



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

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

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/022

Date: 11.10.2022

NOTICE

This is to inform all concerned that **CENTRAL EXAMINATION COMMITTEE** has been constituted with effect from 11.10.2022 to coordinate and execute the examination in proper way as per the guidelines of the affiliated University (MAKAUT) & other External Examinations. The following will be the constitution and guidelines of the committee.

Members:

Sl. No.	Name	Designation by Profession	Position in Committee
1	Prof.(Dr.) Tirthankar Datta	Principal	Chairman
2	Mr. Sougata Bera	Asst. Professor, CSE	Coordinator & OIC
3	Dr. Bikas Chandra Bhui	Professor, BSH & Controller (E&UA)	Convener
4	Mr. Sanjoy Roy	Asst. Professor, IT	Member
5	Ms. Sanchita Dutta	Asst. Professor, BSH	Member
6	Mr. Soumya Suvra Khan	Asst. Professor, CSE	Member
7	Mr. Sudipta Ghosh	Asst. Professor, ECE	Member
8	Mr. Aveek Ray	Asst. Professor, CE	Member
9	Mr. Arindam Santra	Asst. Professor, ME	Member
10	Ms. Sayanti Maulik	Asst. Professor, EE	Member
11	Mr. Saubhik Goswami	Asst. Professor, CA	Member
12	Mr. Aliv Banerjee	Asst. Professor, BA	Member
13	Mr. Avik Sarker	Management Trainee	Member

Roles & Responsibilities:

- The committee is formed to coordinate both Internal Unit Test and University semester examinations of the institute as per university notification and ordinance.
- To resolve any dispute arising during the examination, invigilation and conduction of examination.
- Preparation of guidelines for the unit test and university semester examination.
- To keep the record of each and every issue related to the examination.
- To prepare relevant time tables based on the examination time table of the university.
- To make the seating arrangement and display them on the concerned notice boards.
- To prepare and display an overall invigilation duty roaster.
- To ensure that adequate stationary, like answer sheets, drawing sheets, charts, graph paper, etc are available.
- To organize a pre-exam meeting to brief the guideline of the examination among the members of faculty and their roles and responsibilities.
- To maintain the overall sanctity of the examination system.

Tenure: One year from the date of formation.

Frequency of meeting: At least twice in a semester and as when required.


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, Admin Office, Accounts Office, HR Office, T&P Office, Library, Notice Board, Website, Guard File.