

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

No. HIT/(OR)/ 215 /2016

Dated : 16-09-2016

OFFICE ORDER

As approved by the competent authority, the "Academic Staff Development Centre" of the Institute is hereby constituted, consisting of the following members, with immediate effect :-

Principal	-	Chairman
Prof. Radha Das, Dean, (School of Chemical, Food & Biotechnology)	-	Member
Prof. A. B. Maity, Dean (School of Applied Sc. & Humanities)	-	Member
Registrar	-	Member
Dr. Uday Maji, HOD, AEIE	-	Member
Dr. Anupam De, Appl. Sc.		
Prof. Dipak Kumar Jana, HOD, SASH-		Convener

The Said committee will look after the following activities :


- 1) Specially designated Orientation Programs in pedagogy, educational psychology and philosophy for newly appointed faculty members.
- 2) Refresher courses (including adaptation on IT based teaching learning) for newly appointed and serving teachers, covering every teacher at least once in three to five years.
- 3) Encouragement on teacher's direct participation in National / International seminars, symposium, workshops etc.

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) Dr. Anupam De, Applied Science
- 13) The Sr. Admn. Officer
- 14) The PS to Director
- 15) The PS to Principal
- 16) Registrar Section (Committee file)
- 17) Office file


Principal
Haldia Institute of Technology