



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/226

Date: 20.10.2020

This is to inform all concerned that **IMPLEMENTATION COMMITTEE FOR ACCREDITATION AS PER NAAC GUIDELINES** has been constituted with effect from 01.11.2020 to coordinate and implement the process of accreditation as per NAAC guidelines 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.) S. K. Bhattacharya	Director-QA-TIG	Advisory Member
2	Prof. (Dr.) Dr. Anupam Ghosh	Professor, CSE	Advisory Member
3	Prof. (Dr.) Ankur Ganguly	Principal-In-Charge	Chairperson
4	Dr. Manash Chanda	Assistant Professor, ECE	Coordinator
5	Dr. Diganta Sengupta	Associate Professor, CSE	Convener
6	Dr. Biswajit Thakur	Associate Professor, CE	Member
7	Ms. Sarmee Bose	Assistant Professor, BSH	Member
9	Mr. Arindam Samanta	Assistant Professor, ME	Member
10	Ms. Mousumi Jana Bala	Assistant Professor, EE	Member
8	Mr. Arijit Sil	Assistant Professor, IT	Member

Roles and Responsibilities:

1. To facilitate NAAC OBE process across the organization and facilitate necessary infrastructure and augmentation of the facility for effective implementation of OBE.
2. To spearhead the accreditation process as per NAAC guidelines.
3. To create awareness of outcome-based education to the faculty and the students as per NAAC guidelines.
4. To train the department heads on the preparation of SSR.
5. To review and prepare the SAR during the course of accreditation.
6. To add and adopt best practices as and when stipulated by the NAAC.
7. To oversee implementation of OBE process and regular SSR preparation. To attend NAAC leadership workshops.

Terms of Members: Two years for nominated members.

Meetings: At least twice a month 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.