



# MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

## NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/201

Date: 24.09.2020

This is to inform all concerned that **CENTRAL ROUTINE COMMITTEE** has been constituted with effect from 01.09.2020 to coordinate and prepare the Central Time table for conduction of all Academic Activities of the Institute. The following will be the constitution and guidelines of the Committee.

### Members:

Sl. No.	Name	Designation by Profession	Position in Committee
1	Prof.(Dr.) Ankur Ganguly	Principal-In-Charge	<b>Chairperson</b>
2	Mr. Prasenjit Sanyal	Assistant Professor, CE	<b>Coordinator</b>
3	Ms. Debolina Dutta	Assistant Professor, ME	<b>Convener</b>
4	Dr. Sk. Mosiur Rahaman	Assistant Professor, BSH	Member
5	Mr. Sougata Bera	Assistant Professor, CSE	Member
6	Mr. Sanjoy Roy	Assistant Professor, IT	Member
7	Mr. Sudipta Ghosh	Assistant Professor, ECE	Member
8	Mr. Arijit Mukherjee	Assistant Professor, EE	Member
9	Ms. Sankhamita Sinha	Assistant Professor, CA	Member
10	Mr. Aliv Banerjee	Assistant Professor, BA	Member
11	Mr. Abhijit Chakraborty	Assistant TPO	Member

### Roles and Responsibilities:


1. Will interact with departmental Routine Committees to prepare a framework of all Class Time Tables. Circulate the time table at least 30 days in advance before commencement of each semester.
2. Manage inter-disciplinary subjects and inter-department faculty sharing.
3. Resolve inter-departmental disputes regarding class timings, within the broad guidelines of higher management.
4. Maintain documented evidences as guided by the Chairperson/Coordinator – Academic Affairs.

**Terms of Members:** Two years for nominated members.

**Meetings:** At least twice per semester and as and when deemed fit by the Committee.

**Modus operandi:**

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