



# MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Uchhepota, Kolkata:700 150.

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/003

Date: 01.09.2022

## NOTICE

This is to inform all concerned that **INFRASTRUCTURE DEVELOPMENT COMMITTEE** has been constituted with effect from 01.09.2022 to assess the requirements of Infrastructure 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.) Tirthankar Datta	Principal	Chairman
2	Prof. (Dr.) S. K. Bhattacharya	Sr. Professor, EE	Member
3	Mr. Chinangshuk Nayek	Administrative Officer	Coordinator
4	Dr. Sumit Som	Assoc. Professor & HOD, BSH	Member
5	Mr. Subhrapratim Nath	Asst. Professor & HOD, CSE	Member
6	Mr. Subir Hazra	Asst. Professor & HOD, IT	Member
7	Dr. Manash Chanda	Assoc. Professor & HOD, ECE	Member
8	Dr. Susmita Adhikary	Asst. Professor & FIC, EE	Member
9	Dr. Sheak Hasim	Assoc. Professor & HOD, CE	Member
10	Dr. Manish Mukhopadhyay	Asst. Professor & HOD, ME	Member
11	Dr. Diganta Sengupta	Assoc. Professor, CSE & FIC, CSBS	Member
12	Ms. Aparna Datta	Asst. Professor & FIC, CA	Member
13	Mr. Debarshi Ghosh	Asst. Professor & FIC, BA	Member
14	Mr. Saibal Banerjee	Training & Placement Officer	Member
15	Mr. Arnab Sen	PA to Director	Member
16	Mr. Arup Muhuri	Officer Accounts	Member
17	Ms. Shampa Sarkar	Asst. Librarian	Member
18	Ms. Oindrila Santra	Executive-Admission & Operations	Convener

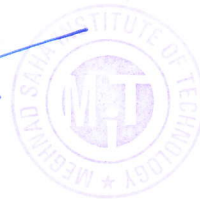
### Roles & Responsibilities:

- To identify the infrastructural requirement of different programs of the institute.
- To assess and finalize the requirements of infrastructure of the institute.
- To prepare the annual budget of all such requirements and submit to the Chairman prior to preparation of final budget.
- To review the status of ongoing projects related to infrastructural issues referred to this committee from time to time.
- To execute other tasks/functions that may be assigned by the BOG from time to time.
- To recommend and obtain administrative approval and expenditure sanction of the Higher Management in respect of all minor and major works.
- On getting administrative approval and expenditure sanction of the Management to minor and major works, proceed as per the plans and estimates of such works prepared from the Certified Engineer of the College or the Architect selected for a project.
- To maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works.

**Terms of Members:** Two years for nominated members.

**Meetings:** At least twice a semester and as and when necessary as deemed fit by the members of the committee.

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*01/09/2022*  
Prof. (Dr.) Tirthankar Datta  
Principal



CC: All Deans, Controller (E&UA), Members of the committee, Asst. Manager - Compliance, SPOC - TCS-ION, Admin Office, Accounts Office, T&P Office, Library, Notice Board, Website, Guard File.