



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/2020-21/01

Date: 14/07/2020

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.

SI No.	Name	Particular	Position
1	Dr. SM Chatterjee	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	Dr. Sushovan Sarkar	HOD, Dept. of CE, DSCSITSC	Member
16	Ms. Amrita Chadha	Dept. of Administration, DSCSITSC	Member
17	Dr. Om Prakash Sharma	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. Om Prakash Sharma
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/2020-21/02

Date: 14/07/2020

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.


Academic Committee is hereby reconstituted with the following members

SL No.	Name	Dept	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Mr. Vivek Shaw, Faculty	BSH	Secretary
3	Ms. Amrita Chadha, PA to Principal	Admin	Member
4	Dr. Biswabandhu Chatterjee	CE	Member
5	Ms. Rinku Supakar	CSE	Member
6	Dr. Abhigyan Ganguly	ECE	Member
7	Dr. Atanu Bhattacharya	AUE	Member
8	Dr. Sayantan Chakraborty	EE	Member
9	Dr. Dipankar Das	BSH	Member
10	Mr. Subhasish Halder	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. Om Prakash Sharma, Principal
Principal
PRINCIPAL
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DSCSITSC/PRIN/COM/2020-21/03

Date: 14/07/2020

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.N	Name	Designation
1	Prof. (Dr.) Om Prakash Sharma, 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. Mallika Dey, Dept. of CSE	Faculty Representative
7	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
8	Dr. Biswabandhu Chatterjee, Dept. of CE	Faculty Representative
9	Ms. Debina Dey, Manager, Industry Alliance,	Dept. of T&P
10	Ms. Dazy Rani, Assistant Registrar	Admin Representative
11	Mr. Arunava Kundu, Asst. Treasurer, Suremath Association Dum Dum	Nominee from local society
12	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
13	Dr. Nayan Bhattacharya	Parents Representative
14	Mr. Avisekh Jha, 3 rd Year, Dept. of ECE	Student Representative
15	Ms. Ahana 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. Om Prakash Sharma
Principal

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DSCSITSC/PRIN/COM/2020-21/04

Date:14/07/2020

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	Prof. (Dr.) Om Prakash Sharma, 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	Dr. Sangeeta Jana Mukhopadhyay-Faculty	ECE	Member

Frequency of meeting:- Twice in a semester

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

With best regards,


Dr. Om Prakash Sharma
Principal

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DSCSITSC/PRIN/COM/2020-21/05

Date: 14/07/2020

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.

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

Sl. No.	Name	Dept.	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Ms. Dazy Rani, Asst. Registrar	Admin	Convener
3	Ms. Amrita Chadha, PA to principal	Admin	Coordinator
4	Ms. Madhusmita Mishra, Faculty	CSE	
5	Ms. Ananya Banerjee, Faculty	ECE	Member
6	Mr. Vivek Shaw, Faculty	BSH	Member
7	Ms. Rinku Supakar, Faculty	CSE	Member
8	Dr. Sayantan Chakraborty	EE	Member
9	Mr. Arindam Mukherjee, Faculty	AUE	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. Om Prakash Sharma
Principal

PRINCIPAL

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DSCSITSC/PRIN/COM/2020-21/06

Date: 14/07/2020

Anti- Ragging Committee

Objective:

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

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

Chairman	Dr. Om Prakash Sharma, 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
	Dr. Abhijit Kundu	9614583461
	Ms. Arpita Chatterjee	8697874408
	Mr. Firozuddin Sk	7602640868
	Ms. Rinku Supakar	9433773352
	Dr. Sayantan Chakraborty	9674477187
	Mr. Vivek Shaw	8296921062
	Dr. Joyoti Biswas	9836974183
	Mr. Arindam Mukherjee	7557826702
Representative of the Parents	Mr. Anumoy Ray	9736014386
	Ms. Prasasthi Sen	9786133770
	Mr. Tapas Das	7285356488
	Ms. Chanda Saha	8053201451
	Mr. Biswajit Das	9836356451
Student Representative (Hostel)	Ms. Saptadwipa Sengupta, CE	9386593969
	Mr. Asish Das, CSE	8231032094
Student Representatives (Senior students)	Second Year	
	Ms. Sushmita Biswas, CSE	9236104451
	Mr. Jibitesh Biswas, AUE	8001236273
	Mr. Avisekh Dutta, ECE	9230661705
	Mr. Sourav Sarkar, ME	7439046708
	Ms. Koyel Das, CSE	8100762727
	Ms. Sampurna Dey, EE	8001492404
	Ms. Pratibha Biswas, EE	9798543699
	Mr. Akash Raj, CE	6291531099
Student Representatives (Freshers' students)	First Year	
	Sneha Chakraborty- CSE	9477606432
	Sujoy Rana- CSE	9073399095
	Subayu Bose-ECE	9874574415
	Bitan Basu-ECE	9674385151
	Ayan Bag-AUE	9798497183
	Aman Singh-AUE	6295545497
	Barsha Das- CE	6291255917
	Gourab Dey-CE	9874007075
Non-teaching Staff	Mr. Jit Majumder	9274373847
	Mr. Abhishek Bysack	9874337545
	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. Om Prakash Sharma
Principal

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All concerned.

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540, Dum Dum Rd. Kolkata-74



DSCSITSC/PRIN/COM/2020-21/07

Date: 14/07/2020

Anti- Ragging Squad Committee**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. Om Prakash Sharma	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
	Ms. Mallika De	6849321452
	Mr. Jit Majumder	9674373847
	Dr. Abhijit Kundu	7518117780
First Floor		
In-charge	Dr. Srijata Mukherjee	8296921062
Member	Mr. Souvik Chakraborty	9874428113
	Mr. Souradeep Roy	8101094015
	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. Debjyoti Chakraborty	8981865896
Third Floor		
In-charge	Ms. Rinku Supakar	9433773352
	Ms. Madhusmita Mishra	9007986879
	Mr. Debduitta Chatterjee	9883159010
	Dr. Buddhadeb Bhattacharya	9830644523
	Ms. Bidisha Bose	9231676324

Fourth Floor		
In-charge	Dr. Sayantan Chakraborty	9674477187
Member	Mr. Prathita Roy	8902653143
	Ms. Rum Rum Banerjee	9681912524
	Mr. Dibakar Roy	9748994974
	Mr. Prasenjit Paul	9874682234
Student Members(3rd Year)	Subayu Bose-ECE	9874574415
	Bitan Basu-ECE	9674385151
	Ayan Bag-AUE	9798497183
	Aman Singh-AUE	6295545497
	Barsha Das- CE	6291255917
Student Members (2nd Year)	Ms. Sushmita Biswas, CSE	9236104451
	Mr. Jibitesh Biswas, AUE	8001236273
	Mr. Avisekh Dutta, ECE	9230661705
	Mr. Sourav Sarkar, ME	7439046708
	Ms. Koyel Das, CSE	8100762727
	Ms. Sampurna Dey, EE	8001492404
	Ms. Pratibha Biswas, EE	9798543699
	Mr. Akash Raj, CE	6291531099
Canteen In charge	Mr. Anup Panja	6294385774
Hostel In charge	Mr. Saraj Kumar Jena	6294607633

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

With best regards,


Dr. Om Prakash Sharma
 Principal
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PRINCIPAL
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1. All concerned



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DSCSITSC/PRIN/COM/2020-21/08

Date: 14/07/2020

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

SI No.	Name	Dept.	Designation
1	Dr. Om Prakash Sharma, 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	Dr. Abhigyan Ganguly	ECE	Member
6	Ms. Srijata Mukherjee, Faculty	BSH	Member
7	Dr. Mallika De	CSE	Member
8	Dr. Sangeeta Jana Mukhopadhyay, Faculty	ECE	Member
9	Dr. Atanu Bhattacharya.	AUE	Member
10	Mr. Sushovan Sarkar, Faculty	CE	Member
11	Ms. Sarmila Das, Advocate, High Court	External	External Member
12	Mr. Rishin Halder, 4th Year Student, Dept. of CSE	CSE	Student
13	Ms. Joyeeta Chakraborty, 2nd Year Student, Dept. of ECE	ECE	Student

Frequency of meeting:- As and when required

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

With best regards,

Dr. Om Prakash Sharma 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

**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	Prof. (Dr.) Om Prakash Sharma, Principal	Admin	Chairman
Three Nominees of MAKAUT, WB			
2	Prof. (Dr.) Debashis De, Professor, MAKAUT	External	University Nominee
Experts / Academicians from Outside the College Nominated by Governing Body			
3	Prof.(Dr.) Goutam Sutradhar, Director, NIT Manipur	External	External Academic Expert
4	Mr. Atanu Chowdhury, Deputy General Manager- HR & IR, Electrosteel Castings LTD	External	Industry Expert
Dean (Academics), IQAC Coordinator & Controller of Exam			
5	Mr. Vivek Shaw	BSH	Member Secretary
6	Ms. Amrita Chadha	Admin	Member
All the Heads of Department			
7	Dr. Biswabandhu Chatterjee, HOD	CE	Member
8	Dr. Mallika De, HOD	CSE	Member
9	Dr. Abhigyan Ganguly, HOD	ECE	Member
10	Dr. Atanu Bhattacharya, HOD	AUE	Member
11	Dr. Sayantan Chakraborty, HOD	EE	Member
12	Mr. Subhasish Halder, TIC	ME	Member
13	Dr. Dipankar Das, HOD	BSH	Member
Four Teachers representing different categories			
14	Dr. Jayanta Mondal, Faculty	CSE	Member
15	Dr. Sangeeta Jana Mukhopadhyay, Faculty	ECE	Member
16	Ms. Madhusmita Mishra, Faculty	CSE	Member
17	Mr. Kalyan Mukherjee, Faculty	AUE	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. Om Prakash Sharma **PRINCIPAL**

Principal

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DSCSITSC/PRIN/COM/2020-21/11

Date: 14/07/2020

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	Prof. (Dr.) Om Prakash Sharma, Principal	Chairman
2	Mr. Vivek Shaw, Faculty, Dept. of BSH	Convener
3	Ms. Rumrum Banerjee, Faculty, Dept. of EE	Member
4	Ms. Ananya Banerjee, Faculty., Dept. of ECE	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. Prathita Roy, Faculty., Dept. of EE	Member
9	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. Om Prakash Sharma
Principal

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DSCSITSC/PRIN/COM/2020-21/12

Date: 14/07/2020

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

SI No.	Name	Position
1	Dr. Om Prakash Sharma, 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. Biswabandhu Chatterjee, Faculty. Dept. of CE	Member
6	Ms. Rinku Supakar, Faculty. Dept. of CSE	Member
7	Ms. Sangeeta Jana Mukhopadhyay, Faculty. Dept. of ECE	Member
8	Mr. Nilanjan Singha Roy, 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. Anirban Chowdhury, Faculty. Dept. of EE	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.Om Prakash Sharma
Principal

PRINCIPAL
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DSCSITSC/PRIN/COM/2020-21/13

Date: 14/07/2020

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 economically disadvantaged 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. Om Prakash Sharma, 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. Jayanta Mondal, 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. Sayantan Chakraborty, 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. Om Prakash Sharma
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



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/2020-21/14

Date: 14/07/2020

Innovation & Incubation Cell

Objective:

Dr. Sudhir Chandra Sur Institute of Technology and 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. Om Prakash Sharma, Principal	President
2	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	Convener/ ARIIA Coordinator
3	Mr. Baibaswata Das, Faculty, Dept. of CE	Member
4	Mr. Supriyo Srimani, 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	Ms. Manjari Bharati, Faculty., Dept. of ECE	Member
11	Ms. Amrita Chadha, PA to Principal, Dept. of Admin	Member

Frequency of meeting:- Once in every quarter

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

With best regards,


Dr. Om Prakash Sharma **PRINCIPAL**
Principal
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2020-21/15

Date: 14/07/2020

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. Om Prakash Sharma, Principal	Chairman
2	Ms. Debina Dey, Manager Industry Alliance, TNP Cell	Convener
3	Dr. Abhjit Kundu, Faculty. Dept. of CE	Jt. Convener
4	Ms. Amrita Chadha, PA to principal, Dept. of Admin	Member
5	Dr. Sayantan Chakraborty, Dept. of EE	Member
6	Dr. Atanu Bhattacharya, Dept. of AUE	Member
7	Mr. Arindam Mukherjee, Faculty, Dept. of AUE	Member
8	Dr. Supriya Srimani, Faculty., Dept. of ECE	Member
9	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. Om Prakash Sharma
Principal
Copy to:

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

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DSCSITSC/PRIN/COM/2020-21/16

Date: 14/07/2020

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. Om Prakash Sharma, 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. Sangeeta Jana Mukhopadhyay, Faculty., Dept. of ECE	TNP Coordinator, ECE
8	Dr. Sayantan Chakraborty, Dept. of EE	TNP Coordinator, EE
9	Mr. Subhasish Halder, Dept. of ME	TNP Coordinator, ME
10	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	MOOCs Coordinator, AUE
12	Ms. Manali Dhar, Faculty, Dept. of ECE	MOOCs Coordinator, ECE
13	Ms. Rumrum Banerjee, Faculty, Dept. of EE	MOOCs Coordinator, EE
14	Mr. Abhishek Bysack, System Admin	Member
15	Ms. Antara Chowdhury, Sr. Executive T&P Cell	Member
16	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. Om Prakash Sharma
Principal

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

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DSCSITSC/PRIN/COM/2020-21/17

Date: 14/07/2020

Research & Development Cell

Objective:

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

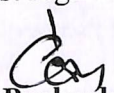
The Research & Development Cell is hereby reconstituted with the following members

Sl. No.	Name	Position
1	Prof. (Dr.) Om Prakash Sharma	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, Dept. of AUE	Ex Officio Member
6	Mr. Anjan Kumar Payra, Dept. of CSE	Ex Officio Member
7	Dr. Atanu Bhattacharya, Dept. of AUE	Ex Officio Member
8	Dr. Sayantan Chakraborty, Dept. of EE	Ex Officio Member
9	Mr. Bidyut Majumder, Dept. of BS & HU	Faculty Member
10	Ms. Rumrum Banerjee, Dept. of EE	Faculty Member
11	Dr. Supriyo Srimani, Dept. of ECE	Faculty Member
12	Ms. Arpita Chatterjee, Dept. of AUE	Faculty Member
13	Ms. Madhusmita Mishra, Dept. of CSE	Faculty Member
14	Mr. Soumik Jash, Dept. of Accounts	Invitee member from Accounts
15	Dr. Debashis De, Professor & Head, Dept. of CSE, MAKAUT	Invitee member as an Academic expert

Frequency of meeting:- Once in every month

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

With best regards,


Dr. Om Prakash Sharma
Principal

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

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DSCSITSC/PRIN/COM/2020-21/18

Date: 14/07/2020

SLC & Extracurricular Committee

Objective:

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


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	Mr. Mayukh Bairagi, Technical Asst., Dept. of ECE	Member

Frequency of meeting: - Once in a semester

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

With best regards,


Dr. Om Prakash Sharma
Principal

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

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DSCSITSC/PRIN/COM/2020-21/19

Date: 14/07/2020

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

S.N	NameoftheStaff	Designation
1.	Prof. (Dr.) Omprakash Sharma	Principal, DSCSDEC, JIS Group
2.	Mr.Aviroop Dewan	Convenor Admission Cell
3.	Mr. Anirbit Sengupta	Member Admission Cell
4.	Mr. Nirupam Sarkar	Member Admission Cell
5.	Ms. Suparna Rej	Member Admission Cell
6.	Ms. Rinku Supakar	Member -CSE
7.	Mr. Anirban Chowdhury	Member -EE
8.	Mr. Arindam Mukherjee	Member -AUE
9.	Ms. Ruma Sen	Member-ME
10.	Mr. Baibswata Das	Member -CE
11.	Mr. Souvick Chakraborty	Member -CE
12.	Mr. Jit Majumder	Member-ME
13.	Mr. K.S.Tiwari	Member Admission Cell

Frequency of meeting: - As and when required

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

With best regards,

Dr. Om Prakash Sharma
Principal

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
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1. All concerned



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DSCSITSC/PRIN/COM/2020-21/20

Date: 14/07/2020

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.N	Name	Dept	Position
2.	Prof. (Dr.) Om Prakash Sharma	Admin	HOI(Chairman)
3.	Mr. Vivek Shaw	BSHU	IQAC Coordinator
4.	Dr. Mallika De	CSE	IC-R&D Cell
5.	Ms. Amrita Chadha	Admin	Administrative Officer


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. Om Prakash Sharma
Principal

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

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DSCSITSC/PRIN/COM/2020-21/21

Date: 14/07/2020

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

Sl No.	Name	Position
1	Mr. Soham Karmakar	President
2	Mr. Suwendu Mondal	Secretary
3	Mr. Baibaswata Das	Treasurer
4	Rishav Shaw	Student Alumni
5	Tithi Paul	Student Alumni
6	Priya Gopal Banerjee	Student Alumni
7	Sourav Dey	Student Alumni
8	Trikoma Biswas	Student Alumni
9	Rudra Som Dutta	Student Alumni

Frequency of the meeting:- Once in a quarter

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

With best regards,


Dr. Om Prakash Sharma
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



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DSCSITSC/PRIN/COM/2020-21/22

Date: 14/07/2020

NSS & NCC 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.


NSS & NCC Committee is hereby reconstituted with the following members

SI No.	Name	Dept.	Designation
1	Prof. (Dr.) Om Prakash Sharma	Admin	Chairman
2	Ms. Debasmita Manna, Faculty	ECE	Convener
3	Mr. Prasun Dutta, Faculty	AUE	Coordinator
4	Mr. Anjan Kumar Payra, Faculty	CSE	Member
5	Mr. Souvik Chakraborty, Faculty	CE	Member
6	Mr. Saurav Kumar, Faculty	ME	Member
7	Mr. Dibakar Roy, TA	EE	Member
8	Mr. Rama Prasad Patra, Faculty	BSH	Member
9	Mr. Pritam Bhattacharjee, Faculty	AUE	Member
10	Ms. Dazy Rani, Asst. Registrar	Admin	Member
11	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. Om Prakash Sharma
Principal

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

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DSCSITSC/PRIN/COM/2020-21/23

Date: 14/07/2020

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	Dr. Sangeeta Jana Mukhopadhyay, Faculty., Dept. of ECE	Member
5	Mr. Vivek Shaw, Faculty., Dept. of BSH	Member
6	Ms. Arpita Chatterjee, Faculty. Dept. of AUE	Member
7	Ms. Bidisha Dobe, Faculty, Dept. of ECE	Member
8	Ms. Papiya Nayek, Technical Asst, Dept. of CE	Member
9	Ms. Soumita Banerjee, Technical Asst, Dept. of CE	Member
10	Ms. Pallabi Das, Technical Asst, Dept. of ECE	Member
11	Ms. Anupama Kumar, Technical Asst. Dept. of ME	Member
12	Ms. Rumrum Banerjee, Faculty, Dept. of EE	Member
13	Ms. Sarmila Das, Advocate, High Court	Member
14	Ms. Srabani Seal, Psychological Counsellor	Member
15	Ms. Amrita Chadha, PA to principal, Dept. of Admin	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. Om Prakash Sharma
Principal

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

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DSCSITSC /PRIN/COM/2020-21/24

Date: 14/07/2020

Sports Committee

Objective:

- Explore the Sports related 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. Subhasish Halder, TIC., Dept. of ME	Member
3	Mr. Kalyan Mukherjee, Faculty., Dept. of AUE	Member
4	Mr. Sanjib Sarkar, Lab Asst. Dept. of EE	Member
5	Mr. Manoj Pandey, Lab Attendant, Dept. of CSE	Member
6	Mr. Debjyoti Chakraborty, Technical Asst., Dept. of ECE	Member
7	Mr. Tanmoy Das, Technical Asst., Dept. of ME	Member
8	Ms. Antara Chowdhury, Sr. Executive., Dept. of T&P	Member
9	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. Om Prakash Sharma **PRINCIPAL**
Principal
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

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DSCSITSC/PRIN/COM/2020-21/25

Date: 14/07/2020

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. Om Prakash Sharma, Principal	Admin	Chairman
2	Ms. Amrita Chadha, PA To Principal	Admin	Convener
3	Mr. Soumik Josh, Accounts Assistant	Accounts	Member
4	Ms. Bidisha Dobe, Faculty	ECE	Member
5	Mr. Anirban Chowdhury, Faculty	EE	Member
6	Mr. Anup Panja, Faculty	Canteen	Member
7	Mr. Souvik Chakraborty, Faculty	CE	Member
8	Ms. Mohuya Mukherjee, Faculty	BSH	Member
9	Mr. Rahul Chowdhury, Faculty	Store	Member

Frequency of meeting:- As and when required

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

With best regards,

Dr. Om Prakash Sharma
Principal

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

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DSCSITSC/PRIN/COM/2020-21/26

Date: 14/07/2020

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.

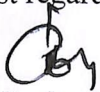
The EDC Cell is hereby reconstituted with the following members

SI No.	Name	Dept.	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Dr. Mallika De, Faculty	CSE	Convener
3	Mr. Jayanta Mondal, Faculty	CSE	Jt. Convener
4	Mr. Swapan Bhattacharya, Faculty	ECE	Member
5	Dr. Kriti Mukherjee, Faculty	EE	Member
6	Mr. Goutam Biswas, Faculty	ME	Member
7	Dr. Ruchi Shaw, Faculty	BSH	Member
8	Ms. Arpita Chatterjee, Faculty	AUE	Member
9	Ms. Joyoti Biswas, Faculty	BSH	Member
10	Mr. Baibaswata Das, Faculty	CE	Member
11	Mr. Anjan Kumar Payra, 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. Om Prakash Sharma *PRINCIPAL*
Principal
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Rd Kolkata-74

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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/2020-21/27

Date: 14/07/2020

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

Sl No.	Name	Position
1	Dr. Om Prakash Sharma, Principal	Chairman
2	Dr. Jayanta Mondal, Faculty. Dept. of CSE	Convener
3	Dr. Ruma Sen, Faculty of AUE	Coordinator
4	Dr. Abhijit Kundu, Faculty., Dept. of CE	Jt. Coordinator
5	Dr. Abhigyan Ganguly, Dept. of ECE	Member
6	Ms. Madhusmita Mishra, Dept. of CSE	Member
7	Ms. Debasmita Manna, Dept. of ECE	Member
8	Mr. Arindam Mukherjee, Dept. of AUE	Member
9	Ms. Debduitta Chatterjee, Dept. of CSE	Member
10	Mr. Vivek Shaw, Dept. of BSH	Member
11	Mr. Supriya Dhara, Dept. of AUE	Member
12	Mr. Kalyan Mukherjee, Dept. of AUE	Member
13	Mr. Sandip Bhadra, 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. Om Prakash Sharma
Principal
Copy to:

1. All HODs/TICs
2. All concerned

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



SurTech

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DSCSITSC/PRIN/COM/2020-21/28

Date: 14/07/2020

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

Sl No.	Name	Dept.	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Ms. Dazy Rani, Asst. Registrar	Admin	Convener
3	Mr. Soumik Josh, Accounts Officer	Accounts	Member
4	Mr. Rahul Chowdhury, Store In - Charge	Store	Member
5	Ms. Nirupam Sarkar	Admin	Member
6	Mr. Nirmal Dey	Security	Member
7	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. Om Prakash Sharma
Principal

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

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DSCSITSC/PRIN/COM/2020-21/30

Date:- 14/07/2020

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.

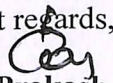
The Timetable Committee is hereby reconstituted with the following members

Sl. No.	Name	Dept.	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Ms. Rinku Supakar, Faculty	CSE	Convener
3	Ms. Arpita Chatterjee, Faculty	AUE	Member
4	Mr. Baibaswata Das, Faculty	CE	Member
5	Mr. Kalyan Mukherjee, Faculty	AUE	Member
6	Ms. Manali Dhar, Faculty	ECE	Member
7	Mr. Nitesh Das, Faculty	ME	Member
8	Ms. Rumrum Banerjee, Faculty	EE	Member
9	Ms. Mohuya Mukherjee, Faculty	BSH	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. Om Prakash Sharma
Principal

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

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1. All HODs/TICs
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