



# MAHARAJA INSTITUTE OF ADVANCED COMPUTING AND RESEARCH (MIACR)

(Approved by AICTE, New Delhi, Affiliated to BPUT, Rourkela & SCTE&VT, Govt. of Odisha)

**Campus:** At - Gamai, Gangapada, Bhubaneswar, Khurda-752054, Phone : 0674-2384608

**City Office:** 2/2 Barabuja Complex, 2nd Floor, Khandagiri Square, Bhubaneswar-751003, Odisha

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Date : 11/09/2024

## Office of the Principal

### Office Order

#### 1. Academic Planning, Execution and Monitoring Committee

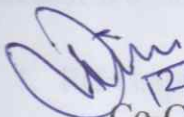
**Objective:** To plan, prepare, integrate, execute, co-ordinate various academic activities in the college with boundary/beyond of the academic planner prescribed by the affiliated University and AICTE, New Delhi in order to monitor for creating and establishing a successful academic environment.


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|---|---|
| 1. Prf.Gagan Kumar Sahu (Convener)   | 6. Mr.Rabi Narayan Mishra  |
| 2. Dr. Amruta Abhisek (Co-convener)  | 7. Mr.Swadhin Jena         |
| 3. Dr.Debesh Mishra (Co-convener)    | 8. Miss Sagarika Das       |
| 4. Mr.Umesh Prasad Rath              | 9. Shreegurushree Sutar    |
| 5. Miss. Rajashree Pandia            |   |

#### Roles and Responsibilities:

1. The committee should prepare an “academic planner-cum-curriculum” based on the guidelines defined by the SCTE&VT, BPUT and AICTE from time to time.
2. The academic planner should be prepared and designed by expert academicians with the coordination of the academic committee members.
3. The committee members should shoulder the responsibility equally for smooth and regular conduction of classes of all the departments.
4. The committee members will operate all co-curricular activities (if any) assigned by the Principal and higher authority to them from time to time.

5. Should head the responsibility for completion of course work in time as per the lesson plan and syllabus prescribed by BPUT, Rourkela and Scte&vt Odisha.
6. The Principal-cum-chairperson and committee members will inspect the various teaching aids/attendance register/course coverage and assignment etc. of faculty members randomly and regularly.
7. The committee members are responsible to report the related noncompliance of assignments by defaulters to the Principal/chairperson to take appropriate action as deemed fit.
8. The committee should plan, execute and monitor regarding various activities like student relation, liaison and up-gradation of proctorial system.

  
12/09/24  
Co-Convener

  
Principal  
PRINCIPAL  
Maharaja Institute of Advanced  
Computing and Research