



Ref. No.:

NSEC/SSOMC/01/2022-23

Date:

16<sup>th</sup> September 2022

## **OFFICE ORDER**

The **SC/ST, OBC and Minority Cell** of the institute has been reconstituted. The cell comprises with the following members:

S#	Name	Nature
1	Prof. Amal K Ghosh, Principal	Chairman
2	Prof. Sukumar Roy, Dean-Academic Affairs	Member
3	Prof. Indranil Ghosh	Member
4	Prof. Malay Kanti Naskar	Member
5	Prof. Subrata Biswas	Member
6	Prof. Swapna Roy	Member
7	Prof. Supriyo Dhabal	Member
8	Kazi A H Taslim Arif	Member
9	Prof. Ranajit Midya	Convener

### **Terms of Members:**

Two years for nominated members.

### **Meetings:**

At least once in a semester and as and when necessary

### **Functions:**

- Look after the Welfare of SC/ST, OBC and Minority members of faculty, staffs and students.
- Promotes the special interest of students of weaker section of the society and to provide special inputs in areas where the students experience difficult.
- Analyze information on admissions, education, training and employment of weaker section of the students and to prepare reports.
- Deal with representations received from Scheduled Castes and Tribes candidates regarding admission, recruitment, promotion and other similar matters.
- Promote higher education among these communities suffering economic, social and educational deprivations.

*(Signature)*  
16.09.2022  
**PRINCIPAL**  
Netaji Subhash Engineering College  
Techno City, Garia,  
Kolkata-700 152  
W.B., India



Ref. No.:

NSEC/ICC/2022-23

Date :

15<sup>th</sup> November 2022

## **OFFICE ORDER**

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation 2015, the **Internal Complaints Committee (ICC)** has been reconstituted with the following members. The Vishaka Guidelines should also be strictly adhered.

S#	Name	Nature	Category
1	Prof. Moujhuri Patra	Chairman	Associate Professor-MCA
2	Prof. Deepashree Dhar	Convener	Assistant Professor-BES
3	Prof. Chandan Banerjee	Member	Professor-IT
4	Mrs. Subarna Bhattacharya	Member	Sr. Technical Assistant-ECE
5	Mrs. Srabani Chakraborty	Member	Office Executive
6	Mr. Dipankar Chakraborty	Member	Convener, All India Legal Aid Fourm-NGO
7	Mr. Tryambwak Biswas	Member	M.Tech Student-PS, 1 <sup>st</sup> Yr.
8	Ms. Suvangi Shaw	Member	B.Tech Student-BME, 3 <sup>rd</sup> Yr.
9	Ms. Ankita Hazra	Member	B.Tech-ECE, 4 <sup>th</sup> Yr.

### **Terms of Members:**

Two years for nominated members. The committee will co-opt more members of staff / students (as in the case may be), if necessary.

### **Meetings:**

At least once in a semester and as and when necessary

### **Functions:**

- Conduct sensitization workshops to make aware about the provisions of the Act.
- Promote Gender Equality and Women Empowerment across every sector.
- Conduct preliminary enquiry of all reported cases and / or complaints relating to sexual harassment at workplace involving all sections of members of faculty, staffs and students of the institute.
- Submit a preliminary report to the Principal along with all documents and recommendation of possible punishment, if any.
- Evolve and suggest means to take preventive measures.
- In case of allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell.
- If ICC concludes that the allegation made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complaint shall be liable to be punished as the relevant provision of the aforementioned UGC Regulation 2015.

*Ghosh*  
15.11.2022  
**PRINCIPAL**  
Netaji Subhash Engineering College  
Techno City, Garia,  
Kolkata-700 152  
W.B., India





Ref. No.:

NSEC/GRC/2022-23

Date:

16<sup>th</sup> September 2022

**OFFICE ORDER**

The Grievance and Redressal Committee has been reconstituted with the following members.

S#	Name	Nature	Category
1	Prof. Amal K Ghosh	Principal	Chairman
2	Prof. Sukumar Roy	Dean-Academic Affairs	Member
3	Prof. Chandra Das	Asso. Prof.-CSE	Member
4	Prof. Sabyasachi Bagchi	Asso. Prof. & HOD,BES	Member
5	Prof. Anirban Kundu	Prof. & HOD-CSBS	Member
6	Prof. Tridibesh Nag	Asso. Prof. & HOD-EE	Member
7	Prof. Moujhuri Patra	Asso. Prof. - MCA	Member
8	Prof. Swagata RoyChatterjee	Asstt. Prof. - ECE	Member
9	Prof. Partha Ghosh	Asst. Prof. - IT	Member
10	Prof. Madhumita DasSarkar	Asso. Prof. -MAKAUT(Nominee)	Member
11	Dr. Manoj Kumar Kanji	Deputy Director-DTE (Nominee)	Member
12	Prof. Indranil Ghosh	Asso. Prof.-BES	Jt. Convener
13	Mr. Ashis Kar	Admin. Officer	Jt. Convener

**Terms of Members:**

Two years for nominated members.

**Meetings:**

At least once in a semester and as and when necessary

**Functions:**

- Look into the grievance if any related to academic matter of any kind from the students and assess its merit and advice for its Redressal.
- Receive the grievance related to service/incident(s) of indiscrimination in the college in written from the employee and assess its merit for consideration and action.
- Tries to settle issues amicably in a time bound manner and ensures that the grievances are resolved impartially and confidentially.
- Refer to the BOG along with the findings and recommendation for Redressal to the grievance if it does not satisfy the aggrieved.

*Signature of Principal*  
16-09-2022  
**PRINCIPAL**  
Netaji Subhash Engineering College  
Techno City, Garia,  
Kolkata-700 152  
WB., India



**NETAJI SUBHASH  
ENGINEERING COLLEGE**

Approved by AICTE and Affiliated to Maulana Abul Kalam Azad  
University of Technology, West Bengal  
(Formerly known as West Bengal University of Technology)

Ref. No.:

NSEC/FC/2022-23

Date:

16<sup>th</sup> September 2022

**OFFICE ORDER**

The **Finance Committee** of the institute has been reconstituted with immediate effect until further orders which is as follows:

S#	Name	Nature	Category
	Dr. H. Mandal	Director	Chairman
1	Prof. Amal K Ghosh	Principal	Vice-Chairman
2	Prof. Sukumar Roy	Dean-Academic Affairs	Member
3	Mr. Sumit Roy	Registrar	Convener
4	Mr. Debabrata Basu	Chartered Account	Member
5	Mrs. Chaitali Halder	Asstt. Manager-Finance	Member
6	Mrs. Moumita Chakraborty	Account Executive	Member
7	Mr. Ashis Kar	Administrative Officer	Member

**Terms of Members:**

Two years for nominated members.

**Meetings:**

At least twice in a year and as and when necessary

**Functions:**

- Budget preparation and finance planning
- Budget allocation
- Recommended the Budget to BOG for approval
- Re-appropriation of funds of different heads of the Budget and income from fees and other source collected
- Advise the BOG on any other involving finance

*Signature*  
16.09.2022  
**PRINCIPAL**  
Netaji Subhash Engineering College  
Techno City, Garia,  
Kolkata-700 152  
W.B., India





# NETAJI SUBHASH ENGINEERING COLLEGE

Techno City, Garia, Kolkata – 700 152

Ref. No.: NSEC/Library/2022-23/001

Date: 20<sup>th</sup> July, 2022

## Office Order

### Library Committee

S#	Name	Category	Nature
1	Dr. H. Mandal	Director	Advisor
2	Principal, NSEC	Principal	Advisor
3	Prof. Sukumar Roy	Dean-Academic Affairs	Chairman
4	Prof. Dipasree Dhar	Asst. Prof. - BES	Member
5	Prof. Anirban Kundu	Asso. Prof. & HOD - CSBS	Member
6	Prof. Koushik Dutta	Asst. Prof. & HOD - ECE	Member
7	Prof. Chandra Das	Asst. Prof. - CSE	Member
8	Prof. Moujhuri Patra	Asst. Prof. & HOD - B.Sc. (CS & DS)	Member
9	Prof. Sankhadip Saha	Asst. Prof. - EE	Member
10	Prof. Priyadarsini Dhar	Asst. Prof. - AEIE	Member
11	Prof. Deblekha Konar	Asst. Prof. - CE	Member
12	Prof. Anupam Halder	Asst. Prof. - ME	Member
13	Prof. Sumana Chatterjee	Asst. Prof. - BME	Member
14	Prof. Sumit Roy	Asst. Prof. - BBA	Member
15	Mr. Subrata Ghosh	Librarian	Convener
16	Mr. Debjyoti Roy Sarkar	B Tech Student-AEIE	Member
17	Mr. Joydip Dhar	M Tech Student- PS	Member

**Terms of Members:** Two years

**Meetings:** At least two meetings every semester and as and when necessary.

#### **Functions:**

- Supervise smooth functioning of Library including its Reading Room facility and up keep of the Library.
- Process and arrange for procurement of Library Books, Journals and other L-R materials on recommendation of the Departments.
- Monitor maintenance and up gradation of Digital Library.
- Formulate policies for Library operation.
- Assist and advise functioning of Departmental Libraries.

*[Signature]*  
20/07/22







# NETAJI SUBHASH ENGINEERING COLLEGE

Techno City, Garia, Kolkata - 700 152

Ref. No.: NSEC/Office Order/ 2022-23/001

Date: 20<sup>th</sup> July, 2022.

## Office Order

### Infrastructure and Space Utilization Committee (ISUC)

S#	Name	Category	Nature
1	Dr. H. Mandal	Director	Advisor
2	Principal, NSEC	Principal	Advisor
3	Prof. Sukumar Roy	Dean-Academic Affairs	Advisor
4	Mr. Sumit Roy	Registrar	Chairman
5	Prof. Agnibha Dasgupta	Asst. Prof. - CSE	Convener
6	Prof. Chandan Banerjee	Prof. & HOD - IT	Member
7	Prof. Subrata Biswas	Asst. Prof. - EE	Member
8	Prof. Supriyo Dhabal	Asst. Prof. - ECE	Member
9	Prof. Samir Kumar Ghosh	Asst. Prof. & HOD - BME	Member
10	Prof. Sabyasachi Bagchi	Asst. Prof. & HOD - BES	Member
11	Prof. Anuradha Saha	Asst. Prof. - AEIE	Member
12	Prof. Indranath Bagchi	Asst. Prof. - BBA	Member
13	Prof. Anupam Ghosh	Prof. - CSE/AI ML	Member
14	Prof. Anupam Bera	Asst. Prof. - IT/CSBS	Member
15	Prof. Arnab Dutta	Asst. Prof. - CE	Member
16	Prof. Atanu Das	Asst. Prof. & HOD -MCA	Member
17	Prof. Sayan Mandal	Asst. Prof. - ME	Member
18	Mr. Ashis Kar	Administrative Officer	Member

**Terms of Members:** Two years.

**Meetings:** At least two times a year and as and when necessary.

#### **Functions:**

- Ensure efficient & effective utilization of infrastructure and academic resources.
- Examine the need for additional space for running on going or modification of existing infrastructure and prepare overall comprehensive development plan.
- Scrutinize and validate the requisition of different infrastructure requirements received from the departments and recommend for further procedure.
- Plan in advance activities to be initiated and pursued keeping in mind its demand and aspirations of the stake holders.

*[Signature]*  
20/07/2022







# NETAJI SUBHASH ENGINEERING COLLEGE

Techno City, Garia, Kolkata – 700 152

Ref. No.: NSEC / Office Order / 2022 / 48

Date: 2<sup>nd</sup> July, 2022

## Office Order

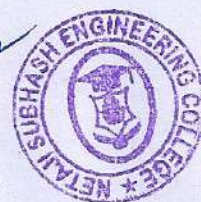
### Central Routine Committee (CRC)

S#	Name	Category	Nature
1	Dr. H. Mandal	Director	Advisor
2	Prof. (Dr.) Sukumar Roy	Dean-Academic Affairs	Chairman
3	Prof. Subrata Biswas	Asst. Prof. -EE	Convener
4	Prof. Arup Dasgupta	Asst. Prof.-BES	Member
5	Prof. Sumit Roy	Asst. Prof. -BBA	Member
6	Prof. Aikatan Biswas	Asst. Prof.-CE	Member
7	Prof. Ranajit Midya	Asst. Prof. -ME	Member
8	Prof. Sujana Krishna Samanta	Asst. Prof.-BME	Member
9	Prof. Swatilekha Das	Asst. Prof.-AEIE	Member
10	Prof. Piyali Mukherjee	Asst. Prof.-MCA & BCA	Member
11	Prof. Debasish Chowdhury	Asst. Prof.-BSc. DS & CS	Member
12	Prof. Sankhadeep Saha	Asst. Prof.-EE	Member
13	Prof. Paramita Chowdhury	Asst. Prof.-ECE	Member
14	Prof. Anupam Bera	Asst. Prof.-IT & CSBS	Member
15	Prof. Prithwish Das	Asst. Prof.-CSE	Member
16	Prof. Anupam Ghosh	Prof.-CSE/AIML	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.

*[Handwritten signature]*  
2/7/22







# NETAJI SUBHASH ENGINEERING COLLEGE

Approved by AICTE and Affiliated to Maulana Abul Kalam Azad  
University of Technology, West Bengal  
(Formerly known as West Bengal University of Technology)

Ref. No.:

NSEC/GRC/2022-23

Date:

16<sup>th</sup> September 2022

## OFFICE ORDER

The **women empowerment cell** of Netaji Subhash Engineering College looks after the welfare of female employees and girl students of the institute. It facilitates redressal of their problems and caters to their issues/ grievances. The cell promotes all round development of female employees and girl students of the Institute to enhance their self-esteem and self-confidence.

S#	Name	Nature	Category
1	Prof. Piyali Chatterjee	Professor & HOD, Dept. of Computer Science & Engineering	Co-ordinator
2	Prof. Moujhuri Patra	Associate Professor	Member
3	Prof. Sreya Pal	Associate Professor	Member
4	Prof. Anuradha Saha	Assistant Professor	Member
5	Prof. Swagata RoyChatterjee	Assistant Professor	Member

### Terms of Members:

Two years for nominated members.

### Meetings:

At least once in a semester and as and when necessary

### Functions:

- To provide protection against sexual harassment of women at workplace
- To prevent and redress complaints of sexual harassment
- To address matters connected therewith or incidental thereto.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the workplace.
- To conduct seminars workshops to spread information on the numerous opportunities and tools available and to train women accordingly.

*[Signature]*  
16.09.2022

PRINCIPAL

Netaji Subhash Engineering College  
Techno City, Garia  
Kolkata - 700152  
W.B., India



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