



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/229

Date: 21.10.2020

To provide a forum for bringing together the old students of the Institute with an aim, so that they can effectively contribute their expertise in technology and research to the existing students, an **ALUMNI COMMITTEE** has been constituted with effect from 01.11.2020 to coordinate with the existing **Alumni Association (Regd.)** of the Institute and foster the cohesiveness between the existing and pass out students 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	Prof. (Dr.) Ankur Ganguly	Principal-In-Charge	Chairperson
2	Mr. Saibal Banerjee	TPO	Coordinator
3	Md. Sahanur Islam	Assistant Professor	Convener
4	Ms. Sayantani Chatterjee	President-MESON	Member
5	Ms. Tina Chakrabarty	Vice President-MESON	Member
6	Ms. Sohini Bhattacharya	Vice President-MESON	Member
7	Mr. Nilanjan Bhattacharjee	Secretary-MESON	Member
8	Mr. Prasenjit Ghosh	Asst. Secretary-MESON	Member
9	Mr. Abhishek Sen	Treasurer-MESON	Member
10	Ms. Gunja Chakraborty	Member-MESON	Member

Roles and Responsibilities:

1. To provide a forum for bringing together the pass-out students of the Institute, so that they can effectively contribute their expertise in technology and research to the existing student and other stakeholders.
2. To maintain suitable contact with the Alumni Association.
3. To maintain a database of alumni, enabling them to reconnect with their friends.
4. To provide guest lectures and employment opportunities for the present students through alumni.
5. To strengthen relation between the Institute and alumni and encourage them to participate in the various cultural and social activities.
6. To support the institute with resources that it will need for its various activities.
7. To provide information about the current issues and trend going on in real-time environment.

8. To help alumni in solving their technical problems through other alumni and faculty of the institute.
9. To provide and organize funds for the needy and deserving students of the institute.
10. To create awareness among students about the scope of their subject in the professional world by the Alumni.
11. To promote cultural and social welfare activities among the members so as to develop a sense of tradition and heritage.

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.