GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)
CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA
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In Search of Platonic Excellence

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HR CELL

Objective:

The objective of the HR Cell of GITAM is to ensure the smooth functioning of human resource-related activities within the institution. This includes recruitment and selection processes for faculty and staff, maintaining employee records, facilitating professional development programs, fostering a positive work environment, handling employee grievances, and promoting staff welfare initiatives. The HR Cell plays a crucial role in aligning the institution human capital with its strategic goals, enhancing organizational effectiveness, and supporting the overall academic mission of the institution.

MEMBERES:-

Sl.No	NAME	DESIGNATION	BRANCH	POSITION
01	Miss. Rajaswini Mishra	Asst. Prof	MBA	Convener
02	Dr. Sisirkanta Pattanaik	Asst. Prof	MECH	Member
03	Mr. Ashish Mallick	Asst. Prof	EE	Member
04	Mr.Prsanjit Das	Asst. Prof	CSE	Member
05	Mrs .Smitashree Swain	Asst. Prof	EEE	Member

RESPONSIBILITY OF HR CELL:

1. Recruitment and Selection: Ensuring the timely and effective recruitment of qualified faculties and staff members to meet the staffing needs of the institution.
2. Training and Development: Facilitating the design and implementation of training and development programs to enhance the skills and competencies of faculties and staff, aligning with the college's mission and vision.
3. Performance Management: Developing and implementing performance appraisal systems to evaluate and enhance the performance of faculties and staff members.
4. Employee Relations: Fostering positive employee relations by addressing grievances, resolving conflicts, and promoting a conducive work environment.
5. Compliance and Policy Implementation: Ensuring compliance with relevant Government laws, regulations, and institutional policies related to human resources management.
6. Staff Welfare and Engagement: Implementing initiatives to enhance employee engagement, satisfaction, and well-being, such as health and wellness programs, recognition schemes, and social events.
7. HR Administration: Managing administrative tasks related to employee records, payroll processing, benefits administration, and other HR functions to ensure accuracy and efficiency.

PRINCIPAL
GITAM