

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

COMMITTEES

2016-17 & 2017-18

SI No.	Name of the Committee/Sub-Committee/Cell	Convenor/Co-Ordinator/Co-Convenor/Members	Matters to be deliberated
1	<p>IQAC</p> <p>Statutory Provision IQAC Guidelines -2013</p> <p>1.Chairperson: Head of the Institution 2.A few senior administrative officers 3.Three to eight teachers 4.One member from the Management 5.One/two nominees from local society, Students and Alumni 6.One/two nominees from Employers /Industrialists /stakeholders 7.One of the senior teachers as the coordinator/Director of the IQAC</p>	<p>Prof. Nimai Poddar (Co-Ordinator) – TS, GB Member Prof. Subrata Sar –Co-Ordinator, IQAC, Vidyanagar College Dr. Surja Prakash Agarwalla – Govt. Nominee Prof. Gopaldeb Kantha –TS Dr. Somnath De –TS, GB Member, Bursar Dr. Arundhati Bhadra –TS, GB Member Prof. Debabrata Sardar – TS, GB Member Dr. Anjana Mukherjee - TS Prof. Avijit Ghosh –TS Prof. Shyamasri Mondal –TS Prof. Raja Pathak –TS Dr. Sariful Islam –TS Prof. Faruk Mallick - TS Sri Pallab Saha Biswas - Librarian Sri Kamalakanta Das – NTS, GB Member Sri Arup Mandal –N TS, GB Member Sri Pabitra Halder – Student, GS, GB Member</p>	<p>To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.</p> <p>To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.</p>
2	<p>UGC PLANNING BOARD(XII TH PLAN)</p> <p>Statutory Provision UGC Guideline 2012-17</p> <p>Principal, Coordinator IQAC, Senior teachers, Librarian, Bursar or Senior person from the Accounts Department</p>	<p>Prof. Nimai Poddar (Convenor) – TS, GB Member Dr. Somnath De (Co-Convenor) – TS, GB Member, Bursar Prof. Gopaldeb Kantha – TS Sri Pallab Saha Biswas – Librarian Sri Kamalakanta Das – NTS, GB Member Sri Arup Mandal –NTS, GB Member Sri Pabitra Halder – Student, GS, GB Member</p>	<p>To approve the proposal during the Twelfth Plan period for improving the standards of teaching and research at various levels, after identifying its needs and deciding on its priorities.</p>
3	<p>RUSA PROJECT MONITORING UNIT</p> <p>Statutory Provision Rashtriya Uchchar Shiksha Abhiyan Sepember, 2013</p> <p>Principal, Representation from academic officials, Faculty, Senior administrative officers, Technical and non-Technical support staff Students</p>	<p>Prof. Nimai Poddar (Convenor) – TS, GB Member Sri Kamalakanta Das (Co-Convenor) – NTS, GB Member Dr. Somnath De –TS, GB Member, Bursar Prof. Gopaldeb Kantha - TS Sri Pallab Saha Biswas - Librarian Sri Arup Mandal – NTS, GB Member Sri Pabitra Halder – Student, GS, GB Member</p>	<p>To monitor RUSA Projects at the institutional level and to perform the following roles:</p> <ul style="list-style-type: none"> • Procurement of Goods, Works and Services, • Financial management, • Implementation of faculty and staff development activities and programs, • Monitoring project implementation, • Achievement of targets for all indicators as proposed and keeping MIS updated, • Organizing efficient conduct of monitoring and performance audits,
4	<p>STUDENTS' UNION ELECTION BOARD</p> <p>Statutory Provision Students' Union Constitution</p> <p>The Principal Five Senior Teachers Two Non-Teaching staff</p>	<p>Prof. Nimai Poddar – TS, GB Member Prof. Gopal Deb Kantha– TS Dr.Somnath De–TS, GB Member, Bursar Prof. Arundhati Bhadra– TS, GB Member Dr. Ishani Basu– TS, GB Member Sri Kamalakanta Das– NTS, GB Member Sri Arup Mandal– NTS, GB Member</p>	<p>To conduct the election of the class representatives for the formation of Students' Union as per the provisions of the Students' Union Constitution of this college.</p>

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5	<p>BUILDING SUB-COMMITTEE</p> <p>Statutory Provision UGC Guideline 2012-17</p> <p>The Principal CU Nominee Representative of the CPWD/PWD/ Zilla Parishad / Corporations, etc. (not below the rank of Assistant Engineer). Two representatives from the teachers of the College Representative from user- teaching department(s). Representative each from Administration and Accounts Division. Architect engaged by the College. The person should be registered with the Council of Architecture. (The presence of either the Engineer or the Architect may be ensured during the Building Committee meeting)</p>	<p>Prof. Gopal Deb Kantha(Convenor) – TS Prof. Nimai Poddar– TS, GB Member Sri Arup Mandal– NTS, GB Member Sri Kamalakanta Das– TS, GB Member Sri Pintu Jana– Govt. Nominee CU Nominee - VACANT Sri Asit Kumar Roy [Assistant Engineer(Civil), CPWD] Sri Pabitra Halder – Student, GS, GB Member (INVITEE)</p>	<p>To deal with the matters relating to planning, estimation, vetting, construction and renovation of building(s).</p>
6	<p>NSS ADVISORY COMMITTEE</p> <p>Statutory Provision NSS Manual 2006</p> <p>Principal 2 Staff members having social work background One representative of the development department One representative from the adopted village/slum/ Welfare agency 2 NSS student leaders Programme Officer, NSS</p>	<p>Sri Jinnath Ali Beg (Staff Member) Sri Arup Mandal(Staff Member) Sri Kamalakanta Das(Member, Development Department) Vacant (Representative, Adopted Village) Vacant (NSS Student Leader) Vacant (NSS Student Leader) Prof. Debabrata Sardar (Programme Officer, NSS) Sri Pabitra Halder – Student, GS, GB Member (INVITEE)</p>	<p>To advise on programme /planning and development activities of National Social Service</p>
7	<p>CU EXAM CENTRE COMMITTEE</p> <p>Statutory Provision CU Guidelines</p> <p>Principal, Teaching Staff, Officer-in Charge, Local Police Station Registered Medical Practitioner Non-teaching Staff</p>	<p>Prof. Nimai Poddar– TS, GB Member Sri Biswajit Patra, Officer-In-Charge, Nodakhali Police Station Dr. Somanka Sekhar Mishra, Registered Medical Practitioner Sri Kamalakanta Das– NTS, GB Member</p>	<p>To arrange and oversee the holding of CU Examination in the college(CU Exam Centre Code 555)</p>
8	<p>ESTABLISHMENT & TENDER SUB-COMMITTEE</p>	<p>Prof. Nimai Poddar (Convenor) – TS, GB Member Sri Kamalakanta Das (Co-Convenor) – NTS, GB Member Prof. Gopal Deb Kantha – TS, GB Member Sri Pintu Jana–Govt. Nominee Dr. Somnath De – TS, GB Member, Bursar Sri Pallab Saha Biswas– Librarian Sri Arup Mandal– NTS, GB Member</p>	<p>To deal with the matters relating to Quotation/Tender To approve Purchases To issue Work Order</p>

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9	FINANCE SUB-COMMITTEE	Prof. Nimai Poddar (Convenor) – TS, GB Member Sri Pintu Jana –Govt. Nominee Dr. Arundhati Bhadra – TS, GB Member Sri Kamalakanta Das –NTS, GB Member Dr. Somnath De – TS, GB Member, Bursar(INVITEE) Sri Arup Mandal – NTS, GB Member(INVITEE)	To advise the Governing Body on financial matters
10	ON-LINE ADMISSION SUB-COMMITTEE	Prof. Nimai Poddar (Convenor) – TS, GB Member Sri Kamalakanta Das (Co-Convenor) – NTS, GB Member Prof. Gopal Deb Kantha– TS, GB Member Dr. Somnath De– TS, GB Member, Bursar Prof. Raja Pathak– TS Sri Arup Mandal–NTS, GB Member Sri Piyal Mondal– TS Sri Pabitra Halder – Student, GS, GB Member (INVITEE)	To formulate/implement/monitor online Admission related matters and responding to changing situations
11	INTERNAL COMPLAINTS COMMITTEE	Dr. Arundhati Bhadra (Convenor) – TS, GB Member Dr. Ishani Basu (Liason to SWC, WB) – TS, GB Member Prof. Chaitali Bhattacharya– TS Prof. Khurshida Khatun– TS Prof. Sunip Kumar Maity– TS Smt. Serina Khatun– NTS Sri Pabitra Halder – Student, GS, GB Member Smt. Soma Mondal – Student, Magazine Secretary, SU Smt. Tania Khatun– Student, Asstt. Magazine Secretary, SU	To comply with the Vishaka Guidelines against Sexual Harassment in Workplace(read with Norms laid down by the Hon’ble Supreme Court and Memo No. ED – 522/2011 Dated 15/11/2011 of DPI, Govt. of West Bengal
12	EQUAL OPPORTUNITY CENTRE	Dr. Arundhati Bhadra(Convenor) – TS, GB Member Dr. Ishani Basu(Co-Convenor) – TS, GB Member Prof. Chandra Mondal– TS Prof. Khurshida Khatun– TS Prof. Sonali Chakraborty– TS Prof. Gautam Mondal– NTS Sri Kamalakanta Das– NTS, GB Member Smt. Tania Khatun– Student, Asstt. Magazine Secretary, SU Sri Tanveer Rahaman Mollah– Student, Ast. Game Secretary, SU	To sensitize about the problems of the marginalized, sections (SC,ST,OBC,Women, Minorities and differently abled persons). Complying with UGC directives.
13	ANTI-RAGGING CELL	Dr. Ishani Basu– TS, GB Member Prof. Biswajit Samanta– TS Dr. Arundhati Bhadra– TS, GB Member Prof. Saugat Dinda– TS Sri Kamalakanta Das– NTS, GB Member Sri Pabitra Halder – Student, GS, GB Member	To maintain the college campus Ragging-free Complying with UGC directives.
14	MIS CELL	Prof. Raja Pathak (Convenor) - TS Dr. Somnath De(Co-Convenor) – TS, GB Member, Bursar Sri Pallab Saha Biswas- Librarian (Academic Documentation) Prof. Partha Pratim Roy – TS (Cultural Documentation) Sri Manas Das – NTS – TS (Sports Documentation) Sri Piyal Mondal – NTS Sri Pabitra Halder – Student, GS, GB Member	To create a computerized database on Academic, Cultural, Sports & Extension activities To produce regular system generated reports. To generate special reports/analysis to evaluate progress against missions/goals/objectives of the college. To complete documentation process for each academic session

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15	PROSPECTUS SUB-COMMITTEE	Sri Pallab Saha Biswas(Convenor) – Librarian Prof. Gopaldeb Kantha– TS, GB Member Prof. Nimai Poddar– TS, GB Member Sri Kamalakanta Das– NTS, GB Member Sri Pabitra Halder – Student, GS, GB Member	To draft and publish College Prospectus (2017-18)
16	MAINTENANCE SUB-COMMITTEE	Sri Kamalakanta Das (Convenor) – NTS, GB Member Sri Sibnath Mandal (Co-Convenor) – NTS Sri Piyal Mandal– NTS Sri Pabitra Halder – Student, GS, GB Member	To monitor the periodic Maintenance of Buildings and Infrastructure To monitor the AMCs of different equipments and items
17	LIBRARY SUB-COMMITTEE	Sri Pallab Saha Biswas(Convenor) - Librarian Dr. Somnath De(Co-Convenor) – TS, GB Member, Bursar Prof. Nimai Poddar– TS, GB Member Prof. Debabrata Sardar– TS Prof. Kaushik Das – TS Sri Kamalakanta Das– NTS, GB Member Sri Pabitra Halder – Student, GS, GB Member	To formulate/implement/communicate for the proper functioning of the College Library
18	SPORTS SUB-COMMITTEE	Dr. Sariful Islam (Convenor) – TS Sri Manas Das – NTS (Co-Convenor) Sri Prof. Debashis Bera– TS Sri Sunip Kumar Maity – TS Sri Jinnath Ali Beg, – NTS Sri Chiranjit Ghosh– Student, Game Secretary, SU	To monitor activities relating to Sports
19	CLASS ROUTINE & DUTY ROSTER SUB-COMMITTEE	Dr. Somnath De (Convenor) – TS, GB Member, Bursar Prof. Avijit Ghosh (Co-Convenor) – TS Prof. Raja Pathak– TS Sri Asoke Das–NTS	To frame Class Routine and to modify to changing situations To frame Duty Roster for internal/university Exams
20	CULTURAL SUB-COMMITTEE	Dr. Anjana Mukherjee (Convenor) Prof. Partha Pratim Roy (Co-Convenor) Prof. Avijit Ghosh– TS Prof. Sunip Kumar Maity– TS Prof. Biswajit Samanta– TS Prof. Triparna Mukherjee– TS Sri Sahil Hossain Khan – Student, Cultural Secretary. SU	To monitor Cultural Activities of the College
21	RESEARCH, SEMINAR & PUBLICATION SUB-COMMITTEE	Prof. Gopaldeb Kantha Convenor) –TS Dr. Anjana Mukherjee - TS Dr. Arundhati Bhadra –TS, GB Member Dr. Somnath De –TS, GB Member, Bursar Prof. Swarup Das –TS Prof. Swagata Gupta–TS	To motivate the teachers for persuing research studies To motivate the teachers for applying for UGC MRP To motivate the teachers for applying for UGC Seminar To motivate the teachers for publishing articles.
22	CAREER COUNSELING CELL	Prof. Nimai Poddar (Convenor) – TS, GB Member Prof. Raja Pathak (Co-Convenor) – TS Dr. Sariful Islam – TS Smt. Madhumita Nandi– Teacher, Communicative English Sri Pabitra Halder – Student, GS, GB Member	Building up confidence for interviews, attitude building, debates, GDs etc. and make them ready for job market.
23	SERVICE BOOK & PENSION SUB-COMMITTEE	Dr. Somnath De (Convenor) – TS, GB Member, Bursar Sri Kamalakanta Das(Co-Convenor) –NTS, GB Member Prof. Debabrata Sardar– TS	To document matters related to service of the staff To monitor pension application to pension sanction and finally delivering the pension to the concerned employee

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24	ENRICHMENT COURSE SUB-COMMITTEE	Prof. Debashis Bera (Convenor)– TS Sri Piyal Mondal (Co-Convenor) – NTS Sri Manas Das – NTS Sri Pabitra Halder – Student, GS, GB Member	To advise on programme /planning and smooth running of different courses.
25	STUDENTS' FEES CONCESSION SUB-COMMITTEE	Dr. Ishani Basu(Convenor) – TS, GB Member Prof. Debashis Bera– TS Prof. Chaitali Bhattacharya– TS Prof. Karabi Roy – TS Prof. Madhuchhanda Dhole– TS Sri Pabitra Halder – Student, GS, GB Member	To frame criteria To approve /publish List of Eligible Students.
26	STUDENTS' GRIEVANCE REDRESSAL CELL	Prof. Nimai Poddar (Convenor) – TS, GB Member Sri Kamalakanta Das(Co-Convenor) –NTS, GB Member Prof. Avijit Ghosh– TS Dr. Ishani Basu– TS, GB Member Prof. Swarup Das –TS Sri Pabitra Halder – Student, GS, GB Member	To lend patient hearing to the grievances of the students and to redress the same if possible.
27	SOCIAL OUTREACH SUB-COMMITTEE	Sri Kamalakanta Das– NTS, GB Member Sri Jinnath Ali Beg–NTS Sri Arup Mandal–N TS, GB Member Sri Manas Das – NTS Sri Sujal Kanti Das– NTS Sri Pabitra Halder – Student, GS, GB Member	To fulfill the responsibility of local guardian towards the villagers.
28	CANTEEN SUPERVISION SUB-COMMITTEE	Prof. Avijit Ghosh(Convenor) – TS, Prof. Swarup Das(Co-Convenor) – TS Dr. Sariful Islam– TS Prof. Raja Pathak– TS Sri Pabitra Halder – Student, GS, GB Member Sri Anirban Mondal– Student, Canteen Secretary, SU	To supervise the day-to-day running of the Students' Canteen and Staff canteen. To ensure the supply of quality food

CLUBs	MUSIC CLUB Dr. Anjana Mukherjee(Convenor) – TS Prof. Partha Pratim Roy(Co-Convenor) – TS Prof. Sunip Kumar Maity– TS Smt. Madhumita Nandi– Teacher, Communicative English Smt. Tania Khatun– Student, Asstt. Magazine Secretary, SU	To motivate the students to unfold their talents in the field of music. To conduct different programmes in association with the Students' Union.
	DEBATE CLUB Prof. Nimai Poddar(Convenor) – TS, GB Member Prof. Raja Pathak(Co-Convenor) – TS Prof. Avijit Ghosh– TS Prof. Swarup Das– TS Sri Samrat Dhara – Student, AGS, SU	To encourage the students to take part in the exercise of expression of thoughts. To conduct different programmes in association with the Students' Union.
	NATURE CLUB Sri Debashis Bera– TS Prof. Biswajit Samanta– TS Prof.Dona Dewanji – TS Smt. Soma Mondal – Student, Magazine Secretary, SU Sri Prolay Khanra– NTS	To generate awareness among the students about the preservation of natural environment. To conduct different programmes in association with the NSS and Students' Union.

