



ISO 9001:2015 Certified

**Dr. Ambedkar Memorial Institute of Information Technology & Management Science  
Jagda, Rourkela -769042**

**LIBRARY COMMITTEE (LC)**

**Composition:** The LC shall comprise:

- i) The Principal as the Chairman, ex-officio;
- ii) One senior teacher to be nominated by the Principal;
- iii) The Librarian of the College as Member secretary, ex-officio;
- iv) One teacher from each discipline to be nominated by the Principal as member.
- v) One from the Library staff to be nominated by the Principal.

**Term:**

The term of each member shall be two years except for ex-officio members. In case of nominations made under (ii), (iv) & (v) above, the members shall continue to be members of the LC for two years or till such time as they shall continue as members of the staff of the College whichever is earlier.

**Functions:**

- i) The LC shall formulate policies pertaining to purchase and procurement of books, journals, magazines, periodicals, furniture, equipment and stationery required for the library and reading room.
- ii) The LC shall be responsible for maintenance of all kinds of property of the library and the reading room.
- iii) The LC shall make regulations regarding issue and return of books etc.
- iv) The LC shall recommend proposals for weeding out irrelevant stock and introducing new material for approval of the G.B.

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**GRIVANCES REDRASSAL COMMITTEE (GRC).**

**Composition:** The GRC shall comprise:


- i) The Principal as the Chairman, Ex-officio;
- ii) The senior teachers
- iii) The Administrative Staff

**Term:**

Two years except for the Principal.

**Function-**

- i) To scrutinize, investigate and consider all petitions/complaints, grievances of the students and employees of the College also those submitted by guardians and citizens and place their considered opinion for the approval of the G.B.
- ii) To identify potential areas of error in the system as a whole and suggest preventive/remedial measures in the form of resolutions for the approval of the G.B.;
- iii) To perform such other duties as shall be assigned to it from time to time.

  
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**ALUMNI ASSOCIATION-**

THE DAMITS ALUMNI ASSOCIATION aims at bridging the gap between old students and present generation of students of this institution. It provides opportunities for social inter-course and promotion of friendly relations between alumni and the present students and members of the staff of the college. It enable the old students to take an active interest in the welfare of the Alma Mater as a centre of excellence in learning. All past students, past and present teachers and past and present members of the Governing Body are eligible for being the members of this society. There shall be an annual reunion of the members of this society and the present students.

The society is managed by an Executive Body comprising:-

- i) Advisors.
- ii) President.
- iii Vice President.
- iv Secretaries and .
- v Treasurer.

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**ANTI –RAGGING COMMITTEE (ARC)**

As per statute of University and AICTE, DAMITS constitutes the Anti-ragging Committee which nominate and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

**Composition:** The ARC shall comprise:


- i) The Principal as the Chairman, ex-officio;
- ii) Six senior teacher to be nominated by the Principal;
- iii) HOD of IT or Management of the College as Member secretary, ex-officio;
- iv) Two students from each discipline to be nominated by the Principal as member.
- v) Three from non teaching staff to be nominated by the Principal.
- vi) One Parents from ongoing batches
- vii) BDO, Bishra
- viii) LIIC, Jhupani Police station
- ix) One member from local NGO
- x) One member from Media

**Term:**

Two years except for the Principal

**Functions:**

1. Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
2. Creation of cordial and free atmosphere.
3. Involving seniors and freshers jointly in value based cultural and other activities.
4. Entrusting the responsibilities jointly.
5. Inter-action and casual warning.
6. Ensuring the spot solutions by adapting soft measures.
7. In case of need, reporting to the nearest police station.

  
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**WOMEN ANTI – SEXUAL HARASSMENT COMMITTEE**

With regard to the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against women sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view DAMITS has constituted a Committee against Women Sexual Harassment.

**Composition:-**

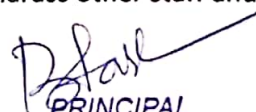
- i) The Principal as the Chairman, ex-officio;
- ii) Dean Administration
- iii) Project Coordinator
- iv) 2 senior teacher to be nominated by the Principal;
- v) HOD of IT or Management of the College as Member secretary, ex-officio;
- vi) 1 non teaching staff to be nominated by the Principal.

**Term:**

- Two years except for the Principal

**Function: The WASHC shall comprise**

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
2. To take all reasonable steps to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of a sexual nature.
3. To Obtain support from the Principal & Director for implementing a comprehensive strategy:
  - Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students

  
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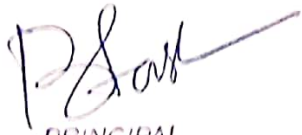
- Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment

4. Develop a written policy which prohibits sexual harassment.

- The Institute shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.
- Complaints of sexual harassment are handled separately for staff and students under the Staff Complaints Policy and Sexual Harassment Complaints Resolution Procedures for students.

5. Ensure that complaints processes:

- are clearly documented
- are explained to all employees
- address complaints in a manner which is fair, timely and confidential
- are based on the principles of natural justice
- provide clear guidance on internal investigation procedures and record keeping.

  
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**PURCHASE COMMITTEE:**

The PC comprise

- i) The Principal as the Chairman, ex-officio;
- ii) Dean Administration/HODs
- iii) Two senior teacher to be nominated by the Principal;
- iv) Two non teaching staff to be nominated by the Principal.

**Term:**

- Two years except for the Principal

**Functions of PC**

- To Analyse quotations and provide recommendation for approval.
- To ensure all documentation is perfectly completed.
- To ensure that the supplies/services quoted for comply as requested on the Stock Register.
- The Purchase Committee should also be assigned a role for the ongoing process.
- Proportionality, transparency, accountability and fairness should be the main motto of PC.
- Ensuring all relevant documentation is prepared prior to Purchase Committee Meeting.
- Ensuring all necessary procurement procedures are properly followed
- Ensuring samples are available for review.

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**TRAINING & PLACEMENT CELL**

In DAMITS we believe in equipping our students with the right talent and personality to face the industry Requirements. It is to guide students to choose right career and to give knowledge, skill, and attitude and meet the manpower requirements of the industry. TPC plays a very important and key role in recruiting and guiding the students of the college for their successful career placement.

**Term**

Two years except for the Principal

**Composition**

The T&P Cell comprise

- i) The Principal as the Chairman, ex officio,
- ii) Training and Placement Officer /In-charge
- iii) Two Senior Teacher

**Functions**

Training and Placement Cell offers Career Development Program for the students who are interested to enter the corporate world and introduce them to the prospective employers according to their aptitudes and background.

The Training programs have been formulated after a thorough analysis of unique requirement of various companies as the required skills will vary according to the company's requirement.

Imparting training program, enable the students to gain a competitive edge in the recruitment process, given their confidence and developing their personality.

- Organizing MNCs On - campus as well as off campus selection activities.
- Inviting HR Person to address students on self enhancement, confidence building, Career awareness program, etc.
- Conducting Aptitude test, GD and soft skills programs to students.
- Interacting with recruiters for campus placement.
- Conducting Campus Recruitment
- Preparing the placed students making them Campus ready.
- All industry Institute Interaction activities to develop knowledge and skills of students

Principal

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**CANTEEN COMMITTEE**

A canteen committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy. They may also be responsible for specific decisions as specified in the canteen policy, such as employing staff, authorizing major purchases or authorizing changes in the menu.

**Term**

One year except Principal

**Composition**

- i) The Principal as the Chairman, ex-officio;
- ii) Boys and Girls Hostel Warden
- iii) Boys and Girls Hostel Superintendent
- iv) Two senior Teachers
- v) One boy student
- vi) One girl student

**Functions**

- Implement the canteen policy and initiate annual reviews of the policy.
- Plan, organise, control and evaluate the needs of the canteen.
- Provide job descriptions, work agreements and performance reviews for staff.
- Ensure a healthy and safe work environment.
- Make sure all financial records are in order and an audit is prepared.
- Present a monthly and yearly financial report to the Management
- Support, encourage and acknowledge the efforts of paid and voluntary staff.
- Produce a canteen menu and price list.
- Monitor, and if required, upgrade the condition of the canteen's facilities and major equipment.

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