

# UTKAL INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to SCTE & VT, Odisha, Bhubaneswar)

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## UTKAL INSTITUTE OF ENGINEERING & TECHNOLOGY Office Order

### DUTIES & RESPONSIBILITIES OF STAFF, FUNCTIONS OF VARIOUS COMMITTEES & PROCEDURES

**Objectives:** To increase our efficiency in our work and make our functioning cordial and smooth so as to achieve our goal to "Develop Entrepreneurs / Industry Leaders with integrity."

**Preamble:**

The 'Duties & Responsibilities of Staff, Functions of Various Committees & Procedures' mentioned herein, shall come into effect from 22/8/2018 and shall remain in force until further notification.

**1. College Academic Committee**

Composition: The College Academic Committee (CAC) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman.

The constitution of the CAC will be as follows:

- Director admin of the college
- Principal of the College
- A.O of the college
- All Heads of the departments - Members
- Two other senior faculty members of the College-Members
- Officer-In-Charge Examination Branch – Member

With reference to the above constitution, the College has established the College Academic Committee (CAC) with following members:

<u>Sl.No</u>	<u>Name &amp; Designation</u>	<u>Signature</u>
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- |    |   |  |
|----|---|--|
| 1- | Director Admin of UIET                      |  |
| 2- | Principal UIET                              |  |
| 3- | Pragnya Paramita Priyadarshinee. (A.O)      |  |
| 4- | Shradhanjali Mohanty (HOD. Civil)           |  |
| 5- | Soumyashree Biswal (H.O.D. in ETC.)         |  |
| 6- | Sarada Prasad Swain (HOD. Mech.)            |  |
| 7- | Shibasish Behera (HOD. Elect.)              |  |
| 8- | Subrat Mohanty (Sr. Lect.)                  |  |
| 9- | Anand Chandra Sahoo (Examination In-Charge) |  |

The College Academic Committee meeting shall be convened not less than four times a year and the interval between two consecutive meetings should not be more than three months.

**Quorum:** The quorum for the meeting shall be 40% of the total members

**Functions:** The Governing Body besides being the supreme administrative authority of the College shall have the following additional functions:

- To monitor the academic and other related activities of the College.
- To consider the recommendations of the Staff Selection Committee.



- iii. To consider the important communications, policy decisions received from the AICTE/SCTVTE, etc., from time to time.
- iv. To monitor the students' Performance and faculty development programs.
- v. To pass the annual budget of the College (including clearance of all University dues).
- vi. To check the audited income and expenditure accounts and approve the same for the College annually.
- vii. To approve the increase/reduction of intake, courses, new and closure
- viii. Approval of performance appraisal of faculty
- ix. To monitor and advice for Industry Institute Interactions
- x. To monitor the steps taken for Students' Training and Placement Activities
- xi. Any other relevant matter.

**2. College welfare Committee:** The purpose of the Welfare Committee is to develop a pool of possible policy interventions and incentives that will create the college environment that is conducive for quality and roadmap creation.

This committee is renowned for its leadership role supporting excellence in education, promoting programmes that preparing youth for entry in the workforce, and act in an advisory capacity to all staff.

**Composition:** The College Welfare Committee (CWC) shall have a minimum of seven members, including the all Trustee and Management member. All other members will be nominated by the management and trustee.

The constitution of the CWC will be as follows:

<u>Sl.No</u>	<u>Name &amp; Designation</u>	<u>Signature</u>
1-	Chairman of UIET	
2-	Mrs. Sarojini Samantaray (Trustee)	
3-	Mr. Basudev Jena (Trustee)	
4-	Director Admin of UIET	
5-	Principal UIET	
6-	Pragnya Paramita Priyadarshinee. (A.O)	
7-	Shradhanjali Mohanty (HOD. Civil)	
8-	Soumyashree Biswal (H.O.D. in ETC.)	
9-	Sarada Prasad Swain (HOD. Mech.)	
10-	Shibasish Behera (HOD. Elect.)	
11-	Subrat Mohanty (Sr. Lect.)	
12-	Anand Chandra Sahoo (Examination In-Charge)	
13-	Susant Jena (Hostel Superintend)	

### **3. Training & Placement Cell**

#### **Role and Responsibilities:**

- i. Responsible for all the activities relating to the students placement.
- ii. Coordinates with the industries for providing the vocational training courses to students.
- iii. Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- iv. Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.
- v. Responsible for interaction with different industries for functioning of EDPs.
- vi. Responsible for organizing campus placement drives and off – campus interviews.



### Placement and Career Guidance Cell Committee members:

Mr. Chitta Ranjan Parida is appointed as coordinator in the cell. He will be the main responsible person to look for suitable industry/ firm through which UIET will have tie-up in sponsoring and providing in house training and creating employment opportunity for our student in future.

Apart from coordinator following staffs of UIET have been appointed as the members of the cell.

**Sl.No      Name & Designation**

**Signature**

- |    |  |              |
|----|--|--------------|
| 1. | Chitta Ranjan Parida , Lect. In Electrical | Co-Ordinator |
| 2. | Sarda Prasad Swain, H.O.D in Mechanical    | Member       |
| 3. | Soumyasri Biswal, Lect. In ETC             | Member       |
| 4. | Sibasis Behera, Lect. In Electrical        | Member       |
| 5. | Subrat Mohanty, Lect. In Mechanical        | Member       |
| 6. | Umarani Das                                | Member       |

### 4. Anti Ragging and Anti-Squard Committee

The college keeping in mind number of students, hostels and hostel blocks shall constitute a number of Anti-Ragging Squads as it deem sufficient to implement Anti-Ragging Measures effectively.

Anti-Ragging Squads shall comprise of senior faculty members and responsible representatives of senior and fresher students. The Anti-Ragging Squads for the Academic Year 2018-19 are as follows:

Sl#	Name	Designation	Signature
1	Pragnya Paramita Priyadarshinee	A.O	
2	Bibhuti Bhusan Samantray	Student Welfare Officer	
3	Sarada Prasad Swain	HOD. Mech.	
4	Subrat Mohanty	Lect. in Mech.	
5	Basanta Kumar Biswal	Lect. in Elect.	
6	Shibasish Behera	HOD. Elect.	
7	ChittaRanjanParida	Lect. in Elect.	
8	Sanjaya Kumar Hota	Lect. in Chemistry	
9	SoumyashreeBiswal	Lect. in ETC.	
10	ShradhanjaliMohanty	HOD. Civil	
11	Umarani Das	Lect. in Civil	
12	Milan Kumar Sahoo	Lab. Asst.	
13	Anand Kumar Sahoo	Exam. In-charge	
14	Abhimanyu Das	Accounts officer	
15	Mamata Jena	Library in-charge	
16	Susant Kumar Jena	Canteen Maneger	

17	MahadevBehera	Transportation In-charge	
18	Bikram Patra	Driver	
19	Antrajami Pradhan	Student	
20	RKP BarsaraniBehera	Student	
21	Parbati Dalapati	Student	

### 5. Disciplinary Action Committee

To look into various aspects of ragging, means and methods to prevent it, possible action that can be taken against those who involve in it, and action against offenders in the event of ragging

- To oversee and monitor the overall discipline of students in the college, and review it periodically.
- To take decisions and actions related to indiscipline activities of the students in the college as and when required.

#### Disciplinary Committee members:

Sl#	Name	Designation	Signature
1	Director of UIET	Director Admin.	
2	Principal of UIET	Principal	
3	Pragnya Paramita Priyadarshinee	A.O	
4	Sarada Prasad Swain	HOD. Mech.	
5	Subrat Mohanty	Lect. in Mech.	
6	Basanta Kumar Biswal	Lect. in Elect.	
7	Shibasish Behera	HOD. Elect.	
8	ChittaRanjanParida	Lect. in Elect.	
9	Sanjaya Kumar Hota	Lect. in Chemistry	
10	SoumyashreeBiswal	Lect. in ETC.	
11	ShradhanjaliMohanty	HOD. Civil	
12	Anand Kumar Sahoo	Exam. In-charge	
13	Abhimanyu Das	Accounts officer	
14	Mamata Jena	Library in-charge	
15	Susant Kumar Jena	Canteen Manager and Hostel In-Charge	
16	MahadevBehera	Transportation In-charge	
17	Bikram Patra	Driver	



18	Antrajami Pradhan	Student	
19	RKP BarsaraniBehera	Student	
20	Parbati Dalapati	Student	

#### 6. Role and Responsibilities of Library Committee:

- To purchase the books and magazines periodically to fulfill the requirements of University and AICTE.
- To meet regularly, to discuss about further developments in the library.
- To solve the issues and problems raised by the students and staff members.

#### Library Committee Members

Sl#	Name	Designation	Signature
1	Principal of College	Principal	
2	Director of College	Director Admin.	
3	Pragnya Paramita Priyadarshinee	A.O	
4	Sarada Prasad Swain	HOD. Mech.	
5	Subrat Mohanty	Lect. in Mech.	
6	Shibasish Behera	HOD. Elect.	
7	Sanjaya Kumar Hota	Lect. in Chemistry	
8	SoumyashreeBiswal	H.O.D. in ETC.	
9	ShradhanjaliMohanty	HOD. Civil	
10	Anand Kumar Sahoo	Exam. In-charge	
11	Abhimanyu Das	Accounts officer	
12	Mamata Jena	Library in-charge	

#### 7. Role and Responsibilities of college website and internet committee:

- To maintain and update the contents in the college website periodically.
- To promote news, events related to college in the website regularly.

Sl#	Name	Designation	Signature
1	Principal Of UIET	Principal	
2	Director of UIET	Director Admin.	
3	Pragnya Paramita Priyadarshinee	A.O	
4	Sarada Prasad Swain	HOD. Mech.	
5	Anand Kumar Sahoo	Exam. In-charge	
6	Abhimanyu Das	Accounts officer	

7	Avishek Padhy	System Admin.	
8	Samaresh Martha	Electrician	

#### 8. Examination Committee:

The Examination committee is an apex body of the Institute which is headed by Examinations In-Charge (EI) and shall be facilitated by three sections: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results and award certificates to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

The Examination Committee shall function under the guidance of the Examination In-charge (EI). The Committee shall comprise 5-6 members & for carrying out Class Tests and Semester Exams. The EI shall follow the class test schedule as per the Academic Calendar.

#### Examination Committee Members:

Sl#	Name	Designation	Signature
1	Principal of UIET	Principal	
2	Director of UIET	Director Admin.	
3	Pragnya Paramita Priyadarshinee	A.O	
4	Sarada Prasad Swain	HOD in Mech	
5	Shibasish Behera	HOD in Elect	
6	Saumyashree Biswal	HOD In ETC	
7	Sradhanjali Mohanty	HOD in Civil	
8	Anand Chandra Sahoo	Exam. In-charge	
9	Abhimanyu Das	Accounts officer	
10	Avishek Padhy	System Admin.	
11	Samaresh Martha	Electrician	

#### 9. Cultural and Sport Committee:

**Objective:** to promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

#### Responsibilities:

- The Cultural Committee shall be responsible for all intra and inte-collegiate cultural events and Sport in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)



- iii. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- iv. Procedure to organize cultural events:
  - a. To prepare the Annual Budget for various cultural events.
  - b. To obtain formal permission from the College authorities to arrange programs.
  - c. To decide the date, time and agenda of the programs.
  - d. To inform members of staff and students about the events.
  - e. To arrange the venue and logistics (audio/video system, dais, podium etc).
  - f. To invite the Chief Guest and other dignitaries.
  - g. To arrange mementos for guests and gifts/certificates for the participants.

**Cultural and Sport Committee Members:**

Sl#	Name	Designation	Signature
1	Subrat Mohanty	Co-Ordinator	
2	Principal of UIET	Principal	
3	Director of UIET	Director Admin.	
4	Pragnya Paramita Priyadarshinee	A.O	
5	Sarada Prasad Swain	HOD in Mech	
6	Shibasish Behera	HOD in Elect	
7	Saumyashree Biswal	HOD In ETC	
8	Sradhanjali Mohanty	HOD in Civil	
9	Gayatri Mohapatra	Lect. ETC	
10	Umarani Das	Lect.Civil	
11	Abhimanyu Das	Accounts officer	
12	Avishek Padhy	System Admin.	
13	Samaresh Martha	Electrician	
14	Susant Jena	Canteen Manager	
15	Mahadev Behera	Office Asst.	
16	Dusmant Sahoo	Driver	

**10. Time Table committee**

Roles and responsibilities:

i. To coordinate the time table preparation for each department by respective HODs in every semester.

ii. To prepare master time table of the college during every semester.

Time Table Committee Member:

Sl#	Name	Designation	Signature
1	Principal of UIET	Principal	
2	Director of UIET	Director Admin.	
3	Pragnya Paramita Priyadarshinee	A.O	
4	Sarada Prasad Swain	HOD in Mech	



5	Shibasish Behera	HOD in Elect	
6	Saumyashree Biswal	HOD In ETC	
7	Sradhanjali Mohanty	HOD in Civil	
8	Anand Chandra Sahoo	Exam In-Charge	

#### 11. Class Coordinator and Class room arrangement Committee:

**Objective: To help students in their pursuit of knowledge.**

- To display the session plan and portion for Class Test on the respective Notice Board/College Website.
- To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.
- Address students' queries.
- Meeting the parents of students, especially defaulters.
- To inform the HOD about making alternate arrangement for lectures and practicals when a faculty is absent.
- To coordinate with the the department to update attendance in case of medical leave, sports leave etc.
- Collect information regarding weaker students\* from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.
- Identify good students and motivate them to excel.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Any other duty the Director/ Principal may assign.

\*Weaker student in terms of academic and personal problems.

Sl#	Name	Designation	Signature
1	Principal of UIET	Principal	
2	Sanjya Hota	Co-ordinator	
3	Pragnya Paramita Priyadarshinee	A.O	
4	Sarada Prasad Swain	HOD in Mech	
5	Shibasish Behera	HOD in Elect	
6	Saumyashree Biswal	HOD In ETC	
7	Sradhanjali Mohanty	HOD in Civil	
8	Subrat Mohanty	Lect. Mech	
9	Basant Kumar Biswal	Lab Asst. Mech	
10	Chitta Ranjan Parida	Lect. Elect.	
11	Anand Chandra Sahoo	Exam In-Charge	

#### 12. Roles and responsibilities of Purchase committee

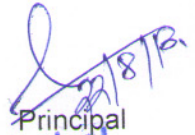
- To make arrangements for purchase of the equipments/items/devices required by any department in the college as per the guidelines.
- After receiving the item /device/equipment in good quality, make arrangements for payment.



iii. It is the responsibility of the purchase committee to make arrangements for servicing/repairing of faulty items/devices/equipments.

**Purchase Committee members**

Sl#	Name	Designation	Signature
1	Principal of UIET	Principal	
2	Director of UIET	Director	
3	Pragnya Paramita Priyadarshinee	A.O	
4	Sarada Prasad Swain	HOD in Mech	
5	Shibasish Behera	HOD in Elect	
6	Saumyashree Biswal	HOD In ETC	
7	Sradhanjali Mohanty	HOD in Civil	
8	Mamta Jena	Asst. Librarian	
9	Basant Kumar Biswal	Lab Asst.	
10	Avimanyu Das	Accountant	
11	Mahadev Behera	Store Charge	
12	Anand Chandra Sahoo	Exam In-Charge	

  
Principal  
**Principal**  
Utkal Institute of Engineering & Technology  
Rathbani, P.O. Kanti, Dist - Khordha