



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No.:

Date:

OFFICE ORDER
Admission and Counselling Committee
Academic Year 2022-23

Objectives: To structure and generate institutional brand in order to groom its social perception, identity, recognition etc. in the academics arena.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Mr. Jatindra Kumar Mishra (AO Academics Gandhi Institute of Excellent Technocrats)	Convenor (Ex Officio)
3	Dean Student Affairs (Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	Mr. Surendra Satapathy (AAO Student Counselling, Gandhi Institute of Excellent Technocrats)	Member
5	Prof. Tarakant Sahoo (Assistant Professor Basic Science and humanities, Gandhi Institute of Excellent Technocrats)	Member
6	Prof. Nilanchal Patra (Assistant Professor BSH, Gandhi Institute of Excellent Technocrats)	Member
7	Prof. Aditya Kumar (Assistant Professor Civil, Gandhi Institute of Excellent Technocrats)	Member

Roles & Responsibilities:

- The committee have to strengthen the student admission in various streams viz. Diploma, B. Tech as per the AICTE, Govt. of India, New Delhi/BPUT, Rourkela, Odisha/ Higher Education Technical/DTET admission norms.
- The committee members should motivate and counsel the students in order to take admission at GIET more and more.

- The committee members should convey the aspirant students and their parents with informing and highlighting the salient features viz. infrastructure, faculty, laboratory, work shop, campus, Training and Placement, transportation, hostel, canteen, library etc. in a vivid manner.
- The committee members should motivate and counsel the young intellectual buds towards the GIET inventory through a thorough GD and PI at different centres of Odisha and Abroad.
- The committee should monitor the admission process of the students in a transparent way those how have taken the admission.
- The committee members should have conscious to maintain minimum criterion of admission norms viz. OJEE, DET etc.
- The admission committee should obey and follow the instruction apart from Honourable Chairman/ Secretary/Principal desk from time to time and accordingly discharge their assigned work.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**

Memo No _____/GIET-Ghangapatna/

Date:-

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/A.O.(Academics)/Director T&P/ All HODs/ /Asst.Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam.Section/Staff Circular.
3. Person Concern for the information/personal file for record.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**