

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

Roles and Responsibilities of various Committees of the Institute

Name of the Committee	Name of the Members responsible/ accountable to implement the jobs entrusted with	Roles and Responsibilities of the Committees
Infrastructure Planning & Support Committee (Purchase Committee)	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N.N.Pathak, Dean (SW&A)-Member ➤ Smt. Ruma Mitra, Registrar – Member ➤ Dr. Aloke Kahali, Head (Administration) – Member ➤ Sri Ravi Sharma, Sr.Manager(F)-Member ➤ Sri Subhasish Chaudhury, Manager (Finance)-Member ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Dr. Subrata Samanta, Asso. Prof.,ME-Member ➤ Dr. Dola Sinha, AP,EE – Member ➤ Dr. Somroop Siddhanta, HoD, FMS – Member ➤ Dr. Jayanta Pal, HoD (BSH) - Coordinator 	<ul style="list-style-type: none"> • This committee will review and evaluate the purchase proposal for capital and maintenance expenditure raised by the academic departments and recommend accordingly (if Departmental Budget permits). • The committee will coordinate with the academic departments to evaluate the tenders, received by the BCREC Estate Office from the vendors, based on technical and financial ground to recommend the appropriate supplier/service provider. • The Committee, if required, will act as a bridge between the departments and Maintenance office to expedite the repairing/maintenance works related to civil, mechanical, and electrical, EPABX, elevator, generator, AC, plumbing and sanitary, carpentry, etc. as raised by the HODs. • The committee will evaluate the need of the computers, printers, computer networking, computer accessories as asked by the departments and generate the necessary indent in consultation with the System Administrator. • The committee will support the Maintenance Office and regularly inspect the central facilities like Auditorium, canteen, central water tank and surroundings in order to keep infrastructures well maintained.
Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> ➤ Shri Tarun Bhattacharya, General Secretary, BCREC Society-Member ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member 	<ul style="list-style-type: none"> • IQAC will Perform annual academic audit of the academic departments • It will arrange teaching requirements for successful completion of academic programs of the college and supervise the same periodically. • The cell will promote research culture in the college through collaboration and corroboration among faculty.

	<ul style="list-style-type: none"> ➤ Dr. N.N.Pathak, Dean (SW&A) ➤ Dr. Sanjay Sengupta, HoD, CE - Coordinator ➤ Smt. Ruma Mitra, Registrar – Member ➤ Dr. Aloke Kahali, Head (Administration) – Member ➤ Prof. (Dr.) Chandan Chatteraj, HoD, ME- Member ➤ Prof. (Dr.) Chandan Koner, HoD (CSE)- Member ➤ Prof. (Dr.) Somroop Siddhanta, HoD (MBA)- Member ➤ Dr. Jayanta Pal, HoD, BSH-Member ➤ Dr. Pabitra Kumar Dey, HoD (MCA)-Member ➤ Smt.Anandaprova Mazumdar, AP, CSE - Member ➤ Dr. G.S. Mitra Thakur, Assoc.Prof., IT - Member ➤ Dr. Anirban Bose, AP, CSE – Member ➤ Prof. Arijit Kr Banerjee, AP, CE – Member ➤ Prof. Mou Das Mahapatra, AP, EE, & Member Alumni Association, BCREC 	<ul style="list-style-type: none"> • It will encourage collaboration with other academic institutes. • IQAC will facilitate and supervise the MAR/MOOCs activities of the students. • It will recommend the Management, through Principal and Dean (Academics), for encouraging students with awards, stipends, scholarships, medals and prizes and so on. • IQAC will arrange for feedback response from students, parents and other stakeholders on quality-related institutional processes • The committee will analyse the feedback and submit a report to the Principal and Dean (Academics) with plans for the quality assurance. • It would assist the Dean (Academics) to implement and monitor quality assurance plans approved by the Principal and develop suitable mechanisms for staff motivation through awards for excellence in teaching. • In consultation with Dean (Academics) it would also organize or suggest training/seminars/workshops/technical FDPs for the overall holistic growth of education. • IQAC will support Dean (Academics) to arrange FDPs for educational technology (ICT), motivational talks and communication skills for the staff. • It will maintain the documentation of the various programmes/activities leading to quality improvement. • It will develop and maintain institutional databases in consultation with Registrar, head (Exam Cell), HODs for the purpose of maintaining/enhancing the institutional quality. • It will formulate and run a forum at institution/departmental level for providing coaching in GATE and other such examinations like CAT, TOEFL, GRE and IELTS. • The committee will prepare the yearly Annual Quality Assurance Report (AQAR) as per prescribed format by NAAC and submit it upon approval of the Principal. • The Committee will look after all the accreditation/ranking activities of the college – NBA, NAAC and NIRF.
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		<ul style="list-style-type: none"> • In consultation with Dean (SW&A), IQAC will facilitate and supervise the activities of the Student Council, for the overall growth of academics of the college.
Industry Institute Partnership Cell (IIPC)	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Dr. Sanjay Sengupta, HoD(CE) - Member ➤ Prof. Sunil Choudhury, AP, EE – Coordinator ➤ Prof. Atanu Maity- Head (T&P) – Member ➤ Dr. Tribeni Prasad Banerjee-AP,ECE- Member ➤ Prof. Prabal Sahu, AP, IT-T&P Campus Committee – Member ➤ Prof. Niloy Bhattacharya AP, FMS- Member ➤ Prof. Arijit Kumar Banerjee, AP, CE – Member ➤ Mr. Shouvick Chandra, Sr Manager(PR) 	<ul style="list-style-type: none"> • This committee will make arrangements for talk/lectures/ seminars/ webinars/training programs by experts from industries/Govt./Public Sector/ Defense etc. on a regular basis independently and/or in collaboration with the academic departments. • The committee will arrange for necessary hospitality towards the corporate personnel round the year to maintain a healthy relation with the Industries. • The nominated member of the committee will accompany the TPO personnel of the college in various industry visits. • The committee will coordinate with academic departments to organize webinars/ talk by the respective departmental alumni. • It will also organize industrial visits for the students. • It will interact with the industries for signing MOUs for student’s projects, training, expert talks, industrial consultancy etc. in a mutually beneficial way. • It will plan and implement schemes for funding student projects through BCREC Alumni Association • The committee will submit a bi-annual report of the activities done to IQAC through Dean (Academics) for preparation of Annual Quality Assurance Report (AQAR) required for NAAC documentation.
Library Committee	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. S.C. Biswas, Librarian – Coordinator ➤ Prof.(Dr.) Susanta Dutta, HoD, EE ➤ Prof. Rajib Banerjee, AP, ECE- Member ➤ Prof. Paramita Manna, AP, IT - Member ➤ Prof. Arijit Banerjee, Assoc.Prof.(ME)- 	<ul style="list-style-type: none"> • This committee will bridge the Central Library and the academic departments. • It will assist Librarian to review and implement library policies from time to time. • They will strategize different schemes in consultation with Librarian to encourage the maximum use of the library by the students and faculties. • Members of the committee will discuss with the academic HODs /faculties and suggest Librarian for procuring new nooks/eBooks, subscribing journals/conference proceedings etc.

	<p>Member</p> <ul style="list-style-type: none"> ➤ Prof. Arindam Ghosh, AP, CSE-Member ➤ Smt. Abira Sengupta, Dy.Librarian- Member 	<ul style="list-style-type: none"> • The committee will assist the Librarian for the annual stock audit of the Library. • It will discuss with the Librarian to evaluate budgetary issues for books, journals, databases, media, e-resources etc. • It will work towards modernization and improvement of Library and documentation Services. • It will arrange book fairs for students and faculties during Tech Fest. • The committee will update the list of books/journals and coordinate with the IT Cell to make them available in the library webpage of the college website. • It will seek feedback on Library functions from readers and share with Librarian to set new policies accordingly. • The committee will coordinate with the faculties to enrich the indigenous repository, MOSTISKO with study materials and facilitate the students to get those study materials. • The committee will submit a bi-annual report of the activities done to IQAC through Dean (Academics) for preparation of Annual Quality Assurance Report (AQAR) required for NAAC documentation.
<p>Time table (Class) management Committee</p>	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Smt. Ruma Mitra, Registrar – Member ➤ Prof. S.C. Chakraborty, Assoc. Prof., ME – Adviser ➤ Prof. Sudip Gorey, AP, BSH – Coordinator ➤ Prof. Anirban Chattopadhyay AP, CSE–Member ➤ Prof. Sanjib Saha, AP, CSE–Member ➤ Prof. Sanjay Saha, AP, EE - Member ➤ Prof. Pabitra Mandal, AP, ME - Member ➤ Mr. Surajit Sen, TA, CE ➤ Dr. Chandan Das, AP, AEIE ➤ Prof. Manas Roy, AP, IT 	<ul style="list-style-type: none"> • The committee will receive the workload (in advance) from the head of the departments and will prepare the time table/routine for every semester. • It will coordinate with the Placement Cell and Internal Soft Skill Training Cell to draft the routine. • It will maintain the record of the online classes for each semester and submit the report intermittently to the Principal and Dean (Academics). • The committee will try to develop and update software for routine generation in collaboration with R&D Cell and IT Cell.

	<ul style="list-style-type: none"> ➤ Prof. Krishna Roy, AP, FMS ➤ Prof. Angshuman Mahanty, AP, MCA 	
Central Sports & Games Committee	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N.N.Pathak, Dean (SW&A)-Member ➤ Smt. Ruma Mitra, Registrar – Member ➤ Prof. Sandip Mukherjee, AP, FMS-Member ➤ Prof. Priyanka Roy, AP, IT – Member ➤ Prof. Md Keramot Hossain Mondal, AP,IT ➤ Mr.Rajesh Chatterjee, Senior Manager(A)-Member ➤ Mr. Supriyo Chatterjee, Boys' Gym Instructor-Member ➤ Ms. Gurmeet Chatterjee, Girls'Gym Instructor - Member 	<ul style="list-style-type: none"> • The committee will draw plans for various sports and games. • It will arrange the venues for sports events. • It will keep stock of sports goods. • The committee will place orders for sports goods on the basis of quotations procured. • The committee will conduct intra and inter-college sports events. • The committee will maintain attendance of students who participate in sports events. • Sorting out any sports related issues (team selections, objections, quarrels etc) • Maintaining reports of sports events participated outdoors or in the University. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony. • The committee will organize intra-class & inter - class sports and games competitions at the college level to identify talents in various sports and games both indoor and outdoor to build a strong college level teams to participate at the State Level and National Level competitions. • The committee will encourage the students to actively participate in various sports and games competitions conducted by other colleges. • The committee will organize college level sports and games competitions both for students and staff as part of the college annual day celebrations. • The committee will submit a bi-annual report of the activities done to IQAC through Dean (Students Welfare and Alumni) for preparation of Annual Quality Assurance Report(AQAR) required for NAAC documentation
Central Event Management Committee	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N.N.Pathak, Dean (SW&A)-Member ➤ Smt. Ruma Mitra, Registrar – Member ➤ Dr. C. Koner, HoD 	<ul style="list-style-type: none"> •The committee will plan and schedule different events like Cultural Fest, Tech Fest, Orientation etc. for the academic year. •They will provide organisational and cultural support for various events like Republic Day/ Independence Day Celebrations, Rabindra Jayanti, College Foundation Day, Dr. B.C. Roy's birthday celebration, Engineers day, NAAC visit

	<p>(CSE)- Member</p> <ul style="list-style-type: none"> ➤ Prof. Rajdeep Ray, AP, ECE-Member ➤ Prof. Saindhab Chatteraj, AP, CSE-Member ➤ Prof. Abhijit Banerjee, AP, ECE-Member ➤ Prof. Soumyadip Das, AP, CE-Member ➤ Dr. Dola Sinha, AP, EE -Member ➤ Prof. Subhajit Bhattacharya, AP, ME - Member ➤ Mr. Shouwick Chandra, Sr Manager(PR)- Member ➤ Mr. Rajesh Chatterjee, Senior Manager(A)- Member 	<p>etc.</p> <ul style="list-style-type: none"> • The committee shall conduct meeting to discuss and delegate tasks • The committee in consultation with IT Cell will display on the Notice Board/Website information about events to be celebrated. • The committee will select artists from the students and staff suitable for different events. • They may prepare subcommittee from students and staff for execution of big events like Cultural Fest, Tech Fest, NSS activities • The committee shall prepare event-wise budgets and obtain formal approval from the College authorities to arrange programs • They will arrange the venue and logistics (audio/video system, dais, podium etc) Organizing of Cultural festival, technical festival and annual day shall be looked after by this committee. • They will invite the Honourable Guests and other dignitaries in consultation with College authorities. • They will arrange mementos for guests and gifts/certificates for the participants in close coordination with PR Cell . • The committee will be responsible to keep the record of all the above activities. • The committee will submit a bi-annual report of the activities done to IQAC through Dean (Academics) for preparation of Annual Quality Assurance Report (AQAR) required for NAAC documentation.
<p>Inhouse Training Cell</p>	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N. N. Pathak, Dean (SW&A)-Member ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Prof. S.C. Chakraborty, Assoc. Prof., ME- Member ➤ Prof. Suvobrata Sarkar, AP, CSE-Member ➤ Prof. Prabal Sahu, AP, IT-Member ➤ Prof. Siddartha Bhowmick, AP, ME-Member 	<ul style="list-style-type: none"> • The Cell will coordinate with the HODs to coordinate Soft-Skill Training to the Final and Pre-Final Year students. • They will plan the schedule of the training in consultation with the Time table (Class) management Committee. • The committee will remain in touch with IIPC/EDC/TPO to invite/hire experts to deliver special talks as the committee may feel fit. • They will design the training module for the students to: • Develop effective communication skills (spoken and written). • Develop effective presentation skills. • Conduct effective business correspondence and prepare business reports which produce results.

	<ul style="list-style-type: none"> ➤ Dr. Sourav Paul, AP,EE-Member ➤ Prof. Pranoy Roy, AP, CE- Member ➤ Dr. Suneeta De, AP, BSH - Member ➤ Dr. Soumen Mallick, AP, EE - Member 	<ul style="list-style-type: none"> • Develop interpersonal skills, team management skills, and leadership skills. • Develop all-round personalities with a mature outlook to function effectively in different circumstances. • Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets. • Take part effectively in various selection procedures adopted by the recruiters. • The committee will submit a bi-annual report of the activities done to IQAC through Dean (Academics) for preparation of Annual Quality Assurance Report(AQAR) required for NAAC documentation
Entrepreneur Development Cell (EDC)	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N.N.Pathak, Dean (SW&A)-Member ➤ Smt. Ruma Mitra, Registrar – Member ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Prof. Krishna Roy, AP, FMS-Member ➤ Prof. Dipta Chaudhury, AP,ECE-Member ➤ Prof. Abhijit Banerjee, AP, ECE-Member ➤ Prof. Subir Gupta, AP,MCA – Member ➤ Prof. Kamalika Tewari, AP,EE - Member ➤ Mr. Shouvik Chandra, Sr Manager(PR)-Member 	<ul style="list-style-type: none"> • The Cell will create awareness among the students regarding entrepreneurship as a career option. • They will coordinate with Industry Institute Partnership Cell (IIPC) and arrange lectures by inviting engineers and top executives from industry in offline/ online mode to impart industrial exposure to the students. • Organizing focused workshops on Design Thinking, Idea Generation, Business Model Canvas, Business Plan Pitch-deck from resource persons who have vast experience in entrepreneurial teaching. • Organizing Competition such as Idea competition, Business Plan competitions etc. with theme start-up and entrepreneurship. • Applying for the Government Entrepreneurship Scheme. • Mentoring students' startups and hand holding them till they have a sustainable startup. • The committee will submit a bi-annual report of the activities done to IQAC through Dean (Academics) for preparation of Annual Quality Assurance Report (AQAR) required for NAAC documentation.
Anti-Ragging Committee	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N.N.Pathak, Dean (SW&A)-Convenor ➤ Smt. Ruma Mitra, 	<p>To ensure compliance with the provision of UGC regulation 2009 at the institute level.</p> <p>To monitor and oversee the performance of the anti ragging squad in prevention of ragging in the institution.</p> <p>To adopt various measures for prohibition of</p>

	<p>Registrar – Member</p> <ul style="list-style-type: none"> ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Prof. Saindhab Chatteraj, AP, CSE- Jt. Convenor ➤ Prof. Rajdeep Ray, AP, ECE- Jt. Convenor 	ragging in the surrounding areas of the Institute
Central Grievance Redressal Cell	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N.N.Pathak, Dean (SW&A)-Member ➤ Smt. Ruma Mitra, Registrar – Member ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Dr. Chandan Chatteraj, HoD, ME - Member ➤ Dr. Arunava Mookherjee, Prof., FMS- Member ➤ Commdr. R. Ghosh, Campus Administrator- Member ➤ Dr. Aloke Kahali, Head (Administration) – Member 	<ul style="list-style-type: none"> • Grievances Redressal committee receives and redresses grievances reported online or offline for the following issues: • Academic issues: pertaining to teaching learning activities, Student-teacher, student- student, student-parent, teacher-teacher relationship pertaining to harassment etc. • Internal evaluation and in assessment marking in consultation with Heads of the Academic Departments. • Complaint related to library and IT services. • Grievances related to hostel, food, water, electricity, etc. • Grievance related to transport facilities. • Grievances related to sports, cultural and selection process etc. • Grievances related to university examination in consultation with Head, Exam Cell. • Grievances related to delay in issuance of records and documents. • The committee will also redress and send the compliance report for the grievances of students and staff reported to Govt. agencies like AICTE, National Commission for Women (NCW), National Human Rights Commission (NHRC) etc.
Internal Complaint Committee (ICC)	<ul style="list-style-type: none"> ➤ Dr. Arunava Mookherjee, FMS- Chairman ➤ Smt Ruma Mitra, Registrar-Member ➤ Prof. Krishna Roy, AP, FMS-Member ➤ Prof. Debipriya Dutta, AP, ECE-Member ➤ Dr. Dola Sinha, AP, EE- Member ➤ Dr. Rupali, AP, ME- Member 	<ul style="list-style-type: none"> • Committee will examine complaints of sexual harassment or sexual discrimination pertaining to the female staff members and the female students and submits its findings to the Principal for further actions. • Preventive and remedial measures to be discussed in committee meetings and to be implemented by the committee. • The committee will organise seminars/ webinars by the personnel from National Commission for Women (NCW) to create awareness on women issues and generate an environment in the campus where women feel confident about their

		safety.
SC/ST Committee (as notified by the AICTE)	<ul style="list-style-type: none"> ➤ Prof. Biswajit Mondal, AP, CSE-Chairman ➤ Prof. Chandan Das, AP,CSE-Member ➤ Prof. Amit Kotal, AP, CE - Member 	<ul style="list-style-type: none"> • The committee should take up issues regarding the betterment and welfare of SC/ST students. • To ensure provisions of an environment where all such students feel safe and secure. • To provide prompt counseling for any emotional emergencies arising on account of any event at the campus. • To provide the mechanism to redress the grievance of SC/ST students, if any To ensure protection and reservation as provided in the constitution of India. • To arrange for special opportunities to enhance the career growth • To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
Central Disciplinary Committee	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. N.N.Pathak, Dean (SW&A)-Member ➤ Smt. Ruma Mitra, Registrar – Member ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Commdr. R. Ghosh, Campus Administrator –Member ➤ Dr. Alope Kahali, Head (Administration) – Member ➤ Dr. C. Koner, HoD (CSE)- Member ➤ Prof. Saindhab Chatteraj,AP,CSE-Member ➤ Prof. Rajdeep Ray, AP,ECE-Member 	<ul style="list-style-type: none"> • The committee will look after the discipline in the classroom, campus as well as in the college premises. • In the event of any indiscipline activities, the committee will ensure a fair, impartial and consistent enquiry and recommend disciplinary action to the college authority. • A record is to be maintained by the committee for indiscipline activities done by the students and action taken. • To maintain the rules and regulations of the college given in the information brochure, which are given to the students during admission • The committee will take inputs as and when required from the Grievance Redressal Cell, Anti Ragging Committee, Sexual harassment committee, Hostel Council and initiate necessary action.
Research and Development Cell	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. C.K.Ghosh, Head (R&D) – Member ➤ Dr. Dola Sinha, AP,EE-Member 	<ul style="list-style-type: none"> •The Cell will identify the potential areas of research in various disciplines of engineering and form various clusters based on their specialization. •It will prepare and submit proposals to government agencies like AICTE, UGC, DST, IE (I) etc for obtaining funded projects. •It will encourage multi-disciplinary research

	<ul style="list-style-type: none"> ➤ Dr. Mrinmoy Chakraborty, AP,ECE-Member ➤ Dr.Arindam Ghosh, ASP, CSE – Member ➤ Dr. Kamalika Tewari, AP, EE-Member ➤ Dr. Sashi Bajaj Mukherjee, AP, BSH – Member ➤ Dr. Rajib Banerjee, AP,ECE – Member ➤ Dr. Abhijit Banerjee, AP,ECE – Member ➤ Dr. Falguni Chakraborty, AP,MCA – Member ➤ Dr. Chitta Sahana, AP,ME – Member ➤ Dr. Sarit Pal, AP,ECE – Member ➤ Dr. Biswajit Saha, AP,CSE – Member 	<p>internally within the institute and externally with other organizations.</p> <ul style="list-style-type: none"> •It will encourage the staff to attend/publish papers in various National/International conferences of their specialised areas. •The Cell will coordinate the research activities among the various departments of the college. •The Cell will encourage the faculties to attend various research oriented Faculty development programmes. •The Cell will encourage and motivate the staff to apply for Ph.D at various Universities. •The Cell will look after the college journal BCREC Engineering & Science Transaction (BEST) •The Cell will assist the Dean (Academics) to scrutinize the reimbursement applications by the faculties for Research publications in journals and conferences, PhD supervision and student’s project for further processing. •The Cell will develop methodology to keep updated database of the Research Publications/Patents by the faculties. •The committee will submit a bi-annual report of the activities done to IQAC through Dean (Academics) for preparation of Annual Quality Assurance Report(AQAR) required for NAAC documentation
<p>IT Cell</p>	<ul style="list-style-type: none"> ➤ Dr. Sanjay S.Pawar, Principal-Chairman ➤ Dr. K. M. Hossain, Vice Principal-Member ➤ Dr. Abhijit Banerjee, AP,ECE – Member ➤ Dr. Anirban Bose, AP,CSE – Member ➤ Prof. Sayed Zahir Hasan, AP,CSE – Member ➤ Prof. Sanjib Saha, AP,CSE – Member ➤ Mr. Susanta Karmakar, AP,CSE – Member ➤ Mr. Saikat Dey, STA, CSE-Member 	<ul style="list-style-type: none"> •The committee will assist the IQAC cell to prepare, maintain & update of the Central faculty/staff records (academic qualification, past experience, present service records like appointment, promotion, achievements, publication related documents) •It will assist IQAC to get online course feedback from different stakeholders. •It will keep records of all University examinations like results, class tests etc. •It will maintain the student attendance record and electronically communicate the status of attendance to the parents. •It will create a facility for automatic email/sms to students with less attendance, e.g. absent for three or more days consecutively. •The committee will keep the BCREC website up-to-date about academic and Administrative departments.

		<ul style="list-style-type: none">•It will help to develop a library webpage in consultation with the Library Committee.•It will develop and maintain the indigeneous repository MOSTISKO.•It will design banners, brochure for various cultural events, Seminars, Webinars, Conferences (as advised by Central Arts/Cultural/NSS/Association Committee, PR Office, R&D Cell, Central Sports & Games Committee) and upload in the college website•The cell will work with the Committee made for the annual International/National Conference organised by the Institute to design & host conference websites, brochure, banner, logo etc.
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