



GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

(Managed by Venkateswar Educational Trust, Bhubaneswar)

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

Ref. No. GIET/215/2016

OFFICE ORDER

Date : 04/07/2016

SUB:- Re-Formation of Minority Cell.

Minority cell is committed to provide an environment that support diversity and respects everyone regardless of color, religious belief or cultures and also commits to ensuring protection of everyone including minorities and acting as per the provisions of constitution of India in such matters. The Cell has re-constituted of the following members under Section 2(c) of the National Commission for Minorities Act, 1992 with immediate effect to help the Minority categories integrate with other communities of the institute and to remove difficulties, which they may be experiencing.

Members of the Minority Cell:

| Sl | Name of the Committee Member | Profession | Associated with |
|----|------------------------------|-----------------------------------|-------------------------------|
| 1 | Dr.Niranjana Mishra | PRINCIPAL | CHAIRPERSON |
| 2 | Dr.Chandan Kumar Sahoo | TEACHING | CONVENER-MINORITY CELL |
| 3 | Dr. Y. Shankar Rao | TEACHING | CO-CONVENER-MINORITY CELL |
| 4 | Prof. Subhash Chandra Mishra | TEACHING | MEMBER-MINORITY CELL |
| 5 | Prof. Rajanikanta Sahu | TEACHING | MEMBER-MINORITY CELL |
| 6 | Prof. Krutibas Khuntia | TEACHING | MEMBER-MINORITY CELL |
| 7 | Mr. Amresha Satapati | SUPPORTING STAFF | MEMBER-MINORITY CELL |
| 8 | SYED EZAZ AHMAD | STUDENT, 4 th year, CE | MEMBER-STUDENT REPRESENTATIVE |
| 9 | MD. KHALID AKRAM | STUDENT, 4 th year, EE | MEMBER-STUDENT REPRESENTATIVE |

The present Committee and order Supersedes the earlier Minority Cell Constituted vide office order No-GIET/ 452/2014 Dated 22.02.2014

CAMPUS :
Santi Niketan, At: Ghangapatna,
Po: Kantabada, Bhubaneswar
Dist: Khurda, Pin-752054
Odisha, India.

CITY OFFICE :
Plot No. 88/2, Behind TTD Kalyan Mandap
Jayadev Vihar, Bhubaneswar-751013
Ph.: 0674-2541843/2542842

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



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Objectives:

- To ensure provisions for an environment where all such students feel safe and secure.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To be aware of the minority students regarding various scholarships program of state and central Government.
- To ensure protection and reservation as provided in the constitution of India.
- To encourage enrolling in career orientation programs that would empower and equip them with the necessary skills to choose career options.

Roles and Responsibilities:

- To function as a Grievances Redressal Cell for the grievances of minority students to render them necessary help in solving academic as well as administrative problems.
- To arrange special opportunities to enhance the carrier growth of these students.
- To conduct the programme for disseminating the scholarship schemes provided by governmental agencies and other sources.

The Nature of Activities of the Cell:

- To collect reports and information of State Government and UGC's orders on various aspects of education, employment of minority students.
- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.

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- The Cell is committed to provide assistance to the minority students through counseling, personality development, development of communication skill and preparatory classes for professional and employment purposes etc.
- The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures with a view to see that the education system succeeds in bringing to a level quantitatively as well as qualitatively indistinguishable from the level of the rest of the society.

Frequency of Meeting:

According to the regulations framed by AICTE, the Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented. The Committee functions under the Chairmanship of the Committee.


PRINCIPAL
PRINCIPAL

Gandhi Institute of Excellent Technocrats
Ghangapatna Bhubaneswar

Copy to:

1. All members of the Committee for information and necessary action.
2. GM-Admin/Registrar/A.O/HR Cell, GIET Bhubaneswar for information and necessary action.
3. All Minority Students of GIET through mail.
4. All Notice Boards for information.
5. Web-site in-charge for uploading the same in college website.

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Letter No: GIET/363 / 2016 Date: 16th July 2016

NOTICE

A meeting of the Minority Cell will be held in the Room No. 203 on 16/07/2020 at 03:00PM to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

- 1) Informing the concerned students about the Minority Scholarship Policies offered by the Govt. of Odisha & Govt. of India.
- 2) Submission of Minority scholarship forms of all the eligible students with proper documentation
- 3) Grievances of students facing difficulty in obtaining documentation for Minority scholarships.
- 4) Any other matter with the permission of the chair

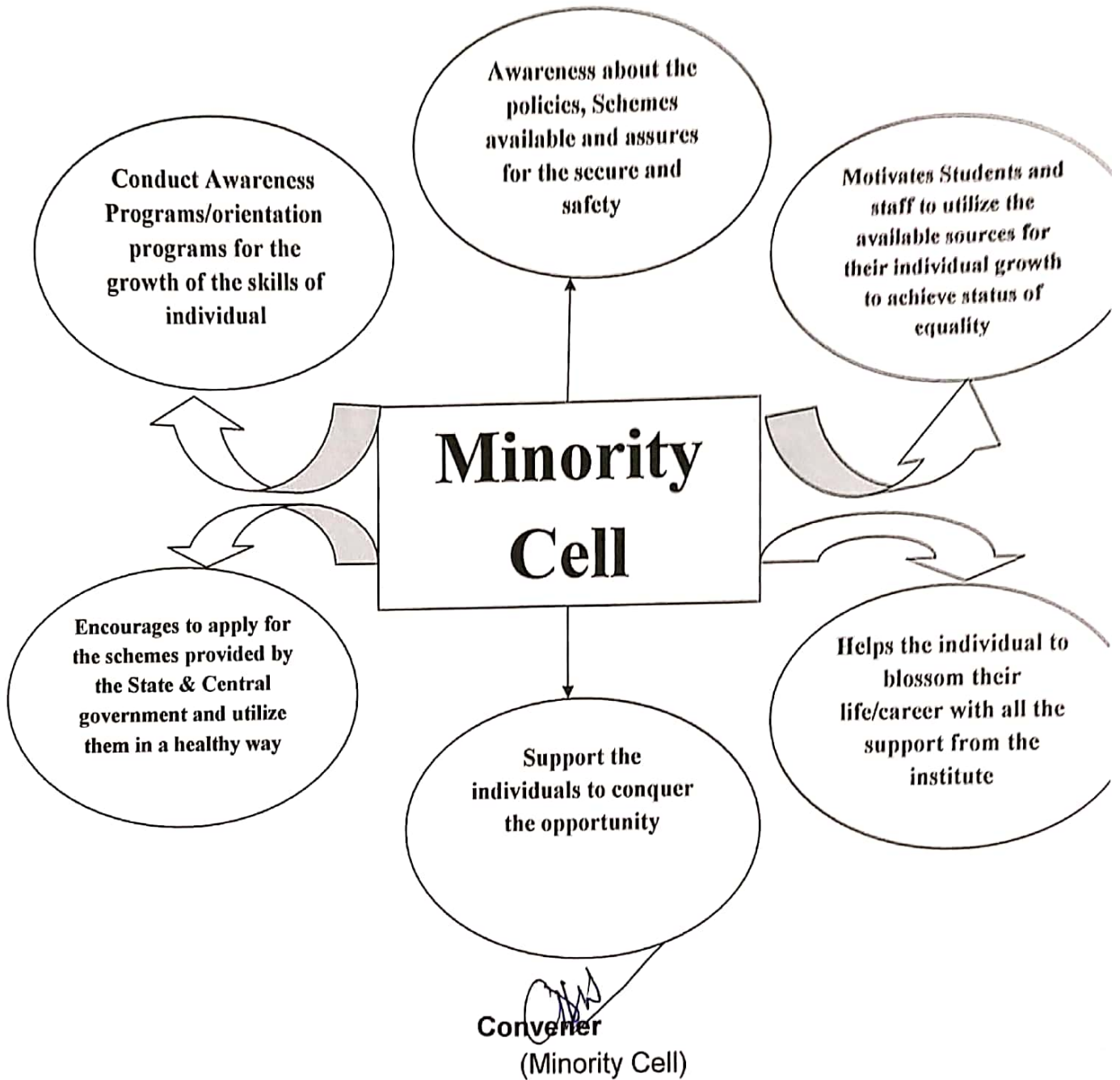
Chairperson
(Minority Cell)

Copy to:

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- A.O/HR Cell, GIET Bhubaneswar for information and necessary action.
- All Students belongs to Minority Cell of GIET through whats App group / Mail.
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MINORITY CELL

SOP-CHART





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MINORITY CELL

PERSPECTIVE PLAN

| Sl. No | Date of Event | Plan | SoP (Standard Operating Procedures) |
|---------------|----------------------|-------------------|--|
| 1 | 16.07.2016 | Committee Meeting | <ol style="list-style-type: none">1. Conduct awareness Programme for the growth of the skills of Individual.2. Motivate the students to utilize the available sources for their individual growth.3. Provide career guidance for the students.4. Provide training classes like Communication skill, aptitude etc.5. Encourage the students to apply for the schemes provided by the state and central government and utilize them in a healthy manner. |


Convener

(Minority Cell)



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MINORITY CELL

MINUTES OF THE MEETING

Minutes of the meeting of Minority Cell with all the Committee members on 16.07.2016
at 3.00PM in the room No. 203 .

The following members were present.

| Sl | Name of the Committee Member | Associated with | Signature |
|----|------------------------------|-------------------------------|-----------|
| 1 | Dr.Chandan Kumar Sahoo | Convener-Minority Cell | |
| 2 | Dr. Y. Shankar Rao | Co-Convener-Minority Cell | |
| 3 | Prof. Subhash Chandra Mishra | Member-Minority Cell | |
| 4 | Prof. Rajanikanta Sahu | Member-Minority Cell | |
| 5 | Prof. Krutibas Khuntia | Member-Minority Cell | |
| 6 | Mr. Amresha Satapati | Member-Minority Cell | |
| 7 | Syed Ezaz Ahmad | Member-Student Representative | |
| 8 | Md. Khalid Akram | Member-Student Representative | |

Points Discussed:

1. Awareness Programme: Programme available for the growth of the individual with the available community welfare.
2. Suggestions for the students and faculty to overcome the problems faced by them.
3. Provide Career guidance for the students.
4. Utilization of Government Schemes.
5. Training for the individual like communication skills, speaking skills, aptitude etc.
6. Assurance to the Minority students and staff for the continuous support.
7. Reservations available for the community in various sectors.

Convener
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MINORITY CELL

ACTION TAKEN

| Sl. No | Action Points | Points Discussed | Action Taken | Status |
|---------------|----------------------------------|---|---|--------------------------|
| 1. | Awareness Programme. | Conduct Awareness Programme | We have provided training classes like soft skills, aptitude etc. | Implemented Successfully |
| 2. | Motivate the students | Motivate the students to utilize the sources | Motivated the students to utilize the sources | |
| 3. | Career Guidance Training Classes | Provide the career guidance for the students. Provide training classes like aptitude, soft skills etc. | | |


Convener

(Minority Cell)