

S.N.	Name of the Committee	Members	Contact Details	Roles & Responsibilities of Committee
1	Library Committee	Dr. Shikha Dwivedi	Email: sdwivedi@rgipt.ac.in Ph: 8789049839	1) Nurtures Industry Institute interaction, by organizing and coordinating frequent industrial visits, in-plant training and projects of industrial relevance for the students. 2) Receives and forwards the feedback pertinent to curriculum improvement from the visiting companies to the faculty, to ensure that the curriculum follows the latest industrial trends. 3) Organizes and coordinates the Campus Placement Program. 4) Works towards continuing education for working professionals in industries, certificate courses, skill development programmes etc 5) Conduct career counselling programmes. 6) Coordinate with industries or Government organization for establishing Incubation Centre, which promote entrepreneurship as a career among students. 7) To work for Industry-Institute collaboration.
		Dr. Abhimanyu Kar	Email: akar@rgipt.ac.in Ph: 9735988715	
		Dr. Anil Kumar Varma	Email: anilv@rgipt.ac.in Ph: 9760197382	
2	Computing & Information Services Committee	Mr. Sekhar Gogoi	Email: sgogoi@rgipt.ac.in Ph: 8761010275	1) Installation & Maintenance of Servers for a) Internet Access. b) E-mailing Facilities. c) Computation Facilities 2) Management & upkeep of the official AEI Web Page. 3) Management of the institute telephone service. 4) Management of the Computer Lab accessible to all the students, faculties and staff of the Institute. 5) Installation & Maintenance of software purchased by Purchase Committee, Faculties etc. 6) Maintaining the campus internet network. 7) Provide service during Institute Seminar, Conferences, Academic Courses, Workshops etc. 8) Provide facilities to the Students who come from various academic institutes for their Short-term Courses, Project Work, Training etc. 9) Provides & maintains the PCs of the Faculty & Staff members. 10) Work for office automation services.
		Dr. Abhimanyu Kar	Email: akar@rgipt.ac.in Ph: 9735988715	
		Dr. Satish Kumar Tiwari	Email: stiwari@rgipt.ac.in Ph: 8294060158	
3	Alumni Affairs Committee	Dr. Sabyasachi Pramanik	Email: spramanik@rgipt.ac.in Ph: 7896677286	1) To promote and foster mutually beneficial interaction between the Alumni and the Alma Mater. 2) To encourage the Alumni to take an abiding interest in the progress and development of the Alma Mater. 3) To render assistance to academics, placement or any other area as appropriate. 4) To exchange professional knowledge by means of technical conferences, seminars, workshops & training courses. 5) To undertake activities of nation-building including those of charitable nature.
		Dr. Sanat Kumar Singha	Email: sksingha@rgipt.ac.in Ph: 9903582715	
		Miss Ananya Borah	Email: aborah@rgipt.ac.in Ph: 80119 44667	

4	Examination Committee	Miss Ananya Borah	Email: aborah@rgipt.ac.in Ph: 8011944667	<ol style="list-style-type: none"> 1) Publish examination notices received time to time from DUGC. 2) Prepares circulars for students regarding exam fee collection, the last date of fee Collection, modalities of payments of fine etc. 3) Prepare examination time table, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc. 4) Mobilizes the proper staff during the Examination time, and assigning them duty as per the duty chart. 5) Examination cell takes necessary steps for distribution of Answer sheets to the concerned teachers after completion of the exam and receiving the answer sheets, award list, and preparing in the desired format to send them to RGIPT, Jais campus. 6) Collects Marks and grades from faculties after evaluation. 7) Examination cell scrutinize all examination results before declaring final results to students. 8) Examination Cell keeps all records of all past exams conducted. 9) Responsible for conducting, managing institute entrance test for the regular and part-time diploma programme.
		Dr. Satish Kumar Tiwari	Email: stiwari@rgipt.ac.in Ph: 8294060158	
		Dr. Sabyasachi Pramanik	Email: spramanik@rgipt.ac.in Ph: 7896677286	
5	Students Welfare & Grievances Redressal Cell	Dr. Arun Kumar	Email: arunk@rgipt.ac.in Ph: 9779367250	<p>Students Welfare</p> <ol style="list-style-type: none"> 1) Listening to students problems and understanding what is required for their development 2) Addressing the issues from guardians and resolving them to whatever the needs are. 3) Arrange Medical Check-ups, Tours... time to time for the students. 4) Ensure the coordination between Students, Parents & Institute authority. 5) To enhance the overall personality development of students in all spheres of life. 6) To motivate students for participation in various activities, competitions at the state and national level. 7) To inculcate self-reliance and boost confidence among students for their all-round development. 8) Make them aware of various schemes, scholarships provided by different organizations for the betterment of students. <p>Grievances</p> <ol style="list-style-type: none"> 1) To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the students. 2) To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-teacher, Student - staff relationship. 3) To develop a responsive and accountable attitude among the students, thereby maintaining a
		Dr. Srawanti Medhi	Email: smedhi@rgipt.ac.in Ph: 8954798218	

		Dr. Sumit Kumar	Email: skumar@rgipt.ac.in Ph: 9006508797	<p>harmonious atmosphere in the Institute.</p> <p>4) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.</p> <p>5) To provide proper advocacy to students to express their grievances freely and frankly without any fear of being victimized.</p> <p>6) To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues.</p> <p>7) To ensure speedy disposal of every grievance.</p>
6	Sports and Cultural Committee	Satyajit Chowdhury	Email: schowdhury@rgipt.ac.in Ph: +91-8954791806	<p>Sports</p> <p>1) Promote sports activities by motivating students and members of the faculty.</p> <p>2) Promote team spirit by making healthy competition.</p> <p>3) To organize regular sports events.</p> <p>4) To arrange for better coaching facilities, including Yoga.</p> <p>5) Proper maintenance of sports accessories.</p> <p>Cultural</p> <p>1) The Cultural Committee is responsible for organizing and managing all the cultural activities conducted throughout the year like freshers', farewell, annual institute cultural programs, etc.</p> <p>2) Organizing and managing celebration of Republic Day, Independence Day etc.</p>
		Dr Souvik De	Email: sde@rgipt.ac.in Ph: +91-9903097757	
		Dr. Nimisha Raghuvanshi	Email: nraghuvanshi@rgipt.ac.in Ph: +91-8822832949	
7	Social Outreach Council	Sukanya Hazarika	Email: shazarika@rgipt.ac.in Ph: 8638519645	<p>1) To create opportunities for the students to understand the community and develop sensitivities towards community issues such as gender disparities, social inequity, ecological sustainability, etc.</p> <p>2) To assist the students in identifying the needs and problems of the community and learning to work with them in problem-solving processes.</p> <p>3) To develop the competence of students for group living, teamwork, sharing of responsibilities, and mobilizing community participation.</p> <p>4) To enhance the preparedness and skills of the students to assist the community in times of emergency and natural disasters.</p> <p>5) To integrate curriculum-based community engagement with teaching, learning and research activities and create extended learning opportunities for students by way of understanding the problems of others, doing actual help and learning from such experiences.</p> <p>6) To enter into sustainable co-operative partnerships with beneficiary communities and collaborative arrangements with governmental agencies and non-governmental organizations to improve the outcomes and enrich the learning opportunities.</p> <p>7) To drive the Institutional Social Responsibility of the Institute through Unnat Bharat Abhiyan Initiatives and regulate the community engagement and outreach activities of the Institute for its fulfillment.</p>
		Dr. Bhaskar Jyoti Medhi	Email: bmedhi@rgipt.ac.in Ph: 8011977078	
		Satyajit Chowdhury	Email: schowdhury@rgipt.ac.in Ph: 8954791806	

8	Internal Complaint Committee	Sukanya Hazarika	Email: shazarika@rgipt.ac.in Ph: 8638519645	<p>1) Examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters.</p> <p>2) The Committee will arrange programs on Women's Day and at other times, as is deemed necessary.</p> <p>3)</p> <p>a) The Committee will admit complaints from</p> <ul style="list-style-type: none"> ➤ Female employees on harassment and discrimination in the workplace by other employees. ➤ Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff (Student to student cases will not be handled and will be referred to the Student Affairs) ➤ Female residents on harassment, assault and other forms of mis-behaviour by employees. <p>b) The Committee will follow relevant Acts, Rules, OM of Government of India and Court Orders etc. as applicable from time to time.</p> <p>c) The Committee will institute Enquiry Committee as it deems fit to examine particular complaints.</p> <p>d) The Committee will make recommendations on actions to be taken on specific complaints.</p> <p>4) The Committee will report to the Director.</p>
		Dr. Bhaskar Jyoti Medhi	Email: bmedhi@rgipt.ac.in Ph: 8011977078	
		Ms. Leeza Bora	Email: leezaBora17111999@gmail.com Ph: 99579 20363	
		Ms. Runakshi Phukan	Email: phukanrunakshi@gmail.com Ph: 8638979442	
		Dr. Shikha Dwivedi	Email: sdwivedi@rgipt.ac.in Ph: 87890 49839	
9	Departmental Undergraduate Committee	Dr. Rupjit Saikia	Email: rsaikia@rgipt.ac.in Ph: 9954793204	<p>The committee will handle the registration of students in each semester, prepare timetable of the lectures, academic calendar and communicate the details to Academic office at main Centre for notice and kind approval of the Chairman, Senate via Dean (Academic Affairs). The committee will be responsible for preparing and sending the gradation summary details to the academic office, main campus for preparation of the final grade sheet and circulation among students.</p>
		Ms. Sukanya Hazarika	Email: shazarika@rgipt.ac.in Ph: 8638519645	
		Mr. Chinmoy Jit Sarma	Email: cjsarma@rgipt.ac.in Ph: 8638292565	
		1. Biplob Newar (Chemical Engineering)	Email: newarbiplob@gmail.com Ph: 9101143154	
		2. Mitu Das (Petroleum Engineering)	Email: dasmitu572@gmail.com Ph: 9365939486	
10	Laboratory Establishment Committee	Dr. Sanat Kumar Singha	Email: sksingha@rgipt.ac.in Ph: 9903582715	<p>Work for safe laboratory design, ventilation and engineering.</p> <p>Monitor laboratory instruments installations and coordinate with installing agencies.</p> <p>Train the students, staff and faculties for running the laboratory instruments.</p> <p>Monitor and manage the repair, maintenance works of instruments.</p> <p>Monitor and manage the disposal of harmful chemicals safely.</p>
		Mr. Sumit Kumar	Email: skumar@rgipt.ac.in Ph: 9006508797	
		Dr. Arun Kumar	Email: arunk@rgipt.ac.in Ph: 9779367250	
11	Hostels and Institute Security Committee	Dr. Anil Kumar Varma	Email: anilv@rgipt.ac.in Ph: 9760197382	<p>1) To make security arrangements in hostels and Institute at all times and address students' concerns and issues in the event of any untoward incident.</p> <p>2) Ensure the safety of AEI students, visitors, with specific measures for girls.</p> <p>3) Ensure security arrangements for institute festivals and other programmes.</p> <p>4) Review the safety and security arrangement in hostels and Institute from time to time.</p>
		Dr.Souvik De	Email: sde@rgipt.ac.in Ph: 9903097757	

		Dr. Srawanti Medhi	Email: smedhi@rgipt.ac.in Ph: 8954798218	5) Address on Institute deployed security staff's issues on behalf of institute management. 6) Monitor the day to day activities of NCO deployed for supervision of Armed Home Guards
12	Purchase Committee	Chinmoy Jit Sarma	Email: cjsarma@rgipt.ac.in Ph: 8638292565	<p>OBJECTIVES</p> <p>1) To maintain uninterrupted flow of goods and services to support the development schedules of the Institute.</p> <p>2) To procure goods and services economically at a cost consistent with the quality and service required. However, generally all purchases may be attempted at the lowest cost.</p> <p>3) To maintain Organization reputation and credibility in the market by fair evaluation of bids and quotations, transparent, timely issue of purchase order or contracts and timely payment of dues.</p> <p>FUNCTIONS</p> <p>1) Procurement through indigenous and foreign sources as required in accordance with the rules in force.</p> <p>2) Issuing enquiries/tenders and obtaining quotations.</p> <p>3) Preparation of comparative statement.</p> <p>4) Issue of Purchase Orders.</p> <p>5) Follow-up of purchase orders for delivery in due time</p> <p>6) Verification and passing of suppliers' bills to see that payments are made promptly.</p> <p>7) Correspondence and dealing with suppliers, carriers etc., regarding shortages, rejections etc.</p> <p>8) Maintenance of purchase records.</p>
		Dr. Rupjit Saikia	Email: rsaikia@rgipt.ac.in Ph: 9954793204	
		Dr. Bhaskar Jyoti Medhi	Email: bmedhi@rgipt.ac.in Ph: 8011977078	
		Sekhar Gogoi	Email: sgogoi@rgipt.ac.in Ph: 8761010275	
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