

TOOL ROOM & TRAINING CENTRE, GUWAHATI

STATEMENT OF BOARDS, COMMITTEES AND OTHER BODIES CONSISTING TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE MEMBERS OF ITS DIVISIONS AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

(Under Section 4(1)(b)(viii) of right to Information Act 2005)

The various Boards/Councils/Committees constituted and functioning in this office are as follows:

- i) **General Body:** The General Body of the Society shall be composed of the Members of the Governing Council together with such persons from public and private sectors, statutory corporations, financial institutions, departments of Central and state Governments and individuals of ability or experience and subscribing to the aims and objectives of the Society as may be admitted by the Society suo moto or on the recommendations of the Governing Council on applications made to it through the Executive Director of the Society. Provided however, that it will also be open to the Central Government to nominate any individual as a member of the Society. Addl. Secretary and DC (MSME), Govt. of India is the President of the Society. The Body normally meets once in a year and approves the Audited Annual accounts, Annual Report and other matters recommended by the Governing Council. Project Manager is the Member Secretary to the Governing Council.
- ii) **Governing Council:** It consists of not less than 9 and more than 16 members nominated by the Govt. of India. Additional Secretary and DC (MSME), Govt. of India is the Chairman. Project Manager is the Member Secretary of Governing Council. The Governing Council approves the plans and projections, budget and expenditure and formulates policies for the Society. The detail powers of the

Governing Council are prescribed in the Memorandum of Association and Rules & Regulations of the Society.

- iii) **Purchase Committee:** There are three tier Purchase Committees to regulate the purchases of the Society. Officials from Govt. of India, Governing Council Member, Outside Expert and officials of TRTC, Guwahati are the members in the Purchase Committee.
- iv) **Canteen Committee:** Canteen Committee consists representative from officers, workmen and trainees of the Centre. It advises for smooth running of the Canteen.
- v) **Tender Committee:** It consists of officials from Marketing, Training and Production Department. It advises on finalization of quotation to be submitted to the customers.
- vi) **Hostel Administration Board:** The board comprises Manager and other officer from Training Department and the Hostel Warden. The board looks after the day to day affairs and smooth running of the hostels of the Centre.
- vii) **Examination Committee:** The Committee comprises members of officials from Training Department and representative of State Council of Technical Education and Vocational Training. The committee conducts examination and responsible for publication of result.
- viii) **Anti-Ragging Committee:** Keeping in view due discipline among students of Long Term and short Term the Anti-Ragging Committee is being constituted every year. The committee consists of one senior officer from the Training Department as Chairman and other members including Hostel Warden.
- ix) **Grievance Redressal Committee:** The Committee is being constituted every year for hearing and recording the grievances of students and report to the Administration in case of unresolved.

- x) ***Sexual Harassment:*** In order to maintain discipline among students and employees a Sexual Harassment Committee has been formed consisting of four members. The committee will take utmost care to prohibit such incidents.

The meetings of the above Committees/Board/Councils are neither open to public nor minutes are accessible to them.