

## **GENERAL GUIDELINES FOR THE COMMITTEES OF THE CENTRE**

- i) The Committees will advise the Centre Director and formulate policies and guidelines for efficient functioning of the facilities/services/activities under their purview. The policies and guidelines of the committees shall be implemented by the Head Administration after the approval of the Centre Director. The Primary responsibility of day-to-day functioning will lie with the heads of the respective sections and facilities.
- ii) Each Committee will oversee the implementation of policy decisions and advise corrective action as and when necessary.
- iii) Each Committee will meet at least twice in a year.
- iv) Each Committee will discuss budgetary requirements and initiate proposals for augmentation/modification of facilities in the area under their purview.
- v) Committees will make suggestions to improve the efficiency of respective sections and recommend procedures to be followed.
- vi) Committees will receive suggestion from the members of the staff, scrutinize them and if found feasible propose them for implementation.
- vii) The Chairperson of various Committees will send the minutes of their meetings to the Centre Director.
- viii) The Secretary of the Committee will intimate the decisions to the concerned head of section for implementation after the minutes are approved by the Centre Director.
- ix) Users are advised to make complaints/comments regarding shortcoming in services/facilities/activities etc. first to the concerned head of the section and then, in cases involving an administrative matter, to Head Administration, before taking the matter to the Chairperson of the Committees concerned. The Head of the Section/Head Administration will examine these complaints and suggestions and take corrective steps. In case of any difficulty in taking follow-up action, the Committee should be informed about it. The Committee may propose suitable steps to the Centre Director, if necessary.
- x) Chairperson and Secretary should upload minutes of the meetings on the Intranet.