



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. Estt/Genl/1-14/Misc/2024  
Date: November 26, 2024

MEMO

Sub: Publicity of Events / Seminar / Conference / Expos

In connection to the Office Order No.Esst /297/2024 dated 01 July, 2024 (enclosed) the undersigned is to convey that all heads of Departments /Schools /Centres /Sections /Units are hereby requested for sharing the following information regarding various Seminars /Events /Conference/ Expos /workshops etc being conducted in the campus or outside the campus:-

- (i) Event details: - Guests Name & Profile, Event Date & Place, Brochure / Poster may be shared with Public Relations Officer (through email: [pro@iit.kgp.ac.in](mailto:pro@iit.kgp.ac.in) / [pratikdama@adm.iitkgp.ac.in](mailto:pratikdama@adm.iitkgp.ac.in)) and CC to Digital and Creative Media Executive of the Institute (through email: [media@iitkgp.ac.in](mailto:media@iitkgp.ac.in)).
- (ii) After completion of the Event; Photographs, videos and short write up may be sent to Dean, Outreach (through email: [deanor@adm.iitkgp.ac.in](mailto:deanor@adm.iitkgp.ac.in)) for further publication in the Quarterly Newsletter of IIT KGP and CC to Public Relations Officer & Digital and Creative Media Executive.
- (iii) For publicity of the Events /Seminar /Conference/Expos through Institute verified official social media accounts (such as LinkedIn, Facebook, Instagram, Twitter, YouTube), relevant information may be forwarded to Digital & Creative Media Executive and Public Relations Officer.
- (iv) Public Relations Officer or his representative will attend the Seminars /Events /Conference /Expos /workshop, etc.

The undersigned is to also convey that various advertisements of the Institute will be published through Central Bureau of Communication, Govt. of India by Public Relations Office and fund for the same may be booked by the concerned Departments /Schools /Centres /Sections /Units.

Encl: As stated above (01 page)

  
कुलसचिव / Registrar

To:

1. All Deans / Associate Deans
2. All Heads of Department/Centre/School/Section/Unit
3. All Chairmen / Chairpersons / Professor-in-Charge
4. Chief Vigilance Officer
5. Chairman, ERP
6. Head, Institute Information Cell (IIC)
7. Head, B.C Roy Technology Hospital
8. Librarian, Central Library
9. President, Technology Students' Gymkhana
10. All Warden / Assistant Wardens, Halls of Residence
11. Chief Engineer / Supdt. Engineers/Sr. Executive Engineers/Executive Engineers
12. All Joint Registrars/ Deputy Registrars/ Assistant Registrars/Executive Officers
13. Public Relations Officer
14. Digital and Creative Media Executive
15. Senior Security Officer
16. Secretary to Director
17. Secretary, Deputy Director's Office
18. Secretary, Registrar's Office
19. Apna IITKGP



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INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR


Office Order No. Estt / 297 / 2024 Dated July 01, 2024

The undersigned is to convey that the Competent Authority has approved the following duties and responsibilities of Shri Pratik Chandrakant Dama, EC : 24081, as Public Relations Officer of the Institute :

1. Connecting with the media, connecting media with campus, being thoroughly aware of the ongoing events of the Institute, being in touch with campus security officers and timely reporting to the Registrar.
2. Develop and maintain relationships with faculty, students, and other campus related officials.
3. Be updated with all the events organised by the Institute.
4. Be familiar with the Student's Alumni Affairs and International Relations Cell and should be connected with the respective Deans & Head of the Cell.
5. Time to time visit various centres of IIT KGP such as IIT KGP Research Park, Science and Technology Entrepreneurs' Park (STEP), STEP, Gopali – IIT Kharagpur, Heritage Tea Garden, Technology Alumni Association Bengaluru (TAAB)- Bangalore Chapter of IIT Kharagpur Alumni Association and the 3 extension campuses of IIT KGP at Kolkata and Bhubaneswar.
6. Understand and carry out responsibilities during the Convocation ceremonies.
7. Take an overview of the various initiatives of the campus centres and their work.
8. To build rapport and escort various guests visiting the Institute.
9. Responsible as Custodian for the Central Bureau of Communication / Directorate of Advertising and Visual Publicity (DAVP) for publishing various advertisements of the Institutes as per the specified advertisement received from concerned Departments/Centres/Schools/Sections/Units like Recruitment Section, Academic Section, JEE/GATE, VGSOM, RGSolPL, SRIC etc. for various events like Convocation, Students Admission, PGDBA/EMBA programmes, LLM programmes, Project Jobs etc.

The Competent Authority has also approved the following duties and responsibilities of Ms. Poulami Mondal, EC:T0665, as Digital & Creative Media Executive of the Institute, in co-ordination with the PRO :

1. Responsible for gathering news and features information within the institute planning, drafting and writing press releases, feature articles, fact sheets, background material and other copy material for using internal and external communication both at Regional and National level.
2. Look after Branding of the Institute through verified and official social media accounts of the Institute (such as LinkedIn, Facebook, Instagram Twitter, YouTube).
3. Responsible for Media connects (both the internal and external) of the Academic and Research activities, achievements and awards of the Institute.
4. Responsible for gathering / collecting articles, information and public release, comments from the Newspapers / Media / Internet related to the Institute and also develop a quarterly Newsletter of the Institute and the same may be published through IIT KGP portal.
5. Covering stories on various initiatives of the Departments, Centres, Schools, Sections, Units and IIT KGP campus.
6. Other media related duties and special projects, as assigned from time to time by the higher authorities.

  
कुलसचिव / Registrar

To

1. Shri Pratik Chandrakant Dama, EC : 24081, Public Relations Officer
2. Ms. Poulami Mondal, EC:T0665, Digital & Creative Media Executive