

Supporting Documents for Metric 6.2.2



Submitted to NAAC

By

**Gandhi Institute For Technology (GIFT),
Bhubaneswar**

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6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Gandhi Institute For Technology follows a flat organisational structure, which ensure quick and effective decision making and timely execution. The organisational structure of the institute is as follows:

The top most layer of the organisational structure consists of **board of governors**. This is responsible for apex level decision making. The board of governors of the institute meet once in a year to discuss and deliberate upon the institutional requirements and unanimously take crucial decision for the betterment of the organisation

Chairman is the highest authority in the institute who plays a crucial role of implementation of decision and suggestions given by the governing council from time to time. The Vice Chairman is responsible for running day to day administration and ensures smooth academic performance. The **Vice-Chairman** gets assisted by the department head. **Principal** is the chairperson of administrative and academic activities of the institution academic performance. Responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations and stipulations of the related statutory authorities

For helping principal different posts like **dean administration, dean academic, dean R&D, dean hostel affair and dean student affair** is there.

Under Dean Administration **budget committee, purchase committee, training and placement cell and hr. department** are there.

Under the Dean Academics **Feedback committee, the timetable committee, exam committee and Management system** are there

Under Dean R&D **Research committee, Internal and External R&D activity and EDP cell** are there.

Under the Dean Hostel affairs **Warden, Assistant Warden, Coordinator, Care taker and service staffs** are there.

Under the Student Welfare Committee **Disciplinary Committee, Athletic Society, Cultural Society, Student and Staff Welfare Society, Ethical Committee, SAC and Grievance cell** are there.

Academic Council of the institution is there which comprises all Deans under the Chairmanship of Principal.

Academic advisory committee is there which advises the Academic council of the institution.

Advisory committee of the department is there which advises the head of the department.

GANDHI INSTITUTE FOR TECHNOLOGY

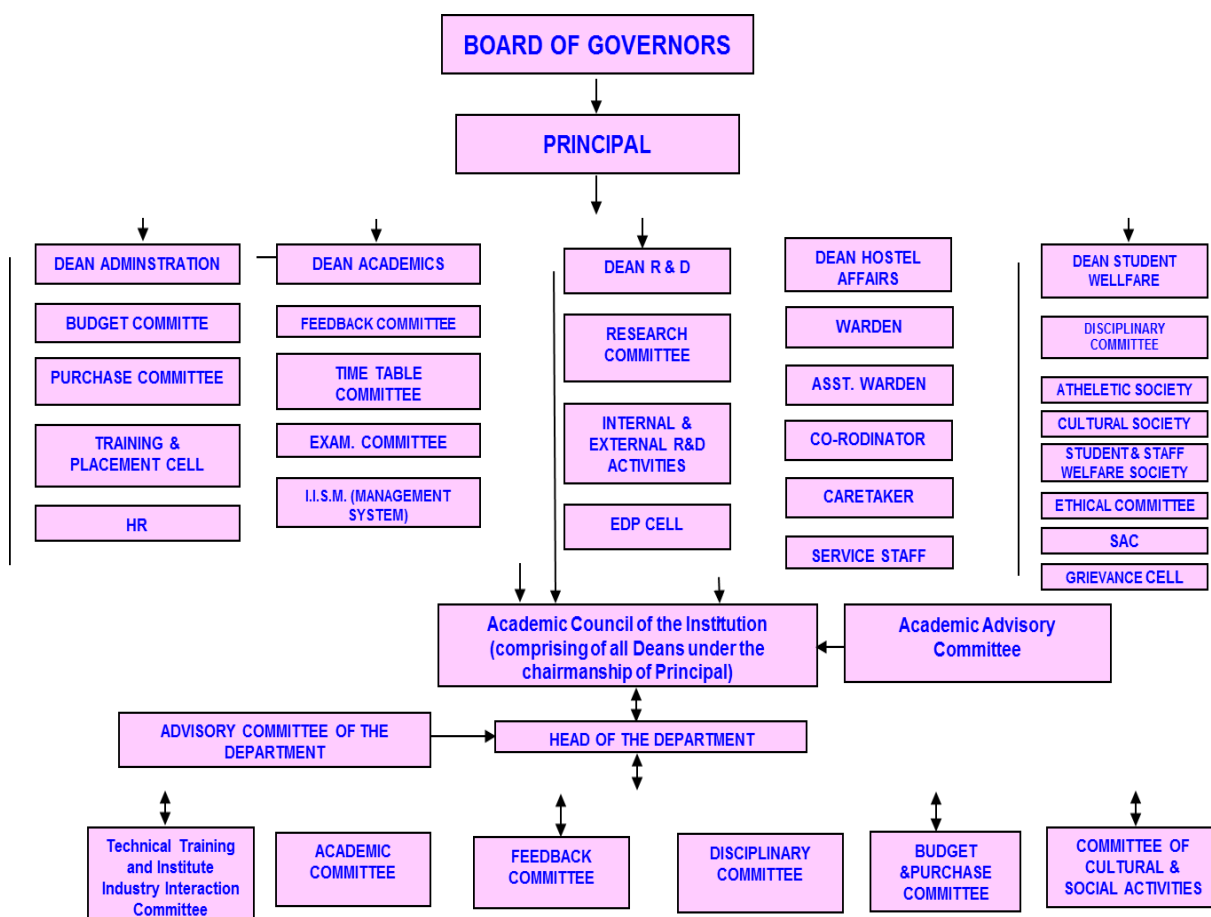


Fig 1: Institution Organogram

Appointment and service rules

- Approval of the appointments made by the selection committee of the College .The appointments made by the Principal on the recommendation of the selection committee of Gandhi institute For Technology are hereby approved. Details of the appointment made on the recommendation of selection committee are placed before the Governing body and get approved All appointments are made subject to the approval of the Chairman/Secretary/Principal of the Institute. All the vacant posts are to be filled up through the advertisement in the state and national daily newspapers / Job Portals from time to time or as and when required by the management. Management can receive the CVs through Employee referral system.
- On receive of Bio-Data / CV of the candidate, CVs are to be shortlisted and candidates called for interview. After clearing the preliminary interview the candidate shall conduct a demonstration (demo) class before the selection committee followed by technical and personal interviews. The appointment offer

specifies a negotiated period within which the candidate has to join the institute, failing which the institute reserves all rights to cancel its offer of appointment .A faculty must submit a joining report to the Chairman / Secretary/ Principal/ Dean Academics/Dean Administration/ HODs either through the Joining Letter /Email. An employee must need to fill up the Joining Form with two recent passport-sized color photographs, photocopies of certificates and testimonials. All new faculty members remain under probation for a period of six month/ one year from the date of joining as specified in the appointment letter. The faculties shall be issued with ID Cards which they need to put on.

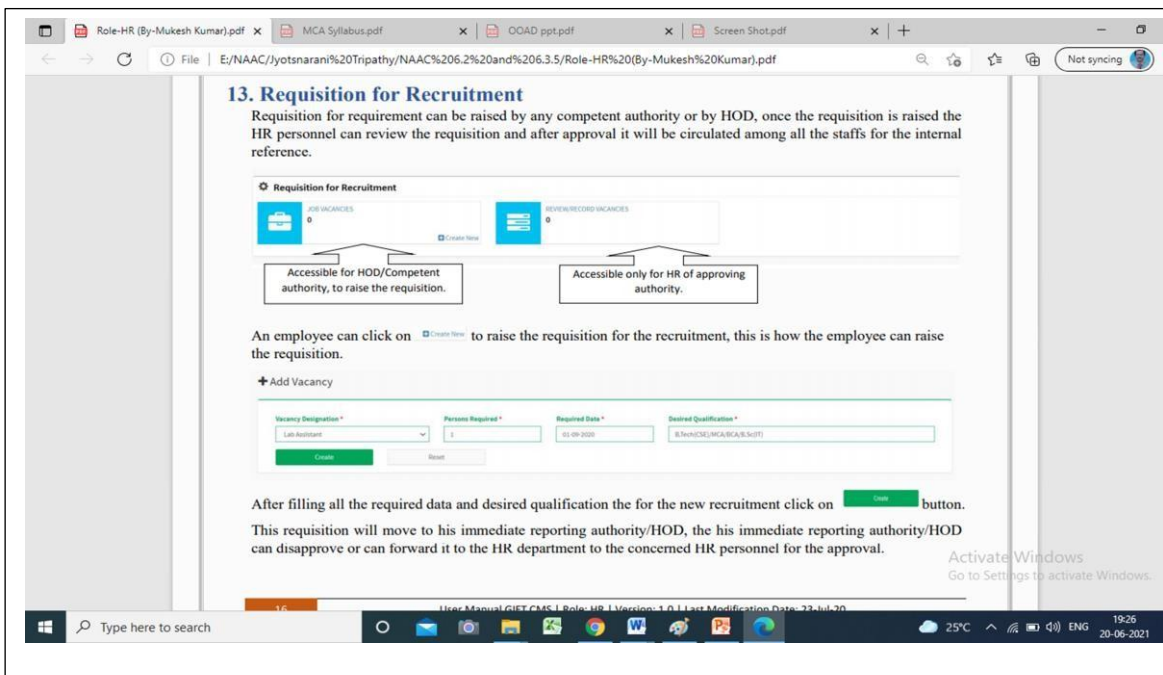


Fig 2: Requisition for recruitment

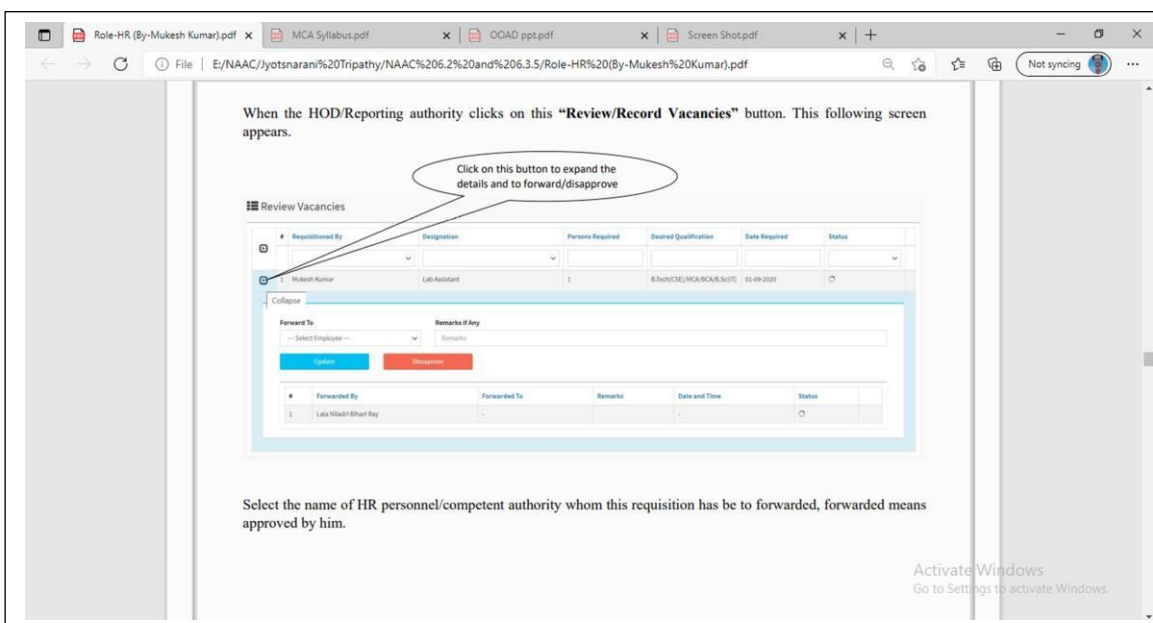


Fig 3: Review vacancies

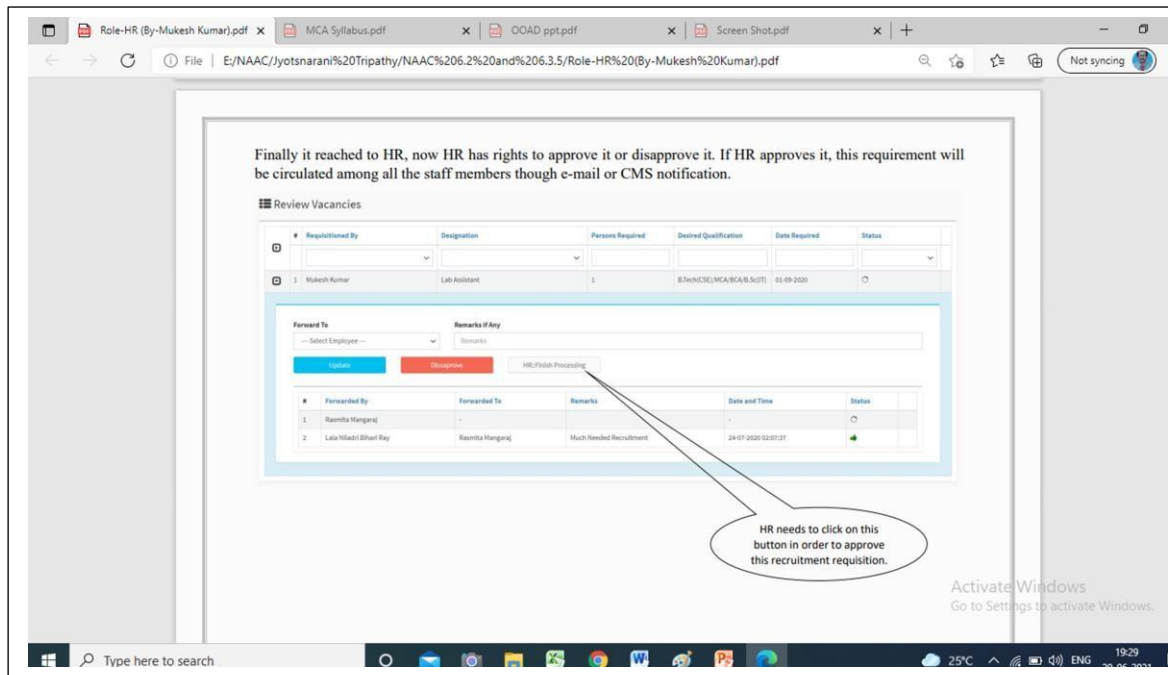


Fig 4: Requisition Approval

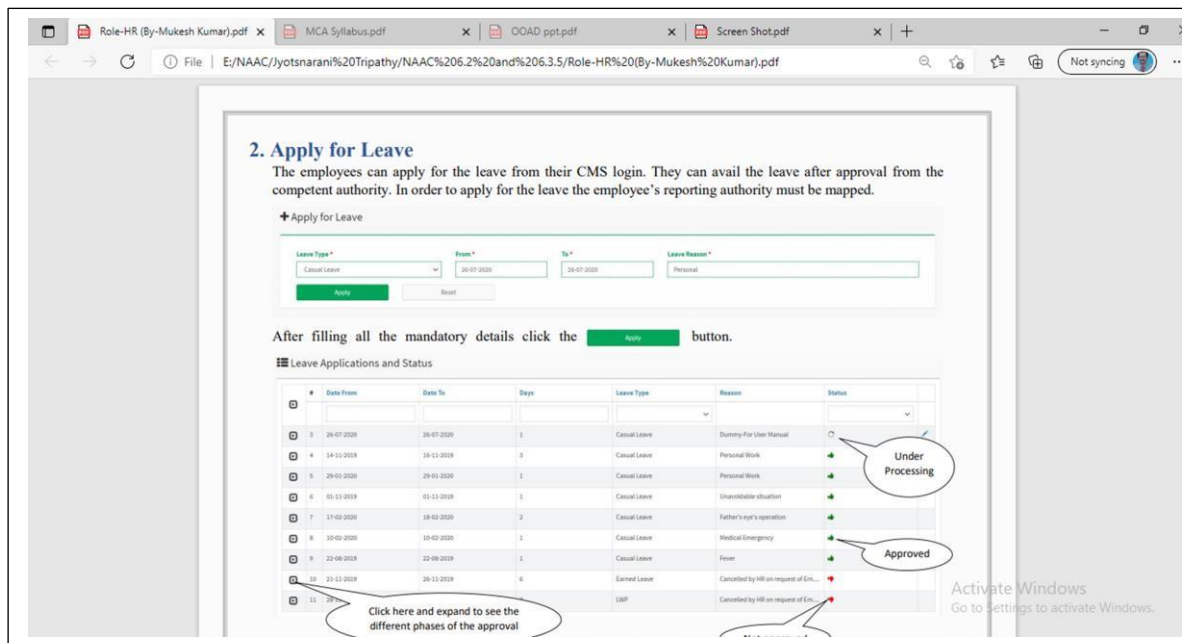


Fig 5: Applying leave

Governing Body

07. Governing Board Members:		
1)	Chairman	Prof.(Dr) Satya Prakash Panda Chairman & Managing Trustee
2)	Secretary	Sri. Biranchi Narayan Panda Secretary & Managing Trustee
3)	Member (Nominee of the Trust)	Er. Manas Panda, Trustee
4)	Member (Nominee of the Central Govt.)	Regional Officer (Ex-Officio) AICTE, Salt Lake, Sector –III KOLKATA
5)	Member (Nominee of the Regional Committee of AICTE)	Industrialist/ Technologist/ Educationalist from the Region
6)	Member (Nominee of the Affiliating Body/ University)	To be nominated by B. P. U.T. Rourkela, Orissa
7)	Member (Nominee of the State Govt.)	D. T. E. T., Govt. of Orissa (Ex-Officio)
8)	Member (Nominee of the State Govt.)	Industrialist/ Technologist/ Educationalist from the Region
9)	Member-Secretary	Principal, GIFT, Bhubaneswar
08. Academic Advisory Body:		
1) Prof.(Dr). Surya Narayan Patnaik, Professor in Electronics & Communication Engineering		
2) Er. Harinath Pottam		
3) Sri Biranchi Narayan Panda		
4) Sri Jagadish Panda		

Fig 6: Governing board members from Mandatory Disclosure

GOVERNANCE:-		
i) Member of the Board and their brief background:-		
<u>BALRAM PANDA TRUST</u>		
1)	Chairman	Dr.Satya Prakash Panda, Gunupur, Dist. Rayagada Educationalist
<hr/>		
2)	Secretary	Sri.Biranchi Narayan Panda Radharani Apartament, Nayapalli Bhubaneswar Educationalist
<u>Governing Body</u>		
1.	Dr. Satya Prakash Panda	- Chairman
2.	Sri Biranchi Narayan Panda	- Secretary
3.	Sri Jagadish Panda	- Member
4.	Prof.(Dr.) Surya Narayan Patnaik	- Member
5.	AICTE Nominee	- Member(To be nominated)
6.	State Govt. Nominee	- Memebr(To be suggested by the Govt. of Odisha)
7.	University Nominee	- Memebr(To be suggested by BPUT, Odisha)

Fig 7: Governing body members from Mandatory Disclosure