

Sept. 2018 - 20. Nov. 2021

List of Cells/Councils/Sub-committees/Advisory bodies

1. Academic Council:

It is a statutory body to make academic and extra-academic plans and programmes in compliance with the University's curricula. In consultation with the IQAC, it takes necessary steps to uphold and improve quality of teaching-learning and dissemination of knowledge. In addition, it is empowered by the GB to implement and execute related plans and programmes.

Convener	Dr. M. Saha	M. Saha	
Members	HoDs of all the Departments	Bengali	M. Saha
		English	Sen
		Sanskrit	
		History	B. Bhattacharya
		Pol. Sci.	
		Geography	
		Economics	
		Chemistry	
		Mathematics	
		Physics	
Phy. Edu			
Commerce	S. Chakrabarty		
	IQAC Coordinator	M. Saha	
	Teachers' Council Secretary	Japabrata Bhaduri	
	Head Clerk		
	Shri Tapas Chatterjee		
	GS, Students' Union		

1.i) Routine Sub-Committee:

It prepares class routine in consultations with the Academic Council. Necessary information on infrastructure availability is received from the Infrastructure maintenance/Development and Purchase sub-committee

Convener	Prof. K. Mukhopadhyay	K. Mukhopadhyay
Members	Dr. M. Saha	M. Saha
	Dr. S. Chakraborty	S. Chakraborty
	Prof. P. Sengupta	
	Dr. T. Bhaduri	Japabrata Bhaduri
	Prof. S. Sen	Sen
	Shri T. Chatterjee	
	Shri U. Pachal	Uday Pachal
	GS, Students' Union	

1. ii) Examination and Internal Assessment Sub-Committee:

It makes different examination schedules, organizes examinations, distributes answer-scripts to departments/teachers and/or submit distribution list to the Results and evaluation Sub-committee.

Convener	Prof. A. Das	A. Das
Members	Prof. K. Bhowmik	
	Prof. P. Saha	
	Dr. D. Seth	
	Prof. A. Ghosh	
	Shri S. S. Nayak	
	Smt. Mallika Mondal	Mallika Mondal
	GS, Students' Union	

1.iii) Result and Evaluation Sub-committee:

It collects results with attendances from the departments/teachers, looks after publication of

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results of mid-term examinations and submits internal assessment results with attendances to the CU through university online portal.

Convener (two)	Dr. T. Bhaduri (Jt.)	Japabrata Bhaduri
	Prof. A Ghosh (Jt.)	Ashwani Ghosh
Members	Prof. A. Das	
	Prof. P. Saha	
	Prof. M. Paul	Manik Paul.
	Prof. S. Das	Shreyas Das
	S.S. Nayak	16/11/18
	Sk Imran	SK. Imran Fawaz

2. Provident Fund Sub- Committee:

It looks after employees' contribution to Provident Fund, posting of interest and maintenance of the ledger of Provident Fund of employees of the college, assesses merits and recommends for disbursing loan to the deserving applicants.

Convener	Dr. N.K. Misra	Dr. Misra
Members	Bursar	Bursar
	Dr. S. Chakraborty	S. Chakraborty
	Prof. P. Saha	
	Shri P. Bhattacharya	
	Shri T. Chatterjee	T

3. Development and Purchase Sub- Committee:

It looks after infrastructure development and purchase of goods and equipments for college.

Conveners (two)	Dr. S. Chakraborty (Jt.)	S. Chakraborty
	Dr. Bijon Biswas (Jt.)	Bijon Biswas
Members	Dr. N. K. Misra (IQAC Coordinator)	Dr. Misra
	Dr. S. Chakraborty (Convener of the Infrastructure Sub-committee)	S. Chakraborty
	Prof. M. Paul (Convener of Furniture Sub-committee)	Manik Paul.
	Ms. S. Das (Convener of Drinking Water Sub-committee)	Shreyas Das
	Dr. J. Roy (Convener of Utility, facility and sanitation subcommittee)	J. Roy
	Shri S. Chakraborty (Convener of Electrical subcommittee)	S. Chakraborty
	Librarian (Convener of Library subcommittee)	Sudipta Chakraborty
	Prof. A. Das (Convener of the UGC subcommittee)	A Das
	Prof. P. Sengupta (Convener of Res. & Promotion Sub-committee)	P. Sengupta
	Dr. T. Bhaduri (Jt. Convener of Computer, ICT and Website Subcommittee)	Japabrata Bhaduri
	Shri A. Ghosh (Jt. Convener of Computer, ICT and Website subcommittee)	Ashwani Ghosh
	Prof. U. S. Roy (Jt. Convener of Campus development and Beautification subcommittee)	
	Prof. S. Das (Jt. Convener of Campus development and Beautification subcommittee)	Shreyas Das
	Shri P. Bhattacharya	
	Shri T. Chatterjee	T
	Shri U. Pachal	Uday Pachal
	Shri S. Patra	Saila Patra

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3. i) Infrastructure Sub-Committee:

It looks after and recommends development and maintenance of infrastructure, related purchase and procurement and also supervises constructions and maintenance work.

Conveners (two)	Dr. S. Chakraborty (Jt.)	S. Chakraborty
	Dr. T. Bhaduri (Jt.)	Japabrata Bhaduri
Members	Prof. P. Saha	P. Saha
	Prof. A. Das	A. Das
	Bursar (Dr. Bijon Biswas)	B. Biswas
	Shri P. Bhattacharya	P. Bhattacharya
	Shri T. Chatterjee	T. Chatterjee
	Shri U. Pachal	Uday Pachal
	GS or any representative of the Students' Union	Suman Paul

3. ii) Furniture Sub-Committee:

It looks after furniture and stock-maintenance of the same as well as their distribution at desired places. In addition, it recommends for all related purchase/procurement and supervises maintenance work.

Conveners (two)	Prof. M. Paul (Jt.)	Manik Paul
	Prof. P. Saha (Jt.)	P. Saha
Members	Dr. T. Bhaduri	Japabrata Bhaduri
	Prof. S. Sen	S. Sen
	Shri Sudipta Chakraborty	Sudipta Chakraborty
	Shri P. Senapati	Pratap Senapati
	Shri S. Patra	Saila Patra
	Shri U. Pachal	Uday Pachal
	GS or any representative of the Students' Union	Suman Paul

3. iii) Utility and Sanitation Sub-Committee:

It looks after requirement and maintenance of items as utility, amenity and sanitation. In addition, it recommends for all related purchase and procurement.

Convener	Dr. J. Ray	J. Ray
Members	Prof. U. S. Roy	U. S. Roy
	Prof. D. Seth	D. Seth
	Prof. S. Das	S. Das
	Shri U. Pachal	Uday Pachal
	Shri G. Mudi	Ganesh Mudi
	GS or any representative of the Students' Union	Suman Paul

3. iv) Electrical Sub-Committee:

It looks after proper electrification and installation of fans in class-rooms and different offices. It recommends for purchase of electrical items, equipment and maintenance of generators, inverters, batteries and fittings related items for proper electric supply and recommend for their purchase or services.

Conveners (two)	Shri Sudipta Chakraborty (Jt.)	Sudipta Chakraborty
	Prof. A. Ghosh (Jt.)	A. Ghosh
Members	Dr. P. Sengupta	P. Sengupta
	Shri A. Singh	A. Singh
	Prof. J. Mandal	J. Mandal
	Shri G. Mudi	Ganesh Mudi
	Sk. Imran	Sk. Imran Faridi
	GS or any representative of the Students' Union	Suman Paul

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3. v) Drinking Water Sub-Committee:

It looks after drinking water supply, maintenance of water purifier and reservoir and recommends for related purchase and maintenance services.

Convener	Prof. S. Das	
Members	Prof. D. Seth	Shreyas Das
	Prof. S. Dey	
	Dr. B. Shaw	Sint
	Prof. M. Mondal	
	Shri Pratap Senapati	Pratap Senapati
	GS or any representative of the Students' Union	

4. Students' Union Election Sub-Committee:

It conducts the process of election and formation of the Students' Union of college.

Convener	Dr. N.K. Misra	
Members	Dr. M. Saha	M. Saha
	Prof. A. Das	A. Das
	Dr. J. Ray	J. Ray
	Shri P. Bhattacharya	P. Bhattacharya
	Shri T. Chatterjee	T. Chatterjee

5. Library Sub-Committee:

It assists the departments for making of book lists and recommends for purchase, procurement and maintenance of books, journals and other reading resources. In addition, it looks after resource management, frames policy for their distribution of books and procurement of related items and equipment for overall development of college library.

Convener	Librarian (Shri S. Chakraborty)	Sudipta Chakraborty
Members	Dr. S. Chakraborty	S. Chakraborty
	Prof. K. Mukhopadhyay	K. Mukhopadhyay
	Dr. T. Bhaduri	T. Bhaduri
	Dr. B. Biswas	B. Biswas
	Prof. S. Sen	S. Sen
	Shri P. Senapati	P. Senapati
	Shri Sukhen Ghosh	Sukhen Ghosh
	GS or any representative of the Students' Union	S. Ghosh

6. NSS Advisory Bodies:

It looks after the activities of NSS units of college throughout the year including organizing special camp

(i) NSS Unit 1

Convener	Prof. D. Seth (PO)	
Members	Dr. S. Chakraborty	S. Chakraborty
	Prof. S. Sen	S. Sen
	Shri P. Bhattacharya	P. Bhattacharya
	Students' Leader of NSS unit 1	
	Representative from adopted village (Purash)	


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(ii) NSS Unit 2		
Convener	Shri A. Sign (PO)	<i>[Signature]</i>
Members	Prof. U.S. Roy	
	Shri P. Senapati	<i>Pratap Senapati</i>
	Prof. J. Mandol	
	Students' Leader of NSS unit 1	
	Representative from the adopted village (Kanpur)	

7. NCC Sub- Committee:

It looks after the activities of NCC units of college throughout the year including ensuring participation of the students in different certificate levels examinations and national camps/events.

Convener	ANO / CTO	<i>Koushik Chakraborty</i>
Members	Shri Sudipta Chakraborty	<i>Sudipta Chakraborty</i>
	Shri A. Sarkar	<i>[Signature]</i>
	Shri P. Bhattacharya (Head Clerk)	<i>[Signature]</i>
	Shri S. Patra	<i>Saile Patra</i>
	Students' leader of NCC unit	

8. Sports Sub- Committee:

It organizes annual sports of college and promotes students for sports competitions.

Conveners (two)	Shri S. Barui (Jt.) Shri M. Paul (Jt.)	<i>Manik Paul</i>
Members	Shri N. Sardar	
	Shri K. Ghosh	
	Shri S. Patra	<i>Saile Patra</i>
	Shri T Chatterjee	<i>[Signature]</i>
	Sk. Imran	<i>SK. Imran Farooq</i>
	Sports Secretaries (Students' Union)	<i>Aduln Pal</i>

9. Grievance Redressal Cell:

It addresses grievances of students, guardians, teachers and staffs of the college.

Convener	Dr. N. K. Misra	<i>NK Misra</i>
Members	TCS	<i>Jayabrata Bhaduri</i>
	Bursar	<i>[Signature]</i>
	Dr. M. Saha	<i>Msaha</i>
	Dr. S. Chakraborty	<i>S. Chakraborty</i>
	Prof. K C. Bhowmick	<i>[Signature]</i>
	Shri P. Bhattacharya	<i>[Signature]</i>
	Shri T. Chatterjee	<i>[Signature]</i>
GS (Students' Union)	<i>[Signature]</i>	

10. Students' Support Sub- Committee:

It invites applications from economically backward students for free studentships and scrutinizes the applications and recommends for awarding the same to the deserving applicants.

Conveners (two)	Dr. N. K. Misra (Jt.) Prof. K. Bhowmick (Jt.)	<i>NK Misra</i> <i>[Signature]</i>
Members	TCS	<i>Jayabrata Bhaduri</i>
	Bursar	<i>[Signature]</i>
	Shri P. Bhattacharya	<i>[Signature]</i>

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Shri T. Chatterjee	H
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11. UGC Sub- Committee:

It maintains liaison between UGC and college and looks after related construction/services.

Convener	Prof. A. Das	
Members	Dr. M. Saha	Alan
	Dr. S. Chakraborty	Melaha
	Dr. J. Ray	S. Chakraborty
	Dr. B. Biswas	J. Ray
	Shri P. Bhattacharya	Biswas
	Shri T. Chatterjee	H

12. OBC, SC, ST, Minority & P.H. Sub- Committee:

It facilitates the arrangement of Government fellowship and scholarships to the deserving candidates from OBC, SC, ST, Minority & P.H. category and ensures healthy environment to the said communities.

Convener	Prof.D. Seth	
Members	Dr. B. Biswas	Biswas
	Dr. J. Ray	J. Ray
	Dr. A. Biswas	A Biswas
	Prof.M. Paul	Manik Paul.
	Smt. M. Mondal	M. Mondal
	GS or any representative of the Students' Union	Suman Paul

13. Leave and Service Book Sub- Committee:

It keeps records of leaves and maintains the service books of the employees of college.

Conveners (two)	Dr. T. Bhaduri (Jt.)	Tapabrata Bhaduri
	Dr. S. Chakraborty (Jt.)	S. Chakraborty
Members	Dr. M. Saha	Melaha
	Prof. P. Saha	Saile Patra
	Prof. S. Sen	Sen
	Shri T. Chatterjee	H
	Shri P. Senapati	Pratap Senapati

14. Cultural Sub- Committee:

It promotes students for cultural activities and competitions and organizes cultural programmes.

Convener	Prof.S. Dey	
Members	Prof.K. Mukhopadhyay	Kanup
	Prof. S. Sen	Sen
	Prof.S. Das	Shreyas
	Smt. M. Mandal	Malika Mondal
	Cultural Secretaries (Students' Union)	Keya Mukherjee

15. Publication Sub- Committee:

It invites literary contributions from students and staffs of college for college magazine and wall

16/2/19
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magazine and arranges the publication of same. In addition, it does the needful for publication of journals (if any) and collects text, photos and related contents for the college website.

Convener	Prof.S. Dey	
Members	IQAC Coordinator	<i>[Signature]</i>
	TCS	<i>[Signature]</i>
	Prof. S. Sen	Japabrata Bhaduri
	Dr. M. Saha	<i>[Signature]</i>
	Dr. S. Chakraborty	Maha
	Prof.P.Sengupta	S. Chakraborty
	Dr. A.Biswas	<i>[Signature]</i>
	Prof.K.Mukhopadhyay	<i>[Signature]</i>
	Dr. J. Roy	J. Ray
	Librarian	Sudipta Chakraborty
G.S. (Students' Union)	<i>[Signature]</i>	

① Dr. N.K. Misra
② Prof. K. Bhowmick

16. Equal Opportunity Sub- Committee:

It ensures equity and equal opportunity to the community at large in the college.

Convener	Prof. M. Paul	<i>[Signature]</i>
Members	IQAC Coordinator	<i>[Signature]</i>
	Dr. A. Biswas	<i>[Signature]</i>
	Dr. J. Ray	J. Ray
	Dr. B. Biswas	<i>[Signature]</i>
	Prof.D. Seth	<i>[Signature]</i>
	Smt. M.Mondal	M. Mondal

17. Research and Promotion Sub- Committee:

It promotes research and extension activities by the teachers for advancement of their knowledge and skill and arranges seminar in college.

Convener	Dr. T. Bhaduri	Japabrata Bhaduri
Members	Dr. P. Sengupta	<i>[Signature]</i>
	IQAC Coordinator	<i>[Signature]</i>
	Dr. B. Biswas	<i>[Signature]</i>
	TCS	Japabrata Bhaduri
	Dr. M. Saha	Maha
	Dr. S. Chakraborty	S. Chakraborty
	Dr. A. Biswas	<i>[Signature]</i>

18. Anti-Ragging Cell:

It addresses the cases of ragging and ensures that no untoward incident happens to freshers or any students.

Advisory	GB President	
Convener	DM of Howrah	<i>[Signature]</i>
	Prof. S. Sen	<i>[Signature]</i>
Members	SDO of Uluberia	<i>[Signature]</i>
	BDO Amta-I	<i>[Signature]</i>
	OC of Amta PS	<i>[Signature]</i>
	Dr. N. K. Misra	<i>[Signature]</i>
	Prof. K. Bhowmick	<i>[Signature]</i>
	Prof. K. Mukhopadhyay	<i>[Signature]</i>
	Prof. A. Ghosh	<i>[Signature]</i>
	Shri T. Chatterjee	<i>[Signature]</i>
	Shri S. Patra	Saile Patra
	GS(Students' Union)	<i>[Signature]</i>

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19. Women's Cell Sub- Committee:

It ensures that no untoward incident happens to female students and female staffs of the college and addresses the related grievances for the same.

Convener	Prof. A. Das , P. Sengupta	
Members	Prof. S. Dey	
	Dr. J. Ray	
	Prof. U.S. Roy	
	Prof. S. Das	
	Shri M. Mondal	Malika Mondal
	A female representative from Students' Union	Rehana Mulleck

20. Career and Development Sub- Committee:

It helps the students for preparing the students for career and competitive exams.

Convener	S. Sen	
Members	Prof. P. Sengupta	
	Shri Sudipta Chakraborty	
	Prof. D. Seth	
	Prof. S. Das	
	B. K. Shaw	
	Prof. J. Mandal	
	Shri T. Chatterjee	

21. Computer, ICT and Website Sub- Committee:

It looks after the development and maintenance of the college website and ICT arrangements in college and recommends for purchasing/procurement and maintenance of computers, projectors, UPS (inverters), CCTV in college.

Conveners (two)	Prof. A. Ghosh (Jt.)	
	Dr. T. Bhaduri (Jt.)	Japabrata Bhaduri
Members	IQAC Coordinator	
	Dr. B. Biswas	
	Prof. K. Mukhopadhyay	
	Prof. S. Sen	
	Prof. D. Seth	
	Shri S Nayak ✓	
	SK Imran	SK Imran Fakhri

22. Campus Development and Beautification Sub - Committee:

It looks after campus development and beautification of the college and recommends for any related purchase and services.

Conveners (two)	Prof. U. S. Roy (Jt.)	
	Prof. S. Das (Jt.)	
Members	Dr. S. Chakraborty	
	Prof. P. Sengupta	
	PO of NSS Units 1	
	NCC ANO	
	PO of NSS Units 2	
	Shri T. Chatterjee	
	GS (Students' Union)	

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