



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](http://www.surtech.edu.in), Email: [info@dsec.ac.in](mailto:info@dsec.ac.in)

Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal,  
WBSCTVESD and Approved by AICTE

DSCSITSC/PRIN/COM/2023-24/01

Date:01/07/2023

## BOG Committee

### Objective:

The main objective of the Board of Governors is:

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


The BOG Committee is hereby reconstituted with the following members.

Sl No.	Name	Particular	Position
1	Prof. (Dr.) G.L. Datta	Educationist	Chairman
2	The Regional Director	AICTE, Eastern Regional Office	Member
3	Mr. Partha Ghosh	State Govt. Nominee	Member
4	Prof. Narayan Banerjee	MAKAUT Nominee	Member
5	Mr. Taranjit Singh	Managing Trustee, JIS Foundation	Member
6	Mr. Haranjit Singh	Trustee Member, JIS Foundation	Member
7	Mr. Amrik Singh	Trustee Member, JIS Foundation	Member
8	Mr. Simarpreet Singh	Trustee Member, JIS Foundation	Member
9	Mr. Harjot Singh	Trustee Member, JIS Foundation	Member
10	Mr. Amanjot Singh	Trustee Member, JIS Foundation	Member
11	Mr. U. S. Mukherjee	Deputy Director, JIS Group	Member
12	Mr. Amit Srivastava	Managing Director, Hash Technology	Member
13	Dr. Asit Guha, Advisor	JIS Group (Educationist)	Member
14	Dr. Biswabandhu Chatterjee	Convener, R&D Cell	Member
15	Dr. Soumitra Roy	IQAC Coordinator	Member
16	Mr. Anirbit Sengupta	Deputy Registrar	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,

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

**Dr. Saradindu Panda**  
Principal

C.C:

1. All HODs/TICs
2. All concerned.



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DSCSITSC/PRIN/COM/2023-24/02

Date: 03/07/2023

## **Internal 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 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.

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

Sl.N	Name	Dept	Position
1.	Prof. (Dr.) A. K. Mukhopadhyay	ECE	Chairman
2.	Prof. (Dr.) Saradindu Panda	Admin	HOI
3.	Dr. Soumitra Roy	CSE	IQAC Coordinator
4.	Dr. Biswabandhu Chatterjee	CE	IC-R&D Cell

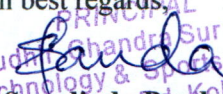
**External Academic & Administrative Audit Committee is hereby reconstituted with the following members**

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.) Amitava Chatterjee, Professor, Dept. of EE, JU	External	Member
5.	Prof. (Dr.) Sibapriya Mukherjee, Professor, Dept. of CE, JU	External	Member
6.	Prof. (Dr.) Debashis De, Professor, Dept. of CSE, MAKAUT	External	Member

**Frequency of the meeting: Once in a year**

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

With best regards,

  
Dr. Saradindu Panda  
Principal  
540, Dum Dum Road, Kolkata-74

Copy to:

1. All HoDs/TICs
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**DSCSITSC/PRIN/COM/2023-24/03**

**Date:03/07/2023**

## **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.

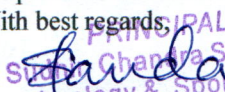
**The Academic Council is hereby reconstituted with the following members.**

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>Controller of Exam</b>			
10	Dr. Sukhendu Sadhukhan	BSH	Controller of Exam
<b>All the Heads of Department</b>			
11	Dr. Biswajit Mukhopadhyay, HOD	CE	Member
12	Dr. Himadri Biswas, HOD	CSE	Member
13	Dr. Samarjit Roy, HOD	CSE-AI & ML	Member
14	Dr. Anirban Neogi, HOD	ECE	Member
15	Dr. Debjit Mishra, HOD	AUE	Member
16	Dr. Sayantan Chakraborty, HOD	EE	Member
17	Dr. Ruma Sen, HOD	ME	Member
18	Dr. Dipankar Das, HOD	BSH	Member
<b>Four Teachers representing different categories</b>			
19	Dr. Biswabandhu Chatterjee	CE	Member
20	Dr. Sangeeta Jana Mukhopadhyay, Faculty	ECE	Member
21	Ms. Madhusmita Mishra, Faculty	CSE	Member
22	Mr. Kalyan Mukherjee, Faculty	AUE	Member
<b>Member Secretary</b>			
23	Prof. (Dr.) Soumitra Roy	Professor CSE & IQAC Coordinator	Member Secretary

**Frequency of the meeting: Once in a semester**

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

With best regards,

  
 Dr. Saradindu Panda  
 Principal  
 540, Dum Dum Road, Surer math, Kolkata-74

Copy to: All concerned

DSCSITSC/PRIN/COM/2023-24/04

Date: 03/07/2023

## **Internal Quality Assurance Cell (IQAC)**

### **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

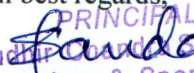
**Internal Quality Assurance Cell (IQAC) is hereby reconstituted with the following members.**

Sl.N	Name	Designation
1	Prof. (Dr.) Saradindu Panda, Principal	Chairman
2	Dr. Soumitra Roy, Professor., Dept. of CSE	Convener
3	Mr. Simarpreet Singh, Director, JIS Group	Management Representative
4	Prof. (Dr.) Manojit Mitra, Dept. of ECE, IEST Shibpur	Academic Expert
5	Mr. Arun Das	Nominee from Local Society
6	Dr. Biswabandhu Chatterjee, IC- R & D Cell	Admin Representative
7	Ms. Debina Dey, IC-T & P Cell	Admin Representative
8	Mr. Anirbit Sengupta, Deputy Registrar	Admin Representative
9	Ms. Shilpi Mukherjee (Sarkar), HR Executive	Admin Representative
10	Dr. Abhigyan Ganguly, Dept. of ECE	Faculty Representative
11	Dr. Samarjit Roy, Dept. of CSE	Faculty Representative
12	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
13	Dr. Debjit Mishra, Dept. of AUE	Faculty Representative
14	Dr. Dipankar Das, Dept. of BSH	Faculty Representative
15	Mr. Baibaswata Das, Dept. of CE	Faculty Representative
16	Mr. Subhasish Halder, Dept. of ME	Faculty Representative
17	Mr. Rivu Ghosh, System on Chief Design Engineer Intel Corporation	Nominee from Employers
18	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
19	Dr. Dipra Bhattacharya	Parents Representative
20	Mr. Vishal Jha, 3rd Year, Dept. of ECE	Student Representative
21	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,

  
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Principal

**Copy to:**

1. All HoDs/ TICs
2. All Concerned



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**DSCSITSC/PRIN/COM/2023-24/05**

**Date:03/07/2023**

## **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. Debjit Mishra, HoD, Dept. of AUE	Jt. Convener
4	Mr. Simarpreet Singh, Director, JIS Group	Ex Officio Trustee Member
5	Dr. Biswajit Mukhopadhyay, HOD, Dept. of CE	Ex Officio Member
6	Dr. Himadri Biswas, Faculty, HOD, Dept. of CSE	Ex Officio Member
7	Dr. Anirban Neogi, Faculty., HOD, Dept. of ECE	Ex Officio Member
8	Dr. Sayantan Chakraborty, HOD, Dept. of EE	Ex Officio Member
9	Dr. Dipankar Das, HOD, Dept. of BSH	Ex Officio Member
10	Dr. Sayari Biswas, Faculty, Dept. of BSH	Ex Officio Member
11	Dr. A K Mukhopadhyay, Professor, Dept. of ECE	Faculty Member
12	Dr. Atanu Bhattacharya, Faculty, Dept. of AUE	Faculty Member
13	Dr. Abhigyan Ganguly, Faculty., Dept. of ECE	Faculty Member
14	Ms. Rumrum Banerjee, Faculty, Dept. of EE	Faculty Member
15	Ms. Arpita Chatterjee, Faculty, Dept. of AUE	Faculty Member
16	Mr. Baibaswata Das, Faculty, Dept. of CE	Faculty Member
17	Ms. Madhusmita Mishra, Faculty, Dept. of CSE	Faculty Member
18	Mr. Souvik Chakraborty, Faculty, Dept. of CE	Faculty Member
19	Ms. Pallabi Boss, Faculty, Dept. of BSH	Faculty Member
20	Mr. Soumik Jash	Invitee member from Accounts
21	Mr. Subhankar Maity, Silicon Design Engineering AMD India PVT LTD	Member as an Industry expert
22	Dr. Debashis De, Professor & Head, Dept. of CSE, MAKAUT	Member as an Academic expert
23	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Member as a Research Institute expert

**Frequency of meeting: - Once in every month**

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

With best regards,

  
**Dr. Saradindu Panda**  
Principal

**Copy To:**

1. All HODs/TICs
2. All Concerns



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DSCSITSC/PRIN/COM/2023-24/06

Date:01/07/2023

## **Research & Development Advisory Committee**

### **Objective:**

- Identifying potential financing sources & funding agencies
- Complete the areas of focus for institutional R&D projects.
- Identifying Projects for Research
- Examine the status of the research initiatives.
- Review of the Institute's new/existing Centres of Excellence
- Efforts to find new sources of funding for research infrastructure.
- Contributing to the curriculum's development.
- Recognizing current scientific and technological developments
- Identifying upcoming study areas and providing guidance on research methodologies and current technological practices.


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

Sl No.	Name	Dept	Position
1	Prof. (Dr.) Saradindu Panda, Principal	Admin	Member
2	Dr. Biswandhu Chatterjee, Faculty	CE	Member
3	Dr. Samarjit Roy, Faculty	ME	Member
4	Dr. Biswajit Das	BSH	Member
5	Prof. (Dr.) Debashis De	External	Member

**Frequency of the meetings: As & when required.**

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

With best regards,

  
PRINCIPAL  
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**Dr. Saradindu Panda**  
Principal

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DSCSITSC/PRIN/COM/2023-24/07

Date:01/07/2023

## **Research & Development Ethics Committee**

### **Objective:**

- Making Research Studies better
- Enhance Study Design
- Increase Requirements for Ethical Approval in different scientific bodies.
- Getting publication in good journals
- Getting fundings/grants
- Scrutinizing the Ethical Issues for Publication, IPR, Patent, MOU & Consultancy.


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

Sl No.	Name	Dept.	Position
1	Prof. (Dr.) Angsuman Sarkar, Professor, ECE, KGEC	External	Chairman
2	Mr. Samir Narayan Roy, Advocate	External	Member
3	Dr. Mahuya Hom Choudhury · Scientist C-Patent Information Centre, West Bengal State Council of Science & Technology	External	Member
4	Dr. Biswabandhu Chatterjee	CE	Member
5	Mr. Angshuman Ray, Senior Solution Architect, Ericsson	External	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  
540, Dum Dum Road, Kolkata - 700074

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DSCSITSC/PRIN/COM/2023-24/08

Date:03/07/2023

## 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.
- 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. Anirbit Sengupta, Deputy Registrar	In-Charge
3	Mr. Aviroop Dewan, 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. Sayani Ghosh Saha, Marketing Executive. Dept. of Admission	Member
7	Ms. Suparna Rej, Tele caller 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 ME	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,

*PRINCIPAL*  
*Saradindu Panda*  
Dr. Sudhir Chandra Sur Institute  
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540, Dum Dum Road, Surer math, Kolkata-74  
**Dr. Saradindu Panda**  
Principal

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DSCSITSC/PRIN/COM/2023-24/09

Date:03/07/2023

## Training & Placement Cell

### Objective:

To ensure proper training of students 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.

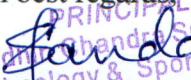
### The Training & Placement Cell is hereby reconstituted with the following members

Sl No.	Name	Position
1	Dr. Saradindu Panda, Principal	Chairman
2	Ms. Debina Dey, Manager Industry Alliance	In-Charge
3	Mr. Rajeev Ranjan, Manager Industry Alliance	Convener
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. Samarjit Roy, 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	Mr. Sanjoy Bhattacharya, Faculty, Dept. of CSE	MOOCs Coordinator, CSE
14	Ms. Bidisha Dobe, Faculty., Dept. of ECE	MOOCs Coordinator, ECE
15	Ms. Rumrum Banerjee, Faculty, Dept. of EE	MOOCs Coordinator, EE
16	Mr. Geetika Kumari Salwan., Faculty, Dept. of ME	MOOCs Coordinator, ME
17	Mr. Abhishek Bysack, System Admin	Member
18	Ms. Antara Chowdhury, Sr. Executive T&P Cell	Member
19	Mr. Madhab Naskar, Office Assistant, T&P Cell	Member

**Frequency of meeting:** - Once in every month

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

With best regards,

  
Dr. Saradindu Panda  
Principal  
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DSCSITSC/PRIN/COM/2023-24/10

Date:03/07/2023

## **Innovation & Incubation Cell (IIC)**

### **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 center 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 consultants and experts.
- Provide access to JIS group exhibition pavilion to display their innovation/product.
- SurTech may provide support in patent filing and patent searching through professionals.


**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 ME	Innovation Activity Coordinator
6	Ms. Debina Dey, Manager Industry Alliance, TNP Cell	Internship Activity Coordinator
7	Mr. Anirbit Sengupta, Deputy Registrar, Dept. of Admin	IPR Activity Coordinator
8	Dr. Debjit Mishra, Faculty, Dept. of AUE	Startup Activity Coordinator
9	Mr. Nirupam Sarkar, Office Asst. Dept. of Admission	NIRF Coordinator
10	Dr. Abhigyan Ganguly, Faculty., Dept. of ECE	Member
11	Dr. Amrut Ranjan Jena, Faculty., Dept. of CSE	Member
12	Dr. Sayantan Chakraborty, Faculty., Dept. of EE	Member
13	Ms. Sayani Ghosh Saha, Dept. of Admin	Member
14	Mr. Baibaswata Das, Faculty Dept. of CE	Member
15	Ms. Debasmita Roy Chowdhury, Faculty. Dept. of BSH	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 Road, Kolkata-74

Copy to:

1. All HODs/TICs
2. All concerned.



SurTech

**Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex**  
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Kolkata – 700074; Phone: +91 33 25603889,  
Website: [www.surtech.edu.in](http://www.surtech.edu.in), Email: [info@dsec.ac.in](mailto:info@dsec.ac.in)  
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WBSCTVESD and Approved by AICTE

DSCSITSC/PRIN/COM/2023-24/11

Date:03/07/2023

## **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. Saradindu Panda, Principal	Chairman
2	Dr. Biswabandhu Chatterjee, HOD, Dept. of CE	Convener
3	Ms. Arpita Chatterjee. Dept. of ME	Jt. Convener
4	Dr. Samarjit Roy, Faculty of CSE	Coordinator
5	Dr. Abhijit Kundu, Faculty, Dept. of CE	Member
6	Dr. Abhigyan Ganguly, Faculty, 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. Debasmitta Manna, Faculty., Dept. of ECE	Member
10	Mr. Arindam Mukherjee, Faculty, Dept. of AUE	Member
11	Mr. Sanjoy Bhattacharjee, Faculty., Dept. of CSE	Member
12	Ms. Pallabi Bose, Faculty., Dept. of BSH	Member
13	Mr. Supriya Dhara, Junior Technical Asst., Dept. of AUE	Member
14	Mr. Anirbit Sengupta, Faculty. Dept. of ECE	Member
15	Mr. Shankha Ghosh, Faculty. Dept. of AUE	Member
16	Mr. Baibaswata Das, Faculty. Dept. of CE	Member
17	Mr. Firojuddin Sk, Faculty., Dept. of ECE	Member
18	Mr. Souradeep Roy, Lecturer, Dept. of CE	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. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540, Dum Dum Rd, Kolkata-74  
**Dr. Saradindu Panda**  
Principal

Copy to:

1. All HODs/TICs
2. All concerned.



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DSCSITSC/PRIN/COM/2023-24/12

Date: 03/07/2023

**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	Ms. Sayantani Rakshit	Vice President
3	Mr. Sambit Pal	Vice President
4	Mr. Suvendu Mondal	General Secretary
5	Mr. Rajdeep Roy	Additional General Secretary
6	Mr. Subhojit Paul	Additional General Secretary
7	Mr. Baibaswata Das	Treasurer & Convener
8	Ms. Rishika Saha	Director
9	Mr. Umesh Pandit	Director
10	Mr. Aishik Sett	Director
11	Mr. Sayan Sadhu	Director
12	Mr. Uddipta Banerjee	Director
13	Ms. Susmita Mondal	Director
14	Mr. Sidharth Pandey	Director
15	Mr. Rishav Sarkar	Director

**Frequency of the meeting: - Once in a quarter**

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

With best regards,

  
Dr. Saradindu Panda  
Principal

Copy to:

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



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**WBSCTVESD and Approved by AICTE**

DSCSITSC/PRIN/COM/2023-24/13

Date: 03/07/2023

## Anti- Ragging Committee

**Objective:**

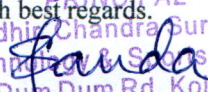
To create and maintain a ragging free environment through continuous awareness drive and all-round monitoring.

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

Chairman	Dr. Saradindu Panda, Principal	
Member-Convener	Mr. Baibaswata Das, Ph No: 9749310400	
Representative of Civil Administration	Mr. Sourav Barik, SDO, Barrackpore Ph No-830038776	
Representative of Police Administration	Ms. Jyoti Xalxo Chatterjee, LSI, Nagerbazar Police Station Ph No: 9051054794	
Representative of Institute Administration	Mr. Anirbit Sengupta, Deputy Registrar, Ph No: 6291977708	
Faculty Members	<b>Name</b>	<b>Contact Nos</b>
	Mr. Baibaswata Das	9749310400
	Dr. Ruma Sen	8794308745
	Dr. Abhigyan Ganguly	9038212690
	Ms. Rinku Supakar	9433773352
	Dr. Sayantan Chakraborty	9674477187
	Mr. Vivek Shaw	8296921062
	Mr. Arindam Mukherjee	7557826702
Representative of the Parents	Mr. Sourav Kumar Ghosh	9836736001
	Ms. Aditi Kumar	8944963462
	Mr. Sujan Saha	8910287059
	Mr. Sanjiv Sharma	9836233184
	Mr. Pares Show	9038494265
	Mr. Santanu Lahiri	7003226534
Student Representative (Hostel)	Ms. Saptadwipa Dutta, CE	9382593969
	Mr. Anubhav Mishra, CSE	7631022094
	Mr. Biprajit Baishya, CE	8974923065
	Mr. Spandan Sadhu, AUE	9883220620
	Mr. Neladri Bhattacharjee, ME	8697195758
	Mr. Rejaul Ali	9382334992
	Mr. Anish Dutta	9163562432
	Mr. Rounal Singh	7033306990
	Mr. Tanmoy Das	9874313068
	Ms. Isheta Das	9163350924
	Mr. Abhishek Bysack	9874337545
	Mr. Jayanta Si	9432266607
	Sourav Mallick	6294607633
	Mr. Ranjan Chakraborty	8961228789

**Frequency of the Meeting: - As and when required.**

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

With best regards,  
  
 Dr. Sudhir Chandra Sur Institute  
 of Technology and Sports Complex  
 540, Dum Dum Rd, Kolkata-74  
 Dr. Saradindu Panda

Principal

Copy to: All Concerned.



SurTech

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WBCTVESD and Approved by AICTE

DSCSITSC/PRIN/COM/2023-24/14

Date:03/07/2023

## Exam 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.) Saradindu Panda, Principal	Chairman
2	Dr. Sukhendu Sadhukhan	Controller
3	Mr. Sanjoy Bhattacharjee, Faculty, Dept. of BSH	OIC (UG & PG)
4	Mr. Souradeep Roy, Faculty, Dept. of EE	OIC (Diploma)
5	Mr. Sourav Kumar Singha, Faculty, CE	Supervisor
6	Mr. Anirbit Sengupta, Deputy Registrar	Member
7	Ms. Ananya Banerjee, Faculty., Dept. of ECE	Member
8	Ms. Arpita Chatterjee, Faculty., Dept. of AUE	Member
9	Mr. Shankha Ghosh, Faculty, Dept. of AUE	Member
10	Ms. Geetika Kumari Salwan, Faculty, Dept. of ME	Member
12	Mr. Manoj Pandey, Lab Attendant, Dept. of CSE	Member
13	Mr. Jayanta Si, Junior Technical Asst., Dept. of AUE	Member
14	Mr. Kalyan Mukherjee, Faculty., Dept. of AUE	Member
16	Mr. Sanjib Sarkar, Technical Asst, Dept. of EE	Member
17	Ms. Anupama Kumar, Technical Asst., Dept. of ME	Member

**Frequency of the meeting: - Twice in a semester**

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

With best regards,

**Dr. Saradindu Panda**  
Principal

Copy to:

1. All HODs/TICs
2. All concerned.



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DSCSITSC/PRIN/COM/2023-24/16

Date:03/07/2023

## **Industry Institute Partnership Cell (IIPC)**

### **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.

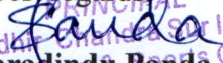
**The Industry Institute Partnership Cell (IIPC) is hereby reconstituted with the following members.**

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. Sayantan Chakraborty (HOD), Dept. of EE	Jt. Convener
5	Dr. Samarjit Roy, Faculty., Dept. of CSE	Member
6	Dr. Atanu Bhattacharya, Faculty, Dept. of AUE	Member
7	Dr. Himadri Biswas. (HOD), Dept. of CSE	Member
8	Dr. Anirban Neogi, (HOD), Dept. of ECE	Member
9	Mr. Arindam Mukherjee, Faculty, Dept. of AUE	Member
10	Mr. Soumik Jash, Accounts Officer, Dept. of Admin	Member
11	Mr. Nirupam Sarkar, Office Asst. Dept. of Admission	Member

**Frequency of meeting: - Once in a month**

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

With best regards,

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

Copy to:

1. All HODs/TICs
2. All concerned.



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DSCSITSC/PRIN/COM/2023-24/17

Date:03/07/2023

## **Student Affair/ 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 behavior, 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	Mr. Anirbit Sengupta, Deputy Registrar	Admin	Convener
3	Ms. Shilpi Ghosh Sarkar, PA To Principal & HR	Admin	Jt. Convener
4	Mr. Subhendu Pal, Faculty	ME	Member
5	Ms. Rum Rum Banerjee, Faculty	EE	Member
6	Dr. Sukhendu Sadhukhan, Faculty	BSH	Member
7	Ms. Antara Chowdhury, Senior Executive	T&P	Member
8	Mr. Arnab Hazra, Faculty	CSE	Member
9	Bidisha Dobe, Faculty	ECE	Member
10	Mr. Arindam Mukherjee, Faculty	AUE	Member
11	Mr. Prasenjit Paul, Librarian	Library	Member
12	Mr. Abhishek Das, Accounts Executive	Accounts	Member
13	Mr. Nirupam Sarkar, Office Executive	Admission	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

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**DSCSITSC/PRIN/COM/2023-24/18**

**Date:03/07/2023**

## **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 with dealing 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 more than 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 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.
- Nontransparent 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.

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



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WBSCTVESD and Approved by AICTE

DSCSITSC/PRIN/COM/2023-24/18

Date:03/07/2023


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

Sl. No.	Name	Dept.	Position
1	Dr. Saradindu Panda, Principal	Admin	Chairman
2	Mr. Anirbit Sengupta, Deputy Registrar	Admin	Convener
3	Ms. Shilpi Mukherjee (Sarkar), PA to Principal	Admin	Coordinator
4	Mr. Subhasish Halder, Faculty	ME	Member
5	Dr. Samarjit Roy, HOD	CSE (AI & ML)	Member
6	Mr. Somnath Dasgupta, Faculty	ECE	Member
7	Ms. Pallabi Bose, Faculty	BSH	Member
8	Ms. Rinku Supakar, Faculty	CSE	Member
9	Dr. Sayantan Chakraborty, HOD	EE	Member
10	Dr. Ruma Sen, HOD	ME	Member
11	Mr. Arindam Mukherjee, Faculty	AUE	Member
12	Mr. Aviroop Dewan, Faculty	ECE	Member
13	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  
540, Dum Dum Rd, Kolkata-74  
**Dr. Saradindu Panda**  
Principal

Copy to:

1. All HODs/TICs
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DSCSITSC/PRIN/COM/2023-24/19

Date:03/07/2023

## 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.


**The Internal Complaint Committee is hereby reconstituted with the following members.**

SI No.	Name	Dept.	Designation
1	Dr. Saradindu Panda, Principal	Admin	Chairman
2	Mr. Anirbit Sengupta, Deputy Registrar	Admin	Convener
3	Mr. Nirupam Sarkar, Office Executive	Admin	Coordinator
4	Ms. Madhusmita Mishra, Faculty	CSE	Member
5	Dr. Anirban Neogi, HOD	ECE	Member
6	Dr. Dipankar Das, HOD	BSH	Member
7	Mr. Prathita Roy, Faculty	EE	Member
8	Mr. Kalyan Mukherjee, Faculty	AUE	Member
9	Mr. Souradeep Roy, Faculty	CE	Member
10	Mr. Subhasish Halder, Faculty	ME	Member
11	Mr. Supriya Dhara, TA	AUE	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  
of Technology & Sports Complex  
540, Dum Dum Rd. Kolkata-74  
Dr. Saradindu Panda  
Principal

Copy to:

- All HODs/TICs
- All concerned.



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**DSCSITSC/PRIN/COM/2023-24/20**

**Date: 03/07/2023**

## **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	Dr. Saradindu Panda, Principal	Chairman
2	Ms. Rinku Supakar, Faculty, Dept. of CSE	Convener
3	Ms. Rebeka Sultana, Faculty, Dept. of CSE	Jt. Convener
4	Ms. Sayani Ghosh Saha, Marketing Executive, Dept. of Admin	Coordinator
5	Ms. Debina Dey, Manager- Industry Alliance, Dept. of T & P	Member
6	Ms. Pallabi Bose, Faculty., Dept. of BSH	Member
7	Ms. Rumrum Banerjee, Faculty, Dept. of EE	Member
8	Ms. Nibedita Biswas, Faculty., Dept. of BSH	Member
9	Ms. Arpita Chatterjee, Faculty. Dept. of ME	Member
10	Ms. Bidisha Dobe, Faculty, Dept. of ECE	Member
11	Ms. Soumita Banerjee, Technical Asst, Dept. of CE	Member
12	Ms. Pallabi Das, Technical Asst, Dept. of ECE	Member
13	Ms. Anupama Kumar, Technical Asst. Dept. of ME	Member
14	<b>Ms. Sarmila Das, Advocate, High Court</b>	Member
15	<b>Ms. Srabani Seal, Psychological Counsellor</b>	Member
16	Ms. Shilpi Mukherjee (Sarkar), PA to principal & HR, Dept. of Admin	Member
17	Ms. Suparna Rej, 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,

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

Copy to:

1. All HoDs/ TICs
2. All Concerned

DSCSITSC/PRIN/COM/2023-24/21

Date:03/07/2023

## 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 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	Member Secretary
3	Mr. Anirbit Sengupta, Deputy Registrar	Admin	Member
4	Mr. Rahul Chowdhury, Store In - Charge	Store	Member
5	Mr. Aviroop Dewan, Faculty	ECE	Member
		HO	Member, Nominated by Governing Body
6	Mr. Kallol Paul, Account Officer		
7	Mr. Abhishek Das, Accounts Assistant	Admin	Member

### Frequency of meeting: - Twice in a semester

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

With best regards,

  
Dr. Saradindu Panda  
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**  
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DSCSITSC/PRIN/COM/2023-24/22

Date:03/07/2023

## 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 a 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 Purchase Committee is hereby reconstituted with the following members.

Sl No.	Name	Position
1	Dr. Saradindu Panda, Principal	Chairman
2	Mr. Soumik Jash, Accounts officer, Dept. of Administration	Convener
3	Dr. Soumitra Roy, IQAC Convener	Coordinator
4	Mr. Anirbit Sengupta, Deputy Registrar, Dept. of Administration	Member
5	Ms. Dazy Rani, Assistant Registrar, Dept. of Administration	Member
6	Mr. Rahul Chowdhury, Store in Charge, Dept. of Administration	Member
7	Ms. Shilpi Mukherjee sarkar, HR, Dept. of Administration	Member
8	Mr. Baibaswata Das, Faculty. Dept. of CE	Member
9	Ms. Rinku Supakar, Faculty. Dept. of CSE	Member
10	Mr. Somnath Dasgupta, Faculty. Dept. of ECE	Member
11	Ms. Pallabi Bose, Faculty., Dept. of BSH	Member
12	Dr. Sayantan Chakraborty, Faculty. Dept. of EE	Member
13	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	Member
14	Mr. Prasenjit Paul, Asst. Librarian	Member
15	Mr. Abhijit Ghosh, Purchase Manger, JIS-HO	Member

### Frequency of meeting: - As & 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  
540, Dum Rd, Kolkata-74

**Dr. Saradindu Panda**  
Principal

Copy to:

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DSCSITSC/PRIN/COM/2023-24/23

Date:03/07/2023

## Planning & Evaluation Committee

### Objective:

- To review the academic and other related activities of the college.
- To review the students and faculty development programmes.
- To visualize and formulate perspective plans for the development and growth of the college.
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- To draw new schemes of development for the college.
- To plan for resource mobilization through industry interaction, consultancy, and extra-mural funding.
- To promote research and extension activities in the college campus.
- To promote teaching innovations and student placement programmes.
- To plan for sustaining the quality of education, quality improvement and accreditation of the college.
- To recommend schemes to promote participation of academic departments in community development activities in the region.
- To consider such other activities for furtherance of academic excellence.
- To send proposals to AICTE, UGC etc., for continuation of approval / introduction of new courses / Reduction in Intake / Closure of Course etc.
- To send the proposals to university for extension of affiliation.
- To prepare, implement and execute strategic plan.
- To co-ordinate among the departments to apply for various schemes/grants to AICTE and other funding agencies.
- To plan and execute various activities to be conducted in a year.

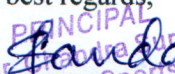
### Planning & Evaluation Committee is hereby reconstituted with the following members

Sl.No.	Name	Position
1	Prof. (Dr.) Saradindu Panda, Principal, DSCSITSC	Chairman
2	Dr. Soumitra Roy, IQAC Convener	Convener
3	Mr. Sanjoy Bhattacharjee, OIC, Exam Cell	Senior Faculty Representative
4	Prof. (Dr.) Debashis De, Professor, MAKAUT, WB	Senior faculty member from University
5	Mr. Simarpreet Singh, Director, JIS Group	Management Representative
6	Mr. Anirbit Sengupta, Deputy Registrar	Admin Representative
7	Mr. Atanu Chowdhury, Deputy General Manager- HR & IR, Electrosteel Castings Ltd	Industry Representative
8	Mr. Anirban Sengupta, Architect /Civil Engineer, JIS Gr	Architect /Civil Engineer
9	Mr. Soumik Jash, Accounts Officer, Dept. of Accounts	Accounts 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  
of Technology and Sports Complex  
540, Dum Dum Rd. Kolkata-74

Copy to:

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DSCSITSC/PRIN/COM/2023-24/24

Date:03/07/2023

## **Cultural & Events Committee**

### **Objective:**

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

**The Cultural & Events Committee is hereby reconstituted with the following members.**

Sl no.	Name	Designation
1	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	Convener
2	Ms. Sayani Ghosh Saha, Marketing Executive, 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  
of Technology & Sports Complex  
540, Dum Dum Road, Kolkata-74

Copy to:

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DSCSITSC/PRIN/COM/2023-24/25

Date:03/07/2023

## **Hostel & Canteen Committee**

### **Objective:**

- Canteen cells 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.
- 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 cooperation and goodwill.
- Maintaining a good ambience and good aesthetics

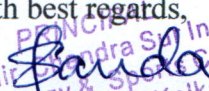
### **The Hostel & Canteen Committee is hereby reconstituted with the following members.**

SI No.	Name	Dept.	Position
1	Dr. Saradindu Panda, Principal	Admin	Chairman
2	Mr. Anirbit Sengupta, Deputy Registrar	Admin	Convener
3	Mr. Aviroop Dewan, Faculty	ECE	Jt. Convener
4	Mr. Soumik Josh, Accounts Officer	Admin	Member
5	Mr. Rahul Chowdhury, Store In - Charge	Admin	Member
6	Mr. Sourav Mallick, Site Supervisor	Admin	Member
7	Mr. Ranjan Chakraborty, Canteen -In- Charge	Admin	Member
8	Mr. Nirmal Dey, Security In-Charge	Admin	Member
9	Mr. Anup Panja, Counter operator	Canteen	Member
10	Mr. Arnab Hazra, Faculty	CSE	Member
11	Mr. Sourav Kumar Singha, Faculty	CE	Member
12	Mr. Subhasish Halder, Faculty	ME	Member
13	Ms. Rinku Supakar, 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  
Sudhir Chandra Sur Institute of Technology & Sports Complex  
540, Dum Dum Rd, Kolkata-74

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**DSCSITSC/PRIN/COM/2023-24/26**

**Date: 03/07/2023**

## **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 events at state and national levels.

### **The 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	Jt. Convener
3	Mr. Souvik Chakraborty, Faculty., Dept. of	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. Sourav Kumar Singha, Faculty, 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,

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

Copy to:

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DSCSITSC/PRIN/COM/2023-24/27

Date:03/07/2023

## **Branding & Multimedia Committee**

### **Objective:**

- To broaden Institution's reach and spread the word about the Institution in a unique and powerful way by using various Multimedia & Mass Communication tools.
- To develop creative content (Electronic & Printable) for the events using various graphic designing tools.
- To upload, share, promote creative materials of the events on various media platforms. To connect & engage with the students by providing real-time information by using different social media platforms.
- To drive stakeholders to the College Website for regular updates.
- To follow Media Ethics & Standards and set an example in this empowering digital world.

**The Branding & Multimedia Committee is hereby reconstituted with the following members.**

Sl. No.	Name	Dept.	Position
1	Dr. Saradindu Panda, Principal	Admin	Chairman
2	Mr. Sourav Kumar Singha, Faculty	CE	Multimedia Convener
3	Mr. Aviroop Dewan, Faculty	ECE	Branding Convener
4	Ms. Sayani Ghosh Saha, Marketing Executive	Admin	Coordinator
5	Ms. Sayani Roy, TA	CSE	Member
6	Mr. Mayukh Bairagi, TA	ECE	Member
7	Mr. Suvendu Mondal, Faculty	EE	Member
8	Mr. Shankha Ghosh, Faculty	AUE	Member
9	Mr. Subhasish Halder, Faculty	ME	Member
10	Ms. Soumita Banerjee, TA	CE	Member

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

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

Copy to:

1. All HODs/TICs
2. All concerned.

DSCSITSC/PRIN/COM/2023-24/28

Date:03/07/2023

## 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 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.

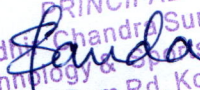
### The Library Committee is hereby reconstituted with the following members.

Sl. No.	Name	Position
1	Dr. Saradindu Panda, Principal	Chairman
2	Mr. Prasenjit Paul, Librarian	Convener
3	Mr. Anirbit Sengupta, Deputy Director	Member
4	Dr. Biswabandhu Chatterjee, Convener, R & D Cell	Member
5	Dr. Himadri Biswas. (HOD), Dept. of CSE	Member
6	Dr. Anirban Neogi, (HOD), Dept. of ECE	Member
7	Dr. Dipankar Das, (HOD), Dept. of BSH	Member
8	Dr. Ruma Sen, (HOD), Dept. of ME	Member
9	Dr. Sayantan Chakraborty, (HOD), Dept. of EE	Member
10	Dr. Debjit Mishra, (HOD), Dept. of AUE	Member
11	Dr. Biswajit Mukherjee, (HOD), Dept. of CE	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. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
Dum Dum Rd. Kolkata-74

**Dr. Saradindu Panda**  
Principal

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DSCSITSC/PRIN/COM/2023-24/29

Date:03/07/2023

## Literary Committee

### Objective:

To explore the literary and related skills of faculty, staff and students.  
To conduct and identify the best talent in a student.  
To conduct various activities and develop the personality of the student.  
To depute students to participate in various inter-collegiate events.  
To ensure originality in expression and their work, thus building the required confidence through interactive activities


### The Literary Committee is hereby reconstituted with the following members.

Sl. No.	Name	Position
1	Dr. Saradindu Panda, Principal	Chairman
2	Ms. Nibedita Biswas, Faculty. Dept. of BSH	Convener
3	Ms. Debasmita Roy Chowdhury, Faculty. Dept. of BSH	Member
4	Mr. Shankha Ghosh, Faculty. Dept. of AUE	Member
5	Mr. Subhendu Pal, Faculty, Dept. of ME	Member
6	Mr. Anjan Kr. Payra, Faculty., Dept. of CSE	Member
7	Ms. Ananya Banerjee, Faculty., Dept. of ECE	Member
8	Mr. Prathita Roy, Faculty. Dept. of EE	Member
9	Mr. Krishnendu Kundu, Faculty. Dept. of CE	Member
10	Mr. Prasenjit Paul, Asst. Librarian, Dept. of Library	Member
11	Mr. Subhasish Halder, TIC., Dept. of ME	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  
of Technology & Sports Complex  
540, Dum Dum Rd. Kolkata-74  
**Dr. Saradindu Panda**  
Principal

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DSCSITSC/PRIN/COM/2023-24/30

Date: 03/07/2023

## 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.

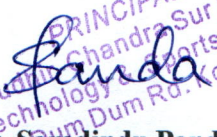
### The SC & ST Committee is hereby reconstituted with the following members

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. Sanjay Bhattacharjee, OIC, Exam Cell	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  
Dr. Sudhir Chandra Sur Institute  
of Technology and Sports Complex  
540, Dum Dum Rd. Kolkata-74  
**Dr. Saradindu Panda**  
Principal

Copy to:

1. All HODs/TICs
2. All concerned.

DSCSITSC/PRIN/COM/2023-24/31

Date:03/07/2023

## **Energy Conservation Audit Committee**

### **Objective:**

- Responsible for an eco-friendly campus.

**Energy Conservation Audit Committee is hereby reconstituted with the following members**

SI No.	Name	Position
1	Dr. Saradindu Panda, Principal	Chairman
2	Ms. Rumrum Banerjee, Faculty, Dept. of EE	Convener
3	Mr. Anirbit Sengupta, Deputy Registrar, Dept. of Administration	Member
4	Mr. Soumik Jash, Accounts officer	Member
5	Mr. Baibaswata Das, Faculty. Dept. of CE	Member
6	Mr. Aviroop Dewan, Faculty of ECE	Member
7	Mr. Kamal Krishna Roy, Electrician	Member

**Frequency of meeting: - Once in a month**

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 Road, Kolkata-74

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DSCSITSC/PRIN/COM/2023-24/32

Date: 03/07/2023

## **Extra-Curricular, 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 topics of interest to the students.
6. To provide all-round 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 Extra Curricular& NSS 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
3	Mr. Kalyan Mukherjee, Faculty	AUE	Coordinator
4	Mr. Sourav Kumar Singha, Faculty	CE	Member
5	Mr. Anjan Kumar Payra, Faculty	CSE	Member
6	Mr. Subhasish Halder, Faculty	ME	Member
7	Mr. Pratitha Roy, Faculty	EE	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. Sudhir Chandra Sur Institute  
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DSCSITSC/PRIN/COM/2023-24/33

Date: 03/07/2023

## Institutional 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 Institutional 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. Shilpi Ghosh Sarkar, PA to Principal	Admin	Member
4	Dr. Biswajit Mukhopadhyay, HOD	CE	Member
5	Dr. Himadri Biswas. HOD	CSE	Member
6	Dr. Anirban Neogi, HOD	ECE	Member
7	Dr. Debjit Mishra. HOD	AUE	Member
8	Dr. Sayantan Chakraborty HOD	EE	Member
9	Dr. Dipankar Das HOD	BSH	Member
10	Dr. Ruma Sen HOD	ME	Member
11	Mr. Anirbit Sengupta, Deputy 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. Saradindu Panda  
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](http://www.surtech.edu.in), Email: [info@dsec.ac.in](mailto:info@dsec.ac.in)  
Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal,  
WBSCTVESD and Approved by AICTE

DSCSITSC/PRIN/COM/2023-24/34

Date:03/07/2023

## Mandatory Addition Requirement Committee

### Objective:

- To ensure that every Student should participate in co-curricular and extra-curricular activities and produce documentary proof to the concern faculty.
- Faculties will duly verify the submitted documents & further upload them in MAR Points in MAKAUT Portal.

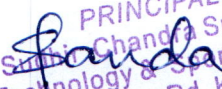
**Mandatory Addition Requirement Committee is hereby reconstituted with the following members.**

Sl No.	Name	Dept.	Position
1	Dr. Saradindu Panda, Principal	Admin	Chairman
2	Mr. Vivek Shaw	BSH	Convener
3	Mr. Prathita Roy	EE	SPOC
4	Dr. Debjit Mishra	AUE	Member
5	Dr. Himadri Biswas	CSE	Member
6	Mr. Subhasish Halder	ME	Member
7	Dr. Biswajit Mukherjee	CE	Member
8	Dr. Anirban Neogi	ECE	Member
9	Dr. Dipankar Das	BSH	Member
10	Dr. Sayantan Chakraborty	EE	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. 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/2023-24/35

Date: -03/07/2023

## Timetable Committee

### Objective:

To promote a proactive approach to make the timetable of academic activity 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	Ms. Ananya Banerjee, Faculty	ECE	Member
4	Mr. Sankha Ghosh, Faculty	AUE	Member
5	Mr. Krishnendu Kundu, Faculty	CE	Member
6	Ms. Rumrum Banerjee, Faculty	EE	Member
7	Ms. Geetika Kumari Salwan, Faculty	ME	Member
8	Ms. Pallabi Bose, Faculty	BSH	Member
9	Mr. Anirbit Sengupta, Deputy Registrar	Admin	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  
& Sports Complex  
540, Dum Dum Rd. Kolkata-74

Copy to:

1. All HODs/TICs
2. All concerned.



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**Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal, WBSCTVESD and Approved by AICTE**

**DSEC/PRIN/COM/2023-24/36**

**Date: 03/07/2023**

## **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.

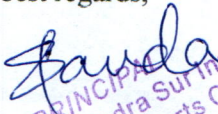
### **Internal Complaint Committee is hereby reconstituted with the following members**

<b>Sl No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Saradindu Panda, Principal	Chairman
2	Mr. Anirbit Sengupta, Deputy Registrar	Convener
3	Ms. Shilpi Mukherjee (Sarkar), PA to Principal, Dept. of Admin	Member
4	Ms. Madhusmita Mishra, Faculty, Dept. of CSE	Member
5	Ms. Pallabi Bose, Faculty, Dept. of BSH	Member
6	Ms. Rinku Supakar, Faculty, Dept. of CSE	Member
7	Ms. Rum Rum Banerjee, Faculty, Prof., Dept. of EE	Member
8	Dr. Ruma Sen, HOD, Dept. of ME	Member
9	Mr. Kalyan Mukherjee, Faculty, Dept. Of AUE	Member
10	Mr. Souradeep Roy, Faculty, Dept. of CE	Member
11	Mr. Supriya Dhara, TA, Dept. of AUE	Member
12	<b>Ms. Sarmila Das, Advocate, High Court</b>	External Member
13	Mr. Arya Bose, 2 <sup>nd</sup> Year Student, Dept. of CSE	Student
14	Ms. Safreen Zeenat, 3 <sup>rd</sup> Year Student, Dept. of AUE	Student
15	Mr. Soumyadip Mondal, 4 <sup>th</sup> Year Student, Dept. of ME	Student

### **Frequency of meeting: - As and when required.**

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

With best regards,

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

**Copy to:**

1. All HODs/TICs
2. All concerned