievance from the student side regarding academic matters may also be considered by the Council for its amicable solution.
- **Sports:** The Council may suggest the facilities to be provided to the students to improve sports and games activities. The Council shall motivate the students to participate in different sports activities. Any grievance from students pertaining to sports and games may also be investigated by the Council for its timely redressal.
- **Cultural Activities:** The Council shall help in organizing cultural activities at the faculty as well as University level. The Council shall motivate the students to participate in different cultural activities.
- **Hostel Development:** With a view to providing a family atmosphere, the Council shall prepare proposals for the improvement of the basic facilities and plans for improvement in living conditions in the hostels.
- **Students Welfare:** The Council shall suggest ways and means of providing financial assistance, special library facilities and hostel accommodation to the needy students.
- **Health & Hygiene:** The Council shall take care of the medical facilities and address grievances for the betterment of the health and hygiene conditions of the students.
- **Law and Discipline:** The Council shall take steps to maintain discipline among the students. It shall consider and attempt to resolve the grievances of the students.
- **Social Activities:** The Council may suggest from time-to-time ways and means to promote various social activities by the students in and around the campus such as literacy, cleanliness, health & hygiene, and other such activities, which may be deemed appropriate.

### Constitution:

Chairman	Director
Members	01 faculty, Cultural Activities 01 faculty, Physical Director 01 Student member 04 Students / Sports, NSS, NCC, Cultural Activities

### Procedure:

- Due decorum shall be maintained and respect to the Chair shall be paid by all in the meeting of the Council.
- A member wishing to take part in the discussion shall rise in his place and address himself to the Chair.
- When a point of order is raised or when the Chairman, rises in his place the member speaking shall at once resume his seat



**Tenure:**

The student members of the Council shall hold their offices till the end of academic year from the date of formation of the Council.

**Frequency of Meeting:**

- There shall meet at least twice a year.
- In case of exigency, the Chairman can call a meeting.
- There shall be a notice for the requisition of meeting.

**Quorum:**

The quorum of the Council shall be one third of the strength and the agenda for the adjourned meeting shall remain the same.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Dr. Giriraj Niyati	Chairman	Director
2	Mr. Gaurav Kumawat	Member	Assistant Professor
3	Mr. Abhishek Sharma	Member	Assistant Professor
4	Ms. Nisha Patel	Member	Assistant Professor
5	Mr. Arnav Tyagi	Member	Student
6	Ms. Hansika Mehta	Member	Student
7	Mr. Krishna Agarwal	Member	Student/ Hosteler
8	Mr. Dharmik Patel	Member	Student/ Hosteler
9	Ms. Muskan Choudhary	Member	Student/ Hosteler
10	Ms. Khushi Vyas	Member	Student/ Hosteler

## 10. Hostel and Canteen Committee

### Functions:

- To constitute a Students' Committee from hostel.
- To frame clear-cut disciplinary norms and come up with a format of undertaking to be taken from every student seeking admission to the hostel.
- To keep the record of the students admitted in the hostel and to keep keen vigilance to avoid visit of any outsider.
- To prepare a list of students who breach the discipline of the hostel and report it to the student grievance and redressal committee.
- Circulate the list of the blacklisted students to respective Departments.
- Preparing a tentative expenditure budget and forwarding it to the Finance Committee for approval.
- To create an anti-ragging scrod.
- To devise a system to check the quality of food in a mess and provide suggestions to contractors for improving the quality.
- To carry out routine inspections to check water leakage, hygiene condition in mess and hostel campus, water tank and carry routine maintenance.
- To provide recreation facilities– Reading room, Indoor- Games facilities like Table – Tennis, Badminton, Carom and Chess. Provide a well-equipped Gym for students.
- To provide a First aid facility on campus and along with a seamless conveyance facility to the hospital located near to the college campus.
- To prepare a list of eminent doctors with their phone numbers, Ambulance service and display it in all hostel blocks.
- To prepare a record of mischievous elements, problems in hostels and forward to the Director.
- To conduct periodic raids in hostel to check – ragging, alcoholics etc.

### Constitution:

Chairman	Director
Members	Four Faculty member residing in Hostel blocks Two Lady Faculty members. One student from each Hostel block
Member Secretary	Warden

### Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before the meeting.
- All the decisions should be taken based on the majority.
- After the meeting, the Committee shall approve a report embodying its views, recommendations, and decisions.

### Tenure:

The tenure of the nominated members shall be three years.

### Frequency of Meeting:

The committee shall meet at least two times a year.

**Quorum:**

One-third of the members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Dr. Giriraj Niyati	Chairman	Director
2	Mr. Abhishek Sharma	Member Secretary	Warden, Boys Hostel
3	Ms. Nisha Patel	Warden, Girls Hostel	Assistant Professor
4	Mr. Krishna Agarwal	Member	Student/ Hosteler
5	Mr. Dharmik Patel	Member	Student/ Hosteler
6	Ms. Muskan Choudhary	Member	Student/ Hosteler
7	Ms. Khushi Vyas	Member	Student/ Hosteler

## 11. Finance and Planning Committee

### Function:

- To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to the Board of Governance for further action.
- To recommend to BOG the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institute, including the proposals of the loans for productive work.
- To recommend to the BOG productive investment and the Management of the Institute's assets and resources.
- To take necessary steps to have the Institute accounts audited by Auditors appointed by the BOG.
- To advise the BOG on matters related to the administration of the property and funds of the Institute.
- To advise on financial matters referred to it by the BOG, Academic Council or any other Authority or Body or Committee or any Officer of the Institute.
- To report to the Director any lapses or irregularity in the financial matters which comes to its notice.
- To prepare detailed plan of the activities to be undertaken for academic year as advised by BOG.
- To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.
- To take a follow up of activities and to assign tasks to different committees from time to time and advise for any discrepancies.
- To devise promotion and demotion policies, staff recruitment policies.
- To act against those committees or individuals who are non-performing.
- To prepare feedback of ongoing activities and forward it to BOG.

### Constitution:

Chairman	BOG Chairman or his Nominee
Members:	At least one member of BOG All Deans The Finance Officer Registrar
Member Secretary	Director

### Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before the meeting.
- All the decisions should be taken based on the majority.
- After the meeting, the Committee shall approve a report embodying its views,

recommendations, and decisions.

**Tenure:**

The tenure of the members shall be five years.

**Frequency of Meeting:**

The committee shall meet two times a year and many other times, as may be required.

**Quorum:**

One-third of the members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Mr. R. S. Vyas	Chairman, BOG	Managing Trustee
2	Mr. Pramod Patni CA	Finance Officer	Trustee
3	Dr. Giriraj Niyati	Member	Director
4	Mr. K. S. Kothari	Industrialist	Director, Kay Polyplast
5	Ms. Madhu Verdia	Member	Accounts Officer
6	Mr. Aditya Maheshwari	TINJRIT Nominee	Assistant Professor
7	Mr. Akhilesh Deep Arya	Registrar	Assistant Professor

## 12. Building and Civil work Committee

### Function:

- To prepare phase-wise, comprehensive, time-bound plans to construct new buildings (As per AICTE norms), as and when required, in consultation with Planning & Institutional Development Committee and get it approved by BOG.
- To process different proposals, which involves
  - Inviting various plans and finalizing proper one
  - Designing and estimation of the work
  - Completing all the necessary formalities regarding the sanction from the concerned authorities
  - Inviting tenders.
  - To complete the legal formalities regarding land, building and municipal taxes.
  - To supervise and monitor all the work under construction and get the work completed strictly as per schedule.
  - To prepare a plan for furniture required for various Departments / cells of the Institution.
- To monitor the statues of all buildings, to forward the proposals of renovation and maintenance and carry out routine maintenance of the college and hostel buildings.
- The committee shall prepare a detailed annual report on the construction and furniture work and submit the same to the BOG.
- The committee shall prepare a list of approved building consultants, architects and contractors.
- To install an elaborate campus map at the entrance and numbering of buildings, departments, rooms and labs. To display signboards at different places that shall lead a person to proper destination.

### Constitution:

Chairman	Chairman of the BOG
Members:	One or more members of the BOG Director Registrar HOD, Civil Dept. Senior Faculty from Civil Engineering Department Construction In charge Finance Officer
Member Secretary	Invitee Member - Architecture from Approved Panel Dean, Infrastructure

### Procedure:

- Prepare the Action Plan for the current activities.
- Get approval of Finance & Planning Committee to carry out these activities and if required get approval of BOG
- Obtain monthly progress reports of all activities.
- Monitor progress through visits, identify bottlenecks and take remedial actions.

**Tenure:**

The tenure of the members shall be three years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**Frequency of Meeting:**

The committee shall meet at least two times a year.

**Quorum:**

One-third of the members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Mr. R. S. Vyas	Chairman, BOG	Managing Trustee
2	Mr. Pramod Patni CA	Finance Officer	Trustee
3	Mr. Rakesh Yadav	Member Secretary	HOD-Civil
4	Mr. K. S. Kothari	Industrialist	Director, Kay Polyplast
5	Ms. Madhu Verdia	Member	Accounts Officer
6	Mr. Raj Singh	Member	Purchase In charge
7	Mr. Jitendra Choubisa	Member	Assistant Professor, Civil
8	Mr. Akhilesh Deep Arya	Registrar	Assistant Professor

### 13. Library Committee

#### Functions:

- To prepare a budget for books needed by each Departments and forward it to finance committee.
- To procure textbooks in adequate number well in advance before the start of semester in consultation with Academic Committee
- To give correct accession no. to the books procured and enters in record books.
- To add more titles every year in consultation with respective departments and keeping in view the diversity and as per norms of controlling agencies.
- To enrich the library by procuring leading national / international journals.
- To maintain the records of issues and return of books accurately.
- To get the books bound as when their covers are torn or worn out.
- To prepare bound volumes of journals every year
- To display new arrivals of books and journals for information to staff and students with critical and attractive reviews.
- To keep a record of students and staff visiting the library and books referred by them.
- To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
- To provide and maintain the facility of the reading room within the Library
- To have a tie up with IIT libraries, and reputed libraries in the state.
- To provide and maintain Internet facility in Library.
- To maintain library books' records as per the internationally accepted system and update the same from time to time.
- To provide a book-bank facility for students.
- To display the number of textbooks, titles, and journals available in the library at the entrance of the library.

#### Constitution:

Chairman	Director
Members	Dean Academic
	All HOD's
	One students Representative
Member Secretary	I/C Librarian

#### Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- Collect the requirements from all departments.
- Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from the Planning & Finance Committee.
- Communicate the decision of the Committee to concerned department.
- Call and scrutinize tenders/ quotations for books to be purchased.
- Carry out discussions and negotiations with suppliers and procure the books at a competitive price.
- Arrange for sending the purchase order and making the final payments.



**Tenure:**

The tenure of the members shall be three years.

**Frequency of Meeting:**

The committee shall meet at least two times a year.

**Quorum:**

One-third of the members of the Council shall constitute the quorum.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Designation</b>	
1	Dr. Giriraj Niyati	Chairman	Director
2	Ms. Rimpay Vishnoi	Members	HOD-CSE
3	Mr. Rakesh Yadav	Members	HOD-CE
4	Dr. Vivek Jain	Members	HOD-ECE
5	Dr. Abrar Ahmed	Members	HOD-EE
6	Dr. Rekha Lahoti	Members	HOD-Basic Sciences
7	Mr. Adarsh Reagar	Member Secretary	I/C Librarian

## 14. NCC, Social Activity (NSS) Committee

### Function:

- The NCC Committee is responsible for organizing and overseeing the recruitment process of cadets from educational institutions and providing them with relevant training programs.
- Ensuring the well-being of NCC cadets, including their safety, health, and discipline, falls under the purview of the committee.
- The committee manages the allocation and maintenance of resources such as uniforms, equipment, and training facilities required for NCC activities.
- Planning and conducting various training activities, including drills, parades, and camps, to develop leadership skills, discipline, and physical fitness among NCC cadets.
- Organizing social and community service activities to promote a sense of responsibility and citizenship among cadets, such as tree planting drives, blood donation camps, and disaster relief efforts.
- Organizing and participating in national and regional events, parades, and celebrations, such as Republic Day and Independence Day.
- The NSS Committee oversees the enrollment of student volunteers from colleges and universities and maintains a roster of active participants.
- Identifying and planning various community development projects and initiatives in collaboration with local societies and NGOs.
- Engaging with local communities to assess their needs and implementing projects that address social issues such as literacy, health, hygiene, and environmental sustainability.
- Conducting awareness campaigns on topics like health, cleanliness, gender equality, and social justice to promote awareness and positive behavioral change.
- Organizing workshops and training sessions to enhance the skills and employability of volunteers and community members.

### Constitution:

Chairperson	Assistant NCC Officer
Student coordinator	Student NCC Officers from every year
Members	Health and Safety Officer
	Equipment and Inventory Manager

### Procedure:

- Forming units in college.
- Selecting cadets for Army wings.
- Conducting training in drills, fitness, skills, and more.
- Participating in camps and community service.
- Following uniforms and discipline codes.
- Grading cadets based on performance.
- Showcasing outstanding cadets at national events.
- Promoting cadets to higher ranks.
- Holding Passing out Parades for graduates.

- Guiding units through NCC committees.

**Tenure:**

The tenure of the members shall be three years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office if the vacancy had not occurred.

**Frequency of Meeting:**

Twice a year

**Quorum:**

The chairperson and one of the student coordinators must be present.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Mr. Abhishek Sharma	Chairperson	Assistant NCC Officer
2	Dr. Kamal Bishnoi	Members	Health and Safety Officer
3	Mr. Saurabh Sharma	Members	Equipment and Inventory Manager
4	Vikas Suthar	Student coordinator	Student NCC cadet
5	Pushpendra Gehlot	Student coordinator	Student NCC cadet
6	Ayushi Choubisa	Student coordinator	Student NCC cadet
7	Somya Champawat	Student coordinator	Student NCC cadet
8	Deependra Raj Sohail	Student coordinator	Student NCC cadet

## 15. Sports Committee

### Function:

- The committee oversees organizing sports events, tournaments, and competitions. This includes selecting the sports to be featured, determining the schedule, and managing logistics such as equipment procurement, and participant registration.
- Ensuring the proper maintenance and availability of sports facilities, such as fields, courts, gyms, and tracks, is a crucial responsibility of the committee.
- The committee works to encourage widespread participation in sports by organizing intra-school or intra-organization matches and leagues, providing opportunities for beginners, and creating an inclusive and supportive environment for all participants.
- Collaborating with coaches and trainers to offer sports coaching and training programs to improve the skills and abilities of athletes and enthusiasts.
- The committee establishes safety protocols and guidelines for sports activities to prevent injuries and ensure compliance with relevant regulations and standards.
- Managing the inventory of sports equipment, ensuring its proper maintenance, and procuring new equipment when needed.
- Promoting sports within the organization or community through various means, such as organizing awareness campaigns, sports days, and demonstrations.

### Constitution:

Chairperson	Sports Event Coordinator
Members	Finance and Sponsorship Coordinator
	Health and Safety Officer
	Equipment and Inventory Manager
	Alumni Relations Coordinator
	Student Volunteer Coordinator
	Student Volunteer Coordinator

### Procedure:

1. Identify students and faculty members who are interested in promoting sports and physical activities on campus. Form an initial interest group to discuss the idea of establishing a Sports Committee.
2. Prepare a detailed proposal outlining the need for a Sports Committee, its objectives, scope, potential benefits for students, and its role in promoting a healthy campus environment. Highlight how sports can contribute to students' overall development.
3. Present the proposal to the college administration, including the Director or dean. Highlight the positive impact that a Sports Committee can have on the campus community and request their support and authorization.
4. Obtain official approval and authorization from the college authorities to establish the Sports Committee. This might involve signing formal documents or receiving an official memorandum.

### Tenure:

An academic year

**Frequency of Meeting:**

Twice a year

**Quorum:**

At least the Sports Event Coordinator, Health and Safety Officer and a Student Volunteer Coordinator must be present.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Mr. Abhishek Sharma	Chairperson	Sports Event Coordinator
2	Mr. Saurabh Sharma	Members	Finance and Sponsorship Coordinator
3	Dr. Kamal Bishnoi	Members	Health and Safety Officer
4	Mr. Krithik Sharma	Members	Equipment and Inventory Manager
5	Mr. Yogendra Singh Solanki	Members	Alumni Relations Coordinator
6	Mr. Dharmik Patel	Members	Student Volunteer Coordinator
7	Ms. Khushi Vyas	Members	Student Volunteer Coordinator

## 16. Industry Interaction (TPO) Committee

### Function:

- The TPO Committee is responsible for organizing campus placements and job fairs to provide students with opportunities to secure internships and full-time employment with reputable companies.
- Facilitating and coordinating internships with different organizations, giving students practical exposure to the industry and enhancing their skill sets.
- Building and maintaining strong relationships with industries and companies to create a robust network for placements, internships, and other collaborative projects.
- Organizing visits to industrial establishments and conducting workshops or seminars with industry professionals to keep students updated on industry trends and practices.
- Providing career guidance and counseling services to students, helping them identify their strengths and interests, and guiding them towards suitable career paths.
- Arranging skill development programs, training sessions, and workshops to enhance students' soft skills and technical competencies, making them more employable.
- Assisting students in creating effective resumes and preparing for job interviews through mock interviews and feedback sessions.
- Involving alumni in the placement process by connecting them with current students, sharing their industry experiences, and facilitating potential job opportunities.
- Gathering feedback from industries and employers on the performance of students during placements or internships and using that feedback to improve the institution's curriculum and training programs.
- Maintaining records of placement activities, including the number of students placed, the companies that participated, and the salary packages offered.
- Collaborating with faculty members to align academic curricula with industry requirements, ensuring that students are well-prepared for the job market.
- Promoting the institution to potential employers and building a positive brand image, which can attract more companies for placements and internships.
- Organizing networking events, seminars, and conferences where students can interact directly with industry representatives and experts.
- Facilitating collaborative projects between industries and students to provide hands-on experience and real-world challenges.
- Maintaining a comprehensive database of students' profiles, skills, and interests, which can be shared with companies during the placement process.

### Constitution:

Chairman:	Training and Placement Officer
Members:	Faculty member one from every department

### Procedure:

- College forms Industry Interaction Committee led by a chairperson, including faculty.
- The committee sets goals like boosting industry-academia ties, workshops, internships, and research partnerships. Identifies local and national industry partners.
- Builds connections via networking, aligns curriculum with industry needs, and suggests

updates.

- Organizes expert talks, workshops, and seminars for practical insights.
- Facilitates internships, interview prep, and student placements.
- Promotes student-industry projects for hands-on experience.
- Arranges industrial visits for real-world exposure.
- Explores joint research projects with industry experts.
- Gather feedback for continuous improvement.
- Documents activities, shares report, adapts to changing needs.

**Tenure:**

The tenure of the members shall be three years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**Frequency of Meeting:**

The Industry Interaction (TPO) Committee could meet annually or bi-annually to discuss long-term objectives, provide insights on industry trends, and offer strategic guidance.

**Quorum:**

At least 50% of the total committee members should be present, including the Training and Placement Officer or their designated representative.

**Committee Members:**

Sr. No.	Name of Member	Category	Designation
1	Mr. Yogendra Singh Solanki	Chairman	Training and Placement Officer
2	Mr. Gaurav Kumawat	Member	Assistant Professor CSE
3	Mr. Abhishek Sharma	Member	Assistant Professor ME
4	Mr. Rajkumar Soni	Member	Assistant Professor EE
5	Mr. Hitesh Jain	Member	Assistant Professor ECE
6	Mr. Jitendra Choubisa	Member	Assistant Professor CE

**Training and Placement Advisory Committee Members:**

Sr. No.	Name of Member	Category	Designation
1	Yogendra Singh Solanki	Chairman	Training and Placement Officer
2	Mr. Lalit Yagnik	Chief Mentor	IBM, Australia
3	Mr. Sunil Nanda	Mentor	Former Director Nvidia
4	Mr. Aditya Maheshwari	Mentor	Head Incubation and Industry Techno
5	Mr. Akhilesh Deep Arya	Mentor	Assistant Professor

## 17. Result Analysis Committee

### Function:

- The committee is responsible for collecting and compiling examination results, including marks or grades obtained by students in various subjects or courses.
- Analyzing the examination data to identify patterns, trends, and performance indicators across different subjects, classes, or academic years.
- Evaluating the overall academic performance of students and comparing it with previous years' results or benchmarks.
- Identifying subjects or topics where students' performance is consistently weak, signaling areas that need improvement in teaching methods or curriculum.
- Recognizing students who have excelled academically and providing them with appropriate encouragement and support.
- Conducting individual student-level analysis to identify students who may need additional academic support or intervention.
- Providing feedback to teachers regarding the overall performance of their students and highlighting areas that may require attention or improvement in their teaching methods.
- Using the result analysis to review and refine the academic curriculum to ensure it aligns with the learning needs of students and the requirements of the syllabus.
- Developing intervention strategies to support students who may be facing academic challenges, such as additional classes, counseling, or personalized attention.
- Collaborating with teachers to conduct parent-teacher meetings to discuss students' academic progress and areas for improvement.
- Preparing reports and presentations based on result analysis findings to present to the school administration, teachers, and other stakeholders.
- Ensuring the confidentiality, privacy, and security of student academic data in compliance with relevant regulations.

### Constitution:

Chairperson	Director/ Dean of Academic Affairs
Members	Controller of Examinations Two senior faculty members representing different departments Student Representative Accreditation Coordinator

### Procedure:

- The Result Analysis Committee (RAC) operates through regular meetings, facilitated by the Chairperson.
- Agendas are collaboratively set, and meetings are conducted professionally, with recorded minutes. RAC reviews academic data to spot trends, offering suggestions for curriculum, teaching, and assessments.
- Collaborating with faculty, RAC proposes action plans and support strategies like mentoring and counseling.
- A comprehensive annual report is submitted to the College administration.



- Records are maintained, findings communicated, and feedback gathered for ongoing improvement. The constitution is reviewed periodically, and amendments are discussed and approved by committee consensus.

**Tenure:**

The tenure of the members shall be three years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**Frequency of Meeting:**

The Result Analysis Committee (RAC) shall hold regular meetings at least twice per academic semester. Additional meetings may be scheduled as deemed necessary by the Chairperson or upon the request of any committee member.

**Quorum:**

At least two-thirds (2/3) of the total committee members are in attendance.

**Committee Members:**

<b>Sr. No.</b>	<b>Name of Member</b>	<b>Category</b>	<b>Designation</b>
1	Dr. Giriraj Niyati	Chairman	Director
2	Dr. Vivek Jain	Member	Controller Of Examinations
3	Dr. Rimpay Bishnoi	Member	Member
4	Dr. Rekha Lahoti	Member	Member
5	Mr. Dharmik Patel	Member	Student Representative
6	Ms. Muskan Choudhary	Member	Student Representative
7	Mr. Akhilesh Arya	Member	Accreditation Coordinator

## 18. Recruitment and Promotion Committee

### Function:

- To oversee the recruitment process for faculty members.
- To evaluate and recommend promotions for existing faculty.
- To establish and maintain transparent criteria for recruitment and promotion.
- To ensure compliance with all relevant regulations and guidelines.
- To make recommendations for faculty development and training.

### Constitution:

Chairperson	Director/ Dean of Academic Affairs
Members	Two senior faculty members representing different departments. Accreditation Coordinator

### Frequency of Meeting:

The Recruitment and Promotion Committee shall hold regular meetings at least twice per academic semester. Additional meetings may be scheduled as deemed necessary by the Chairperson or upon the request of any committee member.

**Quorum:** At least two-thirds (2/3) of the total committee members are in attendance.

### Committee Members:

Sr. No.	Name of Member	Category	Designation
1	Mr. R. S. Vyas	Chairman, BOG	Managing Trustee
2	Dr. Giriraj Niyati	Chairman, RPC	Director
3	Dr. Rimpay Bishnoi	Member	HoD CSE
4	Dr. Rekha Lahoti	Member	HoD basic Sciences
5	Mr. Yogendra Singh Solanki	Member	IQAC Head