

Standing Committees of the Department

	Committee	Chairman/ Members	Terms of Reference
1.	Space Planning & Utilization	Prof. Pankaj Srivastava– Chairman Head (Ex-officio) Prof. G.B. Reddy Prof. B.D. Gupta Prof. Arun Kumar Prof. V. Ravishankar	To plan for efficient utilization of existing laboratory space keeping in view the requirement of space for new laboratories to plan for appropriate office space to the existing and new faculty members and to frame the policy for utilization of laboratory space of faculty who are retiring.
2.	Curriculum Review & Development	Chairman, DRC – Chairman (ex-officio) Programme Coordinators of B.Tech, M.Sc. & M.Tech (ex-officio)	To periodically review the Syllabi of existing courses and to examine the proposals for floating new courses/programmes
3.	Committee for write off of obsolete/ unserviceable stores	Prof. H.K. Malik, Chairman Prof. R.K. Varshney Prof. D.S. Mehta Dr. G.V. Prakash	To examine requests received from various faculty members for write off and make recommendations for an appropriate action
4.	Employees Welfare & Grievance	Prof. Neeraj Khare, Chairman Head of Dept. (ex-officio) Prof. Pankaj Srivastava Prof. G.B. Reddy One representative each from group B & C lab staff, one from gr. D & one from office staff including stores	To examine and attend to various departmental issues raised by Gp. B, C and D employees of the department.
5.	Budget	Head of Dept. (ex-officio) Prof. B.R. Mehta Prof. Arun Kumar Prof. R.K. Soni Prof. Sujeet Chaudhury Prof. Rajendra Singh (Convener)	(i)To prepare annual budget for the department; and (ii) To approve expenditure from various Institute budget body for amount exceeding Rs.1,00,000/-.
6.	Safety Committee	Dr. J.P. Singh, Chairman Prof. Sujeet Chaudhary Dr. Santanu Ghosh Dr. Amartya Sengupta	To improve the safety situation in the Departmental Labs.
7.	Journal Club	Dr. Joyee Ghosh, Chairperson Dr. Kedar Khare, Dr. Pranaba K. Muduli, Dr. Amartya Sengupta Dr. Pintu Das, Dr. Rajendra S. Dhaka, Dr. Sujin B. Babu, Dr. Bhaskar Kanseri, Dr. Rahul Marathe, Dr. B.K. Mani, Dr. R.Narula	To train & motivate young researchers to develop a regular habit of critically studying papers.