

Chapter15

Norms for the Discharge of Functions

The procedure/instructions contained in the Manual of Office Procedure issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions for timely disposal of receipts/cases are being followed in the CIHM. Further information can be obtained from the link below

- [Memorandum of Association.](#)
- [Rules and Regulations-Staff Regulation and society bye-laws.](#)

To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level:

1. E-Tender/GEM Portal Purchase Committee

| Sl. No. | Name of Official | Designation |
|---------|---|------------------------|
| 1. | Mr. Pulkit Bhambi, Principal | Chairman* |
| 2. | Mr. Abhishek Yadav – I/c Admin. Cum Accounts Officer | Evaluator* |
| 3. | Mr. B.L. Mahore – Office Supdt. | Evaluator* |
| 4. | Mr. Subhash Sharma, UDC | Evaluator* |
| 5. | Mr. Bankim Joardar, H.O.D. | Nodal Officer* |
| 6. | Mr. J.K. Sen – UDC (Store Dept.) | Creator/Publisher * |

For local market purchase, Purchase Committee is formed by the principal to assess the reasonableness of the rates, quality and specifications and identify the appropriate supplier, as per the provisions given in the GFR Rules.

2. Anti Ragging Committee (2024-25)

| S. No. | Designation | Member | Contact Number | E-mail Ids |
|--------|------------------------------|--|----------------|--|
| 1. | Head of the Committee | Sh. Bankim Joardar - H.O.D | 9425619239 | bankim1968@gmail.com |
| 2. | Rep. of local police station | Town Inspector Maharajpura Gwalior | | |
| 3. | Faculty Member | Mr. P. Suresh - Sr. Lecturer | 9993551104 | pitchai.suresh@rediffmail.com |
| 4. | Faculty Member | Mrs. Sandhya Singhal - Lecturer | 9669117191 | sandhyahariomsinghal@gmail.com |
| 5. | Staff Member | Mr. Prem chand Arya - Lab Asst. | 8871532072 | premarya500@gmail.com |
| 6. | Non-teaching staff | Mr. Abhishek Yadav - I/c Admin. Cum Accounts Officer | 9687877156 | accihmgwl@gmail.com |
| 7. | Non-teaching staff | Dr. Somesh Misra - Librarian | 9617026747 | misrasomesh@gmail.com |
| 8. | Contractual Staff | Mr. Jitendra Kumar Pandey - Boy's Hostel Warden | 7489059295 | |

3. Internal Complaint Committee of the Sexual Harassment of women at workplace :

| Sl. No. | Name of Official | Designation |
|---------|---|-------------------|
| 1. | Mrs. Sandhya Singhal - Lecturer | Presiding Officer |
| 2. | Mrs. Anshu - Lecturer | Member |
| 3. | Mrs. Joyce J. - Lecturer | Member |
| 4. | Dr. Manoj Kumar Yadav - Sr. Lecturer (Ad-hoc) | Member |
| 5. | Mr. Subhash Kumar Sharma - UDC | Member |
| 6. | Dr. Dharmendra Saxena (Advocate) | External Member |

4. Student complaint redressal committee

| Sl. No. | Name of Official | Designation |
|---------|--|-------------------|
| 1. | Mr. Bankim Joardar – HOD | Head of Committee |
| 2. | Mrs. Joyce J. – Lecturer | Member |
| 3. | Mr. Abhishek Yadav – I/c Admin. Cum Accounts Officer | Member |
| 4. | Mr. B.L. Mahore – Office Supdt. | Member |
| 5. | Mr. Somesh Mishra - Librarian | Member |

Note: All complaints received from students are redressed within a suitable time frame. Further, all activities of the institute are followed as per the Academic Calendar. The number of employees against whom disciplinary action is pending is **nil**.