



## **Einstein Academy of Technology and Management**

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)  
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha  
An ISO:2015 Certified Degree Engineering College

### **Diploma Course Monitoring Committee**





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### **Diploma Course Monitoring Committee**

**Objective:** To monitor each and every activity associated with the students carrying out their diploma studies in the institute.

**The Committee consists of following members**

<b>Sl. No.</b>	<b>Names</b>	<b>Status</b>
1	Prof. (Dr.) Suwendu Prasad Sahu	Principal
2	Prof. Anil Panda	Convener
3	Prof. Rajendra Kumar Routray	Co-convener
4	Prof. Sushree Subhrangi Behera	Member
5	Prof. Jagannath Mallick	Member
6	Prof. Rajkishore Mohapatra	Member
7	Prof. Smruti Ranjan Panda	Member

#### **Roles and responsibilities:**

- To coordinate and monitor the classes both theory and laboratory in the regular basis without any interruption.
- To monitor the biometric attendance of each and every students such that no one will face consequence of not appearing the examination.
- To keep proper coordination between the Regulating authority and the institute.
- To keep a good relationship with the guardians of the students so that they should be aware about the progress of their wards in their studies.
- Students should be provided with all the information regarding the notices issued by the SCTEVT regarding their studies.
- Students should be provided with proper care to appear the semester examinations, in getting their pass certificates and other necessary documents.
- All the information must be passed to the higher authority in time so that proper care should be taken within a proper time period.
- To keep proper coordination between the departments for effective teaching learning process.



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NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will hold the responsibility and the higher authority will have every right to take necessary action as deemed fit.