



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/Senate/2019/02/67

12th July, 2019.

OFFICE ORDER

As per THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE-PARTNERSHIP) ACT, 2017 the Governing Body of the Institute at its 8th meeting held on 4th June, 2019 has accorded its approval to constitute the '**Senate**' of the Institute with the following members :

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|---|-----|---------------------------|
| 1) Director as Ex-Officio Chairperson. | | |
| 2) Registrar as Ex-Officio Secretary. | | |
| 3) Prof. Indranil Sengupta, | ... | External Expert nominated |
| Department of Computer Science & Engineering, | | by the Governing Body. |
| Indian Institute of Technology, Kharagpur. | | |
| 4) Prof. Hafizur Rahaman, | ... | External Expert nominated |
| Deptt. of Information Technology, | | by the Governing Body. |
| IEST, Shibpur. | | |
| 5) Prof. Chandan Mazumdar, | ... | External Expert nominated |
| Deptt. of Computer Science & Engineering, | | by the Governing Body. |
| Jadavpur University, Kolkata. | | |
| 6) Faculty Coordinator as Ex-Officio member. | | |
| 7) Dr. Imon Mukherjee | ... | Member |
| 8) Dr. Uma Das | ... | Member |
| 9) Dr. SK Hafizul Islam | ... | Member |
| 10) Dr. Tamal Ghosh | ... | Member |
| 11) Dr. Oishila Bandyopadhyay | ... | Member |
| 12) Dr. Sanjoy Pratihari | ... | Member |
| 13) Dr. Sanjay Chatterji | ... | Member |
| 14) Dr. Dalia Nandi | ... | Member |
| 15) Dr. Anirban Lakshman | ... | Member |
| 16) Dr. Debasish Bera | ... | Member |
| 17) Dr. Bhaskar Biswas | ... | Member |
| 18) Dr. Madhumita Sengupta, Assistant Registrar | ... | Special Invitee. |

The term of office of members nominated by the Governing Body shall be for a period of two years from the date of nomination and the term of office of an ex officio member shall continue so long as the member holds the office by virtue of which he is a member.

Terms of Reference :

Meeting of the Senate : The Senate shall meet as often as necessary, but ordinarily not less than four times during a calendar year and a calendar of ordinary Senate meetings may be drawn up at the beginning of the academic session.

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(2)

- (1) The Chairperson of the Senate either on his or her own initiative or on a requisition signed by not less than twenty per cent. Of the members of the Senate shall convene a meeting of the Senate.
- (2) A quorum for a meeting of the Senate shall be half of the total members of the Senate.
- (3) The Director, if present, shall preside over every meeting of the Senate and on his or her absence, a member nominated by the Director shall preside at the meeting.
- (4) The Registrar shall circulate a written or electronic notice of every meeting, together with the agenda to the members of the Senate at least a week before the meeting.
Provided that the Chairperson of the Senate may permit inclusion of any item for which due notice has been given.
- (5) Notwithstanding the provisions of sub-statute (1), the Chairperson of the Senate may call for an emergency meeting of the Senate at short notice to consider any urgent special issues.
- (6) The decision of the Chairperson of the Senate in regard to all questions of procedure shall be final.
- (7) The Registrar shall draw the minutes of the proceedings of a meeting of the Senate with the approval of the Chairperson of the Senate and circulated to all members of the Senate.
Provided that any such minute shall not be circulated if the Senate considers such circulation prejudicial to the interests of the Institute and the minutes along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Senate.
- (8) After the minutes are confirmed and signed by the Chairperson of the Senate, they shall be recorded in the minute book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours.
- (9) In emergent cases, the Chairperson of the Senate may exercise the powers of the Senate and report to the Senate of the action taken by him or her at its next meeting for its approval.

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

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

Copy forwarded for information and necessary action to :

- 1) All members of the Senate
- 2) PS to Director
- 3) Website
- 4) File

Registrar (Offg.)