

BIRLA INSTITUTE OF TECHNOLOGY
(A Deemed to be University u/s 3 of the UGC Act, 1956)
MESRA, RANCHI

Ref. No. GO/KVM/21-22/3562

31 August 2021

OFFICE ORDER

KISALAYA VIDYA MANDIR WORKING COMMITTEE

A Kisalaya Vidya Mandir Working Committee is hereby constituted as under:

- | | | |
|---|---|------------------|
| 1. Dean of Students Welfare (DoSA) | - | Chairman |
| 2. Registrar | - | Vice Chairman |
| 3. Principal, Kisalaya Vidya Mandir | - | Member |
| 4. Dy. Comptroller | - | Member |
| 5. Two Faculty Members of BIT (01 Male & 01 Female)
(to be nominated by the Vice Chairman) | - | Members |
| 6. Two Senior Teachers of KVM
(by rotation for one year tenure) | - | Member |
| 7. Administrative Officer (E&HR) | - | Member Secretary |

Scope of the Committee:

The Committee will formulate, advise and supervise all administrative, academic and financial matters related to the Kisalaya Vidya Mandir (KVM)

The Committee will propose the Annual Budget of the KVM to consider under Institute Corporate Social Responsibility (CSR) Component.

The Committee will submit its report to the Vice Chancellor for approval regarding all policy matters, infrastructure development, recruitment, academic plan, etc.

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

Tenure: The Committee shall take effect from 01st September 2021 and will function for two years or till further instructions, whichever is earlier.

Meetings and Quorum: The Committee shall meet as often as may be necessary, but at least once in six months. The attendance of at least five members shall constitute the quorum for the meeting, however Chairman is free to invite additional members as Special Invitees/ Expert to make the engagement more meaningful.

Role of Member Secretary:

- Scheduling and administration of meeting, record-keeping, and governance requirements.
- Making sure meetings are regularly organized and minutes recorded efficiently.
- Minutes/Recommendations of the Committee shall be duly approved by the Vice Chancellor.
- Thorough communication and correspondence with all stakeholders.

This bears the approval of the Competent Authority, and it supersedes all previous orders on the subject.

To,
The Chairman/ Vice Chairman
All Members



Registrar

Copy to:

- All Dean(s)/ Director (IQAC)/CoE/CoA
- All HoD(s)/ Director, University Polytechnic
- Principal, Kisalaya Vidya Mandir, BIT Mesra, Ranchi
- All previous members of the KVM Working Committee
- Dy. Comptroller/Dy. Finance Officer
- Dy. Registrar(s)/AO(E&HR)/Assistant Registrar(s)
- PS to VC
- File