INSTITUTION OF WATER & ENVIRONMENT (INDIA

committed to safe water & sustainable environment...

INFORMATION OF DIFFERENT COMMITTEES

IWE/2/committees/2018-19 Dated. 16.10..2018

In 14th Council meeting of the Institution held on 14th July, 2018 in the Executive office at Ghaziabad it was decided to dissolve all committees formed by the earlier team of the office bearers and constitute new committees to carry out the activities and work of Institution smoothly. The name of Chairman and Convener were decided in the meeting itself. Other members of the committee shall be decided by the committee Chairman / Convener in consultation with the head quarter. It was decided that the chairman of each committee shall inform the HQ in writing with full name and strength of each committee,

The tenure of these committees shall be for one year as of now. The TOR of these committees is enclosed.

As decided in the14th council meeting, the President / SDG shall be ex. office member of all the committees.

Enclosed: Structure of all the ten committees of IWE/ TOR

Above information is forwarded to the following for information & necessary action.

1. Iwean Dr. Dineshwar Orasad, President (IWE) as per his instructions.
2. All members of the Executive Committee of the Institution
3. All the Chairman / Conveners/ Members of all the committees with the request to kindly prepare complete list of members of committee for approval of the Council.
4. All members of the IWE (India)

With Regards

Ravi Rastogi
Secretary & Director General

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INSTITUTION OF WATER & ENVIRONMENT (INDIA
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LIST OF COMMITTEES AS DECIDED IN 14 TH COUNCIL MEETING OF THE INSTITUTION HELD ON 14TH JULY, 2018 IN THE EXECUTIVE OFFICE AT GHAZIABAD.

FOLLOWING COMMITTES WITH NAME OF THE CHAIRMAN AND CONVENER WERE FORMED:

1 STRATEGIC PLAN COMMITTEE :

i. Chairman — Er. Dineshwar Prasad singh, President

ii. Convener — Er. Akhil Mittal

MEMBERS

All the three Vice Presidents, SDG, DG(F), DG(T), DG(P), DG(C), Er. J.C.Singhal President, Exofficio), Er. K.C.Wadhwa, Er, A,K,Srivastava, Er Durga Prasad Singh, Er, Vijendra Vikramaditya, Dr, Ajay Pradhan (All special Invittee)

2. FINANCE COMMITTEE:

i. Chairman — Er. A.K.Srivastava

ii. Convener — Er. Ravi Kant garg, DG(F)

3. TECHNICAL COMMITTEE:

i. Chairman — Er. Vijendra Vikrmaditya

ii. Convener — Er. A.K. Rai DG(T)

4. ADMINISTRTIVE COMMITTEE:

i. Chairman — Er. C.K.Tyagi VP(II)

ii. Convener — Er. Ravi Rastogi SDG

5. MEMBERSHIP COMMITTEE:

i. Chairman — Er. Ravindra Kumar VP(II)

ii. Convener — Er. D. Prasad

6. PUBLICATION COMMITTEE:

i. Chairman — Er. A.D. Sharma

ii. Convener — Er. R.M. Kant DG(P)

7. PROGRAMME AND ACTIVITY COMMITTEE:

i. Chairman — Er. P. Assudani VP(I)

ii. Convener — Er. R.G. Singh DG(A)

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REMAINIG THREE COMMITTEES ARE STILL TO BE FORMED. THESE ARE:

8 CO ORDINATION & RESOURCES COMMITTEE (CRC),

9 . AGM CONVENTION COMMITTEE (ACC)

10. RULES & REGULATION COMMITTEE (RRC)

Terms of Reference (TOR) of various committees of the Institution as formulated is given as below:

Administrative Committee

- To form administrative structure of Apex Body/HQ.
- To form administrative structure of state / centres..
- To search and finalize office assets of HQ.
- To form Power/procedures & duties of the Council.
- To form Power/procedures & duties of Core Committee/Executive Committee.
- To chalk out requirements of office staff and their emoluments.
- To form terms of reference for different committees and meeting schedule.
- To formulate policy &norms for different Awards of Institution.
- To suggest names for different awards.
- Formulation update of Core Committee.
- To conduct election at any stage if required.
- To suggest Quorum for different meetings.
- To suggest entitlement of compensation & reimbursement to Governing Body/General Body as per article 22 of MOA.
- To formulate code of conduct for members.
- To formulate Code of Ethics of Institute.
- To manage, sell, transfer, pledge, dispose of or deal with movable and immovable properties of the society (Institution) keeping in view of the aims and objects of the society.
- To acquire and take over all or any part of movable or immovable properties of any similar trust, society, or institution or anyone else whosoever may be for the purpose of the Society and to maintain such assets.
- **Quorum:** The quorum for the meeting shall be minimum five members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called every month.

Publication Committee

- To plan, design and finalise various publications of IWE.
  a) IWE Website.

b) IWE News bulletin.
c) IWE Journal.
d) Other publication such as technical books, awareness brochure/leaflets.

- To plan and find out financial ways and means for above publications.
- To search and select agencies for printing, publications and distribution of above publication.
- To form editorial board for above publications.
- To suggest subscription of above.
- To develop guidelines for authors and relevant these from time to time.
- To develop criteria for the assessment of the technical papers submitted to the Journal.
- To identify potential authors who could make contributions to the Journal.
- To carry out feedback survey.
- **Quorum:** The quorum for the meeting shall be minimum four members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called every month

Finance Committee

- To suggest DGF on financial issues and budget.
- To maintain financial discipline in the Institute.
- To frame and propose the auditor and CA if required.
- To frame/update financial rules & regulations as per MoA.
- To suggest grant to state centers.
- To formulate the financial records to be maintained by IWE.
- To consider the financial implications of all the actions of various committees.
- To consider the monthly and annual accounts of the Institute.
- To invest funds and help investment of any funds in the modes of investments from time to time which is in terms of Income Tax Act,1961 or any other law for the time being in force and subsequent amendments thereof from time to time. To receive financial and non- financial assistance from any Government & non- Government organisations, International agencies / organisations, banks and other legal entities or individuals, as permitted by rules of the Government of India.
- **Quorum:** The quorum for the meeting shall be minimum five members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called every month

Coordination & Resource Committee

- To finalize policy/proposal for opening of State Centres with justification.
- To formulate boundaries of State Centress.

- To formulate policy for proper & smooth working of State Centres.
- To attend requirements & grievances of Centres.
- To find out and finalize sources of financial resources-
  a) Agencies for Grant, Aid/Loan & assistance.
  b) Sponsors.
  c) Advertisers.
  d) Donations/gifts, presentations and special contributions.
  e) Memorial lecture proposals.
  f) Dedicated lecture agencies.
- To raise funds, through grants, aid, donations, subscriptions, sponsorship, presnts, rent gifts and loans or any assistance in other form etc. for fulfillment of aims & objects of the Institution.
- **Quorum:** The quorum for the meeting shall be minimum four members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called once in every two month.

Membership Committee

- To consider and scrutinize the applications received for different categories and put up the same to Core Committee for approval.
- To suggest means and ways for Membership Development & fix yearly targets.
- To formulate/update qualifications & subscription for election to different categories of membership.
- To formulate norms for conferring Honorary Membership of Institution & to suggest names for the same to Counsel.
- To formulate/update rights & privileges for members of IWE.
- To consider and give final findings on resignation, renewal, reinstatement of members.
- To suggest expulsion & disciplinary action of members.
- **Quorum:** The quorum for the meeting shall be minimum four members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called every month

Activity Committee

- To plan and suggest different activities of IWE.
- To suggest action plan and calendar of activities.
- To plan calendar of counsel meetings.
- To form organizing committee for the activities.
- To organize different activities and mobilize resources, speakers, key note speakers and chief guests for the occasions.

- To organize social functions for the members of the Institution.
- **Quorum:** The quorum for the meeting shall be minimum four members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called once in every two month.

Rules & Regulation Committee

- To frame bye-laws and regulations of the council.
- To frame regulations of the State Centres.
- To implement applicability of the Society Registration Act.
- To update by-laws & regulation form time-to-time as & when required.
- **Quorum:** The quorum for the meeting shall be minimum four members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called once in every two month.

AGM & Convention Committee

- To plan and organize AGM.
- To plan and organize annual convention.
- To mobilize resources for AGM & Annual Convention.
- To form advisory, technical and organizing committee for this mega event.
- **Quorum:** The quorum for the meeting shall be minimum four members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called once in every two month.

Strategic Plan Committee

- To plan and formulate Short Term, Medium Term and Long Term Strategic Plan and Vision 2030 of the Institution.
- To chalk out an action plan to implement objectives of IWE.
- To plan and suggest association of national and international institutions, organizations, industries & NGO's.
- To plan and formulate opening of International Chapters of Institution.
- **Quorum:** The quorum for the meeting shall be minimum four members of the committee **Quorum:** The quorum for the meeting shall be minimum four members of the committee in addition to ex. Officio members & special invitees.
- **Schedule:** Meeting shall be called once in every two month.

It is recommended that all these committees will place their recommendations before the Council for approval. It is also recommended that all the committees shall present quarterly reports of the activities to Council / core Committee

TECHNICAL COMMITTEE

- To advise Core Committee/ Council on all Technical Matters.
- To advise State Centers on Technical matters on request.
- To plan and establish a group of technical experts of the Institute for fulfilling the objectives 4 a (i) to (xvii) of the MoA.
- To formulate norms and rules for consultancy and advisory services.
- To formulate norms and rules for capacity building activities.
- To identify and enlist organizations/institutions/industries for consultancy/advisory services, capacity building, and DPR preparation.
- To establish/form a team of expert for consultancy/advisory services, capacity building, DPR preparation and review and to allocate each team to approach the identified and enlisted organizations/institutions/industries as mentioned above sl.6.
- To plan, design and implement the activities such as consultancy/advisory services, capacity building including Trainings, DPR preparation and its review for client organizations.
- To develop resource material through institution experts/ team of experts and management of knowledge and resource center of the Institution. To develop resource material through institution experts/ team of experts and management of knowledge and resource center of the Institution.
- To review all the technical proposals relevant to above activities mentioned above at sl.7 to 9 to be submitted to clients by any Iwean or team of Iweans.
- To associate and work with Publication Committee for Technical publications including review all the Technical papers received from Members or others for publication in Institution's Journals/Publications.
- To identify and acquire Project Management Consultancy and act as Project Management Consultant.
- To explore Joint Venture/Consortium for procurement of all work as mentioned above (sl.7 to10 & 12) and their implementation.

Any other technical work entrusted by the Council/ Core Committee

Enclosed: Presence of the Members

(Ravi Rastogi) (C.K.Tyagi)

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