



**BALAGARH BIJOY KRISHNA MAHAVIDYALAYA**  
**(LIST OF ACADEMIC & ADMINISTRATIVE) COMMITTEES(SUPPORTIVE) 2024-25**

**Date – 01.07.2024**

<b>NAME OF THE COMMITTEE</b>	<b>NAME OF TEACHER MEMBER</b>	<b>FREQUENCY OF MEETING</b>	<b>FUNCTION IN BRIEF</b>
<b>ADMISSION AND REGISTRATION/ENROLMENT IN BURDWAN UNIVERSITY</b>	<b>DR. BISWAJIT PAUL (CONVENER) &amp; ALL HODs/ ALL COORDINATORS OF SUBJECTS TAUGHT IN THIS COLLEGE &amp; DR. PRASENJIT BOSE</b>	<b>BEFORE 3 (THREE) MONTHS OF EVERY ACADEMIC SESSION UPTO END OF ADMISSION</b>	
<b>BURSAR</b>	<b>DR. SUBHUM DASTIDAR</b>	<b>24X7 CONTINUOUS</b>	
<b>EXAMINATION -EXTERNAL /UNIV./REVIEW/ADMIT-CARD/MARK-SHEET MGT/EXAM RELATED NOTICE MGT IN PORTAL MGT</b>	<b>DR. SUBHAM DASTIDAR (CONVENER) DR. DEBOLINA GHOSH, PROF. SANGITA MONDAL PROF. SANGITA MONDAL PROF. SUBHASIS BISWAS, PROF. AMITAB MONDAL</b>	<b>EXAM BASED FOLLOW UP ACTION CONTINUOUS</b>	
<b>INTERNAL EXAMINATION ARRANGEMENT INTERNAL ASSESSMENT/SEAT PLAN/ TESTS/MARKS CAPTURING PORTAL FELLOW UP</b>	<b>DR. SUSMITA DAS DR. DEBOLINA GHOSH PROF. S MARIK PROF. A DE PROF. SUJIT DUTTA</b>	<b>NEED BASED</b>	

<b>EQUAL OPPORTUNITY CELL MINORITY, SC, ST, OBC, SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP, POST- METRIC, AIYKASREE ETC. MONITORING &amp; ACTION</b>	<b>PROF. BISWAJIT MUNDA (NODAL OFFICER STATE/CENTRAL) ASST: SANJUKTA DAS PROF. PAROMITA HALDER, PROF. PAPIA GHOSH PROF. ARNAB GHOSH</b>	<b>24X7 CONTINUOUS</b>
<b>NIRF, MoED, GOVT. OF INDIA, MHRD, UGC, ANY CENTRAL AGENCY &amp; INTERNSALA</b>	<b>NODAL: SOMA BISWAS ASST. PAROMITA BANERJEE, PROF. BALAKA HALDAR, PROF. AMRITACHAKROBORTY PROF. PAPIA GHOSH</b>	<b>24X7 CONTINUOUS</b>
<b>ACADEMIC COMMITTEE</b>	<b>ALL HODs/ ALL COORDINATORS OF SUBJECTS TAUGHTS IN THIS COLLEGE</b>	<b>STARTING OF EACH SEMESTER AND NEED BASED</b>
<b>NETAJI SUBHAS OPEN UNIVERSITY (NSOU)</b>	<b>PROF. KALACHAND SAIN (COORDINATOR) PROF. AMITAB MONDAL (YOGA)</b>	<b>NEED BASED</b>
<b>UNNAT BHARAT ABHIYAN AND SWACCH BHARAT</b>	<b>PROF. SANJUKTA DAS &amp; PROF. SUBHENDU MONDAL HASINA KHATUN</b>	<b>BI-MONTHLY</b>
<b>COLLEGE MAGAZINE/JOURNAL PUBLICATION, MAKING OF FLEX &amp; ANY PRINTING WORKS</b>	<b>PROF. PARTHA CHATTERJEE/DR. PROSENJIT BOSE &amp; PROF. SUSMITA DAS (JT. CONVENER) PROF. MOLOY GHOSH, PROF. AMRITA CHAKROBORTY &amp; STUDENTS MEMBERS</b>	<b>NEED BASED</b>
<b>GAMES &amp; SPORTS</b>	<b>PROF. AMITAB MONDAL (INTERNAL) &amp; PROF. PRIYATOSH MONDAL (EXTERNAL) PROF. ARNAB GHOSH, PROF. SAIFUDDEN, SK. PROF. DIBYENDU BHATTACHARYAY, PROF. S MONDAL &amp; STUDENT MEMBERS</b>	<b>NEED BASED</b>

NAME OF THE COMMITTEE	NAME OF TEACHER MEMBER	FREQUENCY OF MEETING	FUNCTION IN BRIEF
ERP & ICT DEVELOPMENTS & DIGITALIZATION	PROF. UDAY GHOSH DR. DEBOLINA GHOSH DR. NAMRATA SAHA PROF. SUJIT DUTTA	CONTINUOUS	
ITAC	PROF. AMRITA CHAKROBORTY & PROF. SAIFUDDEN SK.	NEED BASED	
SOCIAL & CULTURAL EVENT MANAGEMENT NATIONAL HOLIDAYS CELEBRATION COMMITTEE / BIRTH & DEATH ANNIVERSARY OF EMINENT PERSONALITIES/ANY SPECIAL DAYS	DR. PROSENJIT BOSE (JT. CONVENER) & DR. SUSMITA DAS (JT. CONVENER) PROF. PARTHA CHATTER, PROF. BALAKA HALDER, PROF. AMRITA CHAKROBORTY, PROF. KHEYALI DEBNATH, PROF. PAROMITA BANERJEE, PROF. SOMSUDDHA MARIK, DR. NAMRATA SAHA AND STUDENTS' MEMBERS	EVENT BASED	
NATURE & GREEN CAMPUS COMMITTEE	PROF. SOMSHUDDHA MARICK, PROF. PARTHA CHATTOPADHYAY PROF. MITALI GHOSH, PROF. AMIT DE & STUDENT MEMBERS	MONTHLY	
ICC	PROF. DALIA HOSSAIN (PRESIDING OFFICER	NEED- BASED	
CAREER COUNSELING AND GUIDANCECELL COMPETITIVE EXAM CELL PLACEMENT CELL	PROF. KALACHAND SAIN AND PROF. UDAY GHOSH (JT.CONVENER ), PROF. ARNAB GHOSH PROF. KHEYALI DEBNATH	MONTHLY	

<b>ALUMNI ACTIVITIES</b>	<b>DR. ASIMA HALDER &amp; PROF. PARTHA CHATTOPADHYAY (JT. CONVENER) ASST. CONVENER- SK. SAIFUDDIN &amp; PROF. PIU BANERJEE ASST.-MINA GHOSH</b>	<b>MONTHLY</b>	
<b>RESEARCH AND DEVELOPMENT</b>	<b>DR. ASIMA HALDER &amp; DR. BISWAJIT PAUL (JT.CONVENER) DR. DEBOLINA GHOSH , PROF. KALACHAND SAIN &amp; PROF. MOUSUMISAHA</b>	<b>THRICE IN A YEAR</b>	
<b>GRIEVENCES &amp; REDRESSAL</b>	<b>PROF. AKBAR HOSSAIN, PROF. PARTHA CHATTOPADHYAY &amp; PROF. SANGITA MONDAL ( JT. CONVENER) PROF. M MODAK, PROF. SUBHENDU MONDAL, PROF. SOMA SARKAR</b>	<b>SEMESTER OPENING &amp; NEED BASED</b>	
<b>ABC</b>	<b>DR. ASIMA HALDER(NODAL OFFICER) PROF. DALIA HOSSAIN, PROF. SOMA BISWAS, PROF. B MUNDA</b>	<b>CONTINUOUS</b>	
<b>MINISTRY OF HIGHER EDUCATION WEST BENGAL UCCHA SIKHHA PORTAL</b>	<b>DR. SUBHAM DASTIDAR (NODAL OFFICER)</b>	<b>24X7 CONTINOUS</b>	
<b>NCC &amp; DISASTER MANAGEMENT</b>	<b>PROF. SAIFUDDEN SK. (NCC OFFICER) PROF. PRIYOTOSH MONDAL</b>	<b>NEED BASED</b>	
<b>COLLEGE WEBSITE</b>	<b>PROF. DIBYENDU BHATTACHARYAY PROF. RIMPA MONDAL (JT. CONVENER), DR. DEBOLINA GHOSH</b>	<b>NEED BASED &amp; CONTINOUS</b>	

<b>STUDENTS' WELFARES</b>	<b>PROF. PARTHA CHOTTOPADHYAY &amp; PROF. SAIFUDDEN SK. (JT. CONVENER) PROF. ARNAB GHOSH, PROF. MITALI GHOSH, PROF. BALAKA HALDER, PROF. SOMA SARKAR PROF. AMRITA CHAKROBORTY &amp; STUDENTS' MEMBERS</b>	<b>NEED BASED</b>	
<b>ARCHIVE &amp; DOCUMENTATION</b>	<b>PROF. SUBHASIS BISWAS(CONVENER), MONIDIPA MODAK &amp; MOLOY GHOSH</b>	<b>CONTINUOUS</b>	
<b>SACT COMMITTEE(LEAVE)</b>	<b>PROF. AMIT DE &amp; PROF. SANGITA MONDAL</b>	<b>CONTINUOUS</b>	
<b>CAMPUS &amp; INFRASTRUCTURE MAINTAINANCE</b>	<b>PROF. SUBHENDU MONDAL &amp; PROF. DIBYENDU BHATTERJEE(JT. CONVENER) SRI SUMAN CHATTERJEE, SRI GAUTAM MONDAL &amp; SRI SUMAN KABIRAJ</b>	<b>CONTINUOUS</b>	
<b>LADIES' COMMON ROOM IN-CHARGE</b>	<b>PROF. DEBOPRIYA GHOSH ASST. - PROF. SOMA SARKAR MINA DAS</b>	<b>CONTINUOUS</b>	
<b>STUDENTS CREDIT CARD</b>	<b>PROF. &amp; PROF. ARNAB GHOSH (HELP OFFICER)</b>	<b>NEED BASED</b>	
<b>KANYASHREE</b>	<b>PROF. SUBHENDU MONDAL (NODAL OFFICER-KANYASHREE)</b>	<b>NEED BASED</b>	
<b>GENDER EQUALITY &amp; WOMEN EMPOWERMENT</b>	<b>PROF. SOMSUDDHA MARICK &amp; PROF. MONIDIPA MODAK PROF. KHEYALI DEBNATH (JT. CONVENER)</b>	<b>TRICE IN A YEAR</b>	
<b>ALUMNI ASSOCIATION</b>	<b>DR. ASIMA HALDER &amp; PROF. PROF. PARTHA CHOTTOPADHYAY (JT. CONVENORS) MEMBERS- PROF. PIU BANERJEE &amp; PROF. SK SAIFUDDIN, PROF. MITALI GHOSH</b>	<b>MONTHLY</b>	

CENTRAL LIBRARY	PROF. DR. ASIMA HALDER & DIBYENDU BHATTACHARYAY (JT.CONVENER) MEMBERS- PROF. PARTHA CHATTOPADHYAY, DR. PBOSENJIT BOSE PROF. AMIT DE, PROF.PRIYOTASH MONDAL, DR.B PAUL, DR. S DASTIDAR	MONTHLY	
NATIONAL DIGITAL LIBRARY E-RESOURCES	PROF. DIBYENDU BHATTACHARYAY & PROF. MOUSUMI SAHA	24X7	
IQAC	DR. ABHIJIT GHOSH		

**NOTE:-**

ALL COMMITTEES ARE CONSTITUTED AS PER DISCRETIONARY POWER OF THE PRINCIPAL FOR SMOOTH CONDUCTION OF THE GOVT./UGC/NAAC/MHRD/UNIV/OTHER STATUTORY AGENCIES OF REGULATORY BODIES WITH ACTIVE CONSULTATION OF TEACHERS OF THIS COLLEGE. EXCEPTS FEW COMMITTEES, ALL OTHERS ARE TO BE TREATED AS FREE COMMITTEE. INTERESTED TEACHERS CAN APPLY TO THE UNDERSIGNED TO BE INCLUDED IN THOSE COMMITTEES.

2. EVERY COMMITTEE WILL ENJOY FUNCTIONAL AUTONOMY REQUIRED FOR ATTAINMENT OF ITS OBJECTIVES BUT WILL REMAIN ACCOUNTABLE TO THE PRINCIPAL.
3. ORDINARILY NO RECOMMENDATION OF A COMMITTEE SHOULD BE IGNORED (DEPENDS ON ITS FEASIBILITY). HOWEVER, IN SITUATIONS POSING A SERIOUS CHALLENGE TO THE COLLEGE MISSION, THE PRINCIPAL IS EMPOWERED TO REVOKE IT AND MAY FORWARD SUCH ISSUE TO GB FOR ACCEPTANCE/NON-ACCEPTANCE.
4. ALL RECOMMENDATIONS ARE TO BE IMPLEMENTED THROUGH RESPECTIVE COMMITTEE MEMBERS OR BY DEVELOPING SUITABLE PROCEDURES OF IMPLEMENTATION.
5. ALL COMMITTEES ARE TO BE MONITORED BY THE CONVENER WITH HIS/HER OWN CAPABILITY ALONG WITH CONSULTATION OF ALL MEMBERS. THE MONTHLY REPORT OF THE PROGRESS OF WORK/ WORKS UNDERTAKEN/ ZERO WORKS DONE IS TO BE SUBMITTED COMPULSORILY TO THE HCl AND ALSO TO THE IQAC CO-ORDINATOR.
6. THE CONVENERS ARE THE CUSTODIAN OF ALL FILES AND MINUTES BOOK AND CHAIRPERSON'S SIGNATURE IS NECESSARY TO VALIDATED IT.
7. THE PRINCIPAL IS THE CHAIRMAN OF EACH AND EVERY COMMITTEE.

Principal  
10/7/24  
Principal  
Balagarh B. K. Mahavidyalaya  
Balagarh, Hooghly, W.B.