

Custodian Committee

The Institute has a financial custodian body where members from the institute's employees are nominated by them. The present members include the following:

Mr. Debajyoti Datta, (Board member)

Mr. Dipankar Dasgupta (Convenor); (Director, IISWBM)

Mr. Buddhadip Mukherjee, Nominated member from Faculty Members and Officers

Mr. Tarun Kanti Dutta, Nominated member, Non-teaching employees

The responsibilities of the committee include the following:

- Time to time review of institute's financial status so as to ensure that the employees receive all their superannuation and other forms of retirement benefits on time.
- Review of the pension corpus status to ensure benefits received by the superannuated employees and family members of deceased employees.
- Discuss and suggest regarding reinvestment of Fixed Deposit (FD) amounts on maturity, considering the financial schemes rolled out by Nationalised banks from time to time.
- Grievance mitigation as and when referred to by any employee regarding financial issues connected to Provident Fund, Gratuity and retirement benefits.

Library Committee

The Library Committee of the Institute comprises the following members:

Director (Advisor of Library Committee)

Registrar

HoD-MBA

HoD-MBA-HRM

HoD-MBA-PS

HoD Computer

Librarian (Convener)

Assistant Librarian

The functions and responsibilities of the Library Committee are as follows:

- Provide a forum for open discussion of matters relating to the libraries and its services.
- Advise the Librarian regarding general Library development and support research activity for its progress and qualitative development.
- Advise the Library on policy matters such as services, resources and facilities.
- Prepare annual report summarizing the activities and achievements of the Library.
- Give suggestions regarding procurement of books, journals, periodicals and other resources according to the budget as per the need of different departments.
- Support the Library development plans by advocating the library development activities with the management.
- Suggest the policy for the security of Library properties.
- Recommend staff requirements for providing proper services to the users.
- Lay down the policy of weeding out of documents.
- Prepare / amend the Rules and Regulations of the Library.

Journal (“Survey”) committee

The Institute publishes peer-reviewed journal Survey: A Journal of Management and Welfare Studies (ISSN: 0586-0008). The Survey Committee comprises the following members:

Director – Editor-in-Chief

Prof. P. K. Sikdar – Joint Editor

Prof. Sarbani Mitra – Joint Editor

Librarian, Susmita Ray – Circulation

The functions and responsibilities of the Committee include the following:

- Write editorials
- Invite guest editors for special issues
- Solicit manuscripts

- Oversee the peer review process
- Evaluate research content of the manuscripts
- Publish the journal
- Maintain and develop the profile of the journal and the intellectual quality of the same.
- Ensure that Survey keeps abreast of evolving trends in research.

Ph.D Committee

The Ph.D Research Advisory Committee comprises of the following members:

Director – Chairperson

Prof. K. M. Agrawal – Convenor

Prof. Soma Roychowdhury – member

Prof. Tanima Ray – member

The functions and responsibilities of the Research Advisory Committee include the following:

- Review the research proposal and finalize the topic of research.
- Guide the research scholar to develop the study design and methodology.
- Periodically review and assist in the progress of the research work of the scholar every 6 months.

Building Committee

The Institute has a Building Committee comprising of the following members:

Mr. K Mohan (Chairman)

Mr. N G Mukherjee

One Structural Engineer

Mr. Dipankar Dasgupta (Convenor); (Director, IISWBM)

The Building Committee is responsible for overseeing all matters pertaining to the building housing the Institute (the current campus at College Square) and also the upcoming campus at New Town.

Finance Committee

The Institute has a Finance Committee comprising of the following members:

Mr. K Mohan (Chairman)

Mr. Subhodip Ghosh

Mr. Saikat Biswas

Mr. Dipankar Das Gupta (Convener)

The Finance Committee is responsible of overseeing all financial matters of the Institute.

Tender Committee

The Institute's Tender Committee comprises of the following members:

Registrar

Prof. Jayanti Dey – faculty member

Prof. Chinmoy Jana – faculty member

Jayanta Das – Officer

Gautam Samanta – Finance Officer

The functions of the Tender Committee include opening of sealed tenders and identifying the lowest bidder.