



OFFICE ORDER

ORDER NO.: 650 / IITM OF 2023
DATED : 18 - 03 - 2023

List of the College committees and their objectives, responsibilities are as under. Student representatives for committees to be selected by respective conveners of the committees on yearly basis record for the same to be maintained by the committee convener.

1. Examination Committee :-

- i. Convener : Mrs. Sabina Tariq
- ii. Deputy Convener : Mr. Adil Mehraj
- iii. Members : HOD's of Computer Science Department and Management Department.

Objective:-

To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the University of Kashmir / AICTE from time to time or any other third party exams held at IITM, like NEET, NIELT exam etc.

Responsibilities:-

1. Monitoring and conduct of internal and continuous assessment exams.
2. Submission of awards to Kashmir University on time.
3. Making necessary arrangements for conduct of any type of third party exams held at IITM.
4. Keeping record of each and every issue related to the examinations.
5. To settle the bills related to examinations conducted by University agencies conducting the examination.
6. To remain in constant touch with the controller of examination and other exam related offices in University of Kashmir.
7. To obtain latest telephone directory of University of Kashmir for record and reference purposes.

2. Disciplinary & Anti Ragging Committee :-

- i. Convener : Mr. Adil Mehraj
- ii. Members : Ms. Asma Gulzar, Mrs. Asifa Arabi.
- iii. Student Representative.

Objective:-

To assist the college authorities in promoting and maintaining discipline in the institute and prevent anti ragging menace in any form.

Responsibilities:-

- 1. To promote and maintain discipline in the institute by pro-actively assisting the college authorities by involvement and giving suggestions.
- 2. To ensure implementation of anti-ragging measures by students in the institute by pro-actively involving, giving wide publicity to prevent ragging and taking rounds around college premises and such taking preventive measures.
- 3. Awareness among Staff & Students regarding rules, norms, and values of I.M.T.
- 4. Remedial measures for indiscipline of any kind.

3. Publication Committee :-

- i. Convener : Ms. Rizwana Khursheed
- ii. Members : Mr. Adil Majeed Chikan, Ms. Rumaisa Nabi,
Mr. Adil Bashir.
- iii. Student Representative.

Objectives:-

- 1. To oversee and supervise research and development activities in the college and to encourage faculty and students in writing research papers representing college.
- 2. To prepare Quarterly "News Letter"
- 3. To collect articles from faculty, staff and students for annual College Magazine "Eagle"
- 4. To make necessary arrangement for publishing annual College Prospectus.

Responsibilities:-

- 1. Exploring possibilities of research collaborations, nationally and internationally for long term development.
- 2. Reviewing and monitoring research and development activities at college.
- 3. Engaging and encouraging students for writing quality research papers.
- 4. Involve faculty for writing quality research papers.
- 5. Giving feedback to management periodically (half yearly).

4. IT Cell :-

- i. Convener : Mr. Javeed Ahmad Parray
- ii. Members : Mr. Umer Yousuf Beigh and Mr. Adil Bashir

Objectives :-

1. To ensure that the college website is regularly updated, improved and well maintained.
2. To provide technical support to librarian of college in updating and maintaining library management software.
3. To ensure LAN, Wifi and internet facility are up and running 24X7.
4. To annually recommend hardware and software updates needed for all college labs.

Responsibilities :-

1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and to remove the incorrect and irrelevant data.
2. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
3. Update all communications, notices, announcements etc on a regular basis.
4. Strive to make improvement in the website with respect to design, preventability etc. on a continuous basis.
5. Maintain grievance Redressal software of college and send the complaints received through this software to Grievance Redressal Committee.

5. Library Committee :-

- i. Convener : Mr. Mansoor A. Qureshi.
- ii. Members : Mr. Imran Ahmad Khan & Mr. Adil Mehraj
- iii. Student Representative.

Objective:-

- 1. To function as a conduit/ channel between the library and its users.
- 2. To modernize the library from time to time

Responsibilities:-

- 1. To assist the Librarian in formulating Library policy.
- 2. To look after general maintenance of the library in terms of reading material and infrastructure.
- 3. To effectively involve in fostering the reading habit of staff and students.
- 4. To devise methodology for weeding out outdated and unnecessary library material as per the rules and norms of library science.
- 5. Prepare list of books and reference books in consultation with Faculty Members and Students to be procured from time to time.
- 6. Steps to be taken to make library resources beneficial to the students & faculty members.

6. Cultural and Social Responsibility Committee :-

- i. Convener : Mrs. Sabina Tariq.
- ii. Members : Mrs. Aasifa Arabi and Ms. Rumaisa Nabi
- iii. Representative from Students Council

Objectives:-

1. To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.
2. To inculcate and develop social sensitivity, moral values and professional ethics in IITM students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the IITM.

Responsibilities:-

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
2. To plan and schedule cultural events for the academic year.
3. To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.

7. Sports Committee :-

- i. Convener : Mr. Mubashir Qadir.
- ii. Members : Mrs. Adil Majeed and Mr. Pervaiz (Physical Teacher)
- iii. Representative from Students Council classes

Objective:-

To provide healthy leisure time to every student.

Responsibilities :-

- 1. Coordinate with the Physical Teacher by keeping the stock inventory of previous and current years' sports goods and Order purchase of sports goods in consultation with the Principal.
- 2. Arranging the venues for sports events in consultation with the Principal
- 3. Hold sports events in the college campus.
- 4. To recommend students for permission to participate in the intra-or inter college events
- 5. To recommend attendance to students who have taken part in sports events as per rules.
- 6. Maintaining discipline in all sports events taking place in and outside the college.
- 7. Holding sports events for staff members.
- 8. Maintaining records of sports events attended by students outside the college, within the University and outside.
- 9. Calendar the schedule of sports events for the whole academic year in advance.
- 10. To remain in liaison with the sports council of Kashmir University.

8. Alumni Committee :-

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| i. Convener | : Mrs. Ambreen. |
| ii. Member | : Mr. Javeed A. Paray & Mr. Mubashir Qadir |
| iii. Alumni Members | : Mr. Abdul Shakoor and Mr. Zain-ul-Abudin. |

Objectives:-

1. To significantly increase alumni interaction with the institution.
2. Fostering and keeping alive loyalty at Alumni to the institution and creating concern for its welfare.
3. Inculcate exchange of ideas among alumni and between students.
4. To assist current students to achieve their goals by means of mentorship setup through College Alumni.

Responsibilities :

1. To maintain an up-to-date and detailed database of the alumni working in India and Abroad viz. Phone Numbers, E mail ID, Office Address, Home Address, Landline Number and their usual travel plan (this opportunity can be utilized to invite them to college for interaction besides motivating and arousing sentiment to contribute to the development of IITM by becoming source of PLACEMENT for IITM students).
2. To encourage our alumni to share their knowledge of latest technology and trends being used in their country of work among our students.
3. To highlight the success of alumni and to improve the credibility and reputation of the IITM.
4. Plan and promote a platform for interaction between alumni and IITM.
5. Maintain healthy relationship with the alumni body.

9. Grievance Redressal Committee :-

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| I. | Chairman | : Dr. R. A. Thakur (Director, IITM). |
| II. | Convener | : Mrs. Sabina Tariq. |
| III. | Members | : Mrs. Misbah Maqbool and Mrs. Ambreen. |
| IV. | Student Representative. | |

Objectives:-

1. To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
2. To comply with the AICTE regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by AICTE.

Responsibilities:-

1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students or received from IT Cell through our grievance redressal software.
2. The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the compliant
3. To maintain the minutes of the meetings and submit the same to the Principal.

10. Women Development Cell :-

- i. Convener : Mrs. Misbah Maqbool.
- ii. Members : Mrs. Asma Gulzar and Mrs. Qurat ul Ain.
- iii. Female Student Representatives.

Objectives:-

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
2. To address issues faced by women at work place and to organize awareness generation programs and to take preventive steps towards protection of women staff / female students from harassment in the college.
3. The Women Redressal Committee and Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / University of Kashmir.

Responsibilities:-

1. To organize workshops affecting women in general and especially in the following areas:
 - a. Sensitization and gender equality on campuses.
 - b. Issues of women arising from societal concerns.
 - c. Any other theme based activities and events concerning significant issues of women.

11. Committee for SC / ST and Scholarships :-

- I. Convener : Mrs. Sabina Tariq
- II. Members : Mrs. Arjumand.
- III. Student Representative.

Objectives:-

- 1. To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
- 2. To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
- 3. To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989)
- 4. To provide scholarships to deserving and needy students.

Responsibilities:-

- 1. To look into the complaints if any received from the concerned staff and students belonging to SC / ST.
- 2. Disburse "Jibrael Memorial Scholarship"
- 3. Annually forward the list of 30 deserving and needy students for scholarship to be arranged by college as per the availability of funds.

12. Canteen / Hostel Committee :-

- i. Convener : Mr. Mubashir Qadir.
- ii. Members : Section Officer, Ms. Mehnaz.
- iii. Student Representative.

Objective:-

Overall monitoring of canteen and facilitating students in getting hostel facilities.

Responsibilities:

- 1. To make sure quality food items and beverages are served in college canteen under proper hygiene which must be maintained at any cost.
- 2. Surprise inspection checks to be made by committee and to take proper feedback from students.
- 3. To address students issues pertaining to their accommodation and to guide them about the availability of private paying guest facility around the college by WWO officer.

13. Training & Placement Cell (TPC) :-

- i. Convener : Mr. Arshid Ahmad.
- ii. Members : Mr Sajad Gul, Ms. Khurshid..
- iii. Student Representative.

Objective:-

- 1. To bring industry closer to the academics and Vice-Versa by developing close tasks between the Institute – Industry by interactive programs.
- 2. To encourage industries & organizations for placement and training of students in industries and to conduct regular industrial visits, seminars symposiums, workshops, guest lecturers, etc.

Responsibilities:

- 1. To arrange campus recruitment events.
- 2. To prepare students to face campus interviews.
- 3. To assist students in obtaining placement in reputed companies.
- 4. To provide career counseling.
- 5. To develop and enhance industry linkage.
- 6. To develop spirit of entrepreneurship.
- 7. To update students for the competitive examinations like GATE, CAT, TOEFL, UPSC, Bank PO etc.
- 8. To keep the database/record of all recruitments made by TPC.

14. Code of Conduct monitoring Committee :-

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| i. Convener | : Dr. R.A. Thakur - Director IITM |
| ii. Deputy Convener | : Mrs. Asma Gulzar |
| iii. Members | : Mr. Asifa Arabi. |

Objective:-

1. To monitor adherence to the code of conduct.
2. To organize programs on professional ethics for staff and students.
3. To organize awareness programs on code of conduct for staff & students.
4. To implement the annual awareness programme on code of conduct.
5. Roles and responsibilities shall be assigned to student representatives, faculty coordinators of different committees/cells, HODs to schedule and implement the plan of action on code of conduct.
6. The committee shall maintain reports with supporting documents of the programs organized.
7. The committee shall meet twice in a year and record the minutes of the meetings.

15. Purchase Committee :-

- i. Convener : Dr. R.A. Thakur - Director IITM.
- ii. Deputy Convener : Mr. Sajad Gul
- iii. Members : Mr. Imran A. Khan, Site Engineer,
Mr. Yasir.

Objectives:-

- 1. Purchase of required items.
- 2. Looking after the maintenance of the infrastructure
- 3. Monitoring the maintenance of the stock.
- 4. Looking after the safety and security of the college infrastructure
- 5. Framing the procedures and policies related to purchase of items which are within the jurisdiction of the committee.
- 6. Any other responsibility entrusted by the Head of the college with written orders.

16. Green Campus Development Committee :-

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| i. Convener | : Mrs Qurat Ul Ain |
| ii. Deputy Convener | : Mrs. Asma Gulzar |
| iii. Members | : Mr. Arshid Ahmad. |

Objectives:-

- To protect and conserve ecological systems and resources within the campus.
- To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
- To integrate environmental concerns into policies, plans and programs for social development and outreach activities.
- To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
- To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.
- To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of waste produced, recovering and recycling waste where possible.
- To make the campus plastic free.



Asma Gulzar.

Chief Coordinator IQAC & NAAC