



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/210

Date: 24.09.2020

This is to inform all concerned that **ERP – LMS COMMITTEE** has been constituted with effect from 01.09.2020 to coordinate the ERP LMS procedures to be developed in the Institute. 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	Mr. Biplab Kumar Barman	Coordinator-ACAC & AP, CSE	Coordinator
3	Mr. Surajit Das	AP, IT	Convener
4	Dr. Bikas Chandra Bhui	Assoc. Professor, BSH & Controller (E & UA)	Member-Examination & University Affairs
5	Mr. Sougata Bera	AP, CSE	Member
6	Mr. Arijit Sil	AP, IT	Member
7	Mr. Sayan Das	AP, BSH	Member
8	Mr. Swarnil Roy	AP, ECE	Member
9	Mr. Manoj Kumar Garain	AP, EE	Member
10	Mr. Prasenjit Sanyal	AP, CE	Member
11	Ms. Debolina Dutta	AP, ME	Member
12	Mr. Saubhik Goswami	AP, CA	Member
13	Md. Sahanur Islam	AP, BA	Member
14	Mr. Subhas Kumar Basu	Administrator	Member-Admission, Procurement & Inventory, Hostel & Transport
15	Mr. Saibal Banerjee	TPO	Member
16	Mr. Arnab Sen	PA to Principal	Member-Scholarship
17	Ms. Shampa Sarkar (Biswas)	Librarian	Member-Library
18	Ms. Upama Sen	Sr. Executive, HR	Member-HR & Payroll
19	Mr. Arup Muhuri	Officer Accounts	Member-Finance & Accounts
20	Mr. Sunanda Maitra	Sr. Executive, Accounts	Member-Fee, Fine & Admission
21	Mr. Sanjib Sadhu	Executive - Network & Hardware System	Member-IT Support
22	Mr. Goutam Das	Asst. Hard. Engineer	Member-Network-H/W & S/W
23	Mr. Pranab Bhattacharya	Office Assistant	Member- Procurement &

Roles & Responsibilities:


1. To implement manage, and extend facilities of digital campus to all Stakeholders.
2. To enable individuals, systems, and communities to interact seamlessly across campus in an environment where efficiency, service delivery, and personalized educational experiences propel desired outcomes.
3. To create an environment where students get the services they demand, faculty facilitate teaching and learning in the classroom or online
4. To ensure that all departmental staffs have the information and support on a more effective way.
5. Review and approve general module templates as the LMS module.
6. Listen to other faculty / Staff in a representative role through this period of transition.
7. Represent a wide range of faculty voices and opinions in recommending the process of professional development
8. Confer with selected MSIT staff regarding decisions related to pedagogy and faculty interests in the implementation of LMS

Terms 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.

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.