

Office of the Principal
HALDIA INSTITUTE OF TECHNOLOGY
(An Autonomous Institution under MAKAUT, West Bengal)
(An Institution of ICARE)
Administrative Department

No. HIT/(OR)/ 343 /2019

Dated : 19-11-2019

OFFICE ORDER

As approved by the Board of Governors in its meeting held on 13th November, 2019, the following Committee(s) of this Institute are hereby re-constituted with immediate effect :-

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

Examination Committee

Principal	-	Chairman
Prof. A.B. Maity, Dean, SASH-		Member
Registrar	-	Member
Prof. Subhankar Joardar, CSE	-	Member
Sri Gourab Chatterjee, FT	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Dr. Debasis Das, Sr. Admn. Officer		Member
Dr. Soma Mishra, Asst. Prof. &		Member
Dy. Controller of Examinations		
Mrs. Arpita Majumdar, CSE	-	Member
Controller of Examinations	-	Convener

Grievance Redressal Committee (Other than Sexual Harassment)

Principal	-	Chairman
Prof. R. Das, Dean, SCFB	-	Member
HODs/TICs	-	Member
Dr. Mihir Baran Bera, AS	-	Member
Dr. Sumita Das, FT	-	Member
The Provost (Hostels)	-	Member
Sr. Administrative Officer	-	Member
Dr. Tarun Kr. Ghosh, CSE	-	Convener

Library Committee

Principal	-	Chairman
All Deans	-	Member
Registrar	-	Member
All HODs/TICs	-	Members
Librarian	-	Convener

Free Studentship Committee

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

Internal Complaints Committee

Prof. Suvroma Gupta, BT	-	Chairman
Ms. Subhra Das, Repr. from NGO	-	Member
Mrs. Sarbari Samanta, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Students Counselors	-	Members
Administrative Officer	-	Member
Dr. Meenakshi Dey	-	Convener

Purchase Committee

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

Training & Placement Committee

Principal	-	Chairman
Deans	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Mr. Susmit Maity, Assoc. Prof. (IT) &- Incharge , Training & Placement	-	Convener

R&D Monitoring Committee

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

Industry Institute Partnership Cell

Director	-	Chairman
Principal	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Mr. Susmit Maity, Assoc. Prof. (IT) &- Incharge , Training & Placement	-	Member
Mr. Debadatta Ghosh, Assoc.Prof. (AEIE) & Incharge-IIPC	-	Convener

Students Welfare Committee

Dean, Students Welfare	-	Chairman
Registrar	-	Member
Prof. Sunil Baran Kuila, CHE	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Member
Dr. Subhankar Joardar, CSE	-	Member
Dr. Mihir Baran Bera, AS	-	Member
Dr. Pijus Kanti Khatua, AS	-	Member
Mr. Debadatta Ghosh, Incharge, IPC-	-	Member
Dr. Shreyashi Santra Mitra, CE	-	Member
Dr. Gourisankar Roymahapatra, AS	-	Member
Ms. Sanchita Saha, CSE	-	Member
Ms. Bipasha Biswas, MCA	-	Member
Ms. Banani Ghose, IT	-	Member
Dr. Jagannath Samanta, ECE	-	Member
Sri Sourav Mondal, CSE	-	Member
Sri Santanu Maity, ECE	-	Member
Mr. Tilak Raj Maity, BT	-	Member
Ms. Sumana Mandal, AS	-	Member
Sri Nayan Manna, EE	-	Member
Sr. Administrative Officer	-	Member
Students Counsellors	-	Member
Students Welfare 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
Sri Gurupada Maiti (Coordinator – Centre of Art and Culture)	-	Member
Mr. Bulbul Chowdhury, (Asst. Coordinator)	-	Member
4 senior students from each branch [incl. one girl student]	-	Members
Dr. Somak Jyoti Sahu, CHE	-	Convener

Disciplinary Committee

Prof. A.B. Maity, Dean, SASH	-	Chairman
All Deans	-	Members
HODs/TICs	-	Members
Dr. R. N. Jana, CHE	-	Member
Dr. Tarun Kr. Ghosh, CSE	-	Member
Sr. Administrative Officer	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Member
Prof. Dilip Kumar Dey, EE	-	Convener

Publication Committee

Prof. Bikash Bepari, Dean, SW	-	Chairman
Prof. A. B. Maity, SASH	-	Member
Dr. Anjan Mishra, Registrar	-	Member
Dr. Meenakshi Dey, AS	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Mr. Tirthadip Sinha, ECE	-	Member
Dr. Anupam De, AS	-	Member
Dr. Abhisek Santra, CE	-	Member
Dr. Biswajit Mandal, CHE	-	Member
Ms. Jyoti Doley, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Prof. Chanchal Kumar De, ECE	-	Convener

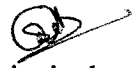
It is mandatory to conduct meetings regularly or as applicable in exigency of the Institute. The Convener of the Committee is required to submit a report of compliance to the Director/Principal/Registrar to that effect.

All concerned are to note and act accordingly.

Sd/- Principal
Haldia Institute of Technology

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) All Deans _____
- 6) The Registrar
- 7) All HODs/TICs _____
- 8) The Finance Manager
- 9) The Controller of Examinations
- 10) The Assoc.Professor (IT) & Incharge, Trg. & Placement
- 11) The Assoc.Professor (AEIE) & Incharge, IIPC
- 12) All the Conveners _____ with the request to note and act accordingly.
- 13) The Provost (Hostels)
- 14) The Sr. Admn. Officer
- 15) The System Manager
- 16) The Asstt. Professor & Dy. Controller of Examinations
- 17) The Librarian
- 18) The Students Welfare Officer
- 19) The Students Counselors
- 20) The PS to Director
- 21) The PS to Principal
- 22) Registrar Section (Committee file)
- 23) Office file


Principal
Haldia Institute of Technology