

GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

APPROVED BY AICTE, NEW DELHI & AFFILIATED TO BPUT, ROURKELA & SCTE & VT
BHUBANESWAR, GOVT. OF ODISHA

(ACCREDITED BY NAAC WITH A+ GRADE)

STUDENT HANDBOOK



GIET
GHANGAPATNA
BHUBANESWAR



Vision

To be a globally recognized institute, providing excellence in academics, promoting research, innovation and entrepreneurial skills.

Mission

M1: To be students driven institute inculcating experimental, innovative teaching methodology and life skills.

M2: To foster a culture of research and innovation among all faculties and students.

M3: To develop high standard professionals with ethical value and social responsibility.

CHAIRMAN'S MESSAGE



Welcome to the Gandhi Institute of Excellent Technocrats - GIET, Ghangapatna, Bhubaneswar. Choosing a college is one of the most important decisions that you will ever make. It can be the key that opens the door to a life time of opportunities for growth and service. We want you to base your choice of a college on relevant and reliable information. How well it turns out for you will depend primarily on the effort you invest in your own intellectual and professional development. Invest wisely and be assured that GIET faculty and

staff pledge their best efforts in helping you attain your educational goals.

As you pursue your studies, please remember that a college education is not entirely academic. It extends beyond the classrooms, laboratories and workshops to campus organizations, seminars and meetings, cultural and social activities and athletic events. I hope that you will become involved in GIET campus life and that you will also make some commitment to serving your community. Besides being a cause for campus and community development, the effort can be educationally rewarding and personally fulfilling.

Finally, I hope that you will take pride in your college. Members of our faculty are known for their energy and erudition, academic achievements and teaching abilities and devotion to duty. Our standards are challenging and we are dedicating to helping you meet those standards. We will judge our success as an institution by how well you succeed in realizing your potential as a student and in your later professional career.

I invite you to visit our magnificent campus, inspect our state-of-the art facilities, meet and discuss with students and faculty and discover for yourself why so many bright students have made GIET their choice.

Cordially Yours,

Dr. Satya Prakash Panda

(Chairman, Gandhi Group of Institutions)

VICE CHAIRMAN'S MESSAGE



I am delighted to invite you to The Gandhi Institute for Excellent Technocrats, Ghangapatna, Bhubaneswar. This growing, dynamic Institution is filled with curious students and innovative faculty, and I feel privileged to be part of this. GIET, Ghangapatna is on a tremendous upward trajectory, and I am committed to leading it to reach ever-higher goals.

There is no better or more important time to be an engineer. Engineering is ubiquitous. Almost everything we do and touch today has been designed and built through the actions and oversight of engineers. Engineers are directly helping society deal with the major issues that confront us today Excellence Distinction Diversity Opportunities Capacity Growth these are attributes of our College, all of which serve as critical components to developing and enhancing our college potential of becoming a nationally recognized academy for interdisciplinary research and excellence in engineering.

One of the many things that we are proud of is its diverse and prestigious faculty. These educators understand that engineering is not only about technology; it is also about people. That's why they've dedicated themselves to shape new engineers who will be able to create groundbreaking technology to help us all live better lives.

Equally as important as our well equipped laboratory is our work in the classroom. GIET, Ghangapatna faculty members are dedicated to sharing their knowledge with the next generation of learners. It is our responsibility to provide them with a supportive environment where they can flourish as scholars and be competitive in the marketplace. Inside our impressive Infrastructure and other state-of-the-art facilities, students are receiving a superior education, one that will prepare them for success. I am excited to see that they achieve.

It is my pleasure to serve as the Vice Chairman of GIET, Ghangapatna, I look forward to meeting many new faces in the coming months as we begin to craft a plan for our future achievements. I hope you will join us as we help shape GIET into a world-class, comprehensive Engineering College

Prof. Ram Narayan Sabat

Vice Chairman

(Civil, M.S. Arizona State University, USA)

PRINCIPAL'S MESSAGE



GIET stands out distinctively as one of the most sought after technical institutes in Odisha. GIET draws students from different parts of the country and they create an academic ambiance that is multicultural, compassionate and learning beyond classroom. The multicultural contexts in which our students grow help them to understand the global competition. At GIET, helping students to develop integrated mindsets to work anywhere in the world is a way of life.

Our strength lies in incomparable teaching learning process, excellent infrastructural facilities, qualified faculty, commitment to personal attention, motivation to excel in academic and extra curricular activities, continuous interaction with industry and of course pleasant picturesque environment.

We are committed to have an environment which provides placement opportunities to our students and enriched knowledge base to our faculty. We are happy to observe that employers' interest in GIET is very high as evidenced by the excellent placement opportunities offered to our students in a number of organizations of different industries. Our alumni occupy key positions in prestigious organizations.

GIET emphasizes all-round development of its students. It aims not only at producing good professionals but also good and worthy citizens of our country, aiding in its overall progress and development.

I feel greatly privileged to invite students, recruiters, and business firms to our campus and experience the difference with new breed of budding engineers of tomorrow.

Prof. (Dr). Subhrajit Pradhan

CONTENT

1.0	INTRODUCTION	1
2.0	ACADEMIC AFFAIRS	1
2.0.1	REGISTRATION	1
2.0.2	ATTENDANCE	1
(A)	ATTENDANCE IN THEORY	1
(B)	ATTENDANCE IN LABS	1
(C)	ATTENDANCE IN PPT CLASSES	2
2.0.3	DRESS CODE	2
2.0.4	MENTORING / PROCTORIAL SYSTEM	2
2.0.5	EXAMINATION	2
2.0.6	CERTIFICATES / DOCUMENTS	3
2.0.7	MARK SHEETS	3
2.0.8	STUDENT SCHOLARSHIP	3
2.0.9	STUDENT WELFARE SCHEME	3
2.0.10	PAYMENT OF COLLEGE FEES	3
3.0	DISCIPLINE	3
3.0.1	STUDENT DISCIPLINE	3
3.0.2	DISCIPLINARY COMMITTEE	4
3.0.3	RAGGING	4
3.0.4	RAGGING PREVENTION COMMITTEE	5
3.0.5	STUDENT GRIEVANCE REDRESSAL CELL	5
(A)	OBJECTIVE	5
(B)	SCOPE	5
(C)	FUNCTIONING	5
(D)	PROCEDURE	5
(E)	EXCLUSIONS	6
(F)	PROFORMA (ANNEXURE-1)	6
4.0	DO'S AND DONT'S	7
4.0.1	DO'S AND DONT'S FOR STUDENTS	7
4.0.2	DO'S AND DONT'S FOR PLACEMENT	8
5.0	FACILITIES	8
5.0.1	MEDICAL FACILITY	8
5.0.2	TRANSPORT FACILITY	8

5.0.3	LIBRARY FACILITY	9
5.0.4	SPORTS FACILITY	9
5.0.5	MUSIC CLUB	10
6.0	SPECIAL ACTIVITIES	10
6.0.1	SEMINAR	10
6.0.2	CULTURAL SOCIETY	10
7.0	LIBRARY RULES & REGULATIONS	10
7.0.1	ADMISSION TO THE LIBRARY	10
7.0.2	WORKING TIME	10
7.0.3	CONDUCT WITHIN THE LIBRARY	10
7.0.4	BORROWING PRIVILEGES	11
7.0.5	OTHER RULES	12
7.0.6	IDENTITY CARD	12
8.0	HOSTEL RULES & REGULATIONS	12
8.0.1	SANCTITY OF THE HOSTELS	13
8.0.2	ADMISSION	13
	(A) ROOM ALLOTMENTS	13
	(B) RESTRICTED AREA	14
	(C) NOISE	14
	(D) SANCTIONS FOR MISCONDUCT	14
8.0.3	GUEST ACCOMMODATION	15
8.0.4	MESS	15
8.0.5	HOSTEL RULES FOR WOMEN	16
8.0.6	ENTRY/EXIT TO/FROM HOSTELS	16
8.0.7	VISITORS TO THE HOSTELS	17
8.0.8	TERMINATION OF TENANCY	17
8.0.9	RAGGING	17
8.0.10	REVISION OF RULES AND REGULATIONS	18
8.0.11	DISCIPLINE	18
9.0	COMPUTER / LANGUAGE LAB RULES	19
9.0.1	DO'S	19
9.0.2	DONT'S	20
9.0.3	RULES FOR BROWSING INTERNET	20
9.0.4	INTERNET LAB REGULATIONS	20
10.0	INFORMATION TO PARENTS	21
11.0	KEY PERSONS TO CONTACT	22

1.0 INTRODUCTION

Gandhi Institute of Excellent Technocrats (GIET), Ghangapatna, Bhubaneswar is one of the best Technical Institutions in Odisha. Our Institute imparts 6 undergraduate (B.Tech) courses with sanctioned intake of 540 seats.

We strongly believe and practice quality education at our institute. One of the strongest parameters signifying academic excellence is the best faculties and staffs we have.

The Institute has more than 10 acres of lush green land with huge infrastructure which is one of GIET's main core area. The Library is having enormous number of books, National and International journals, Internet facility, Digital Library, huge collection of software which provides relentless pursuit of academic excellence to our students and faculty members. It has a well planned campus with pollution free environment. Aesthetically built building, well furnished classrooms, Library, workshop, well equipped Labs, Internet facility, Indoor and Outdoor sports facilities, Hostel inside Campus offer an ideal environment to pursue a good professional education. GIET, Ghangapatna, Bhubaneswar is approved by All India Council for Technical Education (AICTE), New Delhi, recognized by Govt. of Odisha and affiliated to Biju Patnaik University of Technology (BPUT), Odisha from the academic session 2009-10.

2.0 ACADEMIC AFFAIRS

2.0.1 REGISTRATION

In the beginning of each semester students have to register for each of the subjects they are required to study except in the first semester. A student has to apply to the University in a specified format for subject wise registration for the term paying the prescribed fees through his/her Principal, else he/she cannot appear in the University Examination. In the event of a student losing his/her University Registration Card, he/she should immediately lodge an FIR in the nearest Police Station. He/she should apply to the college for issuing of duplicate registration card. The application in plain paper must accompany a copy of FIR and A/c payee Bank draft of Rs.100/- drawn in favour of "Biju Patnaik University of Technology" payable at Rourkela, the subjects and labs which he/she has.

2.0.2 ATTENDANCE

(A) ATTENDANCE IN THEORY:-

- I) A minimum of 75% of attendance must be attended by the students both in theory and practical classes to become eligible for appearing each end-Semester Examination.
- II) Attendance is counted from the date of commencement of classes of the subjects in which a student is registered. The calculated attendance report will be intimated to the student through notice board before each internal examination.
- III) Students must keep in mind that there is no law to help him / her in case of his/her percentage of attendance falls short of the minimum requirement as stated above. Hence students are advised not to remain absent in classes as his / her case may lead to detention from appearing the Semester Examination.

(B) ATTENDANCE IN LABS

A student has to attend minimum of 75% of attendance in lab classes. Each lab class has mark value of 10 point scale. If one is not attending one lab class then he/she is

losing 10 marks in that lab.

(C) ATTENDANCE IN PPT CLASSES

GIET, Ghangapatna, Bhubaneswar encourages, supports and facilitates placement. Institute arranges some training classes for placement. An aspiring student has to attend 90% of PPT classes else he/she will not be allowed to sit in campus selection.

2.0.3 DRESS CODE:-

To give a feeling of identity and dignity, the students of a batch are prescribed a Dress Code (College Uniform). The Institute allows dresses of specific colors to an individual batch. Both boys and girls have to wear the same from 1st year till they leave the Institution.

- I) Students of GIET, Ghangapatna, Bhubaneswar must enter college premises in the prescribed uniform.
- II) Students should avoid Hawai / Bathroom Chappal etc while attending classes and official functions.
- III) Wearing of ear rings or growing long hair by boy students is not allowed.
- V) The students should maintain decorum befitting the dignity of the Institution.

2.0.4 MENTORING / PROCTORIAL SYSTEM:-

Mentoring system is prevalent in GIET, Ghangapatna, Bhubaneswar which helps in developing personal relationship between students and teachers and for timely guidance and advice in academic and other related matters.

In this system one faculty member is assigned with the responsibility of 20 students and is known as Mentor / Proctor of the said group of students. The students meet their respective Mentors / Proctors on regular basis and they can put forth their difficulties, or seek advice or information regarding the academic performance. Students can discuss their problems with the Mentor / Proctor who in turn will help them as per the guidelines of the Institution. Mentor / Proctor will look into the all round development of the Student. Basically Mentor / Proctor will act as institutional guardian for the student.

2.0.5 EXAMINATION

- a College will conduct three types of examination. One is class test, 2nd is Lab test and 3rd is BPUT test.
- b In each semester there will be two class tests of one hour duration with full marks 30. Question will be of BPUT pattern and marks will be awarded in 15 point scale.
- c After the examination the result will be published within a week.
- d Each lab class is one type of BPUT exam. Each lab is of 10 marks. If one is missing one lab class then he/she is losing 10 marks.
- e In BPUT examination one has to appear the theory of 100 marks in three hours.
A candidate shall clear (pass) a sessional paper if he/she scores minimum of 50% points.
A candidate is deemed to clear (pass) a theory paper if he/she secures 4.5 CGPA in 1st year otherwise he/she shall not be promoted to next higher semester.
- f For promotion, back paper registration and other examination related information either they can follow BPUT academic regulation or may contact examination section for clarification.

- g A student who will not be able to appear 3 or more theory papers and two sessional papers on health ground, he/she has to submit the medical certificate within 7 days of the completion of examination or else he/she will not be promoted to next semester.
- h For any notice relating to examination and others visit the BPUT website www.bput.ac.in

2.0.6 CERTIFICATES / DOCUMENTS:-

Application for conduct certificate or College leaving Certificate or other certificates should be submitted seven days before the date on which the certificates are required by the applicant.

2.0.7 MARK SHEETS:-

For obtaining mark sheet of an examination a candidate should apply in writing by mentioning registration number, roll number and the subjects taken.

Discrepancies, if detected in the mark sheet should be brought to the notice of the principal in writing along with a copy of the mark sheet issued. Duplicate mark sheet will be provided by the university on payment of the prescribed fee.

2.0.8 STUDENT SCHOLARSHIP:-

Bonafide students of GIET, Ghangapatna, Bhubaneswar belonging to SC/ ST category are eligible for Post-Matric Scholarship under the centrally sponsored scheme of Ministry of Tribal Affairs and Medhabruti Scholarship for the meritorious students sponsored by Higher Secondary Education, Govt. of Odisha provided they fulfill certain conditions as per the Govt. guidelines.

Notification on website and print media will be given with reference to official information from the said ministry. The college shall not be held responsible for non-selection or nonavailability of such scholarship.

2.0.9 STUDENT WELFARE SCHEME:-

On death of Father / Financing Guardian of a bonafide student of GIET, Ghangapatna, Bhubaneswar, registered under BPUT, the concerned student can avail welfare fund benefit under student welfare scheme. For details, the student can apply in a prescribed format to the Head of the Institution.

2.0.10 PAYMENT OF COLLEGE FEES:-

Please note that all the college fees for each academic year is to be paid before the commencement of academic year. Parents are advised to send the fees only by bank draft drawn in favour of Gandhi Institute of Excellent Technocrats, Payable at Bhubaneswar or through SBI Ecollect scheme. Under no circumstances it should be sent in cash through their children, because of experiences of the past, where in many of the cases the money did not reach the college and was otherwise wasted by the child. If the current year fees are not paid within the stipulated date, they have to pay the balance fees along with financial Charges from the day on which the fees was due.

3.0 DISCIPLINE

3.0.1 STUDENT DISCIPLINE:-

Discipline is the key to the prosperity of any individual / organization. GIET, Ghangapatna, Bhubaneswar expects a sense of discipline among its students so that they can face the challenges ahead. For this they have to strictly adhere the following instructions:

- I) Student should be courteous and behave properly with faculty members, employees of the

Institution and with other students.

- II) Students should take care of the Institutional property such as furniture's and fixtures, laboratory equipments, electrical fittings, transport etc. and not cause damage to the same.
- III) Students should follow the rules of library, laboratory, hostel, transport, uniform etc of the Institution.
- IV) Students should not try to cheat or copy in the examination.
- V) Students should preserve the cleanliness of the class room, laboratory, toilet and surrounding as well.
- VI) Use of the tobacco, alcohol, chewing of beetle leaves and chew-gums etc are totally prohibited.
- VII) No students shall be a member of any organization or association not connected with the Institution.
- VIII) Organizing unions of non-academic association in any form is strictly prohibited.
- IX) Organizing or attending any unauthorized meeting in the college premises is strictly prohibited.
- X) Use of mobile phones in the academic area is strictly prohibited.
- XI) Any sort of ragging is strictly prohibited. As per decision of the Supreme Court it is a punishable offence.
- XII) Spitting on walls, Stairs and throwing litters in the campus are prohibited.
- XIII) College canteen is the place where you must be well disciplined. If any type of discontent arises, it should be brought to the notice of the concerned administrative officer.
- XIV) Deviation to any of the above by any student shall be treated as an act of indiscipline and disciplinary action shall be taken against him/her.

3.0.2 DISCIPLINARY COMMITTEE:-

To look into various aspects towards maintaining discipline in the Institute a disciplinary committee is formed in vogue at GIET, Ghangapatna, Bhubaneswar.

In case of any breach of discipline reported by student / Faculty / Hostel staff, either Departmental Head or Warden / Student Welfare Officer must report the matter to the said committee so that appropriate action or Corrective measures can be taken.

3.0.3 RAGGING:-

- I) Ragging or harassment of new students by old students of the Institute in any form is strictly prohibited. This is not allowed at GIET, Ghangapatna, Bhubaneswar.
- II) Ragging is defined as:
 - a) Forcing a student to perform some action against his / her will. b) Physical violence of any kind against the student.
 - b) Any kind of mental harassment or intimidation.

GIET, Ghangapatna, Bhubaneswar has taken various proactive measures to eliminate the menace of Ragging in the Institute.

Specially for GIET, Ghangapatna, Bhubaneswar hostel Boarders, the following measures have been enforced:

- a) No senior student is permitted to enter into Junior Students Hostel under any pretext. Nor any senior student is permitted to invite / ask for discussion to any junior student to his / her hostel.
 - b) No junior student is permitted to enter into Hostels meant for senior student under any pretext.
- III) A complaint of Ragging must be submitted in writing to the Principal / Vice-Principal / Administrative Officers.

3.0.4 RAGGING PREVENTION COMMITTEE:-

A high level Ragging prevention committee has been constituted with senior level Faculty Members to look into any Ragging related complaint and awarding speedy Justice to the aggrieved student / students after thorough enquiry.

3.0.5 STUDENT GRIEVANCE REDRESSAL CELL:-

(A) OBJECTIVE:-

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

(B) SCOPE:-

The Cell deals with grievances received in writing from the students about any of the following matters:-

Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters : Related to dues and payments for various items from library, hostels etc.

Other Matters : Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.

(C) FUNCTIONING:-

The cases are attended promptly on receipt of written grievances from the students in the attached proforma. (Annexure-1)

The cell formally meets to review all cases, prepare a statistical report about the number of cases received, attended to and the number of pending cases, if any which require direction and guidance from the higher authorities.

(D) PROCEDURE:-

- I) The setting up of the Grievance Redressal Cell for students will be widely publicized.
- II) The students may feel free to put up a grievance in the format attached and drop it in the boxes placed at conspicuous locations or to the person assigned.
- III) The GRC will act upon those cases which have been forwarded along with the necessary documents.
- IV) The GRC will take up only those matters which have not been solved by the different departments.

- V) Grievances related to fees etc will be taken up only if the relevant financial documents like Demand drafts etc are attached.
- VI) Whom to contact for all such grievances – Administrative officer-GRC in charge.

(E) EXCLUSIONS:-

The Grievance Redressal Cell shall not entertain the following issues:

- I) Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- II) Decisions with regard to award of scholarship, fee concessions, medals etc.
- III) Decisions made by the University with regard to Disciplinary matters and misconduct.
- IV) Decisions of the University about admissions in any courses offered by the Institute.
- V) Decisions by competent authority on assessment and examination result.

Annexure -1

GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS GHANGAPATNA, BHUBANESWAR STUDENT'S GRIEVANCE CELL

(F) PROFORMA

STUDENT'S DETAILS

1. Name :
2. Roll Number :
3. Regd. No. :
4. Father's Name :
5. Address for Communication :
6. Branch :
7. Year / Semester :
8. Nature of Grievance :

Forwarded to with comments : Enclosures: (I) (ii)

Signature & Seal Convenor-GRC Signature & Seal of Principal

Signature of the Student

Note: To expedite the process of Redressal please follow the general instructions.

Follow up comment:

4.0 DO'S AND DONT'S

4.0.1 DO'S AND DONT'S FOR STUDENTS

DO'S:

- I) All students of GIET, Ghangapatna, Bhubaneswar should enter college premises with the uniform prescribed for them.
- II) Students should attend all the classes and must maintain perfect discipline in the class room as well as in the passage zone.
- III) Every student will be placed under the charge of a Mentor who shall ordinarily be a member of teaching staff. The student shall meet the Mentor at least once in a week or as many times as necessary and discuss his/her difficulties and problems.
- IV) The student shall furnish such information to the Proctors, as are required for the maintenance of the Mentorial record.
- V) The students should maintain decorum befitting the dignity of the Institution.
- VI) Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.
- VII) Students should take care of the Institution property such as furniture and fixture, laboratory equipment, electrical fittings, transport etc.
- VIII) Students should preserve the cleanliness of the classroom, laboratory, toilet and surrounding as well.
- IX) The students must inform immediately the concerned authority such as Mentor /A.O /Vice- Principal / Principal / Director at any time if they face any type of ragging.
- X) Students should always carry their ID-Cards and produce before the authorities whenever demanded.

DONT'S:

- I) Ragging of any sort is strictly prohibited.
- II) Students should not cause any damage to Institutional property such as laboratory equipment, electrical fittings, furniture and fixtures, college bus etc.
- III) Spitting on walls, stairs and throwing litters in the campus are prohibited.
- IV) Students should not try to cheat copy or indulge in any sort of malpractices during the course of any examination.
- V) Students should avoid Hawaii/Bathroom slippers while attending classes and official functions.
- VI) Using of mobile phones in the academic area is not allowed.
- VII) Uses of tobacco, alcohol, chewing of betel leaves etc are totally prohibited.
- VIII) Students are not allowed to enter the library when they have scheduled class work.
- IX) Students should not bring outsiders into the college campus unless and otherwise

desired by the college administration.

- X) Misbehaviour of a student in the classroom or in any of the college meeting or during matches or athletic meet, or any other function is not permitted.
- XI) Spitting in the bus, damaging properties, tearing of seats, shouting in the Bus, Misbehaving with the staff members including Bus Staff are highly objectionable. Such case shall be referred to the authorities for necessary action.

4.0.2 DO'S AND DONT'S FOR PLACEMENT

DO'S:

- I) Students should attend placement drives with formal dresses.
- II) They should bring college I-card & Registration card.
- III) All students must carry attested copies of certificates along with latest resume in a plastic folder.
- IV) They should maintain discipline, dignity and decorum until the placement drive ends.
- V) Students who have attended the PPT classes are only allowed to appear the campus drive.

DONT'S:

- I) Don't wear Casual Dresses.
- II) Chewing of Pan, Ghutka, Smoking, Consumptions of Alcohol or any narcotic drugs by any student are strictly prohibited.
- III) Using vulgar and obscene language while traveling during campus drive is strictly prohibited.
- IV) Don't use incorrect gestures and postures in front of the recruiting board.

N.B. Violations of the above rules & regulations, shall invite disciplinary action; which may lead to debarring from attending campus interviews in future.

5.0 FACILITIES

5.0.1 MEDICAL FACILITY:

Health of our students is our important concern. GIET, Ghangapatna, Bhubaneswar has visiting Pharmacist / Doctors. College is providing First Aid Facility to the students. Ambulance Facility is also there in emergency.

5.0.2 TRANSPORT FACILITY:

The institute provides transport facilities to all its students. The Transport Incharge looks after the facility on a day to day basis. The commuters must follow the following rules:

- I) The bus will stop and pick-up students only at the specified stops. Students must wait at those specified stops to board the bus. Bus stops will be notified at the office.
- II) Students must travel by the bus allotted to the route concerned. They must not change

their bus number or routes.

- III) Decency & discipline must be maintained in the bus.
- IV) Smoking and consumption of tobacco, alcohol etc in the bus are strictly prohibited.
- V) Ragging of any form inside the bus is strictly prohibited.
- VI) Students must take proper care of the items like seats, lights, glasses etc. Student damaging the property of the bus will be fined.
- VII) Students must behave politely with the transport staff.
- VIII) Violation of any of these rules shall bring strict disciplinary action into the students.
- IX) Any suggestion related to the transport services should be submitted to the A.O Gandhi Institute of Excellent Technocrats (GIET)

5.0.3 LIBRARY FACILITY

- a) Books issued on weekly basis
- b) Reference section
- c) Photocopy
- d) Spiral Binding & Lamination
- e) Digital Library & E- Resources
- f) CD & DVD Library
- g) Magazines & Journals and back volumes

5.0.4 SPORTS FACILITY:-

The institute has physical facilities for outdoor and indoor games. Regular programmes are carried out under the guidance of a qualified physical training instructor. The students can actively participate in Inter-college / Inter-university level sports / games meets. Sportspersons are encouraged and honored with awards, prizes, certificates.

As this Institute is a Co-education College, there is no gender discrimination and the Institute allows both the boys and girls to participate in intra and Inter-institutional sports competitions and cultural activities. Moreover for off-campus visits the institute sends one or more lady faculty members to accompany the team of girl participants.

Students are always encouraged to participate in various sports activities. All kinds of facilities are there for outdoor games and indoor games.

Some of the facilities available in the Institute are:

Separate play ground will be available in the campus for:

- > Foot-ball
- > Cricket

- > Volley-ball
- > Badminton

As part of the indoor games, following facilities are available for the students:

- > Chess.
- > Carom etc.

5.0.5 MUSIC CLUB:

The College has its own Music Club. Students who have interest in extra-curricular activities like Sound Music, Guitar, Harmonium, Tablas etc can be a part of the Club by depositing specified fees for membership.

6.0 SPECIAL ACTIVITIES

6.0.1 SEMINAR: -

Seminar is an integral part of academic activities. Every department, under the guidance of a senior faculty has member proposed to carry out various activities such as:

- I) Inviting experts / guests from outside for talk on various subjects.
- II) Arranging teachers' seminar internally
- III) Conducting students' seminar, personality development programme etc.

6.0.2 CULTURAL SOCIETY:-

Cultural Activities enrich the young minds with vigour and vitality. To take care of such activities GIET, Ghangapatna, Bhubaneswar has a cultural society headed by a senior Faculty member and supported by student representatives.

7.0 LIBRARY RULES & REGULATIONS

7.0.1 ADMISSION TO THE LIBRARY:-

- I) A student has to show Identity Card while entering the library.
- II) Before entering the Library, every student shall enter his/her name, Roll No, section and time in the gate Register.
- III) Personal books and belongings except papers and note books shall be deposited at the property counter.
- IV) Students are not allowed to enter the Library when they have scheduled class work
- V) Outsiders are not allowed into the Library without prior permission.

7.0.2 WORKING TIMINGS:-

- a) Reference section - 9.00 AM to 8.00 PM (on working days)
- b) Issue section - in the allotted period as per the time table (on working days)
- c) Xerox Section - 9.00 AM to 5.00 PM. (on working days).

7.0.3 CONDUCT WITHIN THE LIBRARY:-

- I) Silence should be strictly observed inside the library.
- II) Spitting, smoking, sleeping, gossiping inside the Library or putting one's leg on the library furniture is strictly prohibited.
- III) Combined, group study / discussion is not allowed in the reading room.
- IV) The library premises shall not be used for any purpose other than reading.
- V) No person shall write on books, journals & periodicals, either for the purpose of correcting an error or otherwise, make any marking on publications belonging to the library, underline words and sentences therein, dog-ear pages or any other thing which can damage above documents.
- VI) Personal books, photocopied materials etc are not allowed inside the library.
- VII) If any publication is lost / damaged on account of disfiguring, any page or graph / picture is removed by a reader, he / she must replace it by a new copy or pay three times the cost of that volume and pay any fine that may be imposed on him / her by the authorities.
- VIII) If someone loses a book, he / she must report the matter to the Librarian on the same day. Otherwise late fine will be added with the amount payable for the lost book.
- IX) If one volume of a set is lost by the user, the whole set shall have to be replaced.
- X) Before leaving the library each person shall return the books/ documents taken for reference/ reading in the reference counter.
- XI) Users are requested to allow search of person at library exit gate while leaving the Library.

7.0.4 BORROWING PRIVILEGES:-

- I) A student has to get enrolled as a member of the Library.
- II) Library card will be issued to the member. The library card will be valid for one academic year and shall be renewed in the beginning of the subsequent year.
- III) Documents will be lent to a borrower only against the Library card.
- IV) No of books issued to the student:

CLASS	NO OF BOOKS ISSUED	MAXIMUM ISSUE DAY
I st year B.Tech	04	21 days
II nd Year B.Tech	04	21 days
III rd Year B.Tech	04	21 days
IV th Year B.Tech	04	21 days

- V) A student shall have to return the book(s) within a period of twenty one days (including last day) failing which he / she shall have to pay the following fines per day per book from the 22

nd day of issue of books.

From the Day

22nd to 30 th Rs. 1/day/book

31st to 60 th Rs. 2/day/book

61th to 90 th Rs. 3/day/book

7.0.5 OTHER RULES:-

- I) Books are not transferable to other accounts.
- II) Loss of Library Cards shall be reported immediately to the Librarian. A duplicate Library card may be issued by payment of Rs.50.00 and a colour passport size photograph for the card. The borrower shall be solely responsible for misuse of the lost card, specifically for all books issued ,against the card before the loss of the same was reported.
- III) If any student disfigures / removes the barcode / call number label of the books or library / identity card an amount of Rs.30.00 (per level) will be imposed as fine.
- IV) The Principal /A.O. / Vice-Principal/ Librarian has the right to stop the facilities of the library including issue of books at any time to any or all the borrowers.
- V) Books will be issued only on production of Library Card and Identity Card.
- VI) Reference Books, Rare Books and periodicals are not to be issued.
- VII) All borrowers shall secure a “No dues certificate” from the library after clearing all the dues while leaving the college.
- VIII) Any case of misbehavior or discourtesy by the staff or unwillingness to provide service shall be reported to the Librarian or his authority.

7.0.6 IDENTITY CARD:-

An identity card bearing the name. branch, blood Group registration No. and Photograph of the student duly signed by the Principal is issued to each student. The students are required to carry their Identity card with them be produce the same on demand. In case the Identity card of a student is lost, a new one shall be issued to him/her on payment of fee as fixed by the college.

8.0 HOSTEL RULES & REGULATIONS

Students admitted to the Institute are assumed to be disciplined and of sufficient maturity and confidence to enable them to live in an adult environment. Such living involves full respect for the rights of others, a regard for self-discipline, and a high standard of honesty and moral conduct.

Hostel accommodation is provided with the implicit and express understanding that the resident student will strictly abide by the Hostel Rules and Regulations currently in force or as may be enforced fro m time to time. The Hostel Rules are not fra med to restrict the conduct of individuals but to ensure that student body may live, and work together in harmony.

Accommodation in the Hostel cannot be claimed as a matter of right. The College Administration may refuse to accommodate any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. The decision of the Director/Principal in this regard shall be final.

All students must observe the following rules. Violation of any of these rules will be taken as an act of indiscipline and entail appropriate disciplinary action:-

8.0.1 SANCTITY OF THE HOSTELS: -

- i. The hostel being a part of the Institute premises deserve a sacred status.
- ii. Students are not permitted to keep in their possession, room crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others.
- iii. Students should not indulge in any illegal and/or unethical activity in the hostel premises.
- iv. Smoking, consumption of alcoholic drinks and use of narcotic drugs in the hostel premises is strictly prohibited. Neither the students nor their visitors are allowed to bring or consume liquor, drugs or any other intoxicants in the hostel premises. Severe action will be taken against those in possession of drugs or found under their influence.
- v. Groupism of any kind that would distort the harmony is not permitted.

8.0.2 ADMISSION: -

- i. Application for admission to the hostel should be made in the prescribed form, which can be obtained from the admission cell.
- ii. A responsible person, parent/ guardian who will comply with the formalities and procedures for admission must accompany the candidate.
- iii. No student will be allowed to stay in the hostel without formal admission.
- iv. The administration has right to refuse admission to any member without assigning any reason.
- v. Even student before admission to the hostel must give a undertaking in writing that he/she abide by the parent/ guardian also in the attached declaration form.
- vi. All charges/ expenses prescribed in the application form or any other documents are subject to change without notice.
- vii. Admission is for a period of one year only and may be renewed for the following years again on a fresh application.

(A) ROOM ALLOTMENTS: -

- i. Allotment of rooms may not necessarily be of one's choice. It is at the sole discretion of the administration, which may allot the rooms either on first come first serve basis or any other basis, say academic background, day to day behavior basis etc.
- ii. Management intentionally places students of varying academic cultural, social national backgrounds together so that cross cultural academic, social and national learning is achieved. Students are expected to give full respect and equal right to their roommates, irrespective of their varying backgrounds.

- iii. Allotment is done on a double / triple or more occupancy basis (i.e., two or three or more persons per room).
- iv. Students must occupy the room allotted to them and should not exchange without the knowledge of the concerned authority / Superintendent.
- v. The authority / Superintendent without assigning any reason may shift inmates from one room to another.
- vi. Roll call will be taken twice daily at 7:00 PM & 10:00PM.

(B) RESTRICTED AREA:

Students are not permitted to go to the roof of the Hostels or to any other area which are designated as “out of bounds”/ “off limits” by the institution authority for security or other reasons.

Out of Bounds: Hostel Terrace, Kitchen, Motor Room, Electric Supply area, other rooms during study hours,

(C) NOISE:

The purpose of the Hostel system is to offer the students environment that permit reasonable order for study and rest. In order to maintain tranquility in the Hostels/Halls of residence, students are not permitted to create excessive noise by shouting or by playing musical instruments, CD/record players, radios, TV, tape recorder, mobile phones etc., at high volume.

(D) SANCTIONS FOR MISCONDUCT:

Sanctions for misconduct/disciplinary action may include one or any combination of the following

- a) Reprimand/Warning
- b) Fine
- c) Recording of name in the “Conduct Register”
- d) Withdrawal of Resident Status for a designated period
- e) Debarment from Campus Placement Service will be intimated to the HOD and Placement cell. Copy to the personal file of the student will be forwarded.
- f) Withholding or cancellation of Scholarship/any kind of financial aid
- g) Withholding of examination results will be intimated to Police and BPUT
- h) Disciplinary Probation: Starting from 1 day to 1 year.
- i) Suspension: The student will not be allowed to enter into the campus, but will only be allowed to sit in the examination.
- j) Expulsion from the Institute: Will be intimated to the police and public administration.
- k) Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students will be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises

of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

- I) Forfeiture: Caution deposit of any student engaged in any prohibited behavior shall be forfeited.
- m) Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

NO STUDENT MAY RECEIVE A DEGREE IF THE OUTCOME OF A DISCIPLINARY COMMITTEE'S/ REVIEW BOARD'S PROCEEDING IS PENDING

8.0.3 GUEST ACCOMMODATION: -

- i. Subject to the availability of rooms in the hostel if a parent needs accommodation for a short stay (one or two days only), he/ she has to intimate the hostel superintendent at least 3 days before the expected date of occupancy.
- ii. If allowed to avail the hostel facility for stay, the following charges shall apply: Rental Charges Rs .300/- per day. Food Cost Rs. 85/- per day.
- iii. Day scholars and other relatives of the students are not permitted to stay in the hostel as guests.
- iv. As only limited rooms are available, rooms will be allotted on first come first serve basis.
- v. Hostel rules and regulations will equally apply to guests also.
- vi. Any damages caused to the hostel property by guests shall be recovered from the concerned individuals.

8.0.4 MESS: -

- i. Once a student joins the hostel he/she are deemed to have become a member of the mess until he/she vacates the hostel officially.
- ii. The hostel provides vegetarian / non-vegetarian food.
- iii. Hostel is meant for both boarding and lodging. No one is permitted to use the hostel for lodging only.
- iv. The mess is run by the College Authorities.
- v. Strict discipline should be maintained in the dinning hall.
- vi. Menu will be displayed on the notice board. Changes can be made on requirement basis.
- vii. Day scholars cannot be entertained as guests in the mess.
- viii. Inmates can entertain their parents as guests on prior information to the authority / Superintendent. The guest rate is Rs. 15/- for breakfast, Rs.35/- for lunch and dinner respectively. For special lunch/ dinner the rate is Rs 75/-.

- ix. Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the Superintendent will make suitable arrangements.
- x. The inmates should not enter the kitchen.
- xi. The mess menu is decided by the student representatives subjected to the approval by the warden.
- xii. Wasting food is a crime. If any student is found wasting food he/ she will be fined Rs. 500/- for the first time. If the same student is found repeating the same mistake he/ she will be expelled from the hostel.

Food will be served as per the following timings -

Breakfast	-	7.30 am
Lunch	-	12.00 noon
Dinner	-	9.00 pm

8.0.5 HOSTEL RULES FOR WOMEN

(Additional to the general rules & regulations for hostel given above): -

- i. Modesty in dress is expected from students.
- ii. Students should be present in the hostel between 6.30 pm & 6.00am. If any student wants to go out to the city/ town they should submit a letter from their parents to the authority indicating the date on which they want to go with time of leaving the hostel and expected time of return. They should also write their names in the register intended for the purpose, giving time of leaving & expected time of return. Violation of this rule will result in expulsion from the hostel.
- iii. Roll call will be taken twice daily at 7:00 AM & 6:30 PM.
- iv. No student is permitted to stay outside the hostel for the night without the written permission of the authority.
- v. Students will be allowed to go home only if there is a written request for the same from self and parent/ guardian. Going home frequently is not permitted.
- vi. Strict silence should be observed after 7.00pm.
- vii. Visitors are permitted to meet their wards in the hostel during weekends with the permission of the authority.
- viii. Guest is not permitted to stay overnight in the hostel.

8.0.6 ENTRY/EXIT TO/FROM HOSTELS: -

- i. For security reasons and to ensure that no unauthorized person enters the hostel premises, entry to hostels will strictly be restricted to the hostellers except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.
- ii. Hostellers will not be allowed to go out of the hostel after 6.30pm unless in advance.
- iii. Incases of the hostellers who fail to abide by security personnel instructions in this regard

will be referred to the disciplinary committee. The disciplinary committee has full power to take any action or punishment in the form of fine, suspension or expulsion from the hostel against the guilty.

- iv. 90% attendance is mandatory for all Hostellers to get admission in the next academic year.

8.0.7 VISITORS TO THE HOSTELS: -

- (i). Male visitors to female hostels and female visitors to male hostels (other than parents) are not allowed.
- (ii). Local guardians may visit the hostels from 4.30 p.m. to 6.00 p.m. during working days and 8.30am to 6.00 pm during holidays.
- (iii). Use of hostels as a place of rest by the day-scholars is not permitted.
- (iv). Visitors from one hostel to another will also be treated as guests as well.
- (v). Overnight stay by visitors is not permitted. Overnight stay by parents will only be allowed under genuine circumstances. Prior approval of the hostel administration is necessary. Approved overnight stay will be charged at Rs. 300/- per night.
- (vi) All the visitors are required to sign the visitor's book before entering the hostel.
- (vii) If it is established that an overnight stay by a visitor has taken place without the approval of the hostel administration the cost will be charged Rs. 500/- per night per person as a penalty. In addition such cases will be referred to the disciplinary committee for necessary action.

(viii) Visitors will only be restricted to the lounge(s). Use of Computers:

Installation of computer systems in the hostel rooms should be done only after getting written permission from the Chief Warden.

The usage of computer is for academic purpose only.

The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/ her.

8.0.8 TERMINATION OF TENANCY:

Hostellers can terminate the hostel tenancy by giving at least one month's written notice. Failure to give one month's advance notice will result in forfeiture of one month's rent.

The hostel management can end this tenancy at any time if: (a) the hostelite fails to pay any sums due to the hostel within fifteen days of the due date (b) if the hosteller fails to comply with the terms of this tenancy.

Admission in the hostel cannot be claimed as a matter of right

8.0.9 RAGGING:

As per orders of the SUPREME COURT ragging in any form' is strictly forbidden.

Any student indulging in ragging will be immediately expelled from hostel and the disciplinary action may culminate in his/her expulsion from the College as well, it may be

noted that ragging in any form is a

Cognizable offence. The College administration may report incidents of ragging to the Police for taking appropriate action under the law.

8.0.10 REVISION OF RULES AND REGULATIONS:

The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hosteller informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

8.0.11 DISCIPLINE:

- 1) Study hour should be strictly maintained from 7p.m to 9p.m.
- 2) Mobile should be switch off / in silent mode during study hour.
- 3) Day scholars and other students are not allowed into the hostel
- 4) Visitors are allowed only on 2nd and 4th Sunday of every month between 8.30am to 6.00pm to meet their wards.
- 5) Outing to inmates are allowed on the afternoon between 2 pm to 6 pm on every Sundays
- 6) Inmates are not expected to stay in the hostel during college working hours. If they have to stay back in the hostel during that period they have to obtain permission from the warden
- 7) Cases of illness and sickness should, immediately be reported to the resident warden/warden for necessary action
- 8) Inmates shall be in their rooms by 6.30 pm.
- 9) Attendance for inmates will be taken at 6.30 pm.
- 10) No inmate is allowed to disturb other students by staying in others room after 10 pm.
- 11) A Resident warden monitors the daily attendance of the inmates and report to chief warden if there are any absentees.
- 12) Inmates should not arrange any function or meeting or gathering within hostel without permission from authorities.
- 13) Inmates are responsible for proper use of building furniture and other accessories. Any loss or damage to the hostel property should be borne by the inmates
- 14) Members should not stick any posters/papers or write on the walls of the hostel.
- 15) Hostel management does not own any responsibility for the loss of property left in the rooms unlocked or due to inmates negligence
- 16) Inmates are strictly forbidden from using personal gadgets like immersion heaters, hot plates, electric irons VCD etc. Anyone using immersion heater or other type of heater may be fined Rs. 5000/-.
- 18) Inmates should always keep their belongings under lock&key and also lock their rooms whenever they go out.

- 19) Furniture and other items should not be moved out of the room.
- 20) Willful damage to furniture, electrical and other fittings will be recovered at the double cost from the individuals if identified otherwise recovered collectively from the inmates of that room.
- 21) No member is permitted to entertain any ex student of the college or ex inmate of the hostel.
- 22) Members shall not issue orders to hostel staff and servants and interfere their work. Cases of misconduct of hostel employees shall be immediately reported to the notice of the warden.
- 23) Private collection of funds must not be made under any circumstances.
- 24) Inmates of the hostel are not allowed to make any complaint as a body or submit any group representation. However individual representations addressed warden alone will be looked into.
- 25) No one shall indulge in ragging .politics, violence, rioting or instigate communal feelings or have dealings with outside organizations inside the premises. Such activities are prohibited and if found they will be expelled from the hostel.
- 26) The warden has full power to take any action or award punishment in the form of fine suspension or expulsion.
- 27) Strict discipline should be maintained in the dining and common places in the hostel.
- 28) Inmates participating in college or department activities should obtain necessary order from the concerned authorities to leave the hostel
- 29) No inmate will be allowed to vacate the hostel in the middle of the academic year.
- 30) Inmates securing less than 90% of class attendance in a semester/year are not permitted to stay in the hostel.
- 31) Misconduct or violating the rules & regulations or involving in activities that are not befitting to the institution or bring down the reputation of the institution will make the inmate liable for severe disciplinary action and even amount to expulsion from the hostel.
- 32) NO student is permitted to stay outside the hostel for the night without the written permission of the authority.
- 33) Students will be allowed to go home only if there is a written request for the same from self and parent/guardian. Going home frequently is not permitted.
- 34) Apart from the above any other rule enforced by the Principal/ Warden from time to time should strictly followed by the inmates

9.0 COMPUTER / LANGUAGE LAB RULES

9.0.1 DO'S:

- I) Student should sign in the Lab-monitoring sheet. Students should not tamper the system files.

- II) Student should prepare the program code before coming to the lab for the respective current assignment.
- III) Student should work in the respective student directory only.
- IV) Student has to ask the faculty or lab assistant doubts regarding coding errors found during compilation and execution time.
- V) Student should submit the lab records after completion of every assignment and get it signed by the concerned faculty.
- VI) Student should attend the lab on time & submit I-card before entering to the lab.
- VII) Student should maintain discipline and decorum inside the lab.
- VIII) Student should shutdown the system properly, unless otherwise specified, before leaving the lab.
- IX) Student should shutdown the system as well as monitor five minutes after the power failure.

9.0.2 DONT'S

- I) Students should not tamper the system files.
- II) Students should not delete or modify other files and folders.
- III) Students should not handle other utilities and equipment except the allotted systems.
- IV) Student should not carry bags in the lab.
- V) Students should not leave the lab during the lab time without the permission of the faculty or lab assistant.
- VI) Students should not talk to other students in the lab hours.
- VII) CD, Flash Drive, Hard Drive and SD Card are not allowed.

9.0.3 RULES FOR BROWSING INTERNET:-

- I) Students should bring their ID card along with Internet Browsing token.
- II) Students are allowed for minimum of 30 minutes and maximum of 1 hour at a time.
- III) Students should not open more than one site at a time.
- IV) Students should use the net for mailing and for browsing the sites related to educational document only.
- V) Students may avail the internet facility on first come first serve basis.
- VI) Violation of rules and misuse of the net will be viewed seriously leading to punishment.

9.0.4 INTERNET LAB REGULATIONS: FOR CAMPUS HOSTEL STUDENTS

(BETWEEN 9 PM TO 10 PM)

- I) Student shall book the slot in advance for slots between 09 P.M. to 10 P.M.

- II) Student shall bring the I-Card (Specially issued for the purpose of library) during booking and usage time.
- III) Students shall not chat.
- IV) Students shall book 1 hour per day.
- V) Students shall use the net for educational purpose only and shall not open unauthorized sites.
- VI) Students found violating the regulations shall be liable to severe punishment.
- VII) Students shall come in normal dress.

10.0 INFORMATION TO PARENTS

GIET, as one of the premiere Technical Institutes of Odisha aspiring to produce technocrats par excellence and imparting quality education for grooming responsible citizens who can bring laurels to our nation.

The parents have a stellar role to perform for nurturing the hidden talent of the students and blossoming them to their full potentiality.

All parents are requested to:

- I) Have a strict follow up on the attendance of their wards in each semester.
- II) Have regular interaction with proctor / Vice-Principal / Principal regarding the concerned student's academic progress.
- III) Advise their wards regarding the value of discipline and punctuality towards building a successful career.
- IV) Contact the Mentor, Vice-Principal and Principal if it is felt that their ward is not progressing academically as per their expectation.
- V) Make it a point to respond to letters if any issued by the Institution. -
- VI) Ensure timely deposit of college fee.
- VII) Sign an undertaking at the time of admission that they are prepared to abide by the rules and regulations of the Institution.
- VIII) The wards must not be pampered by giving them unnecessarily big amount of pocket-money.
- IX) No cell phone should be provided to the ward.
- X) Note that all the college fees should be deposited only through Demand Draft or through SBI Ecollect scheme. drawn in favour of Gandhi Institute of Excellent Technocrats, Payable at Bhubaneswar. All the draft shall be deposited either in the college collection counter or at City office only. After depositing the DD they should collect the money receipt from the collecting officer immediately. They are also directed not to submit the DD/cash to anybody else except the counter as mentioned above. No cash deposit shall be accepted in any circumstances.
- X) The decision of the authority on all matters regarding the Institution shall be considered as final.
- XI) Meet the concerned HOD at least Once in a Month.

11.0 KEY PERSONS TO CONTACT

Name of the Staff	Designation	Department	Contact No.
Prof (Dr.) Subhrajit Pradhan	Principal	Overall	9437640423
Prof. (Dr.) Dilip Kumar Dash	Dean (Student Affairs)	Administration	9437157947
Prof. (Dr.) Chandan Kumar Sahoo	Dean (R&D)	Academics	8249777035
Prof. B. Srinivas Rao	Controller of Examination	Mechanical Engg.	7894424115
Prof Sibabrata Mohanty	Dean (Academics)	Academics	9776597313
Mr. Jatindra Mishra	Dy. Registrar	Administration	7894424122
Mr. Nilanchala Patra	Asst. Manager	HR	9827962388
Mr. Debajyoti Mishra	T&P Officer	T&P	7894424117
Prof. Tarakanta Sahoo	Head of The Department	Basic Science & Humanities	7682830033
Prof (Dr.) Maitrayee Rout	Head of The Department	MBA	9437181986
Prof. B.T.M Nayak	Head of The Department	Electrical / EEE Engg.	7008496945
Prof. Shakti Narayan Mishra	Head of The Department	Electronics & Comm. Engg	8895622999
Prof (Dr.) Bibhuti Bhusana Behera	Head of The Department	CSE & CSE AI	9439922378
Prof. Swarupa Arjya	Head of The Department	MCA	7978725267
Prof (Dr.) Mamuni Arya	Head of The Department	Mechanical Engg.	7327031664
Prof. Niyati Naik	Head of The Department	Civil Engg.	6372900267
Prof. Tamasa Priyadarsini	Batch Coordinator 4th Year	CSE	7978645754
Prof. Saroj Kumar Dash	Batch Coordinator 3rd Year	CSE & CSE AI	8895780160
Prof. Prasanna Kumar Mishra	Batch Coordinator 2nd Year	CSE & CSE AI	8249885487
Prof. Tusar Swain	Diploma Co-ordinator	Diploma Wing	9437937033
Mr. Pramod Ku. Mohanty	Administrative Officer	Administration	9337850466
Sri Rama Chandra Behera	Canteen Manager	Administration	7252942418
Mr. Jagannath Sahoo	Transport In-charge	Administration	7978221030
Mr. Prabodh Kumar Mohapatra	Librarian	Administration	7735006937
Mr. Girija Shankar Mishra	Scholarship	Administration	7978277237
Mr. Prabir Kumar Routray	Hostel Superintendent	Administration	9078747956
Mr. Shashi Bhusan Dhall	Student Welfare Officer	Administration	9040088099
Mr. Sriprakash Kar	Student Welfare Officer	Administration	7894424103

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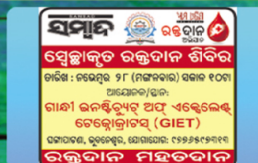
Dept. of-ME



Dept. of-EE/EEE/ECE



Social Activities



NSS ACTIVITIES

Cleanliness program



Tree Plantation



Blood Donation





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