MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/013

Date: 21.09.2022

NOTICE

This is to inform all concerned that **ADMISSION CORE COMMITTEE** has been constituted with effect from 21.09.2022 to cater to the admission procedures in undergraduate and post graduate studies of the Institute as per the guidelines of the AICTE, MAKAUT & other statutory bodies. 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	Dr. Arindam Roy	Member, BOG	Member
3	Prof. (Dr.) Amit Kundu	Dean-MBA	Member
4	Mr. Chinangshuk Nayek	Administrative Officer	Coordinator
5	Dr. Bikas Chandra Bhui	Professor, BSH & Controller (E&UA)	Supervisor – All Entrance related admission
6	Dr. Sumit Som	Assoc. Professor & HOD, BSH	Member
7	Mr. Subhrapratim Nath	Asst. Professor & HOD, CSE	Member
8	Mr. Subir Hazra	Asst. Professor & HOD, IT	Member
9	Dr. Manash Chanda	Assoc. Professor & HOD, ECE	Member
10	Dr. Susmita Adhikary	Asst. Professor & HOD, EE	Member
11	Dr. Sheak Hasim	Assoc. Professor & HOD, CE	Member
12	Dr. Manish Mukhopadhyay	Asst. Professor & HOD-ME	Member
13	Dr. Diganta Sengupta	Assoc. Professor, CSE & FIC, CSBS	Member
14	Ms. Aparna Datta	Asst. Professor & FIC, CA	Member
15	Mr. Debarshi Ghosh	Asst. Professor & FIC, BA	Member
16	Mr. Saibal Banerjee	Training & Placement Officer	Member
17	Mr. Arup Muhuri	Officer Accounts	Member
18	Ms. Oindrila Santra	Executive-Admission & Operations	Convener

Roles & Responsibilities:

- The admission core committee will be responsible for the admission of graduate & post graduate students in the Institute in engineering, application and management programmes.
- The committee will look after the digital/print media branding, facilitate technology based telecalling facilities and engage consultants for admission.
- The committee will review admission requirements and will be responsible to develop budget required for marketing and branding of the admission procedure and submit to the HOI to do the needful.
- The coordinator will be responsible for maintaining a database of pertinent information of the applicants.
- The committee will ensure to conduct events through digital/physical mode targeting students who may consider a career in engineering, application & management programmes at the various locations across the country.
- The committee will submit a detailed report to the HOI with all facts and figures in regular manner.

Terms of Members: Two years for nominated members.

Meetings: At least one meeting in every 3 months and as and when necessary as deemed fit by the committee.

21/09/2022

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

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