

Office of the Registrar
HALDIA INSTITUTE OF TECHNOLOGY
(An Institution of ICARE)
Administrative Department

No. HIT/OR/ 87 /2017

Dated : 05-06-2017

OFFICE ORDER

As resolved by the Board of Governors vide its meeting 31-05-2017 and duly approved by the competent authority, placed below the constitution / reconstitution of various Academic and Administrative Committees of the Institute with immediate effect, for functioning of day to day activities effectively:-

Academic Council

Director	-	Chairman
Principal	-	Member
Secretary, HIT	-	Member
Dr. Arunabha Mishra	-	Member
Deans	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Finance Manager	-	Member
Associate Professor (IT) & Incharge, Training & Placement	-	Member
Associate Professor (AEIE) & Incharge, Corporate Relations	-	Member
Controller of Examinations	-	Member
Chief Librarian /Librarian	-	Member
Prof. A. B. Maity, Dean, SASH	-	Convener

Finance Committee

Vice Chairman, HIT	-	Chairman
Director	-	Member
Principal	-	Member
Sri Subhas Roy	-	Member
Treasurer, ICARE	-	Member
Sri Trupti Nayak	-	Member
Registrar	-	Member
Finance Officer	-	Member
Finance Manager	-	Member
Secretary, HIT	-	Convener

Purchase Committee

Vice Chairman, HIT	-	Chairman
Secretary, HIT	-	Member
Principal	-	Member
Registrar	-	Member
Finance Manager	-	Member
HODs/TICs [as and when required]-	-	Member
Sr. Admn. Officer	-	Convener

Library Committee

Director	-	Chairman
Principal	-	Member
Deans	-	Member
HODs/TICs	-	Member
Chief Librarian	-	Member
Librarian	-	Convener

Examination Committee

Principal	-	Chairman
Deans	-	Member
Registrar	-	Member
Prof. Gaütam Bose, ME	-	Member
Dr. Keya Sau, BT	-	Member
Ms. Sutapa Roy, CHE	-	Member
Ms. Kankana Datta, MCA	-	Member
Prof. Partha Pratim Das, AS	-	Member
Controller of Examinations	-	Convener

Training & Placement Committee

Principal	-	Chairman
Deans	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Prof. Sunil Baran Kuila, CHE	-	Member
Sri Apratim Mitra, MCA	-	Member
Dr. Sudip Das, BT	-	Member
Head- Corporate Relations	-	Member
Associate Professor (IT) & Incharge , Training & Placement	-	Jt. Convener
Associate Professor (AEIE) & Incharge , Corporate Relations	-	Jt. Convener

Otr. Allotment Committee

Registrar	-	Chairman
CEO, ICARE	-	Member
Sri Asim K. Jana, ECE	-	Member
Sri Apratim Mitra, MCA	-	Member
Dr. Suparna Rana, AS	-	Member
Dy. Registrar	-	Member
Sr. Administrative Officer	-	Convener

Publication Committee

Prof. Debasis Giri, Dean, CSI	-	Chairman
Dr. Rajesh Das, AS	-	Member
Dr. Mukesh Singh, BT	-	Member
Dr. Sabyasachi Samanta, IT	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Mr. Tirthadip Sinha, ECE	-	Member
Mr. Abhijit Saha, PE	-	Member
Mr. Sandip Kr. Ojha, EE	-	Member
Mr. Shatradru Sengupta, MCA	-	Member
Dr. Abhisek Santra, CE	-	Member
Dr. Biswajit Mandal, CHE	-	Convener

Free Studentship Committee

Registrar	-	Chairman
HODs/TICs	-	Member
Finance Manager	-	Member
Students Welfare Officer	-	Member
Prof. Partha Pratim Das, AS	-	Convener

Students' Welfare Committee

Dean, Students Welfare	-	Chairman
Registrar	-	Member
Prof. Sunil Baran Kuila, CHE	-	Member
Sk. Sahnawaj, Provost (Hostels)	-	Member
Dr. Subhankar Joardar, CSE	-	Member
Dr. Balaram Dey, PE	-	Member
Dr. Mihir Baran Bera, AS	-	Member
Dr. Pijus Kanti Khatua, AS	-	Member
Dr. Rajib Kumar Dubey, AS	-	Member
Dr. Dipak Jana, AS	-	Member
Dr. Gourisankar Roymahapatra, AS	-	Member
Ms. Sanchita Saha, CSE	-	Member
Ms. Bipasha Biswas, MCA	-	Member
Ms. Banani Ghose, MCA	-	Member
Mr. Ramaj Saren, ME	-	Member
Sri Jagannath Samanta, ECE	-	Member
Sri Sourav Mondal, CSE	-	Member
Sri Sourav Tola, EE	-	Member
Mr. Tilak Raj Maity, BT	-	Member
Mr. Dipak Samanta, ECE	-	Member
Ms. Sumana Mandal, AS	-	Member
Sr. Administrative Officer	-	Member
Finance Officer	-	Member
Students Counselors	-	Members
Students Welfare Officer	-	Member
Administrative Officer	-	Member
Programme Officer	-	Member
Mrs. Sanchita Dey, PS to Director	-	Member
Sri Sakti Pada Maity, Accountant	-	Member
Sri Arunava Adhikary, Warden (Hostel)	-	Member
Sri Amit Chakraborty, Supervisor	-	Member
Sri Chandrakanta Tripathy, Supervisor	-	Member
Sri Saikat Tiary, Supervisor	-	Member
Sri Dipak Panda, Asst. Supervisor	-	Member
4 senior students from		
each branch [incl. one girl student]	-	Members
Dr. Somak Jyoti Sahu, CHE	-	Convener

Disciplinary Committee [for Students]

Prof. A.B. Maity, Dean, SASH	-	Chairman
Deans	-	Members
HODs/TICs [as and when required]	-	Members
Dr. R. N. Jana, CHE	-	Member
Sri Tarun Kumar Ghosh, CSE	-	Member
Sr. Administrative Officer	-	Member
Students Counselor	-	Member
Sk. Sahnawaj, Provost (Hostels)	-	Member
Prof. Dilip Kumar Dey, ICE	-	Convener

Internal Quality Assurance Cell (IQAC)

Director	-	Chairman
Principal	-	Member
Deans	-	Member
HODs/TICs	-	Member
Registrar	-	Member
Finance Manager	-	Member
Prof. Tarun Kanti Jana, Dean, SE	-	Convener

Hostel Administrative Committee

Deans, Students Welfare	-	Chairman
General Manager (Electrical)	-	Member
Estate Officer	-	Member
Sr. Administrative Officer	-	Member
Administrative Officer	-	Member
Students Counselor	-	Member
Students Welfare Officer	-	Member
Hostel Supdt(s)	-	Member
Warden (Hostels)	-	Member
Sk. Sahnawaj, Provost (Hostels)	-	Convener

Industry Institute Partnership Cell (IIPC)

Director	-	Chairman
Principal	-	Member
Vice Chairman, HIT	-	Member
HODs/TICs	-	Member
Prof. Goutam Bose, ME	-	Member
Associate Professor (IT) & Incharge Training & Placement	-	Member
Associate Professor (AEIE) & Incharge	-	Member
Dr. Shreyashi Santra Mitra	-	Member
Prof. Sunil Baran Kuila, CHE	-	Convener

R&D Monitoring Committee

Director	-	Chairman
Principal	-	Member
Deans	-	Member
Registrar	-	Member
Finance Manager	-	Member
PI/Co-PI of concerned Project	-	Member (Invitee)
Prof. Soumitra Kar, AS	-	Convener

Grievance Cell (For Students)

Principal	-	Chairman
HODs/TICs	-	Member
Dr. Mihir Baran Bera, SAS	-	Member
Dr. Sumita Das, FT	-	Member
Dr. Suparna Rana, AS	-	Member
The Provost (Hostels)	-	Member
Sr. Administrative Officer	-	Member
Students Counselors	-	Members
4 Sr. students from different discipline [incl. 1 girl student]	-	Members
Mr. Tarun Kumar Ghosh, CSE	-	Convener

Internal Complaints Committee (ICC)

(Previously as Anti-Sexual Harassment Committee)

Prof. Suvroma Gupta, BT	-	Chairman
Ms. Subhra Das, Repr. from NGO	-	Member
Mrs. Sarbari Samanta, AS	-	Member
Mrs. Arpita Majumdar, MCA	-	Member
Dr. Lipika Das, CHE	-	Member
Students Counselors	-	Members
Administrative Officer	-	Member
Ms. Meenakshi Dey	-	Convener

Sports Committee

Dean, Students Welfare	-	Chairman
Sri Shatadru Sengupta, MCA	-	Member
Sri Goutam Das, EE	-	Member
Dr. Dipak Kumar Jana, AS	-	Member
Dr. Pijush Kanti Khatua, AS	-	Member
Mr. Manasija Bhattachayra, IT	-	Member
Sk. Arif Ahmed, MCA	-	Member
Mr. Dipak Samanta, ECE	-	Member
Mr. Sourav Kr. Das., EE	-	Member
Mr. Bidesh Chakraborty, CSE	-	Member
Dr. Rajib Kr. Dubey, AS	-	Member
Sr. Admn. Officer	-	Member
Administrative Officer	-	Member
Sri Asish Boyal, Asst. Store Officer	-	Member
Sri Arunava Adhikary, Warden	-	Member
Sri Santanu Maity, Demonstrator, ME	-	Member
Sri Bivas Giri, Asst. Supervisor -	-	Member
Sri Joydev Maity, ME	-	Member
Sri Milan Bera, CSE	-	Member
Sri Santanu Midya, GA	-	Member
2 boys and 2 girls students (preferably University players)	-	Members
Ms. Madhumita Batul, Sports Officer	-	Convener

Entrepreneurship Development Cell [EDC]

Director	-	Chairman
Heads of the Departments	-	Members
Dr. Arunangshu Giri, MBA	-	Member
Dr. Subhendu Chakraborty, AS	-	Member
Mr. Subhabrata Barman, CSE	-	Member
Dr. Debasis Das Adhikary, ME	-	Member
Dr. Abhishek Santra, CE	-	Convener

Committee for Community Development Programme

Secretary, HIT	-	Chairman
Vice Chairman, HIT	-	Member
Dr. Arunabha Mishra, Member/BOG	-	Member
Deans	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Finance Officer	-	Member
Programme Officer	-	Member
Administrative Officer	-	Member
Dr. Gourisankar Roymahapatra, AS	-	Convener

Anti Tobacco Cell

Prof. Radha Das, CHE	-	Chairperson
Dr. Sibaprasad Maity, AS	-	Member
Mr. Asim Kumar Jana, ECE	-	Member
Mr. Asim Halder, AEIE	-	Member
Mr. Shubhasish Sarkar, EE	-	Member
Mr. Premjit Kar, CHE	-	Member
Mr. Anjan Kumar Kundu, SWO	-	Convener

Committee for SC/ST

Principal	-	Chairman
Dr. (Mrs.) Keya Sau, BT	-	Member
Mr. Bipradas Bairagi, PE	-	Member
Ms. Alpana Barman, EE	-	Member
Sk. Aminul Islam, ASWO	-	Member
Mr. Subhas Ch. Das, Prog. Officer	-	Member
Mr. Subhabrata Barman, CSE	-	Convener

Alumni Committee

Principal	-	Chairman
Prof. Sunil Baran Kuila, CHE	-	Member
Sri Soarabh Kr. Monda, ICE	-	Member
Sri Sandip Kr. Ojha, EE	-	Member
Ms. Tanushree Ghosh, FT	-	Member
Sri Bimalendu Mandal, CE	-	Member
Sri Uday Maji, AEIE	-	Member
Mrs. Wendrila Biswas, MBA	-	Member
Ms. Subhasish Sarkar, EE	-	Member
Sri Palash Roy, CSE	-	Member
Ms. Sanchita Saha, CSE	-	Member
Ms. Moumita Mantri, IT	-	Member
Ms. Ahana Bhaduri, BT	-	Member
Mr. Sanjoy Naskar, ME	-	Member
Mr. Dipak Samanta, ECE	-	Member
Mr. Santanu Maity, ECE	-	Member
Sri Mainak Chakraborty, MCA	-	Member
Sri Snehasis Kr. Karan, MCA	-	Member
Sk. Arif Ahmed, MCA	-	Treasurer
Dr. Somak Jyoti Sahu, CHE	-	Secretary
Sri Debasis Das, Sr. Admn. Officer	-	Convener

It is mandatory for all the aforesaid Committee(s) to conduct meetings regularly or as applicable in exigency of the Institute. All the Conveners of the Committees are required to submit a report of compliance to the Registrar / Principal/ Director to that effect.

All concerned are informed to note and act accordingly.

Sd/- Registrar
Haldia Institute of Technology

Memo No. HIT/(OR)/ _____/2016

Dated : 05-06-2017

Copy forwarded for information & necessary action to :

- 1) The Hon'ble Chairman – for his kind information, please.
- ✓ 2) The Vice Chairman
- 3) The Secretary
- 4) The Director
- 5) The Principal
- 6) All Deans _____
- 7) All HODs _____
- 8) All Committee Members _____
- 9) The Chief Librarian/Librarian
- 10) The GM (Electrical) / Sr. Maint. Supervisor (Elect.)
- 11) The Assoc.Prof(IT) & Incharge, T&P / Assoc.Prof.(AEIE) & Incharge, Corporation Relations
- 12) The Finance Manager

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- 13) The Provost (Hostels)
- 14) The Sr. Admn. Officer
- 15) The Sports Officer
- 16) The System Engineer
- 17) The Controller of Examinations
- 18) The Students Welfare Officer
- 19) The Students Counselors
- 20) The Estate Officer
- 21) The Admn. Officer
- 22) The Asst. Store Officer
- 23) The Asst. Admn. Officer
- 24) The Warden (Hostels) / Supervisor (Hostels) / Asst. Supervisor (Hostels)/Warden
- 25) The PS to Director
- 26) The PS to Principal
- 27) Registrar Section [Committee file]
- 28) Office file


Registrar
Haldia Institute of Technology