



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि. अनु. आ. अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)

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25 February 2022

OFFICE ORDER

CAMPUS SHOPS AND VENDORS COMMITTEE

A Committee constituted for allotment of Commercial Shops within the Institute Campus is as under:

1. Registrar	Chairman
2. Dy. Comptroller of Accounts	Member
3. Dy. Finance Officer	Member
4. Associate In-charge (Security)	Member
5. Dy. Registrar (LR&PD)	Member
6. Assistant Registrar (Estate)	Member Secretary

Scope of the Committee:

- To decide number of various categories of shops to be operated in the campus.
- To receive and review the applications of the vendors for allotment of Commercial Shops
- To allot Commercial Shops to Private Vendors
- Fixation and Revision of Rents and other Maintenance Charges
- Revision of License Fee and Monitoring of revenue collections
- Execution of Agreements
- Assessment and Review of existing agreements from time-to-time.
- To carry out physical survey in respect of maintenance, hygienic, statutory compliances and services rendered by the Vendors.
- To decide on penalties for non-adherence of Agreement Clause.
- To decide on eviction of defaulters.
- To recommend development of new shopping complex, if any.
- Any other related matter referred to the Chairman 'or' by the Competent Authority.

Term of Reference:

- Committee shall deal with any other relevant matters referred by the Vice Chancellor, from time to time.
- Committee shall meet as often as required but at least once in three month and submit its report and recommendations (if any) to the Competent Authority
- Committee shall refer to the recommendations of earlier committee on the subject and may also consult DOIP for finalizing the new Plans/ Rules.

Tenure: Till further orders.

Quorum: At least Four (04) members present in person shall form the Quorum.

Role of the Member Secretary:

- Meeting administration, record-keeping, and governance requirements.
- Ensuring the meetings are regularly organized and minutes recorded efficiently.
- Thorough communication and correspondence with all stakeholders.
- 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




Registrar

Copy to:

- All Dean(s)/Asso. Dean(s)/ Director (IQAC)/ CoE/CoA
- All HoD(s)/ In-charge(s), Academic Deptt/ Sections
- Director(s)/ In-charges(s), BIT Off Campuses
- Director, University Polytechnic
- Dy. Comptroller/ Dy. Finance Officer
- DR(s)/ AO(E&HR)/AR(s)
- PS to VC