



# Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED  
TO UNIVERSITY OF CALCUTTA  
NACC ACCREDITED B++ IN 2016 (2ND CYCLE)  
& ISO 9001 : 2015 CERTIFIED  
E. M. Bypass, Baghajatin, Kolkata - 700 094

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Ref. No.....

Sammilani Mahavidyalaya

Date .....

List of Sub-Committees/Councils/Cells, (2023 – 2025) recommended by Teachers' Council as resolved on The Teachers' council meeting dated 21.09. 2023.

Common Minimum Functions and Responsibilities of the Subcommittees/cells/councils, etc.

- 1) Minutes/resolutions of all the meetings along with Job Diary /ATR and related records to be maintained and kept under the jurisdiction of the convener(s) or in aalmirah in the office of the Principal. All the conveners/members are required to provide or assist in that respect respective data and information for the IQAC, NIRF and AISHE as and when required.
- 2) For any purchasing/servicing recommended by any sub-committee - a) respective resolution(s) must be taken in a meeting with required number of members for quorum in the house and b) in case of any payment to be made for purchasing or availing of service based on any resolution at least one convener and 50% of the members would verify and certify as follow: i) in case of any purchase - 'item has been received and entered in the asset/stock register', ii) in case of availing of any service - 'service done/provided//received satisfactorily and entered in the asset/stock register' iii) in case of purchasing laboratory equipment/computer/or any instrument - 'item received and installed successfully and entered in the asset/stock register' on the bill(s) by the convener/members as noted above in addition to the HoD of the Department.

The above statement(s) with signature are meant to extend help and cooperation to the authority for making entire process including making payment transparent and as per the existing rules of the WB Govt./UGC, etc. HOWEVER, IT IS TO BE NOTED THAT AS PER THE EXISTING REGULATIONS OF THE FINANCE DPT., GOVT. WB, ONLY DDO ASSUMES AND TAKES FINANCIAL RESPONSIBILITY FOR ANY KIND OF PAYMENTS.


As per the Calcutta University Act, 1979 (the West Bengal Act XXXVIII of 1979) that amends its First Statutes, 1966 as First Statutes, 1979, the Governing Body approved and appointed different sub-committees/councils/cells on recommendation of the TC under clause 97 and sub-clause (3) thereunder. As per the Statute the Principal acts as Chairman of all sub-committees/cells/council except ICC.

## 1. Academic Council:

**Functions & Responsibilities:** It is a statutory body to make academic and extra-academic plans and programmes in compliance with University's CSR and guidelines of the UGC and HED, WB. In consultation with the IQAC, it takes necessary steps to upheld and improve quality of teaching-learning. In addition, it is empowered by the GB to implement and execute related plans and programmes.

Convener: Dr. Marisha Chakraborty  
Co Convener: Prof. Ujjwal Soren  
Co Convener: HOD of Dept. of Commerce  
Coordinator: IQAC

  
Secretary  
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Librarian

Members:

All Head of the Departments.

NTS: Sri Shyamal Sinha and Sri Rajat Dutta

Student representative

Governing body representative

## 2. Library sub -committee;

**Functions & Responsibilities:** It collects book lists for purchase from different departments and undertake process for the same as per the guidelines of the Finance Committee. It takes all official responsibilities for procurement and maintenance of books, journals and other reading resources. In addition, it looks after resource management, frames policy for the distribution of books and procurement of related items and equipment for overall development of college library.

Convener: Librarian

Convener and Jt. conveners of Academic Council

Coordinator: IQAC

SACT: Prof. Bibek Manna, Prof. Rajyeswar Sardar

NTS: Sri Rajat Dutta and Sri Maheshwar Dasadhikary

Student Representative

## 3. Admission Sub - Committee

This sub-committee frames plan and policy for admission and registration of the students as per guidelines of the HED and CU. For document verification, registration and change of subject (if needed) they manage and can depute teacher(s) from all the respective department as and when required.

Convener: Prof. Kamonasish Mistry

Convener and Jt. conveners of Academic Council

Members: Prof. Brototi Mondal, Dr. Mrinal Ch. Halder,

SACT: Prof. Sumit Pal, Prof. Rajyeswar Sardar

NTS: Shyamal Sinha, Rajat Dutta.

## 4. Examination and Internal Assessment Core committee:

**Functions & Responsibilities:** It assists the Principal for conducting CU examinations at college centre, makes time schedules of different examinations (College's mid-terms, internal, etc.), organizes examinations and supervises distribution of answer-scripts to the University on the day of examination, examiners of the college and submit distribution list to the Results and Evaluation Sub-committee. It collects list of examiners from the departments and provides the same to the Results & Evaluation Sub-committee and to the Principal. It also helps different departments for collecting project reports, internship, tutorial, etc. by furnishing a centralized schedule.

Convener- Prof. Swagata Saha Saw

SACT: Prof. Avedananda Bhattacharya

NTS: Sri Rajat Dutta, Sri Tarun Singha

  
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## 5. Result and Evaluation Sub- committee

**Functions & Responsibilities:** It collects list of examiners/ scrutineers and results with attendances from the examiners of different departments/teachers, arranges distribution of evaluated answer-scripts to the HEDs of the Calcutta University, monitors uploading of marks and attendances by the examiners on CU Portal, collection of internship certificate, publication of results of test, mid-term examinations.

Convener: Prof. Banani Gangopadhyay

Members: Prof. Swagata SahaSau, Prof. Debasish Roy

SACT: Prof. Sannak Dutta Roy, Prof. Arindam Saha

NTS: Sri Rajat Dutta, Sri Tarun Singha

## 6. Building sub- committee

It make plans for new construction or augmentation of existing of building as per regulation of WB Govt., does the needful for approving and vetting plans and estimate (by PWD, etc.), looks after maintenance of building and other infrastructure through purchasing and/or servicing of items.

Convener: Prof. Uttam Kumar Ghosh

Prof. Debasish Roy

Prof. Pavel Moni

Dr. Sumita Das

Prof. Ranjit Shaw

Bursar

SACT: Prof. Meghbaran Haiti, Prof. Anjan Dutta

NTS: Sri Rajesh Das, Shankar Prasad Mandal.

## 7. Publications Sub-Committee

**Functions & Responsibilities:** It invites literary contributions from students and staffs of college for college's annual report, magazine and any other journal/periodicals and arranges for their publication. It encourages and facilitates department to publish wall magazine. In addition, it does the needful for publication of any content on the college website, prospectus, annual reports, etc. journals (if any) and collects text, photos and related contents for the college website.

Convener: Dr. Ruma Chakraborty

Members:

Dr. ParthaSarathi Bhattacharya

Dr. Mrinal Ch. Halder,

Prof. Brototi mondal,

Prof. LupsyMohanty Roy


SACT: Prof. BipanDutta

NTS: Sri Ahmed Sardar, Sri Maheshwar Dasadhikary.

## 8. Social media management Sub- Committee:



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It creates, collects, posts and manages text, audio and video contents on all social media.

Convenor: Prof. Brototi Mondal

Members: Dr. Marisha Chakrabarty, Prof. Debasish Roy

SACT: Prof. ParthaPratim Roy Chowdhury, Prof. Agnishwar Chakraborty

NTS: Sri Nema Sheet, Sri Kamal Naskar.

#### **9. Information technology resource management subcommittee (ITRM)**

**Functions & Responsibilities:** It looks after purchasing/procurement and maintenance of computers, projectors, printers, photocopiers, UPS (inverters), CCTV, etc. similar infrastructure/facilities in the college.

Convenor: Dr. Bapan Kumar Maity

Members: Prof. Brototi Mondal

Dr. Srikanta Malakar

Coordinator, IQAC

SACT: Prof. Debashis Kundu, Prof. Suchandra Das

NTS: Sri Nema. Sheet, Sri Rajesh. Das

#### **10. Purchase sub –committee**

It is responsible for making any purchase and procurement as per the rules and regulations of Finance Department of the WB Govt., and as requisitioned by respective sub-committee. It seeks approval for required fund from the Finance Sub-committee and/or GB. For necessary help for seeking quotation, floating e-tender and for making comparison report it may seek help of the respective sub-committee and/or department.

Convener: Dr. Srikanta Malakar.

Bursar,

Convener: Finance Committee

Secretary: Teachers' Council

Members:

Dr. Ruma Chakrabarty.

Prof. Banani Gangopadhyay

Dr. Bapan Kumar Maity.

Dr. Ananda Mukherjee

IQAC Co-ordinator


SACT: Prof. Anindita Guha , Prof Sumit Pal.

NTS: Sri Ahmed Sardar, Sri S Mondal

#### **11. Anti-ragging Cell:**

**Functions & Responsibilities:** It ensures implementation of the provisions of Anti-ragging Regulations Act as well as the provisions of law of the land time to time in force for prevention of ragging. It also monitors, oversee and collect report of the Anti-Ragging Squad in prevention of ragging in the institution. In addition, it addresses any complaint against the incident of ragging and ensures that no untoward incident happens to fresher's or any students. It also receives affidavits of the students and their guardians at the beginning as per the Ant-Ragging Act.

  
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Convener: Prof. Debasish Roy  
Members : Dr. Ruma Chakrabarty  
Dr. Shefali pal  
Prof. Lupsy Mohanty Roy  
SACT: Prof. ParthaPratim Roychowdhury, Prof. Sumit Pal  
NTS: Sri Rajat Dutta, Sri Gobinda Roy  
3 student representatives.  
Arts –  
Science –  
Commerce -

#### 12. Anti-Ragging Squad:

Duty of the anti-ragging squad includes maintaining vigil, oversight and patrolling functions. It shall remain mobile, alert and active at all times. It can make surprise raids on places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places. When required by the HoI as per the Anti-ragging regulations, the squad would undertake investigation for a ragging related incident.

Teacher Representatives  
Prof. Banani Gangopadhyay,  
Prof. LupsyMohanty Roy,  
Dr. Parthasarathi Bhattacharya,  
SACT: Prof. Rajyeswar Sardar, Prof. Sayantani Kar.  
NTS: Sri Rajat Dutta, Sri Gobinda Roy.  
Student representatives.  
Arts –  
Science –  
Commerce -

#### 13. Women Cell

**Functions & Responsibilities:** The Cell is formed for dissemination of knowledge through seminar/conference/webinar on woman empowerment, gender equality, good health and education for rural woman to improve quality of life and liberty. It recommends for special infrastructure/facilities for girls and women in the college. The cell organizes seminar/webinar on how to prevent sexual harassment in the campus.

Convener: Prof. Kasturi Kar  
Members-  
Dr. Shefali Pal  
Dr. Marisha Chakrabarty,  
Dr. Kalpana Santra  
Prof. ShipraTudu,  
SACT: Prof. Arundhuti Mukherjee, Prof. Panchali Mukherjee  
NTS: Smt. Rina Chakraborty

#### 14. Career Guidance and Placement Cell



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**Functions & Responsibilities:** It organizes vocational, ad-on and related certificate courses, informs students for various career opportunities, arranges related workshops, job fair, training and prepares students for career and competitive exams. It also keeps track of their achievement. It prescribes learning resources for the employment of the students in the library.

Convenor(s): Prof. Sangita Dey Sarkar & Prof. Swagata Saha Sau

Members: Dr. Srikanta Malakar

Dr. Sharmila Chakrabarty.

Dr. Parthasarathi Bhattacharya

Dr. Marisha Chakrabarty

SACT: Prof. Sarmishtha Sur, Prof. Debdutta Chakraborty, Prof Bibek Manna.

NTS: Sri Joydeb Sen, Sri Nema Sheet.

#### 15. Cultural Sub Committee :

**Functions & Responsibilities:** It promotes students for cultural activities, organizes competitions and cultural programmes. It facilitates celebration of different days of national and regional importance, B'days of national personalities with the help of NSS and students Union.

Convener: Prof. Kasturi Kar

Members- Prof. Swagata Saha Sau,

Dr. Sudeshna Basu,

Prof. Banani Gangopadhyay,

Dr. Paromita Dasgupta.

SACT: Prof. Rituparna Chatterjee, Prof. Meghbaran Hait, Prof Pamela Dutta Roy.

NTS: Sri Shyamal Sinha, Sri Prabir Debnath.

#### 16. NSS Advisory Committee:

**Functions & Responsibilities:** It looks after the regular activities of NSS units of college throughout the year including organizing special camp and making plans for sustainable development in the adopted slum/village.

P.O: Prof. Ranjit Shaw

Prof. Shipra Tudu

Prof. Brototi Mondal

Prof. Parthasarathi Bhattacharya

SACT: Prof. Achintya Paramanik

NTS: Sri Gobinda Ray, Sri Kamal Naskar.

Non-student volunteer(s) from the adopted slum/village:

#### 17. Research and development Cell:

**Functions & Responsibilities:** It makes plan and policy to promote academic research, extension activities in the locality and arranges internship with the help of departments. As and when required it evaluate project reports as per Annexure – IX of the UGC for financial assistance from the UGC.

  
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Convener: Dr. Sharmila Chakrabarty  
Members: Dr.Srikanta Malakar,  
Dr.Bapan kumar Maity,  
Prof. Lpsy Mohanty Roy.  
IQAC Co-coordinator,  
SACT: Prof. Bipan Dutta, Prof Monlina Sarkar.

**18. Students' support –Sub Committee:**

(Canteen, Cheap store, Free studentship)

It looks after the canteen and cheap store that includes augmentation and maintenance of ambience, quality of food and services. It can recommend the Building Committee for any augmentation/maintenance of infrastructure.

It recommends the students for private scholarship like Zindal, RKM, etc. It can recommend concession of tuition fees to the deserving and meritorious students.

Convener(s): Prof. Shipra Tudu& Dr. Parthasarathi Bhattacharya

Members:

Dr. Shefali Pal.

Dr. Mrinal Ch. Halder,

Dr. Kalpana Santra,

Prof. Ranjit Shaw.

SACT: Prof. Tamasha Sarengi, Prof. Anusua Mandal Banerjee.

NTS: Sri Sahadeb Murmu, Sri Shyamal Sinha.

**19. Yoga and Meditations Sub-committee:**

Convener: Dr. Sudeshna Basu

Members:

Prof. LpsyMohanty Roy.

Prof. Debasish Roy.

Prof. Ujjwal Soren.

Prof. Shipra Tudu.

SACT

NTS

**20. Sports Sub-committee:**

**Functions & Responsibilities:** It promotes students for different sports and organizes annual sports of college with the help of students's union and participation of students at different level competitions. It arranges for coach, prepares filed and recommends purchase and keep stock of the sports items.

Convener: Prof. Ranjit Shaw


Members: Prof. PavelMoni, Prof. Ujjwal Soren, Prof. Lpsy Mohanty Roy

SACT: Prof. Sandipan Malik.

NTS: Sri Kamal Naskar, Sri Gobinda Roy



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**21. Provident Fund Sub Committee:**

**Functions & Responsibilities:** It looks after employees' contribution to Provident Fund, posting of interest and maintenance of the ledger of Provident Fund of employees of the college, assesses merits and recommends for disbursing loan to the deserving applicants.

Convener: Prof. Uttam Kr. Ghosh.

Prof. Debasish Roy.

Bursar.

NTS: Sri Ahmed Sardar, Shankar Prasad Mandal.

**22. Leave & service book Sub Committee:**

**Functions & Responsibilities:** It keeps records of leaves, post the same on service books while writing service books of the employees of college and write service books of the employees.

Convener: Prof. Banani Gangopadhyay.

Members: Dr. Sharmila Chakrabarty, Prof. Mousumi Das, Dr. Molay Roy.

SACT: Prof. Avedananda Bhattacharya, Prof. Suvankar Mandal.

NTS: Sri Sahadeb Murmu, Sri Parimol Mondal.

**23. Minority Cell :**

**Functions & Responsibilities:** It facilitates the arrangement of Government fellowship and scholarships (*Aikyashree*) to the deserving candidates belong to any minority category and ensures non-discriminative and healthy environment to the students belonging to said communities. It also review performance of the students in academics, extra-curricular activities and keep updated MIS.

Convener: Dr. Mrinal Ch. Haldar

Members: Prof. Pavel Moni

SACT: Prof. Sampa Mandal, Prof. Sunandana Mukherjee

NTS: Sri Ahmed Sardar, Sri Sahadeb Murmu

**24. SC/ST Cell:**

**Functions & Responsibilities:** It facilitates the arrangement of Government fellowship and scholarships (OASIS) to the deserving candidates belong to any SC/ST category and ensures non-discriminative and healthy environment to the students belonging to said communities. It also review performance of the students in academics, extra-curricular activities and keep updated MIS.

Convener: Prof. Ujjwal Soren.

Members: Prof. ShipraTudu.

SACT: Prof. Bibek Manna, Prof. Senjuti Banik.


NTS: Sri Sahadeb Murmu, Sri Parimol Mondal.

**25. OBC cell:**

**Functions & Responsibilities:** It facilitates the arrangement of Government fellowship and scholarships to the deserving candidates belong to any OBC category and ensures non-discriminative and healthy environment to the students belonging to said communities. It



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also review performance of the students in academics, extra-curricular activities and keep updated MIS.

Convener: Prof. Mousumi Das

Members: Prof. Ranjit Shaw.

SACT: Prof. Raju Halder, Prof. Sukti Sen.

NTS: Sri Sahadeb Murmu, Sri Zahir Abbas

#### **26. Equal opportunity & Gender equity cell:**

**Functions & Responsibilities:** It ensures no student is treated differently and all receive equal opportunity in terms of scholarships, dissemination of knowledge and information, library, canteen and all available facilities and services. It collects data and information of the SC, ST and Minority students and monitors their wellbeing.

Convener: Dr. Kalpana Santra

Members: Prof. Kasturi Kar, Prof. Shephali Pal.

SACT: Prof. Mahuya Biswas, Prof. Bidyapati Sahoo.

NTS: Sri Ahmed Sardar, Sri Kamal Naskar.

#### **27. Internal Complaints Cell**

**Functions & Responsibilities:** The Cell is formed in accordance with the Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 which is a legislative act in India that came into force since 09 December 2013. It receives **complaints on sexual harassment at the workplace from an aggrieved girl student, woman staff**, as well as to inquire into and make recommendations to the employer on the action required pursuant to its inquiry of such complaint made. The chairperson of the ICC should be a senior woman and 50% of the member may be male. One member from a local NGO working in the field of women empowerment is essential.

Chairperson: Dr. Sharmila Chakrabarty

Members: Dr. Kalpana Santra,

Dr. Paramita Dasgupta,

Dr Sumita Das.

Dr. Srikanta Malakar,

Prof. Mousumi Das,

SACT: Prof. Anindita Guha, Prof. Arundhuti Mukherjee

NTS: Smt Rina Chakraborty.

Externals from NGO

#### **28. Environment awareness sub-committee:**

It maintains green and clean environment in the college campus, organizes seminar/workshop and activities on protection the environment. It take initiative for green and energy audit of the college.

Convener: Prof. Lupsy Mohanty Roy

Members: Dr. Sudeshna Basu,

Prof. Mousumi Das,

SACT: Prof. Kalyan Bhattacharya, Prof. Rahul Sengupta,

  
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NTS: Sri Zahir Abbas, Sri Paritosh Paik.

### 29. Grievance Readdressal Cell:

**Functions & Responsibilities:** It receives grievances of students, guardians, teachers and staffs of the college and address them in consultation with appropriate sub-committee/Cell, etc.

Convener: Dr. Shefali Pal

Members: Dr. RumaChakrabarti

SACT: Prof. Aryoma Chakraborty, Prof. Durba Ganguly

NTS: Sri Zahir Abbas, Sri Paritosh Mondal.

### 30. Anti - drug Cell

**It takes necessary steps to prevent abuse of substances like drugs, organizes seminar on anti-drug and liaisons with local police and appropriate govt. administration if and when required to prevent and counseling.**

Convener: Prof. Pavel Moni

Members:

Prof. LupsyMohanty Roy,

Dr. Marisha Chakrabarty,

SACT: Prof. Dibyendu Sarkar, Prof. Ananya Kumar Kar.

NTS: Sri Zahir Abbas, Sri Kamal Naskar.

### 31. Psychological Counseling cell:

**It counsel students or organizes for their proper counseling when any students found in distress as recommended by any mentor.**

Convener: Dr. Marisha Chakrabarty

Members:

Prof. Pavel Moni,

Dr. Ruma Chakrabarty,

SACT: Prof. Sukti Sen, Prof. Oindrila Bhattacharya

NTS: Sri Ahmed Sardar, Sri Kamal Naskar

### 32. Feedback sub- committee:

**It collects feedback from different stakeholders like students, guardians, teachers and employers , analyses and submit report to the Principal.**

Convener: Dr. Sumita Das .

Members:

Dr. Srikanta Malakar,

Prof. Brototi Mondal.

Prof. Mousumi Das,

IQAC Co-ordinator.

Bursar



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SACT: Prof. Swastik Mukherjee, Prof. Monolina Sarkar.  
NTS:

**34. RUSA-PMU sub-Committee:**

It has been formed as per the Guidelines of the HED for receiving grant under Component 9 of RUSA 2.0.

It manages the grant for construction, renovation and procurement as per DPR and submits UC to the appropriate authority as and when required.

Coordinator: Dr. Ananda Mukherjee  
Members: Prof. Uttam Kumar Ghosh ( Convener -Building Committee )  
Dr. Srikanta Malakar, (Convener, Purchase Committee)  
Bursar  
Coordinator, IQAC  
Secretary, Teachers' Council  
Librarian  
Accountant

**35 .IQAC**

Chairperson: Dr. Chandan Kumar Jana (Principal)  
Coordinator: Prof. SangitaDeySarkar (Associate Professor)

Teacher Members:


1. Dr. ParamitaDasgupta
2. Dr.Sumita Das
3. Dr. Ananda Mukherjee
4. Dr. SrikantaMalakar
5. Dr. SharmilaChakrabarty
6. Prof. KamonasishMistry
7. Dr. MarishaChakrabarty
8. Prof. BrototiMondal

Member from Management: Prof. Kasturi Roy Chatterjee  
Senior Administrative Officer: Dr. Bapan Kumar Maity (Librarian)  
One nominee from local society: Dr. SubhankarChakrabarty (Principal, Sundarban Mahavidyalaya)  
One nominee from Student:  
One nominee from Alumni: Nayan Roy  
One nominee from Employer: Sri. Ahmed Sardar  
One nominee from Industrialists: Sri Ramesh Kumar Vadlamani (General Manager – MDS, Head, CSR department, AmbujaNeotia.)  
One nominee from Stakeholders: Guardian

**36. RTI (Right to information) Cell:**

It provides information to the applicant(s) under the existing RTI Act as and when required.

  
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Information Officer: Prof. Banani Gangopadhyay.  
Appellate officer: Dr. Ananda Mukherjee  
SACT: Prof. Gouranga Debnath  
NTS: Sri Paritosh Paik, Sri Maheshwar Dasadhikari.

**37. Campus Development & Beautification Sub -committee: (NAAC purpose)**

**Functions & Responsibilities:** It looks after campus development and beautification of the college campus in consultation with the Development & Purchase Sub-committee.

Convener: Dr. Paramita Dasgupta.  
Advisor: Prof. Banani Gangopadhyay.  
Members:  
TCS  
IQAC Coordinator,  
Convener- Environmental cell,  
Convener -Building Committee,  
Bursar,  
Convener -Purchase Committee,  
SACT: Prof. Madhumita Saha, Dr. Dipannita Parial  
NTS: Sri Rajesh Das, Gobinda Roy.

**38. Distance learning Advisory Committee:**

It manages distance education centers at colleges; help them organizing events and programmes.

Convener: Prof. Debasish Roy  
Members: Prof. Kamonasish Mistry  
Dr. Moloy Roy  
Prof. Ranjit Shaw  
SACT: Prof. Avedananda Bhattacharya, Prof. Suvankar Mandol.  
NTS: Sri Tarun Singha, Sri Shankar Prasad Mondal.

**~~39. Annual Day Celebration Committee: (It can be joined with the cultural sub-committee)~~**

~~Make arrangement for celebrating different annual days.~~

Convener: RumaChakrabarty,  
-Members:  
KasturiKar  
SwagataSahaSau  
Ranjit Shaw  
SACT: KrishnenduAich, MadhuwritaSaha  
NTS: S. Sinha, S. P. Mondal  
Student representatives (3) Stream wise  
1-  
2-  
3-

  
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## NEWLY ADDED

### 40. Drinking water, Utility and Sanitation Sub-Committee:

**Functions & Responsibilities:** It looks after requirement and supply of drinking water and maintenance of them or water purifiers, utility, amenity, plumbing and sanitation and can recommend for all related purchase and procurement.

Convener: Prof. Banani Gangopadhyay.

Members: Dr. Sharmila Chakraborty, Prof. Uttam Kumar Ghosh.

SACT: Prof. Swastic Mukherjee.

NTS: Sri Rajesh Das.

### 41. Furniture Sub-Committee:

**Functions & Responsibilities:** It looks after purchase, procurement, stock-maintenance of furniture as well as their distribution at desired places. In addition, it recommends for all related purchase/procurement and supervises maintenance work.

Convener: Dr. Ruma Chakraborty

Members: Prof. Kamonasish Mistry, Prof. Pavel Mani.

SACT: Dr. Raju Halder.

NTS: Sri Rajesh Das.

### 42. Electrical Sub- Committee:

**Functions & Responsibilities:** It looks after proper electrification and installation of lights and fans in class-rooms and different offices and library. It also prepares list for purchase of electrical items, equipment and maintenance of generators, inverters, batteries and fittings related items for proper electric supply and recommend for their purchase or services. It do the needful for augmentation of existing solar panel and its maintenance.

Convener: Prof. Pavel Mani.


Members: Prof. Ujjal Soren.

SACT: Dr. Sannyak Das

NTS: Sri Rajesh Das, Sri Nemai Sheet.



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