

Manual No. 8

A statement of boards, council, committees and other bodies constituted.

List of boards, councils, committees etc.

S. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1.	Purchase Committee	Coordinate all purchases of the Polytechnic	Principal Chairperson, Head of Deptts. And Sr. Faculty members	Once constituted continues till a member is changed	Normally for a year	No, except for Open Tenders	No	As per need	Frequency of meetings more towards end of financial year.
2.	Academic Committee	To decide academic matters like detention cases, scholarship related issues etc.	----do-----	----do-----	----do-----	No	----do-----	Min. once in every semester	---
3.	Proctorial Board	Students' Discipline matters and related academic matters	Sr. Faculty as Chairman, Student Advisor as member	----do-----	----do-----	No	----do-----	As per need	---
4.	Technical Committee	Advises for technical evaluation in purchase of machinery and other technical functions	Involve Sr. Faculty in particular Discipline, Faculty as member	As & when needed	Duration adhoc requirements	No	----do-----	----do-----	---
5.	Misc. Accts. Committee	To regulate expenditure from Pupil's Fund	----do-----	----do-----	----do-----	No	----do-----	As per need	---