



Ref. No. SSM/NOTICE/70/2024-25

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STATUTORY COMMITTEES

1. Internal Quality Assurance Cell (IQAC) 2022-2024

The composition of the reconstituted IQAC is as follows:

1. Dr. Sabyasachi Sen, Chairman
2. Dr. Dhruva Chandra Dhali, Jt. Director, IQAC
3. Dr. Manish Baidya, Jt. Director, IQAC, Bursar
4. Mr. Rajarshi Mukherjee, Jt. Coordinator IQAC
5. Mr. Saikat Sundar Manna, Jt. Coordinator IQAC
6. Dr. Deepshikha, HoD, Senior Administrative Officer
7. Dr. Arun Kumar Maiti, Member of GB
8. Mr. Surajit Mondal, Teacher Member
9. Mr. Ashish Bera, Teacher Member
10. Dr. Sanjoy De, HoD, Senior Administrative Officer
11. Dr. Nurul Alam, HoD, Senior Administrative Officer
12. Dr. Soumen Teli, Librarian
13. Dr. Mridul Ghosh, HoD, Senior Administrative Officer
14. Mr. Susanta Kumar Mandal, Member of GB
15. Dr. Shibani Saha, HoD, Senior Administrative Officer
16. Mr. Samiran Samanta, Teacher Member
17. Mr. Animesh Manna, Teacher Member
18. Mr. Prasenjit Sarkar, Teacher Member
19. Mr. Prosenjit Dawn, Teacher Member
20. Mr. Gobinda Prasad Barman, Teacher Member
21. Dr. Prodip Paul, Senior Administrative Officer (from 13/08/24 after the sudden death of Dr. Ananda Gopal Gupta)
22. Mr. Islam Uddin Khan, HoD, Senior Administrative Officer
23. Mr. Mafijur Rahman, Office In-Charge, Senior Administrative Officer
24. Dr. N. C. Dey, Nominee from local society,
25. Mr. Sahidul Isalam, Nominee from Alumni
26. Mr. Debkumar Ghoshal, Parent (Stakeholder)
27. One nominee from Students
28. One nominee from Employers
29. One nominee from Industrialists

This committee will meet 4 times a year to discuss and resolve quality initiatives of the Institute (as attached herein); with the primary goal of IIQA submission by 31st December.



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The role of Director IQAC (Joint) will be to guide Coordinators (Joint) as per the IQAC guideline published by NAAC (also presented in brief as an attachment here). Directors IQAC (Joint) will be responsible for the timely submission of AQAR, IIQA, SSR and work incoherence with the coordinators (Joint) as well NAAC team. They will arrange regular meetings as stated below and preserve all minutes as per standard protocol with a pinpointed view on ensuring highest degree of quality in overall academic, R&D and administrative process.

The 1st meeting of the reconstituted Committee should be organized on or before 04/10/2023. Director and Coordinators should fix and notify that in consultation with the HoI.

A separate and extended list of criterion wise NAAC committee is also attached herewith. The NAAC criterion wise committee will meet every working day at 2:30 pm in Room No. 5 in presence of one of the IQAC Directors and Coordinators and entire team with the Principal on every Friday at 2:30 pm (immediate next day in case of Friday is a holiday) until the submission of SSR.

Important issues for the IQAC to consider:

The Executive Committee of NAAC has decided that regular submission of AQARs is mandatory for 2nd and subsequent cycles of accreditation with effect from 16th September 2016:

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders



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Role of IQAC:

- The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning. The coordinator of the IQAC will have a major role in implementing these functions.
- During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.
- The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR

2. Academic and Administrative Audit Committee (under IQAC)

- i. Dr. Sabyasachi Sen, Principal, Shyampur Siddheswari Mahavidyalaya
- ii. Dr. Debashis Pal, Principal, Uluberia College
- iii. Dr. Papun Biswas, Principal, Nahata Jogendranath Mondal Mahavidyalaya
- iv. Dr. Partha Sarkar, Principal, JIS College of Engineering
- v. Dr. Dhruva Chandra Dhali, IQAC Jt. Director, Shyampur Siddheswari Mahavidyalaya



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3. NAAC, NIRF, AISHE Committee (under IQAC)**NAAC Criterion-wise Committee (updated 05/01/24)**

Sl	Criterion 1: Curricular Aspects (100)	Criterion 2: Teaching Learning and Evaluation (350)	Criterion 3: Research, Innovations and Extension (120)	Criterion 4: Infrastructure and Learning Resources (100)	Criterion 5: Student Support and Progression (130)	Criterion 6: Governance, Leadership and Management (100)
1	Dr. Arun Kumar Maiti	Mr. Surajit Mandal	Dr. Sanjoy De	Dr. Mridul Ghosh	Mr. Samiran Samanta	Mr. Prasenjit Sarkar
2	Dr. Deepshikha	Mr. Ashish Bera,	Dr. Soumen Teli	Mr. Animesh Manna	Dr. Shibani Saha	Mr. Rajarshi Mukherjee
3	Dr. Ananda Gopal Gupta (replaced by Dr. Prodip Paul from 13/08/24)	Mr. Saikat Sundar Manna	Dr. Nurul Alam	Mr. Sustanta Kr Mandal	Mr. Islam Uddin Khan	Dr. Satarupa Dey
4	Ms. Mau Datta	Mr. Debkumar Ghoshal	Dr. Dhurba Ch Dhali	Mr. Debasis Rej	Mr. Tapas Pramanik	Mr. Tushar Kanti Mainan
5	Ms. Suparna Dey	Mr. Manabendra Das	Dr. Bedhas Ujjwal Mandal	Dr. Manish Baidya	Dr. Srikanta Nandi	Ms. Chaitali Chakraborty
6	Dr. Somnath Chattopadhyay	Ms. Soumita Chatterjee	Dr. Mohua Das	Ms. Gita Sarkar	Ms. Sathi Sett	Ms. Jharna Shee
			Ms. Arpita Pal			Ms. Shilpa Marik
			Ms. Kakali Sett			



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Institutional Purpose				Additional Responsibilities Institutional Purpose		
1	Mr. Mafijur Rahman			1	Meghnad Mondal	
2	Mr. Abinash Bera			2	Prodip Paul	
3	Mr. Shibshankar Samanta			3	Mr. Dinesh Acharya	
4	Mr. Kanailal Pal			4	Mr. Debjyoti Bazani	
5	Mr. Mehboob Alam			5	Mr. Saurav Nayek	
6	Mr. Subhash Mondal			6	Soma Bhakta	
7	Shanti Mandi			7	Sumana Dinda	
				8	Mr. Snhendu Mondal	
				9	Ms. Rini Maity	

4. NIRF Committee

The NIRF Committee has been constituted with the following parameter-wise responsibilities

Coordinator: Dr. Soumen Teli

Teaching, Learning & Resources (TLR):

i) Mr. Surajit Mondal ii) Ashis Bera iii) Dr. Dhruba Chandra Dhali iv) Dr. Manish Baidya iv) Mr. Abinash Bera

Research and Professional Practice (RPC):

i) Mr. Sanjoy De iii) Dr. Satarupa Dey iii) Dr. Soumen Teli

Graduation Outcomes (GO):

i) Dr. Deepshikha ii) Dr. Arun Kumar Maiti iii) Mr. Debkumar Ghoshal

Outreach and Inclusivity (OI):



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i) Mr. Samiran Samanta ii) Dr. Srikanta Nandi iii) Mr. Debashis Rej

Peer Perception (PR):

i) Mr. Prosenjit Dawn ii) Mr. Gobinda Prasad Barman iv) Mr. Animesh Manna

Advisor: IQAC Coordinator

5. Finance Committee

Based on the recommendations of the Governing Body in its meeting dated 09/09/23 [against Agenda No. 4.05] the Purchase Committee of the Institute is hereby reconstituted as

- i. Dr. Sabyasachi Sen, Principal, Chairman
- ii. Mr. Nodebasi Jana, GB Nominee, Member
- iii. Mr. Santanu Manna, GB Nominee
- iv. Dr. Soumen Teli, Member
- v. Dr. Susanta Kumar Mondal, GB Nominee, Member
- vi. Dr. Dhruva Chandra Dhali, Jt. Director, IQAC
- vii. Mr. Gobinda Prasad Barman, Member
- viii. Ms. Shanti Mandi, Member
- ix. Mr. Abinash Bera, Accountant, Co-Convenor
- x. Mr. Shib Shankar Samanta, Member
- xi. Dr. Manish Baidya, Bursar, Convener

6. Purchase Committee

Based on the recommendations of the Governing Body in its meeting dated 09/09/23 [against Agenda No. 4.05] the Purchase Committee of the Institute is hereby reconstituted as

- I. Dr. Sabyasachi Sen, Principal, Chairman
- II. Mr. Nodebasi Jana, GB Nominee, Member
- III. Mr. Santanu Manna, GB Nominee
- IV. Mr. Soumen Teli, Member
- V. Ms. Shanti Mandi, Member
- VI. Mr. Mafijur Rahaman, Member
- VII. Dr. Manish Baidya, Bursar, Member
- VIII. Mr. Susanta Kumar Mondal, GB Nominee, Convenor



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7. Building Committee

Based on the recommendations of the Governing Body (G.B.) in its meeting on 26/04/2023 [against Agenda No. 03] the Building and Infrastructure Maintenance Committee of the Institute is hereby reconstituted as

- i. Principal, Chairman
- ii. Mr. Susanta Kumar Mondal, GB Nominee
- iii. Mr. Nodebasi Jana, GB Nominee
- iv. Dr. Mainsh Baidya, Bursar, Member
- v. Dr. Dhruva Chandra Dhali, IQAC Director
- vi. Mr. Gobinda Prasad Barman, Member
- vii. Dr. Bedhas Ujjwal Mondal, Member
- viii. Ms. Shanti Mandi, Member
- ix. Mr. Mafijur Rahman, Member
- x. Mr. Abinash Bera, Accountant, Member
- xi. Mr. Shibsankar Samanta, Member
- xii. Engineer/Tech Staff nominated by the GB
- xiii. Dr. Soumen Teli, Member, Convener



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8. Anti-Ragging Committee

Formed as per UGC guidelines

In adherence to the guidelines stipulated by the regulating authorities Anti Ragging Committee (ARC) for the Academic Session 2024-25 is being constituted with the following members (for the College Code 424 under the University of Calcutta)

Sl No.	Category	Name	Contact No.
1	Institutional Administration	Dr. Sabyasachi Sen, Principal-Chairman	9830494476
		Dr. Dhurba Chandra Dhali, Jt. Director, IQAC, Convener of ARC	9831813759
		Dr. Manish Baidya, Bursar, Jt. Director, IQAC,	8918819537
		Dr. Srikanta Nandi, TCS	8372058604
		Dr. Shibani Saha	9874959113
		Mr. Gobinda Prasad Barman	9830872729
2	Faculty Members	Dr. Sukumar Guchait	9735521484
		Mr. Animesh Manna	98519 75965
		Ms. Rajarshi Mukherjee	9433083018
		Dr. Islam Uddin Khan	9734191701
		Mr. Rabindra Manipradhan	97496 45550
		Mr. Susanta Kr Mondal	9382201676
		Mr. Prasenjit Sarkar	8918920966
		Mr. Somnath Chattapadhyaya	9474856503
		Dr. Mohua Das	891 005 7568
		Dr. Bedhas Ujjwal Mandal	9831144539
		Dr. Deepshikha	8700527113
		Dr. Satarupa De	9830010247
		Dr. Nurul Alam	8906964777
		Mr. Prasenjit Dawn, Asst. Prof.-Zoology	9830335664
3	Civil Administration	Nominee from B.D.O. Shyampur - II	
4	Police Administration	Nominee form Shyampur Police Station	
5	Local Media	Syed Abu Md. Mohasin, Journalist, Ei Samay (Bangla Edition) & Press Trust of India	9748843938
6	Non-Government Organization	Arjan Basu Roy, Secretary Nature Mates Nature Club, Bijoygarh, Kolkata	9874357414
7	Non-Teaching Staff	Mr. Mafijur Rahman	9732987896
8	Students' representative	Sumit Kumar Majhi	9883617017
		Souvik Kapri	9883360725
		Suparna Pradhan	7003978193
9	Parent representative	Sahidul Islam Khan	9733950737
		Debkumar Ghoshal	9474159524
		Subrata Das	8001479782



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The Convener-ARC is requested to conduct a meeting of the ARC in order to formulate Institutional strategies for the Academic Session 2024-25

Anti Ragging Squad (ARS)

In adherence to the guidelines stipulated by the regulating authorities Anti Ragging Squad (ARS) for the Academic Session 2024-25 is being constituted with the following members (for the College Code - 424 under the University of Calcutta)

The Convener-ARC is requested to conduct a meeting of the ARC in order to formulate Institutional strategies for the Academic Session 2024-25.

Sl. No.	Name	Contact No.
1	Dr. Arun Kumar Maiti	9434568316
2	Ms. Mau Dutta	9836094808
3	Mr. Saikat Sundar Manna	9433267371
4	Mr. Asish Bera	9732506734
5	Mr. Samiran Samanta	9163195023
6	Mr. Soumen Teli	9046141385
7	Mr. Surajit Mandal	8013518898
8	Ms. Kakali Seth	8910518121
9	Dr. Prodip Paul	98360 80465
10	Mr. Debasish Rej	8584884610
11	Mr. Shibsankar Samanta	9883682865
12	Mr. Abinash Bera	9735660370



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Students' Mentoring Cell :

In adherence to the guidelines stipulated by the regulating authorities Students' Mentoring Cell for the Academic Session 2024-25 is being constituted with the following members (for the College Code - 424 under the University of Calcutta)

Sl. No.	Category	Name	Stream/Year
1	Mentor - Tier I	Anwasha Mukherjee	9734982210
2		Sk Aman Ali	9144077132
3		Avik Bera	9679048370
4		Apurba Chakraborty	8392026884
5	Mentor - Tier II	Moumita Jana	6294364442
6		Jeet Bera	6291127208
7		Avijit Patra	9091466417
8		Suvobrata Mondal	8327092517

9. Grievance Redressal Cell

The Grievance Redressal Cell of the Institute is hereby reconstituted with the following members

- i. Mr. Islam Uddin Khan, Jt. Convener
- ii. Dr. Shibani Saha, Member, Jt. Convener
- iii. Dr. Susanta Kumar Mondal, Convener
- iv. Mr. Prasenjit Dawn, Asst. Prof.-Zoology
- v. Dr. Soumen Teli, Member, Secretary
- vi. Ms. Swastika Samanta, Member
- vii. Mr. Subrata Si, Member
- viii. Ms. Alakananda Baral, Member
- ix. Dr. Mohua Das, Member
- x. Ms. Shanti Mandi, Member
- xi. One Student Member



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10. Internal Complaint Committee

This is for information to all concerned that with the approval of the competent authority the Internal Complaint Committee (ICC) of the Institute is hereby re-constituted in accordance to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to enquire into the complains of sexual harassment of any woman (teacher, student, staff) with the following composition,

Sl	Name	Designation	Designation in ICC	Contact Details (Mob Number in case of emergency)
1	Dr. Shibani Saha	Asso. Prof. & Head, Philosophy	President	
2	Dr. Tania Chakraverty	Dean SW, Diamond Harbour Women's University	Member, External	
3	Ms. Swastika Samanta	SACT-Education	Member, Internal, Convener	
4	Dr. Mohua Das	SACT-Zoology	Member, Internal	
5	Ms. Annapurna Roy	SACT-Computer Science	Member, Internal	
6	Dr. Deepshikha	Asst. Prof., Head-Mathematics	Member, Internal	
7	Ms. Debasree Sarkar	Asst. Prof. Economics	Member, Internal	
8	Mr. Prasenjit Dawn	Asst. Prof.-Zoology	Member, Internal	
9	Ms. Shanti Mandi	Office Staff	Member, Internal	
10	Sk. Manira Rahaman	A person committed to the cause of women (from Kharuberia Surjyadaya Bahumukhi Sangha)	Member, External	

Any woman in the campus including any girl student may contact the College office and furnish necessary information (attaching support documents if available).

A brief guideline of Power and Functions of ICC, Procedure, Compensations and Penalty are attached with this notice.

Guideline: The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013



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The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place.

Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India.

Definition of Sexual Harassment:

Sexual harassment includes any one or more of the following unwelcome acts or behavior

- 1: Physical contact and advances
- 2: A demand or request for sexual favors
- 3: making sexually colored remarks
- 4: showing pornography
5. any unwelcome messages through telephone or internet

Functions :

The Internal Complaints Committee has two major functions : 1. Preventive 2. Remedial

Preventive

- ❖ To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- ❖ To promote and facilitate measures to create a work environment that is free of sexual harassment. Remedial
- ❖ To receive and take cognizance of complaints made about sexual harassment at the Institute and give every complaint serious consideration.
- ❖ Crisis Management, Mediation and Counselling
- ❖ To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.



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Rules and Procedures:

- ❖ All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- ❖ No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- ❖ Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- ❖ If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
- ❖ Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- ❖ The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- ❖ The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- ❖ The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- ❖ The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
- ❖ All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- ❖ All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties. Exception: A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not prejudice the Committee members



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- ❖ If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
- ❖ In the event that the Committee thinks that supplementary testimony is required, the Convenor of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
- ❖ All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

Composition of Internal Complaints Committee

Under the Act, Internal Complaints Committee Policy is required to prevent instances of sexual harassment and also to receive and effectively deal with complaints related to such acts. Accordingly, the Internal Complaints Committee (IC) is to be constituted at all administrative units and offices of a company, and once the committee is appointed the details of the Internal Complaints Committee Policy is to be notified to all persons at the workplace.

The Internal Complaints Committee must comprise of:

- i) Presiding Officer:** The presiding officer must be a woman employed at a senior level in the organization or workplace to work according to the Internal Complaints Committee Policy.
- ii) Internal Members:** At least 2 Internal Complaints Committee members must be selected from among the employees who are committed to the cause of women or who have had the experience of social work or have legal knowledge.
- iii) External Member:** The external member of the IC has to be selected from non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.



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iv) 50% Women: At Least one-half of the total members nominated to the IC must be women.

Powers of the Internal Complaints Committee

The Internal Complaints Committee plays an important role in the functioning of the provisions of the Act and to ensure the fulfilment of its objectives of the Internal Complaints Committee Policy.

Thus, the main function of the Internal Complaints Committee is:

Implementation of the Internal Complaints Committee Policy relating to the prevention of sexual harassment.

Resolving complaints by the aggrieved based on the guidelines of the Internal Complaints Committee Policy.

Recommending actions to be taken by the Employer.

As per Section 11(3) the Internal Complaints Committee enjoys the powers same as that of a Civil Court and therefore:

It is empowered to initiate an inquiry into a complaint of sexual harassment at the workplace according to the Internal Complaints Committee Policy.

IC has the power to summon witnesses and parties to state the committee.

It enjoys the discretion of summoning evidence to be examined if it may be deemed necessary to do so by the members of the Committee.

How to Lodge a Complaint?

All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

1. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed.



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2. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified.

3. Where the Committee takes suo-moto notice.

- Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances, such as the RGUKTB administration, academic and non-academic staff association etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.
- The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
- Suspension/ transfer of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry.
- The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer where applicable.
- All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.
- The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.
- The provisions of these Rules and Procedures of ICC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.

Penalties:

The penalties listed below are indicative,

1. Written apology



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2. Bond of good behavior
3. Gender sensitization
4. Counselling
5. Adverse remarks in the Confidential Report
6. Debarring from supervisory duties
7. Suspension
8. Denial of membership of statutory bodies
9. Denial of re-employment
10. Stopping of increments/promotion
11. Reverting, demotion
12. Transfer
13. Dismissal
14. Withdrawal of residential facilities and prohibition from entry on the campus etc.
15. Any other relevant mechanism.

Redressal Process

1.) Conciliation

Procedure for Conciliation:

- Before initiating an inquiry, the Internal Complaints Committee may, at the written request of the Complainant, take steps to settle the matter between the Complainant and the Respondent through conciliation.
- Monetary settlement cannot be made the basis of such conciliation. In case a settlement has been arrived at, the IC shall record it and forward it to the Company to take action as specified in the recommendation of the IC.



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- The Internal Complaints Committee will also provide copies of the settlement as recorded to the Complainant and the Respondent.
- If conciliation has been reached, the IC will not be required to conduct any further inquiry.
- If Complainant feels that the terms of Settlement are not being complied with by the Respondent or action has not been taken by the Company, Complainant can make a written complaint to the IC to conduct an inquiry into the complaint.

2.) Inquiry

The procedure of inquiry begins when a settlement is not feasible or could not be arrived at through conciliation and the Internal Complaints Committee is then bound to conduct an inquiry into the complaint.

An inquiry may also be initiated if the aggrieved person informs the IC that any terms of the settlement have not been complied with by the respondent.

The Internal Complaints Committee within 7 working days of receiving the complaint shall forward one copy to the respondent and seek a response.

The respondent shall file his/her reply to the complaint along with a list of supporting documents, names, and addresses of witnesses, within 10 working days of receiving the complaint.

The complainant or the respondent to the complaint **shall not be** allowed to bring any legal practitioner to represent them.

At any stage of the proceedings before the IC, neither the complainant nor the respondent shall be allowed to bring any legal practitioner to represent them.

The Internal Complaints Committee shall hear both the complainant and the respondent on the date(s) intimated to them in advance and the principles of natural justice will be followed accordingly.

If the complainant or the respondent fails to attend a personal hearing before the IC on three consecutive dates without sufficient cause, the IC shall have the right to terminate the inquiry proceedings or give an ex-parte decision.

However, before such termination or the ex-parte order, the IC shall serve a notice in writing to the party/parties, 15 days in advance.

The process of inquiry shall be completed by the Internal Complaints Committee within 90 days from the date of receipt of the complaint.



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From the date of completion of the inquiry, the IC shall provide a report of its findings and recommendation(s) within 10 days to the concerned authorities as well as complainant(s) and respondent(s).

3.) Interim Relief

As per the Internal Complaints Committee Policy, during the period of pendency of the inquiry, if a written request is made by the complainant, the Internal Complaints Committee may recommend to the employer:

- ✓ To transfer either the aggrieved or the respondent to some other workplace.
- ✓ To grant leave to the aggrieved individual for a period of a maximum of 3 months, but this should be in addition to the leave she would be otherwise entitled to.
- ✓ To accord any other relief to the aggrieved as may be found to be appropriate.
- ✓ To restrain the respondent from reporting on the performance of the complainant.

4.) Compensation

Internal Complaints Committee Policy mandates that the compensation by IC shall be determined based on:

- ✓ The mental trauma, pain, suffering, and emotional distress caused to the aggrieved employee;
- ✓ The loss in career opportunities due to the incident of sexual harassment;
- ✓ Medical expenses incurred by the victim for physical/ psychiatric treatment;
- ✓ The income and status of the alleged perpetrator; and
- ✓ Feasibility of such payment in a lump sum or instalments.

11. RTI Committee

Members of the Committee:

- i. Dr. Dhruva Chandra Dhali
- ii. Mr. Prasenjit Sarkar



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12. SC/ST/OBC/Minority & Equal Opportunity Cell Committee

The SC/ST/OBC/Minority & Equal Opportunity Cell Committee of the Institute has been reconstituted as

- i. Mr. Islam Uddin Khan, Convener
- ii. Dr. Nurul Alam, Co-Convener
- iii. Mr. Gobinda Prasad Barman, Co-Convener
- iv. Mr. Debabrata Mondal, Member
- v. Mr. Surajit Mondal, Member
- vi. Ms. Tsheringma Tamang, Member, Secretary
- vii. Rabindra Mani Pradhan, Member

13. Teachers' Council

Members of the Teacher's Council are

- i. Dr. Sabyasachi Sen, Chairman
- ii. Dr. Srikanta Nandi, Secretary, Teachers' Council
- iii. All teaching members

NON-STATUTORY COMMITTEES

14. Academic Council

The **Academic Council** of the Institute has been reconstituted as

- i. Dr. Dhruba Chanda Dhali, Jt. Convener
- ii. Mr. Gobinda Prasad Barman, Jt. Convener
- iii. Mr. Ashis Bera, Jt. Convener
- iv. All HoDs (Ex-Officio Member)
- v. IQAC Coordinator (Ex-Officio Member)
- vi. In Charge-Examination Cell (Ex-Officio Member)
- vii. Secretary- Teachers' Council (Ex-Officio Member)
- viii. Coordinator-Distance Learning Centre (Ex-Officio Member)
- ix. Mr. Debkumar Ghoshal, Member, Guardian Representative
- x. Mr. Debabrata Mondal, Member, NTS representative
- xi. Representative from the Students' Council



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15. Routine Committee (under Academic Council)

- i. Dr. Dhruva Chanda Dhali, Convener-Science
- ii. Mr. Ashis Bera, Academic Coordinator-Jt. Convener, ARTS, Science
- iii. Mr. Debkumar Ghoshal-Jt. Convener, Commerce
- iv. HoDs/Nominated Member by Head, Member
- v. **One student from Earn While You Learn**

16. Admission Cell

This is for the information of all concerned that keeping in view of the upcoming Admission Session 2024-25 as well as the initiatives being taken by the highest authority in this regard; the Admission Subcommittee of the Institute is hereby reconstructed and renamed as Admission Cell with following members,

Mr. Gobinda Prasad Barman, Convener of the Admission Cell

Mr. Prosenjit Dawn, Co-Convener

1. Data Management and Coordinating Team with WTL/Centralized Admission Portal/College Admission Portal:

- a. Mr. Ashis Bera
- b. Mr. Abinash Bera,
- c. Mr. Shibshankar Samanta

2. Sensitization Program to All Nearby Schools

Science:

- a. Dr. Arun Kumar Maiti
- b. Dr. B. U. Mandal,
- c. Mr. Prosenjit Dawn,

ARTs:

- a. Mr. Rajarshi Mukherjee,
- b. Mr. Samiran Samanta

Commerce:

- a. Mr. Islam Uddin Khan
- b. Mr. Debkumar Ghoshal,



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3. Open Day at the College (Inviting nearby Schools to visit the Lab, and participate in Institutional activities)

- Dr. Deepshikha
- Dr. D.C. Dhali
- Mr. Kakali Sett

17. Website updating & Departmental Webpage updating

- Dr. S. Teli, Jt. Convener
- Mr. Surajit Mandal, Jt. Convener
- Mr. Prosenjit Dawn, Jt. Convener
- Dr. Deepshikha, Secretary
- Mr. Soumen Mal
- Mr. Abinash Bera
- Mr. Shibshankar Samanta
- HoDs Concerned, for necessary coordination with the above two members

This committee will follow the Guidelines of the State and the Affiliating University.

One student from Earn While you Learn

18. Library Committee

The Library Committee of the Institute has been constituted as

- Dr. Soumen Teli, Convener
- Ms. Gita Sarkar, Co-Convener
- Dr. Sanjoy De, Economics
- Ms. Mou Dutta, Bengali
- Mr. Rajarshi Mukherjee, English
- Mr. Samiran Samanta, Sanskrit
- Ms. Piyali Mondal, Education
- Dr. Bedhas Ujjwal Mondal, Geography
- Mr. Subrata Si, Philosophy
- Dr. Chaitali Chakraborty, Political Science
- Mr. Animesh Manna, History
- Mr. Debashis Pramanick, Physics
- Dr. Pulak Naskar, Chemistry
- Dr. Mohua Das, Zoology



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- xv. Ms. Rini Maity, Mathematics
- xvi. Ms. Rituparna Roy Chowdhury, Botany
- xvii. Dr. Soumita Chatterjee, Anthropology
- xviii. Ms. Annapurna Roy, Computer Science
- xix. Mr. Abinash Palangder, Commerce
- xx. Ms. Pallabai Banerjee, Sociology
- xxi. Ms. Kakali Sett, F&N

19. Sports Committee

The Sports Committee of the Institute has been constituted as

- i. Mr. Tapas Pramanick, Jt. Convener
- ii. Mr. Debashish Rej, Jt. Convener
- iii. Dr. Susanta Kumar Mondal, Jt. Convener
- iv. Mr. Sukhen Mondal, Sports Advisor (External)
- v. Ms. Kakali Sett, Member
- vi. Dr. Manish Baidya, Bursar, Member
- vii. Mr. Saikat Sundar Manna, Member
- viii. Mr. Debashis Pramanik, Member
- ix. Ms. Tsheringma Tamang, Member
- x. Mr. Prosenjit Dawn, Member
- xi. Dr. Pulak Naskar, Member
- xii. Student Member
- xiii. **One student from Earn While you Learn**

20. Cultural Committee

The Cultural Committee of the Institute has been constituted as

- i. Mr. Gobinda Prasad Mondal, Convener
- ii. Ms. Sanchayita Giri, Co-Convener
- iii. Dr. Arun Kumar Maity, Member
- iv. Mr. Ramen Sarkar, Member
- v. Mr. Manabendra Das, Member
- vi. Dr. Sanjoy De, Member, Secretary
- vii. Dr. Prodip Paul, Member
- viii. Ms. Shilpa Marik, Member
- ix. Student Member
- x. **One student from Earn While you Learn**



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21. N.C.C. Committee

The N.C.C Committee of the Institute has been constituted as

- i. Mr. Tapas Pramanick, Jt. Convener
- ii. Mr. Debashish Rej, Jt. Convener
- iii. Dr. Susanta Kumar Mondal, Member
- iv. Mr. Gobinda Prasad Mondal
- v. Mr. Sukhen Mondal, Sports Advisor (External)
- vi. Mr. Saikat Sundar Manna, Member
- vii. Student Members
- viii. **One student from Earn While you Learn**

22. N.S.S. Units, Outreach Initiatives & Community Development Club

The N.S.S Committee of the Institute has been constituted as

- i. Dr. Nurul Alam, Programme Office NSS Unit-I
- ii. Mr. Ashis Bera, Programme Office NSS Unit-II
- iii. Dr. Bedhas Ujjwal Mandal, Member
- iv. Dr. Susanta Kumar Mondal, Member
- v. Mr. Gobinda Prasad Mondal
- vi. Student Members
- vii. **One student from Earn While you Learn**

23. Placement & Career Counselling Cell

The Placement & Career Counselling Cell Committee of the Institute has been constituted as

- i. Dr. Mridul Ghosh, Convener (to be replaced by Dr. B. U. Mandal from 1st November 2024)
- ii. Dr. Bedhas Ujjwal Mandal, Co-Convener
- iii. Mr. Samiran Samanta, Co-Convener
- iv. Dr. Soumen Teli, Member
- v. Mr. Surajit Mondal, Member
- vi. Mr. Dinesh Achariya, Member
- vii. Dr. Srikanta Nandi, Member
- viii. Mr. Debashis Rej, Member
- ix. Student Member
- x. **One student from Earn While you Learn**



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24. College Welfare Committee

The College Welfare Committee of the Institute has been constituted as

1. Dr. Mainsh Baidya, Convener
2. Dr. Soumita Chatterjee, Co-Convener
3. Dr. Prodip Paul, Member
4. Mr. Prasenjit Sarkar, Member
5. Dr. Srikanta Nandi, Secretary Teacher's Council
6. Ms. Jharna Shee, Member
7. Ms. Shilpa Marik, Member, Secretary
8. Ms. Kakali Seth, Member
9. Mr. Mafijur Rahaman, Member
10. **One student from Earn While you Learn**

25. Service Book Committee

The College Service Book Committee of the Institute has been constituted as

- i. Mr. Islam Uddin Khan
- ii. Mr. Surajit Mondal
- iii. Mr. Shibshankar Samanta,
- iv. Mr. Arun Kumar Paramanick,

26. Maintenance of Individual Faculty File

- i) Dr. Dhruva Chandra Dhali, Coordinator
- ii) Mr. Shibshankar Samanta,
- iii) Mr. Surajit Mondal
- iv) Mr. Arun Kumar Paramanick,
- v) One External Expert
- vi) **One student from Earn While you Learn**



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27. Environmental Management System

This is for the information of all concerned that the Environment Management Committee of the institution has been reconstituted as

Mentor – Advisor:

1. Dr. Satarupa Dey, Dept. of Botany
2. Dr. Dhruva Chandra Dhali, Dept. of Zoology

Executive Committee:

3. Mr. Prosenjit Dawn, Convener, Dept. of Zoology
4. Dr. Bedhas Ujjwal Mandal, Co-Convener, Dept. of Geography
5. Mr. Rabindra Mani Pradhan, Dept. of Political Science
6. Mr. Debashis Pramanick, Dept. of Physics
7. Mr. Soumen Mal, Dept. of Physics
8. Ms. Sathi Seth, Dept. of Botany
9. Ms. Tsheringa Tamang, , Dept. of Economics, Secretary
10. Ms. Kakali Sett, Dept. of F&N
11. Mr. Debjyoti Bajani, Dept. of Chemistry
12. Dr. Pulak Naskar, Dept. of Chemistry
13. Mr. Asis Panja, Zoology
14. Student Members (Maximum 5) :To be selected across departments by the Executive Committee.
15. **One student from Earn While you Learn**

28. Research & Development Cell:

Members of R&D Cell are as follows.

1. Dr. Dhruva Chanda Dhali, Zoology, Jt. Convener
2. Dr. Satarupa Dey, Botany, Jt. Convener
3. Dr. Deepshika, Mathematics, Jt. Convener
4. Dr. Prodip Paul, History
5. Dr. Arun Kr Maiti, Mathematics
6. Dr. Shibani Saha, Philosophy
7. Dr. Bedhas Ujjal Mondal, Geography



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8. Dr. Manish Baidya, Commerce
9. Dr. Mridul Ghosh, Computer Science
10. Dr. Nurul Alam, Physics
11. Dr. Sanjoy De, Economics
12. Dr. Soumen Teli, Librarian
13. Dr. Mohua Das, Zoology

Responsibilities of the R&D Cell:

I. Planning of research activities, resource mobilization and management of R&D projects.

- 1) Identify opportunities for externally funded R&D projects, apply for funding, submit project proposals, follow up with the funding agencies, for securing sanction of projects.
- 2) Identify R&D projects to be taken up with college funding.
- 3) Prepare R&D budget including, among others, seed money for faculty for research, incentives, project cost; obtain funds for budget proposals.
- 4) Prepare annual R &D plan of activities including externally funded projects and college funded projects.
- 5) Manage R & D projects
- 6) Submit quarterly reports to HOI/Secretary on the progress of R & D activities, status of sponsored research project proposals, and action proposed to meet/exceed targeted performance.
- 7) Identify infrastructure requirements for research work, start-ups, prototype development, plan for procurement and installation of facilities in a phased manner.
- 8) Identify external facilities where part of research activities, prototype development can be carried out; enter Into MoU with such organizations.
- 9) Ensure that the lab facilities and other installations and capital equipments are used optimally through R & D/ consultancy related activities.
- 10) Form a research committee composed of distinguished faculty members having aptitude for research and, members from industry/R&D organizations to address the issues of research.

II. Promotion of research:

- 1) Develop and establish a policy to promote research culture in the college.
- 2) Stimulate and enhance the research ability and potential of students, having the aptitude for innovative research.
- 3) Identify prioritized research areas based on the expertise available with the college.



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- 4) Organize visits by eminent researchers to interact with the faculty and students.
- 5) Organize national and international conferences with the participation of eminent scientists/technologists in specialized/emerging areas.
- 6) Take initiative and develop mechanism for gathering the findings of research in the areas relevant to community problems/needs and transferring the same to the students and the community.
- 7) Develop plans, and co-ordinate efforts of departments of college, to obtain recognition for their research activities by national, and international agencies such as UGC, DST, ICSSR, ICHR, ICPR etc.

III. Research Publications:

- 1) Co-ordinate setting of yearly targets for research publications by the department faculty in national, and international journals, major paper presentations in regional, national, and International conferences, regularly monitor the progress, and take steps, as required, for achievement of targets.
- 2) Publish a research journal of the college, develop a publication policy, constitute an editorial board, and function as editor-in-chief of the journal.
- 3) Maintain database of paper presentations, paper publications, and publication of books, by the faculty of all the departments of the college including research awards, recognition received by them from reputed professional bodies and agencies.
- 4) Motivate the eligible faculty to guide M.Phil and Ph.D scholars.
- 5) Develop and establish a policy to check malpractices and misconduct in research.
- 6) Develop and establish policies for instituting research awards, and for giving incentives to faculty for receiving State, national and international recognition for research contributions.

IV. Collaboration and Consultancy:

- 1) Develop and establish consultancy policy for
 - i. Identifying and recognizing the areas of expertise of the college.
 - ii. Publicizing the expertise of the college for consultancy services.
 - iii. Encouraging the faculty to utilize their expertise for consultancy services.
 - v. Costing of consultancy projects.



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29. Research Ethics Committee (under R&D Cell)

The Research Ethics Committee of the Institute has been constituted as

- i. Dr. Deepshika, Mathematics, Jt. Convener
- ii. Dr. Dhruva Chandra Dhali, Jt. Convener, Jt. Director IQAC
- iii. Dr. Soumen Teli, Member
- iv. Dr. Prodip Paul, Member
- v. Dr. Shibani Saha, Member

30. R&D Advisory Committee (under R&D Cell)

The Research Advisory Committee of the Institute has been constituted as

1. **Dr. Sabyasachi Sen, Chairman**
2. **Prof. Ajoy Kumar Roy, Former Director, IEST, Shibpur (External Expert)**
3. **Prof. J. K. Mondal, Prof. University of Kalyani (External Expert)**
4. **Prof. Debasish De, Prof. MAKAUT-WB (External Expert)**
5. **Dr. Satarupa Dey, Jt. Convener**
6. Dr. Deepshika, Mathematics, Jt. Convener
7. **Dr. Arun Kr Maiti, Member**
8. Dr. Dhruva Chandra Dhali, Jt. Convener, Jt. Director IQAC
9. Dr. Manish Baidya, Bursar, Jt. Director IQAC

31. Magazine Committee/Annual Report/Souvenir/Alumni Diary

The Magazine Committee/Annual Report/Souvenir/Alumni Diary Committee of the Institute has been constituted as

- i. Dr. Deepshika, Mathematics, Jt. Convener, [Magazine/ Souvenir]
- ii. Dr. Bedhas Ujjal Mondal, Geography, Jt. Convener [Alumni Diary]
- iii. Dr. Sanjoy De, Economics, Member [Annual Report]
- iv. Dr. Soumen Teli, Librarian, Member [Annual Report]
- v. Mr. Animesh Manna, Member [Magazine/ Souvenir]
- vi. Mr. Gobinda Prasad Barman [Magazine/ Souvenir]
- vii. Dr. Soumita Chatterjee [Magazine/ Souvenir]



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viii. **One student from Earn While you Learn
32. IIC (under R&D Cell)**

Members of IIC are as follows.

1. Dr. Deepshika, Mathematics, Jt. Convener
2. Ms. Kakali Seth, F&N, Jt. Convener
3. Dr. Soumen Teli, Library, Jt. Convener
4. Dr. Bedhas Ujwal Mondal, Geography
5. Mr. Prosenjit Dawn, Zoology
6. Dr. Mridul Ghosh, Computer Science
7. Mr. Debasish Rej, Commerce
8. Mr. Surajit Mandal, Physics, Physics
9. Dr. Dhruva Chanda Dhali, Zoology
10. Student Members

11. One student from Earn While you Learn

33. IPR Cell (under R&D Cell)

The IPR Cell of the Institute has been constituted as

- i. Dr. Deepshika, Mathematics, Jt. Convener
- ii. Dr. Sanjoy De, Jt. Convener
- iii. Dr. Soumen Teli, Jt. Convener
- iv. Dr. Dhruva Chandra Dhali, Jt. Convener, Jt. Director IQAC
- v. Dr. Manish Baidya, Bursar, Jt. Director IQAC
- vi. Mr. Soumen Mal, Member

34. Seminar/Workshop/Invited Talk (under R&D Cell)

The Seminar/Workshop/Invited Talk of the Institute has been constituted as

1. Dr. Sanjoy De, Jt. Convener
2. Dr. Deepshikha, Jt. Convener
3. Dr. Mainsh Baidya, Member
4. Dr. Satarupa Dey, Member
5. **One student from Earn While you Learn**



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35. Excursion sub-Committee/Field Work

The Field Work/Excursion sub-committee of the Institute has been constituted as

1. Dr. Bedhas Ujjal Mondal, Jt. Convener
2. Mr. Prosenjit Dawn, Jt. Convener
3. Dr. Satarupa Dey, Jt. Convener
4. Ms. Shilpa Marik, Member
5. Ms. Piyali Mondal, Member
6. Dr. Manish Baidya, Member
7. Dr. Mouhua Das, Member
8. Mr. Tushar Kanti Mainan, Member
9. Ms. Sathi Seth, Member
10. Dr. Soumita Chatterjee, Member
11. **One student from Earn While you Learn**

36. Student Welfare Committee (Scholarship & Aid fund)

The Student Welfare Committee of the Institute has been constituted as

- i) Dr. Mainsh Baidya, Member
 - ii) Mr. Susanta Kumar Mondal, Member
 - iii) Mr. Meghnad Mondal, Member
 - iv) Mr. Ashis Bera, Member
 - v) Mr. Samiran Samanta, Member
 - vi) Ms. Piyali Mondal, Member
 - vii) Mr. Abinash Bera, Member
 - viii) Mr. Shibshankar Samanta, Member
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37. Women Cell

Women Cell of the Institute has been constituted as [ref: IQAC meeting held on 13/06/23]

1. Dr. Shibani Saha, Convener
2. Ms. Kakali Seth, Jt. Convener
3. Ms. Debasree Sarkar, Member
4. Ms. Chaitali Chakraborty, Member
5. Dr. Mohua Das, Member
6. Ms. Annapurna Roy, Member
7. Ms. Shanti Mandi, Member
8. Ms. Gita Sarkar, Member
9. Ms. Swastika Samanta, Member

38. Photography Committee

The Photography Committee of the Institute has been constituted as

- i. Mr. Prosenjit Dawn, Jt. Convener
- ii. Dr. Mainsh Baidya, Jt. Convener
- iii. Mr. Prodip Paul, Member
- iv. Mr. Gobinda Prasad Barman, Member
- v. Mr. Surajit Mondal, Member
- vi. Student Members
- vii. **One student from Earn While you Learn**

39. Provident Fund Sub-Committee

The Provident Fund Sub-Committee of the Institute has been constituted as

- i) Dr. Manish Baidya, Member
- ii) Ms. Chaitali Chakraborty, Member
- iii) Mr. Debashis Rej, Member
- iv) Mr. Islam Uddin Khan, Member
- v) Mr. Abinash Palangder, Member
- vi) Mr. Abinash Bera, Member
- vii) Mr. Shibshankar Samanta, Member



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40. E-Pension Committee

The E-Pension Committee of the Institute has been constituted as

- i) Dr. Soumen Teli, Jt. Convener
- ii) Dr. Sanjoy De, Jt. Convener
- iii) Mr. Abinash Bera, Member
- iv) Mr. Shibshankar Samanta, Member
- v) Mr. Arun Kumar Pramanick, Member

41. Canteen Committee

The Canteen Committee of the Institute has been constituted as

- i. Dr. Somnath Chattopadhyaya, Jt. Convener
- ii. Dr. Bedhas Ujjal Mondal, Jt. Convener
- iii. Dr. Manish Baidya, Member
- iv. Ms. Kakali Seth, Member
- v. Mr. Mafijur Rahaman, Member
- vi. Dr. Mohua Das, Member
- vii. Student Members
- viii. **One student from Earn While you Learn**

42. Equity Cell (under Women Cell)

The Equity Cell of the Institute has been constituted as

- i. Dr. Chaitali Chakaraborty, Jt. Convener
- ii. Dr. Shibani Saha, Jt. Convener
- iii. Ms. Swastika Samanta
- iv. Mr. Meghnad Mondal
- v. Ms. Suparna De



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43. Alumni Association:

- i. Sri Nadebasi Jana, Executive-President
- ii. Mr. Ashish Bera, Working-President
- iii. Animesh Manna, Secretary, Alumni Association
- iv. Sri Mafijur Rahaman, Executive Member
- v. Sri Sridhar Mondal, Executive Member
- vi. Sri Rahul Rahaman, Student Relation
- vii. Sk Mehebab Alam Khan
- viii. Sk. Sahidul Islam Khan
- ix. Mr. Shibsankar Samanta, Executive Member, Office Record
- x. Mr. Abinash Bera, Executive Member, Treasurer
- xi. Mr. Debkumar Ghoshal, Executive Member
- xii. Dr. Anup Maji, Executive Member
- xiii. Mr. Debabrata Mondal, Executive Member

44. Members of the Examination Cell with detailed Roles and Responsibilities of members are presented below

In-Charge(s) & Deputy In-Charge:

Responsibilities: Overall Monitoring the Examination Process, Coordination with the University, Grievance Redressal

- i. Dr. Arun Kr Maiti
- ii. Mr. Gobinda Prasad Barman
- iii. Mr. Ashis Bera

Assistant In-Charge(s):

Responsibilities: Timetable Preparation (Internal, Tutorial), and Duty Allocation

- i. Mr. Islam Uddin Khan
- ii. Mr. Saikat Sundar Manna
- iii. Dr. Sanjoy De
- iv. Dr. Satarupa Dey

Room Allocation:



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- i. Mr. Ashis Bera
- ii. Mr. Debkumar Ghoshal

Roving Observer & Addressing Disciplinary Issues:

1. Dr. Arun Kr Maiti
2. Mr. Gobinda Prasad Barman
3. Mr. Islam Uddin Khan
4. Mr. Debkumar Ghoshal
5. Mr. Saikat Sundar Manna
6. Ms. Deepshikha

Monitoring physical infrastructure, cleaning, and electricity to examination rooms and corridor:

- i. Mr. Mafijur Rahaman
- ii. Mr. Shibsankar Samanta
- iii. Mahaboob Alam Khan

Examination Form approval at the University portal:

- i. Mr. Subhash Mandal
- ii. Mr. Mehboob Alm
- iii. Ms. Mita Santra
- iv. Ms. Roma Pore

Examination Fees Collection:

- i. Mr. Shibshankar Samanta (Backlog)
- ii. Mr. Abinash Bera (Monitoring Online Fess Payment Process)

Top Sheet Preparation:

- i. Shibsankar Samanta (Backlog)
- ii. Abinash Bera (Monitoring Online Fess Payment Process)

Distribution of Answer Script, Attendance taking in University DR Sheet:

- i. Mr. Subhash Mandal
- ii. Mr. Mehboob Alam
- iii. Mr. Arun Kumar Pramanick
- iv. Ms. Mita Santra
- v. Ms. Roma Pore



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- vi. Mr. Asish Panja
- vii. Mr. Kuntal
- viii. Mr. Arunabha Khanra
- ix. Ruma Bhunia
- x. Kanai Lal Pal
- xi. Sk Tajbool Ali
- xii. Sk Samsool

Award List & Attendance Verification:

- i. Ashis Bera
- ii. Shibsankar Samanta
- iii. Abinash Bera

Pasting of Seating arrangement in examination rooms & Bell Ringing:

- i. Subrata Das
- ii. Sannyashi Tung

College including Corridor & Room Cleaning (exam hall at the end of each half)

- i. Bangari Hari Rao
- ii. Bangari Krishna Rao

Authorized Persons for Question Bringing in & Khata Dispatch (Shyampur P.S.):

- i. Gobinda Prasad Barman
- ii. Abinash Bera/ Shibsankar Samanta

Question verification & sharing the same during Khata distribution to room wise invigilators at the examination cell/exam halls:

- i. Dr. Arun Kumar Maiti
- ii. Dr. Deepshikha
- iii. Mr. Ashis Bera
- iv. Mr. Gobinda Prasad Barman
- v. Mr. Abinash Palangder

Khata making ready with Facsimile Seal, Loose Sheet distribution and thread distribution:

1. Mr. Debabrata Mandal
2. Ms. Shanti Mandi



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Khata collection at Examination Cell after Examination, Khata Binding, Sealing:

1. Mr. Subhash Mandal
2. Mr. Arun Kumar Pramanick
3. Mr. Asish Panja
4. Mr. Kuntal Sautia
5. Mr. Arunabha Khanra

Khata Dispatch (Calcutta University):

1. Mr. Subhash Mandal
2. Mahaboob Alam Khan
3. Sk. Tajbool Ali

Khata distribution of General Paper from the Examination Cell and collection after evaluation:

1. Mr. Subhash Mandal

Khata Collection of Honours Papers

1. Mr. Subhash Mandal

Khata Dispatch to Calcutta University HEs:

1. Mr. Shib Shankar Samanta

Question Bank: At the end of each day keeping one copy of each question in 2 files:

1. Mr. Debkumar Ghoshal
2. Mahaboob Alam Khan

At the end of the entire exam one file goes to the Department and Library

Preparing information related to Examinations as per NAAC/NIRF requirement:

- i. Mr. Ashis Bera
- ii. Mr. Debkumar Ghoshal
- iii. Mr. Saikat Sundar Manna
- iv. Mr. Abinash Palangder

Internal/CIA Examination:

1. **Question collection: By 3 Dept. faculty coordinators**
 - a) Saikat Sundar Manna-Arts



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- b) Deepshikha-Science
- c) Islam Uddin Khan-Commerce
2. **Question Printing and submission at the Exam-Cell Almirah, Printing from Press;**
Mr. Subhash Mandal
3. **Moderation of IDC, CVAC, SEC (for MDC):**
Mr. Subhash Mondal in consultation with Dr. Mohua Das

45. Student Life Centre: Clubs

i) Art and Literature Club (inactive and modified)

1. **Convenor: Ms. Shilpa Marik**
2. **Co-Convenor: Ms. Tsheringma Tamang**
3. **Mr. Rajarshi Mukherjee, Member**
3. **Ms. Jharna Shee, Member**
4. **Ms. Piyalee Mondal, Member**
5. **Mr. Tusar Kanti Mainan, Member**

(ii) Science and Math Club (should integrate their programmes with IIC)

1. **Convenor: Dr. Deepshikha & Dr. Mohua Das**
2. **Co-Convenor: Ms. Soumita Chatterjee**
3. **Dr. Arun Kumar Maity, Member**
4. **Mr. Soumen Mal, Member**
5. **Dr. Pulak Naskar, Member**

iii) Environment and Eco Club (Merged with Environmental Management System)

Convenor: Mr. Prosenjit Dawn

Co-Convenor: Dr. Bedhas Ujjal Mandal



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iv) Cine Club (**inactive but unmodified**)

1. Convenor: Mr. Gobinda Prasad Burman
2. Co-Convenor: Mr. Rajarshi Mukherjee
3. Ms. Mou Dutta, Member
4. Dr. Sukumar Guchhait, Member
5. Mr. Manabendra Das, Member

v) Photography Club [**inactive and already termed as Photography Committee**]

vi) Trekking Club (One activity proposal submitted till now)

1. Convenor: Mr. Rabindra Mani Pradhan
2. Co-Convenor: Ms. Soma Bhakta
3. Mr. Bedhas Ujjwal Mondal, Member
4. Mr. Prosenjt Dawn, Member

vii) Fine Arts Club [**inactive and to be included under Art and Literature Club**]

(viii) Yoga Club [**to be more active**]

1. Convenor: Dr. Susanta Kumar Mondal
2. Co-Convenor: Mr. Tapas Pramanick
3. Mr. Sukhen Mondal, Ext. Consultant
4. Mr. Subrata Si, Member



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(ix) **Coding Club [inactive and modified]**

1. Convenor: Mr. Surajit Mandal
2. Co-Convenor: Mrs. Annapurna Roy
3. Mr. Debashis Pramanick, Member
4. Mr. Snhendu Mondal, Member
5. Ms. Rini Maity, Member

x) **Drama and Cultural Club [inactive and should work with Cultural Club]**

(xi) **Debate and Quiz Club [inactive but slightly modified]**

1. Convenor: Mr. Saikat Sundar Manna
2. Co-Convenor: Dr. Shibani Saha
3. Dr. Arun Kumar Maity, Member
4. Dr. Sanjoy De, Member
5. Mr. Soumen Mal, Member
5. Ms. Sathi Seth, Member

(xii) **Financial Literacy Club [to be more active]**

1. Convenor: Mr. Debashis Rej
2. Joint Convenor: Mr. Abinash Palangdar
3. Dr. Manish Baidya, Bursar
4. Mr. Bilu Purakait, Member



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5. Ms. Debasree Sarkar, Member

6. Mr. Soumen Teli, Member

(xiii) Astronomy Club [**inactive but slightly modified**]

1. Convenor: Dr. Nurul Alam

2. Co-Convenor: Mr. Snhendu Mondal

3. Mr. Debashis Pramanick, Member

4. Mr. Prodip Paul, Member

(xiv) Geography Club [**inactive but slightly modified**]

1. Convenor: Dr. Bedhas Ujjal Mandal

2. Co-Convenor: Ms. Sumana Dinda

3. Ms. Rituparna RoyChowdhury, Member

4. Ms. Soma Bhakta, Member

(xv) Food Club [**to be more active**]


1. Convenor: Ms. Kakali Seth

2. Co-Convenor: Mr. Somnath Chattopadhyaya

3. Mr. Saurav Nayek, Member

4. Dr. Manish Baidya, Member

5. Ms. Sulata Maity Das, Member


(DR. SABYASACHI SEN, PRINCIPAL)
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah.

