



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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HODs council

- Objective:** The primary objective of the HODs Council of GITAM is to promote academic excellence, innovation, and collaboration within the various departments of the college, in alignment with the institutional vision, AICTE guidelines, and industry requirements.
- Authority and Composition:**

Sl. No.	Name	Designation	Post
01	Dr. A.K. Parida	Dean Academic	Chairman
02	Dr. S.S.Singh	HoD, Mechanical Engg.	Member
03	Prof. B.S.Sahani	HoD, Civil Engg	Member
04	Dr. R.N Behera	HoD, CSE	Member
05	Dr. S.R, Nayak	HoD, Electrical Engg.	Member
06	Dr. Dipak Das	HoD, EEE	Member
07	Dr. Biswojit Swain	HoD, MBA	Member
08	Dr. Tanmaya Pattnaik	HoD, MCA	Member

- The HODs Council operated under the authority of the college administration with representation from all department heads or academic coordinators.
 - The council is chaired by the Dean of Academics of GITAM
 - In larger institutions with multiple departments, there may be additional positions such as Vice-Chairperson or Secretary to assist in the organization and coordination of council activities.
- Roles and Responsibilities:**
 - Facilitate communication and collaboration among department heads, fostering a culture of information-sharing, mutual support, and teamwork.
 - Coordinate the development, review, and enhancement of academic programs, curricula, and teaching methodologies to ensure relevance, quality, and alignment with AICTE guidelines and industry needs.
 - Monitor and evaluate the academic performance and progress of students within their respective departments, identifying areas for improvement and implementing remedial measures as necessary.
 - Address issues related to faculty recruitment, development, and retention, including recommendations for hiring, promotion, training, and professional development activities.
 - Coordinate the allocation and utilization of resources within their departments, including budgetary allocations, laboratory facilities, equipment, and research grants.

- Provide leadership and support for research and innovation initiatives within their departments, promoting interdisciplinary collaborations, industry partnerships, and technology transfer activities.
 - Represent the interests and concerns of their departments within the broader institutional governance structure, advocating for resources, policies, and initiatives that support academic excellence and student success.
4. **Meetings and Decision-Making:**
- The HODs Council typically convenes regular meetings, with agendas circulated in advance to allow for meaningful discussion and preparation.
- Decisions within the council are made through consensus, voting, or other agreed-upon mechanisms, with due consideration given to input from all members.
 - Minutes of meetings and decisions taken are documented and disseminated to relevant stakeholders for transparency, accountability, and follow-up actions.
5. **Subcommittees and Task Forces:**
- The HODs Council may establish subcommittees, task forces, or working groups to address specific mandates, projects, or challenges within their departments.
 - These subcommittees operate under the auspices of the HODs Council, reporting back to the main body on their findings, recommendations, and progress towards defined objectives.
6. **Communication and Engagement:**
- The HODs Council maintains open channels of communication with faculty, staff, students, and other stakeholders within their departments, fostering dialogue, collaboration, and shared ownership of departmental goals and initiatives.
 - It encourages active participation and feedback from all stakeholders through departmental meetings, workshops, surveys, and other interactive platforms.
7. **Review and Evaluation:**
- The constitution and functioning of the HODs Council are subject to periodic review and evaluation, with opportunities for feedback, self-assessment, and external validation through accreditation processes or peer reviews.
 - Recommendations for improvements or modifications to the structure, composition, or operating procedures of the council are considered and implemented as deemed necessary to enhance its effectiveness and relevance.



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