MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/215

Date: 01.10.2020

This is to inform all concerned that **TECHNICAL PROGRAM COORDINATION COMMITTEE** has been constituted with effect from 01.09.2020 with an objective to organize different technical events throughout the year for the benefit of the students. The following will be the constitution and guidelines of the Committee.

Members:

Sl. No.	Members Name	Designation by Profession	Position in Committee
1.	Prof.(Dr.) Ankur Ganguly	Principal-In-Charge	**Chairperson**
2.	Dr. Manash Chanda	Assistant Professor, ECE	**Coordinator**
3.	Mr. Subhrapratim Nath	Assistant Professor, CSE	**Convener**
4.	Mr. Subhas Kumar Basu	Administrator	Member
5.	Md. Sahanur Islam	Assistant Professor, BA	Member
6.	Mr. Indrajit Das	Assistant Professor, IT	Member
7.	Mr. Atanu Debnath	Assistant Professor, CE	Member
8.	Mr. Anirban Bose	Assistant Professor, ME	Member
9.	Ms. Sayanti Maulik	Assistant Professor, EE	Member
10.	Mr. Sayan Das	Assistant Professor, BSH	Member
11.	Mr. Saubhik Goswami	Assistant Professor, CA	Member
12.	Mr. Saibal Banerjee	TPO	Member

*Note: Lead student members from respective student club (Megatronix), Lead student members and Faculty Advisor of Departmental Student chapter/branch & respective student club (Megatronix) related to this committee will be nominated as invited members.

Term of Members: Two years for nominated members.

Meetings: At least one meeting in every 60 days and as and when necessary as deemed fit by the committee.

Roles and Responsibilities:

1) To plan technical activities of students in coordination with the academic activity and as per activity calendar.

2) The Committee will also be responsible to organize workshops, seminars, lectures, on various topics relating to Technical Education for the community of the Institute. The activities will be intended to sensitize the academic world about the recent technical developments across the globe, with the hope that this would enrich the lives of students & teaching fraternity and make them aware of their future priorities.

3) To prepare guidelines for individual events mentioning strict rules and regulations and to maintain discipline in technical events following the guidelines.

4) To propose the budget for each technical event and organize events within budgetary limits of expenditure.

5) The committee has to maintain the record of all activities along with the financial details of each event and submit it to HOI through the Coordinator – Student Affairs within 15 days of completion of the event.

6) To prepare and distribute certificates with the approval of authority, for the participants.

Modus operandi:

1. The Committee/Cell/Council will be reporting to Coordinator – Academic Affairs and Coordinator – Student Affairs jointly as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/140 & 141 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.

2. The Coordinator – Academic Affairs and Coordinator – Student Affairs jointly will report to HOI with all required details.

3. The HOI may call the individual committee for meeting as and when deemed fit by the same.

Prof. (Dr.) Ankur Ganguly
Principal-In-Charge

CC: The GCEO - TIG, The Director - AQA – TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator – Academic & Student Affairs.