



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/223

Date: 05.10.2020

This is to inform all concerned that **STUDENT CLUB AFFAIRS COORDINATION COMMITTEE** has been constituted with effect from 01.10.2020 to coordinate the various activities related to different Professional Student Clubs of 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	Ms. Joysree Das Roy	Dean-Student Affairs	Coordinator
2	Md. Sahanur Islam	Assistant Professor, BA	Convener
3	Mr. Surajit Das	Assistant Professor, IT	Member
4	Mr. Avisek Tunga	Assistant Professor, ME	Member
5	Ms. Nivedita Neogi	Assistant Professor, IT	Member
6	Mr. Indrajit Das	Assistant Professor, IT	Member
7	Mr. Soumyasuvra Khan	Assistant Professor, CSE	Member
8	Ms. Shahana Sengupta	Assistant Professor, BSH	Member
9	Mr. Saubhik Goswami	Assistant Professor, CA	Member
10	Ms. Shreya Sarkar	Assistant Professor, BSH	Member
11	Mr. Sujoy Sen	Technical Assistant, EE	Member
12	Ms. Epsita Chakrabarty	Assistant Professor, EE	Member
13	Mr. Swarnil Roy	Assistant Professor, ECE	Member
14	Mr. Arindam Samanta	Assistant Professor, ME	Member
15	Ms. Debolina Dutta	Assistant Professor, ME	Member
16	Mr. Aliv Banerjee	Assistant Professor, BA	Member
17	Mr. Arindam Santra	Assistant Professor, ME	Member
18	Ms. Sanchita Dutta	Assistant Professor, BSH	Member
19	Mr. Animesh Sensharma	Technical Assistant, CE	Member
20	Ms. Sukanya Mukherjee	Lab. Assistant, CSE	Member

*Note: Lead student members from respective student clubs & NSS unit related to this committee will be nominated as invited members.

Roles & Responsibilities:

1. The various student run clubs and committees will be responsible for the holistic development of the students and enhance the overall diversity in the Institute.
2. To assist students with similar interests and talents to become better acquainted.


3. To provide students the opportunity to carry classroom experiences over into the co-curricular life of the campus.
4. To give students a chance to develop social attributes.
5. To encourage students to participate in the democratic process.
6. To develop leadership qualities among students.
7. To Coordinate the activities of all the Clubs in the Institute and present a holistic approach of functioning.
8. To plan cultural activities of students in coordination with the academic activity and as per activity calendar.
9. To prepare guidelines for individual events mentioning strict rules and regulations and to maintain discipline in different events following the guidelines.
10. To propose the budget for each event and organize events within budgetary limits of expenditure.
11. 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.
12. To prepare and distribute certificates with the approval of the HOI, for the participants.

Term 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 – 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, Contoller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator – Student Affairs.