



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	<b>Chairman</b>
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,

*Saradindu Panda*  
**Dr. Saradindu Panda**  
 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.

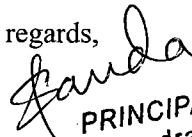
### The Academic Committee is hereby reconstituted with the following members

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. Atanu Bhattacharya. 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,

  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
Dr. Saradindu Panda  
Principal  
540 Dum Dum Rd. Kolkata-74

Copy to:

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DSCSITSC/PRIN/COM/2022-2023/03

Date: 27/06/2023

### 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

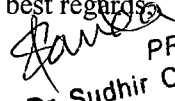
**Internal Quality Assurance Cell (IQAC) is hereby reconstituted with the following members**

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. Debjit Mishra, 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,

  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
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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.

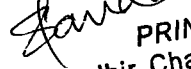
### The Finance Committee is hereby reconstituted with the following members

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,

  
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Dr. Sudhir Chandra Sur Institute  
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Dr. Saradindu Panda  
Principal

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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*

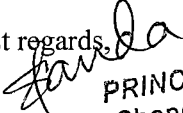
**The Disciplinary & Grievance Redressal Committee is hereby reconstituted with the following members**

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
10	Mr. Arindam Mukherjee, Faculty	AUE	Member
11	Mr. Aviroop Dewan, Faculty	ECE	Member
12	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,

  
**PRINCIPAL**  
**Dr. Sudhir Chandra Sur Institute**  
**of Technology & Sports Complex**  
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**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	<b>Name</b>	<b>Contact Nos</b>
	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
Representative of the Parents	Dr. Ashish Bhattacharya	9436104586
	Mr. Saibal Patra	9647127770
	Mr. Dipal Chakraborty	7439036908
	Ms. Chameli Sil	8350001451
	Mr. Sumit Bose	9830016451
Student Representative (Hostel)	Ms. Saptadwipa Dutta, CE	9382593969
	Mr. Anubhav Mishra, CSE	7631022094
Student Representatives (Senior students)	<b>Second Year</b>	
	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	
Student Representatives (Freshers' students)	<b>First Year</b>	
	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
Non-teaching Staff	Mr. Jit Majumder	9674373847
	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,

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

Dr. Saradi Panda  
Principal

Copy to:

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DSCSITSC/PRIN/COM/2022-2023/07

Date:01/07/2022

## 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. Srimoy Bhattacharya	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

*Panda*

	Mr. Amitava Halder	9831402704
	Mr. Debjyoti Chakraborty	8981865896
Third Floor		
In-charge	Ms. Rinku Supakar	9433773352
Member	Ms. Bandana Khan	9432066619
	Mr. Suman Pathak	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. Dibakar Roy	9748994974
	Mr. Prasenjit Paul	9874682234
	Mr. Prabir Dutta	9874661322
	Mr. TanhabaBhattacharjya	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 Incharge	Mr. Anup Panja	6294385774
Hostel Incharge	Mr. Sourav Mallick	6294607633

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

With best regards,  
  
**PRINCIPAL**  
**Dr. Sudhir Chandra Sur Institute**  
**of Technology & Sports Complex**  
**Dr. Saradindu Panda**  
**Principal**  
**Copy to:**

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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.

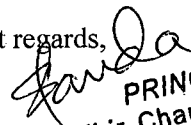
### Internal Complaint Committee is hereby reconstituted with the following members

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. Atanu Bhattacharya. 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,

  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
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Principal

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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,

  
PRINCIPAL  
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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
<b>Three Nominees of MAKAUT, WB</b>			
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
<b>Experts / Academicians from Outside the College Nominated by Governing Body</b>			
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
<b>Dean (Academics), IQAC Coordinator &amp; Controller of Exam</b>			
10	Mr. Vivek Shaw	BSH	Member Secretary
11	Ms. Dazy Rani, Assistant Registrar	Admin	Member
<b>All the Heads of Department</b>			
12	Dr. Biswabandhu Chatterjee, HOD	CE	Member
13	Dr. Himadri Biswas, HOD	CSE	Member
14	Dr. Abhigyan Ganguly, HOD	ECE	Member
15	Dr. Atanu Bhattacharya, HOD	AUE	Member
16	Dr. Sayantan Chakraborty, HOD	EE	Member
17	Mr. Subhasish Halder, TIC	ME	Member
18	Dr. Dipankar Das, HOD	BSH	Member
<b>Four Teachers representing different categories</b>			
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,

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

Dr. Saradindu Panda  
Principal

Copy to:

1. All concerned



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**Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex**  
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Website: [www.surtech.edu.in](http://www.surtech.edu.in), Email: [info@dsec.ac.in](mailto:info@dsec.ac.in)

DSCSITSC/PRIN/22-23/11

Date: 01.07.2022

## Examination Cell

### Objective:

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

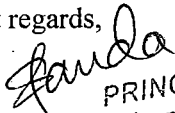
### The Exam Cell is hereby reconstituted with the following members

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,

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

**Dr. Saradindu Panda**  
Principal

Copy to:

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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

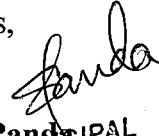
### **The Store & Purchase Committee is hereby reconstituted with the following members**

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

Copy to:

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DSCSITSC/PRIN/COM/2022-2023/13

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,

  
**PRINCIPAL**  
Dr. Saradindu Panda, 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/2022-2023/14

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.

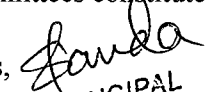
### **The Innovation & Incubation Cell (IIC) is hereby reconstituted with the following members**

Sl 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 ECE	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,

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

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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,

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

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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. Manali Dhar, 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,  
*Saradindu Panda*  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
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540, Dum Dum Rd. Kolkata-74  
Principal

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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.

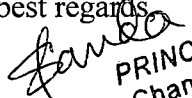
**The Research & Development Cell is hereby reconstituted with the following members.**

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,

  
PRINCIPAL  
Dr. Saradindu Panda  
Principal of Technology & Sports Complex  
40 Dum Dum Rd, Kolkata-74

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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.

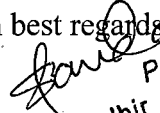
### **The SLC & Extracurricular Committee is hereby reconstituted with the following members**

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,

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

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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,

*[Signature]*  
PRINCIPAL  
Dr. Saradindu Panda  
Principal  
540, Dum Dum Rd. Kolkata-74

Copy to:

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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.) A. B. Samaddar,	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

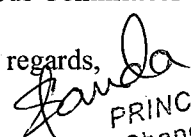
**External Academic & Administrative Audit Committee is hereby reconstituted with the following members**

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,

  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
Principal 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.ac.in](http://www.surtech.ac.in), Email: [info@dsec.ac.in](mailto:info@dsec.ac.in)

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

Sl No.	Name	Position
1	Mr. Prosun Ghosh	President
2	Mr. Sayantani Rakshit	Vice President
3	Mr. Sambit pal	Vice President
4	Mr. Suwendu 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,

*Panda*  
Dr. Saradindu Panda  
Principal

Copy to:

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

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





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DSCSITSC/PRIN/COM/2022-2023/22

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**

SI 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. Dibakar Roy, TA	EE	Member
11	Mr. Avishek Paul, TA	BSH	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,

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

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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 AUE	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

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

**Dr. Saradindu Panda**  
Principal

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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.

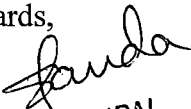
### The Canteen Committee is hereby reconstituted with the following members

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. Abhishek Das, Accounts Assistant	Accounts	Member
5	Mr. Somnath Dasgupta, Faculty	ECE	Member
6	Mr. Anirban Chowdhury, Faculty	EE	Member
7	Mr. Anup Panja, Faculty	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,

  
PRINCIPAL  
Dr. Saradindu Panda  
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/2022-2023/26

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. Goutam Biswas, 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. Ganga Chandrasekaran Iyer, 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, 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.

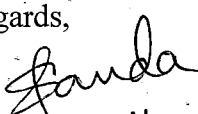
**The Science & Technology Committee is hereby reconstituted with the following members**

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. FirojuddinSk, 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,

  
PRINCIPAL  
Dr. Saradindu Panda  
Principal  
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.

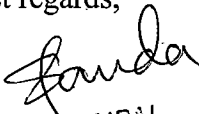
**The Hostel Committee is hereby reconstituted with the following members.**

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. 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,

  
PRINCIPAL  
Dr. Saradindu Panda  
Principal  
of Technology & Sports Complex  
540 Dum Dum Rd Kolkata-74

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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.

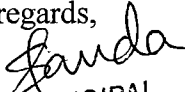
**The Student Affair/ Welfare Committee is hereby reconstituted with the following members.**

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. Abhik Sinha Mahapatra, Faculty	BSH	Member
7	Ms. Chaity Chatterjee, Faculty	T&P	Member
8	Mr. Amal Kumar Saha, Faculty	CSE	Member
9	Manjari Bharti, Faculty	ECE	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,

  
PRINCIPAL  
Dr. Saradindu Panda  
Principal  
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 of staff and student time.

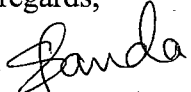
### The Timetable Committee is hereby reconstituted with the following members

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. Manali Dhar, Faculty	ECE	Member
8	Mr. Nitesh Das, 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,

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

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