



Dr. Sudhir Chandra Sur Degree Engineering College

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

Kolkata – 700074; Phone: +91 33 25603889,

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

DSCSDEC/PRIN/COM/2018-19/01

Date:04.07.2018

BOG Committee

Objective:

The main objective of the Board of Governors is:

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

The BOG Committee is hereby reconstituted with the following members.


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

Frequency of the meeting: Once in a Semester

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

With best regards,

Dr. Om Prakash Sharma
Principal


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

C.C:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/02

Date:04.07.2018

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. Om Prakash Sharma, Principal	Admin	Chairman
2	Mr. Vivek Shaw, Faculty	BSH	Secretary
3	Ms. Amrita Chadha, PA to Principal	Admin	Member
4	Dr. Biswabandhu Chatterjee	CE	Member
5	Ms. Rinku Supakar	CSE	Member
6	Dr. Abhigyan Ganguly	ECE	Member
7	Dr. Sujoy Saha	AUE	Member
8	Dr. Sayantan Chakraborty	EE	Member
9	Dr. Dipankar Das	BSH	Member
10	Mr. Subhasish Halder, TIC	ME	Member
11	Ms. Debina Dey	Admin	Member

Frequency of the meeting: Twice in a Month

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

With best regards,

Dr. Om Prakash Sharma
Principal


Principal
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Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/03

Date: 04.07.2018

Internal Quality Assurance Cell

Objective:

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

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

Sl.N	Name	Designation
1	Dr. Om Prakash Sharma, Principal	Chairman
2	Mr. Vivek Shaw, Asst. Prof., Dept. of BSH	Coordinator
3	Mr. Simarpreet Singh, Director, JIS Group	Management Representative
4	Prof. (Dr.) Manojit Mitra, Dept. of ECE, IEST Shibpur	Academic Expert
5	Dr. Abhigyan Ganguly, Dept. of ECE	Faculty Representative
6	Dr. Mallika Dey, Dept. of CSE	Faculty Representative
7	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
8	Dr. Sk Tanbir Islam, Dept. of AUE	Faculty Representative
9	Dr. Biswabandhu Chatterjee, Dept. of CE	Faculty Representative
10	Ms. Debina Dey, Manager, Industry Alliance,	Dept. of T&P
11	Mr. Prasenjit Paul	Admin Representative
12.	Mr. Arunava Kundu, Asst. Treasurer, Suremath Association DumDum	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. Nayan Bhattacharya	Parents Representative
16.	Mr. Avisekh Jha, 2nd Year, Dept. of ECE	Student Representative
17.	Ms. Ahana Chakraborty, Dept. of EE	Alumni Representative

Frequency of the meeting: Once in a semester

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

With best regards,

Dr. Om Prakash Sharma
Principal

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DSCSDEC/PRIN/COM/2018-19/04

Date:04.07.2018

Finance Committee

Objective:

- Estimates of revenue from fees and other sources for the budget.
- Budget projections for grants received/receivable from the UGC/AICTE, if any and money from fees, etc. collected for activities related to the autonomy programme.
- To collect all major and minor expenditure recommendations from various committees, assess them, determine priorities, and provide a tentative budget to the Governing Body in a timely manner.
- To plan the most efficient use of resources and to manage funds with care.
- To establish a thorough budget for the Institution's day-to-day operations.
- Preparation of audited financial statements for the aforementioned
- To raise resources through societal donations, financing agencies under various programmes, and so on.
- To approve all expenditures for major equipment purchases as recommended by the Governing Body.
- After receiving approval from the Governing Body, to authorize expenditures for the construction of new buildings.
- Working out the budgetary implications of various Planning & Institutional Development Committee plans in order to update the budgetary provisions.
- Propose an honorarium for the personnel of the examination branch, which must be approved by the Governing Body.
- Recommendation for full-time office workers in the examination cell to be hired and paid on a contractual basis.

The Finance Committee is hereby reconstituted with the following members

SL No.	Name	Dept.	Position
1	Prof. (Dr.) Om Prakash Sharma, Principal	Admin	Chairman
2	Ms. Soumik Jash, Account Officer	Accounts	Convener
3	Ms. Dazy Rani, Asst. Registrar	Admin	Member
4	Mr. Rahul Chowdhury, Store In - Charge	Store	Member
5	Mr. Kallol Paul, Account Officer	HO	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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Disciplinary & Grievance Redressal

Objective:

The objectives of the cell are:

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

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

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

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

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

Frequency of the Meeting: - As and when required

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

With best regards,

Dr. Om Prakash Sharma
Principal

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Engineering College
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Kolkata - 74

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2. All Concerned



DSCSDEC/PRIN/COM/2018-19/06

Date:04.07.2018

Anti- Ragging Committee

Objective:

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


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

Chairman	Dr. Om Prakash Sharma, Principal	
Member-Convener	Mr. Baibaswata Das	
Representative of Civil Administration	Nominee of SDO, Barrackpore	
Representative of Police Administration	Nominee of Barrackpore Commissionarate	
Faculty Members	Name	Contact Nos
	Dr. Abhijit Kundu	9614583461
	Ms. Arpita Chatterjee	8697874408
	Mr. Firozuddin Sk	7602640868
	Ms. Rinku Supakar	9433773352
	Dr. Sayantan Chakraborty	9674477187
	Mr. Vivek Shaw	8296921062
	Dr. Joyoti Biswas	9836974183
	Mr. Arindam Mukherjee	7557826702
Representative of the Parents	Dr. Goutam Bhattacharya	9436104586
	Mr. ParimalMondal	9647127770
	Ms. DipaliGhosh	7439036908
	Mr. Arindam Sen	8350001451
Student Representative (Hostel)	Ms. Saptadwipa Sengupta, CE	9382593969
	Mr. AsishDas, CSE	7631022094
Student Representatives (Senior students)	Second Year	
	Mr. Sagar Biswas, CSE	9436104586
	Mr.Suwendu Sarkar, CSE	8101255273
	Mr. Dibyendu Tarafdar, Robotics	9123661705
	Mr. Barun Halder, AUE	7439036908
	Mr. Souvik Kar, CSE	8100787277
	Mr.Sandip Roy, CSE	8001492404
	Mr. Pranab Patra, CE	9798543699
	Mr.Ankit Dutta, Diploma AUE	6291531099
Ms. Riya Das, ECE	7439584795	
Student Representatives (Freshers' students)	First Year	
	Chandrima Roy, CSE	9477606432
	Ritwik Bose, CSE	9073399095
	Mrittika Ghosh, ECE	9874574415
	MD Aquib, ME	9674385151
	Priyam Chakraborty, CE	9798497183
	Sambit Prasad, EE	6295545497
	Simran Kumari, AUE	6291255917
	Ritika Verma, CSE	9874667075
Non-teaching Staff	Mr. Jit Majumder	9674373847
	Mr. Abhishek Bysack	9874337545
	Mr. Jayanta Si	9432266607

Frequency of the Meeting:- As and when required

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

With best regards,

Dr. Om Prakash Sharma 
Principal Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
Copy to: 540, Dum Dum Road, Suremath
All concerned. Kolkata - 74



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. Om Prakash Sharma	9051978666
Co-Chairman	Mr. Arindam Mukherjee	7557826702
Member Convener	Mr. Subhasish Halder	9903798493
Ground Floor		
In-charge	Mr. Kalyan Mukherjee	9804247616
Member	Ms. Arpita Chatterjee	9883726828
	Ms. Mallika De	6849321452
	Mr. Jit Majumder	9674373847
	Dr. Abhijit Kundu	7518117780
First Floor		
In-charge	Dr. Srijata Mukherjee	8296921062
Member	Mr. Souvik Chakraborty	9874428113
	Mr. Priyabrata Guha	8101094015
	Dr. RUCHI SHAW	9143701233
	Dr. Jayanta Mondal	9038895247
	Mr. Sandipan Sardar	9647106767
Second Floor		
In-charge	Dr. Sangeeta Jana Mukhopadhyay	7003471991
Member	Ms. Debasmita Manna	8017698440
	Ms. Ananya Banerjee	9239741207
	Dr. Supriyo Srimani	9432907728
	Ms. Anupama Kumar	8981865896
Third Floor		
In-charge	Ms. Rinku Supakar	9433773352
Member	Ms. Madhusmita Mishra	9007986879
	Mr. Debdutta Chatterjee	9883159010
	Dr. Buddhadeb Bhattacharya	9830644523

	Ms. Bidisha Dobe	9231676324
Fourth Floor		
In-charge	Dr. Sayantan Chakraborty	9674477187
Member	Mr. Prathita Roy	8902653143
	Ms. Rum Rum Banerjee	9681912524
	Ms. Pallabi Das	9748994974
	Mr. Prasenjit Paul	9874682234
Student Members(3rd Year)	Mrittika Ghosh, ECE	7003448013
	MD Aquib, ME	8017496657
	Priyam Chakraborty, CE	8017223745
	Sambit Prasad, EE	9836337471
	Simran Kumari, AUE	9681259242
Student Members (2nd Year)	Mr. Sagar Biswas, CSE	8001492404
	Mr.Suwendu Sarkar, CSE	7001397070
	Mr. Dibyendu Tarafdar, Robotics	6290624202
	Mr. Barun Halder, AUE	7439177531
	Mr. Souvik Kar, CSE	7003068669
	Mr .Sandip Roy, CSE	9798543699
	Mr. Pranab Patra, CE	6291531099
	Mr.Ankit Dutta, Diploma AUE	9163562432
Canteen In charge	Mr. Anup Panja	6294385774
Hostel In charge	Mr. Saraj Kumar Jena	6294607633

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

With best regards,

Dr. Om Prakash Sharma
Principal



Principal

Dr. Sudhir Chandra Sur Degree
Engineering College
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Kolkata - 74

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1. All HoDs/ TICs
2. All Concerned



DSCSDEC/PRIN/COM/2018-19/08

Date:04.07.2018

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. Om Prakash Sharma, Principal	Admin	Chairman
2	Mr. Vivek Shaw, Faculty	BSH	Convener
3	Mr. Amrita Chadha, PA to Principal	Admin	Member
4	Ms. Madhusmita Mishra, Faculty	CSE	Member
5	Dr. Abhigyan Ganguly	ECE	Member
6	Ms. Srijata Mukherjee, Faculty	BSH	Member
7	Ms. Mallika De. HOD	CSE	Member
8	Dr. Sangeeta Jana Mukhopadhyay, Faculty	ECE	Member
9	Dr. Prasun Dutta HOD	AUE	Member
10	Mr. Kalyan Mukherjee, Faculty	AUE	Member
11	Mr. Sushovan Sarkar, Faculty	CE	Member
12	Ms. Sarmila Das, Advocate, High Court	External	External Member
13	Mr. Souvik Kar, 2 Year Student, Dept. of CSE	CSE	Student

Frequency of meeting:- As and when required

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

With best regards,

Dr. Om Prakash Sharma
Principal

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/09

Date:04.07.2018

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. Om Prakash Sharma, 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. Vivek Shaw, OIC, Exam Cell & TIC-BS & HU	Member
6	Ms. Antara Chowdhury, Sr. Executive. T&P Cell	Member
7	Ms. Rinku Supakar, Faculty, Dept. of CSE	Member
8	Mr. Arindam Mukherjee, Faculty, Dept. of AUE	Member
9	Mr. Prasenjit Paul, Asst. Librarian, Dept. of Library	Member
10	Mr. Soumik Jash, Accounts Officer, Dept. of Accounts	Member
11	Mr. Nirupam Sarkar, Office Asst. Dept. of Admission	Member

Frequency of meeting:- Twice in a semester

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

With best regards,

Dr. Om Prakash Sharma
Principal

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/10

Date:04.07.2018

Academic Council

Objective:

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

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

The Academic Council is hereby reconstituted with the following members.

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

Frequency of the meeting: Once in a semester

All previous committees constituted on the subject to be treated as dissolved.
 With best regards,

Dr. Om Prakash Sharma
Principal

Principal
 Dr. Sudhir Chandra Sur Degree
 Engineering College
 540, Dum Dum Road, Surermath
 Kolkata - 74

Copy to:

1. All concerned



DSCSDEC/PRIN/COM/2018-19/11

Date:04.07.2018

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.) Om Prakash Sharma, Principal	Chairman
2	Mr. Vivek Shaw, Faculty, Dept. of BSH	Convener (UG & PG)
3	Ms. Rumrum Banerjee, Faculty, Dept. of EE	Convener (Diploma)
4	Ms. Rinku Supakar, Faculty, Dept. of CSE	Member
5	Ms. Arpita Chatterjee, Faculty., Dept. of AUE	Member
6	Ms. Ananya Banerjee, Faculty., Dept. of ECE	Member
7	Mr. Prathita Roy, Faculty., Dept. of EE	Member
8	Mr. Kalyan Mukherjee, Faculty, Dept. of AUE	Member
9	Mr.Sushovan Sarkar, Faculty, Dept. of CE	Member
10	Mr. Manoj Pandey, Lab Attendant, Dept. of CSE	Member
11	Mr. Biswabandhu Chatterjee, 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,

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Principal

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DSCSDEC/PRIN/COM/2018-19/12

Date:04.07.2018

Store & Purchase Committee

Objective:

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

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


Sl No.	Name	Position
1	Dr. Om Prakash Sharma, Principal	Chairman
2	Ms. Dazy Rani, Assistant Registrar, Dept. of Administration	Member
3	Ms. Amrita Chadha, PA to Principal, Dept. of Administration	Member
4	Mr. Soumik Jash, Accounts officer	Member
5	Mr. Biswabandhu Chatterjee, Faculty. Dept. of CE	Member
6	Ms. Rinku Supakar, Faculty. Dept. of CSE	Member
7	Ms. Sangeeta Jana Mukhopadhyay, Faculty. Dept. of ECE	Member
8	Mr. Nilanjan Singha Roy, Faculty., Dept. of BSH	Member
9	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	Member
10	Dr. Sayantan Chakraborty, Faculty. Dept. of EE	Member
11	Mr. Anirban Chowdhury, Faculty. Dept. of EE	Member
12	Mr. Abhijit Ghosh, Purchase Manger, JIS-HO	Member
13	Mr. Rahul Chowdhury, Storekeeper, Dept. of Store	Member

Frequency of meeting: - As when required

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

With best regards,

Dr.Om Prakash Sharma
Principal


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DSCSDEC/PRIN/COM/2018-19/13

Date:04.07.2018

Library Committee

Objective:

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

The Library is hereby reconstituted with the following members

Sl. No.	Name	Position
1	Dr. Om Prakash Sharma, Principal	Chairman
2	Ms.Sutandra Chowdhury, Librarian	Convener
3	Ms. Amrita Chadha, PA to Principal, Dept. of Admin	Member
4	Dr. Biswabandhu Chatterjee, (HOD), Dept. of CE	Member
5	Dr. Jayanta Mondal, Dept. of CSE	Member
6	Dr. Abhigyan Ganguly, (HOD), Dept. of ECE	Member
7	Mr. Vivek Shaw, Faculty, Dept. of BSH	Member
8	Mr. Subhasish Halder, (TIC), Dept. of ME	Member
9	Dr. Sayantan Chakraborty, (HOD), Dept. of EE	Member
10	Dr. Prasun Dutta, (HOD), Dept. of AUE	Member
11	Ms. Dazy Rani, Asst. Registrar, Dept of Admin	Member

Frequency of meeting:- Twice in a semester

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

With best regards,

Dr. Om Prakash Sharma Principal
Principal Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/14

Date:04.07.2018

Innovation & Incubation Cell

Objective:

Dr. Sudhir Chandra Sur Degree Engineering College 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 DSCSDEC 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.
- DSCSDEC 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. Om Prakash Sharma, Principal	President
2	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	Convener/ ARIIA Coordinator
3	Mr. Baibaswata Das, Faculty, Dept. of CE	Member
4	Mr. Supriyo Srimani, Faculty. Dept. of ECE	Social Media Coordinator
5	Ms. Arpita Chatterjee, Faculty., Dept. of AUE	Innovation Activity Coordinator
6	Ms. Debina Dey, Manager Industry Alliance, TNP Cell	Internship Activity Coordinator
7	Dr. Sayantan Chakraborty, (HOD), Dept. of EE	IPR Activity Coordinator
8	Ms. Madhusmita Mishra, Faculty., Dept. of CSE	Startup Activity Coordinator
9	Mr. Nirupam Sarkar, Office Asst. Dept. of Admission	NIRF Coordinator
10	Ms. Manjari Bharati, Faculty., Dept. of ECE	Member
11	Ms. Amrita Chadha, PA to Principal, Dept. of Admin	Member

Frequency of meeting:- Once in every quarter

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

With best regards,

Dr. Om Prakash Sharma
Principal
Copy to:
1. All HODs/TICs
2. All concerned


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74



DSCSDEC/PRIN/COM/2018-19/15

Date:04.07.2018

Industry Institute partnership Cell

Objective:

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

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

Sl No.	Name	Position
1	Dr. Om Prakash Sharma, Principal	Chairman
2	Ms. Debina Dey, Manager Industry Alliance, TNP Cell	Convener
3	Dr. Abhjit Kundu, Faculty. Dept. of CE	Jt. Convener
4	Ms. Amrita Chadha, PA to principal, Dept. of Admin	Member
5	Dr. Sayantan Chakraborty , Dept. of EE	Member
6	Mr. Shankha Ghosh Dept. of AUE	Member
7	Dr. Mallika De, Dept. of CSE	Member
8	Mr. Arindam Mukherjee, Faculty, Dept. of AUE	Member
9	Dr. Supriya Srimani, Faculty., Dept. of ECE	Member
10	Mr. Nirupam Sarkar, Office Asst. Dept. of Admission	Member
11	Dr. Kamalika Datta, Dept. of CSE	Member


Frequency of meeting:- Once in a month

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

With best regards,

Dr. Om Prakash Sharma
Principal

- Copy to:
1. All HODs/TICs
 2. All concerned


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74



DSCSDEC/PRIN/COM/2018-19/16

Date:04.07.2018

Training & Placement Cell

Objective:

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

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

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

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

Frequency of meeting:- Once in every month

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

With best regards,

Dr. Om Prakash Sharma
Principal

Principal

Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/17

Date:04.07.2018

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	Dr. Om Prakash Sharma	Chairman
2	Dr. Biswabandhu Chatterjee, Dept. of CE	Convener
3	Dr. Abhigyan Ganguly, (HOD) Dept. of ECE	Jt. Convener
4	Mr. Simarpreet Singh, Director, JIS Group	Ex Officio Trustee Member
5	Mr. Subhasish Halder, Faculty, Dept. of ME	Ex Officio Member
6	Mr. Anjan Kumar Payra, Faculty, Dept. of CSE	Ex Officio Member
7	Dr. Prasun Dutta. (HOD), Dept. of AUE	Ex Officio Member
8	Dr. Sayantan Chakraborty, HOD, Dept. of EE	Ex Officio Member
9	Mr. Bidyut Majumder, Faculty. Dept. of BS&HU	Faculty Member
10	Ms. Rumrum Banerjee, Faculty, Dept. of EE	Faculty Member
11	Ms. Arpita Chatterjee, Faculty, Dept. of AUE	Faculty Member
12	Ms. Madhusmita Mishra, Faculty. Dept. of CSE	Faculty Member
13	Mr. Souvik Chakraborty, Faculty, Dept. of CE	Faculty Member
14	Mr. Soumik Jash	Invitee member from Accounts
15	Mr. Subhankar Maity, Silicon Design Engineering AMD India PVT LTD	Invitee member as an Industry expert
16	Dr. Debashis De, Professor & Head, Dept. of CSE, MAKAUT	Invitee member as an Academic expert
17	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Invitee member as an Research Institute expert

Frequency of meeting:- Once in every month

All previous committees constituted on the subject to be treated as dissolved.
With best regards,

Dr. Om Prakash Sharma
Principal


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Copy To:

1. All HODs/TICs
2. All Concerns



DSCSDEC/PRIN/COM/2018-19/18

Date:04.07.2018

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. Debdata 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. Souvik Chakraborty, Faculty., Dept. of CE	Member
15	Ms. Debasmita Roy Chowdhury, Faculty. Dept. of BSH	Member

Frequency of meeting: - Once in a semester

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

With best regards,

Dr. Om Prakash Sharma
Principal

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/19

Date:04.07.2018

Admission Cell

Objective:-

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

The Admission Cell is hereby reconstituted with the following members


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

Frequency of meeting: - As and when required

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

With best regards,

Dr. Om Prakash Sharma
Principal


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Copy to:

1. All concerned



DSCSDEC/PRIN/COM/2018-19/20

Date: 04.07.2018

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 the methods for quality improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.

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

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

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

Sl.No	Name	Dept	Position
1.	Prof. (Dr.) Goutam Sutradhar, Director, NIT Manipur	External	Member
2.	Prof. (Dr.) Manojit Mitra, Professor, Dept. of ECE, IEST Shibpur	External	Member
3.	Prof. (Dr.) Subhasish Bhowmik, Professor, IEST Shibpur	External	Member
4.	Prof. (Dr.) 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. Om Prakash Sharma
Principal

Copy to:

1. All HoDs/ TICs
2. All Concerned


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74



DSCSDEC/PRIN/COM/2018-19/21

Date:04.07.2018

Alumni Cell

Objective:

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

The Alumni Cell is hereby reconstituted with the following members


Sl No.	Name	Position
1	Mr. Soham Karmakar	President
2	Mr. Tanmay Das	Secretary
3	Mr. Baibaswata Das	Treasurer
4	Rishav Shaw	Student Alumni
5	Tithi Paul	Student Alumni
6	Priya Gopal Banerjee	Student Alumni
7	Mayank Mondal	Student Alumni

Frequency of the meeting:- Once in a quarter

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

With best regards,

Dr. Om Prakash Sharma
Principal
Copy to:


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

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



DSCSDEC/PRIN/COM/2018-19/22

Date:04.07.2018

Extra Curricular & NSS 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 Extra Curricular & NSS Activities Committee is hereby reconstituted with the following members

Sl No.	Name	Dept.	Designation
1	Prof. (Dr.) Om Prakash Sharma	Admin	Chairman
2	Ms. Debasmita Manna, Faculty	ECE	Convener
3	Mr. Prasun Dutta, Faculty	AUE	Coordinator
4	Mr. Buddhadeb Bhattacharya, Faculty	CE	Member
5	Mr. Anjan Kumar Payra, Faculty	CSE	Member
6	Mr. Souvik Chakraborty, Faculty	CE	Member
7	Ms. Arpita Poddar, Faculty	ME	Member
8	Mr. Sanjib Sarkar ,TA	EE	Member
9	Dr. Biswajit Gayen, Faculty	BSH	Member
10	Mr. Pritam Bhattacharjee, Faculty	AUE	Member
11	Ms. Dazy Rani, Asst. Registrar	Admin	Member

Frequency of meeting:- As and when required

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

With best regards,

Dr. Om Prakash Sharma
Principal

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/23

Date: 04.07.2018

Women Cell

Objective:

To facilitate a gender-sensitive and congenial working environment at DSCSDEC 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	Mr. Bidyut Majumder, Faculty., Dept. of BSH	Member
5	Dr. Sangeeta Jana Mukhopadhyay, Faculty., Dept. of ECE	Member
6	Mr. Vivek Shaw, 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

Frequency of the meeting: - Once in a quarter

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

With best regards,

Dr. Om Prakash Sharma
Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Copy to:

1. All HoDs/ TICs
2. All Concerned



DSCSDEC/PRIN/COM/2018-19/24

Date:04.07.2018

Sports Committee

Objective:

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

Sports Committee is hereby reconstituted with the following members


Sl No.	Name	Position
1	Mr. Souvik Chakraborty, Faculty., Dept. of CE	Member
2	Mr. Subhasish Halder, TIC., Dept. of ME	Member
3	Mr. Kalyan Mukherjee, Faculty., Dept. of AUE	Member
4	Mr. Sanjib Sarkar, Lab Asst. Dept. of EE	Member
5	Mr. Manoj Pandey, Lab Attendant, Dept. of CSE	Member
6	Ms. Pallabi Das, Technical Asst., Dept. of ECE	Member
7	Mr. Tanmoy Das, Technical Asst., Dept. of ME	Member
8	Ms. Antara Chowdhury, Sr. Executive., Dept. of T&P	Member
9	Mr. Vivek Shaw, Faculty, Dept. of BSH	Member
10	Mr. Mayukh Bairagi, Technical Asst., Dept. of ECE	Member
11	Mr. Arindam Mukherjee, Faculty. Dept. of AUE	Member

Frequency of meeting: - Once in a semester

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

With best regards,

Dr. Om Prakash Sharma
Principal


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/25

Date:04.07.2018

Canteen Committee

Objective:

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

The Canteen Committee is hereby reconstituted with the following members


Sl No.	Name	Dept.	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Ms. Amrita Chadha, PA To Principal	Admin	Convener
3	Mr. Soumik Josh, Accounts Assistant	Accounts	Member
4	Ms. Bidisha Dobe, Faculty	ECE	Member
5	Mr. Anirban Chowdhury, Faculty	EE	Member
6	Mr. Anup Panja, Faculty	Canteen	Member
7	Mr. Souvik Chakraborty, Faculty	CE	Member
8	Ms. Mohuya Mukherjee, Faculty	BSH	Member
9	Mr. Rahul Chowdhury, Faculty	Store	Member

Frequency of meeting:- As and when required

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

With best regards,

Dr. Om Prakash Sharma
Principal


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
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DSCSDEC/PRIN/COM/2018-19/26

Date: 04.07.2018

EDC Cell

Objective:

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

The EDC Cell is hereby reconstituted with the following members

SI No.	Name	Dept.	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Dr. Mallika De, Faculty	CSE	Convener
3	Mr. Jayanta Mondal, Faculty	CSE	Jt. Convener
4	Mr. Swapan Bhattacharya, Faculty	ECE	Member
5	Dr. Kriti Mukherjee, Faculty	EE	Member
6	Mr. Abhishek Chandra, Faculty	ME	Member
7	Dr. Ruchi Shaw, Faculty	BSH	Member
8	Ms. Arpita Chaterjee, Faculty	AUE	Member
9	Ms. Joyoti Biswas, Faculty	BSH	Member
10	Mr. Baibaswata Das, Faculty	CE	Member
11	Mr. Anjan Kumar Payra, Faculty	CSE	Member


Frequency of meeting:- Once in every quarter

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

With best regards,

Dr. Om Prakash Sharma

Principal


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/27

Date:04.07.2018

Science & Technology Committee

Objective:

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

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

Sl No.	Name	Position
1	Dr. Om Prakash Sharma, Principal	Chairman
2	Dr. Biswabandhu Chatterjee, HOD, Dept. of CE	Convener
3	Dr. Jayanta Mondal, 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, (HOD), Dept. of ECE	Member
7	Ms. Madhusmita Mishra, Faculty., Dept. of CSE	Member
8	Ms. Debasmita Manna, Faculty., Dept. of ECE	Member
9	Mr. Arindam Mukherjee, Faculty, Dept. of AUE	Member
10	Ms. Debdutta Chatterjee, Faculty., Dept. of CSE	Member
11	Mr. Vivek Shaw, Faculty., Dept. of BSH	Member
12	Mr. Supriya Dhara, Junior Technical Asst., Dept. of AUE	Member
13	Mr. Kalyan Mukherjee, Faculty. Dept. of AUE	Member
14	Mr. Priyabrata Guha, Faculty ,Dept. of CE	Member
15	Mr. Sandip Bhadra, Senior Technical Asst., Dept. of AUE	Member

Frequency of meeting: - Once in every quarter


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

With best regards,

Dr. Om Prakash Sharma
Principal

Copy to:

1. All HODs/TICs
2. All concerned


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74



DSCSDEC/PRIN/COM/2018-19/28

Date:04.07.2018

Hostel Committee

Objective:

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

The Hostel Committee is hereby reconstituted with the following members

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

Frequency of meeting: - As when required

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

With best regards,

Dr. Om Prakash Sharma
Principal

Copy to:

1. All HODs/TICs
2. All concerned

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Suremath
Kolkata - 74



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 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. Om Prakash Sharma, 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	Dr. Soumen Dhara, Faculty	EE	Member
6	Ms. Ruchi Shaw, Faculty	BSH	Member
7	Ms. Antara Chowdhury, Faculty	T&P	Member
8	Ms. Debdutta Chatterjee, Faculty	CSE	Member
9	Ms. Manjari Bharti, Faculty	ECE	Member
10	Mr. Prasenjit Paul, Faculty	Library	Member
11	Mr. Soumik Josh	Accounts	Member
12	Mr. Nirupam Sarkar, Faculty	Admission	Member
13	Mr. Prasun Dutta, 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,

Dr. Om Prakash Sharma
Principal


Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned



DSCSDEC/PRIN/COM/2018-19/30

Date:-04.07.2018

Timetable Committee

Objective:

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

The Timetable Committee is hereby reconstituted with the following members

Sl. No.	Name	Dept.	Position
1	Dr. Om Prakash Sharma, Principal	Admin	Chairman
2	Ms. Rinku Supakar, Faculty	CSE	Convener
3	Dr. Mallika De, Faculty	CSE	Member
4	Ms. Arpita Chatterjee, Faculty	AUE	Member
5	Mr. Baibaswata Das, Faculty	CE	Member
6	Mr. Kalyan Mukherjee, Faculty	AUE	Member
7	Mr. Sutanu Ghosh, Faculty	ECE	Member
8	Mr. Debdulal Pramanik, Faculty	ME	Member
9	Ms. Rumrum Banerjee, Faculty	EE	Member
10	Ms. Mohuya Mukherjee, Faculty	BSH	Member
11	Ms. Debanjana Ghatak, Faculty	BSH	Member

Frequency of the meeting:- Twice in a semester

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

With best regards,

Dr. Om Prakash Sharma
Principal

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74

Copy to:

1. All HODs/TICs
2. All concerned