INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

(Autonomous institution under MHRD, Govt. of India & Department of Information
Technology & Electronics, Government of West Bengal)
c/o WEBEL IT Park, Opposite of Kalyani Water Treatment Plant
Near Buddha Park, Dist. Nadia, P. O Kalyani PIN - 741235, West Bengal
E-mail - office@iiitkalyani.ac.in, website - www.iiitkalyani.ac.in

No.   IIITK/OO/2019/O2/68   27th July, 2019.

OFFICE ORDER

In supersession of previous Office Orders Mentor Director has been pleased to assign the following administrative and academic responsibilities to the faculty members and Officers of the Institute for the Academic Year 2019-20 in addition to their normal duties as under :

Sl. No.	Name of the faculty	Academic and Administrative Assignments
1.	Dr. Imon Mukherjee	• Faculty Coordinator and Faculty In-Charge, Academics till December 2019 or until further order. • Faculty In-Charge, Alumni Affairs • Assistant Warden, Boys' Hostel (A-11)) • Faculty Mentor, Batch 2016-20 • Laboratory In-Charge, Computer Lab. III (Room 207) • Space Committee • Institute Purchase Committee • Syllabus & Routine Committee
2.	Dr. SK Hafizul Islam	• Faculty Mentor, Batch 2019-23 • NPTEL Local Chapter • Faculty In-Charge, Computer Centre
3.	Dr. Uma Das	• Faculty In-Charge, Examinations • Faculty Mentor, Batch 2017-21 • Institute Purchase Committee • Visvesvaraya Ph.D. Scholarship
4.	Dr. Oishila Bandyopadhyay	• (i) Faculty In-Charge, Ph.D. Admissions (ii) Faculty In-Charge, Ph.D. and Research Committee* *(i) & (ii) have been merged and renamed as Ph.D. Coordinator from 9th July, 2019. • Warden, Girls' Hostel • Faculty Mentor, Batch 2018-22 (jointly with Dr. Anirban Lakshman & Dr. Tamal Ghosh) • Faculty In-Charge, Gymkhana, Technical Activities • IEEE Local Chapter • Syllabus & Routine Committee • President, IIC
5.	Dr. Bhaskar Biswas	• Faculty In-Charge, Student Activities & Gymkhana President. • Faculty Mentor, Batch 2019-23. • Lab In-Charge, Computer Lab – II (Room 202) • Space Committee
6.	Dr. Tamal Ghosh	• Faculty In-Charge, Library • Assistant Warden, New Boys' Hostel (Rathtala) • Faculty Mentor, Batch 2018-22 • Lab In-Charge, Analog Electronics Lab. • Faculty In-Charge, Gymkhana, Cultural Activities.

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7.	Dr. Dalia Nandi	- Assistant Warden, Girls' Hostel - Faculty Mentor, Batch 2017-21 (jointly with Dr. Uma Das & Dr. Debasish Bera) - Lab In-Charge, Digital Electronics Lab - Faculty In-Charge, Gymkhana, Technical Activities - IEEE Local Chapter - Convener, IIC - Disciplinary Committee - Scholarship Committee
8.	Dr. Sanjoy Pratihar	- UG Admissions In-Charge - Faculty In-Charge, IT Services - Faculty Mentor, Batch 2019-23 (jointly with Dr. SK Hafizul Islam & Dr. Bhaskar Biswas) - Faculty In-Charge, Gymkhana, Sports Activities - Disciplinary Committee - Institute Purchase Committee - Scholarship Committee
9.	Dr. Debasish Bera	- Faculty In-Charge, SRIC Cell & Continuing Education - Warden, New Boys' Hostel (Rathtala) - Faculty Mentor, Batch 2017-21 (jointly with Dr. Uma Das & Dr. Dalia Nandi) - Lab In-Charge, Computer Lab – I (Room 201) - Faculty In-Charge, Gymkhana, Sports Activities - Space Committee - Faculty In-Charge, FDP
10.	Dr. Sanjay Chatterji	- Faculty Mentor, Batch 2016-20 (jointly with Dr. Imon Mukherjee) - Faculty In-Charge, Gymkhana, Cultural Activities - SPoC Smart India Hackathon 2019 - Guest House In-Charge - Syllabus & Routine Committee - Faculty In-Charge, Computer Centre
11.	Dr. Anirban Lakshman	- Warden, Boys' Hostel (A-11) - Faculty Mentor, Batch 2018-22 (jointly with Dr. Oishila Bandyopadhyay & Dr. Tamal Ghosh) - Guest House In-Charge - Syllabus & Routine Committee - Coordinator, IIC
12.	Dr. Madhumita Sengupta	- Space Committee - Disciplinary Committee - Institute Purchase Committee - Scholarship Committee

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13.	Shri Mrityunjoy Dey	• Institute Purchase Committee
14.	Shri Sudeep Choudhury	• Institute Purchase Committee

Note :

i)   Registrar is the Chairperson of Institute Purchase Committee.
ii)   All Hostel Wardens & Assistant Wardens will be the members in Mess Committee.
iii) All Hostel Wardens will be the members in Disciplinary Committee.

This is issued with the concurrence of the Competent Authority and will be effective until further order.

(S. N. Datta)
Registrar (Offg.)

Copy for information and necessary action to :

1) All faculty members of the Institute mentioned above.
2) All Officers of the Institute mentioned above.
3) Assistant Registrar
4) Office File

(S. N. Datta)
Registrar (Offg.)