

CALENDAR OF SCHEDULED MEETING OF INTERNAL COMMITTEES OF IRMRA

The following internal committees are reconstituted w.e.f. 9th March 2022 and the validity of these committees will be for a period of 2 years. The frequency of meetings to be conducted are as given below:

S. No	Name of the committee	Frequency of meetings to be conducted
1.	Capital Purchase Committee (Corporate)	Twice in a month HoD (User Dept.) to make presentation
2.	General Goods & Service (Local Purchase Committee – HO)	Daily Monthly review
3.	General Goods & Service (Local Purchase Committee – SR)	Daily Monthly review
4.	General Goods & Service (Local Purchase Committee – ER)	Daily Monthly review
5.	Payment Collection Committee	Quarterly
6.	Employees Grievance Committee	Quarterly
7.	Women’s Grievance / Sexual Harassment Prevention Committee	Quarterly
8.	Canteen Committee	Quarterly
9.	Students Grievance Committee	Quarterly
10.	Sports & Cultural Committee	Quarterly
11.	Safety Committee	Monthly
12.	Loan Committee	Quarterly
13.	Internal Finance Audit Wing	Daily
14.	Technology and Innovation Committee	Monthly
15.	MOU Review Committee	On need basis
16.	Estate Management & Facilities Lease Committee	Monthly
17.	Service Charges Review Committee	Quarterly
18.	Scrap Disposal Committee	Quarterly
19.	Records Management Committee	Monthly
20.	Internal Financial Rules Review Committee	As and when required
21.	APAR /DPC Committee	Annual