

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

Ref. No. GO/Estb/DEANS-C/20-21/ **95A**

Date: 05.04.2021

OFFICE ORDER
COMMITTEE OF DEANS

A Standing Committee of Deans is hereby constituted as under:

1. Dean of Faculty Affairs	Chairperson
2. Dean of Student Affairs	Member
3. Dean of Infrastructure Planning	Member
4. Dean of Admission, Accreditation & Coordination	Member
5. Dean of Alumni & International Relations	Member
6. Dean of Post-Graduate Studies	Member
7. Dean of Under-Graduate Studies	Member
8. Dean of Research, Innovation Entrepreneurship	Member
9. Registrar	Member Secretary

(All Associate Deans shall be the Special Invitees)

Scope of the Committee.

The Committee shall meet with prior and formal approval of the Vice Chancellor by getting the agenda items approved beforehand.

The Committee shall look after following matters:

- a. Admission-cum-Fee structuring.
- b. Specific Faculty Affairs.
- c. Undergraduate Programme/Post Graduate Programme
- d. Finalize MoU/MoA with other Organizations.
- e. All issues related to Vacancy planning & Recruitment of Teaching/Non-Teaching.
- f. Prospective Procurement Planning.
- g. Specific/Special Agendas for approval in the BoG/FC/BWC meetings.

All matters related to policy formulation for the Institute with consideration of necessary requirements as per Regulatory norms, covering various Departments and Off-Campuses of the Institute, shall be referred and deliberated upon by the Committee.

The Committee may be referred any other relevant matters by the Vice Chancellor, from time to time. Committee shall meet as and when required but at least once in three months and submit the Minutes and Recommendations (if any) to the Vice Chancellor.

Tenure: Till further orders.

Meetings and Quorum: The Committee shall meet as often as may be necessary but at least once in three months. The attendance of at least six members shall constitute the quorum for the meeting.

Role of Member Secretary:

- a. Scheduling and administration of meeting, record-keeping, and governance requirements
- b. Making sure meetings are regularly organized and minutes recorded efficiently
- c. Thorough communication and correspondence with all stakeholders
- d. Minutes/Recommendations of the Committee shall be duly approved by the Competent Authority.

This is issued with the approval of the Competent Authority, and it supersedes all previous Orders on the subject.

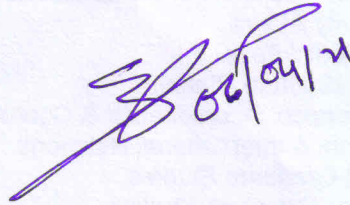

Registrar

To,

The Chairman
All Members

Copy to:

1. All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
7. PS to VC
8. Guard File


06/04/21