



# CENTRE FOR SOCIAL STUDIES

Sponsored by ICSSR (MHRD-GOI)

## 4.1 b(iv) The Norms set by CSS for the discharge of its functions

**Different Committees are formed for the better functioning of the Centre. They discharge their functions as per the following norms:**

### CONVENERS AND COMMITTEE MEMBERS December 2011 to November 2013

Sr. No.	Name of the Committee	Convener	Committee Members	
1.	Annual Report, the CSS Website and Information	Gagan Bihari Sahu	Biswaroop Das	Ashish Nikam
2.	Library	Ratnawali	Gagan Bihari Sahu	Seema Shukla
3.	Guidance, Consultancy Programme	Arjun Patel	Kiran Desai	Harish Jariwala
4.	Colloquia/Seminar/Conference	Sadan Jha	Vimal Trivedi	Ratilal Rathod & Ashish Nikam
5.	Building and Campus related matters	Satyakam Joshi	Biswaroop Das	Dharmesh Desai & Sakir Munshi
6.	Office Facilities	Akash Acharya	Satyakam Joshi	Harish Jariwala
7.	Equipment & Maintenance	Satyakam Joshi	Akash Acharya	Harish Jariwala
8.	Computer	Vimal Trivedi	Sadan Jha	Harish Jariwala & Ashish Nikam
9.	Faculty Meetings	Arjun Patel	--	--
10.	Publication Committee & working paper	Kiran Desai	Arjun Patel, Akash Acharya, Sadan Jha	Heena Shah

(Ref. Circular No.Admn/WD/563, dtd. December 26, 2011)

w.e.f.: December 5, 2011



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## CONVENER

**1. *Annual Report, the CSS Website and Information***

Information about activities to furnish Council / University, Collection of information for Annual Report - preparation thereof, Providing information of CSS required by the other institutes, Maintaining and Updating of CSS Website, Liaisoning with the Service providers of Website – Gagan Bihari Sahu (Convener).

**2. *Library***

All works related to Library, to get books for approval, purchase new books, passing bills, maintaining records, journals, issues of books, inter-library loan service, paper clippings, documentation, bibliography, tracing of references as and when needed and prepare the list of journals coming to the Centre – Ratnawali (Convener).

**3. *Guidance, Consultancy Programme***

Sending of forms, guiding students in research, consultancy, maintaining records, submission of half-yearly reports – Arjun Patel (Convener).

**4. *Colloquia / Seminar / Conference***

Arrangement, organizing seminars, sending invitations, maintain records, etc. – Sadan Jha (Convener).

**5. *Building and Campus Related matters***

All works related to Building, Campus Development and Maintenance – Pushendra Kumar Singh (Convener).

**6. *Office facilities***

Office of the Centre, maintenance of rooms/office, collect guest-house charges, to maintain dispatch registers, maintaining records, dispatch work, postage accounts, address book, maintain records, stationary, stores, to collect samples where necessary, to put indent forms for purchase of materials, passing of bills, equipments, purchase materials for it – Akash Acharya (Convener).

**7. *Equipment and Maintenance***

Car, copier, duplicator/scanner, calculators, tape recorder, video, T.V., dead stock, intercom, camera, AC, UPS and Generator etc. – Satyakam Joshi (Convener).



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**8. *Computer***

All matters related to computers of the Centre – Vimal Trivedi (Convener).

**9. *Faculty Meetings***

All works related to Faculty Meetings, fixing date for meeting, Agenda, Minutes, etc. – Arjun Patel (Convener).

**10. *Publications***

Correspondence with authors/press/editors, etc. Compiling the articles, editing and all other work for bringing out the publications including fixing the price. Publications, stock, issue as complementary or sale, printing of books under translation, collection of subscription of *Arthat*, prepare list of publications, display of publications – Board has formed CSS Publication Committee – Kiran Desai (Convener).