



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

Ref. No.:

Date:

OFFICE ORDER
Infrastructure Committee
Academic Year 2022-23

Objectives: The objective of the Committee is to maximize the infrastructural well-being of the student community by handling all Infrastructure related activities/issues in the Institute including that

1. The Committee is engaged by the respective office bearers for coordinating, supporting college Fest, Events, Placements, Sports & other Clubs / Committees
2. Infrastructure arrangements are made available by the Committee for Cultural & Formal events, Placement process, Guest lectures, and other activities.
3. Coordinating with Administration, Canteen staff, Electrician, Plumber, Carpenter, Mason, House-keepers etc. to handle issues regarding infrastructure.
4. Developing and maintaining contacts of all support staffs of the Institute and outside vendors.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Dr.Shaktinarayn Mishra (Professor EEE, Gandhi Institute of Excellent Technocrats)	Convenor
3	Mr. Pramod Kumar Mohanty (AO admin, Gandhi Institute of Excellent Technocrats))	Co-Convenor
4	Prof.Saumitri Biswas (Assistant Professor BSH, Gandhi Institute of Excellent Technocrats)	Member
5	Prof.Jagganath Sahu (Assistant Professor ME, Gandhi Institute of Excellent Technocrats)	Member
6	Prof.Dasarathi Dalai (Assistant Professor EE, Gandhi Institute of Excellent Technocrats)	Member

7	Prof. B S Panda (Assistant Professor Civil, Gandhi Institute of Excellent Technocrats)	Member
8	Mr. Rama Charan Sahu (AAO, Construction, Gandhi Institute of Excellent Technocrats)	Member
9	Mr. Arun Kumar Sahu (Store Manager, Gandhi Institute of Excellent Technocrats)	Member

Roles & Responsibilities:

- Preparation, maintenance and up gradation of equipment, chemical, glass-ware and other goods' registers regularly.
- Monitoring the stock levels of record books.
- Maintenance of issue registers for sports and other general goods.
- Maintenance of equipment/instrument related soft-ware and accessories.
- Preparation of suppliers list for interrupted purchasing of store materials and instruments time to time.
- Regular maintenance of doors, windows, desks, chairs etc in classroom and faculty rooms.
- Regular checks on pest control in library and other store rooms.
- Repairing the damaged equipment's and furniture regularly.
- The committee has to check the day to day needs of the organization.
- The committee has to check the pending work regularly.
- Maintenance of invoice for all the purchased items category wise.
- Monitoring of semester / year wise inventory control of chemicals and equipment.

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