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

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 - Member

**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

Contd....Page/2
## Examination Committee
- Principal
- Deans
- Registrar
- Prof. Gautam Bose, ME
- Dr. Keya Sau, BT
- Ms. Sutapa Roy, CHE
- Ms. Kankana Datta, MCA
- Prof. Partha Pratim Das, AS
- Controller of Examinations

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

## Qtr. Allotment Committee
- Registrar
- CEO, ICARE
- Sri Asim K. Jana, ECE
- Sri Apratim Mitra, MCA
- Dr. Suparna Rana, AS
- Dy. Registrar
- Sr. Administrative Officer

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

## Free Studentship Committee
- Registrar
- HODs/TICs
- Finance Manager
- Students Welfare Officer
- Prof. Partha Pratim Das, AS

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Contd....Page/3
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

Contd... Page/4
### Hostel Administrative Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans, Students Welfare</td>
<td></td>
</tr>
<tr>
<td>General Manager (Electrical)</td>
<td></td>
</tr>
<tr>
<td>Estate Officer</td>
<td></td>
</tr>
<tr>
<td>Sr. Administrative Officer</td>
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<tr>
<td>Administrative Officer</td>
<td></td>
</tr>
<tr>
<td>Students Counselor</td>
<td></td>
</tr>
<tr>
<td>Students Welfare Officer</td>
<td></td>
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<tr>
<td>Hostel Supdt(s)</td>
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<tr>
<td>Warden (Hostels)</td>
<td></td>
</tr>
<tr>
<td>Sk. Sahnawaj, Provost (Hostels)</td>
<td></td>
</tr>
<tr>
<td><strong>Chairman</strong></td>
<td></td>
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<tr>
<td><strong>Member</strong></td>
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### Industry Institute Partnership Cell (IIPC)

<table>
<thead>
<tr>
<th>Position</th>
<th>Officer</th>
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</thead>
<tbody>
<tr>
<td>Director</td>
<td></td>
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<tr>
<td>Principal</td>
<td></td>
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<tr>
<td>Vice Chairman, HIT</td>
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<tr>
<td>HODs/TICs</td>
<td></td>
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<tr>
<td>Prof. Goutam Bose, ME</td>
<td></td>
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<tr>
<td>Associate Professor (IT) &amp; Incharge</td>
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<tr>
<td>Training &amp; Placement</td>
<td></td>
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<tr>
<td>Associate Professor (AEIE) &amp; Incharge</td>
<td></td>
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<tr>
<td>Dr. Shreyashi Santra Mitra</td>
<td></td>
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<tr>
<td>Prof. Sunil Baran Kuila, CHE</td>
<td></td>
</tr>
<tr>
<td><strong>Chairman</strong></td>
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<tr>
<td><strong>Member</strong></td>
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</tbody>
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### R&D Monitoring Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Officer</th>
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</thead>
<tbody>
<tr>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td></td>
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<tr>
<td>Deans</td>
<td></td>
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<tr>
<td>Registrar</td>
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<tr>
<td>Finance Manager</td>
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<tr>
<td>PI/Co-PI of concerned Project</td>
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<tr>
<td>Prof. Soumitra Kar, AS</td>
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<tr>
<td><strong>Chairman</strong></td>
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<tr>
<td><strong>Member</strong></td>
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</table>

### Grievance Cell (For Students)

<table>
<thead>
<tr>
<th>Position</th>
<th>Officer</th>
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<tbody>
<tr>
<td>Principal</td>
<td></td>
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<tr>
<td>HODs/TICs</td>
<td></td>
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<tr>
<td>Dr. Mihir Baran Bera, SAS</td>
<td></td>
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<tr>
<td>Dr. Sumita Das, FT</td>
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<td>Dr. Suparna Rana, AS</td>
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<tr>
<td>The Provost (Hostels)</td>
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<tr>
<td>Sr. Administrative Officer</td>
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<tr>
<td>Students Counselors</td>
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<tr>
<td>4 Sr. students from different discipline</td>
<td></td>
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<tr>
<td>[incl. 1 girl student]</td>
<td></td>
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<tr>
<td>Mr. Tarun Kumar Ghosh, CSE</td>
<td></td>
</tr>
<tr>
<td><strong>Chairman</strong></td>
<td></td>
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<tr>
<td><strong>Member</strong></td>
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<tr>
<td><strong>Member</strong></td>
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### Internal Complaints Committee (ICC)

(Previously as Anti-Sexual Harassment Committee)

<table>
<thead>
<tr>
<th>Position</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Suvroma Gupta, BT</td>
<td></td>
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<tr>
<td>Ms. Subhra Das, Repre. from NGO</td>
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<tr>
<td>Mrs. Sarbari Samanta, AS</td>
<td></td>
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<tr>
<td>Mrs. Arpita Majumdar, MCA</td>
<td></td>
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<tr>
<td>Dr. Lipika Das, CHE</td>
<td></td>
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<tr>
<td>Students Counselors</td>
<td></td>
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<tr>
<td>Administrative Officer</td>
<td></td>
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<tr>
<td>Ms. Meenakshi Dey</td>
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<tr>
<td><strong>Chairman</strong></td>
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<tr>
<td><strong>Member</strong></td>
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<tr>
<td><strong>Member</strong></td>
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<tr>
<td><strong>Members</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Convener</strong></td>
<td></td>
</tr>
</tbody>
</table>

Contd....Page/5
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 Bhattachayya, 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)
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 Snehashis Kr. Karan, MCA - Member
Sk. Arif Ahmed, MCA - Treasurer
Dr. Somak Jyoti Sahu, CHE - Secretary
Sri Debasis Das, Sr. Admin. 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

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

Contd....Page/7
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