



The Departmental Committee:

Formation & functionalities: The Departmental committee shall consist of – Head of the Department who shall be the Chairman and Convener. All whole timer teachers of the Departments. Visiting teachers shall be the invitee to the Committee. The Departmental Committee is concerned with following issues:

To organize and carry out teaching and research;

- (i) To identify the academic areas which need be initiated or strengthened and to recommend suitable measures in this respect;
- (ii) To recommend requirements in respect of teaching, research, technical and other posts for the Department;
- (iii) To recommend purchase of books, journal laboratory materials, equipment, furniture and such other materials as are necessary for the Department;
- (iv) To suggest proposals for inclusion in the annual budget;
- (v) To allocate funds placed at the disposal of the Department for the purpose of teaching and research;
- (vi) To maintain equipment and other articles purchased for or allotted to the Department;
- (vii) To ensure proper discipline in the Department;
- (viii) To recommend to the Academic Council names of persons with expert knowledge in the discipline for Selection Committee for teaching posts of the Department concerned;
- (ix) To form sub-committee as and when necessary;
- (x) To perform such other functions as are conducive to the academic and other developmental interests of the Department;
- (xi) To be responsible to the higher authority for due observance of Statutes, Regulations and Rules relating to the Faculty and the Department and for taking necessary action on the decisions of the higher authorities;
- (xii) To prepare annually a report on academic and other activities of the Department at the end of each academic session;
- (xiii) To submit monthly report on actions taken to the concerned Academic Council.



DEPARTMENTAL COMMITTEES

Sl. No.	Nature of Responsibility	Name of the teacher assigned with that job
1	Departmental In-Charge & Next responsible person	<ul style="list-style-type: none"> • Dr. Dhruva Chandra Dhali, HoD • Dr. Mohua Das, Deputy HoD
2	Laboratory In-Charge & Next responsible person	<ul style="list-style-type: none"> • Mr. Prosenjit Dawn, (Convenor) • Mr. Asish Panja
3	Departmental Committee (DC) and related issues	<ul style="list-style-type: none"> • Dr. Dhruva Chandra Dhali, HoD and Chairman (Convenor) • Mr. Prosenjit Dawn, Member • Dr. Mohua Das, Member • Mr. Asish Panja, Member
4	Departmental PURCHASE Committee (procurement & up gradation of laboratory equipment's)	<ul style="list-style-type: none"> • Dr. Dhruva Chandra Dhali, HoD and Convenor • Mr. Prosenjit Dawn, Member • Dr. Mohua Das, Member • Mr. Asish Panja, Member
5	Examination matters	<ul style="list-style-type: none"> • Dr. Dhruva Chandra Dhali, Convenor • Mr. Prosenjit Dawn, Member • Dr. Mohua Das, Member
6	Time table preparation for lecture and lab classes	<ul style="list-style-type: none"> • Dr. Dhruva Chandra Dhali, Convenor (Science) • Mr. Prosenjit Dawn, Member
7	Research & Development	<ul style="list-style-type: none"> • Dr. Dhruva Chandra Dhali, Convenor • Dr. Mohua Das, Member
8	Departmental Library, HoD nominee in the Central Library com.	<ul style="list-style-type: none"> • Dr. Mohua Das, Member
9	Departmental fund, finance.	<ul style="list-style-type: none"> • Mr. Prosenjit Dawn, Convenor • Dr. Dhruva Chandra Dhali, Member • Dr. Mohua Das, Member
10	Departmental budget: data collection from various laboratories after consultation with teacher In-charge of the respective labs & stock maintenance	<ul style="list-style-type: none"> • Dr. Dhruva Chandra Dhali, Convenor • Mr. Prosenjit Dawn, Member • Dr. Mohua Das, Member
11	Laboratory & Infrastructure Development	<ul style="list-style-type: none"> • Mr. Prosenjit Dawn, Convenor • Dr. Dhruva Chandra Dhali, Member • Dr. Mohua Das, Member • Mr. Asish Panja, Member
12	Social service and related affairs	<ul style="list-style-type: none"> • Dr. Dr. Mohua Das, Convenor • Mr. Prosenjit Dawn, Member • Mr. Asish Panja, Member
13	Outreach initiative	<ul style="list-style-type: none"> • Mr. Prosenjit Dawn, Convenor • Dr. Dhruva Chandra Dhali, Member • Mr. Asish Panja, Member



14	Preparation of the annual report	<ul style="list-style-type: none">• Dr. Dhruva Chandra Dhali, Convenor• Mr. Prosenjit Dawn, Member• Mr. Asish Panja, Member
15	Design of new courses (Value added and Certificate)	<ul style="list-style-type: none">• Mr. Prosenjit Dawn, Convenor• Dr. Dhruva Chandra Dhali, Member• Dr. Mohua Das, Member
16	Placement & Training	<ul style="list-style-type: none">• Mr. Prosenjit Dawn, Convenor• Dr. Dhruva Chandra Dhali, Member• Dr. Mohua Das, Member
17	Connection with other Institutes	<ul style="list-style-type: none">• Dr. Dhruva Chandra Dhali Convenor• Mr. Prosenjit Dawn, Member
18	Students' mentorship	<ul style="list-style-type: none">• Mr. Prosenjit Dawn, Convenor• Dr. Dhruva Chandra Dhali, Member• Dr. Mohua Das, Member
19	IIC activities, Patent, Startup	<ul style="list-style-type: none">• Mr. Prosenjit Dawn, Convenor• Dr. Dhruva Chandra Dhali, Member