

Student's Handbook

GANDHI GROUP OF INSTITUTIONS



PREFACE

Gandhi Group of Institutions, Gunupur was started its tryst with excellence with a modest number of two hundred students in 1997 in Gunupur. Today, a sprawling sixty-two acres of lush green campus with state-of-the-art facilities for academic as well as other co-curricular and extra curricular activities is a result of that never ending journey on the path of excellence which has transformed a remote place like Gunupur into an educational hub. However, the most satisfying sign is the success story of our vibrant and energetic batches of students who add a new mile stone of achievement each year surpassing the record of previous achievers by scaling newer zeniths and challenging the next generation to tame stiffer heights, attracting students from all the corners of the country and abroad pursuing various under graduate and post graduate courses like B.Tech, M.Tech, MBA, M.Sc. & BBA etc.

On such a dynamic campus where each moment is enriched with unfathomable potentials, and every step matters, obvious, each student needs an unambiguous guide which would work as a ready reference on matters ranging from academic affairs to everyday DOs and DONOTs of discipline. The Students' Handbook sets to serve this purpose by providing a set of rule for campus ethics and giving information about the resources available at GGI, Gunupur.

**GGI,
Gunupur**

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Gandhi Group of Institutions, Gunupur is one of the best Premier Technical Institutions of India. The Institute import boasts of 10 undergraduate, 6 M Tech, MBA, M.Sc. and BBA courses with a total sanctioned intake of more than 4500 students.

GIET is an ISO 9001-2000 Certified Institution.

Quality is never an accident; it is a relentless pursuit of excellence. Our motto **“EXCELLENCE - OUR ESSENCE”**, tells it all. Our Endeavour to offer quality education is endorsed by none other than the National Board of Accreditation, New Delhi (AICTE) as well as NAAC Bengalore (UGC). GGI, Gunupur became the proud recipient of the second highest CGPA of 3.20 out of the 4 point grade system by NAAC in the national level. GGI, Gunupur has been empowered to offer the following degrees to its students:

- B. Tech: Biotechnology, Electronics & Communication Engineering, Electronics & Instrumentation Engineering, Mechanical Engineering, Computer Science & Engineering, Information Technology, Chemical Engineering, Electrical Engineering, Civil Engineering & Electrical and Electronics Engineering.
- M. Tech: Computer Science & Engineering, Electronics & Communication Engineering, Power Electronics, Machine Design, Thermal Engineering & Structural Engineering.
- Master Degrees: Master in Business Administration (MBA), M. Sc. Biotechnology, M. Sc. Industrial Biotechnology, M. Sc. Bioinformatics, M. Sc. Mathematics, M.Sc. Physics, M.Ss. Chemistry, M. Sc. Computer Sciences, & M. Sc. Electronics. & BBA.

A sprawling lush green campus with adequate infrastructure for both curricular as well as co-curricular activities is the special attraction of the Institution. An air conditioned 24 hours library with a large number of books and journals, opened round the clock with wi-fi campus, huge array of softwares are ready for the relentless pursuit of academic excellence by our students and faculty members.

GIET, GIMS and GICS are approved by All India Council for Technical Education (AICTE), Ministry of HRD, Govt. of India, recognized by Govt. of Orissa and affiliated to Biju Patnaik University of Technology (BPUT), Rourkela from academic session 2003-04. M.Sc. courses are approved by Govt. of Odisha and affiliated to Berhampur University, Berhampur.

2.0 ACADEMIC MATTERS

2.1 RULES REGARDING ATTENDANCE IN CLASSES:

- i) A student needs to attend a minimum of 80% of classes in Theory and Practical separately to make him/her eligible for appearing midsem/Sem.examinations.
- ii) Attendance is to be counted from the date of commencement of classes of the respective courses irrespective of the reporting date of the individual students.
- iii) The rule is irrevocable and under no circumstance a student can claim exemption from attending classes. *In case of certain emergencies, a student has to take prior permission from the concerned authority for remaining absent from the class. The decision of the authority is final and binding on these matters.*

2.2 EXAMINATION SYSTEM:

The end semester examinations are conducted by BPUT for six theory papers (F.M-100 each). Two Mid-semester examinations are conducted by the college (F.M-30 each). The grade point is calculated for each subject from the total mark (100) obtained by the student by BPUT.

Practical exams are conducted by the college and grades are prepared according to the performance, viva etc. of the student and sent to BPUT

2.3 GRADING SYSTEM:

A letter grading system is followed in the University. The uniform Grading System is followed for all Academic Programmes (except Ph.D. and D.Sc) as given below: A Nine-Point grading system base on 10 followed in the University. Categorization of these grades and their correlation are given below:

GRADING SYSTEM	GRADING	Score on 100 Percentage Points	GRADING
Outstanding	'O'	90 & above upto 100	10
Excellent	'E'	80 & above but less than 90	9
Very good	'A'	70 & above but less than 80	8
Good	'B'	60 & above but less than 70	7
Fair	'C'	50 & above but less than 60	6
Below Average	'D'	37 & above but less than 50	5
Failed	'F'	Below 37	2
Malpractice	'M'	--	--
Absent	'S'	--	--

Grade sheet will be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. : Grade C considered as average, Grade D as pass Grade for theory and Grade C as pass for Practical / Sessional / Project/ Seminar/ Viva- voce

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester Grade Point Average.

CGPA - Cumulative Grade Point Average.

2.3.1 DEFINITION OF TERMS

- | | |
|-----------------|--|
| a) POINT | - Integer equivalent each letter grade |
| b) CREDIT | - Integer signifying the relative emphasis individual course item (s) in a semester as indicated by the course structure and syllabus. |
| c) CREDIT POINT | - (b) x (a) for each course item. |
| d) CREDIT INDEX | - Σ CREDIT POINT of course items in a semester |
| e) GRADE POINT | - $\frac{\text{CREDIT INDEX}}{\Sigma \text{CREDITS}}$ |

2.3.2 SEMESTER GRADE POINT AVERAGE (SGPA):

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\Sigma \text{CREDITS}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\Sigma \text{CREDIT INDEX of all previous semester upto a semester}}{\Sigma \text{CREDITS of all previous semester}}$$

2.4 CODE OF CONDUCT FOR EXAMINATION:

Examination is an integral component of students academic life. A student must observe the sanctity of the examination and adhere to appear them following all the rules set by the University/Institute in letter and spirit. In case of any violation of the rules may invite the following disciplinary actions:

- A student found resorting to malpractice (copying etc.) in the examination hall during University Examination as reported by the invigilator / supervisor / squad member
 - Is awarded "M" grade having 0 (zero) grade point in that paper and he/she is warned by the university with a copy to the parents / guardians.

- A student adopting malpractice and showing an indisciplined behaviour in the examination hall
 - is awarded "M" grade having 0 (zero) grade point in that paper and he/she will be warned by the university with a copy to the parents / guardians.
 - must to bear a fine of Rs. 2000.00
- A student found adopting malpractice in more than one papers in a semester / trimester / special examination
 - is awarded "M" grade with 0 (zero) grade point in all the papers of that semester / trimester / special examination; he / she is warned by the university with a copy to the parents / guardians.
- A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously
 - is awarded "M" grade having 0 (zero) grade point in all the papers of that examination and will be expelled from the college for one year.
- " A student found violating the examination code of conduct

[Which includes:

- Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
- Leaving the Examination Hall within the first hour from the commencement of the examination.
- Talking to other examinees in the Examination Hall.
- " Trying to give any help to others or trying to seek and help from others inside or outside the Examination Hall.]
 - Will be expelled from the Examination in that paper and will be awarded "M" grade having 0 (zero) grade point in that paper; he/she will be warned by the university with a copy to the parents / guardians.
 - A student found repeating the "Violation of Code of Conduct" will be awarded "M" grade with 0 (zero) grade point in all the papers of that semester and is not permitted to appear at the subsequent examinations of that semester.
- A student indulging in misconduct in the Examination Hall

[Which includes:

- Using question papers and / or answer scripts for communicating with fellow examinee.

- Exchange of question papers and answer scripts (with other examinees / outsiders).
- Writing answers in question papers.
- Writing obscene or filthy languages in answer scripts
- Writing derogatory remarks
- Any remarks, requests or irrelevant issues in answer scripts.]
 - is awarded "M" grade having 0 (zero) grade point in all the papers of that Examination and is expelled from the college for one year.
- Any student found mal-handing / threatening the officers / staff connected with the examinations (Invigilator, Center superintendent, Supervisors, Principal, Members of flying squad, etc.)
 - is awarded "M" grade having 0 (zero) grade point in all the papers of the Examination and will be expelled from the college for one year.
 - Other disciplinary actions as deemed fit (including FIR to police) is initiated by the University / college
- Any student found damaging the property of the staff / officers / institution connected with the examinations
 - is awarded "M" grade having 0 (zero) grade point in all the paper of that Examination and will be expelled from the college for one year.
 - found to pay compensation for the damage as assessed by the college / university or individual as the case may be.

2.5 DRESS CODE FOR THE STUDENTS:

For creating a feeling of identity and dignity and promoting fellow feeling among the students, GGI, Gunupur prescribes dress code for all its students keeping in view the standard practice in all the educational institutions and as per the prescribed code of conduct.

As per the dress code, the institute provides dresses of specific colours to the students of a particular batch and course. Student should wear the prescribed uniform from the beginning to the end of their respective courses.

2.5.1. DRESS CODE FOR MALE STUDENTS:

- Should wear formal full pants and full sleeve shirts along with ties, badges, and identify cards while attending classes and on other formal occasions.
- Should wear formal shoes & socks and avoid using hawai / bathroom Chappal while attending classes or any official functions.

- Piercing of nose, ears or eyebrows and using ornaments like earrings etc. are strictly prohibited.
- Should not flaunt long hair.

2.5.2 DRESS CODE FOR FEMALE STUDENTS:

- Should wear formal salwar suits along with badges, and identity cards while attending classes and other formal occasions.
- No one is allowed to attend classes or any official functions wearing Jeans, T-Shirts, or sleeveless dresses.
- Should avoid using costly ornaments made of gold, diamond etc. for security reason. The institute will not take any responsibility in case of loss or theft of the said items.

2.5.3 DRESS CODE IN WINTER:-

Both the male and female students are provided blazers with the institute logo by the college. All students are required to attend classes as well as other formal occasions in winter wearing blazer. No one is allowed to use any other fancy winter clothes for this purpose in any circumstances inside the institute.

2.6 CLASS TEACHERS AND PROCTORS:

"Quality is never an accident; it's always the result of high intention, sincere effort, intelligent direction and skillful execution; represents the wise choice of many alternatives" (William A Foster). We at GGI, Gunupur fully comprehend the implication of this statement and believe that quality control needs two pronged strategy: supervision and support. Class teachers and proctors work closely with the students providing moral support and proper direction supervision as when necessary.

2.6.1. THE ROLE OF THE CLASS TEACHER:

A faculty member of the institute will be designated as the class teacher of a particular section or batch of students. She/he in charge of students of the given section or batch and will maintain a record of all the activities done by students and report the same to the HOD, the Principal and /or to the concerned authorities as per the need. Therefore, all students have to cooperate with the class teacher and must route their applications for leave etc. through the class teacher. In case of any problems concerning academic or non academic issues, students are advised to bring the same to the notice of the class teacher immediately.

2.6.2 ROLE OF THE PROCTOR:

Besides the class teacher, another faculty member will be designated as the proctor. She/he will be assigned the responsibility of certain number of students. The proctor will meet students of his/her group as per the time and place either specified by the institute or suitable to both the parties. The students can sort out

their difficulties in respect to both academic as well as non academic matters with the proctor and seek his/her advice.

2.7 PROCEDURES TO PROCURE CERTIFICATES AND OTHER DOCUMENTS:

Students have to follow the following set of procedures to procure their certificates and other relevant documents.

- For obtaining 'Conduct Certificate' and 'College Leaving Certificate' a student has to submit an application along with a 'NO DUES' certificate in the prescribed format in the examination section at the end of the university sem. exam.
- For obtaining 'Mark Sheet' the student has to apply in the prescribed format giving details as required.

If there is any discrepancy in the mark sheet, the candidate is advised to immediately bring the same to the notice of the concerned authority in writing. One can obtain duplicate 'Mark Sheet' by applying in the prescribed format and paying prescribed fee to the university.

It takes at least two working days to complete all the necessary procedures for issuing certificates and other documents. So, a candidate has to apply for the issue the required documents well in advance.

2.8 SCHOLARSHIP FOR MERITORIOUS STUDENTS:

The institute always takes care to provide maximum support to the students of the disadvantaged section of the society. All the bonafide students of GGI, Gunupur belonging to SC/ST/OBC/Minority category are eligible for the Post Matric scholarship under the centrally sponsored scheme of the Ministry of Tribal Affairs.

Eligibility Criteria:

- Must belong to SC/ST/OBC/Minority category
- Must have obtained minimum 60% marks in +2 (Standard XII)
- Parents' annual income must not exceed the specified limit fixed by the Govt.
- Students coming under TFW Scheme.

Eligible students may contact the Registrar's office for detailed information.

2.9 UNIVERSITY WELFARE FUND:

There is provision for students to avail the university welfare fund while paying the entire engineering academic expenses to those students whose parents (earning) meet untimely death.

3.0 GUIDELINES FOR ON/OFF CAMPUS BEHAVIOUR

3.1 DISCIPLINE:

Discipline is the bridge between the goals and accomplishments. GGI attaches much importance to reach goals and never absolves unsavory conduct of any student on the ground that he has achieved the highest goal. On the other hand, it believes the one who reaches the highest observes strict discipline in every step and leaves behind a legacy to be emulated. This belief drives the institute to enforce strict discipline to produce highly successful sons and daughters for their parents and ethical citizens for mother land.

GGI, Gunupur expects students to go through the following rules and regulations regarding discipline and follow them with letter and spirit.

- Be courteous to the members of the faculty, employees of the institution and fellow students.
- Should take care of the institutional property like furniture, laboratory equipments, electrical fitting, transport, etc. without damaging them.
- Should follow the rules framed by the institution regarding the use of the library, laboratory, transport, hostel etc.
- Should not try to adopt unfair means in the examination.
- Should preserve the beauty and sanctity of the institution by maintaining cleanliness of the class rooms, laboratory etc. Should not ever spoil walls, furniture etc by writing or spitting at them.
- **SHOULD NOT USE ADDICTIVE SUBSTANCES AT GGI, Gunupur.** Use of tobacco, alcohol, chewing of betel leaves, and chewing gums etc are strictly prohibited, on & off the campus.
- Should not organize or take membership of any union or association without prior permission from the institution.
- Should not organize or attend any unauthorized meeting on the campus or in the hostels.
- **Should not use mobile phones in the academic area or during study hours in the hostels.**
- **Ragging of any sort is strictly prohibited on and off the campus**

NB: Violation of any of the above mentioned rules shall be treated as an act of indiscipline and misconduct such act will invite strict disciplinary action.

“Man Cannot be human, unless he learns to live, think, feel and behave like man”

3.1.1 DISCIPLINARY COMMITTEE:

As the institution attaches utmost importance to discipline, it has constituted disciplinary committee to look into any act of indiscipline on and off the campus.

In case of any breach of discipline reported by a student, faculty member, hostel staff, student welfare officer, or HOD etc. the committee investigates the matter and decides corrective or punitive measures. The decision of the Disciplinary Committee is final and binding.

3.2 RAGGING FREE CAMPUS:

The ugly monster of RAGGING is a nightmare for all students and their parents. We at GGI, Gunupur fully understand the gravity of the situation and have ensured an absolute RAGGING FREE CAMPUS. Proud to announce that not a single incident of ragging has occurred in GGI, Gunupur and assure to maintain this impeccable record all in the times to come.

3.2.1 RAGGING IS DEFINED AS:

- Forcing a student to perform some action against his/her will.
- Physical violence of any kind against a student.
- Any act of mental harassment or intimidation to any students.

Realizing the seriousness and sensitivity of the situation, the institution has taken a plethora of positive steps to ward off any kind of ragging. They are:

- Senior students are not allowed to enter the academic block meant for junior students during their (Juniors') class hours.
- Senior students are not permitted to board the bus meant for junior students and vice versa.
- Senior students are prohibited to intimidate any juniors while in the library, laboratory or any other place on/off the campus.
- Senior students are not allowed to enter any hostel meant for the juniors under any pretext vice versa. Nor any senior student is permitted to invite/ask for discussion any junior student to his/her hostel.
- Junior students are not allowed to enter to the hostels meant for senior students under any pretext.

In case any student is subjected to ragging, the incident must be reported to the concerned authority such as the security Proctor, Coordinator, HOD, Dean (Administration), or the Principal without delay convenor or any member of the disciplinary committee

3.2.2 RAGGING PREVENTION COMMITTEE:

A high level ragging prevention committee has been constituted with senior faculty members to look into any ragging related complaint and award speedy justice to the aggrieved students/students after thorough enquiry into the matter.

NB: Students found indulging in ragging may face expulsion from the institution and face criminal procedure in the court of law.

3.3 STUDENT GRIEVANCE REDRESSAL CELL:

The objective of the Grievance Redressal Cell (GRC) is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

The GRC deals with grievances put forth by the students concerning Academics, Finance or any other relevant matters. Hence, any student facing difficulties concerning any of these matters may intimate the same to the Grievance Redressal Cell so that appropriate steps can be taken to alleviate the problem.

Modus Operandi:

- Write your grievance in the format attached with this book and drop it in boxes marked for this purpose.
- Attach all the necessary documents with your application.
- The GRC will take up only those matters which have not been solved by any other department.
- Grievances related to financial matter like fees etc. will be taken up for consideration only if the relevant documents like demand drafts etc are attached with them.

However, the GRC will not entertain any application in the following cases:

- Decision of the Executive Council, Academic Council, Board of Studies and other Administrative or Academic Committees constituted by the University from time to time.
- Decisions with regard to awarding of scholarships, fee concession, medals etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination results.

3.4 **DOs AND DONOTs FOR STUDENTS:**

DOs:

- Wear the prescribed uniform while in the college premises.
- Always carry the ID card and produce it if demanded by the concerned authority at any time.
- Attend all classes observing discipline and decorum befitting the dignity of the institution.
- Take care of the Institutional property such as furniture and fixture, laboratory equipments, electrical fittings, transport garden around etc.
- Preserve the cleanliness of the campus.
- Strictly follow the guidelines while using resources like library, internet laboratory, dispensary, swimming pool, transportation etc.
- Cooperate with the Class Teachers/Proctor and furnish necessary information to them as & when required / asked for.
- Students should come up individually, not in a group to solve his/her problems

DONOTs:

- Don't get involved in ragging or related activities.
- Don't cause damage to institutional property like laboratory equipments, electrical fittings, furniture and fixtures, transport facilities etc garden / greenery maintained around .
- Don't spoil walls, furniture, stair case etc. by spitting or writing any thing absurd.
- Don't adopt unfair means during examination.
- Don't attend classes or any official occasions without proper uniform and shoes.
- Don't use mobile phones in the academic area.
- Don't use tobacco, alcohol, betel leaves, chewing gums and or any other addictive substances.
- Don't invite any outsiders including friends and relatives to the Institute hostels without prior permission.
- Don't misbehave with any one in the classroom, during meeting, sports events, or any other such occasions.
- Don't violate any guidelines while using resources like library, health club, swimming pool, dispensary, transportation etc.
- Don't treat your personal problem as a common problem

3.5 **DOs AND DONOTs FOR PLACEMENT:**

DOs:

- Attend placement drives in complete formal dress.
- Carry College ID Card and Registration Card.
- Carry attested copies of all relevant documents like certificates etc along with a latest resume.
- Keep all your documents properly arranged in a file.
- Maintain proper discipline keeping in mind the dignity of the Institution.
- Keep mobiles in switched on mode while you are out of station for easy communication.
- Switch off the mobile phones at the time of written examination, attending Personal Interview or corporate presentations.
- Follow the instruction of the concerned authority accompanying you while going for a campus outside Gunupur.

DONOTs:

- Don't wear casual dress while attending the placement drive.
- Don't use tobacco, alcohol or any other addictive substance.
- Don't use vulgar or obscene language while traveling during campus drive.
- Don't spit in the bus, damage properties of the bus, shouting or misbehaving with staff members while traveling.

N.B: Violation of all or any of the above mentioned rules and regulation will be treated as gross misconduct and will invite disciplinary action, which may lead to debarring from attending campus interviews in future.

3.6 **INFORMATION TO PARENTS:-**

GGI, Gunupur is one of the premiere technical institutes of India, aspires to produce technocrats par excellence and tries to impart quality education for producing skilled, committed and responsible citizens who can hold the banner of our nation high.

This lofty mission of ours can't be realized without the active support of the parents. So we call upon the parents to work hand in hand with us in nurturing the talent of students and enabling them to realize their full potential. Parents are requested to:

- Please
- Be vigilant and have a strict follow up on the attendance of their wards to ensure that their wards attend all their classes.

- Please • be in regular touch with class teacher to know regarding their sons/daughter academic progress of ward's.
- Please • advise their wards regarding value of discipline punctuality and sensitize / educate them about importance in building a meaningful career.
- Please • contact the Proctor class teacher, Head of the Department and Principal if they feel their ward is not progressing academically as per their expectation.
- Please • make it a point to respond promptly to any written or oral communication sent to them by the Institutions.
- Please • ensure timely deposit of college/other related fee.
- Please • sign an undertaking at the time of admission that they will abide by the rules and regulations of the Institution.
- Please • avoid giving big amount of pocket money to their wards as it has the potential of distracting the attention of the ward and drag them to go astray from their path.
- Please • Avoid giving costly mobile phones.
- Please • take a note that the decision of the management on all matters regarding rules & regulations shall be final and binding as these are beneficial for their wards..

4.0 FACILITIES

4.1 MEDICAL FACILITY:

A healthy mind lives in a healthy body. GGI, Gunupur is fully aware of role and responsibility in maintaining the health of students and has taken all possible measures to provide healthcare service to the students. A dispensary equipped with all necessary facilities to meet any health related emergency is available inside the campus. Qualified doctors and pharmacists working round the clock to provide health care service to students and staff of GGI. Doctors, Director / Principal, Dean (Admin.) and Warden regularly visit the hostels and monitor the health care situation. The Institute has Ambulance vans to medical emergency. Consultancy for staff & students is free in the institute dispensary.

4.2 TRANSPORT FACILITY:

The institute provides transport facilities to all students. The Dean (Admin.) looks after the facility on a day to day basis. The commuters are advised to follow the following rules:

- The buses have specified stops. All the students must wait at those specified stops to board the bus.
- Students must travel by the bus allotted to the route concerned and must not change their bus number or routes.
- Decency & discipline must be maintained while travelling in the bus.

- Use of any addictive substance including smoking, consumption of tobacco, alcohol etc in the bus are strictly prohibited.
- Ragging of any form in the bus is strictly prohibited.
- Commuters must not damage any of items like seats, lights, glasses etc. in the bus. In case of any such incident, they have to pay fine for the damage as decided by the authority.
- Students must behave politely with the transport staff.
- Violation of any of these rules in any manner shall invite strict disciplinary action.
- Any suggestion related to the transport services should be communicated to the Transport Supervisor / Dean (Admin.).

4.3 LIBRARY FACILITY:

4.3.1 FACILITIES AVAILABLE TO THE STUDENTS:

- Text Books
- Reference Books
- Photocopy
- Spiral Binding & Lamination
- Digital Library & E- Resources
- CD & DVD Library
- Web OPAC to search the book
- Magazines & Journals and back volumes

4.4 GAMES & SPORTS FACILITY:

Sports and games play an important role in maintaining a healthy body and mind. The institute gives equal importance along with study and has built a massive infrastructure for both outdoor and indoor games. Regular sports and games related activities are organized and a qualified trainer looks after the training as well as organization of such activities. Student actively participate in Inter-college / Inter-university level sports / games meets. The Institute takes pride in encouraging the sportspersons and honour them with awards, prizes, certificates etc.

The Institute encourages sportspersons of boys & girls equally without any discrimination. Moreover, even girl students are encouraged to participate in sports and games as well as cultural activities in a big way and the Institute takes all possible steps to fulfill their attempts. Lady faculty members accompany girl students to guide them whenever there is any off-campus sports or cultural activities.

The institute has also built a massive swimming pool, and appointed a trained swimming instructor to train the students. Different time slots are allocated for boys and girls students as well as staff members for the swimming session.

Some of the facilities available in the Institute are:

- Five-track National Standard Swimming Pool.
- Separate play grounds are available in the campus for:
 - ⇒ Foot-ball
 - ⇒ Cricket
 - ⇒ Basket-ball
 - ⇒ Volley-ball
 - ⇒ Badminton

As part of the indoor games, following facilities are also available for the students:

- ⇒ Table-tennis
- ⇒ Chess
- ⇒ Carom etc.

5.0 SPECIAL ACTIVITIES

5.1 SEMINARS:

Seminar is an integral part of academic activities. Every department, under the guidance of a senior faculty member, conducts seminars and workshops regularly which provide new exposure to both the faculty members as well as students. The management actively supports and encourages such programs. The regular features of such activities are:

- Inviting experts, guest faculties, eminent scholars, scientists et al. from outside to deliver talk in the field of their expertise.
- Seminars by the faculty members of the Institute on specific area of interest.
- Conducting students' seminar, personality development programs etc.
- Every student is allowed to participate in one conference/seminar/workshop in a year.
- Registration fes up to Rs.500/- or as per actual on submission of relevant supporting document in original.
- To & Fro sleeper class train tickets (student concession) from the nearer railway station (break journey and PremiumTatkal tickets will not be considered.)
- To and Fro bus and train fare from Gunupur Campus to Rayagada/Palasa.
- Local conveyance allowance (such as auto, City Bus etc) for metro cities shall be Limited to Rs.100/- only.

5.2 CULTURAL & SOCIAL WELFARE SOCIETY:

After a entire day's uninterrupted study, mind needs entertainment and fun for refreshment. GGI, Gunupur regularly organizes different cultural activities on the campus. Cultural committee headed by a senior Faculty member and supported by student representatives and achieving participate in such programs.

At the same time, GGI, Gunupur has not forgotten its social responsibility towards creating an educated and empowered society. The Institute undertakes various welfare schemes to empower the local population of Gunupur. The NSS wing of the Institute also actively organizes different programs from time to time at different places/spots.

5.3 SCIENCE & TECH FEST:

Our students are not one-dimensional personalities but multidimensional potentialities waiting for a proper platform to blossom. Keeping this in mind, GGI, Gunupur organizes a Techno Management Fest (usually for two days) named *SCIENCE & TECH FEST* every year.

All students eagerly wait for this event as it gives them an opportunity to exhibit their talents in their respective fields . Besides a National level paper presentation where a substantial number of students from Odisha & outside the state participate, the event features many fun-filled competitions and cultural programs.

5.4 CAMPUS FLASH:

The institute publishes a monthly Newsletter called "Gandhi Campus Flash" which gives information about the happenings on the campus. The newsletter highlights various achievements of the students as well as the faculty members, as like their participation in various Seminars / Conferences / Workshops and other commendable deeds. The students are also encouraged to contribute their news items to the Newsletter through the correspondent of their respective department.

5.5 NSS:

The institute patronizes NSS units for pioneering the social schem.

5.6 WOMEN DEVELOPMENT CELL (WDC):

WDC girl students regarding communicatin health aspects and makes fear free environment. Encourage female staff and student for debating seminars, competetions etc and handle any problems and grievances of female staff and students.

6.0 RULES & REGULATIONS

6.1 LIBRARY RULES:

6.1.1 ADMISSION TO THE LIBRARY:

- A student has to show Identity Card while entering the library.
- Every student has to enter his / her name, Roll No, section, time etc in the Register kept at the enterance with the gatekeeper.

- Personal books and belongings have to be deposited at the property counter at the gate.
- Students are not allowed to enter the Library when they have scheduled classes.
- Outsiders are not allowed into the Library without prior permission.

6.1.2 WORKING HOURS :

- **Reference section** - Round the clock both on working days and holidays
- **Issue section** - 9.00 AM To 6.30 PM on working days
- **Xerox Section** - 8.00 AM To 8.00 PM. on working days and holidays

6.1.3 CONDUCT WITHIN THE LIBRARY:

- Maintain silence inside the library.
- Spitting, smoking, sleeping, gossiping inside the Library are strictly prohibited.
- Combined or group study / discussion is not allowed in the library reading room.
- The library premises must not be used for any purpose other than reading.
- No person shall write on books, journals & periodicals, either for the purpose of correcting an error or otherwise or make any marking on publications belonging to the library.
- Don't damage any books, journals, magazines or any of the materials available in the library.
- Personal books, photocopied materials etc are not allowed inside the library.
- If any publication is lost / damaged or any page is removed by a reader, he / she must replace it by a new copy or pay three times the cost of that volume and pay any fine that may be imposed on him / her by the authorities.
- If someone loses a book, he / she must report the matter to the Librarian on the same day. Otherwise late fine will be added with the amount payable for the lost book.
- If one volume of a set is lost by the a user, the whole set shall have to be replaced by him/her.
- Before leaving the library each person shall return the books/ documents taken for reference / reading in the reference counter.
- The gatekeeper or watchman may search any student at the library exit gate.
- Book bank facility is provided by the central library at intervals with the stipulated rules & regulations.

6.1.4 BORROWING PRIVILEGES:

- A student has to get enrolled as a member of the Library to avail this facility.
- A library card will be issued to each member. The library card will be valid for one academic year and shall be renewed in the beginning of the subsequent years.

- Documents will be issued to a borrower only against the Library card.
- No. of books issued to the student:

CLASS	NO OF BOOKS ISSUED	MAXIMUM ISSUE (Period)
I st Year B. Tech	02	07 days
II nd Year B. Tech	02	07 days
III rd Year B. Tech	03	07 days
IV th Year B. Tech	03	07 days
M. Tech	05	For one semester
MCA	03	07 days

A student has to return the book(s) within a period of seven days (including last day) failing which he / she shall have to pay the following fines per day per book from the 7th day of the issue of the books.

FROM (DAY)	TO (DAY)	FINE / DAY / BOOK
7 th	13 th	Rs. 1/-
14 th	20 th	Rs. 2/-
21 st	27 th	Rs. 4/-
28 th	Onwards	Rs. 8/-

N B: immediately after 28 days, disciplinary action will be taken against the defaulter.

- In addition to the issue of Library books, the college has a Lending Library system, where a student can borrow a maximum of five books for the duration of one semester on payment of 20% of the cost of the book.

6.2 **HOSTEL RULES:**

These rules are applicable to all hostels of Gandhi Group of Institutions.

6.2.1 **ADMISSION:**

- A student shall be eligible for admission to a hostel only after his / her admission to the college.
- All applications for admission to a hostel shall be made in the prescribed form and addressed to the Principal / Director / Dean Admin. of the college. Room/Seats shall be allotted by the Warden / Dean Admin.
- Once admitted, a student shall be allotted to any one of the hostels of the college. Boarders are not allowed to change their room / hostel without written permission from the authority. However the authority may change the room / hostel of any boarder at any point of time whenever necessary.

- A student shall not be entitled to retain accommodation in the hostel beyond his / her tenure of the course. However, a student who has submitted his/ her thesis may be permitted to retain hostel accommodation till his / her final Viva-voce test. This is subject to payment of usual rent and availability of hostel accommodations, provided he / she actually resides in the hostel.
- A student wishing to get College Leaving Certificate has to get his / her all hostel related dues cleared before receiving the said certificate.
- Students having more than four back papers is not allowed to stay in the hostel.

6.2.2 WITHDRAWAL:

- After allotment, application for withdrawal from the hostel shall not be entertained unless the same is countersigned by the Father / Guardian of the student and the Principal /Director / Dean Admin. through student welfare officer (SWO) / Superintendent/ Matron as the case may be. Such an application shall be entertained only after hostel dues are cleared and a certificate to that effect is obtained from SWO / Hostel Superintendent / Matron and Warden enclosed along with the application.
- While vacating the hostel, the boarder must hand over the charge of the room along with the hostel properties issued to him / her and obtain a NO OBJECTION CERTIFICATE from the SWO / hostel superintendent / matron and warden.

6.2.3 STUDY HOURS:

- A boarder must strictly follow study hours between 6.30 PM to 9.00 PM everyday. He / she must also observe pindrop silence during these hours. Playing musical instruments, radio, tape recorder or creating any kind of noise or disturbance during study hours is strictly forbidden. Boarders found violating the same are liable to fall disciplinary action

6.2.4 REPORTING TIME:

- All the boarders should reach their respective hostels before 6.30 PM to maintain study hours.

However in the case of girls, following shall be the reporting time in their respective hostels:

- A) 1st March
To 6.30PM
30th September
- B) 1st October
To 6.00PM
28th / 29th February

6.2.5 LEAVE OR ABSENCE:

- For leave or absence from hostels or leaving head quarters, the boarder shall obtain prior written permission from the concerned HOD and the same should be submitted to the SWO.
- In case of girls the boarders shall also obtain written permission from HOD / Principal and Dean Admin. The same should be submitted to the Matron.
- Absence from the hostel beyond the specified time without prior permission of the SWO / Matron is considered as an act of gross indiscipline and misconduct and would invite heavy punishment. Such cases will be reported to the Dean Admin / the Principal by the concerned Matron / SWO / Warden.
- Repeated violation of the rules may lead to expulsion from the hostel and College.

6.2.6 CARE OF HOSTEL PROPERTY:

- Boarders will be responsible for the safe keeping of their room and the furniture and fittings provided to them. Damage or breakage of any hostel property will invite heavy punishment. Such cases must be reported immediately to the SWO / Matron.
- Any loss or damage caused to the Hostel property by any student will be recovered from him / her. In case of un-identifying the offenders, who actually caused such loss or damage, collective fine may be imposed on all of them.
- Students are expected to keep their rooms neat and tidy and maintain cleanliness all through. Spitting on walls, furniture, doors, etc. should be avoided and these should not be defaced with pencil / chalk marks, posters etc. or by indiscriminate driving of nails etc.

6.2.7 ELECTRICITY:

- Use of electrical appliances like heaters, iron, table lamps, music system, etc. without permission is punishable. Any one using immersion heater or other type of heater may be fined Rs 5000/- and such appliance may be confiscated.
- Cooking inside the room in the hostel is not allowed. Any body found cooking in his/ her room is liable to strict disciplinary action.

6.2.8 SECURITY:

- Boarders are advised not to keep any valuables in their rooms. They should take care of their personal belongings, and keep them under lock and key. The college shall not be responsible for any loss on account of theft or carelessness.

6.2.9 VISITORS OR GUESTS:

- No visitor is allowed into the hostel after 6 PM. Friends of opposite sex are not allowed into rooms at any time. Visitors can meet boarders at the appointed place in the premises. A boarder keeping guest without permission of the hostel SWO / Matron is liable to be punished.

6.2.10 MEDICAL ASSISTANCE:

- Warden in his turn refer to the Medical Officer for immediate medical aid.

6.2.11 MESS:

- Mess is compulsory for all boarders.
- Boarders should not remove common room articles, dining hall utensils, furniture and other articles of hostel from their respective places.
- Mess charges must be paid regularly along with college fess.
- No food is served in the rooms of the boarders. However, on medical grounds, and on advice of the Doctor, a student may be allowed to take food in his/her respective rooms with the knowledge of SWO / Matron.
- **Food wastage is a crime against humanity.**

6.2.12 DISCIPLINE:

- A boarder shall be liable to expulsion from the hostel, if he / she is in the habit of staying away from hostel without permission or is negligent in studies or is found guilty of misconduct or indiscipline, by the Principal / Dean Admin on recommendation of the SWO / Matron and warden.
- Ragging of any kind in the hostel is an offence and hence prohibited. Any body reported to be indulged/involved in ragging will be liable to severe punishment. Such a student may be expelled by the Principal. Again such cases shall be reported to the police for necessary action in view of the decision of the apex court.
- A boarder must not take alchohal intoxicating drinks or any kind of intoxicants or indulge in gambling in the hostels or outside. For rowdy and indisciplin behavior, a boarder is liable to be expelled from the college.
- Any meeting to be held in the hostel premises should have prior approval of the Principal / Dean Admin, who may give approval if such meeting is concerned with hostel affairs only.

- No boarder is allowed to keep any fire arms, lethal weapons, poison or intoxicants of any kind in the hostel. In case, any body found with said items, disciplinary action as deemed fit shall be taken by the authority.
- All kinds of shouting, violent demonstration, knocking or any other act of movement or behavior, which is likely to cause disturbance or annoyance to the boarders are strictly prohibited.
- Quarrels and disputes with fellow boarders should be avoided. Boarders must not take the law into their own hands but must report all about quarrels and disputes to the SWO / Matron immediately.
- All the boarders must attend the classes regularly in the college. Boarders are not supposed to be in the hostels, if they have scheduled classes in the college.
- Every boarder must be acquainted with all rules and regulations of the hostel. He / she must observe these rules strictly. Ignorance of rules will not be considered as an excuse during interrogation/interaction.
- A boarder found guilty of having committed a breach of any of these above rules shall be liable to strict punishment.
- Students having four back papers are not entertained in hostels.
- Students not appeared in the mid sem exams are not permitted the semester examinations.
- All class rooms and labs are strictly supervised through close circuit cameras.
- These rules may be changed, modified or altered at any time by the authority.
- ***If a student faces disciplinary proceeding on any ground, shall be deprived of placement and other facilities as decided by authority.***

6.3 Computer Lab Rules

Students using the Computer Labs are required to follow the following rules :

DOs	DON'Ts
<p>I) Sign in the Lab-monitoring sheet. Do not tamper the system files.</p> <p>II) Prepare the program code before coming to the lab for the respective assignment.</p> <p>III) Work in the respective student directory only.</p> <p>IV) Ask doubts to the faculty or lab assistant regarding coding errors found during compilation and execution time.</p> <p>V) Submit the lab records after completion of every assignment and get it signed by the concerned faculty.</p> <p>VI) Attend the lab in time & submit I-card before entering to the lab.</p> <p>VII) Maintain discipline and decorum inside the lab.</p> <p>VIII) Shutdown the system properly, unless otherwise specified, before leaving the lab.</p> <p>IX) Shutdown the system as well as monitor with in five minutes of the power failure. Take care of the systems in the lab.</p>	<p>I) Do not tamper the system files.</p> <p>II) Do not delete or modify other files and folders.</p> <p>III) Do not handle other utilities and equipment except the allotted systems.</p> <p>IV) Do not carry bags to the lab.</p> <p>V) Do not leave the lab during the lab time without the permission of the faculty or lab assistant.</p> <p>VI) Do not talk to other students in the lab hours.</p> <p>VII) Do not mishandle the systems / lab equipments.</p>

6.4 INTERNET FACILITY:-

- Violation of rules and misuse of the net will be viewed seriously leading to punishment.
- Students should use the net for mailing and for browsing the sites related to educational document only.

- ***Any difficulties in browsing internet contact:***

Mr. Chandra Sekher Behera : 7735745516

Mr. Sudishkar Paricha : 7735745517

Mr. Debidatto Mishra : 7735745503

7.0 SERVICE DIRECTORY:

In order to be more close with the students, parents and stakeholders of GGI, Gunupur to provide better services, the authorities have decided to insert a column in the web site (www.giet.edu) namely SERVICES DIRECTORY with immediate effect. Hence, all students, parents are requested to follow the SERVICES DIRECTORY provided in the college website for quicker and prompt disposal of their queries/ problems/ suggestions/ clarifications etc.,

7.1 ACCOUNTS:

Mr. Sarat Chandra Panda (Account Officer), Mob: 7735745544 may be contacted for

- Fee particulars & mode of payments.
- Students fees
- Tuition fees draft.
- Fees related to value added courses.
- Anomalies in Payment of fees.
- Refund of Caution / excess money.
- All other finance related queries.
- Opening of new Bank Account.

7.2 CAMPUS HOSTEL / TOWN HOSTEL:

Given below Welfare Officers may be contacted for:

- Students In / Out Timing.
- Parent Query.
- Hostel Discipline.
- Leave Application Verification & Record
- Any Health Problem
- Any other queries related to Campus Hostel

SWO / ASWO Name	Mobile No.
Ashok Mohapatra	7205733212
Birendra Upadhaya	9040862193
Gopal Krushna Sahu	8763641904
Siba Prasad Pradhan	9078153312
Dharmendra Singh	9437873308
City Hostel	
Sulabha Narayana Khadanga	8342046646
Laxmi Kanta Choudhury	9438223904
Dharma Rao	8895369339
Abhiram Nayak	7789991426
Ms. Sumita Panda (Superindent)	9937571554
Ms. Tapaswini Panigrahy (Superindent)	9938372135

7.3 HEALTH:

All the above mentioned Welfare Officers of the concerned hostels may be contacted for:

- Medical Assistance.
- Ambulance Arrangement.
- Shifting of patient to out station.
- Patient's status.
- Diagnosis Report.
- Any other queries related to Health of the students.

If not clarified then **Mr. Kali Pattanaik, Mob: - 7735745525 (Warden)** for camps hostel may be contacted.

If not clarified then **Mr. Ashok Mohapatra, Mob: - 9437598823 (Warden)** for city hostel may be contacted.

7.3 DISPENSARY:

Dr. S. S. Padhy, Mob:- 7735745538, (Doctor GIET, Dispensary) may be contacted for any student's health status.

7.4 MAINTENANCE:

Mr. K. Ch. Mishra, Mob:-9438224498

may be contacted for: Hostel / Campus Maintenance, Electricity & Water Supply.

7.3 EXAMINATION:

- Result (S, W & F category in the mark sheet of University Result, online registration, Course completion & queries about certificate) **Mr. Sanjay Panda, Mob:- 7735745530 & Mr. Jagadish Bhukta, Mob:- 9861103642** the following persons may be contacted.
- Anomalies in Mark Sheet & University related Matter **Mr. Pritam Majhi, Mob:- 7735745511** May be contacted.
- M.Tech related queries **Mr. Sanjay Panda, Mob:- 97735745530** may be contacted.
- Education Verification of students **Mr. Jagadish Bhukta, Mob:- 9861103642** may be contacted.

For any other query or else not clarified then

Prof. D. Anil Kumar, Mob: -09437133014 (In - charge Exam Cell) may be contacted.

7.8 SCHOLARSHIP / WELFARE FUND

Mr. Swapna Rani Pradhan, Mob:-9778737505, may be contacted.

7.9 LIBRARY:

Mr.Nikunja Patra, Mob:-9437234039(Librarian) may be contacted for:

- Library Fine
- Lending Library
- Book Return by Pass out Student / Ex - Staff
- Anomalies in fine collection
- Identity Card(Staff / Student)
- Library Card
- Any other query relevant to Library

7.10 ATTENDANCE / FORM FILL UP / REGISTRATION / MID SEM Marks / Student Performance / Leave Sanction of Students Concern HODs may be contacted:

- | | | |
|-----------------|--------------------------|------------------|
| • CSE | Prof. Ranjit Panigrahi | Mob:- 9437835995 |
| • AE&IE | Prof. Subhrajit Pradhan | Mob:- 9437640423 |
| • EEE | Prof. R. R. Sabat | Mob:- 9437693905 |
| • EE | Prof. G. Satya Prasad | Mob:- 8598853582 |
| • ECE | Dr. Nalinikanta B. Panda | Mob:- 9438074077 |
| • Chemical | Prof. D. Tapas Dor, I/C | Mob:- 9438725976 |
| • Mechanical | Dr. A. V. N. L. Sharma | Mob:- 9438163077 |
| • Civil | Prof. Asish Kumar Samal | Mob:- 8093186822 |
| • Metallurgical | Prof. K. N. Nayak HOD/IC | Mob:- 9776496830 |
| • Bio-Tech | Dr. Manoj Dash | Mob:- 9437771065 |

- BSH Dr. T. Ch. Behera Mob:- 9438656790
- MBA Dr. Pravas Ranjan Mohapatra Mob:- 9937010987

7.11 Admission Section:

Mr. Gouri Patnaik, Mob:-9437373201 may be contacted for:

- Study Loan Estimation Report
- Income Tax Purpose
- Bonafide Certificate
- C.L.C / C.C
- Issue of original class X and XII

7.12 I Card issue & Renewal of I Cards:

Mr. Siboprasad Panda, Mob: - 09437235831

7.13 Welfare of Foreign National Students:

Mr. S. Sibajee, Mob:- 9437783209 for Foreign Nationals may be contacted.

7.14 Recruitment :

Submission of CV and for any other Correspondence - mail to hr@giet.edu

7.15 Bus:

Campus Bus:- Mr.Someswar Rao, Mob:- 9437500040

(Transport Supervisor) may be contacted for following points:

- Trip in Student Timing
- Bus Stoppage
- Other Relevant to college buses.

7.16 Placement:

Prof. Jyotirmaya Mishra, Mob:-09437207065 may be contacted.

For following query:

- Training
- Upcoming Campus Drive
- Offer Letter
- Joining Letter
- Any other matter related to T&P

If not clarified then **Prof. (Dr.) N. V. J Rao (Dean Admin.), Mob: - 9437044170** may be contacted.

7.17 Guest House Accommodation:

Guest House (15 Seated) -

Mr. Debendra Mahankudo, Mob: - 07381555665 may be contacted for:

- Advance booking
- To know either suits are vacant or not

- Guest House charges etc. - 28 -
- Any other matter related to Guest House

7.18 Please avail these facilities in a proper way and cooperate with the system. If anybody is not clarified with the information provided by the concerned people, finally they may contact:

Director (T&F) - Prof. Jagadish Panda, Mob:- 09437233987
Principal - Dr. M. Muralidhara Rao 06857-251156
Registrar - Dr. M. M. Panigrahi, 06857-250805(R)
Mob: - 09439087607
06857-250172(Ext-26) (O)
Dean (Admin.) - Prof. (Dr.) N.V.J Rao, Mob: - 09437044170

1st Year

Mr. Dilip Patnaik, Asst. HOD (Academic) - 07381113021
Mr. Debasis Patnaik, Asst. HOD (Administration) - 08339811556
Mr. Ami Kumar Parida, Coordinator - 08093990010

Sl. No.	Name of the Committee	Nominated convener	Designation	Department
1.	Anti-ragging Committee	Dr. M. Muralidhara Rao	Principal	----
2.	Cultural Committee	Mr. Radha Kr. Padhy	Associate Professor	CHEM
3.	Games and Sports Committee	Mr. Rabindra K. Panda	Sports Officer	----
4.	Grievance Cell	Mr. Tapan Ku. Patnaik	Associate Professor	BSH
5.	Womens' Development Cell (WDC)	Mrs. Deepika Patnaik	Associate Professor	BSH
6.	NSS	Mr. K. Murali Gopal	Associate Professor	CSE
7.	Science Club	Mr. Rakesh Sahu	Assistant Professor	EEE
8.	Robotics Club	Mr. Manoj Ku. Swain	Assistant Professor	EEE
9.	Disciplinary Committee	Mr. Subharjit Pradhan	Associate Professor	E & I
10.	EDP Cell	Mr. Radhanath Patro	Assistant Professor	ECE



Annexure – I

GANDHI GROUP OF INSTITUTIONS, GUNUPUR-765022

STUDENTS' GRIEVANCE CELL

PRO FORMA

Student's Details

- 1. Name:.....
 - 2. Roll Number:.....
 - 3. Regd. No.:.....
 - 4. Father's Name:.....
 - 5. Address for Communication:.....
 - 6. Branch:.....
 - 7. Year / Semester:.....
 - 8. Nature of Grievance:
-
-

Forwarded to with comments:

Enclosures:

(i)

(ii)

(Signature of the Student)

**Signature & Seal
Grievance Redressal Officer (SGC)**

**Signature & Seal
Director/Principal**

Note: To expedite the process of redressal please follow the general instructions.

Follow up comment

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