



Laxminarayan Institute of Technology

Rashtrasant Tukadoji Maharaj Nagpur University

Amravati Road, Nagpur – 440 033

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Director

August 31, 2021

Office Order

The following Committees are constituted for the smooth and effective functioning of the institute and to facilitate the visit of NAAC Peer Team. The tenure of the Committees will be of Three Years. The Chairman of each Committee will prepare and maintain the record of minutes of the meetings (at least one meeting per month).

The committees and their functions

Institute Council: The Institute Council will be reporting to the Board of Governors (**LIT Committee**). The Director will be the Chairman of the Council and all the HODs will be Members of the Council. The Director IQAC will act as Member Secretary of the Council and will be responsible for the preparation of the agenda and the minutes of the meetings of the Council.

The Functions of the Council will be to lay down guidelines for effective implementation of teaching programme and assist the Director of the Institute in sorting out matters relating to Academic Activities, Examinations, Resource Management, etc.

Academic Monitoring and Audit Committee: The functions of this Committee will be to monitor the regular conduct of theory lectures and practical sessions as per the Time Table. This committee will device and implement a proper mechanism to ensure that the lesson plans are collected from all the teachers in the first week of the beginning of academic session. This committee will also device and implement a proper mechanism to collect the weekly attendance record of all the theory lectures and practical sessions of all classes and all subjects and submit the monthly attendance report to the Director. This committee will also be responsible for the submission of Academic Audit Report to the University as and when asked by the University authorities.

Curriculum Committee: The College Curriculum Committee is responsible for developing curriculum policies for the Institute following the procedures, rules and regulations of RTM Nagpur University. This committee will also facilitate the preparation of CO-POs and attainment level calculations and will be responsible for timely collection of the relevant information/data from all the faculty members.

Training and Placement Committee: The functions of this Committee will be to make all the correspondence with the industries regarding the training/internship and placement of the students. The committee will prepare the profiles and collect brief resume of all the students of all the branches. The committee will ensure the smooth conduct of campus interviews (including presentations/GD). This committee will also organize short term Training Programmes/Workshops and Guest Lectures for Soft Skill Development and Technical Upgradation of the students.

Research Promotion Committee: The functions of this Committee will be to facilitate the process of submission of research proposal for fetching the grants from various funding agencies like AICTE, DST, DBT, RGSTC, and, industries etc. This committee will keep and maintain the record of research

projects, publications, book chapters, books (national and international). It will be the responsibility of the faculty members to submit this information immediately (within a week of publication and/or sanction of research grant) to the committee. This committee will also facilitate and ensure organization of at least four workshops/FDPs and one national/international conference in an academic year. This committee will also explore Undergraduate Research opportunities, Industry related projects and Consultancy work. This committee will regularly notify and publish the Research News (on Notice Boards, Website, Social Media and Local Newspapers). The committee will work for creation and upgradation of Research Facilities at Institute and promote Innovations and Start-ups, Awards, Honors and Fellowships.

Infrastructure Maintenance and Campus Beautification Committee: The functions of this Committee will be to periodically inspect the Premises of the Institute and make necessary correspondence and follow up with the University Engineer for the maintenance of the existing buildings and laboratories. It will also ensure proper utilisation of available space needed for a particular discipline keeping in view the needs of Departments. The committee will also look after the maintenance of Garden, Trees, and, Plants existing in the Institute Campus. The committee will also suggest the new ideas to the Director in order to enhance the overall ambience and the beauty of the campus. Green Audit and Energy Audit should be conducted twice a year and the reports to be submitted to the Institute council in the last week of June and December every year.

Purchase Committee: The function of this Committee will be the procurement of the materials such as Chemicals, Glassware, Equipment, Auxiliary Materials and also make proposals for Repairs and Maintenance of Equipment by following the procedures as per the Accounts Code. All purchases and repairs in the Institute will be routed through the Purchase Committee on recommendations of the respective HODs. The Committee will arrange to have stock verification carried out every year and submit the report to the Director.

Admission Committee: This Committee will look after all admission related work in the Institute and conduct the Centralized Admission Process as per the guidelines of ARA, Government of Maharashtra. The committee will also be responsible for the proper scrutiny of applications for admission, reporting of admitted students on ARA portal. The committee will deal with all the matters relating to admissions.

Discipline Committee: This Committee will be responsible for maintaining discipline in the Campus. It will ensure that the students attend the classes in time and do not roam in the campus, canteen etc. The Committee will recommend to the Director any disciplinary action against erring students. This committee will also assist the anti-ragging committee.

Hostel Management Committee: The Warden will be overall in-charge in the day to day functioning of the hostels and will work in accordance with the rules framed by the University. The committee will help the Warden in smooth functioning of the hostel, hostel mess etc. The committee will periodically visit the hostel premises and mess (at least two visits per month).

Examination Committee: The function of this Committee will be to prepare Time-Table of the Sessional Examinations, practical examinations in consultation with the Director. This Committee will be responsible for the smooth conduct of the Examinations. The Director will nominate a Senior Teacher to work as Officer in Charge of the University Examinations by rotation. This committee will also assist the Officer in Charge for the smooth conduct of the University Examinations.

Students' Affairs Committee: The functions of this Committee will be to guide the students in all the affairs related to their Co-Curricular and Extra Curricular Activities. All circulars relating to Students will be forwarded by the Director to this Committee and the Chairman will be responsible for its effective implementation. Students will approach this Committee, for the matters related to the problems faced by them, and can also approach this committee to resolve their grievances. This Committee will meet at least once in a month (or as often as necessary) and submit its report to the

Director of the Institute at the end of each semester. This Committee will also establish various clubs like Nature Club, Photography Club, Music Club etc. in the Institute in order to enhance the participation of students in the events like Annual Social Gathering, Sports, Ganesh Festival, MERGE, LITMUN etc. This Committee will also assist our Annual Magazine Team. This Committee will also look after all the Co-curricular activities and Alumni relations, and activities of IChE, AIChE and similar Professional Bodies of Chemical Engineering and Technology field.

Time-Table Committee: This Committee will prepare the Academic Calendar of the Institute with the approval of the Director. This Committee will ensure that the Time-Table is prepared in the last week of each Academic session for the Subsequent Session. The Committee will prepare a general Time-Table for the Institute and also for individual classes and individual teachers. It will be the responsibility of all HODs to submit the workload to this committee in time. The Committee will ensure that classes begin in the right earnest at the start of the Session. The Committee will ensure that the norms of the University in allotting the workload to teachers as per UGC and AICTE guidelines are followed. The committee will also prepare contributory workload for submission to University and also prepare and submit the remuneration bills to the University.

Library Committee: This Committee will invite recommendations from Teachers for purchase of books, journals and periodicals for the Library. The Committee will be responsible for overall upkeep of the Library. The committee will prepare the list of books to be purchased on recommendations of the HODs and submit the same to the Director. The committee member will visit the library regularly (at least two visits per month) and ensure that the record of visitors is maintained properly by the library staff.

Reports Management Committee: This Committee will prepare all the reports to be submitted to the various regulatory authorities viz. AICTE, DTE, RTMNU as and when asked for. The committee will collect the necessary data from various HODs and faculty member as and when required. The HODs and the faculty members will be responsible for timely submission of the desired data as and when requested by the committee.

Safety Management Committee: This Committee will look into regular upkeep, cleanliness etc. and safety measures in the Institute and ensure that all aspect of disaster such as fire, explosion, accidents, burns, poisoning through inhalation, infection and other hazards are dealt with, on a priority basis. The Committee will also suggest preventive measures. It will periodically monitor provisions of First Aid Box, Fire Extinguishers, etc. in the various laboratories. The Committee will also be responsible for dealing with matters of theft, loss and damage of property and suggest to the Director suitable action to prevent recurrence of such cases.

Outreach and Extension Activities Committee: This committee will look after organization of extension and outreach programs in order sensitize the students to develop social values, widespread responsibilities and knowledge in societal issues and problems by making them involved with the society. This committee will also look after the establishment of a good relationship with NGO, tie-up with other reputed organizations and join hands with local authorities and serve the community. Organization of various programs through which students with profound interest can attain social values, social justice responsibility and sustainability.

Institute Council

Director will be the Chairman and Heads of all the Departments will be the members. There will be monthly meeting of this council on the first Saturday of every month (Standing Notice). The Member Secretary will be responsible for the preparation of the agenda and the minutes of the meetings of the Council.

- i. Academic Monitoring and Audit Committee**
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|---------------------------------|----------|
| 1. Dr. Neeraj Khaty | Chairman |
| 2. Heads of all the Departments | Members |
- ii. Curriculum Committee**
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| 1. Dr. Bharat Bhanvase | Chairman |
| 2. Heads of all the CT Departments | Members |
- iii. Training and Placement Committee**
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|------------------------------------|---------------|
| 3. Dr. Rajendra Ugwekar | Chairman (CE) |
| 4. Dr. Sanjay Shirsat | Member |
| 5. Dr. Girish Deshmukh | Chairman (CT) |
| 6. Heads of all the CT Departments | Members |
- iv. Research Promotion Committee**
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| 1. Dr. Bharat Bhanvase | Chairman |
| 2. Prof. Shekhar Pandharipande | Member |
| 3. Dr. Shilpa Pande | Member |
| 4. Dr. Vikesh Lade | Member |
| 5. Dr. Jaykumar Bhasarkar | Member |
| 6. Dr. Sneha Karadbhaje | Member |
- v. Infrastructure Maintenance and Campus Beautification Committee**
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|-------------------------|----------|
| 1. Dr. Manoj Meshram | Chairman |
| 2. Dr. Sameer Wagh | Member |
| 3. Dr. Ramesh Birmod | Member |
| 4. Dr. Vijay Karadbhaje | Member |
| 5. Dr. Pallavi Giri | Member |
| 6. Dr. Thejo Kalyani | Member |
| 7. Dr. Shrikant Warbhe | Member |
| 8. Mr. Vaibhav Gawande | Member |
| 9. Mr. Mayur Yenkie | Member |
- vi. Purchase Committee**
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|---------------------------------|---------------------|
| 1. Director | Ex-Officio Chairman |
| 2. Dr. Pramod Belkhode | Member |
| 3. Heads of all the Departments | Member |
- vii. Admission Committee**
- For Undergraduate Courses**
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|-------------------------|----------|
| 1. Dr. Pradeep Shende | Chairman |
| 2. Dr. Jayant Modak | Member |
| 3. Dr. Sanjay Shirsat | Member |
| 4. Dr. Manoj Meshram | Member |
| 5. Dr. Siddharh Meshram | Member |

6. Dr. Pallavi Giri	Member
7. Mr. Amit Agrawal	Member
8. Mr. Anand Shende	Member
9. Dr. Jaykumar Bhasarkar	Member
10. Dr. Saurabh Joglekar	Member
11. Dr. Vikesh Lade	

For Post-Graduate Courses

1. Dr. Bharat Bhanvase	Chairman
2. Dr. Sameer Wagh	Member
3. Dr. Vinod Ganvir	Member

viii. Discipline Committee

1. Dr. N. M. Patil	Chairman
2. Dr. Sameer Deshmukh	Member
3. Dr. Sanjib Sen	Member
4. Dr. Sneha Karadbhajne	Member

ix. Hostel Management Committee

1. Dr. N. M. Patil	Chairman
2. Dr. Girish Deshmukh	Member
3. Dr. Vijay Pawade	Member
4. Dr. Gajanan Lakhawat	Member

x. Examination Committee

1. Dr. Vinod Ganvir	Chairman
2. Dr. Ramesh Birmod	Member
3. Dr. Chandan Chawhan	Member
4. Dr. Gajanan Lakhawat	Member
5. Mr. Mayur Yenkie	Member

xi. Students' Affairs committee

For Co-curricular and Alumni, IChE, AIChE Activities

1. Dr. S. K. Deshmukh	Chairman
2. Dr. Saurabh Joglekar	Member
3. Heads of all the Departments	Member

For Extracurricular and Sports Activities

1. Dr. Shubha Dautpure	Chairman
2. Dr. Thejo Kalyani	Member
3. Dr. Asar Ahmad	Member
4. Dr. Shrikant Warbhe	Member
5. Dr. Sheetal Deshmukh	Member
6. Mr. Mayur Yenkie	Member
7. Mr. Vaibhav Gawande	Member

xii. Time Table Committee

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|--------------------------|----------|
| 1. Dr. Pratibha Agrawal | Chairman |
| 2. Dr. Sameer Deshmukh | Member |
| 3. Dr. Vijay Karadbhajne | Member |
| 4. Mr. Vaibhav Gawande | Member |

xiii. Library Committee

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|-------------------------|----------|
| 1. Dr. Vijay Pawade | Chairman |
| 2. Dr. Asar Ahmad | Member |
| 3. Dr. Sheetal Deshmukh | Member |
| 4. Mr. Mayur Yenkie | Member |
| 5. Mr. Vaibhav Gawande | Member |

xiv. Reports Management Committee

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|--------------------------|----------|
| 1. Dr. Pradeep Shende | Chairman |
| 2. Dr. Pramod Belkhode | Member |
| 3. Dr. Siddharth Meshram | Member |

xv. Safety Management Committee

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|--------------------------|----------|
| 1. Dr. Bharat Bhanvase | Chairman |
| 2. Dr. Girish Deshmukh | Member |
| 3. Dr. Jayant Modak | Member |
| 4. Dr. Sanjib Sen | Member |
| 5. Dr. Vijay Karadbhajne | Member |

xvi. Outreach and Extension Activities Committee

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|---------------------------|----------|
| 1. Dr. Shilpa Pande | Chairman |
| 2. Dr. Thejo Kalyani | Member |
| 3. Dr. Pallavi Giri | Member |
| 4. Dr. Jaykumar Bhasarkar | Member |
| 5. Mr. Mayur Yenkie | Member |
| 6. Mr. Vaibhav Gawande | Member |



Director