



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

Ref. No.:

Date:

**OFFICE ORDER**  
**Training & Placement Committee**  
**Academic Year 2022-23**

**Objectives:** Smooth and efficient management of academic programme throughout the semester as per academic planner.

Sl. No.	Name	Position
1	<b>Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)</b>	<b>Chairperson</b>
2	<b>Prof.Manish Babu (Assistant Professor, EEE, Gandhi Institute of Excellent Technocrats)</b>	<b>Convenor</b>
3	<b>Prof.Y.S.Rao (Assistant Professor, BSH, Gandhi Institute of Excellent Technocrats)</b>	<b>Co-Convenor</b>
4	Prof.R P Pradhan(Assistant Professor, ME, Gandhi Institute of Excellent Technocrats)	Member
5	Prof.Samarendra Samal(Assistant Professor, ECE, Gandhi Institute of Excellent Technocrats)	Member
6	Prof.Dasarathi Dalai (Assistant Professor, EE, Gandhi Institute of Excellent Technocrats)	Member
7	Prof.Rajnikant Sahu(Assistant Professor, CSE, Gandhi Institute of Excellent Technocrats)	Member
8	Prof.Sharmili Routray(Assistant Professor, CIVIL, Gandhi Institute of Excellent Technocrats)	Member
9	Prof.Pradeep Sahu(Assistant Professor, BSH, Gandhi Institute of Excellent Technocrats)	Member

**Roles & Responsibilities:**

- To prepare the class timetable well before the academic schedule with the coordination of department heads
- To assign of classrooms and tutorial rooms to each department year wise.
- In case of modification is being required, prepare the desired templates for the timetables /academic calendar and get them approved by the HODs' and Principal.
- Preparation of the class timetables in the predefined Excel Format.
- Referring to the class timetables, prepare the timetables of individual faculty and laboratories.
- Displaying of the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library.
- With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.
- Make the class timetables available in the Documentation Room for students' reference.

**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**