



GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

(Managed by Venketeswar Educational Trust, Bhubaneswar)

(Approved by AICTE & Govt. of Odisha, Affiliated to BPUT and SCTE&VT, Odisha)

Ref. No.: GIET/1033/2023

Date: 3/7/23

OFFICE ORDER

Re-Formation of Academic & Administrative Committee for the academic year 2023-24

Aims: The Academic and Administrative Audit (AAA) is a peer review process including a self-study and a site visit by peers from inside and outside the institution. Academic and Administrative Audit is a system to control and maintain high standards in the field of Higher Education. It plays vital role in providing quality education to the learners across all the departments. It is a continuous process of self-introspection for the betterment of the institution.

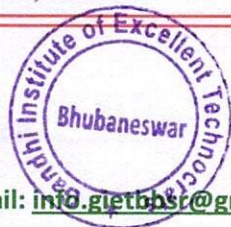
Sl. No.	Name and Designation	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Chairperson & Convenor
2	Dr. Sibabrata Mohanty, Dean Academics, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Co-Convenor
3	Dr. Anima Pradhan, HOD CSE & Associate Professor, Dept. of CSE Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
4	Dr. B Srinivasa Rao, HOD ME, Associate Professor, Dept. of ME Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
5	Dr. B T M Nayak, HOD EE & Associate Professor, Dept. of EE Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
6	Dr. Sakthi Narayan Mishra, HOD ECE & Associate Professor, Dept. of ECE Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
7	Dr. Ajanta Priyadrasani, HOD EEE & Assistant Professor, Dept. of EEE Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
8	Dr. Niyati Nayak, HOD CE HOD EEE & Assistant Professor, Dept. of EEE Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member

Roles and Responsibilities:

Evaluate the performance of the departments and appreciate their achievements and give suggestions for improvements in the quality of teaching, research, administration, curricular and extra-curricular activities.

CAMPUS:

Shanti Niketan, At: Ghangapatna,
Po: Kantabada, Bhubaneswar
Dist: Khurdha, Pin-752054
Odisha, India



Email: info.gietbbsr@gmail.com Visit us: www.gietbbsr.edu.in

CITY OFFICE:

Plot No. HIG42, 1st Floor, In front of Pal Heights
Jaydev Vihar, Bhubaneswar-751013
Ph: 0674-2541843/2542842



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- Understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for quality improvement and for overcoming the weaknesses.
- Identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- Review academic and administrative activities of the Institute on a periodic basis.
- Ensure that the Academic calendar provided by the Institute is implemented without any variation.
- Assess the academic performance of individual faculty in a department.
- Assess the academic performance of the department as a whole.
- Identify the strengths and limitations of the department.
- Make the individual faculty and the department accountable.
- Verify that the timetables prepared by the individual departments are followed as per the schedule.
- Review the student and faculty development programs.
- To check whether the records and files being maintained by all the departments across the Institute are as per the IQAC criteria or not.

Principal

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

Memo No 1034/GIET-Ghangapatna/2023

Date: - 3/7/23

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/Dy. Registrar/A.O.(Academics)/T&P/All HODs/Asst. Manager. HR/A.O.(Admin)/T&P Cell/ Library/Exam. Section/Staff Circular.
3. Person Concern for the information/personal file for record.



Principal

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