

हरीश-चन्द्र अनुसंधान संस्थान

(परमाणु ऊर्जा विभाग, भारत सरकार)

छतनाग मार्ग, झुंसी, इलाहाबाद-211 019 (भारत)

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पत्रांक : एच.आर.आई. No **HRI/650/1463**

दिनांक Date **25th Aug 2017**

CIRCULAR

Subject : Constitution of Various Committees

In supersession of previous Circular No HRI/650/128 dated 18th April 2017 and subsequent Addendum/Corrigendum (HRI/650/173 dated 21st April 2017 and HRI/650/404 dated 17th May 2017) on the captioned matter, it has been decided to constitute the various committees (as per Annexure) of the Institute with immediate effect. The committee shall continue to function till further orders. The Conveners of the various committees are advised to take over the previous records etc., if any, and initiate further necessary steps as per requirement.

The reports and recommendations of the administrative committees should be forwarded to the Registrar/Dean (Administration)/Dean (Academic) before obtaining approvals from the Director.

The members working on the various committees, including academic members, will be expected to be available at the Institute as often as necessary. In the event they are likely to proceed on long leave, say for durations exceeding 21 days, they should inform the Director, so that he may consider reconstituting the committees suitably with a view to facilitate smooth functioning of the committees.

The invitation to the student and HRIRA representatives on the committees are to be decided by the Conveners of the respective committees, who will call them when their participation is needed.

If required, the activities/work of a committee may internally be divided into smaller groups for specific functions.

This is being issued with the approval of the Director.

(Ravindra Singh)

Registrar

Copy to HRIALL (through eMail)

Annexure to Circular No HRI/650/1463 dated 25th August 2017 (Constitution of Various Committees)

SN	Name of the Committee	Convener	Members	Terms of Reference / Activities / Responsibilities
Physics				
1.	Admission and Graduate Program	Dr Anirban Basu	Prof Dileep Jatkar Prof B Mukhopadhyaya Dr Aditi Sen De Dr T P Pareek	Handles the admission process and teaching assignment. Also monitors students in the coursework phase.
2.	Post-Doctoral	Prof S Naik	Dr Santosh Rai	PDF appointment/extensions & Visitor's program
3.	Faculty Application	Prof Ashoke Sen	-	-
4.	Outreach Programme	Dr Anshuman Maharana	Dr Aresh K Datta Dr Ujjwal Sen	Oversees the VSP/VSSP/SPIM programs and talent search (except Rajbhasa). For the talent search test the physics and mathematics committees will coordinate.
Mathematics				
5.	Admission and Graduate Program	Dr N Raghavendra	Prof P K Ratnakumar Dr Umesh K V Dubey Dr D Surya Ramana Dr Hemangi M Shah	Handles the admission process and teaching assignment. Also monitors students in the coursework phase.
6.	Post-Doctoral	Prof P K Ratnakumar	Dr Manoj Kumar	PDF appointment/extensions & Visitor's program
7.	Faculty Application	Prof B Ramakrishanan	Prof Chandan S Dalawat	-
8.	Outreach Programme	Dr Punita Batra	Dr Umesh K V Dubey Dr Gyan Prakash	As per point no 04 above


General / Common Activities				
9.	Colloquium	Prof Chandan S Dalawat	Prof Prasenjit Sen	The physics and mathematics members oversee the physics/mathematics colloquia respectively, and jointly the HRI colloquium. Colloquium suggestions come from the faculty.
10.	Computer	Dr Ujjwal Sen	Prof Dileep Jatkar Dr N Raghevendra Dr Manoj Kumar Mr Sanjai Verma	Common IT infrastructure of the Institute
11.	Cluster	Dr Prasenjit Sen	Dr Ujjwal Sen Dr Santosh Rai Dr Sandhya Choubey	To oversee O&M and Planning of Clusters
12.	Library	Dr D Surya Ramana	Dr R Thangadurai Dr Anirban Basu Dr Tapas Das Librarian (Ms Anju Verma shall coordinate the meetings)	The Rules for the management of the Library shall be framed from time to time, as may be found necessary, by the Library Committee which shall be responsible for the proper functioning of the Library
13.	Foreign Travel	Dr T P Pareek	Prof Arun K Pati Prof S Naik	To regulate foreign travels of academic cadre as per the Foreign Travel Guidelines of the Institute.
14.	Academic Infrastructure Facilities	Prof Dileep Jatkar	Dr Sandhya Choubey Prof P K Ratnakumar Dr Manoj Kumar Shri Ajay Srivastava Mr Sanjai Verma Dr Archana Tandon	All classrooms, seminar rooms, auditorium, office space, physics lab. Maintenance, upgradation, allocation

15.	Guest House / Pantry / Student Mess	Prof B Mukhopadhyaya	Prof B Ramakrishnan Prof A K Pati Dr R Thangadurai Mr Ajay Srivastava GHM SPO (In case of some issue of student mess, the Mess Manager as students representative shall be the special invitee)	Oversee the accommodation aspect of the GH, and all food related facilities in GH, pantry, mess. Suggestions for cleanliness, modernisation.
16.	Housing	Dr Aditi Sen De	Prof Sumathi Rao Prof Kalyan Chakraborty Mr Manish Sharma GHM	House / hostel allotment related issues
17.	Medical	Prof Raj Gandhi	Prof A K Pati Dr Gyan Prakash Ms Anju Verma SPO Dr. G S Sinha (Special Invitee)	To look after the medical facility related issues of the Institute under provision of the Medical Rules
18.	Transport	Dr R Thangadurai	Dr Umesh K V Dubey Dr Aresh K Datta Shri Yashpal Singh	To regulate / oversee transport related activities of the Institute
19.	Sports / Entertainment	Dr Gyan Prakash	Dr Punita Batra Prof Prasenjit Sen Dr Anirban Basu Shri Yashpal Singh Shri Ajay Srivastava Shri Vijay Srivastava	Can internally divide responsibility for sports and cultural functions.

20.	Security	Prof Kalyan Chakraborty	Prof B Ramakrishanan Dr Tapas K Das Registrar Mr Amit Roy Shri Uma Kant Dwivedi	To regulate / oversee security related activities of the Institute
21.	Local Works & Estate (LW&E) (Formally know as LWC)	Director	Registrar Accounts Officer Dean (Student Affairs) Mr Manish Sharma Mr Ajay Srivastava Mr Vijay Srivastava Dr D Surya Ramana Dr Santosh Rai	Combines the functions of local works with campus housekeeping. Responsible for new construction as well as overall maintenance, cleanliness, horticulture. May internally divide into smaller groups for specific functions.
22.	General Grievances	Dean (Administration)	Dean (Student Affairs) Mr Amit Roy	Will consider general grievances except the cases mentioned in the scope of "Internal Complaint Committee (ICC) & Women's Grievances"
23.	Internal Complaint Committee (ICC) & Women's Grievances	<p>As per OM no HRI/980/1273 dated 18th July 2016 (as amended from time-to-time). This committee has been constituted as per "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".</p> <p>To streamline the activities of this committee, following subgroup is being constituted for General Grievances of Women.</p> <ul style="list-style-type: none"> (a) Dr Sandhya Choubey - Convener (b) Prof Sumathi Rao - Member (c) Ms Seema Agarwal - Member (d) Dr Archana Tandon - Member <p>If a grievance comes under the definition of Sexual Harassment as per definition of the act, the case shall be considered by full ICC.</p>		

24.	Endowment	Prof Sumathi Rao	Prof B Mukhopadhyaya Dr Anshuman Maharana Dr D Surya Ramana Prof Chandan S Dalawat Dr R Thangadurai	Responsible both for contacting possible donors as well as management/ allocation of all endowment funds available as per the regulation of the Institute. The committee can make liaison with the public interface committee.
25.	Public Interface	Director	Dr D Surya Ramana Dr Anshu Maharana Mr Amit Roy	Presenting reports of HRI activities to the DAE, parliament, other agencies, and possibly the media.
26.	HBNI Cell	Dean (Academic)	Convener, Physics Admissiion & Graduate Committee Convener, Maths Admissiion & Graduate Committee Nodel Officer, HBNI Mr Amit Roy Dr Archana Tandon	All liaison and other works related with HBNI
27.	Rajbhasha	Registrar	Dr Punita Batra Dr T P Pareek Jr Hindi Translator Hindi Typist	All Rajbhasha related issues
28	DAE Liaison	Registrar	Dean (Admin) Dean (Academic) IA&AO (As and when required, Director may be special invitee and shall chair	All DAE liaison related issues

			the meeting) Other Members may be invited as per the need.	
28.	Budget Review & Planning	Director	Registrar Accounts Officer IA&AO (Other Members may be invited as per the need)	Budget finalization, projects monitoring etc. During the projects monitoring, all the PIs shall be invited.
29.	Purchase	Director	Dean (Admin) Registrar Accounts Officer IA&AO SPO	Purchase related issue. SPO shall call the meeting with the permission of Registrar/Director as and when required.



(Ravindra Singh)
Registrar