

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

No. HIT/(OR)/ 214 /2016

Dated : 16-09-2016

**OFFICE ORDER**

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

Principal	-	Chairman
Prof. A. B. Maity, Dean (School of Applied Sc. & Humanities)	-	Member
Registrar	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Ms. Jyoti Doley, Applied Sc.	-	Member
Dr. Anupam De, Appl. Sc.	-	Convener

The Said committee will look after the following activities :

- 1) To conduct orientation programmes and entry formalities for newly recruited faculty, research scholar and staff members.
- 2) To focus on different modes of approach in order to meet the challenges of life in order to become not merely a trained professional but also a better citizen.
- 3) To organize advanced level capacity enhancement and continuous knowledge upgradation faculty and staff training programs for teachers/staff working in different capacities and roles in different departments of the Institute.
- 4) To conduct programs to build research, teaching and administration competence for holistic development of individuals.
- 5) To conduct exist formalities for outgoing faculty members, research scholar and non-teaching staff members.

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) The Sr. Admn. Officer
- 13) Dr. Arunangshu Giri, MBA
- 14) Ms. Jyoti Doley, AS
- 15) Dr. Anupam De, Applied Sc.
- 16) The PS to Director
- 17) The PS to Principal
- 18) Registrar Section (Committee file)
- 19) Office file

  
Principal  
Haldia Institute of Technology