

BIRLA INSTITUTE OF TECHNOLOGY
MESRA : RANCHI

Ref. No. GO/Estb./FSC/20-21/ 145

Date: 06.04.2021

OFFICE ORDER

FIRE SAFETY COMMITTEE

A Standing Committee is hereby constituted as under:

- | | |
|---|-------------------|
| 1. Dean of Infrastructure & Planning (DoIP) | -Chairperson |
| 2. Dean of Student Affairs (DoSA) | -Member |
| 3. Registrar | -Member |
| 4. Head, Department of Civil and Environmental Engineering | -Member |
| 5. Head, Department of Electrical & Electronics Engineering | -Member |
| 6. Head, Department of Hotel Management and Catering Technology | -Member |
| 7. Assoc. I/C Security (or his nominee from Security Staff) | -Member |
| 8. Assoc. I/C Water Resource Management | -Member |
| 9. In-charge, Planning & Development | -Member |
| 10. Assistant Registrar (Estate) | -Member Secretary |

Scope of the Committee

The Committee shall look into the Fire Safety Compliances and other life safety related compliances of the Institute, in the with the regulatory requirements; Review and render advice on fire and life safety measures, procurement and general insurance to be provided for Institute assets against fire and other hazards. Investigate fire and life safety lapses I the campus to pinpoint the reasons and responsibilities/accountability and measures to be taken for safety. Prepare essential and desirable provisions/general guidelines/Standard Operating Procedures to take care in case of possible hazardous situations in the Institute such as:

- a. Fire/Electrical hazard
- b. Unsafe Drinking water/food
- c. Laboratory/Workshop accidents
- d. Emergency situations in case of physically challenged
- e. Structural failure of Buildings and Construction activity hazards
- f. Accidents during sports/social events
- g. Lift/Transport vehicle accident
- h. Stampede/Earthquake/Cyclone/Flood/Landslide

The committee may invite other faculty/staff/experts as a special invitee for the meetings; the same shall be recorded in the minutes.

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.


06/04/21
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

 06/04/21