



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

Ref. No.:

Date:

OFFICE ORDER
NAAC Steering Committee
Academic Year 2022-2023

Objectives: In pursuance to the guidelines of UGC, in pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of the Institution and following the guidelines of NAAC, Bangalore, the Internal Quality Assurance Cell (IQAC) of Gandhi institute of excellent Technocrats, is constituted. To prepare the files in the qualitative manner the steering committee is formed. The steering committee consisting the following members with specified role and responsibilities

Sl. No.	Name	Position
1	Dr.Subhrajit Pradhan Principal, Gandhi Institute of Excellent Technocrats	Chairperson
2	Dr. B S Rao (Coordinator NAAC, Gandhi Institute of Excellent Technocrats)	Convener
3	Dr.Sibabrat Mohanty (Coordinator, IQAC, Gandhi Institute of Excellent Technocrats)	Co-Convener
4	Dr.Niyati Naik (Criterion-1: Curricular aspect, Convener, Gandhi Institute of Excellent Technocrats)	Member
5	Dr. B S Rao (Criterion-2: Teaching Learning & Evaluation, Convener, Gandhi Institute of Excellent Technocrats)	Member
6	Dr. Chandan Kumar Sahu (Criterion-3: Research, Innovation & Extension, Convener, Gandhi Institute of Excellent Technocrats)	Member
7	Prof.Samarendra Samal (Criterion-4: Infrastructure & Learning Resources, Convener, Gandhi Institute of Excellent Technocrats)	Member
8	Dr. BTM Nayak	Member

	(Criterion-5: Student Support & Progression, Convener, Gandhi Institute of Excellent Technocrats)	
9	Dr. Maitrayee Rout (Criterion-6: Governance Leadership & Management, Convener, Gandhi Institute of Excellent Technocrats)	Member
10	Prof.Tarakant Sahu (Criterion-7: Innovation & Best Practices, Convener, Gandhi Institute of Excellent Technocrats)	Member
11	Mr Jitendra Kumar Mishra (AO Academics, Gandhi Institute of Excellent Technocrats)	Member
12	Mrs. Sumita Padhi (Director T & P, Gandhi Institute of Excellent Technocrats)	Member
13	Mr. Narayan Sahu (Finance Officer, Gandhi Institute of Excellent Technocrats)	Member

Roles & Responsibilities

The primary roles and responsibilities of Steering committee are as follows

- Filing IIQA with NAAC for First Cycle Accreditation.
- Preparation & Filing of Self Study Report (SSR) with NAAC
- Uploading all information at Institute website as per NAAC Guidelines
- Compiling & gathering all data, information required for NAAC SSR, DVV, SSS and other templates as required by NAAC
- To act as facilitator for Peer Team Visit of NAAC

Meeting

1. Normally there shall be 2-3 meetings to be conducted in each academic year. Provided, If the authorities think fit additional meeting may be called for to finalise different quality issues of the Institute
2. The Chairperson of the IQAC will preside over the meeting. In his/her absence, the other members will nominate one among them to preside over the meeting.
3. The Coordinator of IQAC will prepare the agenda for each meeting and cause it to be sent to all the members at least fifteen days before the date of the meeting
4. The coordinator shall prepare the minutes of each meeting and shall submit them to the Institute administration for approval and implementation.

Quorum:

Attendance of minimum of 2/3rd members including special invited members but excluding the member coordinator shall constitute the quorum of the meeting.

Term of the NACC steering Committee:

The tenure of the NACC steering committee shall be 1 years from the date of constitution. If the authorities of the Institute feel fit the tenure may further be extended.

**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**