



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/222

Date: 05.10.2020

This is to inform all concerned that **INSTITUTIONAL PROFESSIONAL MEMBERSHIP COORDINATION COMMITTEE** has been constituted with effect from 01.10.2020 to coordinate all Institutional Professional Memberships. 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. Biswarup Ganguly	Assistant Professor, EE	Coordinator
3.	Mr. Subhash Mondal	Assistant Professor, CSE	Convener
4.	Dr. Manash Chanda	Assistant Professor, ECE	Member
5.	Dr. Susmita Adhikary	Assistant Professor & FIC-EE	Member
6.	Mr. Indrajit Das	Assistant Professor, IT	Member
7.	Mr. Subhprattim Nath	Assistant Professor & HOD-CSE	Member
8.	Mr. Anirban Bose	Assistant Professor, ME	Member
9.	Mr. Arindam Samanta	Assistant Professor, ME	Member
10.	Mr. Soumya Roy	Assistant Professor, CE	Member

***Note:** Lead student members from respective Departmental Student chapter/branch related to this committee will be nominated as invited members.

Roles & Responsibilities:

1. The Committee will be responsible to coordinate the different existing Institutional Professional Body Memberships, maintain all related documentation and raise financial implications to the HOI through Coordinator - Academic Affairs regarding renewal of Memberships.
2. The Committee will be responsible to conduct Seminar /Conference/Invited Talk etc. in coordination with the Professional Membership Bodies.
3. The Committee will also explore in enhancing the association of Professional Membership Bodies in the Institute.
4. The Committee will report to the HOI with their progress and achievements through Coordinator - Academic Affairs on a half yearly basis.

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 – 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.