

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI**

Ref. No. GO/Estb/QAC /20-21/261

Date: 09th April 2021

OFFICE ORDER

QUARTER ALLOTMENT COMMITTEE

A Standing Committee is being hereby constituted as under:

- | | |
|---|------------------|
| 1. Dean of Faculty Affairs (DoFA) | Chairperson |
| 2. Associate Dean Student Affairs | Member |
| 3. Associate Dean Faculty Affairs | Member |
| 4. Registrar (or his nominee from amongst the Registry Officers) | Member |
| 5. i/c P&D (or his representative but not below the rank of Asst Engr.) | Member |
| 6. Assistant Registrar (Estate) | Member Secretary |

Scope of the Committee.

AR (Estate)- Member Secretary shall maintain the Seniority Register. The Quarter Fitness Report as obtained from the P&D Section and Quarter Eviction/Vacation/Occupation Report shall be presented to the Committee.

The Quarter Allotment Committee shall have following powers and duties:

- To decide the allotment of Quarters to the Faculty/Staff under the provisions of the Institute Rules as per the eligibility, priority, seniority and period of allotment;
- To ensure proper utilization of Quarters;
- To cancel the allotment of Quarters by recording reason/justification and its re-allot;
- Take any other action against the allottees for violation/breach of rules and conditions for allotment of Quarters; and
- To consider and decide upon all other matters relating to the Institute Quarters as may be referred to it from time to time by the Institute authorities.

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 four members shall constitute the quorum for the meeting.

Role of Member Secretary:

- Scheduling and administration of meeting, record-keeping, and governance requirements
- Making sure meetings are regularly organized and minutes recorded efficiently
- Thorough communication and correspondence with all stakeholders
- 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.

To,
The Chairman
All Members

Copy to:

- All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
- All HoD(s) / In-Charge(s), Academic Departments / Sections
- Director(s) / In-Charge(s), BIT Off Campuses


Registrar

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