



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

Ref. No.: NITMGH/ES/CMMTE/Vol. III/2025-26/1534

Date: 13.11.2025

OFFICE ORDER

This is to notify that the Competent Authority is pleased to constitute the following committees to organize a Two-day capacity building workshop (CBW) on Innovation, Design, and entrepreneurship (IDE) from 20th to 21st November, 2025 under AICTE:

| Sl. No. | Name | Faculty Name | Role | Responsibilities |
|---------|--------------------------------------|--|----------|---|
| 1. | Advisory | <ul style="list-style-type: none">Prof. Pinakeswar MahantaProf. Diptendu Sinha Roy | Mentor | <ul style="list-style-type: none">Necessary guidance to all committee members |
| 2. | Coordination | <ul style="list-style-type: none">Dr. Bibhas Manna | Convenor | <ul style="list-style-type: none">Coordinating with all committee members |
| 3. | Registration | <ul style="list-style-type: none">Dr. Rubi ChakrabortyDr. Diangarti Bhalang Tariang | Member | <ul style="list-style-type: none">Register Participants and Resource PersonsProvide Kits |
| 4. | Registration kit and Banner/Mementos | <ul style="list-style-type: none">Dr. Rwivoo BaruahDr. Kaushik Talukdar | Member | <ul style="list-style-type: none">Prepare KitsPrepare and Print BannerPrepare CertificatesPurchase Mementos for Felicitation |
| 5. | Anchoring | <ul style="list-style-type: none">Dr. Jagritee TalukdarDr. Swathisha P | Member | <ul style="list-style-type: none">Preparing Script for anchoring |
| 6. | Stage/Meeting /Classroom Arrangement | <ul style="list-style-type: none">Dr. Bibhas MannaDr. Pemendra K Pardhi | Member | <ul style="list-style-type: none">Selection and making ready of classrooms/Lecture halls/presentation rooms |
| 7. | Food | <ul style="list-style-type: none">Dr. Piyush Pratap SinghDr. M. Rahang | Member | <ul style="list-style-type: none">Arrange food for Breakfast/Lunch/snacks/ Dinner |

Dr. Gurpreet



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|-----|---|--|--------|---|
| 8. | A/V Setup | <ul style="list-style-type: none">Dr. Bhabagrahi N SharmaDr. A.P. Singh | Member | <ul style="list-style-type: none">Check and keep rooms ready with A/V facilities |
| 9. | Photography and Newspaper Advertisement | <ul style="list-style-type: none">Dr. N Johny SinghDr. N. Herojit Singh | Member | <ul style="list-style-type: none">Recording and still PhotogrphayAdvertisement to leading Newspapers |
| 10. | Attendance | <ul style="list-style-type: none">Dr. Elsa Cherian | Member | <ul style="list-style-type: none">Taking attendance for all participants in both halves of the program for two days |
| 11. | Transportation | <ul style="list-style-type: none">Dr. N Johny SinghDr. Y. Odyuo | Member | <ul style="list-style-type: none">Making arrangement for bus and traveller for bringing participants and resources from hotel to campus and back |
| 12. | Hotel Accommodation and Guest Hospitality | <ul style="list-style-type: none">Dr. Nurul Amin ChoudhuryDr. Suraj Gupta | Member | <ul style="list-style-type: none">Checking hotels and coordinate with participants and resource personsKeep necessary items ready in the hotel |

This issues with approval of the Competent Authority.


(Dr. B. Chakravarty)
Registrar

To,

Concerned Faculty Member for information and necessary action please.

Copy to:

1. Director's Office, for kind information of the Director, NIT Meghalaya.
2. All Deans/HoDs of NIT Meghalaya for kind information.
3. AR (FA) for necessary information.
4. IA Section, Superintendent [SG-II] (ES) for information.
5. Concerned personal files for record.