



# BITT POLYTECHNIC

(Approved by AICTE, New Delhi & Affiliated to Jharkhand University of Technology, Ranchi)  
RUN AND MANAGED BY BIRSA INSTITUTE OF TECHNOLOGY (TRUST) - BITT

## Information to Students / Observation

**(29-01-2020)**

1. The formation of mentor groups of all core departments and the finalization of 23 committee's members are done.
2. It is decided that all the 3 batches (1st, 2nd & 3rd year Students) are to be observed by mentors of the core departments. For, each batch 20 students group are allotted with a mentor.
3. Ex: If a batch having total of 55 students  
20 students - 1 mentor  
20 students - 1 mentor  
& 15 students - 1 mentor
4. The teaching faculties will work as mentor of the student groups member. One faculty is allowed to be maximum of two groups of different batches of same departments.
5. Two student coordinators will be selected from each group and it can be changed frequently with 3 month rotations. Such that each student member in a group can be given a chance for their work.
6. The listing of mentors group will be done roll no wise. The departmental heads will prepare the documentation details of the students list having – Roll no, Registration no, contact no, parent mobile no, whatsapp no; further they have to broadcast create. All the rules and regulations should be updated regularly in the students group.
7. All the members of the earlier committee got changed and for the formation of 23 committees, the revised members are formed were new active members are also included in it.
8. The brief report of the 23 committees members are as follows:

### **Academic Coordination Committee:**

**Functions:** To plan and execute all academic activities, documents preparation for AICTE, JUT, NBA, DHTE & SD, PMKVY, etc and proper maintenance of all records. To ensure that the lab equipments are in good working condition.

### **Student Welfare and Counseling Committee**

**Functions:** To manage and administer the Student Welfare, to promote the welfare of students as per norms laid down from time to time. Monitoring of irregular students and Parent interaction.

### **Discipline Committee**

**Functions:** To maintain the discipline among the students and make suitable recommendations for consideration and approval.

### **Placement and Industry-Institute Interaction Committee**

**Functions:** To monitor the activities of Training & Placement Cell. Creating, developing and maintaining necessary database of students as required by various companies. Maintaining necessary list of students placed through the Training & Placement Cell (TPC). Organize periodically industry-interaction meet. Invite industry heads to interact with students. Arranging necessary training programmed and guest lecture of relevance to our students. To assist the students to find suitable employment.

### **Campus Maintenance and Monitoring Committee**

**Functions:** To take round of the buildings/blocks and campus at frequent intervals. Checking of all classes/labs, offices on all floors for neatness and also suggest for development of campus neatness and security.

### **Sports and Cultural Committee**

**Functions:**

- 1) To motivate students to participate in Intra-college, inter-college, University, zonal and other reputed tournaments and sports activities. To organize various sports events in the institute.
- 2) To list out students interested in cultural activities so as to plan, arrange and conduct suitable programmes in the institute. Selecting talented students to participate in competitions.

### **Social Responsibility Committee**

**Functions:** To create awareness among students and staffs towards our responsibility to the society. To plan, organize and conduct blood donation and other camps and social awareness activities in the campus and in the nearby localities.

### **Grievance Redressal Committee (GRC)**

The Committee shall evaluate the case and make its recommendations or suggest final action (as applicable) at the Institution level within 07 (seven) working days of presentation of the case. Thereafter, the aggrieved person would be communicated the recommendation/final action within (03) three days. The grievance of the individual will be given fair and reasonable opportunity to be heard in detail before the Committee in a peaceful and conciliatory environment. If need be, appropriate evidence in the form of a material evidence or personal witness may be asked to be produced/introduced by the aggrieved person.

### **Internal Complaint Committee (ICC)**

An aggrieved female student or a female employee is required to submit a written complaint along with supporting documents and names and addresses of the witnesses, if any, to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. (2) Forms are available on the college web site [www.bittpolytechnic.com](http://www.bittpolytechnic.com). (3) The filled-up form shall be submitted with the Convener (Assistant Registrar). (4) The Committee shall evaluate the case and make its recommendations or suggest final action (as applicable) at the College level within 60 (sixty) days from receipt of the complaint. Thereafter, the aggrieved person would be communicated the recommendation/final action within (07) seven days.

### **Anti Ragging Committee (ARC)**

An aggrieved student is required to inform immediately to the undersigned or any staff of the Institute. Thereafter, he/she should submit a written complaint. Forms are available on the Institute web site [www.bittpolytechnic.com](http://www.bittpolytechnic.com). The filled-up form shall be submitted with the Assistant Registrar (Member Secretary). The Assistant Registrar will immediately communicate the same to the Convener of the Anti Ragging Committee.

At every single incident of ragging, a First Information Report (FIR) will be filed without exception with the local police station. The punishment to be meted out to the persons indulged in ragging will be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

## **ANTI RAGGING HELPLINE NUMBER: 9470193643**

### **Anti Ragging Squad Committee**

The Anti Ragging Squad will make surprise visits to classes, college canteens and other places vulnerable to incidents and have potential for ragging. It will also make surprise visits to students' accommodations outside the college campus to look into any incident of ragging and related matters of students. The enquiry report of the Anti Ragging Squad, along with its recommendations, shall be submitted to the Anti Ragging Committee for appropriate action as per provisions of the law.

### **Committee for SC/ST**

Procedure: (1) An aggrieved SC/ST student or employee is required to submit a written complaint to the Committee for SC/ST (2) Grievance Application Form is available on the Institute web site [www.bittpolytechnic.com](http://www.bittpolytechnic.com). (3) The filled-up form shall be submitted with the Member Secretary (4) The above Committee shall evaluate the case and take/suggest remedial measures at the Institute level.

### **Committee for Industry Institute Interaction Cell**

Arranging necessary training programme and guest lecture of relevance to our students. To assist the students to find suitable employment.

### **Academic Audit Committee**

Documents preparation for AICTE, JUT, NBA, DHTE & SD, PMKVY, etc and proper maintenance of all records. To ensure that the lab equipments are in good working condition.

- Examination Committee
- Time Table Committee
- Library Committee
- Canteen Coordination Committee
- Professional Society / Chapters Committee
- Alumni Association Committee
- Staff Selection Committee
- Staff Development Committee
- Student Grievance Redressal Committee (SGRC)

9. In the continuation of regular steps taken by the college for the bright future of our students, Since June'2019 the college have taken many steps for the betterment and overall development of students with making all procedure more transparent for enchasing the academic index and overall performance in education field, through developing several committees, such as- Academic Coordination Committee, Student Welfare, and Counseling Committee, Discipline Committee, Placement, and Industry- Institute Interaction Committee, Committee for Industry Institute Interaction Cell, Sports and Cultural Committee, Social Responsibility Committee and many others along with the development of college ERP through which students can involve directly with the college process of students development.

College is in the process of providing Dash board of Faculty, Non-Teaching staffs, Students, TPC, Alumni students to provide them real time information and notice and to connect all to minimize the communication gap. College is also planning and taken steps to provide college App and free wi-fi campus very soon. But these facility is completely dependent on students registration on college ERP by all excising and pass out students.

And now, it is good to see that students are coming up to show their skill and innovation in all possible fields. We have presently got 2 major groups who can guide the upcoming batches to know the academic,

Examination and TPC process more closely and can guide how to excel in academics to get a better prospect. They will also guide the process of the form filling process and eligibility and ways to overcome the fear of the semester exam through proper preparation and planning.

As per the discussion we had, now both groups were assigned under the guidance of TPC. They will work according to their ideas but with the support and guidelines of the TPC members.

The tentative date to start the program of Exam tips will be notified soon.

**a) ECE tech Team:** A tech session is organized by a team of final year Electronics & Communication students called BITT TALKs. Where a new way of learning the concerned subjects will be delivered by the students group of BITT. To join this session and to attend the seminars, students have to REGISTER through the website [ecetechteam.wordpress.com](http://ecetechteam.wordpress.com).

After registration students will get a reply email by the team to join the session with your Entry Password and Entry time and Venue. Moreover, a digital certificate also will be provided to the students attended.

It will be great opportunity to the team and for the students who eager to learn the subject. And it will also motivate the students to participate and engaged in such task.

**b) EXAM TIPS team:** Another group of final year students, BITT have come with an innovative idea of sharing the problem that was previously faced by the student during the uncertainties occurred in the examination.

As many students have faced several problems in their starting session regarding the examination and other related subjects. And they wants the 1st year students who were at the same location where they were some years ago and hence they want to arrange a seminar for those students and provide a suitable guidelines for their coming examination.

- The tentative date to start the program of **EcE tech Team** is 30th Jan, 2020 and will be finalized after suggesting the date of internal viva/exam of 1st year. Although registration for this event has been started and students can get registered through the provided website.
- The tentative date to start the program of **Exam tips** will be notified soon.