



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/020

Date: 01.10.2022

NOTICE

This is to inform all concerned that the "ACADEMIC COMMITTEE" is been constituted with effect from 01.10.2022 with an objective to deal with all the academic affairs of the college encompassing academic staff & students, academic planning, formulating academic calendar, executing recommendations of BoG and IQAC, monitoring the activities of co and extracurricular activities of students and maintaining discipline. It is the responsibility of Academic Committee to endeavor and ensure the best practices to be implemented and standards to be maintained.

Academic Committee

Sl. No.	Members Name	Designation by Profession	Position in Committee
1	Prof. (Dr.) Tirthankar Datta	Principal	Chairman
2	Dr. Arindam Roy	Member, BOG	Member
3	Prof. (Dr.) S. K. Bhattacharya	Sr. Professor, EE	Member
4	Dr. Biswajit Thakur	Assoc. Professor & M. Tech Coordinator-CE	Convener
5	Prof. (Dr.) Utpal Ganguly	Professor-BSH & Coordinator (R&D Committee)	Member
6	Prof. (Dr.) Tapobrata Bhattacharya	Professor-ME & Coordinator (IQAC)	Member
7	Prof. (Dr.) Bikas Chandra Bhui	Professor-BSH & Controller (E&UA)	Member
8	Prof. (Dr.) Sudip Dogra	Professor-ECE & President (IIC)	Member
9	Prof. (Dr.) Rajiv Joneja	Professor-EE & SPOC (TCS-iON)	Member
10	Mr. Subhrapratim Nath	Assistant Professor, HOD & M. Tech Coordinator-CSE	Member
11	Mr. Subir Hazra	Asst. Professor & HOD-IT	Member
12	Dr. Manash Chanda	Assoc. Professor, HOD & M. Tech Coordinator-ECE	Member
13	Dr. Susmita Adhikary	Asst. Professor & HOD-EE	Member
14	Dr. Sheak Hasim	Assoc. Professor & HOD-CE	Member
15	Dr. Manish Mukhopadhyay	Asst. Professor & HOD-ME	Member
16	Dr. Diganta Sengupta	Assoc. Professor-CSE & FIC-CSBS	Member
17	Dr. Sumit Som	Assoc. Professor & HOD-BSH	Member
18	Ms. Aparna Datta	Asst. Professor & FIC-MCA	Member
19	Mr. Debarshi Ghosh	Asst. Professor & FIC-MBA	Member
20	Mr. Saibal Banerjee	Training & Placement Officer	Member
21	Ms. Shampa Sarkar	Asst. Librarian	Member

Terms of Members: Two years for nominated members.

Frequency of meetings: At least twice in a semester and as and when necessary.

Roles and Responsibilities:

The Academic Committee shall exercise the following functions:

- ❖ To exercise general supervision over the academic activities of the institution and to give direction regarding methods of instruction, evaluation and improvements in academic standards.
- ❖ To execute various recommendations received from BoG and IQAC and organize Academic Audit by External Experts as per the recommendation of IQAC.
- ❖ Making recommendations to the IQAC and/or Governing Body of the institute, wherever necessary for the improvement of overall academic ambiance.
- ❖ To take periodical review of the activities of the Departments and to take appropriate actions with a view of maintaining and improving standards of the institute.

- ❖ To monitor regularly about conducting theoretical and practical classes, project/ dissertation by students of pre and final year.
- ❖ To look after the academic functioning of the institution covering admission, examination, attendance and academic discipline.
- ❖ To execute Feedback of students (Online / Offline) for academics and submit the report to IQAC.
- ❖ To look after the smooth implementation of Project Everest by TCS-ion at institute level.
- ❖ To suggest appropriate actions to the Examination cell of the institute for maintaining proper standard and sanctity of the examination.
- ❖ To promote research activity within the institution and acquire reports on such researches from time to time.
- ❖ To recommend value added training programmes (beyond the curriculum) to enhance the employability of the students based on the inputs from Training & Placement department.
- ❖ To consider the recommendations of the different committees and to plan for integrated action plans.
- ❖ Creating conducive environment in order to develop entrepreneurship among students.
- ❖ Facilitating and supervising the co-curricular and extra-curricular activities within the institute without disturbing academic schedule.

01/10/2022
Prof. (Dr.) Tirthankar Datta
Principal

Meghnad Saha Institute of Technology

CC: All Deans, Administrative Officer, Members of the committee, Asst. Manager - Compliance, Admin Office, Accounts Office, HR Office, T&P Office, Library, Notice Board, Website, Guard File.