

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1014/MAKAUT/Misc/03/2026

14th March, 2026

MEMORANDUM

Coordinator – MAR

To strengthen and streamline the Student MAR (Mandatory Additional Requirement) related activities, the following appointment is hereby made with immediate effect:

Dr. Chinmoy Maiti – Coordinator (MAR)

Functions and Responsibilities

1. To plan year-wise MAR activities for students and circulate the same to the faculty mentors.
2. To collect information from faculty mentors regarding the execution of the planned activities and monitor their effective implementation.
3. To coordinate the timely uploading of MAR points on the University portal.
4. To perform any other task assigned by the undersigned from time to time pertaining to MAR activities.

All faculty members concerned are requested to extend full cooperation to the Coordinator (MAR) for the effective implementation of the MAR activities.

Further, Memo No. CEM/107/D/1014/MAKAUT/Misc/01/2025 dated 12th June, 2025 stands cancelled with immediate effect.

14-03
2026

(Dr. Dilip Kumar Gayen)

Director

Copy to:

1. All HoDs – with a request to circulate among the faculty members.
2. Dr. Chinmoy Maiti
3. OIC–Examination – with a request to update the information in the MAKAUT portal.
4. Prof. Kaushik Sinha – with a request to update the information in the College portal.