



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

540, Dum Dum Road, Surer math, (Near Dum Dum Jn. Station),

Kolkata – 700074; Phone: +91 33 25603889,

Website: www.surtech.edu.in, Email: info@dsec.ac.in

DSCSITSC/PRIN/COM/2022-2023/01

Date: 01/07/2022

BOG Committee

Objective:

The main objective of the Board of Governors is:

- To offer transparent and effective governance in building and developing the institution, taking the confidence of stakeholders.
- To approve the mission and strategic vision of the institution
- To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability
- To monitor institutional performance and quality assurance arrangements
- To put in place suitable arrangements for monitoring the performance of managerial and administrative positions
- To promote of transparency and openness at every level
- To maintain register of interests

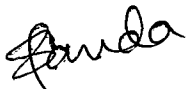
The BOG Committee is hereby reconstituted with the following members.

| Sl No. | Name | Particular | Position |
|--------|----------------------------|------------------------------------|------------------|
| 1 | Prof. (Dr.) G.L. Datta | Educationist | Chairman |
| 2 | The Regional Director | AICTE, Eastern Regional Office | Member |
| 3 | Mr. Partha Ghosh | State Govt. Nominee | Member |
| 4 | Prof. Narayan Banerjee | MAKAUT Nominee | Member |
| 5 | Mr. Taranjit Singh | Managing Trustee, JIS Foundation | Member |
| 6 | Mr. Haranjit Singh | Trustee Member, JIS Foundation | Member |
| 7 | Mr. Amrik Singh | Trustee Member, JIS Foundation | Member |
| 8 | Mr. Simarpreet Singh | Trustee Member, JIS Foundation | Member |
| 9 | Mr. Harjot Singh | Trustee Member, JIS Foundation | Member |
| 10 | Mr. Amanjot Singh | Trustee Member, JIS Foundation | Member |
| 11 | Mr. U. S. Mukherjee | Deputy Director, JIS Group | Member |
| 12 | Mr. Amit Srivastava | Managing Director, Hash Technology | Member |
| 13 | Dr. Asit Guha, Advisor | JIS Group (Educationist) | Member |
| 14 | Dr. Biswabandhu Chatterjee | Convener, R&D Cell, DSCSITSC | Member |
| 15 | Mr. Vivek Shaw | BSHU & In-charge, Exam Cell | Member |
| 16 | Ms. Amrita Chadha | Dept. of Administration, DSCSITSC | Member |
| 17 | Dr. Saradindu Panda | Principal, DSCSITSC | Member Secretary |

Frequency of the meeting: -Once in a Semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

C.C:

1. All HODs/TICs
2. All concerned



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DSCSITSC/PRIN/COM/2022-2023/02

Date: 01/07/2022

Academic Committee

Objective:

The objective of the Academic Committee is to oversee the academic affairs of the Institute and review and make recommendations to the Academic Council about academic programs and strategic priorities. The Committee ensures that Institute has the policies, capabilities, programs, practices, measurement systems and evidentiary reporting capabilities in place to

- Realize Institute's mission and execute Institute's strategic priorities.
- Deliver on Institute's promise to students that they will receive high quality education, training and support in the field of study they have chosen at the Institute.

The Academic Committee is hereby reconstituted with the following members

| SL No. | Name | Dept | Position |
|--------|------------------------------------|-------|-----------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Mr. Vivek Shaw, Faculty | BSH | Secretary |
| 3 | Ms. Amrita Chadha, PA to Principal | Admin | Member |
| 4 | Dr. Biswabandhu Chatterjee, HOD | CE | Member |
| 5 | Dr. Himadri Biswas, HOD | CSE | Member |
| 6 | Dr. Abhigyan Ganguly, HOD | ECE | Member |
| 7 | Dr. Dr. Sk Tanbir Islam, HOD | AUE | Member |
| 8 | Dr. Sayantan Chakraborty, HOD | EE | Member |
| 9 | Dr. Dipankar Das | BSH | Member |
| 10 | Mr. Subhasish Halder, TIC | ME | Member |
| 11 | Ms. Dazy Rani, Asst. Registrar | Admin | Member |

Frequency of the meeting: - Twice in a Month

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

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DSCSITSC/PRIN/COM/2022-2023/03

Date: 01/07/2022

Internal Quality Assurance Cell

Objective:

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

Internal Quality Assurance Cell (IQAC) is hereby reconstituted with the following members

| Sl.No | Name | Designation |
|-------|---|----------------------------|
| 1 | Prof. (Dr.) Saradindu Panda, Principal | Chairman |
| 2 | Mr. Vivek Shaw, Asst. Prof., Dept. of BSH | Coordinator |
| 3 | Mr. Simarpreet Singh, Director, JIS Group | Management Representative |
| 4 | Prof. (Dr.) Manojit Mitra, Dept. of ECE, IEST Shibpur | Academic Expert |
| 5 | Dr. Abhigyan Ganguly, Dept. of ECE | Faculty Representative |
| 6 | Dr. Soumitra Roy, Dept. of CSE | Faculty Representative |
| 7 | Dr. Sayantan Chakraborty, Dept. of EE | Faculty Representative |
| 8 | Dr. Sk Tanbir Islam, Dept. of AUE | Faculty Representative |
| 9 | Dr. Biswabandhu Chatterjee, Dept. of CE | Faculty Representative |
| 10 | Ms. Debina Dey, Manager, Industry Alliance, | Dept. of T&P |
| 11 | Ms. Dazy Rani, Assistant Registrar | Admin Representative |
| 12. | Mr. Arunava Kundu, Asst. Treasurer, Surermath Association Dum Dum | Nominee from local society |
| 13. | Mr. Rivu Ghosh, System on Chief Design Engineer Intel Corporation | Nominee from Employers |
| 14. | Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata | Industry Representative |
| 15. | Dr. Dipra Bhattacharya | Parents Representative |
| 16. | Mr. Vishal Jha, 3rd Year, Dept. of ECE | Student Representative |
| 17. | Ms. Sobhan Chakraborty, Dept. of EE | Alumni Representative |

Frequency of the meeting: - Once in a semester

All Previous Committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

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DSCSITSC/PRIN/COM/2022-2023/04

Date: 01/07/2022

Finance Committee

Objective:

Estimates of revenue from fees and other sources for the budget. Budget projections for grants received/receivable from the UGC/AICTE, if any and money from fees, etc. collected for activities related to the autonomy programme.

To collect all major and minor expenditure recommendations from various committees, assess them, determine priorities, and provide a tentative budget to the Governing Body in a timely manner. To plan the most efficient use of resources and to manage funds with care.

To establish a thorough budget for the Institution's day-to-day operations. Preparation of audited financial statements for the aforementioned.

To raise resources through societal donations, financing agencies under various programmes, and so on. To approve all expenditures for major equipment purchases as recommended by the Governing Body.

After receiving approval from the Governing Body, to authorize expenditures for the construction of new buildings.

Working out the budgetary implications of various Planning & Institutional Development Committee plans in order to update the budgetary provisions.

Propose an honorarium for the personnel of the examination branch, which must be approved by the Governing Body.

Recommendation for full-time office workers in the examination cell to be hired and paid on a contractual basis.

The Finance Committee is hereby reconstituted with the following members

| SL No. | Name | Dept. | Position |
|--------|--|----------|----------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Ms. Soumik Jash, Account Officer | Accounts | Convener |
| 3 | Ms. Dazy Rani, Asst. Registrar | Admin | Member |
| 4 | Mr. Rahul Chowdhury, Store In - Charge | Store | Member |
| 5 | Mr. Aviroop Dewan, Faculty | ECE | Member |
| 6 | Mr. Kallol Paul, Account Officer | HO | Member |
| 7 | Mr. Abhishek Das, Accounts Assistant | Admin | Member |

Frequency of meeting: - Twice in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,



Dr. Saradindu Panda
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DSCSITSC/PRIN/COM/2022-2023/05

Date: 01/07/2022

Disciplinary & Grievance Redressal Committee

Objective:

The objectives of the cell are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advise complainants of the informal and formal means of resolution as specified by the Cell.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party.
- To provide information regarding counseling and support services on our campus.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment.

The Committee is entrusted to deal with the following complaints of the aggrieved students

- Making admission contrary to merit determined in accordance with the declared admission policy of the Institute.
- Irregularity in the admission process adopted by the Institute.
- Refusing admission in accordance with the declared admission policy of the Institute.
- Withhold or refused to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Institution with a view to induce for compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such Institution.
- Breach of the policy for reservation in admission as may be applicable.
- Complaints of alleged discrimination by students from schedule caste, schedule tribes, OBC, Women, Minority or disable categories.
- Nonpayment or delaying payment of scholarships to any students that such Institution is committed, under the conditions imposed by AICTE, or by any other authority.
- Delay in conduct of examination or declaration of result beyond that specified in the academic calendar.
- On provision of student amenities as may have been promised or required to be provided by the Institution.
- Denial of quality education as promised at the time of admission or required to be provided.
- Non transparent or unfair evaluation practices.
- Refund of fees on withdrawal of admission as per AICTE instructions from time to time.
- To maintain proper discipline in the college premises.
- To cultivate good ethics, students' personal character and quality of a good citizen.
- To enhance self-management and develop student leadership among students in order to prepare them for their future goals.
- Further foster students' responsibility and develop students' initiative in learning.

Sanda


The Disciplinary & Grievance Redressal Committee is hereby reconstituted with the following members

| Sl. No. | Name | Dept. | Position |
|---------|--|-------|-------------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Ms. Dazy Rani, Asst. Registrar | Admin | Convener |
| 3 | Ms. Shilpi Mukherjee (Sarkar), PA to Principal | Admin | Coordinator |
| 4 | Ms. Madhusmita Mishra, Faculty | CSE | Member |
| 5 | Mr. Anirbit Sengupta, Faculty | ECE | Member |
| 6 | Mr. Vivek Shaw, Faculty | BSH | Member |
| 7 | Ms. Rinku Supakar, Faculty | CSE | Member |
| 8 | Dr. Sayantan Chakraborty, HOD | EE | Member |
| 9 | Mr. Arindam Mukherjee, Faculty | AUE | Member |
| 10 | Mr. Aviroop Dewan, Faculty | ECE | Member |
| 11 | Mr. Baibaswata Das, Faculty | CE | Member |

Frequency of the Meeting: - As and when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

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DSCSITSC/PRIN/COM/2022-2023/06

Date: 01/07/2022

Anti- Ragging Committee**Objective:**

To create and maintain a ragging free environment through continuous awareness drive and all-round monitoring.

The Anti- Ragging Committee is hereby reconstituted with the following members

| | | |
|--|--|--------------------|
| Chairman | Dr. Saradindu Panda, Principal | |
| Member-Convener | Mr. Baibaswata Das | |
| Representative of Civil Administration | Nominee of SDO, Barrackpore | |
| Representative of Police Administration | Nominee of Barrackpore Commissionerate | |
| Faculty Members | Name | Contact Nos |
| | Mr. Krishnendu Kundu | 9614683462 |
| | Dr. Ruma Sen | 8794308745 |
| | Mr. Anirbit Sengupta | 7602640968 |
| | Ms. Rinku Supakar | 9433773352 |
| | Dr. Sayantan Chakraborty | 9674477187 |
| | Mr. Vivek Shaw | 8296921062 |
| | Dr. Biswajit Gayen | 9836924183 |
| | Mr. Arindam Mukherjee | 7557826702 |
| | Mr. Ashish Bhattacharya | 9436104586 |
| Representative of the Parents | Mr. Saibal Patra | 9647127770 |
| | Mr. Dipal Chakraborty | 7439036908 |
| | Ms. Chameli Sil | 8350001451 |
| | Mr. Sumit Bose | 9830016451 |
| | Ms. Saptadwipa Dutta, CE | 9382593969 |
| Student Representative (Hostel) | Mr. Anubhav Mishra, CSE | 7631022094 |
| | Second Year | |
| Student Representatives (Senior students) | Ms. Anushwa Bhattacharya, CSE | 9436104586 |
| | Ms. Aunisha Patra, CSE | 8101255273 |
| | Ms. Tiyas Ghosh, Robotics | 9123661705 |
| | Mr. Deep Chakraborty, AUE | 7439036908 |
| | Mr. Binit Kumar, CSE | 8100787277 |
| | Mr. Prohit Sil, CSE | 8001492404 |
| | Ms. Muskan Kumari, CE | 9798543699 |
| | Mr. Manab Kumar Roy, Diploma AUE | 6291531099 |
| | Ms. Diya Podder, ECE | 7439584795 |
| | First Year | |
| Student Representatives (Fresher's students) | Akshay Sharma, CSE | 9477606432 |
| | Kirpal Singh, CSE | 9073399095 |
| | Snehasish Mukherjee, ECE | 9874574415 |
| | Sreshtha Ghosh, ME | 9674385151 |
| | Shyam Kishor Jha, CE | 9798497183 |
| | Jahid Pathan, EE | 6295545497 |
| | Swakshar Mitra, AUE | 6291255917 |
| | Roopkatha Majumdar, CSE-AI&ML | 9874667075 |
| | Mr. Jit Majumder | 9674373847 |
| | Mr. Abhishek Bysack | 9874337545 |
| Non-teaching Staff | Mr. Jayanta Si | 9432266607 |
| | Mr. Tanmoy Das | 9874313068 |

Frequency of the Meeting: - As and when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,



Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
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540, Dum Dum Rd. Kolkata-74

Copy to:
All concerned.



Anti- Ragging Squad

Objective:

The Anti-Ragging Squad will work under the supervision of the Anti-Ragging Committee and will seek guidance from them.

The functions of the Anti-Ragging Squad will be to maintain vigilance and prevent ragging incidents, if any, from occurring or being reported in places where students congregate, such as classrooms, canteens, buses, grounds, and hostels.

The Squad will also use various methods to teach students in general about the dangers of ragging and the consequences of doing so.

Anti-Ragging Squad uses a variety of positive reinforcement exercises to orient pupils and mould their personalities for a better cause.

They will work in accordance with the Anti-Ragging Committee's guidelines.

The Anti- Ragging Squad is hereby reconstituted with the following members

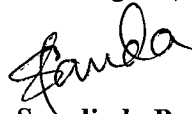
| | | |
|-----------------|--------------------------------|------------|
| Chairman | Dr. Saradindu Panda | 9051978666 |
| Co-Chairman | Mr. Arindam Mukherjee | 7557826702 |
| Member Convener | Mr. Subhasish Halder | 9903798493 |
| Ground Floor | | |
| In-charge | Mr. Kalyan Mukherjee | 9804247616 |
| Member | Ms. Arpita Chatterjee | 9883726828 |
| | Dr. Ruma Sen | 8794308745 |
| | Mr. Sandip Bhadra | 9433957549 |
| | Ms. Mallika De | 6849321452 |
| | Mr. Krishnendu Kundu | 9614683462 |
| | Mr. Jit Majumder | 9674373847 |
| | Dr. Abhijit Kundu | 7518117780 |
| First Floor | | |
| In-charge | Dr. Himadri Biswas | 8296921062 |
| Member | Mr. Souvik Chakraborty | 9874428113 |
| | Mr. Souradeep Roy | 8101094015 |
| | Ms. Priti Das | 9836924183 |
| | Dr. Ruchi Shaw | 9143701233 |
| | Mr. Ramesh Saha | 9038895247 |
| | Mr. Suvendu Mondal | 9647106767 |
| | Second Floor | |
| In-charge | Dr. Sangeeta Jana Mukhopadhyay | 7003471991 |
| Member | Ms. Debasmita Manna | 8017698440 |
| | Ms. Ananya Banerjee | 9239741207 |
| | Dr. Supriyo Srimani | 9432907728 |
| | Mr. FirojUddin SK | 9674777617 |

| | | |
|----------------------------|------------------------------|------------|
| | Mr. Amitava Halder | 9831402704 |
| | Mr. Mayukh Bairagi | 8981865896 |
| Third Floor | | |
| In-charge | Ms. Rinku Supakar | 9433773352 |
| Member | Ms. Bandana Khan | 9432066619 |
| | Mr. Suvendu Mondal | 9874337545 |
| | Ms. Ashya Khatoon | 9007986879 |
| | Mr. Bishal Das | 9883159010 |
| | Ms. Arpita Saha Chowdhury | |
| | Mr. Amal Kumar Saha | |
| Fourth Floor | | |
| In-charge | Dr. Sayantan Chakraborty | 9674477187 |
| Member | Mr. Prathita Roy | 8902653143 |
| | Ms. Rum Rum Banerjee | 9681912524 |
| | Mr. Sanjib Sarkar | 9748994974 |
| | Mr. Prasenjit Paul | 9874682234 |
| | Mr. Prabir Dutta | 9874661322 |
| | Mr. Tanhaba Bhattacharjya | 9564820544 |
| Student Members(3rd Year) | Vivek Thakur, CE | 7003448013 |
| | Mayukh Bhattacharya, EE | 8017496657 |
| | Jeet Mukherjee, ME | 8017223745 |
| | Bishal Ghosh, AUE | 9836337471 |
| | Priyanka Bhattacharjee , ECE | 9681259242 |
| Student Members (2nd Year) | Prohit Sil, CSE | 8001492404 |
| | Golam Oliulla, AUE | 7001397070 |
| | Srija Samanta, CSE | 6290624202 |
| | Sohom Mukherjee, CSE | 7439177531 |
| | Aninda, CSE | 7003068669 |
| | Muskan Kumari, CE | 9798543699 |
| | Manab Kumar Roy, Diploma AUE | 6291531099 |
| | Anish Dutta, ECE | 9163562432 |
| Canteen In-charge | Mr. Anup Panja | 6294385774 |
| Hostel In-charge | Mr. Sourav Mallick | 6294607633 |

Frequency of the Meeting: - As and when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,



Dr. Saradindu Panda
Principal
Copy to:

PRINCIPAL
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DSCSITSC/PRIN/COM/2022-2023/08

Date: 01/07/2022

Internal Complaint Committee

Objective:

- To create awareness among all Students/Employees.
- To prohibit the unwelcome behavior that constitutes workplace sexual harassment or acts amounting to sexual harassment of any Students/ Employee.

Internal Complaint Committee is hereby reconstituted with the following members

| Sl No. | Name | Dept. | Designation |
|--------|--|----------|-----------------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Mr. Vivek Shaw, Faculty | BSH | Convener |
| 3 | Mr. Amrita Chadha, PA to Principal | Admin | Member |
| 4 | Ms. Madhusmita Mishra, Faculty | CSE | Member |
| 5 | Mr. Anirbit Sengupta, Faculty | ECE | Member |
| 6 | Dr. Biswajit Gayen, Faculty | BSH | Member |
| 7 | Dr. Himadri Biswas, HOD | CSE | Member |
| 8 | Dr. Sangeeta Jana Mukhopadhyay, Faculty | ECE | Member |
| 9 | Dr. Sk Tanbir Islam, HOD | AUE | Member |
| 10 | Mr. Kalyan Mukherjee, Faculty | AUE | Member |
| 11 | Mr. Souvik Chakraborty, Faculty | CE | Member |
| 12 | Ms. Sarmila Das, Advocate, High Court | External | External Member |
| 13 | Mr. Niladri Ash, 2 Year Student, Dept. of CSE | CSE | Student |
| 14 | Mr. Sayandeep Das, , 3 Year Student, Dept. of EE | EE | Student |
| 15 | Mr. Suvradip Banerjee, , 4 Year Student, Dept. of CE | CE | Student |

Frequency of meeting: - As and when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
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DSCSITSC/PRIN/COM/2022-2023/09

Date: 01/07/2022

SC&ST Committee

Objective:

The objective of this committee is:

- To resolve issues related to SC/ST and their grievances if any.
- To aware about the different schemes of Govt for the SC/ST.

The SC & ST Committee is hereby reconstituted with the following members.

| SL No. | Name | Position |
|--------|---|--------------|
| 1 | Dr. Saradindu Panda, Principal | Chairman |
| 2 | Ms. Dazy Rani, Asst. Registrar, Dept. of Administration | Convener |
| 3 | Ms. Amrita Chadha, PA to principal, Dept. of Admin | Jt. Convener |
| 4 | Mr. Subhendu Pal, Faculty., Dept of ME | Member |
| 5 | Mr. Aviroop Dewan, Faculty of ECE | Member |
| 6 | Mr. Vivek Shaw, OIC, Exam Cell & TIC-BS & HU | Member |
| 7 | Ms. Antara Chowdhury, Sr. Executive. T&P Cell | Member |
| 8 | Ms. Rinku Supakar, Faculty, Dept. of CSE | Member |
| 9 | Mr. Anirbit Sengupta, Faculty, Dept. of ECE | Member |
| 10 | Mr. Arindam Mukherjee, Faculty, Dept. of AUE | Member |
| 11 | Mr. Prasenjit Paul, Asst. Librarian, Dept. of Library | Member |
| 12 | Mr. Soumik Jash, Accounts Officer, Dept. of Accounts | Member |
| 13 | Mr. Nirupam Sarkar, Office Asst. Dept. of Admission | Member |

Frequency of meeting: - Twice in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

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DSCSITSC/PRIN/COM/2022-23/10

Date: 01/07/2022

Academic Council

Objective:

The objective of the Academic Council is to oversee the academic affairs of the Institute and review and make recommendations to the BOG about academic programs and strategic priorities. The Committee ensures that Institute has the policies, capabilities, programs, practices, measurement systems and evidentiary reporting capabilities in place to

- Realize Institute's mission and execute Institute's strategic priorities.
- Deliver on Institute's promise to students that they will receive high quality education, training and support in the field of study they have chosen at the Institute.

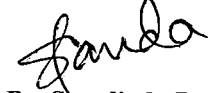
The Academic Council is hereby reconstituted with the following members.

| | | | |
|--|---|----------|--------------------------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| Three Nominees of MAKAUT, WB | | | |
| 2 | Prof. (Dr.) Manojit Mitra, Dept. of ECE, IEST Shibpur | External | University Nominee |
| 3 | Prof.(Dr.) Subhasish Bhowmik, Dean R&D IEST Shibpur | External | University Nominee |
| 4 | Prof.(Dr.) Amitava Chatterjee, Dept. of EE, JU | External | University Nominee |
| Experts / Academicians from Outside the College Nominated by Governing Body | | | |
| 5 | Prof.(Dr.) Goutam Sutradhar, Director, NIT Manipur | External | External Academic Expert |
| 6 | Prof. (Dr.) Debashis De, Professor, MAKAUT | External | External Academic Expert |
| 7 | Prof. (Dr.) Mita Nsipuri, Professor, Jadavpur University | External | External Academic Expert |
| 8 | Mr. Atanu Chowdhury, Deputy General Manager- HR & IR, Electrosteel Castings LTD | External | Industry Expert |
| 9 | Mr. Turjasu Pyne, Senior Embedded Engineer, Silicon Validation for NXP | External | Industry Expert |
| Dean (Academics), IQAC Coordinator & Controller of Exam | | | |
| 10 | Mr. Vivek Shaw | BSH | Member Secretary |
| 11 | Ms. Dazy Rani, Assistant Registrar | Admin | Member |
| All the Heads of Department | | | |
| 12 | Dr. Biswabandhu Chatterjee, HOD | CE | Member |
| 13 | Dr. Himadri Biswas, HOD | CSE | Member |
| 14 | Dr. Abhigyan Ganguly, HOD | ECE | Member |
| 15 | Dr. Dr. Sk Tanbir Islam, HOD | AUE | Member |
| 16 | Dr. Sayantan Chakraborty, HOD | EE | Member |
| 17 | Mr. Subhasish Halder, TIC | ME | Member |
| 18 | Dr. Dipankar Das, HOD | BSH | Member |
| Four Teachers representing different categories | | | |
| 19 | Dr. Shefalika Ghosh Samaddar, Faculty | CSE | Member |
| 20 | Dr. Sangeeta Jana Mukhopadhyay, Faculty | ECE | Member |
| 21 | Ms. Madhusmita Mishra, Faculty | CSE | Member |

Frequency of the meeting: - Once in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,



Dr. Saradindu Panda
Principal

Copy to:

1. All concerned

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
540, Dum Dum Road, Surer math, (Near Dum Dum Jn. Station),
Kolkata – 700074; Phone: +91 33 25603889,
Website: www.surtech.edu.in, Email: info@dsec.ac.in

DSCSITSC/PRIN/COM/2022-23/11

Date: 01/07/2022

Examination Cell

Objective:

To monitor and execute the continuous evaluation process of students along with Slot Tests and University Examinations.


The Exam Cell is hereby reconstituted with the following members

| Sl. No. | Name | Position |
|---------|---|----------|
| 1 | Dr.Saradindu Panda, Principal | Chairman |
| 2 | Mr. Vivek Shaw, Faculty, Dept. of BSH | Convener |
| 3 | Ms. Rumrum Banerjee, Faculty, Dept. of EE | Member |
| 4 | Ms. Rinku Supakar, Faculty, Dept. of CSE | Member |
| 5 | Ms. Arpita Chatterjee, Faculty., Dept. of ME | Member |
| 6 | Mr. Shankha Ghosh, Faculty, Dept. of AUE | Member |
| 7 | Mr. Kalyan Mukherjee, Faculty, Dept. of AUE | Member |
| 8 | Mr. Manoj Pandey, Lab Attendant, Dept. of CSE | Member |
| 9 | Dr. Biswabandhu Chatterjee, Dept. of CE | Member |
| 10 | Ms. Anupama Kumar, Technical Asst., Dept. of ME | Member |
| 11 | Ms. Ananya Banerjee, Faculty., Dept. of ECE | Member |
| 12 | Mr. Prathita Roy, Faculty., Dept. of EE | Member |
| 13 | Dr. Sushovan Sarkar, Faculty, Dept. of CE | Member |

Frequency of the meeting: - Twice in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

Copy to:

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2. All concerned



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DSCSITSC/PRIN/COM/2022-2023/12

Date: 01/07/2022

Store & Purchase Committee

Objective:

- To monitor the purchases required for academic and administrative needs of the staff members.
- To ensure transparency, accountability and fairness in the procurement process.
- To recommend the suitable vendor for the procurement.
- To ensure purchase procedures are followed for purchases above Rs.5000
- To request technical input from relevant staff as required

The Store & Purchase Committee is hereby reconstituted with the following members

| Sl No. | Name | Position |
|--------|---|----------|
| 1 | Dr. Saradindu Panda, Principal | Chairman |
| 2 | Ms. Dazy Rani, Assistant Registrar, Dept. of Administration | Member |
| 3 | Ms. Amrita Chadha, PA to Principal, Dept. of Administration | Member |
| 4 | Mr. Soumik Jash, Accounts officer | Member |
| 5 | Mr. Baibaswata Das, Faculty. Dept. of CE | Member |
| 6 | Ms. Rinku Supakar, Faculty. Dept. of CSE | Member |
| 7 | Mr. Anirbit Sengupta, Faculty. Dept. of ECE | Member |
| 8 | Ms. Debasmitta Roy Chowdhury, Faculty., Dept. of BSH | Member |
| 9 | Mr. Arindam Mukherjee, Faculty. Dept. of AUE | Member |
| 10 | Dr. Sayantan Chakraborty, Faculty. Dept. of EE | Member |
| 11 | Mr. Abhijit Ghosh, Purchase Manger, JIS-HO | Member |
| 12 | Mr. Prasenjit Paul, Asst. Librarian | Member |
| 13 | Mr. Rahul Chowdhury, Storekeeper, Dept. of Store | Member |

Frequency of meeting: - As when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/13

Date: 01/07/2022

Library Committee

Objective:

- To provide materials to supplement and enhance the programme.
- To cultivate a good attitude toward the user's entire development through resources.
- To organize the library's resources in order to make them more accessible.
- To assist faculty and students in using library resources by providing direction and assistance.
- To ensure that the collection of books, journals, and electronic resources is current and relevant.
- To set aside funds for the purchase of library materials
- To aid poor students by providing a book bank service.
- To stay informed by promoting the acquisition of books, journals, and other materials.

The Library is hereby reconstituted with the following members.

| Sl. No. | Name | Position |
|---------|--|----------|
| 1 | Dr. SaradinduPanda, Principal | Chairman |
| 2 | Mr. Prasenjit Paul, Librarian | Convener |
| 3 | Ms. Amrita Chadha, PA to Principal, Dept. of Admin | Member |
| 4 | Dr. Biswabandhu Chatterjee, Dept. of CE | Member |
| 5 | Dr. Himadri Biswas, Dept. of CSE | Member |
| 6 | Dr. Abhigyan Ganguly, Dept. of ECE | Member |
| 7 | Mr. Vivek Shaw, Faculty, Dept. of BSH | Member |
| 8 | Mr. Subhasish Halder, Dept. of ME | Member |
| 9 | Dr. SayantanChakraborty, Dept. of EE | Member |
| 10 | Dr. Atanu Bhattacharya, Dept. of AUE | Member |
| 11 | Ms. Dazy Rani, Asst. Registrar, Dept of Admin | Member |

Frequency of meeting: - Twice in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

PRINCIPAL
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DSCSITSC/PRIN/COM/2022-2023/14

Date: 01/07/2022

Innovation & Incubation Cell

Objective:

Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex initiated an incubation centre to encourage students in innovation, commercialization and entrepreneurship. The aim of the incubation centre would be to assist technology business start-up in their early stage. Through incubation centre SurTech can provide the following service entrepreneur:

- Scrutinize the feasibility of the idea.
- Provide workspace and facilities.
- Provide technical support to implement the idea.
- Provide information regarding financial assistance from industry/ government agency.
- Provide support to commercialize the product.
- Provide business networking and alliance.
- Provide access to professional consultant and expert.
- Provide access to JIS group exhibition pavilion to display their innovation/product.
- SurTech may provide support in patent filing and patent searching through professional.

The Innovation & Incubation Cell (IIC) is hereby reconstituted with the following members

| SI No. | Name | Position |
|--------|---|---------------------------------|
| 1 | Dr. Saradindu Panda, Principal | President |
| 2 | Mr. Arindam Mukherjee, Faculty. Dept. of AUE | Convener/ ARIIA Coordinator |
| 3 | Mr. Sourav Kumar Singha, Faculty, Dept. of CE | Member |
| 4 | Mr. Aviroop Dewan, Faculty. Dept. of ECE | Social Media Coordinator |
| 5 | Ms. Arpita Chatterjee, Faculty., Dept. of AUE | Innovation Activity Coordinator |
| 6 | Ms. Debina Dey, Manager Industry Alliance, TNP Cell | Internship Activity Coordinator |
| 7 | Dr. Sayantan Chakraborty, (HOD), Dept. of EE | IPR Activity Coordinator |
| 8 | Ms. Madhusmita Mishra, Faculty., Dept. of CSE | Startup Activity Coordinator |
| 9 | Mr. Nirupam Sarkar, Office Asst. Dept. of Admission | NIRF Coordinator |
| 10 | Dr. Supriya Srimani, Faculty., Dept. of ECE | Member |
| 11 | Ms. Manjari Bharati, Faculty., Dept. of BSH | Member |
| 12 | Ms. Amrita Chadha, PA to Principal, Dept. of Admin | Member |
| 13 | Mr. Baibaswata Das, Faculty Dept. of CE | Member |
| 14 | Ms. Debasmita Roy Chowdhury, Faculty. Dept. of BSH | Member |
| 15 | Mr. Anirban Chowdhury, Faculty., Dept. of EE | Member |

Frequency of meeting: - Once in every quarter

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

PRINCIPAL
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of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/15

Date: 01/07/2022

Industry Institute partnership Cell

Objective:

- Developing close links between Industry and Institute by interaction programs [High priorities given to activities designed to bring about improvement in the development and performance of industries and institutions].
- To encourage industry and organizations for placement and training of students in Industries.
- To conduct Industrial Training and Industrial Visits for the students and faculty. To conduct industrial exhibitions to highlight research facilities and expertise available with the Institute.
- To encourage Industry to collaborate in Industry Study Tour Programme (ISTP) / Intern-ship Programme, In-plant Training.
- Organizing seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and institute departments Industrial Visit.
- Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.
- Motivate the young executives to become successful entrepreneurs.
- Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.

The Industry Institute partnership Cell (IIPC) is hereby reconstituted with the following members

| Sl No. | Name | Position |
|--------|---|----------------|
| 1 | Dr. Saradindu Panda, Principal | Chairman |
| 2 | Mr. T K Saha- Director, Industry Alliance-JIS Group | Invited Member |
| 3 | Ms. Debina Dey, Manager Industry Alliance, TNP Cell | Convener |
| 4 | Dr. Abhjit Kundu, Faculty. Dept. of CE | Jt. Convener |
| 5 | Ms. Amrita Chadha, PA to principal, Dept. of Admin | Member |
| 6 | Dr. Sayantan Chakraborty (HOD), Dept. of EE | Member |
| 7 | Dr. Atanu Bhattacharya, HOD, Dept. of AUE | Member |
| 8 | Dr. Himadri Biswas. (HOD), Dept. of CSE | Member |
| 9 | Mr. Arindam Mukherjee, Faculty, Dept. of AUE | Member |
| 10 | Dr. Supriya Srimani, Faculty., Dept. of ECE | Member |
| 11 | Mr. Nirupam Sarkar, Office Asst. Dept. of Admission | Member |

Frequency of meeting: - Once in a month

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

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of Technology & Sports Complex
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DSCSITSC/PRIN/COM/2022-2023/16

Date: 01/07/2022

Training & Placement Cell

Objective:

To ensure proper training of students in order to make them Industry Ready, promote mentoring of trainees and to develop meetings and educational events for trainees.

To provide overall supervision and direction to recruitment related activities taking place in campus. The committee will handle Summer Internship for the pre final year and Placements for the Final year, by aligning itself with the requirements of the industry as well as the expectations of the student community.


The Training & Placement Cell is hereby reconstituted with the following members

| Sl No. | Name | Position |
|--------|--|------------------------|
| 1 | Dr. Saradindu Panda, Principal | Chairman |
| 2 | Ms. Debina Dey, Manager Industry Alliance | Convener |
| 3 | Ms. Amrita Chadha, PA to principal, Dept. of Admin | Member |
| 4 | Ms. Madhusmita Mishra, Faculty., Dept. of CSE | SPOC-MOOCs |
| 5 | Mr. Kalyan Mukherjee, Faculty., Dept. of AUE | TNP Coordinator, AUE |
| 6 | Mr. Souvik Chakraborty, Faculty., Dept. of CE | TNP Coordinator, CE |
| 7 | Dr. Ramesh Saha, Faculty., Dept. of CSE | TNP Coordinator, CSE |
| 8 | Dr. Sangeeta Jana Mukhopadhyay, Faculty., Dept. of ECE | TNP Coordinator, ECE |
| 9 | Dr. Sayantan Chakraborty (HOD), Dept. of EE | TNP Coordinator, EE |
| 10 | Mr. Subhasish Halder, (TIC), Dept. of ME | TNP Coordinator, ME |
| 11 | Mr. Arindam Mukherjee, Faculty. Dept. of AUE | MOOCs Coordinator, AUE |
| 12 | Mr. Baibaswata Das, Faculty., Dept. of CE | MOOCs Coordinator, CE |
| 13 | Dr. Himadri Biswas, (HOD), Dept. of CSE | MOOCs Coordinator, CSE |
| 14 | Ms. Ananya Banerjee, Faculty., Dept. of ECE | MOOCs Coordinator, ECE |
| 15 | Ms. Rumrum Banerjee, Faculty, Dept. of EE | MOOCs Coordinator, EE |
| 16 | Mr. Geetika Kumari Salwan., Faculty, Dept. of ME | MOOCs Coordinator, ME |
| 17 | Mr. Abhishek Bysack, System Admin | Member |
| 18 | Ms. Antara Chowdhury, Sr. Executive T&P Cell | Member |
| 19 | Mr. Madhab Naskar, Office Assistant, T&P Cell | Member |

Frequency of meeting: - Once in every month

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

Copy to:

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DSCSITSC/PRIN/COM/2022-2023/17

Date: 01/07/2022

Research & Development Cell

Objective:

Optimizing and encouraging research activities and enhancing the facilities at research labs to boost Institute's Research Profile.

The Research & Development Cell is hereby reconstituted with the following members.

| Sl. No. | Name | Position |
|---------|---|--|
| 1 | Prof. (Dr.) Saradindu Panda | Chairman |
| 2 | Dr. Biswabandhu Chatterjee, Dept. of CE | Convener |
| 3 | Dr. Abhigyan Ganguly, Dept. of ECE | Jt. Convener |
| 4 | Mr. Simarpreet Singh, Director, JIS Group | Ex Officio Trustee Member |
| 5 | Dr. Ruma Sen, Faculty, Dept. of AUE | Ex Officio Member |
| 6 | Mr. Amitava Halder, Faculty, Dept. of CSE | Ex Officio Member |
| 7 | Mr. Anirbit Sengupta, Faculty, Dept. of ECE | Ex Officio Member |
| 8 | Dr. Atanu Bhattacharya, Dept. of AUE | Ex Officio Member |
| 9 | Dr. Sayantan Chakraborty, Dept. of EE | Ex Officio Member |
| 10 | Dr. Sayari Biswas, Faculty, Dept. of BS&HU | Ex Officio Member |
| 11 | Ms. Pallabi Boss, Faculty. Dept. of BS&HU | Faculty Member |
| 12 | Ms. Rumrum Banerjee, Faculty, Dept. of EE | Faculty Member |
| 13 | Dr. Supriyo Srimani, Faculty, Dept. of ECE | Faculty Member |
| 14 | Ms. Arpita Chatterjee, Faculty, Dept. of AUE | Faculty Member |
| 15 | Ms. Madhusmita Mishra, Faculty. Dept. of CSE | Faculty Member |
| 16 | Mr. Souvik Chakraborty, Faculty, Dept. of CE | Faculty Member |
| 17 | Dr. Ramesh Saha, Faculty. Dept. of CSE | Faculty Member |
| 18 | Mr. Soumik Jash | Invitee member from Accounts |
| 19 | Mr. Subhankar Maity, Silicon Design Engineering AMD India PVT LTD | Invitee member as an Industry expert |
| 20 | Dr. Debashis De, Professor & Head, Dept. of CSE, MAKAUT | Invitee member as an Academic expert |
| 21 | Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata | Invitee member as an Research Institute expert |

Frequency of meeting: - Once in every month

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Inst. of
Technology & Sports Complex
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DSCSITSC/PRIN/COM/2022-2023/18

Date: 01/07/2022

Student Life Centre & Extracurricular Committee

Objective:

Explore the cultural, Events related skills from faculty, staff, and students.

The SLC & Extracurricular Committee is hereby reconstituted with the following members

| Sl no. | Name | Designation |
|--------|--|-------------|
| 1 | Mr. Arindam Mukherjee, Faculty. Dept. of AUE | Convener |
| 2 | Ms. Amrita Chadha, PA to principal, Dept. of Admin | Coordinator |
| 3 | Ms. Ananya Banerjee, Faculty., Dept. of ECE | Member |
| 4 | Ms. Debdatta Chatterjee, Faculty., Dept. of CSE | Member |
| 5 | Ms. Arpita Chatterjee, Faculty., Dept. of AUE | Member |
| 6 | Ms. Rumrum Banerjee, Faculty, Dept. of EE | Member |
| 7 | Mr. Prathita Roy, Faculty., Dept. of EE | Member |
| 8 | Ms. Nibedita Biswas, Faculty., Dept. of BSHU | Member |
| 9 | Ms. Soumita Banerjee, Technical Asst., Dept. of CE | Member |
| 10 | Mr. Mayukh Bairagi, Technical Asst., Dept. of ECE | Member |
| 11 | Ms. Antara Chowdhury, Sr. Executive, Dept. of T&P | Member |
| 12 | Mr. Aviroop Dewan, Faculty. Dept. of ECE | Member |
| 13 | Mr. Abhishek Bysack, A.S.A, Dept. of CSE | Member |
| 14 | Mr. Sourav Kr. Singha, Faculty., Dept. of CE | Member |
| 15 | Ms. Debasmita Roy Chowdhury, Faculty. Dept. of BSH | Member |

Frequency of meeting: - Once in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

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of Technology & Sports Complex
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DSCSITSC/PRIN/COM/2022-2023/19

Date: 01/07/2022

Admission Cell

Objective:-

- Counseling of the students.
- Participation in promotional activities.
- Selection of students to different courses.
- Establish transparency in the admission process and follow Government norms.
- Prepare the seat matrix in each combination and course.
- Publication of the availability of vacant seats.
- Display the fee structure.
- Address all Grievances of the applicants and parents.
- Attend to all such matters regarding admissions as the case may be.
- Processing entire students Registration process as per university guidelines.

The Admission Cell is hereby reconstituted with the following members

| Sl no. | Name | Designation |
|--------|--|-------------|
| 1 | Dr. Saradindu Panda, Principal | Chairman |
| 2 | Mr. Aviroop Dewan, Faculty. Dept of ECE | Convener |
| 3 | Mr. Anirbit Sengupta, Faculty. Dept of ECE | Coordinator |
| 4 | Mr. K.S Tiwari, Office Executive, Dept. of Admission | Member |
| 5 | Mr. Nirupam Sarkar, Office Asst. Dept. of Admission | Member |
| 6 | Ms. Suparna Rej, Telecaller Dept. of Admission | Member |
| 7 | Ms. Sayani Ghosh Saha, Office Asst. Dept. of Admission | Member |
| 8 | Mr. Souvik Chakraborty, Faculty., Dept, of CE | Member |
| 9 | Mr. Supriya Dhara, Junior Technical Asst., Dept of AUE | Member |
| 10 | Ms. Ananya Banerjee, Faculty., Dept. of ECE | Member |
| 11 | Ms. Debdatta Chatterjee, Faculty. Dept. of CSE | Member |
| 12 | Mr. Prathita Roy, Faculty. Dept. of EE | Member |
| 13 | Mr. Sourav Kr Singha, Faculty, Dept. of CE | Member |
| 14 | Ms. Arpita Chatterjee, Faculty. Dept. of AUE | Member |
| 15 | Mr. Baibaswata Das, Faculty, Dept. of CE | Member |
| 16 | Mr. Abhishek Bysack, Asst. System Admin., Dept. of CSE | Member |
| 17 | Mr. Arindam Mukherjee, Faculty, Dept. of AUE | Member |
| 18 | Ms. Mayukh Bairagi, TA, Dept. of ECE | Member |
| 19 | Mr. Souradeep Roy, Faculty, Dept. of CE | Member |
| 20 | Ms. Debasmita Manna, Faculty, Dept. of ECE | Member |
| 21 | Mr. Krishnendu Kundu, Faculty. Dept. of CE | Member |
| 22 | Mr. Sanjib Sarkar, TA. Dept of EE | Member |
| 23 | Mr. Pritam Bhattacharjee, Faculty., Dept. of AUE | Member |

Frequency of meeting: - As and when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Saradindu Panda

Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Inc.
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-23/20

Date: 01/07/2022

Academic & Administrative Audit Committee

Objective:

- To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for quality improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.

Internal Academic & Administrative Audit Committee is hereby reconstituted with the following members

| Sl.No | Name | Dept | Position |
|-------|------------------------------|-------|---------------------|
| 1. | Prof. (Dr.) Soumitra Roy | CSE | Chairman |
| 2. | Prof. (Dr.) Saradindu Panda | Admin | HOI |
| 3. | Mr. Vivek Shaw | BSHU | IQAC Coordinator |
| 4. | Dr. Shefalika Ghosh Samaddar | CSE | IC-R&D Cell |
| 5. | Ms. Dazy Rani | Admin | Assistant Registrar |

External Academic & Administrative Audit Committee is hereby reconstituted with the following members

| Sl.No | Name | Dept | Position |
|-------|--|----------|----------|
| 1. | Prof. (Dr.) Goutam Sutradhar, Director, NIT Manipur | External | Member |
| 2. | Prof. (Dr.) Manojit Mitra, Professor, Dept. of ECE, IEST Shibpur | External | Member |
| 3. | Prof. (Dr.) Subhasish Bhowmik, Professor, IEST Shibpur | External | Member |
| 4. | Prof. (Dr.) Sibapriya Mukherjee, Professor, Dept. of CE, JU | External | Member |
| 5. | Prof. (Dr.) Debashis De, Professor, Dept. of CSE, MAKAUT | External | Member |

Frequency of the meeting: -Once in a year

All Previous Committees constituted on the subject to be treated as dissolved

With best regards,



Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
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DSCSITSC/PRIN/COM/2022-2023/21

Date: 01/07/2022

Alumni Cell

Objective:

- Create a network of former graduates who will help to raise the profile of the College
- Provide program and opportunities that connect Alumni to each other and to the College
- Promote awareness of Alumni achievements and accomplishments among all Alumni, students, faculty and staff
- Encourage Alumni support to the College through Volunteering and financial support

The Alumni Cell is hereby reconstituted with the following members

| SI No. | Name | Position |
|--------|-----------------------|------------------------------|
| 1 | Mr. Prosun Ghosh | President |
| 2 | Mr. Sayantani Rakshit | Vice President |
| 3 | Mr. Sambit pal | Vice President |
| 4 | Mr. Suvendu Mondal | General Secretary |
| 5 | Mr. Rajdeep Roy | Additional General Secretary |
| 6 | Subhojit Paul | Additional General Secretary |
| 7 | Mr. Baibaswata Das | Treasurer |
| 8 | Ms. Rishika Saha | Director |
| 9 | Umesh Pandit | Director |
| 10 | Aishik Sett | Director |
| 11 | Sayan Sadhu | Director |
| 12 | Uddipta Banerjee | Director |
| 13 | Susmita Mondal | Director |
| 14 | Sidharth Pandey | Director |
| 15 | Rishav Sarkar | Director |

Frequency of the meeting: - Once in a quarter

All previous committees constituted on the subject to be treated as dissolved.

With best regards,



Dr. Saradindu Panda
Principal

Copy to:

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

1. Asst. Registrar
2. All HODs/TICs
3. All concerned



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
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Kolkata – 700074; Phone: +91 33 25603889,
Website: www.surtech.edu.in, Email: info@dsec.ac.in

DSCSITSC/PRIN/COM/2022-2023/22

Date: 01/07/2022

NSS& NCC Activities Committee

Objective:

1. To encourage students to participate in extra-curricular activities actively.
2. To strengthen students' logical thinking skill through various activities with STEAM elements
3. To increase students' other learning experiences and to maintain students' physical and mental health.
4. To forge the team spirit of the student body and the students' sense of belonging to the College.
5. To provide different welfare services on the topics of interest to the students.
6. To provide all-rounded inter-College activities for students.
7. To raise awareness of the involvement in charity among students.
8. To organize a greater variety of activities in helping students achieve whole person development.
9. To enrich the relationship with other colleges by organizing more joint-College activities.
10. To provide on the job leadership training programs to the junior form students.

The NSS & NCC Activities Committee is hereby reconstituted with the following members

| Sl No. | Name | Dept. | Designation |
|--------|---|-------|-------------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Ms. Debasmita Manna, Faculty | ECE | Convener |
| 7 | Dr. Ranendra Roy, Faculty | AUE | Coordinator |
| 3 | Mr. Prasun Seal, Faculty | CE | Member |
| 4 | Mr. Somenath Kumar, Faculty | CSE | Member |
| 6 | Mr. Krishnendu Kundu, Faculty | CE | Member |
| 8 | Mr. Saurav Kumar, Faculty | ME | Member |
| 9 | Mr. Monu Bhagat, Faculty | CSE | Member |
| 10 | Mr. Mayukh Bairagi, TA | ECE | Member |
| 11 | Mr. Maheswar Das, TA | CSE | Member |
| 12 | Dr. Debjani Maiti, Faculty | BSH | Member |
| 13 | Mr. Pritam Bhattacharjee, Faculty | AUE | Member |
| 14 | Ms. Dazy Rani, Asst. Registrar | Admin | Member |
| 15 | Dr. Sangeeta Jana Mukhopadhyay, Faculty | ECE | Member |

Frequency of meeting: - As and when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/23

Date: 01/07/2022

Women Cell

Objective:

To facilitate a gender-sensitive and congenial working environment at DSCSITSC so that women, whether female employee (contractual, casual, temporary, and permanent) or female student, are not subjected to gender-specific discrimination or sexual harassment.


The Women Cell is hereby reconstituted with the following members

| SL No. | Name | Position |
|--------|--|----------|
| 1 | Ms. Dazy Rani, Asst. Registrar, Dept. of Admin | Chairman |
| 2 | Ms. Rinku Supakar, Faculty, Dept. of CSE | Convener |
| 3 | Ms. Debina Dey, Manager- Industry Alliance, Dept. of T & P | Member |
| 4 | Ms. Pallabi Bose, Faculty., Dept. of BSH | Member |
| 5 | Dr. Sangeeta Jana Mukhopadhyay, Faculty., Dept. of ECE | Member |
| 6 | Ms. Nibedita Biswas, Faculty., Dept. of BSH | Member |
| 7 | Ms. Arpita Chatterjee, Faculty. Dept. of ME | Member |
| 8 | Ms. Bidisha Dobe, Faculty, Dept. of ECE | Member |
| 9 | Ms. Papiya Nayek, Technical Asst, Dept. of CE | Member |
| 10 | Ms. Soumita Banerjee, Technical Asst, Dept. of CE | Member |
| 11 | Ms. Pallabi Das, Technical Asst, Dept. of ECE | Member |
| 12 | Ms. Anupama Kumar, Technical Asst. Dept. of ME | Member |
| 13 | Ms. Rumrum Banerjee, Faculty, Dept. of EE | Member |
| 14 | Ms. Sarmila Das, Advocate, High Court | Member |
| 15 | Ms. Srabani Seal, Psychological Counsellor | Member |
| 16 | Ms. Amrita Chadha, PA to principal, Dept. of Admin | Member |
| 17 | Ms. Suparna Rej, Tele caller, Dept. of Admission | Member |

Frequency of the meeting: - Once in a quarter

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/24

Date: 01/07/2022

Sports Committee

Objective:

- Explore the Sportsrelated skills from faculty, staff, and students.
- Parallel to studies, to give motivation and an opportunity to excel in sports to the interested students
- Investigates the needs of budding sports persons.
- To perform well in college event at state and national levels.

Sports Committee is hereby reconstituted with the following members

| Sl No. | Name | Position |
|--------|---|----------|
| 1 | Mr. Prathita Roy, Faculty., Dept. of EE | Convener |
| 2 | Mr. Souvik Chakraborty, Faculty., Dept. of CE | Member |
| 3 | Mr. Subhasish Halder, TIC., Dept. of ME | Member |
| 4 | Mr. Kalyan Mukherjee, Faculty., Dept. of AUE | Member |
| 5 | Mr. Souradeep Roy, Lecturer, Dept. of CE | Member |
| 6 | Mr. Sanjib Sarkar, Lab Asst. Dept. of EE | Member |
| 7 | Mr. Manoj Pandey, Lab Attendant, Dept. of CSE | Member |
| 8 | Mr. Mayukh Bairagi, Technical Asst., Dept. of ECE | Member |
| 9 | Mr. Tanmoy Das, Technical Asst., Dept. of ME | Member |
| 10 | Mr. Madhab Naskar, Office Asst., Dept. of T&P | Member |
| 11 | Mr. Vivek Shaw, Faculty, Dept. of BSH | Member |
| 10 | Mr. Mayukh Bairagi, Technical Asst., Dept. of ECE | Member |
| 11 | Mr. Arindam Mukherjee, Faculty. Dept. of AUE | Member |

Frequency of meeting: - Once in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/25

Date: 01/07/2022

Canteen Committee

Objective:

- Canteen cell should monitor the hygiene and quality of food served in the canteen.
- The cell should decide the menu and items to be sold in the canteen.
- The cell should make every effort to make sure that wastage of food is reduced to a minimum
- Maintaining a good ambience and good aesthetics of the canteen.

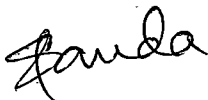
The Canteen Committee is hereby reconstituted with the following members

| Sl No. | Name | Dept. | Position |
|--------|--------------------------------------|----------|----------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Ms. Dazy Rani, Asst. Registrar | Admin | Convener |
| 3 | Ms. Amrita Chadha, PA To Principal | Admin | Member |
| 4 | Mr. Abhishek Das, Accounts Assistant | Accounts | Member |
| 5 | Mr. Somnath Dasgupta, Faculty | ECE | Member |
| 6 | Mr. Anirban Chowdhury, Faculty | EE | Member |
| 7 | Mr. Anup Panja | Canteen | Member |
| 8 | Mr. Debasish Roy, Faculty | CE | Member |
| 9 | Mr. Nilanjan Singha Roy, Faculty | BSH | Member |
| 10 | Mr. Rahul Chowdhury, Faculty | Store | Member |
| 11 | Mr. Sourav Mallick | Admin | Member |
| 12 | Mr. Suman Pathak, Faculty | CSE | Member |
| 13 | Ms. Sweta Sarkar, Faculty | CSE | Member |

Frequency of meeting: - As and when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
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DSCSITSC/PRIN/COM/2022-2023/26

Date: 01/07/2022

Entrepreneurship Development Cell

Objective:

To aim at institutionalizing mechanism, this could act as support system for technocrat entrepreneurs. To create awareness among the students regarding entrepreneurship and self-employment as an attractive and viable career option.


The EDC Cell is hereby reconstituted with the following members

| SI No. | Name | Dept. | Position |
|--------|---|-------|--------------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Dr. Shefalika Ghosh Samaddar, Faculty | CSE | Convener |
| 3 | Mr. Amal Kumar Saha, Faculty | CSE | Jt. Convener |
| 4 | Mr. Anirbit Sengupta, Faculty | ECE | Member |
| 5 | Dr. Kriti Mukherjee, Faculty | EE | Member |
| 6 | Mr. Subhendu Pal, Faculty | ME | Member |
| 7 | Dr. Sayari Biswas, Faculty | BSH | Member |
| 8 | Dr. Ranendra Roy, Faculty | AUE | Member |
| 9 | Dr. Sangeeta Jana Mukhopadhyay, Faculty | ECE | Member |
| 10 | Ms. Debasmita Roy Chowdhury, Faculty | BSH | Member |
| 11 | Mr. Souvik Chakraborty, Faculty | CE | Member |
| 12 | Ms. Rumrum Banerjee, Faculty | EE | Member |
| 13 | Mr. Suprabhat Maity, Faculty | CSE | Member |

Frequency of meeting: - Once in every quarter

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal
PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/27

Date: 01/07/2022

Science & Technology Committee

Objective:

To portray the growth of science and technology in the Institution and their application in industry, human welfare and environment, with a view to develop scientific attitude and temper and to create, inculcate and sustain a general awareness amongst the student in the Institute.


The Science & Technology Committee is hereby reconstituted with the following members

| SI No. | Name | Position |
|--------|---|-----------------|
| 1 | Dr. Saradindu Panda, Principal | Chairman |
| 2 | Dr. Biswabandhu Chatterjee, Dept. of CE | Convener |
| 3 | Dr. Ramesh Saha, Faculty. Dept. of CSE | Coordinator |
| 4 | Dr. Ruma Sen, Faculty of AUE | Jt. Coordinator |
| 5 | Dr. Abhijit Kundu, Faculty., Dept. of CE | Member |
| 6 | Dr. Abhigyan Ganguly, Dept. of ECE | Member |
| 7 | Mr. Sourav Kr. Singha, Faculty., Dept. of CE | Member |
| 8 | Ms. Madhusmita Mishra, Faculty., Dept. of CSE | Member |
| 9 | Ms. Debasmita Manna, Faculty., Dept. of ECE | Member |
| 10 | Mr. Arindam Mukherjee, Faculty, Dept. of AUE | Member |
| 11 | Mr. Sanjoy Bhattacharjee, Faculty., Dept. of CSE | Member |
| 12 | Ms. Pallabi Bose, Faculty., Dept. of BSH | Member |
| 13 | Mr. Supriya Dhara, Junior Technical Asst., Dept. of AUE | Member |
| 14 | Mr. Anirbit Sengupta, Faculty. Dept. of ECE | Member |
| 15 | Mr. Shankha Ghosh, Faculty. Dept. of AUE | Member |
| 16 | Mr. Baibaswata Das, Faculty. Dept. of CE | Member |
| 17 | Mr. Firojuddin Sk, Faculty., Dept. of ECE | Member |
| 18 | Mr. Sandip Bhadra, Senior Technical Asst., Dept. of AUE | Member |
| 19 | Mr. Pritam Bhattacharjee, Faculty. Dept. of AUE | Member |

Frequency of meeting: - Once in every quarter

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/28

Date: 01/07/2022

Hostel Committee

Objective:

- To provide suitable and comfortable accommodation for residing students.
- To ensure that students coming from different places learn to live together and strengthen their relations with mutual cooperation and goodwill.
- Maintaining a good ambience and good aesthetics.

The Hostel Committee is hereby reconstituted with the following members.

| SI No. | Name | Dept. | Position |
|--------|--|----------|----------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Ms. Dazy Rani, Asst. Registrar | Admin | Convener |
| 3 | Ms. Amrita Chadha, PA to Principal | Admin | Member |
| 4 | Mr. Soumik Josh, Accounts Officer | Accounts | Member |
| 5 | Mr. Rahul Chowdhury, Store In - Charge | Store | Member |
| 6 | Ms. Nirupam Sarkar | Admin | Member |
| 7 | Mr. Ravinder Singh | Admin | Member |
| 8 | Mr. Nirmal Dey | Security | Member |
| 9 | Mr. Anup Panja | Canteen | Member |

Frequency of meeting: - As when required

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Ins. tute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

Copy to:

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DSCSITSC/PRIN/COM/2022-2023/29

Date: 01/07/2022

Student Welfare Committee

Objective:

- To guarantee that all student welfare services are delivered in a timely and efficient manner.
- To make communication between the student community and the Institute Administration more efficient and productive.
- To assist in the formation and management of an effective student leadership team.
- To provide students, in general, and specific students in particular, with advice and counseling in all areas.
- To encourage and promote students' engagement in extracurricular activities such as games, theatre, music, clubs, and societies.
- To assist all students in maintaining high standards and discipline.
- To provide information, support, and help to students who are experiencing financial challenges wherever possible.
- Ensure a safe and secure environment where basic needs are satisfied, encourage proper kinds of behaviour, and safeguard students from harm by maintaining an Institute and Welfare climate conducive to learning.
- Create a realistic and full self-concept; boost self-esteem; expand interests and abilities.
- A sense of belonging to the Winder community; a loving attitude toward others; an understanding of their own feelings and behaviors, as well as the feelings and behaviors of others.

The Student Affair/ Welfare Committee is hereby reconstituted with the following members.

| Sl. No. | Name | Dept. | Position |
|---------|------------------------------------|-----------|--------------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Ms. Dazy Rani, Asst. Registrar | Admin | Convener |
| 3 | Ms. Amrita Chadha, PA To Principal | Admin | Jt. Convener |
| 4 | Mr. Subhendu Pal, Faculty | ME | Member |
| 5 | Mr. Anirban Chowdhury, Faculty | EE | Member |
| 6 | Dr. Sukhendu Sadhukhan, Faculty | BSH | Member |
| 7 | Ms. Antara Chowdhury | T&P | Member |
| 8 | Mr. Amal Kumar Saha, Faculty | CSE | Member |
| 9 | Manjari Bharti, Faculty | BSH | Member |
| 10 | Mr. Prasenjit Paul, Faculty | Library | Member |
| 11 | Mr. Abhishek Das, Faculty | Accounts | Member |
| 12 | Mr. Nirupam Sarkar, Faculty | Admission | Member |
| 13 | Dr. Sk Tanbir Islam, Faculty | AUE | Member |

Frequency of meeting: - Once in every quarter

All previous committees constituted on the subject to be treated as dissolved.

With best regards,

Saradindu Panda
Dr. Saradindu Panda
Principal
PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2022-2023/30

Date: 01/07/2022

Timetable Committee

Objective:

To promote a proactive approach to make the timetable of academic activity in order to maximize the utilization of departmental and centrally timetabled teaching space and to make the most effective use staff and student time.


The Timetable Committee is hereby reconstituted with the following members

| Sl. No. | Name | Dept. | Position |
|---------|------------------------------------|-------|----------|
| 1 | Dr. Saradindu Panda, Principal | Admin | Chairman |
| 2 | Ms. Rinku Supakar, Faculty | CSE | Convener |
| 3 | Dr. Swati Goswami, Faculty | CSE | Member |
| 4 | Dr. Ruma Sen, Faculty | AUE | Member |
| 5 | Mr. Prasun Seal, Faculty | CE | Member |
| 6 | Mr. Subhajit Banerjee, Faculty | AUE | Member |
| 7 | Ms. Debasmita Manna, Faculty | ECE | Member |
| 8 | Mr. Subhendu Pal, Faculty | ME | Member |
| 9 | Ms. Rumrum Banerjee, Faculty | EE | Member |
| 10 | Ms. Rituparna Das, Faculty | BSH | Member |
| 11 | Ms. Ruchi Shaw, Faculty | BSH | Member |
| 12 | Ms. Ritam Bhattacharjee, Faculty | BSH | Member |
| 13 | Ms. Nilanjana Banik, Faculty | CE | Member |
| 14 | Ms. Geetika Kumari Salwan, Faculty | ME | Member |
| 15 | Dr. Soumitra Roy, Faculty | CSE | Member |

Frequency of the meeting: - Twice in a semester

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Dr. Saradindu Panda
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

Copy to:

1. All HODs/TICs
2. All concerned