MEGHNAD SAHA INSTITUTE OF TECHNOLOGY
Nazirabad, P.O. Uchhepota, Kolkata:700 150.

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/011   Date: 06.09.2022

NOTICE

This is to inform all concerned that **WEBSITE & SOCIAL MEDIA COMMITTEE** has been constituted with effect from 01.09.2022 to typically support management of content of web pages and social media platforms in a collaborative environment. 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.) Tirthankar Datta	Principal	Chairman
2	Prof.(Dr.) Bikas Chandra Bhui	Professor, BSH & Controller (E & UA)	Member
3	Ms. Joysree Das Roy	Dean - Student Affairs	Member
4	Mr. Chinangshuk Nayek	Administrative Officer	Member
5	Dr. Sukhendu Jana	Asst. Professor, BSH	Member
6	Dr. Swarnil Roy	Asst. Professor, ECE	Member
7	Dr. Kaustuv Dasgupta	Asst. Professor, EE	Member
8	Dr. Aniruddha Dey	Asst. Professor, CSE	Member
9	Dr. Anjan Roy	Asst. Professor, BSH	Member
10	Mr. Arijit Sil	Asst. Professor, IT	Coordinator
11	Mr. Dibakar Ghosh	Asst. Professor, ME	Member
12	Mr. Aliv Banerjee	Asst. Professor, BA	Convener
13	Mr. Arup Muhuri	Officer Accounts	Member
14	Mr. Saibal Banerjee	Training & Placement Officer	Member
15	Mr. Kumar Gourab Mallik	Sr. Technical Assistant, IT	Member
16	Mr. Animesh Sen Sarma	Technical Assistant, CE	Member
17	Ms. Tamasree Roy	Technical Assistant, CA	Member

Roles & Responsibilities:

1. Develop and recommend web related policies and standards as per the institute website www.msit.edu.in and related social media handles.
2. Oversee the Design and Underlying Technology.
3. Implement regular data collection methods for website & social media handles.
4. To upload updated data and information in the college website in regular manner.
5. To create brand of the institute by regular posts in social media handles.
6. Work with the corporate office and digital media vendor to set timelines for web engine upgrade and new website deployments.
7. Regularly assess the design of the website and make recommendations for improvement.
8. To extend support to admission team by providing data received from website or any campaign through social media.

Terms of Members: Two years for nominated members.

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

Prof. (Dr.) Tirthankar Datta   06/09/2022
Prof. (Dr.) Tirthankar Datta
Principal Principal
Meghnad Saha Institute of Technology

CC: Dr. Arindam Roy (Member-BOG), All Deans, All HODs/FICs, Administrative Officer, Controller (E&UA), Members of the committee, Asst. Manager - Compliance, SPOC - TCS-iON, Admin Office, Accounts Office, HR Office, T&P Office, Library, Notice Board, Website, Guard File.