

BIRLA INSTITUTE OF TECHNOLOGY
MESRA: RANCHI

Ref. No. GO/Estb/ICT-C/20-21/

209

Date: 07.04.2021

OFFICE ORDER

ICT CORE COMMITTEE

A standing Committee is hereby constituted as under:

- | | |
|--|-------------------|
| 1. Dean of Admission, Accreditation & Coordination) | -Chairperson |
| 2. Dean of Student Affairs | -Member |
| 3. Registrar | -Member |
| 4. Head, Department of Computer Science & Engineering | -Member |
| 5. Prof. In-charge, Career Development Cell | -Member |
| 6. Controller of Examination | -Member |
| 7. Controller of Admission | -Member |
| 8. Dy Registrar (Academic) | -Member |
| 9. Webmaster | -Member |
| 10. Prof. In-charge, Information & Communication Technology Cell | -Member Secretary |

Scope of the Committee.

This Committee shall strategize and monitor the setup of an IT Cell in the Institute. This Committee shall play advisory and policy making role for the entire Software and IT hardware asset management of the Institute i.e., deployment, requirement analysis and development activities. It shall undertake the task of updating & formulating suitable IT Policy for the Institute with consideration of necessary requirements as per Regulatory norms in this regard, covering various Departments and Off-Campuses of the Institute.

It shall also look upon Social/ Professional Media Planning of the Institute. Institute ERP Management shall also come under purview of this Committee.

Any other relevant matters referred by the Vice Chancellor, for consideration, from time to time.

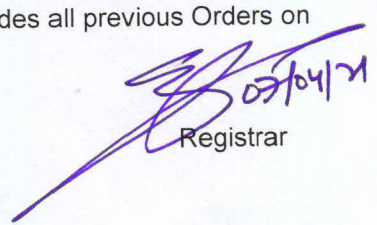
Tenure: Till further orders.

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 seven 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. File

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