

# **STATUTORY COMMITTEES**

**NSHM College of Management & Technology, Kolkata**

**College Code 234**

**SC/ST/ Anti Ragging/Grievances/Complaints/etc.**

**NOTICE**

Memo No. : NCMT/KOL/ARC/2017/001

Date: 01/07/17

In compliance with the UGC Regulation on curbing the menace of ragging in higher educational institutions, 2009 and revised as per UGC Notification vide The Gazette of India Part III-Section 4, New Delhi dated June 29, 2016 the Anti-Ragging Committee of NSHM College of Management and Technology, Kolkata, an affiliated college with code 234 under Maulana Abul Kalam Azad University of Technology, Kolkata is hereby reconstituted with the following members:

**Anti-Ragging Committee:**

Sl. No.	Name	Position	Contact No
1	Prof. (Dr.) Krishnendu Sarkar, Director -	Convenor	9903250725
2	Prof. Mrityunjoy Chatterjee, Director – NIMD	Co - convener	9903250736
3	SDO or his nominee	Rep. Civil Administration	
4	OC or his nominee, Behala P.S.	Rep. of Police Administration	033-2396-7350
5	Ms. Sudeshna Basu, Former Chief of Bureau, Aajtak	Rep. of Local Media	9038074101
6	Mr. Subhasis Nath	Rep. of NGO – Bhalobhasha	9748404389
7	Ms. Sharmila Sinha	Faculty Member	9830169655
8	Mr. Debanjan Banerjee	Faculty Member	9830481096
9	Ms. Reeti Debnath	Faculty Member	9836719290
10	Mr. Sarit Bhattacharya	Faculty Member	9748578661
11	Mr. Gautam Ganguly	Faculty Member	9903250740
12	Dr. Bhaswati Bhattacharya	Faculty Member	9831396669
13	Ms. Sujata Bose	Faculty Member	8240551955
14	Mr. Ashok Singh Parent of Ashish Singh BMS (3 <sup>rd</sup> Year)	Parent s' Representative	9748182548
15	Mr. Manbir Singh Parent of Deepti Sandhu BFDM 3 <sup>rd</sup> year	Parents' Representative	9038019971
16	Ms. Roopa Mukherjee Parent of Kishalay Mukherjee MMS 2 <sup>nd</sup> Year	Parents' Representative	9831665677
18	Kantick Banerjee BMAG 2 <sup>nd</sup> Year	Students' Representative	8762636258
19	Rukshar Parween BBA 2 <sup>nd</sup> year	Students' Representative	8582848127
20	Abhay Agarwal BCA - 2 <sup>nd</sup> year	Students' Representative	8961891830
21	Nilanjan De BBA (Hospital) 2 <sup>nd</sup> Year		9874379003
22	Bhavik Gandhi BHM – 3 <sup>rd</sup> Year		7384966787
23	Tiyasha Chatterjee BOPTOM – 2 <sup>nd</sup> Year		9836370269
24	Head Administration	Non – faculty member	03324032300
25	Mr. Kunal Bhattacharjee	Non – faculty member	9903250734
26	Mr. Mithun Das	Non – faculty member	9830358959

**Krishnendu Sarkar**  
Director

### **Functions and Duties of Anti Ragging Committee:**

The committee will decide and finalize Anti Ragging Regulations for the institution, in accordance with the prevailing regulations of various statutory bodies.

1. To conduct Anti Ragging Committee meeting every month, or incase of any compliant registers as and when basis.
2. To ensure submission of undertaking in the prescribed format from the candidate concerned on anti- ragging at the time of admission.
3. To arrange to send letters to parents, guardians of the students at the beginning of the academic year for creation of awareness.
4. To suggest measures to tighten vigil against any act which constitutes ragging.
5. Measures for prevention of ragging so that freshers, senior students and every staff of the institute are made aware of the measures.
6. Measures for prohibition of ragging to eliminate the scourge of ragging as per the definition given in the relevant regulations, including the formation of the Anti Ragging Squad, Mentoring Cell on ragging etc.
7. Ensuring that undertakings in the form of Affidavit by students, parents / guardians and staff members of the institutes are taken.
8. Ensuring that the actions to be taken are as per the guidelines of the relevant regulations of the regulatory bodies
9. Timely circulation of action taken report to the concerned authorities against Anti Ragging in the institute.

### ***Responsibilities:***

- Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
- Devise and promulgate a credible anti-ragging policy in college.
- Advise Disciplinary Committee and sub – committees on new policies or directives on handling cases of ragging (as applicable) from time to time.
- Timely address grievances of stakeholders and especially those related to gender sensitivity issues including sexual harassment of women.
- Sensitization of employees towards cases of ragging.
- Seek advice of expert to handle complicated grievance cases related to ragging apart from advise by other committee(s)/ sub-committee(s), if need arises.
- Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any along with recommendations.
- Maintain all records, statements, actions and other correspondences related to ragging cases.
- Discuss major cases of ragging to generate awareness amongst students and faculty.
- Ensure the formation of the various cells and committees and their proper functioning and monitoring mechanism.

## NOTICE

Memo No. : NCMT/KOL/ARS/2017/002

Date: 01/07/17

### **SUBJECT: CONSTITUTION OF ANTI RAGGING SQUAD**

The Anti Ragging Squad shall make surprise raids/visits in hostel/canteen and other hot spots for such incidents and is empowered to inspect places of potential ragging. The Anti Ragging Squad will work under the overall guidance of Anti Ragging Committee. It is ensured that the Anti Ragging Squad with representation of various members of the campus community and no outside representation will work towards maintaining vigil, oversight and patrolling functions at all times.

The following are the current members of the Anti Ragging Squad:

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
1	Mr. Saibal Chatterjee, Faculty	Squad Leader	9830543261
2	Dr. Sayani Basu, Faculty	Member	9830248588
3	Ms. Masum Sengupta, Faculty	Member	8420010159
4	Mr. Anwar Ali, Faculty	Member	9831001286
5	Head Administration	Non-faculty	03324032300
6	Mr. Aftab Ali, Hostel Incharge	Non-faculty	7596815491

### **Functions and Duties of Anti Ragging Squad:**

- The members of the squad will visit ***at least once in a week*** all potential areas of ragging in or outside of the college and hostel premises, including at night and may apprehend the culprits.
- The members must be vigilant at all hours including at odd hours all round the campus and other places vulnerable to incidents of ragging and shall be empowered to inspect such places.
- The members must conduct anonymous random surveys among freshers to ensure that the campus is free from ragging.
- The members must conduct on-the-spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the faculty, staff, student, parent or guardian or employee of a service provider or by any other person, as the case may be; and the enquiry report along with the recommendations shall be submitted to the Anti Ragging Committee for action.
- The members must ensure the display of posters on the institute notice boards and other prominent places.

**Any one gets information about the ragging or any other untoward activities must inform immediately to the members and it should be reported to the Anti Ragging Committee.**

**Krishnendu Sarkar**  
**Director**

### VIGILANCE REPORT OF ANTI RAGGING SQUAD

The Anti Ragging Squad conducted surprise visit in the college / hostel (Boys & Girls) and interacted with the students, faculty members, hostilities and warden of the hostel. The report of \_\_\_\_\_ submitted to the Convener of Anti Ragging Committee of Institute for their perusal.

<b>Sl. No.</b>	<b>Name of the staff</b>	<b>Position</b>	<b>Signature</b>
1	Mr. Saibal Chatterjee, Faculty	Squad Leader	9830543261
2	Dr. Sayani Basu, Faculty	Member	9830248588
3	Ms. Masum Sengupta, Faculty	Member	8420010159
4	Mr. Anwar Ali, Faculty	Member	9831001286
5	Head Administration	Non-faculty	03324032300
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## **NOTICE**

Memo No. : NCMT/KOL/GRC/2017/001

Date: 01/07/17

### **GRIEVANCE REDRESSAL COMMITTEE**

As per the AICTE/UGC Regulation a Grievance Redressal Committee has been constituted for NSHM College of Management and Technology, Kolkata with the objective of preventing unfair practices and to provide a mechanism to students, parents and others for redressal of their grievances.

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
1.	Prof. Mrityunjoy Chatterjee	Chairperson	9903250736
2.	Mr. Soumendra Nath Ghosh	Member Secretary	7003644356
3.	Ms. Jhilam R Dey	Member	9830645435
4.	Mr. Mriganka Dutta	Member	9830343662
5.	Mr. Debanjan Banerjee	Member	9830481096
6.	Seemanta Bhowmik MSc (CS), 2 <sup>nd</sup> Yr	Student Member	8981620361
7.	Binata Sarkar MHA 2 <sup>nd</sup> Year	Student Member	8910819853
8.	Romit Pandit BBA (SCM) 2 <sup>nd</sup> Yr.	Student Member	9674863323

The Committee is requested to Contribute effectively to address the grievances at the earliest. To register the compliant there is a separate Complain register kept in office of Administrative Officer. On receipt of the Compliant, the Member Secretary of the Grievance Redressal Committee will call Committee members, with information to the complainant on their day of Convenience. An aggrieved Student or Parent may appear in person to present his/her case.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University (i.e. Maulana Abul Kalam Azad University of Technology) The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.

**Krishnendu Sarkar**  
**Director**

## **NOTICE**

Memo No. : NCMT/KOL/ICC/2017/001

Date : 01/07/17

### **INTERNAL COMPLAIN COMMITTEE**

NSHM College of Management & Technology, Kolkata has zero tolerance policy against discrimination and sexual harassment. An act of sexual harassment is a punishable offence. In terms of the Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013, with a view to provide protection against discrimination and sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto, the Internal Complaints Committee has been constituted in NSHM College of Management and Technology, Kolkata. The Complaints Committee will be responsible for the redressal of complaints made by employees and ensure time-bound treatment of the complaints as provided in the Act. In case of any complaint, an employee of the institute may contact the following:

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
1	Prof.(Dr.) Krishnendu Sarkar	Presiding Officer	9903250725
2	Mr. Deepak Malhotra (HR-Head)	Member Secretary	9831644479
3	Prof. Nabaneeta Dutta	Faculty Member	8697232505
4	Prof. (Dr.) Lalima Mukherjee	Faculty Member	9830670990
5	Prof. Sharmila Sinha	Faculty Member	9830169655
6	Prof. Reshmi Naskar	Faculty Member	9674388508
7	Head Administration	Non-faculty Member	03324032300
8	Ms. Tanya Das	Non-faculty Member	9163386510
9	Mr. Subhasish Nath	NGO Representative	9748404389

**Krishnendu Sarkar**  
**Director**

## **NOTICE**

Memo No. : NCMT/KOL/SC-ST/2017/001

Date : 01/07/17

### **SC / ST Committee**

SC/ST Committee has been constituted in the Institute to handle the statutory requirements and resolve the issues related to the SC/ST Officers, Employees, and Students of the Institute. Following are the important responsibilities of the SC/ST Cell

- Issues related to SC/ST.
- Affairs related to SC/ST reservation implemented in the Institute according to Indian Government Policy.
- Registering the complaints in writing from of SC/ST teachers, officers, employees, and students and address it to concerned department, person, section for its peaceful resolution.
- Nomination of SC/ST students for Cell at Institute level.

Notifying herewith the constitution of SC/ST Cell of the institute is as follows:

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
1.	Prof. Mrityunjoy Chatterjee	Chairperson	9903250736
2.	Mr. Mithun Das	Convener SC/ST Liaison Officer	9830358959
3.	Dr. Pravanshu S Das	Faculty Member	9432165214
4.	Prof. Kanika Kundu	Faculty Member	9830556715
5.	Mr. Maqsood Alam	Faculty Member	7003641365
6.	Prof. Prashant Karn	Faculty Member	9818471051
7.	Head Administration	Non-faculty	03324032300
8.	Mr. Kunal Bhattacharjee	Non-faculty	9903250734
9.	Sreetama Karmakar MMS 3 <sup>rd</sup> Yr.	Student Member	9163409217
10.	Prantik Aditya BOPTOM 3 <sup>rd</sup> Yr	Student Member	9401854998

Krishnendu Sarkar  
**Director**

**NOTICE**

**ATTENTION: ALL STUDENTS**

**ACTIONS TO BE TAKEN AGAINST STUDENTS FOR INDULGING AND ABETTING RAGGING IN THE INSTITUTE AND HOSTELS OF NSHM KNOWLEDGE CAMPUS, KOLKATA**

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

**Dr. Krishnendu Sarkar**  
**Director**

## HOSTEL COMMITTEE

The **Hostel Committee** will be a collective forum to guide on corrective/preventive actions and provide active support in all matters relating to hostel operations. This committee will also provide all necessary support to the Hostel Superintendent / Hostel Wardens in their day-to-day governance responsibility of hostel matters and issues.

The Hostel Committee will develop a system to regularly govern the **quality of lodging and boarding facilities** for students, **maintenance of hostel infrastructure and facilities**, **quality of food** and **associate services** for boarders, **quality of drinking water** in hostels, **health-care/medical facilities** for boarders including preventive health-care measures, security and safety measures for boarders, sports, games and recreational facilities for boarders, etc.

The Hostel Committee will act in close co-ordination with the Anti-Ragging Committee, Anti-Ragging Squad, and Student Discipline Committee in matters of anti-ragging measures/student discipline in hostels.

### ***Composition***

Chairperson: Dr. Naveen Das

Convener/Member-Secretary: Head Administration & Hostel Warden

Non – faculty members:

1. Sourav Basu
2. Kunal Bhattacharjee

Faculty representatives from colleges:

1. Dr Sutapa Biswas Majhi
2. Dr. Soujanya Pudi
3. Mr. Raj Kumar Das Gupta
4. Dr. Lalima Mukherjee
5. Mr. Debanjan Banerjee
6. Mr. Saibal Chatterjee

### ***Frequency of Meetings***

Twice a Month; depending on urgency more frequent meetings may be convened

### ***Quorum***

50% of the members, which must include the Chairperson and the Member Secretary.

### ***Mode of Operation***

Agenda for meeting will be prepared and circulated by the Member Secretary covering all relevant aspects and issues, including

- Inputs as may be available from members
- Minutes of the last Hostel Committee meeting
- Action-Taken-Report on the minutes of the earlier meeting. If action is yet to be taken or further action is required on an item, this must automatically find a place in the next Action-Taken-Report.

Minutes of the meeting will be prepared and circulated by the Member Secretary with the approval of the Chairperson and also discussed in the next Administrative Council Meeting.

## **Hostel Food Committee**

The Hostel Food Committee consisting of warden and six members (preferably three vegetarians and three non-vegetarians) elected directly by the General Body of Hostel residents. One of these six members will act as the Mess Secretary to the Committee by rotation to be decided by the Committee itself. The elected members will hold the position for one year; and any vacancy may be filled by the Committee either by cooption or by election.

The Hostel Food Committee will develop a system to regularly govern the **quality of food** supplied to the boarders including preventive health-care measures etc. for boarders. The Committee will act in close co-ordination with the Hostel Committee in matters of all food related issues.

### ***Composition***

Chairperson: Prof. Gautam Ganguly

Convener/Member-Secretary: Head Administration & Hostel Warden

Non – faculty members:

1. Sornali Banerjee
2. Sayantani Das
3. Ramkrishna Ray

Faculty and Canteen representatives:

1. Prof. Rinku Sen
2. Prof. Ashutosh Kar
3. Prof. Dhanbal K
4. Canteen Manager

Student representatives (Hostelites)

MBA 1<sup>st</sup> year

BPHARM 2<sup>nd</sup> year

Rakesh Pandey - BBA (Hotel) 3<sup>rd</sup> year

Ashish Singh - BMS 3<sup>rd</sup> year

Aminul Islam - BCA 2<sup>nd</sup> year

Prantik Aditya - BOPTOM 3<sup>rd</sup> year

Pragati Chaudhury - BBA 2<sup>nd</sup> year

### ***Frequency of Meetings***

Every week; depending on urgency more frequent meetings may be convened

### ***Quorum***

50% of the members, which must include the Chairperson and the Member Secretary.

### ***Mode of Operation***

Agenda for meeting will be prepared and circulated by the Member Secretary covering all relevant aspects and issues, including

- Inputs as may be available from members
- Action-Taken-Report on the minutes of the earlier meeting. If action is yet to be taken or further action is required on an item, this must automatically find a place in the next Action-Taken-Report.

Minutes of the meeting will be prepared and circulated by the Member Secretary with the approval of the Chairperson and also discussed in the next Hostel Committee Meeting.