

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

No. HIT/(OR)/ 943 /2019

Dated : 19-11-2019

OFFICE ORDER

In compliance with the directives issued by AICTE/UGC and other Govt. Authorities and as approved by the Board of Governors in its meeting held on 13th November, 2019, the “**Internal Complaints Committee (ICC)**” is of this Institute are hereby re-constituted, consisting of the following members with immediate effect, until further order :-

Prof. Suvroma Gupta, BT	-	Chairman
Ms. Subhra Das, Repre. from NGO	-	Member
Mrs. Sarbari Samanta, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Students Counselors	-	Members
Administrative Officer	-	Member
Ms. Abantika Mishra, Student	-	Member
Ms. Aparajita Jana, Student	-	Member
Sri Sagnik Mitra, Student	-	Member
Dr. Meenakshi Dey	-	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