

Purash-Kanpur Haridas Nandi Mahavidyalaya

List of Committees / Councils / Cells with compositions, functions and responsibilities

(w.e.f. 02.05.24)

1. Academic Council: Functions & Responsibilities: It is a statutory body to make academic and extra-academic plans and programmes in compliance with University's curriculam 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.	
Chairperson	TIC/Principal
Convener	Prof. Saranya Sen
Members	All HODs IQAC Coordinator Teachers' Council Secretary Shri Tapas Chatterjee Shri Saila Patra Non-teaching Member Shri Siddhartha Sankar Nayek G.B. Invited Students' Representative
2. Routine Committee: Functions & Responsibilities: It prepares class routine in consultation with the HOI as per resolutions of the Academic Council. It collects necessary information on the infrastructure availability, student strength, from the Infrastructure and Furniture sub-committees, office, etc. for making appropriate routine.	
Chairperson	TIC/Principal
Joint Convener	Dr. Puspita Sengupta & Dr. Krishnendu Mukhopadhyay
Members	Dr. Prasanta Saha Prof. Aritra Gangopadhyay Prof. Sourav Sarkar Dr. Apurba Barman Prof. Palash Naskar Shri Pratap Senapati Shri Siddhartha Sankar Nayek Sk. Imran Fakir
3. Examination Committee: Functions and Responsibilities: It makes time schedules of different examinations (University, Colleges, mid-terms, internal, etc.), organizes examinations and supervises or takes responsibilities for distributing answer-scripts to the examiners and submit distribution list to the Result and Evaluation Sub-committee. It collects list of examiners/scrutinizers from the departments and provides the same to the Results and Evaluation Sub-committee and to the HOI. It also helps different departments for collecting project reports, tutorial, etc. by furnishing a centralized schedule.	
Chairperson	TIC/Principal
Joint Convener	Dr. Rubia Khatun & Prof. Diksha Tamang




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	Prof. Aloka Das Dr. Ujjaini Samanta Roy Prof. Saranya Sen Prof. Suvankar Laha Prof. Debanjan Seth Smt. Mallika Mondal Shri Ganesh Mudi Shri Siddhartha Sankar Nayek
4. Result and Evaluation Committee: Functions and Responsibilities: It collects list of examiners/scrutinizers and results with attendances from the examiners of different departments/teachers, monitors uploading of marks and attendances by examiners on CU Portal, publication of results of test, mid-term examinations.	
Chairperson	TIC/Principal
Joint Convener	Prof. Debanjan Seth & Prof. Shreya Das
	Dr. Puspita Sengupta Prof. Amitava Ghosh Prof. Aritra Gangopadhyay Dr. Aditi Barua Prof. Jayatra Mandal Prof. Binod Kr. Shaw Smt. Mallika Mondal Sk. Imran Fakir Shri Siddhartha Sankar Nayek
5. Provident Fund Committee: Functions and 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 distributing loan to the deserving applicants.	
Chairperson	TIC/Principal
Joint Convener	Bursar & Prof. Amit Boler
Members	Dr. Puspita Sengupta Prof. Saranya Sen Prof. Aritra Gangopadhyay Dr. Prasanta Saha Dr. Subhash Chandra Mondal Shri Tapas Chatterjee Shri Saila Patra
6. Development and Purchase Committee: Functions and Responsibilities: Its looks after development and maintenance of building and other infrastructure, purchasing and of servicing of items and equipment for college.	
Chairperson	TIC/Principal
Joint Convener	Bursar & Prof. Saranya Sen




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Members	IQAC Coordinator Convener of the Infrastructure Committee Convener of Drinking Water, Utility and Sanitation Committee Convener of Library Committee Convener of Computer, ICT and Website Sub-Committee Convener of Campus Development and Beautification Committee All HODs Shri Tapas Chatterjee Shri Pratap Senapati Shri Saila Patra G.B. Invited Students' Representative
7. Infrastructure Committee: Functions and Responsibilities: It looks after and recommends development and maintenance of building and physical infrastructure, related purchase and procurement and also supervises constructions and maintenance work. It looks after purchase, procurement, stock-maintenance of furniture as well as their distribution at desired places. In addition, it looks after proper electrification and installation of lights and fans in class-rooms and different offices and library. It also prepares list of purchase of electrical items, equipment and maintenance of generators, inverters, batteries and fitting related items for proper electric supply and recommend for their purchase or services.	
Chairperson	TIC/Principal
Joint Convener	Dr. Rubia Khatun & Dr. Arindam Sarkar
Members	IQAC Coordinator Bursar Shri Sudipta Chakraborty Prof. Palash Naskar Prof. Amit Boler Prof. Jayatra Mandal Shri Tapas Chatterjee Shri Saila Patra Shri Ganesh Mudi Shri Sukhen Ghosh Shri Siddhartha Sankar Nayek Shri Samir Roy G.B. Invited Students' Representative
8. Drinking water, Utility and Sanitation Committee: Functions and Responsibilities: It looks after requirement and maintenance of water purifiers, utility, amenity and sanitation and can recommend for all related purchase and procurement.	
Chairperson	TIC/Principal
Joint Convener	Prof. Shreya Das & Prof. Ruma Pal Pachhal
Members	Dr. Avijit Biswas Dr. Subhash Chandra Mondal Prof. Aritra Gangopadhyay Prof. Palash Naskar Prof. Suvankar Laha Prof. Mumpi Gaj Das Smt. Mallika Mondal Shri Pratap Senapati




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	Shri Ganesh Mudi Shri Samir Roy G.B. Invited Students' Representative	
9. Students' Body/Union Election Committee:		
Functions and Responsibilities: Its function, power and responsibilities would be as per instructions/regulations of the HED and/or CU, and composition, as the case may be, would be decided by the GB of the college as and when necessary under the statute of the CU.		
Chairperson	TIC/Principal	
Joint Convener	Dr. Aritra Gangopadhyay & Shri Saila Patra	
Members	Dr. Puspita Sengupta Prof. Saranya Sen	
10. Library Committee:		
Functions and Responsibilities: It collects book lists for purchase from different departments, procurement and maintenance of books, journals and other reading resources. In addition, it looks after resource management, frames policy for their distribution of books and procurement of related items and equipment for overall development of college library.		
Chairperson	TIC/Principal	
Joint Convener	Librarian & IQAC Coordinator	
Members	Bursar All HODs Shri Tapas Chatterjee Shri Pratap Senapati Shri Sukhen Ghosh Shri Siddhartha Sankar Nayek G.B. Invited Students' Representative	
11. NSS Advisory Bodies:		
Functions and 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 villages.		
Chairperson	TIC/Principal	
NSS Unit 1 (Village-Purash Malik Para)		
Convener	Prog. Officer Unit 1- Prof. Debanjan Seth	
Members	Dr. Aditi Barua Prof. Diksha Tamang Prof. Nasim Akhtar Sardar Shri Ganesh Mudi Shri Sukhen Ghosh	
	Students' Leader of NSS Unit 1	Arghadip Bhowmick
	Representative from the adopted village	Shri Tinku Malik
NSS Unit 2 (Village-Par Kanpur)		
Convener	Prog. Officer Unit 2 - Prof. Sourav Sarkar	
Members	Dr. Subhash Chandra Mondal Prof. Binod Kr. Shaw Dr. Apurba Barman Sk. Imran Fakir Shri Samir Roy	
	Students' Leader of NSS Unit 2	Tithika Ghosh
	Representative from the adopted village	Shri Saikat Bera




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12. Sports Committee:

Functions and Responsibilities: It organizes annual sports of college and promotes students for sports competitions at different levels. It arranges for coach, prepares filed and recommends purchase and keeps stock of the sports items.

Chairperson	TIC/Principal
Joint Convener	Dr. Rubia Khatun & Prof. Nasim Akhtar Sardar
Members	Prof. Saranya Sen Prof. Amitava Ghosh Prof. Palash Naskar Dr. Arindam Sarkar Prof. Amit Boler Shri Tapas Chatterjee Shri Saila Patra Smt. Mallika Mondal Sk. Imran Fakir G.B. Invited Students' Representative

13. Grievance Redressal Cell:

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

Chairperson	TIC/Principal
Joint Convener	Prof. Swati Dey & Dr. Avijit Biswas
Members	IQAC Coordinator Teachers' Council Secretary Dr. Puspita Sengupta Dr. Prasanta Saha Dr. Rubia Khatun Prof. Amitava Ghosh Shri Tapas Chatterjee Shri Saila Patra Smt. Mallika Mondal Shri Sukhen Ghosh G.B. Invited Students' Representative

14. Students' Support Committee:

Functions and Responsibilities: It invites applications for free studentship from economically backward but meritorious students and scrutinizes the applications and recommends for awarding the same to the deserving applicants.

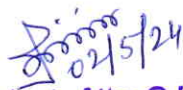
Chairperson	TIC/Principal
Joint Convener	Prof. Debanjan Seth & Prof. Amitava Ghosh
Members	IQAC Coordinator Bursar Prof. Aritra Gangopadhyay Prof. Shreya Das Dr. Apurba Barman Prof. Palash Naskar Prof. Sourav Sarkar Shri Tapas Chatterjee Shri Siddhartha Sankar Nayek Shri Saila Patra Sk. Imran Fakir G.B. Invited Students' Representative



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15. UGC Committee:	
Functions and Responsibilities: It looks after grants from the UGC, its utilization, submission of reports and maintains stock register of items purchased from UGC fund.	
Chairperson	TIC/Principal
Joint Convener	Prof. Saranya Sen & Dr. Puspita Sengupta
Members	Prof. Aritra Gangopadhyay Dr. Krishnendu Mukhopadhyay Dr. Prasanta Saha Shri Tapas Chatterjee
16. Minority Committee:	
Functions and Responsibilities: It facilitates the arrangement of Government fellowship and scholarships 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.	
Chairperson	TIC/Principal
Joint Convener	Dr. Rubia Khatun & Dr. Aditi Barua
Members	Dr. Avijit Biswas Prof. Nasim Akhtar Sardar Prof. Uttam Das Dr. Apurba Barman Prof. Diksha Tamang Smt. Mallika Mondal Sk. Imran Fakir G.B. Invited Students' Representative
17. Leave and Service Book Committee:	
Functions and Responsibilities: It keep records of leaves, post the same on service books while writing service books of the employees of college.	
Chairperson	TIC/Principal
Joint Convener	Dr. Subhash Chandra Mondal & Prof. Amit Boler
Members	Bursar Dr. Manju Saha Dr. Prasanta Saha Prof. Debanjan Seth Shri Tapas Chatterjee Shri Sukhen Ghosh
18. SC/ST Cell:	
Functions and Responsibilities: It facilitates the arrangement of Government fellowship and scholarships to the deserving candidates belonging to any SC/ST category and ensures non-discrimination 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.	
Chairperson	TIC/Principal
Joint Convener	Dr. Avijit Biswas & Prof. Palash Naskar
Members	Prof. Uttam Das Dr. Apurba Barman Prof. Diksha Tamang Prof. Palash Naskar Dr. Aditi Barua




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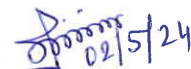
	Prof. Jaytra Mandal Shri Ganesh Mudi Smt. Mallika Mandal Shri Siddhartha Sankar Nayek G.B. Invited Students' Representative
19. OBC Cell: Functions and Responsibilities: It facilitates the arrangement of Government fellowship and scholarships to the deserving candidates belonging to any OBC category and ensures non-discrimination 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.	
Chairperson	TIC/Principal
Joint Convener	Prof. Debanjan Seth & Dr. Arindam Sarkar
Members	Dr. Rubia Khatun Prof. Uttam Das Prof. Nasim Akhtar Sardar Prof. Sourav Sarkar Shri Sukhen Ghosh Sk. Imran Fakir G.B. Invited Students' Representative
20. Cultural Committee: Functions and Responsibilities: It organizes cultural programmes and promotes students for cultural competitions.	
Chairperson	TIC/Principal
Joint Convener	Prof. Diksha Tamang & Prof. Suvankar Laha
Members	Prof. Aloka Das Prof. Swati Dey Dr. Krishnendu Mukhopadhyay Prof. Debanjan Seth Prof. Saranya Sen Dr. Ujjaini Samanta Roy Prof. Mumpi Gaj Das Prof. Ruma Pachhal Pal Dr. Apurba Barman Non-teaching member Shri Tapas Chatterjee Shri Pratap Senapati Smt. Mallika Mandal G.B. Invited Students' Representative
21. Publication Committee: Functions and Responsibilities: It invites literary contributions from students and staffs of college for college magazine and wall magazine and arranges for their publication. In addition, it does the needful for publication of prospectus, Biboroni book, etc. journals (if any) and collects text, photos and related contents for the college website.	
Chairperson	TIC/Principal
Joint Convener	Dr. Aditi Barua & Prof. Jayatra Mandal




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Members	IQAC Coordinator Dr. Arindam Sarkar Dr. Rubia Khatun Dr. Aritra Gangopadhyay Prof. Diksha Tamang Prof. Suvankar Laha Prof. Binod Kr. Shaw Prof. Sourav Sarkar Shri Tapas Chatterjee Shri Pratap Senapati Shri Sukhen Ghosh
22. Research and Promotion Committee: Functions and Responsibilities: It promotes academic research, extension activity work in the locality and arranges seminar/workshop in college. As and when required it evaluate project reports as per Annexure – IX of the UGC for financial assistance from the UGC. It also promotes research works with funding from various agencies and in collaboration with the industry.	
Chairperson	TIC/Principal
Joint Convener	Prof. Shreya Das & Prof. Jayatra Mandal
Members	IQAC Coordinator Bursar Dr. Krishnendu Mukhopadhyay Shri Sudipta Chakraborty Dr. Subhash Chandra Mondal Prof. Aritra Gangopadhyay Prof. Binod Kr. Shaw Dr. Arindam Sarkar Dr. Aditi Barua Prof. Palash Naskar Shri Tapas Chatterjee Shri Saila Patra Shri Pratap Senapati
23. Anti-Ragging Cell: Functions and Responsibilities: It ensures implementation of the provisions of Anti-ragging Regulations Act as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. In addition, it addresses the cases of ragging and ensures that no untoward incident happens to freshers or any students. It also receives affidavits of the students and their guardians at the beginning as per the Anti-Ragging Act.	
Chairperson	TIC/Principal
Joint Convener	IQAC Coordinator & Prof. Swati Dey
Members	All HODs All Teacher Representative to Governing Body Non-teaching Representative to Governing Body Teachers' Council Secretary Shri Tapas Chatterjee Smt. Mallika Mondal Shri Sukhen Ghosh G.B. Invited Students' Representative Officer-in-Charge, Penro PS




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24. Anti-ragging Squad:	
Functions and Responsibilities: Duty of the 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.	
Chairperson	TIC/Principal
Joint Convener	Dr. Puspita Sengupta & Prof. Saranya Sen
Members	Librarian Teachers' Council Secretary Prof. Swati Dey Dr. Avijit Biswas Prof. Debanjan Seth Dr. Subhash Chandra Mondal Prof. Shreya Das Dr. Rubia Khatun Prof. Amit Boler Dr. Aditi Barua Prof. Nasim Akhtar Sardar Prof. Jayatra Mandal Prof. Amitava Ghosh Prof. Suvankar Laha Shri Saila Patra Shri Siddhartha Sankar Nayek Shri Sukhen Ghosh
25. Career and Placement Committee:	
Functions and Responsibilities: It informs students for various career opportunities, arranges related workshops, 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. It helps students for campus placement through collaboration with potential employers.	
Chairperson	TIC/Principal
Joint Convener	Prof. Aritra Gangopadhyay & Dr. Aditi Barua
Members	IQAC Coordinator All HODs Shri Tapas Chatterjee Shri Pratap Senapati Shri Siddhartha Sankar Nayek Sk. Imran Fakir
26. Computer, ICT and Website Committee:	
Functions and Responsibilities: It looks after purchasing/procurement and maintenance of computers, projectors, UPS (inverters), CCTV in college. In addition, it also looks after development and maintenance of the college website with the help of Publication Sub-committee and ICT arrangements in college.	
Chairperson	TIC/Principal
Joint Convener	Dr. Arindam Sarkar & Dr. Aditi Barua




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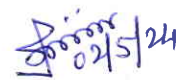
Members	IQAC Coordinator Shri Sudipta Chakraborty Prof. Debanjan Seth Dr. Subhash Chandra Mondal Prof. Amit Boler Prof. Binod Kr. Shaw Shri Saila Patra Shri Siddhartha Sankar Nayek Sk. Imran Fakir
27. Campus Development and Beautification Committee: Functions and Responsibilities: It looks after campus development and beautification of the college in consultation with the Development and Purchase Sub-committee.	
Chairperson	TIC/Principal
Joint Convener	Dr. Ujjaini Samanta Roy & Prof. Shreya Das
Members	NSS Prog. Officer Unit 1- Prof. Debanjan Seth NSS Prog. Officer Unit 2 – Prof. Sourav Sarkar NCC(CTO/ANO) – Prof. Diksha Tamang Prof. Swati Dey Prof. Suvankar Laha Non-teaching member Shri Saila Patra Shri Ganesh Mudi Shri Samir Roy Shri Sukhen Ghosh
28. Women Cell for Women Empowerment and Prevention of Sexual Harassment: Function and Responsibilities: The cell is formed for dissemination of knowledge through seminar/conference/webinar on women empowerment, gender equality, good health and education for rural woman to improve quality of life and liberty	
Chairperson	TIC/Principal
Joint Convener	Prof. Aloka Das & Dr. Puspita Sengupta
Members	Dr. Manju Saha Prof. Swati Dey Dr. Ujjaini Samanta Roy Prof. Shreya Das Dr. Rubia Khatun Dr. Aditi Barua Prof. Diksha Tamang Prof. Ruma Pal Pachhal Prof. Mumpy Gaj Das Smt. Mallika Mandal
29. Internal Complaints Committee: Functions and 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 from 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 action required pursuant to its inquiry of such complaint made. The chairperson of the ICC should be a senior woman staff.	
Chairperson	Dr. Manju Saha




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Members (Internal)	Prof. Aloka Das Dr. Ujjaini Samanta Roy Dr. Puspita Sengupta Smt. Mallika Mandal
Member (External)	Ms. Monalisa Mukherjee (President of NGO Manush Manusher Janya, Chakthakurani)
30. Equal Opportunity Centre: Functions and Responsibilities: It is an UGC-guided Centre which ensures equity and equal opportunity to the community at large in the college and brings about social inclusion to enhance the diversity among the students, teaching and non-teaching staff population and at the same time to eliminate the perception of discrimination	
Chairperson	TIC/Principal
Advisor	Prof. Diksha Tamang
Members	Dr. Avijit Biswas Prof. Uttam Das Dr. Rubia Khatun Smt. Mallika Mandal
31. Budget and Internal Audit Committee: Functions and Responsibilities: It is formed to prepare periodic proposed budget and review the same in the context of allocation of financial resources to the different allotted parts in the college. It also processes Internal Audit of the college.	
Chairperson	TIC/Principal
Convener	Bursar & Prof. Sourav Sarkar
Members	All Teacher Representatives to GB Dr. Prasanta Saha Prof. Binod Kr. Shaw Non-teaching Representative to GB Shri Tapas Chatterjee
32. NCC Committee: Functions and Responsibilities: NCC Unit of college is supervised by 41 Bengal battalion of NCC which aims at developing humanity, patriotism, character, camaraderie, discipline, secular outlook, spirit of adventure and ideal of selfless service amongst the students.	
Chairperson	TIC/Principal
Convener	ANO/CTO- Prof. Diksha Tamang
Members	IQAC Coordinator Dr. Subhash Chandra Mondal Shri Sudipta Chakraborty Shri Saila Patra Shri Ganesh Mudi Shri Samir Roy




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ADDENDUM

(w.e.f. 30.04.25)

33. Finance Committee : The Finance Committee is a statutory committee which serves as an advisory body to the Governing Body. The college considers and finalizes its significant financial decisions. The Finance Committee reviews the Purchase Committee's recommendations for approval.

Chairperson	TIC/ Principal
Members	Bursar Teacher Representatives to the GB Non-teaching Representative to the GB GB Invited Students' Representative

34. Admission Committee : Admission committee is responsible for implementing and monitoring the online admission process according to the WBCAP rules and regulations and guidelines of the Government of West Bengal Department of Higher Education.

Chairperson	TIC/ Principal
Joint Convener	Dr. Puspita Sengupta Dr. Subhash Chandra Mondal
Members	Dr. Prasanta Saha Dr. Arindam Sarkar Saila Patra Sk. Imran Fakir

35. Information Cell : The Cell is established for the collection and preservation of diverse data from the institution pertaining to NAAC, NIRF, and AISHE.

Chairperson	TIC/ Principal
Joint Convener	IQAC Coordinator Convener, Academic Council
Members	Debanjan Seth Palash Naskar Arindam Sarkar Tapas Chatterjee Saila Patra GB Invited Students' Representative


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36. Research and Development Cell : The Cell is created to facilitate innovative research in the institution.

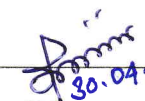
Chairperson	TIC/ Principal
Joint Convener	Dr. Subhash Chandra Mondal Dr. Aditi Barua
Members	Aloka Das Swati Dey Dr. Krishnendu Mukhopadhyay Dr. Aritra Gangopadhyay Debanjan Seth Jayatra Mandal Nasim Akhtar Sarder Suvankar Laha Amit Boler

37. Industry Collaboration Cell : The Cell is established to connect potential employers from industry and graduating job aspirants of the institution.

Chairperson	TIC/ Principal
Joint Convener	IQAC Coordinator Dr. Aritra Gangopadhyay
Members	Dr. Prasanta Saha Saranya Sen Dr. Aditi Barua Sourav Sarkar Saila Patra

38. Alumni Connect Cell : The Cell is created to build up alumni network of the institution.

Chairperson	TIC/ Principal
Joint Convener	Dr. Prasanta Saha Dr. Ujjaini Samanta Roy
Members	Dr. Manju Saha Aloka Das Dr. Puspita Sengupta Dr. Krishnendu Mukhopadhyay Saranya Sen Suvankar Laha


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	Nasim Akhtar Sarder Dr. Aditi Barua Mallika Mondal Saila Patra Sukhen Ghosh Ajit Kumar Sarkar GB Invited Students' Representative
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39. Incubation Cell : The Cell is established to help to foster and groom young entrepreneurs from the institution.

Chairperson	TIC/ Principal
Joint Convener	Diksha Tamang Amit Boler
Members	Swati Dey Dr. Rubia Khatun Dr. Arindam Sarkar Sourav Sarkar Saila Patra Mallika Mondal

40. NIRF Cell : The Cell is created to support NIRF data management and to improve the institution's NIRF ranking.

Chairperson	TIC/ Principal
Joint Convener	Prof. Saranya Sen Dr. Arindam Sarkar
Members	Dr. Puspita Sengupta Dr. Aditi Barua Prof. Sourav Sarkar Smt. Mallika Mondal


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President of G.B.
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