



PINNACLE GROUP INITIATIVES  
**ELITTE COLLEGE OF ENGINEERING**

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/2024/051

Date: 5<sup>th</sup> February, 2024

**OFFICE ORDER**

In pursuance of the resolution of the 8<sup>th</sup> meeting of the academic committee (agenda no. 8.5) held on 28<sup>th</sup> November, 2023 at this institute, Dr. Satyabrata Podder, Assistant Professor, Department of Mechanical Engineering, will be the coordinator of Face book page and also web hosting and social networking in addition to his normal duties with immediate effect.

The duties and responsibilities are as follows:

- a) To coordinate and collect all the details of the programmes held in Elitte College of Engineering.
- b) To submit reports and photographs/videos of the programmes to Mr. Bahar Ali, Web Department.
- c) To keep track of the publications in the social media handles of Elitte College of Engineering.
- d) Any other related matters as and when required.

*(Dr. U. C. Kumar)*  
(Dr. U. C. Kumar)  
Principal, ECE



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

Copy forwarded to:

1. Dr. Satyabrata Podder, Assistant Professor, Mechanical Engineering
2. All Faculty Members and staffs of ECE through Head of the department and sectional Head
3. Director (A & HR) – for kind information please
4. Director (O) – for kind information please
5. Mr. Sankar Ray, Manager Coordination, ECE – for kind information please
6. Web Department – for immediate upload in College website please