



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/203

Date: 24.09.2020

This is to inform all concerned that **INFRASTRUCTURE DEVELOPMENT COMMITTEE** has been constituted with effect from 01.09.2020 to assess the requirements of Infrastructure 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. Subhas Kumar Basu	Coordinator-ADAC	Coordinator
3	Mr. Tufan Datta	AP, CE	Convener
4	Prof.(Dr.) Tapobrata Bhattacharya	Professor & HOD, ME	Member
5	Dr. Sudip Dogra	Assoc Professor, ECE	Member
6	Dr. Sumit Som	AP & HOD, BSH	Member
7	Mr. Subhprattim Nath	AP & HOD, CSE	Member
8	Mr. Subir Hazra	AP & HOD, IT	Member
9	Dr. Swapnadip De	AP & HOD, ECE	Member
10	Mr. Sheak Hasim	AP & HOD, CE	Member
11	Dr. Susmita Adhikary	AP & FIC, EE	Member
12	Ms. Aparna Datta	AP & FIC, CA	Member
13	Mr. Debarshi Ghosh	AP & FIC, BA	Member
14	Ms. Sharmee Bose	AP, BSH	Member
15	Mr. Sanjoy Roy	AP, IT	Member
16	Mr. Sougata Bera	AP, CSE	Member
17	Mr. Arindam Samanta	AP, ME	Member
18	Ms. Sayanti De	AP, EE	Member
19	Mr. Saubhik Goswami	AP, CA	Member
20	Mr. Saibal Banerjee	TPO	Member
21	Mr. Arnab Sen	PA to Principal	Member
22	Mr. Sunanda Moitra	Sr. Executive Accounts	Member

Roles & Responsibilities:

1. To assess requirements of Infrastructure of Institute.
2. Prepare Annual Budget for the requirements and submit to the Chairperson.
3. To identify the required Infrastructure for different programs of the Institute and proceed as per approved budget by the BOG.


4. To approve the Infrastructure proposals i.e., acquisition of Land and/or Building or construction of Building at Institute's Offices, besides the requirement of the Corporate Office, surveillance such projects as per the direction of BOG.
5. To review the ongoing projects, if any, Infrastructure issues are referred to this Committee from time to time.
6. To recommend to the Council from time to time modification and/or updation in Infrastructure policy pertaining to each program, besides the Corporate Office.
7. To review entire existing Infrastructure Projects of Institute and do the due diligence of same.
8. Any other tasks/functions that may be assigned by the BOG from time to time.
9. Recommend and obtain administrative approval and expenditure sanction of the higher Management in respect of all minor and major works;
10. On getting administrative approval and expenditure sanction of the Management to minor and major works, proceed for the plans and estimates of such works prepared from the certified Engineer of the College or the Architect selected for a project.
11. Maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works.

Terms of Members: Two years for nominated members.

Meetings: At least twice a semester and as and when necessary as deemed fit by the members of the committee.

Modus operandi:

1. The Committee will be reporting to Coordinator – Administration Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/142 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The Coordinator – Administration 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 – Administration Affairs.