

Chapter 15

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 AIHM. 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. Sitesh Srivastav, Principal	Chairman
2.	Mr. R.K. Rana, Admin-cum-Accounts Officer	Evaluator
3.	Mr. Arvind Varma, H.O.D.	Evaluator
4.	Mr. Vishal Kalia, Principal (I/C), CIHM, Chandigarh	Evaluator
5.	Mr. Pratik Ghosh, Sr. Lecturer	Nodal Officer
6.	Mrs. Suyasha Gupta, Lecturer	Creator/Publisher
7.	Mr. Ranjay Kumar, U.D.C.	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

Sl. No.	Name of Official	Designation
1.	Mr. Sitesh Srivastav, Principal	Chairman
2.	Mrs. Shalini Sachdeva, H.O.D.	Member
3.	Mrs. Madhu P Singh, Former President Consumer Forum Mohali & Social Activist	Member
4.	Representative of Local Police Station Sector 36, Chandigarh	Member
5.	Mr. Jaideep, Asst Lecturer & Hostel Warden (Boys)	Member
6.	Mrs. Paramjeet Kaur, Hostel Warden (Girls)	Member

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

Sl. No.	Name of Official	Designation
1.	Mrs. Shalini Sachdeva, H.O.D.	Presiding Officer
2.	Mr. Pratik Ghosh, Sr. Lecturer	Member
3.	Mr. R.K. Rana, Admin-cum-Accounts Officer	Member
4.	Mrs. Paramjit Kaur, Librarian	Member
5.	Mrs. Ishroop Kaur, Sr. Lecturer	Member
6.	Mrs. Madhu P Singh, Former President Consumer Forum Mohali & Social Activist	Member

4. Student complaint redressal committee

Sl. No.	Name of Official	Designation
1.	Mr. Arvind Varma, H.O.D.	Member
2.	Mrs. Shalini Sachdeva, H.O.D.	Member
3.	Mr. Pratik Ghosh, Sr. Lecturer	Member
4.	Mr. Jaideep, Asst Lecturer	Member
5.	Mrs. Paramjeet Kaur, Hostel Warden (Girls)	Member
6.	Mrs. Baljeet Sandhu, Sr. Lecturer	Member
7.	Mr. R.K. Rana, Admin-cum-Accounts Officer	Member

Note: All complaints received from students are redressed within a suitable time frame.