

BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI - 835215

Ref. No. GO/Estb/ACA/2021-22/ 624

Date: 02nd May 2021

OFFICE ORDER

INSTITUTE ADVISORY COMMITTEE FOR ADMISSIONS

A Standing Committee is hereby constituted as under:

- | | | |
|--|---|------------------|
| 1. Dean of Admission, Accreditation & Coordination | - | Chairman |
| 2. Dean of Under-Graduate Studies | - | Member |
| 3. Dean of Post-Graduate Studies | - | Member |
| 4. Registrar | - | Member |
| 5. Controller of Admission | - | Member |
| 6. Assistant Registrar (AAC) | - | Member Secretary |

The Committee may, as and when required, additionally invite (on need basis), following suggested Officials or any other Office Bearers of the Institute, as Special Invitee for their advice / opinion:

- a) Dean of Student Affairs
- b) Representative Heads of the Engineering, Sciences, Management Departments
- c) Representative Directors of Off-Campuses.
- d) Deputy Finance Officer
- e) Deputy Comptroller
- f) Controller of Examination
- g) Prof. In-charge, Career Development Cell
- h) Prof. In-charge, ICTC

The Member Secretary shall be responsible to extend invitation to the Special Invitee(s) at the time of convening the meeting. The Special Invitees shall be required to sign the minutes of the meeting accordingly.

Scope of the Committee

This committee shall look into all matters related to Fees, Admission, Advertisements, Notifications for Admissions, Fees Refund cases, admission related issues of Off-Campus, Admission-Selection/Test criterion and procedures, other matters of Admissions, and any other relevant matters referred by the Vice Chancellor, to the above committee 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:

- 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
All Invited Members

Copy to:

1. P. S. to Vice Chancellor
2. Guard File