



PINNACLE GROUP INITIATIVES  
**ELITE COLLEGE OF ENGINEERING**

**E.C.E** B. TECH COLLEGE APPROVED BY AICTE & AFFILIATED TO MAKAUT (WBUT)  
PO-Karnamadharpur, PS-Ghola, Sodepur, Kolkata-113. Phone-(033)25956632 / 9831500840, Web-www.petindia.org

Ref no:- ECE/PO/OFFICE ORDER/2020/001

Date: 23<sup>rd</sup> November, 2020

**OFFICE ORDER**

It is hereby ordered that the Exam Cell of the College shall be restructured as follows:

***In-Charge:*** Mr. Surajit Saha, Assistant Professor of Electrical Engineering, ECE  
***Assistant In-Charge:*** Mr. Amit Sarkar, Exam Cell Staff, ECE  
***Faculty Coordinator:*** Mr. Mrinmoy Pan, Assistant Professor of Civil Engineering, ECE  
Mr. Pallab Sarkar, Assistant Professor of Mechanical Engineering, ECE

The *In-Charge* of Exam Cell shall be responsible for all matters related to examinations and other relevant matters and reportable to Principal, ECE. He shall have to conduct meeting as and when required in consultation with Principal, ECE and keep close liason with MAKAUT, AICTE and all other controlling organizations. The *Assistant In-Charge* shall assist the in-charge in all matters related to examination and act as Convener of the meeting. The *Faculty Coordinators* will assist in all matters related to examinations of ECE, whenever requested for.

This order is issued in concurrence with the competent authority and will be in force with immediate effect.

(Dr. S. Basack)  
Principal, ECE

**Principal**  
Elite College of Engineering  
Karnamadharpur, Ghola  
Kolkata - 700 113

CC to:

1. Mr. Surajit Saha, Asst. Prof., EE, ECE
2. Mr. Amit Sarkar, Exam Cell Staff, ECE
3. Mr. Mrinmoy Pan, Asst. Prof., CE, ECE
4. Mr. Pallab Sarkar, Asst. Prof., ME, ECE
5. All Faculty Members through HODs
6. Director (A & HR) – for kind information please
7. Director (O) – for kind information please
8. Mr. Sankar Ray – OIC, EIEM – for kind information please
9. Mr. P. K. Nag – AO, ECE – for kind information please
10. All Faculty Members through HODs
11. Mr. Animesh Tah, Accounts Officer
12. Mr. Tathagata Roy Chowdhury – For n/a please
13. Reception – ECE & EIEM