



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

Ref. No.:

Date:

OFFICE ORDER
Proctorial Committee
Academic Year 2022-23

Objectives: To keep track of students' attendance and to find out the reason behind if any shortage or lapses in their academic curriculum and assignments.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Prof.Amit Jain Biswal (Assistant Professor MECH, Gandhi Institute of Excellent Technocrats)	Convenor
3	Dr.Maitrayee Rout(Professor BSH, Gandhi Institute of Excellent Technocrats)	Co-Convenor
4	Prof.Rama Prasanna Pradhan (Assistant Professor MECH, Gandhi Institute of Excellent Technocrats)	Member
5	Prof.Bhagyashree Ray (Assistant Professor CSE, Gandhi Institute of Excellent Technocrats)	Member
6	Prof.Alok Ranjan Sahu (Assistant Professor BSH, Gandhi Institute of Excellent Technocrats)	Member
7	Prof.Saumitri Biswas(Assistant Professor BSH, Gandhi Institute of Excellent Technocrats)	Member

Faculty Role:

1. Attendance must be taken for each lecture/practical/tutorial classes preferably at the beginning of each lecture/practical/tutorial hour.
2. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own

discretion for permitting any late comer to enter the class by giving/withholding attendance. In case of laboratory classes, attendance shall be given at the end of the laboratory class.

3. The present and absent of a student should be marked in a cumulative manner in the attendance register.

4. Students shall be allowed to get attendance if they are involved in extracurricular activities with prior permission from the office of the principal. To get the total attendance, the extracurricular attendance shall be added to the regular attendance to calculate percentage of attendance.

5. To encourage participation from students in College activities like IRIS, MOSAIC and Annual day, 15% attendance shall be given for event coordinators and 10% to others, who participate, provided they submit necessary permissions granted by the concerned authorities for the same and fulfil 75% attendance criteria at the end of the semester in the concerned subject.

6. To announce defaulters' names in the classroom and collect their signatures.

Role and Responsibilities

- To monitor, check and report the discrepancies in attendance (if any) with respect to the assigned time table for the measure to be implemented.
- The subject teachers shall be intimated as to when and to whom the attendance sheets are to be submitted. Absentees' attendance list shall be displayed in the notice board within two days of receiving the attendance record.
- To monitor whether the concerned department or the examination section have communicated the information regarding the attendance of the students to their respective parents/guardians.
- One copy of the same shall be handed over to the principal office for reference.
- Scrutinizing all student attendance, mark statement in Internal examination whether it is correct or not.
- To meet guardians of students defaulting in more than 50% of heads. Explain the importance of attendance and other college activities and collect the undertaking.
- Scrutiny and vigilance all department activities carried out as per the norms. If any anomalies found, then the convener shall report to the higher authority immediately and take the requisite measures instantly.

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