



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/221

Date: 05.10.2020

This is to inform all concerned that **MAGAZINE & NEWSLETTER COMMITTEE** has been constituted with effect from 01.10.2020 to provide a platform for students and members of Faculty & Staff to express themselves through various forms of writing like research articles, comments on current topics, literary/creative writing to encourage the freedom of expression and a medium for exchange of thoughts and information. 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	Chief Editor
2.	Ms. Sanchita Dutta	Assistant Professor, BSH	Editor
3.	Dr. Sutirtha Guha	Assistant Professor, CSE	Asst.- Editor
4.	Ms. Neha Sana Ghosh	Assistant Professor, IT	Editorial Board Member
5.	Mr. Swarnil Roy	Assistant Professor, ECE	Editorial Board Member
6.	Mr. Soumen Chakraborty	Assistant Professor, ME	Editorial Board Member
7.	Mr. Biswarup Ganguly	Assistant Professor, EE	Editorial Board Member
8.	Ms. Shubhadra De	Asst. Manager Compliance, Admin	Editorial Board Member
9.	Mr. Ranabrata Sarkar	Sr. Technical Assistant, CA	Editorial Board Member
10.	Mr. Subrata Bhattacharjee	Technical Assistant, CE	Editorial Board Member

***Note:** Lead student members from respective student club (Inkblots) related to this committee will be nominated as invited members

Roles & Responsibilities:

1. To plan and execute publication of College Magazine (Yearly) & Newsletter (Half Yearly) and Wall Magazine.
2. The Committee will also be responsible to organize workshops, seminars, lectures, on various topics relating to literary issues, Technical Education for the community of the Institute. The activities will be intended to sensitize the academic world about the recent literary & technical developments across the globe, with the hope that this would enrich the lives of students & teaching fraternity and make them aware of literary works across the Globe.
3. To collect the data from different departments' achievement from Students & Members of Faculty & Staff.
4. To motivate articles from Students & Members of Faculty & Staff

5. Submit Half Yearly report to the HOI pertaining to publications & related activities.
6. Maintain suitable documentation process for all the Magazines of the Institute.

Term of Members: Two years for nominated members.

Meetings: At least twice per semester and as and when deemed fit by the Committee.

Inclusion of Members:

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.