MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/214

Date: 01.10.2020

This is to inform all concerned that **CULTURAL PROGRAMME COORDINATION COMMITTEE** has been constituted with effect from 01.09.2020 with an objective of giving a holistic approach to professional higher education. The Committee will be responsible to create an atmosphere, which is intellectually and aesthetically stimulating for the community on the campus. 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.	Ms. Joysree Das Roy	Dean-Student Affairs	**Coordinator**
3.	Md. Sahanur Islam	Assistant Professor, BA	**Convener**
4.	Ms. Neha Sana Ghosh	Assistant Professor, IT	Member
5.	Mr. Swarnil Roy	Assistant Professor, ECE	Member
6.	Mr. Dibakar Ghosh	Assistant Professor, ME	Member
7.	Ms. Tasmita Saha	Assistant Professor, EE	Member
8.	Ms. Subhadra De	Asst. Manager Compliance, Admin	Member
9.	Ms. Upama Sen	Sr. Executive-HR, Admin	Member
10.	Mr. Ranabrata Sarkar	Sr. Technical Assistant, CA	Member
11.	Mr. Chinmoy Mondal	Technical Assistant, BSH	Member
12.	Mr. Rounak Isor	Technical Assistant, CE	Member
13.	Ms. Sukanya Mukherjee Dasgupta	Lab. Assistant, CSE	Member

*Note: Lead student members & Faculty Advisors from respective student clubs (Yuva, Sargam, Rotaract, Gnosis, Antorik, Fifth Dimension) 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 inspire and orient the Students, Members of Faculty & Staff towards standards of equality, justice and a humanist culture.

2) The Committee will also be responsible to organize workshops, seminars, lectures, demonstrations and stage performances on various topics relating to Humanities for the community of the Institute. The activities will be informal and are intended to sensitize the

academic world to other dimensions of human experience and knowledge, with the hope that this would enrich the lives of students and make them aware of their social responsibilities and understand the implications of their actions.

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

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

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

6) 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 15 days of completion of the event.

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

8) The Committee will be responsible to organize the various cultural events listed below but not restricted to:

- Celebration of Swami Vivekananda's Birthday
- Celebration of Netaji's Birthday
- Celebration of Republic Day
- Organization of Saraswati Puja
- Celebration of Rabindra Jayanti
- Celebration of Independence Day & Foundation Day of MSIT
- Organize Fresher's Welcome
- Organize The Annual Fest preferably in the month of February every year
- Organization of Vishwakarma Puja
- Assist and guide the students in organization of Teacher's Day.

Modus operandi:

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

2. The Coordinator – Student 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 – Student Affairs.