



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

Ref. No.:

Date:

OFFICE ORDER
Internal Complaint Committee
Academic Year 2022-2023

Objectives: To listen the internal complains and grievances of students, faculty and staffs in person in order to provide them justice whenever their intuitional rights are being hampered, violated, humiliated and threatened by any internal or external persons/forces.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Prof.Dipika Polai (Assistant Professor Civil, Gandhi Institute of Excellent Technocrats)	Convenor
3	Mrs.Sumita Padhi (Director T & P,Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	Mrs. Narmada Chadha (Social Worker)	Member
5	Prof.Sharmili Routray (Assistant Professor Civil, Gandhi Institute of Excellent Technocrats)	Member
6	Prof.Ajanta Priyadarshini (Assistant Professor EE, Gandhi Institute of Excellent Technocrats)	Member
7	Ms. Sasmita Samantaray (Assistant to AO, Gandhi Institute of Excellent Technocrats)	Member
8	Ms.Lipsa Muduli(4 th Year Student, Gandhi Institute of Excellent Technocrats)	Member
9	Ms.Sasmita Pattnaik(1 st Year Student,	Member

	Gandhi Institute of Excellent Technocrats)	
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Roles & Responsibilities:

- To provide equal opportunities and scope to each and every staff and faculty in various segmentation of academic and non-academic activities.
- To pay the regard to staff and employees in distribution of portfolio and assignment as per their eligibility and deservedly.
- The cell should look after the anomalies (if any) found in given opportunity, assignment, authorization, deputation, seniority, etc. then the same immediately noticed to the higher authority (proper channel) in order to provide proper justice to him or her.
- To provide equal chance and opportunities for assigning, deputing membership representative of staff and faculty whenever it requires.
- The committee should have consciousness regarding to protect and prevent of demolition of humanism and self-esteem of staff and faculty

**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**