

Maharani Kasiswari College
List of Sub-Committees, w.e.f. March, 2025.

| Sl. No. | Name of the Subcommittee | Convenor(S) | Teacher Members | NTS Support |
|---------|------------------------------------|-------------------|---|---------------------------------|
| 1. | Academic | SS1 | ALL HOD'S | Office Priyantan Chatterjee |
| 2. | Admission | SDM | SB, TKC, SG, AB(CS), AH1, AH2, SD (GEO), AB (LIB), SPR, PR(COM), ALL TEACHERS OF DEPT. OF COMPUTER SCIENCE. | Office Priyantan Chatterjee. |
| 3. | Prospectus and Academic Calendar | SS1, CP | DC, RC, SD (FNT), AB(LIB), MG, NT, RC(GEO), NG (EDU). | Subrata Kundu Archita Roy. |
| 4. | Class Routine | MM1, SG, SPR, UKS | MG, SK (EDU), SD (GEO), NG (EDU), BB, PG (SANS), ES(GEO), AS(PHY), UB (PHY), AC(HIST), DD(ECO), SS1 & ALL HOD'S | Subrata Kundu Archita Roy. |
| 5. | Exam Conduct (College +University) | RC, SG2 | AB (CS), AH2, AFH, SDM, PG (SANS), NT, JB (SOCIO), MG, MB, | Zakir Alam Satyajit Samanta |



Sneha Chatterjee
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| | | | SH(GEO), RC(GEO),TSK(MATHS) | |
| 6. | Library | SPR, AB (LIB), ACADEMIC CONVENOR & IQAC COORDINATOR | SD (FNT), RC, SM (H), GM, AFH, PM (TTMV), ANUSHREE ROY, PG (ENVS), SG, SB(TTMV), TSK(MATHS), AG(PHY), MG ,MD(ECO), KM(SANS) | NCG Dalia Chatterjee |
| 7. | College Publication (Magazine and Others) | RC,GM, SD(FNT) & IQAC COORDINATOR | ASS, AFH, AB(LIB), SKB,RY, SM (H), SG, MM2, PG (SANS), DS(HIND), RS(GEO), AD(SOCIO) | Office |
| 8. | Seminar & Conference Committee | RC, CK,VL,SD(FNT) | SKB,SG,MG, SK(EDU), SH(GEO), SD(GEO), MM1, SK(FNT) | Subrata Kundu Archita Roy Satyajit Samanta Priyantana Chatterjee |
| 9. | Students' Welfare and Concession | TCS, TS | IQAC COORDINATOR & ALL HODS | Office |
| 10. | Academic Performance (Status & Progress) | SS1, SG | SB, MB, SG2,AH1,AH2, BB, CP,SM(H),AFH, RC(GEO), ES(GEO), TSK(MATHS) | Avradeep Saha Office |
| 11. | SC/ST/OBC/BPL | UKS, SK(FNT), VL | ALL TEACHERS AVAILING RESERVATION | Zakir Alam |
| 12. | Discipline, Grievance- Redressal and Counselling | SDB, SG,SK(FNT) | DC, MG, PR, SG2,SK(EDU) AG(PHY), UB (PHY),AS(PHY) | Archita Roy |
| 13. | Internal Complaints Committee (ICC) | SDB, SG2 | SM(H), SK (EDU), SB, ASS, AB(CS), RM, SPR, AFH, SK (FNT), JB(SOCIO), DS (HIN), ONE GB MEMBER, TWO EXTERNAL MEMBERS | Joyeeta Das Two Student Representatives |
| 14. | UGC | SD(FNT), AH3 | IQAC COORDINATOR, RC, MM2, AB (CS), RY, AB (LIB), SK(EDU) | Office Asif Shahab |
| 15. | AISHE | AB (CS), AB (LIB) | SM(H), SD (FNT), DK (STAT), ES (GEO) | Office |
| 16. | IQAC & NAAC | CK | SS1, RC, SDB, SS2, SD(FNT), BURSAR, AFH, AH3, AB(LIB) & TWO EXTERNAL MEMBERS | Subrata Kundu Archita Roy Priyantana Chatterjee |



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| | | | SH(GEO), RC(GEO),TSK(MATHS) | |
| 6. | Library | SPR, AB (LIB), ACADEMIC CONVENOR & IQAC COORDINATOR | SD (FNT), RC, SM (H), GM, AFH, PM (TTMV), ANUSHREE ROY, PG (ENVS), SG, SB(TTMV), TSK(MATHS), AG(PHY), MG ,MD(ECO), KM(SANS) | NCG Dalia Chatterjee |
| 7. | College Publication (Magazine and Others) | RC,GM, SD(FNT) & IQAC COORDINATOR | ASS, AFH, AB(LIB), SKB,RY, SM (H), SG, MM2, PG (SANS), DS(HIND), RS(GEO), AD(SOCIO) | Office |
| 8. | Seminar & Conference Committee | RC, CK,VL,SD(FNT) | SKB,SG,MG, SK(EDU), SH(GEO), SD(GEO), MM1, SK(FNT) | Subrata Kundu Archita Roy Satyajit Samanta Priyantan Chatterjee |
| 9. | Students' Welfare and Concession | TCS, TS | IQAC COORDINATOR & ALL HODS | Office |
| 10. | Academic Performance (Status & Progress) | SS1, SG | SB, MB, SG2,AH1,AH2, BB, CP,SM(H),AFH, RC(GEO), ES(GEO), TSK(MATHS) | Avradeep Saha Office |
| 11. | SC/ST/OBC/BPL | UKS, SK(FNT), VL | ALL TEACHERS AVAILING RESERVATION | Zakir Alam |
| 12. | Discipline, Grievance- Redressal and Counselling | SDB, SG,SK(FNT) | DC, MG, PR, SG2,SK(EDU) AG(PHY), UB (PHY),AS(PHY) | Archita Roy |
| 13. | Internal Complaints Committee (ICC) | SDB, SG2 | SM(H), SK (EDU), SB, ASS, AB(CS), RM, SPR, AFH, SK (FNT), JB(SOCIO), DS (HIN), ONE GB MEMBER, TWO EXTERNAL MEMBERS | Joyeeta Das Two Student Representatives |
| 14. | UGC | SD(FNT), AH3 | IQAC COORDINATOR, RC, MM2, AB (CS), RY, AB (LIB), SK(EDU) | Office Asif Shahab |
| 15. | AISHE | AB (CS), AB (LIB) | SM(H), SD (FNT), DK (STAT), ES (GEO) | Office |
| 16. | IQAC & NAAC | CK | SS1, RC, SDB, SS2, SD(FNT), BURSAR, AFH, AH3, AB(LIB) & TWO EXTERNAL MEMBERS | Subrata Kundu Archita Roy Priyantan Chatterjee |



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| 17. | NAAC (Executive Committee) | IQAC COORDINATOR | UKS, MG, AB(CS), SM(H), SH(GEO), RC(GEO), RS(GEO), PS(POL SC), TSK (MATHS) & IQAC AND NAAC MEMBERS | Office Ranajoy Guha Thakurta |
| 18. | NSS, Community Extension & Social Welfare | GM,SB, SDM | DC, LD,SKB, AC, TKC, RM1, AH1, PR, MB, NT, SD(GEO), ES(GEO), SNS(BENG), DB (TTMV), DS(POL SC),TP(FNT) | Namita Das Moumita Das Subimal Deb Ranajoy Guha Thakurta |
| 19. | NCC | SS2 | TS, SD (FNT), CP, SK(FNT),VL, BCS, MOUMITA DAS, NAMITA DAS | Office |
| 20. | Career Development & Placement Counselling | SPR, AFH | AB(LIB), PG(SANS), CK, VL, SK(FNT), SK(EDU), DK(STAT), PM(TTMV), PS(POL SC), DS(POL SC), JD(SANS), AKB(GEO), RC(GEO),TSK(MATHS) | Archita Roy Satyajit Samanta |
| 21. | Election | CP, SS1 | GB MEMBERS (INTERNAL), IQAC COORDINATOR, TCS | Office |
| 22. | Building Committee for Campus Development, Renovation & Extension | SDM, SPR | FC MEMBERS (INTERNAL), IQAC COORDINATOR, SKB, SD (FNT),RC(GEO), MS(COMP SC) | Head Clerk Asif Shahab |
| 23. | SACT/ Part-Time | SH(GEO),PS (POL SC), RC(GEO), PM(TTMV), TSK(MATHS) | ALL GOVT. APPROVED SACT & COLLEGE PAID TEACHERS | Pulak Das |
| 24. | Class-Room Beautification and Development | SB, SD (FNT),SM(H) | AC, MB, BCS, AD(EDU), SG(ENVS), ES(GEO), MM(SANS), SM(GEO), SM(SANS), SH(GEO), SR(FNT), PD(EDU), AC(HIST), SG(HIST), SD(COM), SD(GEO) | Satyajit Samanta Bikram Sethi |
| 25. | Website and Computer Maintenance | AB (CS), AB(LIB.),SPR | ALL TEACHERS OF COMPUTER SCIENCE DEPARTMENT, DK(STAT), TSK (MATHS) & IQAC COORDINATOR | Ranajoy Guha Thakurta, Priyantan Chatterjee |
| 26. | Alumni Co-ordination | SDB, BURSAR, SD(FNT), AFH,ASS | ALL HODS, GS (STUDENTS' UNION), RC, LD, SG2, AB(LIB), AH3, SK (FNT), SB(TTMV), SH (GEO), AS(PSY), RC(GEO), RS (GEO) | Avradeep Saha Joyeeta Das Subrata Kundu |



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| 27. | Hostel | SDB, SG2, HOSTEL SUPER | TKC, MG, VL, BB, BCS, SK(FNT), NT, SM(SANS), PG(SANS) | Joyeeta Das Anjali Mondal Sandhya Sethi |
| 28. | Cultural | SB, AC, AFH,SDM | SKB, GM, MG, MB, PG(SANS), SD (GEO), RS(GEO), SM(GEO), DS(POL SC), RC(GEO), PD(EDU), MC(PHIL),PS(POL SC), DS(HIN) | Joyeeta Das Archita Roy |
| 29. | Sports | TS, SS2, AFH, BB | SUBIMAL DEB, LD, BCS, MB, RM, RM1, MG, AD(SOCIO), AKB(GEO), SB(TTMV), PS(POL SC), AD(SOCIO), DK(STAT), TP(FNT), KM(SANS), SK(EDU), AD(COM), SM(SANS) | Kaushik Dutta Bikram Sethi |
| 30. | Saraswati Puja | SDM, SG2, SK(EDU), PG(SANS) | BURSAR, TS, GM, PR, AH1, AH2, MG ,MM (SANS), SD(GEO), KM(SANS), ES(GEO), DK(STAT), AN(FNT), DS(HIND) | Avradeep Saha Sandhya Sethi |
| 31. | Picnic | SDM,SKB,AC, AFH,SPR | PR, AH1, BCS, PS(POL SC), JD (SANS), PM (TTMV), DB (TTMV), RC(GEO), DS (POL SC), AKB(GEO), TP(FNT), SB(TTMV), MD(ECO), DM(COM) | Nupur Chandra Ghosh Satyajit Samanta Bikram Sethi |
| 32. | Leave Record, Personal File & Service Book Maintenance | SDB,UKS, CK | SS1, MG, VL, NT(POL SC), NG(EDU), SM(SANS), TSK(MATHS) | Archita Roy Joyeeta Das |
| 33. | Yoga/ Self Defense | SS2 | SUBIMAL DEB, SG(HIST), SH(GEO), SM(GEO), SM(SANS), AC(HIST), NAMITA DAS, MOUMITA DAS | Sandhya Sethi |
| 34. | Excursion/Educationa l Tour | SPR, SDM, AFH | ALL TTMV AND ALL GEOGRAPHY TEACHERS, JD(SANS) | Nupur Chandra Ghosh, Subrata Kundu Satyajit Samanta |
| 35. | Feedback Cell & SSS | SS1, SG, AH3 | MM2, SDM, SPR, PM(TTMV), DK(STAT), TSK(MATHS), NG(EDU), AC(COMP SC) | Office |
| 36. | Research Cell | SD (FNT), CK | MM1, RC, SM(H), AB(LIB), ASS, RS(GEO), TSK (MATHS), SH (GEO), AG(PHY), DS(POL.SC.) | Office Priyantan Chatterjee |
| 37. | GYM,Yoga | SS2,AFH, BB | SUBIMAL DEB, MB, BCS, AD(EDU), RC(GEO),TP(FNT), | Joyeeta Das, |



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| | | | AD(COM),AKB (GEO), SM(SANS), NAMITA DAS, MOUMITA DAS | |
| 38. | NIRF | CK (NODAL OFFICER) | SKB, TKC, AB(LIB), SD(FNT), BB, SK(FNT), VL | Zakir Alam Avradeep Saha Asif Shahab |
| 39. | Internship Committee & Add-On Course/Certificate Course/ Diploma | AB(CS), AH1, LD & CDPC CONVENORS & IQAC COORDINATOR | ACADEMIC COMMITTEE CONVENOR , MM2, SG2, AH3, AB(LIB), SB (TTMV), PM (TTMV), TSK (MATHS), DK (STAT), AG(Psy), RC(GEO), RS (GEO) | Subrata Kundu Archita Roy Zakir Alam |
| 40. | MOU Committee | SDM, SPR | AC, SM(H), MG, VL, SH(GEO),RC(GEO), PM (TTMV) | Office |
| 41. | Purchase Committee | BURSAR, SKB, SDM | AB(LIB), UKS, SD (F&N), AG(Psy) | Satyajit Samanta Subrata Kundu Archita Roy |
| 42. | Canteen Committee | BURSAR,SKB, SDM,AC | RC, SS1, SB, SDB, SG2, SK(EDU), DS(HINS), MG, SR(FNT) | Sandhya Sethi Anjali Mondal |
| 43. | CAS Committee | IQAC COORDINATOR | SS2, SKB, SD(FNT), UKS, MG | Archita Roy |



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