

COMMITTEES FOR THE YEAR 2016-17 & 2017-18
NETAJI SUBHASH ENGINEERING COLLEGE
TECHNO CITY, GARIA, KOLKATA-152

1. Academic Committee

Sl. No.	Name	Category	Nature
1	Dr. H. Mandal	Director	Advisor
2	Prof. (Dr.) T. Datta	Principal	Chairman
3	Prof. Sukumar Roy	HOD -BME	Convener
4	Prof. C.R. Datta	HOD –ECE	Member
5	Prof. M. Goswami	Professor – BES	Member
6	Prof. I. Ghosh	HOD –BES	Member
7	Prof. B.K. Datta	HOD-MBA	Member
8	Prof. A. Das	HOD –CSE	Member
9	Prof. C. Banerjee	HOD - IT	Member
10	Prof. S. Majumder	In-charge – AEIE	Member
11	Prof. M. K. Naskar	HOD - ME	Member
12	Prof. U.K.Auddy	HOD-CE	Member
13	Prof. Agnibha Dasgupta	Coordinator, M.Tech, CSE	Member
14	Prof. ParthaSarathi Pal	HOD-EE	Member
15	Prof. Tridibesh Nag	Coordinator, M.Tech, EE	Member
16	Prof. Subrata Biswas	Coordinator, M.Tech, EE	Member

I. Terms of Members:

The term of the nominated members shall be two years.

II. Meetings:

The Principal shall convene a meeting of the Academic Council not less than twice a year.

III. Functions:

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Departmental Faculty Committee with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc. provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons thereto.
- (b) Suggest redesigning of vision and mission of the institute and department.
- (c) Suggest the methods regarding the admission of students to different programmes of study in the college so as to attain continuous improvement.
- (d) Analyze the student's attainment with reference to PO, PSO etc. and suggest methods of improvement.
- (e) Recommend to the Governing Body proposals for institution of new programmes of study.
- (f) Recommend to the Governing Body of the institution for scholarships, studentships, fellowships, prizes and medals and to frame regulation for the awards for the same.
- (g) Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it.
- (h) Perform such other functions as may be assigned by the Governing Body/Director.

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2. Finance committee (FC)

Sl. No.	Name	Category	Nature
1.	Dr. H. K. Mandal	Director of the College	Chairman
2.	Prof. (Dr.) T. Datta	Principal of the College	Vice Chairman
3.	Prof. (Dr.) S. Roy	HOD-BME	Member
4.	Dr. Arindam Ray	BOG Nominee	Member
5.	Mr. Ashis Kar	Administrative Officer	Convener

Terms of members: The terms of the nominated members will be for a period of two years.

Meetings: The committee will meet at least two times a year before the BOG meeting for recommending its resolutions to the BOG for consideration.

Functions:

- Budget preparation & Finance Planning.
- Budget Allocation.
- Recommended the Budget to BOG for approval.
- Re-appropriation of funds of different Heads of the Budget with approval of the BOG.
- Budget estimates relating to the grant received/receivable from UGC, and income from fees and other sources collected for smooth operation of the college.
- Advise the BOG on any matter involving finance.

3. INSTITUTIONAL PLANNING, DEVELOPMENT, IMPLEMENTATION AND EVALUATION COMMITTEE (IPDIEC)

Sl. No.	Name	Category	Nature
1	Dr. H. Mandal	Director	Chairman
2	Prof. (Dr.) T. Datta	Principal	Vice Chairman
3	Prof. (Dr.) S. Roy	HOD-BME	Member
4	Prof. C. R. Datta	HOD-ECE	Member
5	Prof. Atanu Das	HOD-CSE	Member
6	Prof. U.K. Auddy	HOD-CE	Member
7	Dr. A. Roy	Director - TIG	Member
8	Mr. Biswajit Dutta	GM Finance - TIG	Member
9	Mr. Ashis Kar	Administrative Officer	Member Secretary

Functions:

The IPDIE Committee shall advise the Director/GB on the following matters:

- a) Planning of Development proposal or any new schemes submitted from different Departments of the College or called for by Central and/or State Government or by the University Grants Commission and such other agencies and also by the institute management.

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Provided that all proposal for improvement, expansion and development of teaching and research including ancillary requirements shall not be taken up by the Planning and Development Committee, unless they had been considered and approved by the respective departments.

- b) Formulation of departmental plans covering periods longer than five years and drawing up advance programmes two or three years ahead of implementation of projects, provided that the departmental plan should be routed through Board of Studies.
- c) Recommend plans and estimates of any new building projects.
- d) Recommend purchase of books, journals, equipment and stores exceeding Rs.50000/- in value.
- e) Recommend new constructions and extension of existing buildings.
- f) Supervision and generation of report on implementation of capital projects.
- g) Formulation of projects on power, transport, environment (institution & work space), digitalization norms and implementation.
- h) Any other matter they may be referred to the IPDIE Committee by the Director/GB.

The IPDIE Committee shall meet as often as feel necessary but at least once in every six months.

4. Central Purchase Committee (CPC)

S#	Name	Category	Nature
1	Prof. (Dr.) T. Datta	Principal	Chairman
4	Mr. S. Roy	Administrator	Convener
5	Mr. Subrata Ghosh	Executive- Admin. & A/C	Member
6	Prof. (Dr.) S.Roy	HOD-BME	Member
7	Prof. C. R. Datta	HOD-ECE	Member
8	Prof. Atanu Das	HOD-CSE	Member
9	Prof. Chandan Banerjee	HOD-IT	Member
10	Prof. S. Majumder	In-charge-AEIE	Member
11	Prof. P.S.Pal	HOD-EE	Member
12	Prof. M. K. Naskar	HOD-ME	Member
13	Prof. R. N. Biswas	HOD-CE	Member
14	Prof. I. Ghosh	HOD-BES	Member
15	Prof. B. K. Datta	HOD-MBA	Member
16	Prof. M. Goswami	Professor-BES	Member
17	Dr. Arindam Ray	Director-TIG	Member

Terms of Members:

Two years for nominated members

Meetings:

At least two times a year and as and when necessary

Functions:

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- a. Scrutinize the requisitions of goods (equipment, instruments, furniture, LR materials, etc.) placed by the HODs and assessed by the Departmental Purchase Committee for on going activities (teaching and research), and activities to be taken up in future as per plan approved by the BOG.
- b. Invite quotations for goods /components etc. from different vendors, process the tenders as per Institute rules and finalize the order.
- c. Recommend for the payment after goods are received & tested by the concerned department.
- d. Any other matter related to purchase and procurement of items other than those related to Construction works.

5. Disciplinary Committee (DC)

S#	Name	Category	Nature
1	Prof. (Dr.) T.Datta	Principal	Chairman
2	Prof. M. Goswami	Professor - BES	Member
3	Prof. I. Ghosh	HOD-BES	Convener
4	Prof. S. Bagchi	AP-BES	Member
5	Prof. Agnibha Dasgupta	AP-CSE	Member
6	Prof. Shilpi Bose	AP-CSE	Member
7	Prof. S. Roy Chatterjee	AP-ECE	Member
8	Mr. Ashis Kar	Admin. Officer	Member

Terms of Members:

Two years for nominated members

Meetings:

At least two times a year and as and when necessary

Functions:

- a. Recommend measures for maintenance of discipline and a conducive academic ambience in the College.
- b. Conduct enquiry for incidents of misbehaving and misconduct of any kind, violation of service.
- c. Conduct enquiry for incidents of indiscipline amongst students and submit the report to the Head of the Institute for necessary action.
- d. Work in close liaison with other disciplinary bodies like Anti Ragging Committee, etc.
- e. Any other matter related to discipline, forwarded by Director/Principal.

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6. Library Committee (LC)

S#	Name	Category	Nature
1	Prof. (Dr.) T. Datta	Principal	Advisor
2	Prof. M. Goswami	Professor-BES	Chairperson
3	Prof. I. Ghosh	HOD-BES	Member
4	Prof. M. K. Naskar	HOD-ME	Member
5	Prof. B. K. Dutta	HOD-MBA	Member
6	Prof. S. Roy	HOD-BME	Member
7	Prof. C. R. Datta	HOD-ECE	Member
8	Prof. A. Das	HOD-CSE	Member
9	Prof. C. Banerjee	HOD-IT	Member
10	Prof. A.Kundu	Asso.Prof.- IT & Lib in-charge	Member
11	Mr. D. N. Mandal	Librarian	Convener
12	One UG Student	B Tech Student	Member
13	One PG Student	M Tech Student	Member
14	One Research Scholar	Research Scholar	Member
15	Mr. Subrata Ghosh	Assistant Librarian	Member
16	Ms. Subhra Ghosh	Assistant Librarian	Member
21	Prof. S. Majumder	In-Charge-AEIE	Member
22	Prof. P. S. Pal	HOD-EE	Member
23	Prof. M. K. Naskar	HOD-ME	Member
24	Prof. R. N. Biswas	HOD-CE	Member

Terms of Members:

Two years for nominated members

Meetings:

At least two times in every semester and as and when necessary

Functions:

- a. Supervise smooth functioning of Library including its Reading Room facility and up keep of the Library
- b. Process and arrange for procurement of Library Books, Journals and other L-R materials on recommendation of the Departments following laid down rules
- c. Monitor maintenance and up gradation of Digital Library
- d. Organize Book Fairs
- e. Formulate policies for Library operation
- f. Assist and advise functioning of Departmental Libraries

7. Research and Development Committee (RDC)

S#	Name	Category	Nature
1	Prof. (Dr.) T. Datta	Principal	Advisor
2	Prof. S. Roy	HOD -BME	Member
3	Dr. Anupam Ghosh	Associate Professor, CSE	Convener
4	Dr. Anirban Kundu	Associate Professor-IT	Member
5	Dr. Chandra Das	AP-CSE	Member
6	Prof. Sabyasachi Bagchi	AP-BES	Member
7	Prof. Swapna Roy	AP-EE	Member

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Terms of Members:

Two years for nominated members. One expert as the Director's nominee can be co opted if necessary

Meetings:

At least once a year and as and when necessary

Functions:

- a. Recommend measures for R&D activities and consultancy.
- b. Organized seminar and workshop to promote R&D activities.
- c. Interact with funding authorities (Govt. & non-Govt.) for approval of projects and its funding.
- d. Interact with industry and R&D organization for collaborating research project and promote counseling activities.
- e. Provide facilities of professional activities of faculty and student.
- f. Motivate research projects and publications.
- g. Review and scrutinize ongoing research work.
- h. Report Director/Principal periodically about the R&D activities.

8. Fire& Safety Committee (FSC)

S#	Name	Category	Nature
1	Dr. H. K. Mandal	Director	Advisor
2	Prof. T. Datta	Principal	Chairman
3	Prof M. K. Naskar	HOD-ME	Convener
4	Prof. Subrata Biswas	AP-EE	Member
5	Prof.Koushik Dutta	AP-ECE	Member
6	Prof. Subrata Kabiraj	AP-BES	Member
7	Prof. Partha Ghosh	AP-IT	Member
8	Prof. Tarak Das	AP-BME	Member
9	Prof. Shilpi Bose	AP-CSE	Member
10	Prof. Indranath Bagchi	AP-MBA	Member
11	Mr. Ashis Kar	Admin. Officer	Member
12	Mr. Arnab Dutta	AP-CE	Member
13	Mr. Biswajit Barua	In Charge – Elec&Maint.	Member

Terms of Members: Two years for nominated members. One expert as the Director's nominee can be co-opted if necessary

Meetings:

At least once a year and as and when necessary

Functions:

- a. Anticipate, identify and evaluate hazardous conditions and practices.
- b. To examine the technical problem of fire and safety services.
- c. Implement, administer and advise others on hazard control programs.
- d. Measure, audit and evaluate the effectiveness of hazard control programs.
- e. Monitoring, conducting, and/or assisting in safety training
- f. Conducting employee surveys to evaluate their attitudes toward safety
- g. Any other, applicable in this regard

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9. Examination Committee(EC)

Serial No.	Name	Nature
1.	Prof. T. Datta, Principal	Chairman
2.	Prof. Sukumar Roy	Convener
3.	Prof.Mitali Goswami	Member
4.	Prof.Atanu Das	Member
5.	Prof. Chandan Banerjee	Member
6.	Prof. Indranil Ghosh	Member
7.	Prof. Tridibesh Nag	Member
8.	Prof.C. R. Datta	Member
9.	Prof.B. K .Datta	Member
10.	Prof. U.K.Auddy	Member
11.	Prof. Maloy Naskar	Member
12.	Prof. Shilpi Bose	Member
13.	Prof. Dhritiman Mondal	Member
14.	Prof. Sumitesh Majumder	Member
15.	Prof. Sabyasachi Bagchi	Member

Terms of Members:

The members are nominated for two years.

Meeting:

At least twice in a year and as and when required.

Objectives:

To conduct the examination (/s) in the institution.

Responsibility of the committee:

1. To conduct the examinations in the college including University Semester Examinations.
2. To supervise, coordinate and advise the members.
3. To maintain and improve the methodology of institutional examinations.
4. To form the Examination–cell prior to any semester examination as per the University Guide lines.

10. Student Affairs Committee (SAC)

A. Cultural Committee (CC)

S#	Name	Category	Nature
1	Prof. (Dr.) T. Datta	Principal	Chairman
2	Prof. C. Banerjee	HOD-IT	Member
3	Prof. Debasish Barman	Associate Professor, ME	Member
4	Prof. I. Ghosh	AP& HOD-BESH	Jt.Convener
5	Prof. S. Bagchi	AP-BESH	Jt.Convener
6	Prof. Ayanita Banerjee	AP-BES	Member
7	Ms. Aditi Chatterjee	TA-BESH	Member

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Terms of Members:

Two years for nominated members.

Meetings:

At least once a year and as and when necessary

Functions:

- a. Conduct various cultural programmes in the college
- b. Assist in the selection of cultural, diverse, educational and entertaining events.
- c. Appreciate the rich multicultural and multi-linguistic tradition of Indian Society.
- d. For students point of view, the following sub committees will be formed with the following composition & functions
 - (a) **Students' Cultural Fest Committee (SCFC):** (1)two nominee of CAC as the Advisors, (2) Nominee of CAC as Convener, (3) five faculty from sitting members of CAC, (4) two student nominees of CAC, (5) four nominees of Principal
 The committee will (1) provide a common platform to showcase students' talent and portray their innovative ideas, (2) help, suggest, promote, and lead fun activities and events for the semester, (3) prioritize and finalize the budget for the program, (4) motivate and encourage encouraged to participate in intra and inter-collegiate cultural competitions
 - (b) **Fresher's Welcome Committee (FWC):** (1)two nominee of CAC as the Advisors, (2) Nominee of CAC as Convener, (3) five faculty from sitting members of CAC, (4) two student nominees of CAC, (5) four nominees of Principal
 The committee will (1) create opportunities for greater interaction and communication within the college community, (2) encourage participation in College life, (3) prioritize and finalize the budget for the program, (4) finalize the program of events.

B. Games& Sports Committee

S#	Name	Category	Nature
1	Prof. (Dr.) T. Datta	Principal	Chairman
2	Prof. N. C.Biswas	AP-BES	Convener
3	Prof. C. Banerjee	Asst. Prof.-CSE	Member
4	Prof. R. Middy	Asst. Prof.-ME	Member
5	Prof. Sukanta Bose	Asst. Prof. – IT	Member
6	Prof. Saswati Das	Asst. Prof.-BES	Member
7	Prof. SouravDutta	Asst. Prof. –CSE	Member
8	Prof. N. Roy De Sarkar	AP-IT	Member
9	Mr. AshisKar	Admin Officer	Member
10	Mr. Palash Ghosh	ME-4 th year	Student Member
11	Mr. Tamal Chatterjee	CE-2 nd year	Student Member

Terms of Members:

Two years for nominated members. The Committee may co-opt two more members of staff / student (as the case may be), if necessary.

Meetings:

At least twice a year and as and when necessary.

Functions:

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- a. Conduct different intra & inter College Sports and games events.
- b. Conduct Athletic meets.
- c. Conduct Indoor events.
- d. Conduct Sports Awareness Programme in the college.

11. Central Routine Committee (CRC)

S#	Name	Category	Nature
1	Prof. (Dr.) T. Datta	Principal	Chairman
2	Prof. (Dr.) Sukumar Roy	HOD-BME	Convener
3	Dr. Indranil Ghosh	HOD -BES	Member
4	Dr. Krishnendu Bhattacharya	Asst. Prof.-BES	Member
5	Prof. Malay KantiNaskar	HOD –ME	Member
6	Prof. Shilpi Bose	Asst.Prof.-CSE	Member
7	Prof. Arup Dasgupta	Asst.Prof. -BES	Member

Functions:

- Prepare semester-wise routine for theory and practical classes.
- Make plan for holding maximum possible classes.
- Allocate adequate number of tutorial classes and options for invited talk, guest lectures, etc.
- Include special classes (for advanced learners) and remedial classes (for weak learners).
- Incorporate the routine in the Learning Management System of the college.
- Look after the allotment and proper utilization of class rooms and laboratories.