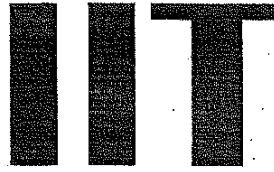


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय  
(प्रशासन)

Office of the Registrar  
(Administration)

Ref. No. IIT(BHU)/GAD/2(22)/UCFRQ/Comm./ 10517

Date-09.09.2017

## NOTICE

The Director has been pleased to constitute following Users Committee with immediate effect for **Faculty Residential Quarters** at the Institute level:

1. Dr. Abha Mishra, Associate Professor, - Chairperson  
School of Bio-Chemical Engineering
2. Dr. Ruchir Gupta, Assistant Professor, - Member  
Department of Computer Science & Engineering
3. Dr. Marshal, Associate Professor, - Member  
School of Bio-Medical Engineering
4. Dr. Supriya Mohanty, Assistant Professor, - Member  
Department of Civil Engineering

A copy of Users Committee Guidelines is enclosed herewith for information and necessary action accordingly to all concerned

*Wua*  
09/09/17

Joint Registrar (Admin.) II

Encl.: As above

Ref. No. IIT(BHU)/GAD/2(22)/UCFRQ/Comm./ 10517

Date-09.09.2017

*Copy along with enclosure forwarded to the following for information and necessary action:*

1. The Dean (Resource & Alumni)
  2. The Chairman, Institute Works Committee
  3. All the Members of Users Committee as mentioned above
  4. The Chairman, Web Management & E-mail Services Committee
  5. The Deputy Registrar (Accounts)
  6. The Assistant Registrar (Estates)
  7. P.S. to the Director
- Indian Institute of Technology (Banaras Hindu University)

*Wua*  
09/09/17

Joint Registrar (Admin.) II

## Institute Works Committee (IWC)

### USERS COMMITTEE GUIDELINES

Purpose of Users Committee associated with a construction project is to give inputs to IWC at all stages of the project starting from working out of requirements, making of plans as well as any inputs required during the execution. It would interact with architect(s), the construction agency etc. as and when required to give its inputs. It will be free to inspect work in progress. User Committees views will have to be recorded formally before making any payment. Modalities for this may be worked out by IWC.

#### 1. ACTIVATING USERS COMMITTEE (BY IWC)

- 1.1 IWC will have a meeting with the specified users committee for a project before the design work is started.
- 1.2 IWC will call a meeting of users committee with the architect or designers and discuss requirements for the building at the initiation of design work. The users committee will be involved throughout the design work and in the overall planning.
- 1.3 Once the contract for construction or implementation is awarded, a meeting would be convened by Chairman IWC with Users Committee, and Construction company representatives.
- 1.4 Once the construction or implementation is started, the users committee may go to the site independently to see if the time line is being followed and will give its inputs on choices to be exercised during the construction. It should be clearly told to the vendors and constructions/implementation agency that satisfaction of users committee is a prerequisite for any future award of contracts by our Institute.
- 1.5 Overall responsibility of awarding a contract, monitoring its implementation, and release of payments would rest with IWC. Users committee would provide valuable inputs.

#### 2. WHAT TO LOOK FOR (BY USERS COMMITTEES)

- 2.1 For construction of a block (4-8 floors)
  - (a) It should be as green as possible.
  - (b) Users should insist on water harvesting, open area, possibility of ventilation, use of natural light during day time, safety measures like fire fighting devices.
  - (c) Apart from lift, one must have alternatives for evacuation in time of accidents.
  - (d) The common areas which are lighted by electricity for long periods should be lighted up by efficient lighting such as LED.
  - (e) Hot water connection by solar thermal heating only. This will avoid unnecessary load during winter.
  - (f) Laying of the sewage lines prior to construction of floors. Conduits should also be laid for all types of cabling such as electrical, telephone, and internets (in case of wired network connection).

*R. Arora*

## 8 Web management

3/c

- (g) The global theme of construction should be such that it matches with the overall aesthetics of surrounding constructions.
- (h) We need to have some space for interaction whether in living quarters or for academic areas.

### 2.2 For foot path :

- (a) Properly designed so that pedestrian can walk without fear. Height should be properly monitored so that no vehicle can be parked on them.
- (b) Provision to keep proper drainage system so that there is no water logging either on the road or on the foot path.
- (c) It should have fruit trees and in the corner peepal and banyan also.
- (d) Marking as per traffic norms and provision for Zebra Crossing.

### 2.3 Repair of the existing building:

- (a) Replacement of items should fit into the theme of existing construction.
- (b) Electrical items should have proper quality brand.
- (c) White-washing of the common-areas should also be looked into with same sincerity.
- (d) Sanitary items and other gadgets should also be the concern of members.

## 3. CONSULTING USERS (BY USER COMMITTEES)

- 3.1 User committee should consult the users widely. It should put up the design as well as any concern into public domain such as the web.
- 3.2 It would even be desirable to hold a public meeting, wherever necessary.
- 3.3 Finally, it should also consult some focussed users for more intensive feedback. For example, if chairs are being bought for the hostel, sample chairs should be put up in the hostel and notice should be put asking the students to try them out and give feedback. The committee should interact with some of the perceptive users and ask them probing questions to elicit detailed feedback.

## 4. GREEN AND AESTHETICS

- 4.1 Use of local materials and craftsmen (but without compromising on quality).
- 4.2 Green materials and Green processes : Under green materials look for avoidance of "embodied energy" of the material, and pollution causing properties.  
For example, should the "footpath" be made of tiles or bricks or terracotta? This decision should be made based on the "embodied energy" and polluting aspects of the material.
- 4.3 Cost effectiveness of design, the material used etc.
- 4.4 Go for SIMPLICITY and good AESTHETICS.

It is a mandatory requirement of MHRD that the Green Cell of each IIT must clear all construction projects for their location as well as design and materials.

9<sup>th</sup> July 2014

*R. Sanjay*  
9.7.14