MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

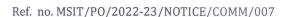Ref. no. MSIT/PO/2022-23/NOTICE/COMM/007   Date: 03.09.2022

NOTICE

This is to inform all concerned that **Student Mentoring & MAR (Mandatory Additional Requirements) COMMITTEE** has been constituted with effect from 01.09.2022 to coordinate and execute MAR as per the guidelines of the affiliating University and to mentor students. The Jt. Coordinators & the Convener will work in liaison with the **Controller (E&UA)** for all verification process from the institution part before sending the data back after verification to the departments for MAR. 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	Ms. Joysree Das Roy	Dean-Student Affairs	Member
3	Dr. Sukhendu Jana	Asst. Professor, BSH	Jt. Coordinator
4	Mr. Sanjoy Roy	Asst. Professor, IT	Jt. Coordinator
5	Ms. Nabanita Chandra Chakraborty	Asst. Professor, EE	Member
6	Dr. Safikureshi Mondal	Assoc. Professor, CSE	Member
7	Ms. Shikha Nayak	Asst. Professor, CSE	Member
8	Mr. Aliv Banerjee	Asst. Professor, BA	Member
9	Ms. Shreya Sarkar	Asst. Professor, BSH	Convener
10	Mr. Jayanta Roy Chowdhury	Asst. Professor, ECE	Member
11	Dr. Susmita Bakshi	Asst. Professor, CE	Member
12	Mr. Avisek Tunga	Asst. Professor, ME	Member
13	Ms. Sankhamita Sinha	Asst. Professor, CA	Member

ROLES AND RESPONSIBILITIES:

1. To receive, store, retrieve and process the departmental data of student activities as per the guidelines of MAKAUT.
2. To ensure all the relevant data received from the events organized by the institute and/or respective departments to be supported by acceptable evidence.
3. To ensure that data provided by organizers/clubs/department is duly verified by respective committee/mentor/HOD and college authority.
4. To communicate the received data to class coordinator/ mentors for integration of data for multiple events and putting points as mentioned by MAKAUT.
5. To attend seminars/talks/meetings related to MAR organized by institute or university.
6. To deal with any issue arising from the MAR evaluation process for respective department.
7. To arrange review meeting within department for monitoring the MAR points.
8. To ensure all the relevant faculty & staff members to be involved in student mentoring process.
9. To generate guidelines for mentoring process and follow the same.
10. To deal with any issue/ problem arising from the mentoring process and select the Mentor-Mentee pair through all the departments.
11. To provide quarterly feedback to the Head of the Institution.

Term of Members: Two years for nominated members.

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

03/09/2022

Prof. (Dr.) Tirthankar Datta
Principal
Principal
Meghnad Saha Institute of Technology

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