



**OFFICE OF THE REGISTRAR**  
**GIET UNIVERSITY, GUNUPUR-765022, ODISHA**

No 2147 /GIETU/2022

Date:- 13.07.2022

**Faculty Club**  
**(Academic Year 2022-2023)**

Sl. No.	Name	Designation	Position
1.	Mr. Srikant Mishra	Asst.Prof, EEE, SOE&T	Convener
2.	Mr.Sasank Shekhar Panda	Asst.Prof, MECH, SOE&T	Co-Convener
3.	Mr. B. Anil kumar	Asst.Prof,BSH,SOE&T	Member
4.	Ms.Tanaya Das	Asst.Prof,BSH,SOE&T	Member
5.	Mr. Rakesh Sahu	Asst.Prof,EEE,SOE&T	Member
6.	Mrs. Archana Patnaik	Asst.Prof,CSE,SOE&T	Member
7.	Mr. Bhavani Sankar Panda	Asst.Prof,CSE,SOE&T	Member
8.	Ms. Ghanistha Prusty	Asst.Prof,BT,SOE&T	Member
9.	Dr. D. K Samal	Assoc.Prof ,CHEM,SOE&T	Member
10.	Mr.N. Manoj Kumar	Asst.Prof,CIVIL,SOE&T	Member
11.	Mrs. Padmini Mishra	Asst.Prof,ECE,SOE&T	Member
12.	Mrs. Sagarika Satapathy	Asst.Prof,School of Sciences	Member
13.	Mr. T.Dileswar Rao	Asst.Prof,School of Management Studies	Member
14.	Ms.Sanjana Tripathy	Asst.Prof,School of Agriculture	Member
15.	Mrs.Saritarani Satpathy	Alumni Officer	Member

*M. Das*  
*13/7/2022*  
**REGISTRAR**  
**GIET ,University Gunupur**

Copy to

1. Director General / Vice Chancellor for kind Information
2. Deputy Registrar /Dean School of Engineering & Technology /Dean Academics / Dean R & D / Dean( School of Agriculture) / Dean (School of Management Studies) / HOD (School of Management Studies) / HOD (School of Sciences) / Admin. officer- School of Agriculture / Controller of Examination /Head of all departments / HR Officer /Dean of Admission/ Head -Digital Marketing / Prof I/C T & P/ Convener of Examinations / IQAC/ E Class /Chief Librarian / Account officer/ Audit officer / Central Office /Security Officer / Sports Officer / PRO/ Admission Officer ( Foreign Nationals) /Manager- Facilities / Warden Town & Campus Control Room / Hardware Section /Manager Canteen / Manager Catering / Dispensary and all concerned for information.
3. Persons concerned for information /Personal file for record.

*M. Das*  
*13/7/2022*  
**REGISTRAR**  
**GIET ,University Gunupur**

## **Responsibility Area – Faculty Club**

### **Academic Year: 2022-23**

#### **Key Responsibility Area for Faculty Club Convenor:**

- Develop agenda in cooperation with club chairs, administration, and faculty.
- Administer the Faculty Fund and its related activities.
- Coordinate preparation, review and distribution of minutes.
- Wishing the faculties on their work anniversary.

#### **Key Responsibility Area for Faculty Club Co-Convenor:**


- Before the first faculty meeting of the academic year, work with the Human Resources office to compile a list of existing faculty members.
- Review workload of committees with standing committee chairs, to avoid duplication and make assignments of tasks to all members.
- In absence of the convenor, the Co-convenor shall assume the duties of the convenor.
- Other duties as assigned by the Convenor.


#### **Key Responsibility Area for The Members of Faculty Club:**

- Making different arrangements as assigned by the Convenor or Co-convenor in their respective departments for a programme.
- Wishing their department faculty members on their Birthdays and wedding anniversary day.
- Adding the newly joined members in the WhatsApp group and collecting the required data for the club.

#### **Objectives after successful implementation of responsibilities:**

- [1] Promote the welfare of teachers *and staff members*
- [2] Foster harmonious relationship/ healthy environment among teachers.
- [3] Assist the members in times of disasters.
- [4] Promote unity and cooperation among the members toward the attainment of its objectives
- [5] To help promote the development of a free and efficient work force with common interest and with reasonable degree of condition.
- [6] Making a social platform where the faculty members can share their thoughts and wish each other on special occasions.

  
**Mr. Srikant Mishra**  
Convener  
Faculty Club

  
**Mr. Sasank Shekhar Panda**  
Co-Convenor  
Faculty Club

  
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