



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

Ref. No.:

Date:

OFFICE ORDER
Media Cell
Academic Year 2022-23

Objectives: Media cell has been mainly defined to refer to “the many relatively inexpensive and widely accessible electronic tools that facilitate anyone to publish and access information, collaborate on a common effort, or build relationship.”.

| Sl. No. | Name | Position |
|---------|---|-------------|
| 1 | Dr.Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats) | Chairperson |
| 2 | Prof. N Patra (Assistant HR Manager Gandhi Institute of Excellent Technocrats) | Convenor |
| 3 | Prof.Ajanta Priyadarshini (Assistant Professor EE Gandhi Institute of Excellent Technocrats) | Co-Convenor |
| 4 | Dr. Jayashree Samantaray (Assistant Professor, BSH,Gandhi Institute of Excellent Technocrats) | Member |
| 5 | Dr. Neela Victor Babu (Assistant Professor, Civil, Gandhi Institute of Excellent Technocrats) | Member |
| 6 | Bhaskar Patnaik (Assistant Professor, EE, Gandhi Institute of Excellent Technocrats) | Member |
| 7 | Prof.Saumitri Biswas (Assistant Professor BSH Gandhi Institute of Excellent Technocrats) | Member |

Roles & Responsibilities:

The Media Cell management committee shall function towards:

1. A mobile App for the website of our Institute.
2. To have Facebook, twitter and YouTube account within the website of the institute through which following could be accomplished.
 - a. To publish the activities of the institute, various department. Etc.
 - b. To publish lectures, guest lectures, events. Etc

- c. To publish placement related information, student achievements and faculty achievements.
 - d. To receive suitably, the feedback, critics, review etc and to initiate suitable authorized actions.
 - e. To publish library, Academic, etc related information
3. To maintain related accounts in the Social/Public media.
 4. To upload/removal of information and submit review report every fortnight to the undersigned..

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