



Office Order

Ref. No.: GATE/SDC/10/2022-23

Date: 12-11-2022

SC&ST DEVELOPMENT CELL

Objective: To plan, prepare, integrate, execute, co-ordinate various academic activities in the college with boundary/beyond of the academic planner prescribed by the affiliated University and AICTE, New Delhi in order to monitor for creating and establishing a successful academic environment.

Sl.No	Name and Designation	Position in the committee
1	Prof.(Dr.) Gouri Shankar Mohapatro Principal, Gandhi Academy of Technology and Engineering	Chairman
2	Mr.Tushar kanta Satapathy, Scholarship I/C, Gandhi Academy of Technology and Engineering	Convenor
3	Mr. AJIT kumar satapathy , Asst. Prof in BS&H Gandhi Academy of Technology and Engineering	Member
4	Mr. Sudhansu pattnaik , Asst. Prof in M.E. Gandhi Academy of Technology and Engineering	Member
5	Simanchala das Student Gandhi Academy of Technology and Engineering	Member
6	Manoj sethi Student Gandhi Academy of Technology and Engineering	Member

Roles and Responsibilities:

- The committee should prepare an "academic planner-cum-curriculum" based on the guidelines defined by the BPUT and AICTE from time to time.
- The academic planner should be prepared and designed by expert academicians with the coordination of the academic committee members.
- The committee members should shoulder the responsibility equally for smooth and regular conduction of classes of all the departments.
- The committee members will operate all co-curricular activities (if any) assigned by the Principal and higher authority to them from time to time.



- Should head the responsibility for completion of course work in time as per the lesson plan and syllabus prescribed by BPUT, Rourkela, Odisha.
- The Principal-cum-chairperson and committee members will inspect the various teaching aids/attendance register/course coverage and assignment etc. of faculty members randomly and regularly.
- The committee members are responsible to report the related noncompliance of assignments by defaulters to the Principal/chairperson to take appropriate action as deemed fit.
- The committee should plan, execute and monitor regarding various activities like student relation, liaison and up-gradation of proctorial system.

Convenor

Principal
Gandhi Academy of
Technology and Engineering