



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

Ref. No.:

Date:

OFFICE ORDER
Academic Audit Committee
Academic Year 2022-23

Objectives: To Inspection & Vigilance of all the departmental activities of academic & non-academic activities other than the accounts and administration and report to higher authority.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Dean Academics (Gandhi Institute of Excellent Technocrats)	Convenor (Ex Officio)
3	Dean R & D (Gandhi Institute of Excellent Technocrats)	Co-Convenor (Ex Officio)
4	Dean Student Affairs (Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)
5	(H.O.D, Department of Mechanical Engineering, Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)
6	(H.O.D, Department of Civil Engineering, Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)
7	(H.O.D, Department of Electrical Engineering, Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)
8	(H.O.D, Department of Computer science Engineering, Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)
9	(H.O.D, Department of Electronics and communication Engineering, Gandhi Institute of Excellent Technocrats)	Member (Ex Officio)

Roles & Responsibilities:

- The committee has duly appointed by the competent authority in order to inspect, monitor & Vigilance various academic and non-academic activities within the institution premises.
- This committee should have check & inspect the departmental works of anomalies, corruption, file movement, cause of delay, purchase of things, and such allegation against any purchase of things or complain against any employee of the college.
- The committee is otherwise known as “fact finding team”. Because it’s major role is findings the real fact or cause and reported to the higher authority immediately. In order to initiate departmental & legal action against the related victim.
- This committee audited all departmental files at least once in an academic year that from 31st March to 30th June of every year and submit its report by the convener by maintain of secrecy and confidential.
- If any other assignment given at any time by the Principal & higher authority, then the committee must take the responsibility to audit & inspect in such cases.

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**