

Manual 8

A statement of boards, council, committees and other bodies constituted
[Section 4(1)(b)(viii)]

List of Committees functioning in the ITI

		Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings
1.	Technical Committee	To frame & assess technical specification of items	Gr. Instructor.-2, Trade Experts-1-3	As & when the procurements /purchases are to be arranged	Valid till next change	Yes	Yes	As & when required
2.	Purchase Committee	To assess tender rates etc.	PPL-Chairman-Members: AAO Sr. Instructor-2		Valid till next change	Yes	Yes	As & when required
3.	Exam Committee	For seating arrangement & smooth conduct of final exam	Gr. Instructor -1, C. Instructor -3	2 weeks before the commencement of Exams	Valid for one exam session only.	No	Yes, after Examination over	Before/ During /After Examination
4.	Admission Committee	To admit & verify records of admitted trainees	Gr. Instructor -1, Time Keeper-1, C. Instructor.-2	2 weeks before the commencement of Admission	Valid till next change	Yes	Yes	Before/ During/ After Admission
5.	Discipline Committee	To look after the discipline among-staff & Trainees	Gr. Instructor-1, C. Instructor -3	At the commencement of Academic Year i.e. in the month of August	Valid till next change	No. only for internal matters	Yes, only to parents of trainees	As & when required
	Internal complaint committee	To initiate steps to prevent sexual harassment of women members at work place	AAO/O.S Instructor -3	At the commencement of Academic Year i.e. in the month of August	Valid till next change	NO	No	As & when required

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