

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	CAREER COUNSELLING AND GUIDANCE CELL
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To make the students aware of various job opportunities available within their field of interest.2. To conduct various seminar/workshops to make the students prepared for their future life as jobseekers.3. To keep a record of ex-students successfully getting into various jobs from time to time.4. To promote the interest of various organisations showing interest to conduct campus placements.5. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	External Examination
Convener	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none"> 1. To follow the guidelines for External mode of Examination system as prescribed by The University of Burdwan from time to time. 2. To ensure the updating of the information regarding form-fillup, admit card generation and examination dates on the college website from time to time. 3. To ensure the management of paper collection via offline as well as online system. <ol style="list-style-type: none"> a. The computers for online paper collection as well the printers to be used, must be ensured whether those are in working condition or not. b. The help of ICT Committee may be sought in in this (3.a.) regard. c. The committee has to prepare duty list to be assigned for offline paper collection. 4. The members of the committee, under the guidance of the Convener, have to establish communications with the H.O.Ds/Coordinators of the respective departments in the following regards: <ol style="list-style-type: none"> a. The list of examiner(s) for specific papers, must be collected from the H.O.Ds/Coordinators of the respective departments. b. The email-ids for paper collection must be verified properly. c. The email-ids of the examiners for specific papers must be verified properly for smooth fill-up of information sheet for every paper. d. Whether the marks have been captured on the portal within due time. 5. Last but not the least, the committee should help any student seeking help of any kind in regard to Final Semester Examinations.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	Internal Examination
Convener	As Notified
Joint Convener	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To follow the guidelines for internal mode of Examination system as prescribed by The University of Burdwan from time to time.2. To ensure the conduction of internal examination by respective departments of this college.3. To aid and assist the teachers in accessing the portal for Internal Marks capture.4. The members of the committee, under the guidance of the Convener and the Jt. Convener, must establish communications with the H.O.Ds/Coordinators of the respective departments in the following regards:<ol style="list-style-type: none">a. The list of examiner(s) for specific papers, must be collected from the H.O.Ds/Coordinators of the respective departments.b. To check whether the Internal Scores have been captured by the respective departments on time.6. Last but not the least, the committee should help any student seeking help of any kind in regard to Internal Examinations.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	EDUCATIONAL AFFAIRS (NATIONAL & STATE LEVEL) [WBHED, NATIONAL DIGITAL LIBRARY (NDL), MHRD, UGC, DIGITAL INDIA, INTERNSHAALA and/or other Central as well as State Level Institutions]
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To follow the aforementioned institutions and gather information from time to time.2. To ensure the college is following the best practices as recommended.3. To make the students aware of some of these institutions that will help them in their educational as well as in career growth:<ol style="list-style-type: none">a. Make them aware of NATIONAL DIGITAL LIBRARY (NDL) for accessing library on a digital platform.b. Make them aware of DIGITAL INDIA.c. Make them aware of INTERNSHAALA and help them in accessing internships.4. The Committee may need to be aided by Minority Development Committee for informing students from Reserved category, if any progressive decision is taken in their regard by either the Central or the State level bodies.5. If over the time, other such Educational Institutions develop, the committee should include that in their list.6. Last but not the least, the committee should help any student seeking help of any kind in this regard.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	E-LEARNING and COLLEGE WEBSITE
Convener	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. Under the guidance of the Convener, the committee will have to take necessary steps in the management of the E-Learning system in the following ways:<ol style="list-style-type: none">a. To consider the best option available in regard to selection of the E-Learning setup for the students.b. To take care whether the E-Learning facility is able to keep the record of the activities conducted for further needs.c. To train and assist all the teachers as well as the students to use the E-Learning facility with ease.d. To analyse the performance of the E-Learning Facility as and when needed.e. The committee will have to be in touch with the ICT Committee and seek their help as and when required.2. To ensure whether the college is following the best practices in regard to E-Learning system.3. To develop and maintain the College Website accessible for everyone and take care of the following things:<ol style="list-style-type: none">a. Whether the College Website is accessible for everyone.b. Whether the Website is properly maintained.c. Whether latest notices are regularly updated.d. Whether it has the communication details of the Faculties for ease of access to all the students and else.4. The Committee may, as a part of the Induction Programme, arrange a training session for the newly admitted students of Semester – I for making them aware in the usage of E-Learning System and College Website.5. Last but not the least, the committee should help any student seeking help of any kind in this regard.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	ACADEMIC AFFAIRS
Convener	As Notified.
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none"> 1. Under the guidance of the Convener, the committee will have to take necessary steps in the management of the E-Learning system in the following ways: <ol style="list-style-type: none"> a. To consider the best option available in regard to selection of the E-Learning setup for the students. b. To take care whether the E-Learning facility is able to keep the record of the activities conducted for further needs. c. To train and assist all the teachers as well as the students to use the E-Learning facility with ease. d. To analyse the performance of the E-Learning Facility as and when needed. e. The committee will have to be in touch with the ICT Committee and seek their help as and when required. 2. To ensure whether the college is following the best practices in regard to E-Learning system. 3. To develop and maintain the College Website accessible for everyone and take care of the following things: <ol style="list-style-type: none"> a. Whether the College Website is accessible for everyone. b. Whether the Website is properly maintained. c. Whether latest notices are regularly updated. d. Whether it has the communication details of the Faculties for ease of access to all the students and else. 4. The Committee may, as a part of the Induction Programme, arrange a training session for the newly admitted students of Semester – I for making them aware in the usage of E-Learning System and College Website. 5. Last but not the least, the committee should help any student seeking help of any kind in this regard.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	OPEN AND DISTANCE EDUCATION (NETAJI SUBHAS OPEN UNIVERSITY)
Coordinator	As Notified.
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To uphold and facilitate the system of Open and/or Distance Education in this college.2. To arrange proper setup for conducting the system of Open and/or Distance Education in the college premises.3. To take necessary steps to bring more subjects under the system of Open and/or Distance Education.4. To help the students seeking admission in this college.5. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	<i>ADMISSION, REGISTRATION AND ENROLMENT</i>
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To remain ever updated with various information provided by the University of Burdwan in regard to admission, registration and enrolment in the college from time to time.2. To properly conduct the admission/registration/enrolment procedure.3. To check whether the various notifications in regard to the process and procedures along with the guidelines and timeline have been published online or communicated to students by any other means.4. To help any student regarding any of the procedures, the committee is meant for.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	GAMES AND SPORTS
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To promote the necessity of Games and Sports among the students as well as the faculties and staffs of the college.2. To properly conduct Games and Sports related activities in the college.3. To remain updated with the UGC guidelines regarding Yoga and other sports related activities (like Khel India) as notified from time to time.4. To prepare students for participating in various inter-college or block/district/state/national level games and sports activities.5. The committee may have a group of Student Members and this committee might be in need of various sports items. In such cases, the committee should inform the Principal of the college about the various needs in regard to games and sports activities from time to time.6. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	LIBRARY
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To prepare the library as a source of knowledge, by upgrading the functional requirements for the library.2. The committee needs to look after whether proper books for the CBCS system are available in the library or not and arrange accordingly.3. The modern libraries are more technology oriented; hence the committee must take an active interest in digitisation of the college library.4. The committee will follow the best practices in this regard and may seek expert as well as technical guidance as and when required.

Committee	SOCIAL AND CULTURAL
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To arrange various cultural activities in the college premises.2. The committee must remain ever updated with various orders and notifications published by UGC/ Govt. in regard to certain programmes.3. The committee will be in need of proper arrangements (stage, mic system, costumes etc.) so they must plan that accordingly.4. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	WOMEN ANTI-HARASSMENT
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To arrange an induction programme with the newly admitted students clearly making them understand that NO SUCH ACTIVITIES will be tolerated within the college premises.2. To make female students aware of such a committee and advice those to seek help from the committee as and when required.3. The committee, upon any allegations from any female student, shall take an active action and take decision accordingly.4. The committee will follow the best practices in this regard and may seek expert guidance/Principal's advice as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	ANTI-RAGGING
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To arrange an induction programme with the newly admitted students clearly making them understand that NO SUCH ACTIVITIES will be tolerated within the college premises.2. To make students aware of such a committee and advise them to seek help from the committee as and when required.3. The committee, upon any allegations from any student, shall take an active action and take decision accordingly.4. The committee will follow the best practices in this regard and may seek expert guidance/Principal's advice as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	NSS
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<p>1. Organizing Social Service Events:</p> <ul style="list-style-type: none"> • Plan and execute various social service events such as blood donation camps, health awareness campaigns, cleanliness drives, tree plantation initiatives, etc. • Coordinate with local authorities, NGOs, and other stakeholders for effective implementation. <p>2. Recruitment and Training:</p> <ul style="list-style-type: none"> • Recruit volunteers from among the college students. • Conduct orientation sessions and training programs to educate volunteers about their roles, responsibilities, and the importance of community service. <p>3. Community Engagement:</p> <ul style="list-style-type: none"> • Establish and maintain partnerships with local communities to understand their needs and develop projects accordingly. • Organize regular interactions, workshops, and awareness programs to engage with the community and address their concerns.

4. Documentation and Reporting:

- Maintain records of activities, including attendance, participation, and outcomes.
- Prepare reports and documentation to track the progress of projects and submit them to higher authorities as required.

5. Fundraising and Resource Management:

- Identify sources of funding and resources for carrying out various activities.
- Organize fundraising events, seek sponsorships, and manage budgets efficiently to ensure the smooth functioning of the committee.

6. Promotion and Publicity:

- Develop strategies to promote NSS activities within the college and the surrounding community.
- Utilize various channels such as social media, posters, and word-of-mouth to create awareness and attract participation.

7. Skill Development and Capacity Building:

- Offer skill development workshops and training sessions to empower volunteers with necessary skills for social service and community development.
- Encourage personal and professional growth among volunteers through mentorship and leadership opportunities.

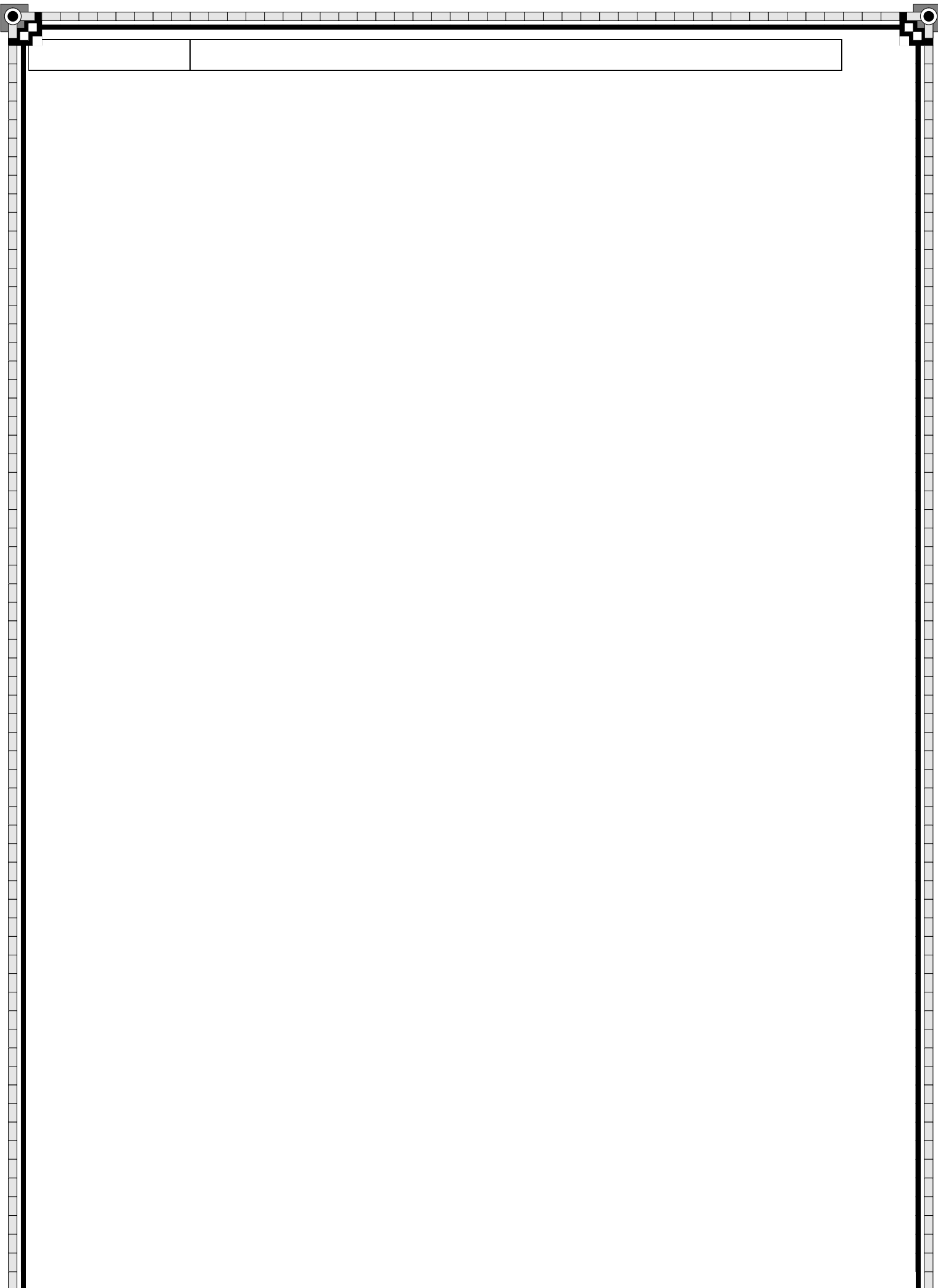
8. Evaluation and Feedback:

- Conduct regular evaluations to assess the impact and effectiveness of NSS initiatives.
- Seek feedback from volunteers, beneficiaries, and other stakeholders to identify areas for improvement and make necessary adjustments.

9. Networking and Collaboration:

- Build networks and collaborations with other colleges, institutions, and organizations working towards similar goals.
- Participate in inter-collegiate events, seminars, and conferences to exchange ideas, share best practices, and collaborate on joint projects.
- community engagement activities.

These functions collectively contribute to the holistic development of students, promote social responsibility, and foster a culture of service and citizenship within the college community.



ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	NATURE CLUB
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To remain ever updated with various Central and State Govt. notifications in regard to promote a clean atmosphere in the college premises.2. To spread the awareness among students regarding the necessity of having a clean and green atmosphere.3. To take actions to protect the green in the college premises.4. To make decisions to keep the surrounding clean without harming any ecological beings of the surroundings.5. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	ALUMNI ACTIVITIES
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<p>6. 1. To find the list of the students along with their contact information from the college office and communicate to them about registering themselves with the Alumni Association.</p> <p>7. 2. To conduct meetings with the Alumni Association and also let them to express their valuable opinions.</p> <p>8. 3. The committee will follow the best practices in this regard.</p> <p>9.</p>

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	RESEARCH AND DEVELOPMENT
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To find ways and means to make the college an institution of high repute.2. To consider whatever forms of upgradation required in the college.3. To remain connected with all the committees and understand whatever structural or any means of upgradation required of any field.4. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	INTERNAL COMPLAINTS COMMITTEE
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To remain ever active to deal with the complaints received from the faculties and staffs and attempt to resolve such dispute at the earliest, if possible or consider help from proper authority.2. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	ICT & LEARNING RESOURCES
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To promote the digital activities by every means.2. To check whether the Information and Communication Technology is functioning smoothly or not and understand the necessary requirements by any means.3. To check whether the computers, printers and various communication technology related items are working properly or not.4. To help any committee seeking help in terms of technological processes or else.5. To help committees seeking help, in every possible ways in regard to digital access.6. To check whether all the computers being used in the college premises are properly updated and whether antivirus or such software are installed or not.7. To check whether internet access is available to faculties and staffs seeking it within the campus premises.8. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	BANGLAR UCCHASHIKSHA PORTAL
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	As per requirement

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	ACCOUNTING AND FINANCE
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To check the financial procedures in the college.2. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	OFFICE MANAGEMENT
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To check whether the college office is working in proper ways.2. To check whether proper registers are maintained as required in the office workspace.3. To check whether the college office is updating itself with technological advancements and taking active steps towards digitisation of its procedures.4. The committee may seek help of the ICT Committee if it feels any sorts of upgradation is required in technical workspace (like slow PC, PC without antivirus, Printer out of work etc.) in the college office.5. The office staffs must help this committee by providing any and every help required.6. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	NCC
Nodal Officer	As Notified
Members of the Committee	As Notified

Nature of Work	<p>The NCC (National Cadet Corps) committee within an institution typically performs several functions related to the organization and management of NCC activities. Here's an outline of the functions of an NCC committee:</p> <p>Recruitment and Enrollment:</p> <p>Organize recruitment drives to attract new cadets from among the students. Facilitate the enrollment process, including documentation and registration with the NCC authorities.</p> <p>Training and Development:</p> <p>Plan and conduct regular training sessions for cadets to develop their physical fitness, leadership skills, and discipline. Arrange specialized training programs in areas such as drill, weapons training, map reading, first aid, and disaster management.</p> <p>Administration and Logistics:</p> <p>Manage administrative tasks related to the NCC unit, including record-keeping, inventory management, and coordination with higher NCC</p>
----------------	---

authorities.

Procure and distribute uniforms, equipment, and other resources required for NCC activities.

Event Planning and Coordination:

Organize various NCC events and activities such as camps, parades, social service projects, and competitions.

Coordinate with other NCC units, institutions, and external agencies for joint exercises and collaborative initiatives.

Leadership and Mentorship:

Provide guidance and mentorship to cadets to help them develop leadership qualities, teamwork skills, and a sense of responsibility.

Encourage cadets to take up leadership roles within the NCC unit and actively participate in community service projects.

Community Engagement:

Undertake community service projects and initiatives aimed at contributing to social welfare and nation-building.

Collaborate with local authorities, NGOs, and community organizations to identify and address community needs.

Ceremonial Functions:

Participate in ceremonial functions and national celebrations, representing the institution and the NCC unit.

Conduct flag hoisting ceremonies, parades, and other formal events to commemorate national occasions.

Safety and Discipline:

Enforce discipline and adherence to NCC regulations among cadets.

Ensure the safety and well-being of cadets during training sessions, camps, and other NCC activities.

Communication and Publicity:

Communicate information about NCC activities, achievements, and opportunities to students, faculty, and the wider community.

Utilize various channels such as social media, newsletters, and posters to promote NCC participation and awareness.

Evaluation and Recognition:

Evaluate the performance and progress of cadets through assessments, tests, and feedback mechanisms.

Recognize and reward outstanding cadets for their achievements and contributions to the NCC unit and the community.

These functions collectively contribute to the holistic development of cadets, instilling in them values of patriotism, discipline, and service to the nation, while also fostering a sense of camaraderie and pride within the institution.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	MAGAZINE AND WALL MAGAZINE
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To make necessary arrangements for publication of a college magazine from time to time.2. To use the blank wall spaces available in the college premises and use as required by various departments to publish their wall magazine.3. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	STUDENT WELFARE AND SUPPORTIVE COMMITTEE
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	To be filled

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	INFRASTRUCTURAL DEVELOPMENT
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<p>1. To make decisions in regard to infrastructural development of the college for facilitation of education and/or other academic activities.</p> <p style="text-align: center;">(To be filled)</p> <p>2. The committee will follow the best practices in this regard and may seek expert guidance as and when required.</p>

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	CELEBRATION COMMITTEE
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">6. The committee must go through the academic calendar as followed by the University of Burdwan.7. To prepare a list of days for observing as well as commemorating various persons of importance.8. To prepare a list of holidays to be observed by the college.9. To remain ever updated with various orders and notifications, published by UGC/ Govt. in regard to the timeline for observing certain programmes.10. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	STUDENT CREDIT CARD
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To make the newly admitted students aware of the Student Credit Card and its benefits2. To help students by any means in the process of having this card.3. The committee will follow the best practices in this regard and may seek expert guidance as and when required.

ACADEMIC AND ADMINISTRATIVE COMMITTEES (NON-STATUTORY)

Committee	CAMPUS UPGRADATION
Nodal Officer	As Notified
Members of the Committee	As Notified
Nature of Work	<ol style="list-style-type: none">1. To check whether the facilities available within the college premises are properly upgraded from time to time.2. The committee will follow the best practices in this regard and may seek expert guidance as and when required.