



# MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/018

Date: 01.10.2022

## NOTICE

This is to inform all concerned that **GAMES & SPORTS COORDINATION COMMITTEE** has been constituted with effect from 01.10.2022 to plan, coordinate and control Games and Sport activities of the students. Also the committee will be responsible to create zeal amongst students and faculty members towards sports with an intention to promote every individual's health, physical well-being as well as the acquisition of physical skill among the students. 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	Mr. Soumya Suvra Khan	Assistant Professor, CSE	Coordinator
3	Mr. Avisek Tunga	Assistant Professor, ME	Convener
4	Md. Sahanur Islam	Assistant Professor, BA	Member
5	Ms. Keka Biswas	Assistant Professor, BSH	Member
6	Mr. Joyanto Roychoudhary	Assistant Professor, ECE	Member
7	Mr. Pritam Chandra	Assistant Professor, EE	Member
8	Mr. Pranab Das Choudhury	Assistant Professor, BSH	Member
9	Mr. Soumya Chakravarty	Assistant Professor, CA	Member
10	Mr. Saibal Banerjee	Training & Placement Officer	Member
11	Mr. Sumanta Banerjee	Technical Assistant, IT	Member
12	Mr. Animesh Sen Sarma	Technical Assistant, CE	Member

### Roles and Responsibilities:

- To plan sports and games events without disturbing the academics and as per activity calendar for the promotion of overall spirit of harmony among the students.
- To prepare guidelines for individual events mentioning strict rules and regulations and to maintain discipline in sports events following the guidelines.
- To propose the budget for each event and organize events within budgetary limits of expenditure.
- The committee has to maintain the record of all activities along with the financial details of each event and submit it to account section through the Dean-Student Affairs within 7 days of completion of the event.
- To prepare and distribute certificates with the approval of authority, for the participants.

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

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

  
Prof. (Dr.) Tirthankar Datta  
Principal

Meghnad Saha Institute of Technology

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