



# GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

(Managed by Venkateswar Educational Trust, Bhubaneswar)

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

Ref. No. GIET/312/2017

Date : 11/07/2017

## OFFICE ORDER

### **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	CONVENOR-MINORITY CELL
3	Dr. Y. Shankar Rao	TEACHING	CO-CONVENOR-MINORITY CELL
4	Prof. Subhash Chandra Mishra	TEACHING	MEMBER-MINORITY CELL
5	Prof. RajanikantaSahu	TEACHING	MEMBER-MINORITY CELL
6	Prof. KrutibasKhuntia	TEACHING	MEMBER-MINORITY CELL
7	Mr. AmreshaSatapati	SUPPORTING STAFF	MEMBER-MINORITY CELL
8	SHAHBAZ ALAM	STUDENT,3 <sup>rd</sup> year,CE	MEMBER-STUDENT REPRESENTATIVE
9	SK SEHAJAD ALAM	STUDENT,2 <sup>nd</sup> year,ME	MEMBER-STUDENT REPRESENTATIVE

The present Committee and order supersedes the earlier Minority Cell Constituted vide office order No-GIET/ 215/2016 Dated 4.07.2016

#### **CAMPUS :**

Santi Niketan, At: Ghangapatna,  
Po: Kantabada, Bhubaneswar  
Dist: Khurdha, 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](mailto:info.gietbbsr@gmail.com) Visit us : [www.gietbbsr.edu.in](http://www.gietbbsr.edu.in)



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Date : 11/04/2017

## 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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At: Ghangapatna, PO: Kantabada, Bhubaneswar Khordha, PIN: 752054

Letter No: GIET/354 / 2017 Date: 12<sup>th</sup> July 2017

## **NOTICE**

A meeting of the Minority Cell will be held in the Room No. 201 on 12/07/2020 at 03:30PM 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)

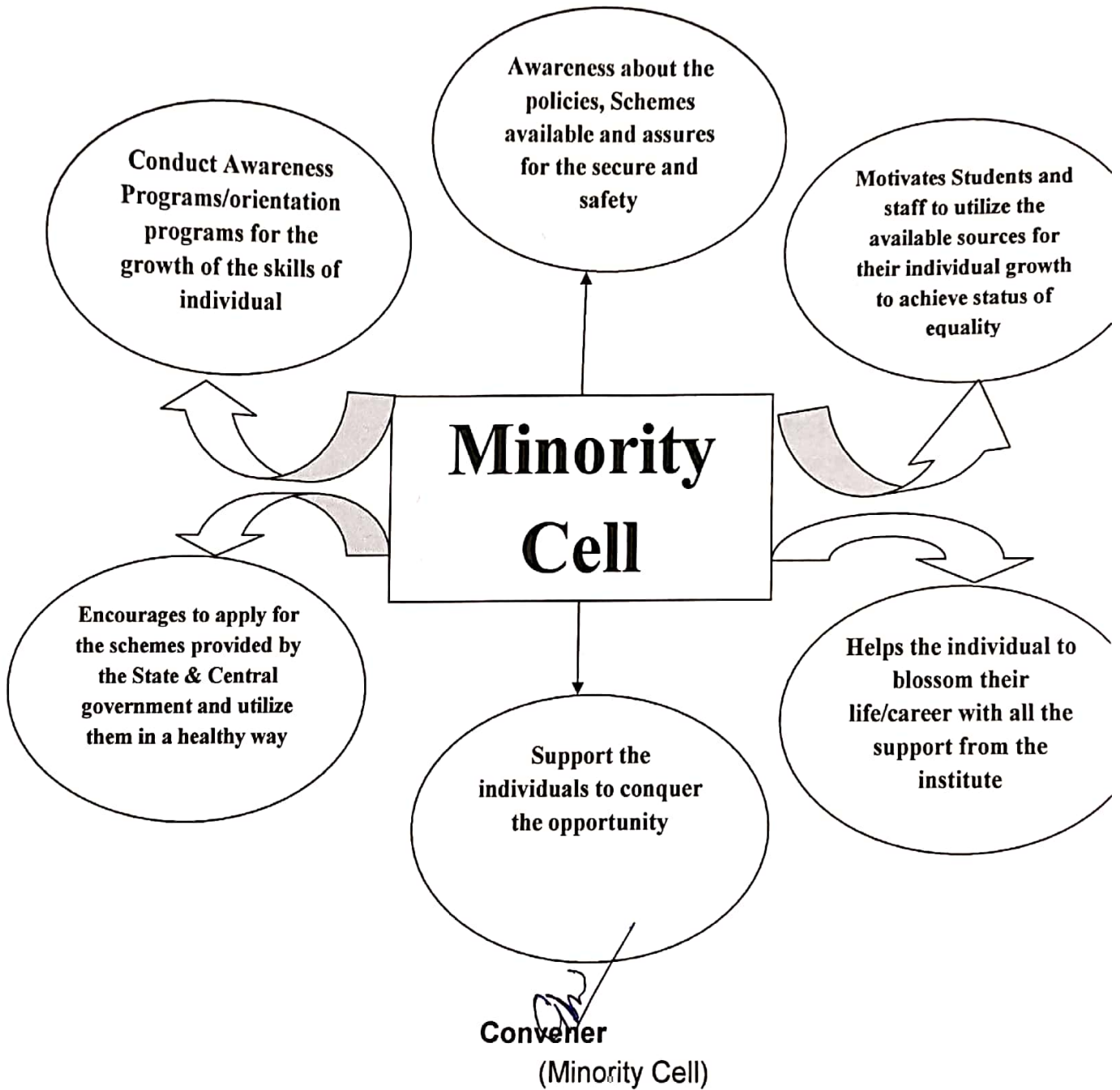
### **Copy to:**

- All Notice Boards for information.
- All members of the Committee for information and necessary action.
- A.O/HR Cell, GIET Bhubaneswar for information and necessary action.
- All Students belongs to Minority Cell of GIET through whats App group / Mail.
- Web-site in-charge for uploading the same in college website



# MINORITY CELL

## SOP-CHART





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## **MINORITY CELL**

### **PERSPECTIVE PLAN**

<b>Sl. No</b>	<b>Date of Event</b>	<b>Plan</b>	<b>SoP (Standard Operating Procedures)</b>
1	12.07.2017	Committee Meeting	<ol style="list-style-type: none"><li>1. Conduct awareness Programme for the growth of the skills of Individual.</li><li>2. Motivate the students to utilize the available sources for their individual growth.</li><li>3. Provide career guidance for the students.</li><li>4. Provide training classes like Communication skill, aptitude etc.</li><li>5. Encourage the students to apply for the schemes provided by the state and central government and utilize them in a healthy manner.</li></ol>

  
**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 12.07.2017  
at 3.30PM in the room No. 201

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**  
(Minority Cell)

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## **MINORITY CELL**

### **ACTION TAKEN**

<b>Sl. No</b>	<b>Action Points</b>	<b>Points Discussed</b>	<b>Action Taken</b>	<b>Status</b>
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		
3.	Career Guidance Training Classes	Provide the career guidance for the students.  Provide training classes like aptitude, soft skills etc.	Motivated the students to utilize the sources	

  
**Convener**  
(Minority Cell)