



Estd: 2006

BENGAL SCHOOL OF TECHNOLOGY

Approved by Pharmacy Council of India, New Delhi

Affiliated to: Maulana Abul Kalam Azad University of Technology (MAKAUT) (Formerly known as West Bengal University of Technology) & West Bengal State Council of Technical and Vocational Education and Skill Development (WBSCT&VE&SD)

Accredited by NAAC with "A" Grade, Accredited by NBA for B. Pharm

Sugandha, Delhi Road, Near Chinsurah Railway Station, Dist: Hooghly-712 102, West Bengal

Governance, Institutional Support and financial resources (100)

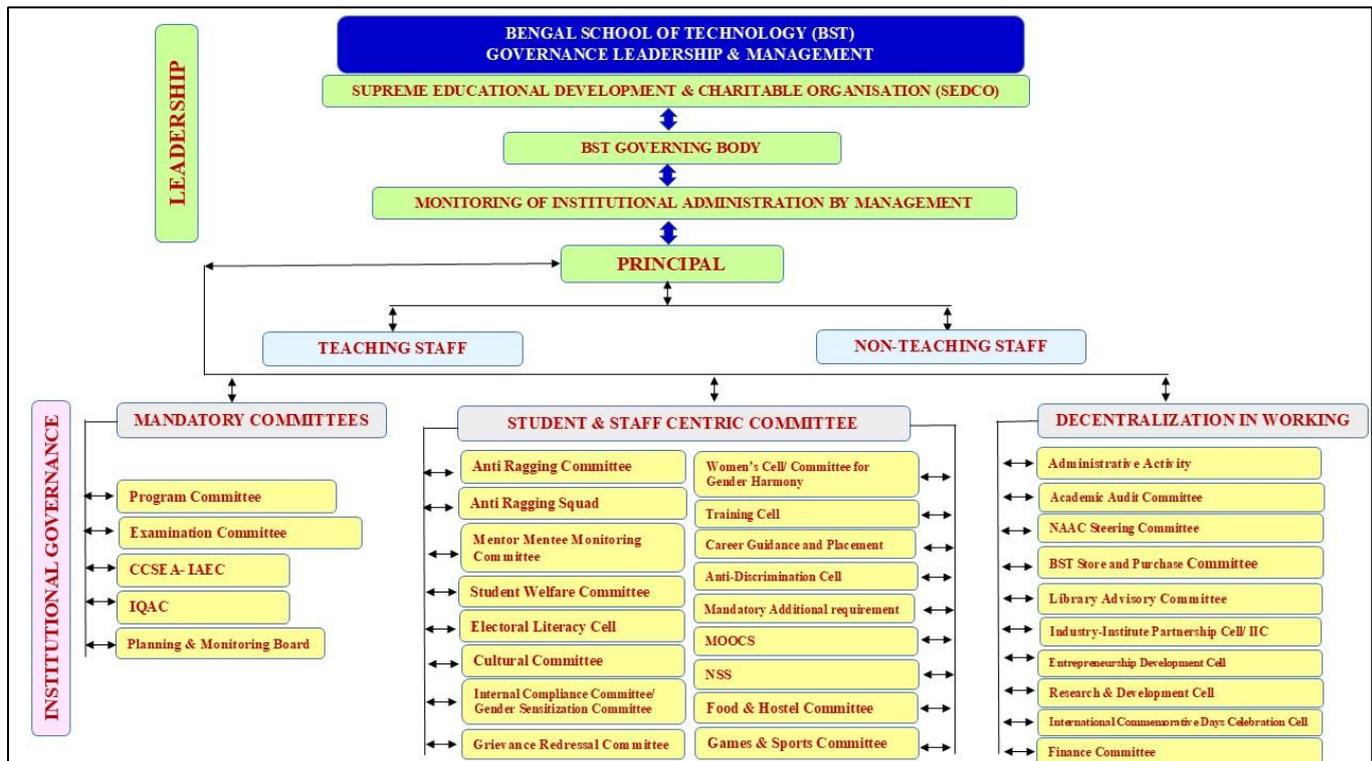
List of governing, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; and attendance therein, participation of external members in a tabular form. A few sample minutes of meetings and action taken report should be annexed.

The published rules, policies and procedures, years of publication and its implementation shall be listed. Also state the extent of awareness among its employees/students

BENGAL SCHOOL OF TECHNOLOGY (BST)

Bengal School of Technology was established by a non-profit making Charitable Trust namely Supreme Educational Development and Charitable Organization (SEDCO) in the year 2006 as a noble venture of rendering services through the establishment of HEI (Higher Educational Institutions) with an unwavering commitment to provide quality education.

The organization and Governance ensuring transparency is duly adapted in all aspects of Institutional Governance as per the organogram furnished hereunder:





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Sugandha, Delhi Road, Near Chinsurah Railway Station, Dist: Hooghly-712 102, West Bengal

BST Governing Body:

Composition, Constitution, function and responsibilities of Governing Body

Composition:

The BST Governing Body (BST GB) is constituted as per norms consisting of members of the Supreme Educational Development & Charitable Organization (SEDCO), a charitable Trust, Director of Technical Education Government of West Bengal, Nominee of the Affiliating University, Educationist Nominee of the State Government, Faculty Member of BST nominated by the Principal, and the Principal of BST as the Ex-Officio Member Secretary of the GB.

Sl No	Name	Status
1.	Mr. Bijoy Guha Mallick	Chairman, SEDCO
2.	Mr. Dilip K. Mondal	CEO & Secretary
3.	Mr. Krishna Chandra Mondal	Trustee
4.	Dr. Souma Guha Mallick	Vice-Chairman
5.	Mrs. Ratna Guha Mallick	Trustee
6.	Director of Technical Education Govt. of West Bengal	Member
7.	Dr. Moitreyee Chattopadhyay	Nominee, Maulana Abul Kalam Azad University of Technology, Kolkata
8.	Prof. Sandip Das	Govt. Nominee Faculty, College of Leather Technology, Kolkata
9.	Dr Pranabesh Chakraborty	Member
10	Mr. Surojit Nag	Member
11	Mr. Biswanath Ghosh	Faculty Member nominated by Principal
12	Dr. P. Suresh Principal BST	Ex-Officio Member Secretary

Constitution:

- The Governing body is the apex authority of the Institution for the governance of the institution
- GB nominates the Chairman from amongst its members.
- The Principal BST shall be the Ex-Officio Member Secretary of the Governing Body.
- Governing body meets not less than twice in a year.
- The meetings are convened & conducted by the Principal cum Member Secretary
- Two third members constitute the quorum for convening a meeting
- Meetings are chaired by Chairman of the Governing Body.
- The minutes of the meetings are prepared by the Member Secretary
- Governing body shall be reconstituted every three years except the official nominees who shall have a term of 5 years.



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Functions, Roles and Responsibilities:

The broad activities of the academic, administrative, financial, Physical infrastructural facilities, intellectual infrastructure, compliance of the prescribed norms of Statutory bodies, development of institutional linkages are some of the core concepts pertaining to the general activities and roles and responsibilities of the Governing body.

Following is the General Guidelines on pertinent aspects which are usually incorporated in the Agenda Items of the Governing Body Meetings as may be deemed appropriate for better monitoring of the Institution for its academic upgradation and smooth functioning of the Institution:

- Confirmation of the minutes of the last GB Meeting
- Action Taken Report
- Semester wise Academic Performance of the Institution using graphical representation
- Approval of fees structure
- Approval of tentative Budget for the forthcoming financial year /Revised Budget
- Approval of Income-Expenditure statement of the financial year ending on 31st March
- Approval of appointment of Auditor
- Approval of Audit Report
- Matters related to affiliation by the examining authority
- Matters related to approval by the Statutory body
- Matters related to Quality improvement of the Institutions
- Matters related to Infrastructure Development
- Matters related to augmenting intellectual Infrastructure of the Institution
- Matters related to the accreditation by the National Board of Accreditation/NAAC
- Discussion about various Activities planned and organized by the Institution
- Signing of MOU with Industry, Healthcare Sectors and Academic Institutions for promoting the causes for providing training, inviting for campus placement, avenue of R&D, faculty exchange, field visits, and others
- Guide the college while fulfilling the objectives for which the college was established
- Institute Academic merit awards and CSR activities as may be deemed appropriate
- Institute Motivational Incentives for Quality enhancement of faculty members
- Approval of appointments of Principal, Teaching faculty, Adjunct Faculty & Staff
- Approve introduction of Add-on programmes by the college as may be deemed appropriate
- Approve the service rules for the employees of the Institution
- To monitor proper functioning of hostels through hostel committee
- Measures for prevention of Ragging in the Institution
- Placement status and the action plan for further improvement
- Modalities of Staff Welfare measures
- Any other matter as may be deemed appropriate



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COMMITTEES:

The Institute has established a robust administrative mechanism for **Good Governance** by way of constituting the following committees with faculty members as decision makers. In all the committees the Principal cum Member Secretary of the Governing Body shall act as a Chairman unless and until specified therein as per norms. The coordinator of the committee shall report to the Principal for further course of action.

The various committees of Institutional Governance with the participation of Faculty, Staff and Students as per the mandate are broadly listed under the following three categories:

1. Mandatory Committees
2. Student and Staff Centric Committees
3. Decentralization in Working

Faculty Members as Administrator/Decision Maker for Various Responsibilities

SI No.	Name of the Committee	Name of the Faculty/Co-ordinator
1.	BST Programme Committee	Dr. Sasmita Dash
2.	BST Examination Committee	Dr. Dharmajit Pattanayak
3.	BST IAEC (CCSEA)	Mr. Sougata Mallick
4.	BST IQAC	Dr. Paramita Dey and Dr Saumya Das
5.	BST Planning and Monitoring Board	Dr. Dharmajit Pattanayak
6.	BST Anti Ragging Committee	Dr Sudip Kr. Kar
7.	BST Anti Ragging Squad	Dr. Sudip Kr. Kar
8.	BST Mentor and Mentee Monitoring Committee	Dr. Sudip Kr. Kar
9.	BST Student Welfare Committee	Dr. Sasmita Dash
10.	BST Electoral Literacy Cell	Dr Paramita Dey
11.	BST Cultural Committee	Dr. Atanu Chatterjee
12.	BST Internal Compliance Committee/ Gender Sensitization Committee	Dr. Paramita Dey
13.	BST Grievance Redressal	Dr. Paramita Dey
14.	BST Women's Cell/ Committee for Gender Harmonization	Dr. Paramita Dey
15.	BST Training Cell	Mr. Abhijit De
16.	BST Career Guidance and Placement Cell	Dr Saumya Das
17.	BST Anti-Discrimination Cell	Dr Suchandra Goswami
18.	BST Mandatory Additional Requirement	Dr. Sudip Kr. Kar
19.	BST MOOCs	Mr. Siddheswar Maity
20.	BST NSS	Mrs. Sangita Banerjee
21.	BST Food and Hostel Committee	Mr. Shaibal Chandra and Dr. Saumya Das



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22.	Games & Sports Committee	Dr. Dharmajit Pattanayak
23.	BST Administrative Activities	Dr Saumya Das
24.	BST Academic Audit Committee	Dr. Sasmita Dash
25.	BST NAAC Steering Committee	Dr. Saumya Das
26.	BST Store and Purchase	Dr. Raja Majumder
27.	BST Library Advisory Committee	Dr. Saumya Das
28.	BST Industry-Institute-Partnership Cell/ Institutional Innovation Council	Dr. Debasis Bhattacharjee
29.	BST Entrepreneurship Development Cell	Dr. Debasis Bhattacharjee
30.	BST Research and Development Cell	Dr Suchandra Goswami
31.	BST International Commemorative Day cell	Mrs. Annesha Chakraborty
32.	BST Finance Committee	Mr. Subinoy Bag



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List of E-mail ID of the Decision Makers of the Committees

Sl No.	Name of the Committee	email ID
1.	BST Programme Committee	sasmita@bstpharmacy.in
2.	BST Examination Committee	examcell@bstpharmacy.in
3.	BST IAEC (CCSEA)	sougata@bstpharmacy.in
4.	BST IQAC	iqac@bstpharmacy.in
5.	BST Planning and Monitoring Board	dharmajit@bstpharmacy.in
6.	BST Anti Ragging Committee	arc@bstpharmacy.in
7.	BST Anti Ragging Squad	arc@bstpharmacy.in
8.	BST Mentor and Mentee Monitoring Committee	spoc@bstpharmacy.in
9.	BST Student Welfare Committee	aniruddha@bstpharmacy.in
10.	BST Electoral Literacy Cell	elc@bstpharmacy.in
11.	BST Cultural Committee	atanu@bstpharmacy.in
12.	BST Internal Compliance Committee/ Gender Sensitization Committee	gsc@bstpharmacy.in
13.	BST Grievance Redressal	grievance@bstpharmacy.in
14.	BST Women's Cell/ Committee for Gender Harmonization	paramita@bstpharmacy.in
15.	BST Training Cell	training@bstpharmacy.in
16.	BST Career Guidance and Placement Cell	tpo@bstpharmacy.in
17.	BST Anti-Discrimination Cell	adc@bstpharmacy.in
18.	BST Mandatory Additional Requirement	mar@bstpharmacy.in
19.	BST MOOCs	spoc@bstpharmacy.in
20.	BST NSS	nss@bstpharmacy.in
21.	BST Food and Hostel Committee	oichostel@bstpharmacy.in
22.	Games & Sports Committee	dharmajit@bstpharmacy.in
23.	BST Administrative Activities	saumya@bstpharmacy.in
24.	BST Academic Audit Committee	sasmita@bstpharmacy.in
25.	BST NAAC Steering Committee	saumya@bstpharmacy.in
26.	BST Store and Purchase	raja@bstpharmacy.in
27.	BST Library Advisory Committee	saumya@bstpharmacy.in
28.	BST Industry-Institute-Partnership Cell/ Institutional Innovation Council	debasis@bstpharmacy.in
29.	BST Entrepreneurship Development Cell	ecell@bstpharmacy.in
30.	BST Research and Development Cell	suchandra@bstpharmacy.in
31.	BST International Commemorative Day cell	cc@bstpharmacy.in
32.	BST Finance Committee	office@bstpharmacy.in



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Frequency of Meetings of the Committees

SI No.	Name of the Committee	Frequency
1.	BST Programme Committee	Thrice in a Semester
2.	BST Examination Committee	Once in a Semester
3.	BST IAEC (CCSEA)	Twice in a Year
4.	BST IQAC	Once in every quarter
5.	BST Planning and Monitoring Board	Once in a Year
6.	BST Anti Ragging Committee	Once in a Year
7.	BST Anti Ragging Squad	Once in a Year
8.	BST Mentor and Mentee Monitoring Committee	Once in a Semester
9.	BST Student Welfare Committee	Once in a Year
10.	BST Electoral Literacy Cell	Once in a Year
11.	BST Cultural Committee	Once in a Semester
12.	BST Internal Compliance Committee/ Gender Sensitization Committee	Once in a Semester
13.	BST Grievance Redressal	Once in a Semester
14.	BST Women's Cell/ Committee for Gender Harmonization	Once in a Semester
15.	BST Training Cell	Once in a Semester
16.	BST Career Guidance and Placement Cell	Once in a Semester
17.	BST Anti-Discrimination Cell	Once in a Year
18.	BST Mandatory Additional Requirement	Once in a Semester
19.	BST MOOCs	Once in a Semester
20.	BST NSS	Once in a Semester
21.	BST Food and Hostel Committee	Twice in a Year
22.	Games & Sports Committee	Once in a Year
23.	BST Administrative Activities	Twice in a Year
24.	BST Academic Audit Committee	Once in a Year
25.	BST NAAC Steering Committee	Once in a Year
26.	BST Store and Purchase	Once in a Semester
27.	BST Library Advisory Committee	Once in a Semester
28.	BST Industry-Institute-Partnership Cell/ Institutional Innovation Council	Once in a Year
29.	BST Entrepreneurship Development Cell	Once in a Year
30.	BST Research and Development Cell	Once in a Year
31.	BST International Commemorative Day cell	Once in a Year
32.	BST Finance Committee	Twice in a Year



BST Programme Committee:

In accordance to the statutory provisions of the PCI, for the B. Pharm course, the Institutional level Programme Committee is constituted by the Principal in consultation with all concerned. The committee consists of following members:

Sl.No	Name	Status	Nominated as	Contact No
1.	Dr. Sasmita Dash	Faculty in Pharma Chemistry	Chairperson	7008002173
2.	Dr. Saumya Das	Faculty in Pharmaceutics	Member	7981986726
3.	Mr. Sougata Mallick	Faculty in Pharmacology	Member	8017457949
4.	Mr. Siddheswar Maity	Faculty in Pharmacognosy	Member	9732617202
5.	Dr. Dharmajit Pattanayak	OIC/Examination Cell	Member	8328294747
6.	Mr. Sarthak Chakraborty	Student of B. Pharm 1 st year	Member	6289994908
7.	Mr. Koushik Bhadra	Student of B. Pharm 2 nd year	Member	7044267353
8.	Ms Sukanya Bag	Student of B, Pharm 3 rd Year	Member	9382541586
9.	Mr Subham Mukherjee	Students of B. Pharm 4 th year	Member	8918382249

Constitution:

- The Programme Committee shall meet at least thrice in a semester preferably at the end of each continuous assessment before the end semester examination
- The Programme Committee shall communicate its recommendation on academic matters to the Principal for consideration.

Roles and Responsibilities:

- Prepare Time Table in accordance with the scheme of instructions and in accordance to the academic calendar of the examination system
- Periodically review the progress of the classwork and extent of coverage of syllabus
- Monitoring the Day-to-Day class work
- Review of record of attendance of the students in theory and practical classes as maintained by the faculty for the respective courses
- Discussing the problems concerning curriculum, syllabus and conduct of the classes
- Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students in the beginning of respective semester
- Identify and monitor the slow learners with need-based care and guidance
- Focus on teaching-learning pedagogy
- CO-PO mapping in the continuous assessment and measures of innovative/best practices
- Any other matter as may be assigned by the Principal



BST Examination Committee:

An Institutional level Examination Committee is constituted with the following members:

Serial No.	Name	Designation	Status
1	Dr. P. Suresh	Principal	Chairman
2	Dr. Dharmajit Pattanayak	Associate Professor	OIC
3	Dr. Sudip Kar	Associate Professor	Member
4	Dr. Sasmita Dash	Associate Professor	Member
5	Dr. Saumya Das	Associate Professor	Member Secretary

The BST Examination Committee is a statutory committee monitoring all the examination related activities of the Institution through the examination cell. The committee meets twice in a semester or more as per the exigencies.

Roles and Responsibilities:

- The committee prepares the academic calendar which includes date of commencement of classes, date of continuous assessments in theory and practical, dates of uploading of marks in the University portal, etc.
- Issue guidelines and monitors the pattern of question paper for continuous assessment examinations with a focus on Bloom's Taxonomy
- Prepares the plan for arranging examination logistics
- Tag the faculty member(s) for each subject for uploading of marks in the portal
- Conduct of examination system under CCTV surveillance
- Prepare guidelines for the smooth planning of practice school
- Prepare guidelines for structure of the project work report, for UG and for the thesis work of PG programmes
- Monitors CO & PO mapping and other examination documentation
- Regular monitoring of University examination system and keep the institution updated about the current requirements/Notices/Guidelines/Instructions issued by the University from time to time and comply the same successfully.
- Monitor the Digital Evaluation system of the University by the tagged faculty
- Monitor the process of Registration of the UG and PG students under the affiliating University and follow-up of the same.
- Monitor the process of Enrolment of the UG and PG students under the affiliating University and follow-up of the same
- Monitor the process of Examination form fill-up for UG and PG for submission to the University.
- Monitor the process of Registration, Enrolment, Examination Form Fill-up in respect of D. Pharm students under the purview of State Council (WBSCTEVE&SD).
- Conduct the Theory examination for the odd and even semester of MAKAUT at the college center under CCTV surveillance and make it accessible by the University authorities, as per notification issued by the examining authorities.



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- Receive the marksheets and certificates of the candidates for the examination held by MAKAUT from the examination authorities of MAKAUT for distribution to the students.
- Monitor the process of Digital Evaluation of University manuscripts by tagged faculty for timely completion of digital evaluation.
- Prepare result analysis and present the same in graphical representation for a quick review.
- Issue notification for commencement of examination and setting of question paper for the continuous examination of Theory and Practical by the faculty.
- Plan for making proper siting arrangements in accordance to the norms in the examination hall(s).
- Prepare guidelines and format for submission of lesson plan by the faculty
- Any other examination related activities as may be assigned by the authorities.



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BST Institutional Animal Ethics Committee (IAEC):

The Institution has constituted an Institutional Animal Ethics Committee duly registered by CCSEA for maintaining animal house for experimentation on Animals vide reg. no. 1726/PO/Re/S/14/CCSEA. The committee is reconstituted and renewed from time to time in accordance with the norms of the CCSEA, Ministry of Animal Welfare and Forestry, Govt of India. The members are as follows:

SL NO.	Name	Designation	IAEC Status
1	Dr. P Suresh	Biological Scientist	Chairman
2	Dr Mihir Kumar Biswas	Main Nominee	Member
3	Dr Nilanjan Sarkar	Link Nominee	Member
4	Dr. G. V.. Narasimha Kumar	Scientist from outside the Institute	Member
5	Dr. Suprodip Mondal	Socially Aware Nominee	Member
6	Dr. SK. Arif	Veterinarian	Member
7	Dr Aniruddha Mukherjee	Scientist from different biological discipline	Member
8	Mrs. Rituparna Das	Scientist from different biological discipline	Member
9	Mr. Sougata Mallick	Scientist-in-charge of Animal House facility	Member Secretary

Roles and Responsibilities:

- The IAEC shall conduct annual inspection of Animal House facility to satisfy the healthy and hygienic environment maintained in the Animal House with proper spacing for healthy living of laboratory animals for unbiased experimental activities.
- The meetings of the IAEC are chaired by the Chairman of IAEC
- Two third members constitute the quorum for holding IAEC meeting
- The main nominee, scientist from outside the Institute and socially aware nominee must be present in the IAEC meeting
- The link nominee can attend the meeting in case the main nominee conveys his unavailability in writing to the Chairman IAEC.
- Link nominee must be invited once in a year to update him/her about the activities of IAEC
- No meeting without quorum is valid
- The IAEC examines the experimental protocols submitted by the researchers or PG programmes, Ph. D work and other collaborative research activities, duly studied by the internal scrutiny committee
- The IAEC after thorough examination on the merit of bonafide scientific justification furnished by the researcher can consider for its approval
- The IAEC further emphasizes on the aspect of use of minimum possible number of animals of desired species for research purpose following IAEC /OECD and other guidelines prescribed if any as may be applicable.
- The IAEC further examines the rationality of the number of animals used in the previously sanctioned number of each of the approved protocols of the last IAEC meetings.



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BST Internal Quality Assurance Cell (IQAC):

Institutional level IQAC of BST is constituted to develop a system for conscious, consistent and catalytic improvement in the overall performance of the Institution aiming towards realization of Goals of Quality Enhancement and sustenance with a backdrop of concept of internalization and institutionalization of quality enhancement initiatives so as to make quality a visible component in all sectors, ensuring an unwavering commitment for adopting quality culture.

Composition of IQAC

Sl. No	Position	Name	Designation	IQAC Status
1.	Head of the Institution	Dr. P. Suresh	Principal	Chairman
2.	Management Representative	Mr. Dilip K. Mondal	CEO SEDCO	Member
3.	IQAC Coordinator	Dr. Paramita Dey	Professor	Coordinator
4.	NAAC SC Coordinator	Dr. Saumya Das	Assoc. Professor	Co-Coordinator
5.	Chief Mentor	Dr. Sudip K. Kar	Assoc. Professor	Member
6.	Faculty	Mr. Biswanath Ghosh	Assoc. Professor	Member
7.	Co-ordinator NAAC Criteria I (CA)	Dr. Dharmajit Pattanayak	Assoc. Professor	Member
8.	Co-ordinator NAAC Criteria II (TLE)	Dr. Atanu Chatterjee	Assoc. Professor	Member
9.	Co-ordinator NAAC Criteria III (RIE)	Mrs. Sangita Banerjee	Asst. Professor	Member
10	Co-ordinator NAAC Criteria IV (ILR)	Dr. Raja Majumder	Asst. Professor	Member
11	Co-ordinator NAAC Criteria V (SSP)	Dr. Sasmita Dash	Asst. Professor	Member
12	Co-ordinator NAAC Criteria VI (GLM)	Dr. Suchandra Goswami	Professor	Member
13	Co-ordinator NAAC Criteria VII (IVBP)	Mrs. Rituparna Das	Asst. Professor	Member
14	Distinguished Educationist	Dr. Debashis Sur	Professr & HOD, Burdwan University	Member
15	Industry Nominee	Dr. Shyamal Kumar Ghosh	General Manager EMCEE Pharmaceuticals	Member
16	Nominee from Local Society	Mr. Sudip Kumar Roy	General Secreatry, Chuchura Sramajivi	Member



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			Swastha Prakalpa	
17	Office Administration	Mr. Subinoy Bag	Accountant	Member
18	Librarian	Mr. Rakesh Shaw	Librarian	Member
19	Alumni	Mr. Shaibal Chandra	Asst. Professor	Member
20	Student Representative	1. Anushmita Ghosh 2. Ms. Srija Das	M Pharm 2 nd yr B Pharm 4 th yr	Member

Constitution:

IQAC meets once in a quarter (Four times in a year).

- Quorum of the meeting shall be two-third of the total number of members.
- IQAC coordinator shall convene and conduct the meeting and record the minutes for needful perusal.
- The Agenda, Minutes and ATR (Action Taken Report) are to be documented with official signatures and maintained electronically in a retrievable manner and hard copy format.

Roles and Responsibilities:

- IQAC evolve mechanisms and procedures for ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Initiate measures for the development and application of quality benchmarks and form new normal in the given system.
- Prepare a roadmap with parameters or various academic and administrative activities of the Institution
- Facilitating the creation of a Learner Centric Environment
- Obtaining feedback from all stakeholders on quality related Institutional activities and analyzing the same for necessary quality improvement wherever needed
- Dissemination of information on various quality parameters to all stakeholders
- Organize workshops, seminars, FDP, conferences, alumni meeting at periodic interval
- Adopt Good Documentation Practices for a systematic and effective manner of all the programmes in proper sequence in hard and soft copy for quality improvement
- Co-ordinate all quality related activities of the institution including adaption and dissemination of Best Practices
- Maintenance of proper database of the Institution with zero defect for the purpose of maintaining /enhancing the institutional quality
- Establish procedure for periodic conduct of Internal and External Quality Audits both academic and administrative activities and for its effective follow-up
- Identify the gaps in the curricular system and initiate remedial measures to bridge the gap
- Initiate measures for introduction of Value added/Add-on programmes and prerequisite courses as may be required
- Preparation and submission of Annual Reports



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- Measures to adopt e-governance for paperless administration and sustainability.
- Measures to improve concept of Clean and Green Facility inside the campus.
- Initiate all measures for the holistic quality enhancement in all institutional activities.
- Celebrate international and national commemorative days for the benefit of all stakeholders.

BST Planning and Monitoring Board

The Planning and Monitoring Board of the Institution is constituted with the following members

Sl. No	Name	Designation	Status
1.	Dr. Dharmajit Pattanayak	Assoc. Prof	Coordinator
2.	Mr. Biswanath Ghosh	Assoc. Prof	Member
3.	Dr. Suchandra Goswami	Professor	Member
4.	Dr. Paramita Dey	Professor	Member
5.	Mr. Krishna Chandra Mondal	Trustee	Member

Roles and Responsibilities:

- Planning and Monitoring Board is vested with the responsibilities of planning and monitoring of activities in the light of vision and mission of the Institution.
- The board identifies the essential roles of the Institution by way of enlisting the goals under the titles of: short term goals, intermediate goals and long term goals earmarking the time period by which the goals are expected to be achieved.
- Prepare a roadmap and action plan for realization of the goals in a time bound manner.
- Train the persons, Guides and Mentors the onboard activities to be undertaken defining the time frame or achieving the same.
- Prepare a budget sketch for achieving the identified goals in time bound manner
- Provide necessary guidance to the finance committee on matters related to preparation of budget, reappropriation of the heads of accounts and on such other matters.
- Plan for preparing DPR with financial commitment for opening of new courses in the Institution.
- Plan for vertical growth of the Institution
- Plan for mobilization of resources
- Plan and review infrastructural development activities to meet the changing norms if any.
- Plan and monitor all other activities as may be essential for the holistic growth of the Institution.



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BST Anti-Ragging Committee:

Institutional level Anti Ragging Committee of BST is constituted to prevent Ragging, to curb the menace of Ragging in the institution in accordance to the following:

1. The judgement of hon'ble Supreme Court, India (Civil appellant jurisdiction, civil appeal no. 887 of 2009 dated 8th May, 2009 in the matter of University of Kerala vs. Councils, Principals, colleges and others regarding prevention of Ragging.
2. The UGC regulations on curbing the menace of Ragging in higher educational institutions 2009 (under section 26(1)(g) of University Grant Commission act 1956) F.1-16/2007 (CPP-II) dated 17 June, 2009 and D.O. number F.1-15/2009 (ARC) Pt III dated 18th April, 2024.
3. The West Bengal prohibition of Ragging in higher educational institutions rules under 780-Edn (U)/10 M-75/2018 dated 14/08/2023 and 849-Edn. (U)/10 M -75/2018 dated 24/08/2023.
4. PCI circular no. 14-1/2019-PCI/Pt.-I/7703 dated 12th January, 2024 on UGC regulations 2009 on curbing the menace of Ragging in higher educational institutions 2009 and in compliance to the Regulations of UGC, PCI, MAKAUT, WBSCT and VE and SD, Government of West Bengal and the directions of Hon'ble Supreme Court of India relating to prevention and prohibition of Ragging in Technical Institutions, Universities including Institutions imparting Technical Education as well as the provisions of any law for the time being in force concerning Ragging and also to oversee the performance of anti-Ragging squad in the prevention of Ragging in the Institution.

Composition of Anti-Ragging Committee:

Sl. No	Name	Designation	Status	Mob No.
6.	Mr. Krishna Chandra Mondal	SEDCO Trustee	Advisor	9831208524
7.	Dr. P Suresh	Principal	Chairman	9290707462
8.	Dr. Paramita Dey	Professor	Member	9051477424
9.	Dr. Sudip K. Kar	Assoc. Professor	Co-ordinator	9830257354
10.	Dr. Saumya Das	Assoc. Professor	Member	9533878056
11.	Mr. Shaibal Chandra	Asst. Professor	Member	8016282225
12.	Mr. Subinoy Bag	Accountant	Member	6290677171
13.	BDO Polba	Civil Administration, BDO Polba	Member	9051909619
14.	OC Polba PS	Police administration OC Polba Police Station	Member	9147888459
15.	Mr. Upendra Nath Kalya	Journalist Rajhat, Hooghly	Member	9831117332
16.	Dr. Pallavi Paul	NGO Tollygunge, Women-in-Need	Member	9831269065
17.	Mr. Khudiram Modak	Guardian Representative	Member	8697667127



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18.	Debojit Ghosh	Student of D Pharm 2 nd year	Member	6295656008
19.	Suman Ghosh	Student of B Pharm 2 nd year	Member	9163921704
20.	Ms. Simran Khan	Student of B Pharm 3 rd year	Member	7044620558
21.	Mr. Subham Mukherjee	Student of B Pharm 4 th year	Member	8918382249
22.	Mr. Souvik De	M. Pharm 2 nd year	Member	8617682440
23.	Ms. Sudipta Guha	Warden Boy's Hostel	Member	7044573865
24.	Mrs. Purnima Matay	Warden Girl's Hostel	Member	9647647774

Functions/Roles and Responsibilities of ARC:

- To comply the requirements of National Ragging Prevention Programme and monitor the online submission of affidavits and to obtain undertaking on declaration in the prescribed format for prevention of Ragging to say, '**NO TO RAGGING**'
- To ensure compliance with the regulations and any law for the time being in force concerning Ragging and to deal and act promptly with the incidence of Ragging brought to its notice
- To remain vigilant on the happenings/events related to Ragging in campus or off-campus and other vulnerable places if any, in the premises.
- To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or the students accused of Ragging and other witnesses to place before the facts, documents and views concerning the incident of Ragging, and considering such other relevant information as may be required.
- To monitor, direct and oversee the functions and performance of the Anti-Ragging Squad (ARS) in prevention and curbing the menace of Ragging in the institution.
- To organize counselling sessions for seniors and freshers separately to sensitize about the serious drawbacks and legal consequences of Ragging and to invite the support and commitment to prevent Ragging
- To create awareness of the ill effects of Ragging through preparation and display of Anti-Ragging Posters at all strategic points for prominently viewing by all concerned.

Constitution:

- The meeting of the Anti-Ragging Committee (ARC) shall be convened by the Coordinator and to be chaired by the Chairman.
- Students can contact the Coordinator for any complaints or for queries regarding Ragging either by phone (9830357354) or e-mail (arc@bstpharmacy.in).
- The Coordinator shall record the minutes of the meeting and arrange to take photographs while the meeting is in progress.
- The meeting shall be conducted not less than once in a year and as and when needed.
- The Local Police administration, Civil Administration, Journalist and other external members need to take part in the meeting.



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- The committee shall constitute Anti-Ragging Squad (ARS) and verify documents pertaining to number of surprise visits, raids conducted in sequential order and along with the measures taken to curb the menace of Ragging.

Anti-Ragging Squad (ARS):

Anti-Ragging Squad of Bengal School of Technology is constituted with the following members to monitor, to comply the directions of Supreme Court of India on measures against Ragging in Technical Institutions to curb the menace of Ragging.

Sl No.	Name of the Person	Designation	Place of surprise check	Mobile
1.	Dr. Sasmita Dash	Asst. Professor	Ground floor of BST	7008002173
2.	Dr. Dharmajit Pattanayak	Assoc. Professor	First floor of BST	9533727372
3.	Mr. Siddheswar Maity	Asst. Professor	Second floor of BST	9732617202
4.	Mr. Abhijit De	Asst. Professor	Ground floor M Pharm (PG) Block	6291700648
5.	Mr. Shaibal Chandra	Asst. Professor	First floor M Pharm (PG)	8016282225
6.	Mr. Biswanath Ghosh	Assoc. Professor	Second floor M Pharm (PG)	9836278527
7.	Mr. Sayan K. Dhar	Asst. Professor	Third floor M Pharm	9038870447
8.	Mr. Rakesh Shaw	Librarian	Library	9123696228
9.	Mr. Avijit Chakraborty	Office assistant	Cafeteria	9748943030
10.	Mr. Subinoy Bag	Accountant	College canteen and play ground	6290677171
11.	Mr. Shaibal Chandra	Asst. Prof	Boy's hostel	8016282225
12.	Mr. Sudipta Guha	Hostel warden	Boy's hostel	7044573865
13.	Mr. Soumya Pal	Hostel warden	Boy's hostel	8388818538
14.	Mr Avijit Chakraborty	Office Asst.	Boy's hostel	9748943030
15.	Mr Subinoy Bag	Accountant	Boy's hostel	6290677171
16.	Dr. Saumya Das	Assoc. Prof	Girl's hostel	9533878056
17.	Mrs. Srabanti Kamila	Hostel Warden	Girl's hostel	9230662082
18.	Mrs. Purnima Matay	Hostel Warden	Girl's hostel	9647647774
19.	Mrs. Sangita Banerjee	Asst. Prof	Garden area	7605036747



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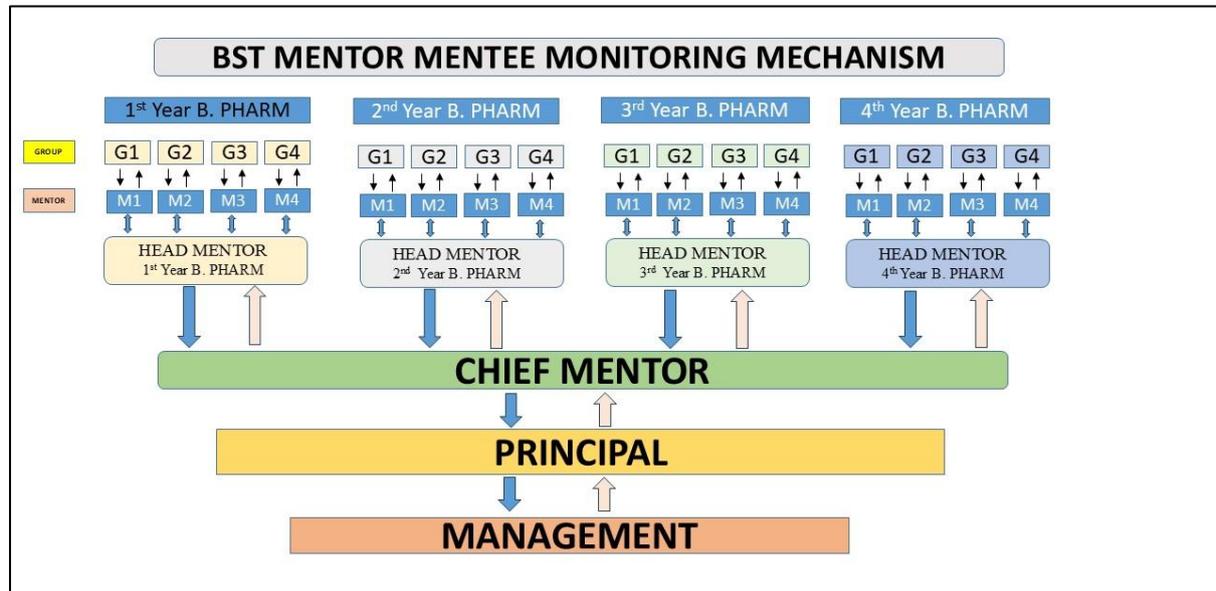
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Roles and Responsibilities:

- The members are empowered to make surprise visits of the above identified areas and any other area as may be deemed appropriate at least once in a day and maintain record thereof.
- The number of raids and the frequency of the raids during the first semester need to be carefully conducted as many times as may be possible to initiate measures to make the institution a Ragging free campus.
- Dr Sudip K. Kar, Coordinator Anti-Ragging Committee will also act as the Coordinator for the Anti-Ragging Squad.
- All matters pertaining to Anti-Ragging measures need to be intimated to the Coordinator for discussion in the ARC and for proper follow-up.

BST Mentor Mentee Monitoring Committee:

The Institute has a robust system for an effective Mentor Mentee Monitoring Mechanism.



- A group of 20-25 students are assigned under a faculty who acts as a mentor for the small group
- One Head Mentor is assigned for each class, who continues as Head Mentor for the same batch till the completion of four years
- One Chief mentor is assigned for all the programmes of the Institute
- Mentors conduct Mentor-Mentee meeting at periodic intervals at least one per semester as and when required, and record the minutes of the meeting with proper observations and recommendations to the authority addresses and address the issues of the students as may be possible at their end as Mentor.
- Head mentor conducts meeting of the mentors for the respective class at a suitable time and discusses the matters related to mentoring activities of each mentor and review the same
- Head Mentor resolves the issues of the students at his/her level to the extent possible
- Head Mentor places the issues before Chief Mentor
- The observations of the Mentor are studied carefully by the Head Mentor and necessary counselling advices are given by the Head Mentor
- The measures are taken by the head mentor to sort out the problems of the mentees to maintain a cordial relationship with the students and their parents to keep on inviting participation for parents on issues of alarming nature noticed if any.
- Head Mentor maintains the record of proceedings of the meetings
- The Chief Mentor monitors the activities of head mentor on all matters relating to mentoring system
- Chief Mentor convenes the meetings with all head mentors and takes steps to sort out the problems if any to the extent possible
- The specific recommendation which needs the attention of authority are brought to the notice of Principal who examines the same, discuss with the head mentor, mentor and



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in case of need the Principal discusses with the mentee and the parent with a proper counselling for the overall growth of Institution

- Care for the Slow-Learners also forms a part of mentoring mechanism



BST Student Welfare Committee (SWC):

The Institutional Level Student Welfare Committee is established to provide support services on activities of Student Welfare

Sl No.	Name	Designation	Status
1.	Dr Sasmita Dash	Asst. Professor	Coordinator
2.	Miss. Sayani Paul	Asst. Professor	Member
3.	Miss Debosmita Das	Asst. Professor	Member
4.	Mr. Subinoy Bag	Accountant	Member

Roles and Responsibilities

- Student welfare committee takes care of the personal and professional welfare of the students in making them to appreciate the need for adopting a holistic culture of following Good Academic Practices.
- It also guides the students about various welfare schemes of the statement like Swami Vivekananda Merit cum Means Scholarship (SVMMS), S.R. Jindal Scholarship (SRJS), Aikayasree, Kanyasree scholarship and such others which are in place for students.
- The SWC also guides to the eligible students to avail various scholarship schemes offered by the Government of West Bengal.
- The SWC maintains documentation of its activities and meetings conducted.
- SWC also monitors all activities related to students welfare.



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BST Electoral Literacy Cell (ELC):

The Institutional Level Electoral Literacy Cell (ELC) is established to promote the awareness on Electoral System

Sl. No	Member	Designation	Status
1.	Dr. Paramita Dey	Professor	Co-ordinator
2.	Ms. Annesha Chakraborty	Asst. Professor	Member
3.	Ms. Anisha Chakraborty	Asst. Professor	Member

Roles and Responsibilities

- The Electoral Literacy Cell takes care of all activities with regard to the promotion of awareness for underscoring the importance of exercising the franchise and the ***right to vote***.
- Sessions/seminars are conducted to highlight the value of the vote in choosing the Government of the people, by the people and for the people. It also emphasizes the ethical values and unwavering commitment for participation in the electoral system.



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BST Cultural Committee (CC):

The Institutional Level Cultural Committee is constituted to mentor the cultural events organized by the students on various platforms and for matters related thereof.

Sl. No	Name	Designation	Status
1.	Dr. Atanu Chatterjee	Assoc. Professor	Coordinator
2.	Dr. Paramita Dey	Professor	Member
3.	Mr. Arghya Bhattacharya	Asst. Professor	Member
4.	Dr Raja Majumder	Asst. Professor	Member
5.	Mrs. Trisha Chatterjee	Asst. Professor	Member
6.	Ms. Annesha Chakraborty	Asst. Professor	Member

- The Cultural Committee organizes various cultural activities by the students during various occasions of the Institution like Republic Day, Independence Day, Annual Fest, Women's Day, Fresher's Welcome and so on.



BST Internal Compliance Committee:

In accordance to the letter No. 973-Edn. (CS)/10M-123/2019 dated 21.09.2021 of Deputy Secretary, Department of Higher Education, College sponsored branch, Govt. of West Bengal and the letter No. 174 (T)/cs dated 23.09.2021 of Directorate of Technical Education, Govt. of West Bengal and in compliance to the statutory provisions of prevention of Women's Sexual Harassment of women at workplace (prevention, prohibition and redressal) act 2013 (PoSH act 2013), an Internal Compliance Committee (ICC) of Bengal School of Technology, Sugandha, Delhi Road, near Chinsurah Railway station, District Hooghly, 712102, West Bengal is constituted with the following members:

Sl. No	Name	Designation	Contact No
1.	Dr. Paramita Dey	Coordinator	9051477424
2.	Dr. Saumya Das	Convenor	7981986126
3.	Mr Subinoy Bag	Member	6290677171
4.	Mrs. Purnima Matay	Member	9073944799
5.	Mrs. Sahana Mitra Secretary Dipta Angikar NGO Shrirampore	Member	8013323775
6.	Ms. Shreya Das	Student Member (M Pharm 2 nd year)	
7.	Student members from each class	Class representative	

Constituent:

- The ICC (Gender Sensitization Committee) is aimed to handle the prime concerns of discrimination, harassment and inequality on the issue of Gender.
- Care and caution is focused on the issues related to ICC for a smooth and healthy environment.
- ICC (under the PoSH act) is a body envisaged to receive complaints on sexual harassment from aggrieved women, as well as to enquire into and make recommendations to the employer on the action required pursuant to its enquiry of such complaint mode, and to ensure that the campus is free from any activities of discrimination, harassment, retaliation, and any form of sexual assault. As per the guidelines issued by Supreme Court of India, sexual harassment can be defined as unwelcome sexually determined behavior whether directly or by implication as
 - 1) Physical contact and advances
 - 2) Demand or request for sexual favor
 - 3) Making sexually colored remarks
 - 4) Showing pornography
 - 5) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Roles and Responsibilities:

- Prime concern of ICC is to promote avenues of women empowerment



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- Aim to implement programmes on awareness and consequences of Sexual-Harassment in work place and prevention of Outraging the Modesty of Woman employee at the workplace
- To convene meetings with all stakeholders to discuss on the issues related to ICC
- To adopt stringent measures in addressing the situation.
- To make consistent action for prevention, prohibition and redressal of complaint received regarding sexual harassment, gender discrimination of women employees
- Prevent gender discrimination and sexual harassment by promoting gender sensitization among the students and employees
- Organize regular orientation and training programmes for the members of ICC with complaints, steer the process of settlement with conciliation etc, with sensitivity.
- Proactively move to curb all forms of harassments of employees and students
- To bring the guilty to book and initiate necessary proceedings as may be appropriate
- To treat Sexual Harassment as a misconduct under the Service Rules and initiate action for misconduct if the perpetrator is an employee
- Constantly keep a vigil on the internal processes to check the safety parameters for women workers so as to commit to a zero-tolerance policy towards sexual harassment.



BST Grievance Redressal Committee:

An Institutional level Grievance Redressal Committee is constituted by the Head of the Institution with the following members for redressal of the problems reported by the students of Institution.

Sl No	Name	Designation	Status	Contact No
1.	Mr. Surajit Nag	Member Governing Body	Ombudsperson	9263631439
2.	Dr. Paramita Dey	Professor	Chairperson	9051477424
3.	Dr. Suchandra Goswami	Professor	Member	8173843528
4.	Dr Sudip K. Kar	Assoc. Professor	Member	9830357354
5.	Dr Atanu Chatterjee	Assoc. Professor	Member	6291910580
6.	Mr. Sovanlal Sengupta	Social worker	Member	9831910035
7.	Ms. Soujanya Ghoshal	Student of B Pharm 4 th year	Member	7980096467
8.	Mr. Subinoy Bag	Administrative Officer	Member	7605036747

Roles and Responsibilities:

- Receiving grievances and redressal of the grievances of the students in appropriate manner
- Conduct an investigation into the complaint appropriately
- Opportunities should be given to all those who are having grievances to present their grievances giving them appropriate patient hearing
- Initiate measures for maintaining a strife free environment in the campus
- Initiate measures for maintaining cordial relationship with proper decorum between students and teachers and between student and student
- Install suggestion/complaint boxes in prominent places in the institutional campus for anonymous grievance mechanism
- Grievances of academic nature with suggestions for improvement of the academics/administration/infrastructure/library facilities and grievances of all nature (both offline and online) need to be given adequate space
- Advise and counsel students for maintaining a healthy and academic friendly campus for the smooth classwork, to nurture their career for a holistic growth of the institution
- Counsel students and staffs to maintain the dignity and respect of the classmates/co-faculty, respecting each other in dignified and professional friendly manner
- Counsel the students to develop sense of respect to ethics in special reference to the code of ethics, code of conduct as demanded by the profession of Pharmacy
- Maintain desired confidentiality of all matters with regard to Grievance Redressal mechanism
- Unbiased opinion and redressal of grievances of any nature irrespective of gender, class, year of study etc.
- Make proper documentation of all grievances and its redressal system with findings and recommendation for consideration by the HOI (Head of the Institution)



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- Maintain transparency of the investigation protocols and procedures
- To promote the causes to develop desired brotherhood amongst the students irrespective of caste, creed, and other parameters



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BST Women's Cell (Committee on Gender Harmony):

The women cell of the Institute is constituted with the following members for promoting the causes of women empowerment

Sl no	Name	Designation	Contact no.
1	Dr. Paramita Dey	Coordinator	9051477424
2	Mrs. Saumya Das	Convenor	7981986126
3	Mrs Dishari Dutta	Internal Member	8902703227
4	Mrs. Purnima Mete	Internal Member	9073944799
5	Mrs. Sahana Mitra, Secretary 'Dipta Angikar' Serampore, Hooghly	Member NGO	8013323775

Roles and Responsibilities:

- The Women's Cell shall initiate measures for encouraging participation of women faculty and help to maintain a harmonious atmosphere in the Institute to enable women to pursue their work with dignity and reassurance
- The committee conducts counselling session to raise awareness in the community on gender equality issues
- Organize various activities such as lectures, workshops, Stage Plays, movies, discussions, social outreach activities, promoting gender equality etc.
- To conduct orientation session for the newly admitted students
- To sensitize the community at large towards gender related issues and take measures to create gender sensitivity in the campus
- To offer advice on various course of action to an aggrieved women in campus if she approaches the Women's Cell
- Organize International Women's Day and conduct programme in the nearby villages
- Conduct sessions on health and hygiene of girl child and promote the causes in support of the national mission of '*Beti Bachao Beti Padhao*' programme.
- To carry out activities of social significance like distribution of blankets to the poor needy female workers free-of-cost and distribute sarees to the poor and needy women of the nearby village
- Conduct various activities under *Unnat Bharat Abhiyan*, a flagship programme of Ministry of Human Resources & Development (HRD), Government of India.
- Plan to adopt nearby villages for welfare of the villagers in the rural belt.



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BST Training Cell:

The Training Cell of the Institute is constituted with the following members to cater to the needs of fulfilling the requirements of training in Industry or Hospital for a specified period of time.

Sl no	Name	Designation	Status
1	Mr. Abhijit De	Asst. Prof	Coordinator
2	Mr. Biswanath Ghosh	Asst. Prof	Member
3	Dr. Debasis Bhattacharjee	Professor	Member
4	Mr. Utpal Misra	Asst. Prof	Member

Roles and Responsibilities

- The Training Cell of BST of the Institute facilitates the students of B Pharm to undergo one-month practical training in an industry or hospital after the completion of sixth Semester and before commencement of the 7th Semester of B Pharm.
- The Training Cell also facilitates to provide apprenticeship training for D Pharm students for a period of three months after D. Pharm Part II in a Hospital as an Apprentice Pharmacist as part III of D. Pharm programme.
- Training Cell also aims to bridge the gap between academia and industry by providing students with necessary hands on experience, skills, knowledge and opportunity to secure employment on the basis of the performance



BST Career Guidance and Placement Cell:

The Career Guidance and Placement Cell of BST is constituted with the following members to provide necessary guidance, counselling and mentorship to the students to ignite in them skill and talent, identify the interest, strength, carer

Sl no	Name	Designation	Status
1	Dr. Saumya Das	Assoc Prof	Coordinator
2	Mrs. Trisha Chatterjee	Asst. Prof	Member
3	Dr. Paramita Dey	Professor	Member

Roles and Responsibilities

- The Career Guidance and Placement Cell organizes grooming sessions for the pre-final and final semester students to imbibe in them the essential qualities of making them competent for facing the interview.
- The Cell also organizes career guidance activities as and when required for the prefinal and final semester students.
- The Placement Cell organizes campus placement drive by inviting the recruiters for recruitment of candidates in the domains like Production, Quality Assurance, Quality Control, Sales and Marketing, Pharmacovigilance, Healthcare activities and other sectors as may be applicable



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BST Antidiscrimination Cell/ SC-ST Cell:

The Institutional level Antidiscrimination cell is constituted with the following members

Sl. No.	Name	Designation	Contact Number
1	Dr. P. Suresh, Principal	Chairperson	9290707462
2	Mr. K.C. Mondal, Trustee Member	Advisor	9831208524
3	Dr. Paramita Dey, Professor	Liason Officer	9051477424
4	Dr. Suchandra Goswami, Professor	Faculty Co-ordinator	9170585551
5	Mr. Rakesh Kumar Shaw, Librarian	Member	9123696228
6	Mr. Subinoy Bag, Accountant	Member	7605036747
7	Mr. Naba Kumar Rajak, Lab Attendant	Member	8444896969
8	Mrs Devi Das Rajak, Lab. Attendant	Member	7449835882
9	Rupchand Murmu, Office Staff	Member	7890869774
10	Mr. Ramkrishna Majhi,	Member	9007840703

Roles and Responsibilities

- This cell will look after the related matters (if any) of depriving a student / staff or group of students on the basis of caste, creed, language, ethnicity, gender, different ability.
- This cell always try to uphold the dignity of the institution by addressing the concerns (if any) brought into the notice related to equality in offering or receiving education inside the campus.
- The Cell shall eliminate discrimination against or harassment of any individual in all forms by prohibiting it and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment.



BST Mandatory Additional Requirement Committee (MAR):

The Institutional Level Mandatory Additional Requirement Committee (MAR) is constituted with the following member

Sl.No	Name	Designation	Status
1.	Dr. Sudip Kumar Kar	Assoc. Prof	Coordinator

Roles and Responsibilities:

The committee takes care of the activities of Mandatory Additional Requirement (MAR) for the student as mandated by the affiliation University (MAKAUT) for the students of B. Pharm as per the guidelines suggested by the University.

BST MOOCs:

The Institutional Level MOOCS Committee is constituted with the following member

Sl.No	Name	Designation	Status
1.	Mr. Siddheshwar Maiti	Asst. Prof	Coordinator

Roles and Responsibilities:

- The committee promotes awareness about various open online courses available in the respective portals for pursuing additional on line courses as per the choice for students.
- Promotes awareness about the duration of time for such courses and procedures involved in the registration for the course and importance of the same

BST NSS:

The Institutional Level NSS Committee is constituted with the following member

Sl.No	Name	Designation	Status
1.	Mrs. Sangita Banerjee	Asst. Prof	Coordinator

The NSS unit of the institution organizes activities of social services like plantation, Clean and Green activities, organizing health camp, organizing voluntary blood donation programme and programmes on hygienic and developing healthy habits among the students in particular & the society as large.



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BST Food and Hostel Committee:

The Institutional Level Food and Hostel Committee is constituted with the following members with an objective to ensure that the students of both the hostels (boys and girls), day scholars, staff have access to hygienic, nutritious and affordable meals and snacks in a properly arranged dining space.

Sl. No	Name	Designation	Status
1	Mr. Shaibal Chandra	Asst Professor	Coordinator Boy's hostel
2	Dr. Saumya Das	Assoc. Professor	Coordinator Girl's hostel
3	Mr. Subinoy Bag	Accountant	Member
4	Mr. Soumya Pal	Warden	Member
5	Mrs. Purnima Mete	Warden	Member

Roles and Responsibilities:

- The food and hostel committee looks after the hostel discipline and mess food and regularly monitors the activities of both hostels (boys and girls).
- Conduct meetings of the committee and suggest measures to the authority for addressing the issues if any.



BST Games & Sports Committee:

The Institutional level Games and Sports Committee is constituted with the following members with a purpose to promote and support development of interest of the students in the field of games and sports and physical activities and encouraging them for participation in Annual Sports Meet to develop a culture of health fitness, team work and sportsmanship.

Sl.No	Name	Designation	Status
1.	Dr. Dharmajit Pattanayak	Assoc. Prof	Coordinator
2	Dr. Sudip Kumar Kar		
	Dr. Raja Majumdar		
	Mr. Shaibal Chandra		
	Ms. Anisha Chakrabarty		

Roles and Responsibilities:

- Organize games and sports (indoor & outdoor) as an annual event and encourage more participation of students in such activities
- Prepare non negotiable rules and regulations for each game for implementation for an unbiased outcome.
- Managing the facilities and logistics like development of the court, play ground and all others.
- Conduct games and sports as per the plan.
- Arrange for awards for the winners and runners
- Organize games and sports with external adjudicators for a systematic and fair play
- Promote interest among the students to participate in external games organized by other Institutions/ Organizations
- Plan and implement current strategies in the field of games and sports as may be applicable.



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BST Administrative Activity Committee:

An Institutional level Administrative Activity Committee is constituted with the following members to monitor all the activities of General Administration for the smooth functioning of the institution.

Serial no.	Name	Designation	Status
1.	Mr. Krishna Chandra Mondal	Trustee	Chairman
2.	Dr. Paramita Dey	Professor	Member
3.	Dr. Saumya Das	Associate Professor	Member
4.	Mr. Subinoy Bag	Coordinator	Member

Roles and Responsibilities:

- Visit the Website/Official Portals/Dashboard of the statutory authorities like PCI, UGC, AISHE, NIRF, DTE, MAKAUT, WBSCTEVE&SD and other authorities regularly and keep the administration updated on the current concepts and latest notifications issued by the authorities for needful measure.
- Submit the online application in the Standard Inspection Form (SIF) for extension of approval by PCI
- Upload the information in AISHE portal appropriately
- Submit the online portal the institutional details for NIRF
- Submit the online application to the University and the State Council for extension of affiliation for the respective programmes conducted by the Institution.
- Keep the administrative authorities of the Institution about the important activities for timely submission of the same.



BST Academic Audit Committee (AAC):

The Institutional Level Academic Audit Committee (AAC) is constituted with following members to plan and organize Internal Academic Audit and workout provisions for an external audit

Sl. No	Name	Designation	Status
1.	Dr. Sasmita Dash	Asst Prof	Coordinator
2.	Dr. Dharmajit Pattanayak	Assoc. Professor	Member
3.	Dr. Sudip Kr. Kar	Assoc. Professor	Member

- The Academic Audit Committee monitors the progress of classwork at periodic interval. It conducts the internal academic audit and review of curricular gaps.
- It evaluates the quality of faculty through the performance appraisal system. The PAR (performance appraisal report) under the clause of Teaching-Learning Evaluation, Co-Curricular extension, and professional development related activities and research through a robust mechanism is established which is in accordance with the norms of UGC for teaching staff and evaluates their performances.
- The committee also invites the feedback on faculty performance from the students by means of google questionnaire.
- Analyses the feedback and furnish the report to the Principal
- External Academic Audit is conducted by inviting an external expert from outside the state.
- The findings of which as discussed in IQAC & GB meeting and action is taken appropriately.
- The faculty with poor feedback and low score in PAR counselled individually and confidentially.
- They are given a chance with a line of caution for improving the performance. Appropriate action is taken against the repeated incidence or under performance or nonperformance of the duty.



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BST NAAC Steering Committee

Institutional level NAAC Steering Committee is constituted with the following members for execution /monitoring the activities of all aspects/activities related to the accreditation of the Institute by NAAC and to act as the facilitator for the peer team visit of NAAC and for all matters related thereof.

Sl. No	Name	Designation	Status
1	Dr. Paramita Dey	IQAC Coordinator	Member
2	Dr. Dharmajit Pattanayak	Assoc. Professor	Member
3	Dr. Atanu Chatterjee	Assoc. Professor	Member
4	Dr. Raja Majumdar	Asst. Professor	Member
5	Mrs Sasmita Dash	Asst. Professor	Member
6	Mrs Rituparna Das	Asst. Professor	Member
7	Mr. Subinoy Bag	Accountant	Member
8	Dr. Saumya Das	Associate Professor	Coordinator

Roles and Responsibilities:

- The committee shall function in close coordination with the IQAC.
- Co-ordinate and supervise the compilation and analysis of data in connection with NAAC Accreditation.
- Support IQAC in organizing the information and data, and preparing a comprehensive IIQA & SSR
- The convenor of the steering committee may also function as an institutional facilitator During the onsite visit of the peer team



BST Store and Purchase Committee:

The Store and Purchase Committee of Bengal School of Technology is constituted with following members

Sl. No	Name	Status	Designation	Contact number
1	Dr Sudip K Kar	Assoc. Professor	Member	9830357354
2	Dr. Raja Majumder	Asst. Professor	Member	8260816605
3	Mrs. Arunima Nag	Asst. Professor	Member	9830460265
4	Ms. Maitryee Sarkar	Store keeper	Member	8334003601
5	Mrs. Samina Banu	Lab Assistant	Member	6294512660
6	Mr. Sankar Guha Mallick	Office Assistant	Member	9163746769

Roles and Responsibilities:

- The Store and Purchase Committee shall examine the requisitions received by the store with regard to purchase of items against the availability of the said item in the stock
- Prepare a consolidated list of Chemicals, Glassware, Instruments, Apparatus and other Miscellaneous and General items required for smooth conduct of the academic activities with no interruption
- Verify the availability status of the said items as a reserve stock for immediate use and prepare the list of essential items for purchase
- Obtain necessary approval from the competent authority for initiating the purchase procedure.
- Invite quotations from not less than three vendors
- Quotations received from the vendors on or before the cut off date are compared and the comparative statement is prepared
- Verify the availability of funds as reflected in the budget, for purchase of respective items
- Select the item(s) for purchase, based on the rationale and appropriate justification adopting a systematic purchase procedure
- Prepare the purchase order justifying the selection of items for purchase
- Obtain approval of the authority.
- Communicate the purchase order to the vendor.
- Verification of items received by store against Delivery Challan and certify the condition of all the items received in good condition or otherwise.
- To prepare note sheet for release of payment
- In case of instruments the payment order can be released after successful installation and demonstration of its functioning with proper validation by the vendor/authorized technical person of the company.
- Periodic verification of inventory of academic use and initiate verification measures for assessment of proper functioning or otherwise



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- Initiate steps for repair and maintenance of the instruments either by buyback policy or by new purchase as per the current specifications of the instruments as mandated by statutory bodies and academic need
- Examine the life period of the expirable items and issue an advisory to the lab in-charge for the immediate consumption of the short expiry items or plan for discarding the same in a safe and eco-friendly manner if they are not usable.



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BST Library Advisory Committee (LAC):

The Prof. M. L. Schroff Memorial Library of BST is established and functioning with the guidance of a Library Advisory Committee which is constituted with the following members:

Sl. No	Name	Designation	Status
1	Dr. Saumya Das	Assoc Prof	Convenor
2	Dr. Raja Majumdar	Asst Prof	Member
3	Mr. Utpal Misra	Asst Prof	Member
4	Mrs. Dishari Dutta	Asst Prof	Coordinator
5	Dr. Anirudha Mukherjee	Professor	Member
6	Mr. Rakesh Kumar Shaw	Librarian	Member
7	Mr. Ayan Chakraborty	Asst. Librarian	Member

Roles and Responsibilities:

- Library Advisory Committee meets once in a semester.
- The committee shall review library functioning system.
- Library Advisory Committee monitors and is responsible for supporting functioning of library by way of advising on matters related to library development, resource management, and collection development

Functions of LAC includes the following:

- Strategic planning and policy formulation for Library and Book Bank.
- Budget management and resource allocation
- Enhancing User-Centric services for improving the number of footfalls
- Promoting technological integration
- Monitoring and evaluation of library performance system
- Conflict resolution and issue management
- Supporting long-term goals of the Institution



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BST Institute-Industry-Partnership Cell & IIC:

The Institutional Level Institute-Industry-Partnership Cell & IIC is constituted with the following members

Sl No	Name	Designation	Status
1.	Dr. Debasish Bhattacharjee	Professor	Coordinator
2.	Dr. Suchandra Goswami	Professor	Member
3.	Mr. Utpal Misra	Asst. Professor	Member
4.	Mr. Gouranga Sundar Roy	Asst. Professor	Member

Roles and Responsibilities

- Institute-Industry-Partnership Cell and IIC of the Institute is established with senior members of the teaching faculty who develop industry-Institute linkages, and promote the avenues of mutual understanding for a win-win situation.
- IIP is actively involved in inviting the participation from industry to identify the curricular gaps and suggest complementary teaching methods to bridge the gap between the industrial expectations of the real world and the Institute and practices as adopted within the framework of curricular structure
- IIC is aimed to create avenues for Start-ups and tie-ups with SSI.
- IIC organizes need based sessions/ seminars with Innovative Council of other Institutions for a joint project.



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BST Entrepreneurship Development Cell (EDC):

The Institutional Level EDC is constituted with the following members:

Sl No	Name	Designation	Status
1.	Dr. Debasish Bhattacharjee	Professor	Coordinator
2.	Ms. Arunima Nag	Asst. Professor	Member
3.	Mr. Monojit De	Alumni Entrepreneur	Member

Roles and Responsibilities

- The EDC is constituted with members from the faculty to develop an atmosphere of understanding the concept of entrepreneurship.
- The cell organizes seminars/sessions on entrepreneurship by inviting experts from the relevant field. EDC also invites alumni who are having self-run enterprises to share the experiences in handling the mechanism of entrepreneurship and/or regarding the essential activities needed for venturing into entrepreneurship.
- The prospective students from the Pharmacy get inspired with a sharing of experiences of their seniors in finding entrepreneurship, a possible means of attaining self sufficiency and to become a Job provider than to be a Job seeker.



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BST Research & Development Cell:

The Institutional Level Research & Development Cell is established to promote the practice of research at the Institution level

Sl. No	Name	Designation	Status
1.	Dr. Suchandra Goswami	Professor	Coordinator
2.	Dr. Aniruddha Mukherjee	Professor	Member
3.	Dr. Paramita Dey	Professor	Member
4.	Dr. Anandamoy Rudra	Professor	Member
5.	Dr. Sudip Kumar Kar	Assoc. Professor	Member
6.	Mr. Gouranga Sundar Roy	Asst. Prof	Member

Roles and Responsibilities

- It organizes motivational lectures by inviting the senior researchers to focus on the aspects of encouraging the faculty for understanding research at the start-up level
- It also organizes motivational sessions and one-to-one counselling to the prospective researcher having penchant for research and give them input about the various funding agencies, process of applying for financial assistance from various Government agencies and industry as well
- Initiate sufficient supportive measures for improving the quality of in-house research
- Interact with industry and allied sectors to explore the possibility of signing MOU with the organization for taking up of industrial projects as a pilot plant activity.



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BST International Commemorative Day celebration Committee (ICDCC):

The Institutional Level International Commemorative Day Celebration Committee (ICDCC) is constituted with the following member

Sl.No	Name	Designation	Status
1.	Mrs. Annesha Chakraborty	Asst. Prof	Coordinator
2.	Mrs. Sayani Paul	Asst. Prof	Member

Roles and Responsibilities:

- The ICDCC maintains a record of international commemorative days to organize events pertinent to the occasion.
- Releases flyers on the eve of such days in Whatsapp Group.
- Organizes Seminars, Elocution & allied activities as may be needed for the purpose befitting the occasion.



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BST Finance Committee:

Institutional level Finance Committee is constituted with the following members:

Serial no.	Name	Designation	Status
1.	Mr. Dilip K. Mondal	Secretary	CEO
2.	Mr. Krishna Chandra Mondal	Trustee	Member
3.	Dr. P. Suresh	Principal	Member
4.	Mr. Subinoy Bag	Coordinator	Member

Roles and Responsibilities:

- Review of Institutional goals and priorities of Short-Term, Intermediate and Long-Term plans and align with the vision of the Institution
- Prepare the annual Budget with proper alignment with the norms of statutory bodies with regard to essential aspects of the norms laid down by the statutory bodies with regard to recurring and non-recurring expenditures
- Adopt the e-governance mechanism in all accounting procedures.
- Preparation of the tentative annual Budget in the light of Income & Expenditure statement of the previous year vis-a-vis the previous Budget
- Appoint Chartered Accountant as authorized Auditor of the Institute
- Decide the priorities for various expenditure in a planned manner
- Maintain transparency in the Fund Management System
- Conduct audit of all expenditures and incomes of the Institute at the end of each financial year
- Plan for further expansions of the area of financial operation
- Take care of the steps to prepare zero defect budget
- Plan for funds for charitable and social responsible schemes for community benefits
- Plan for resource mobilization and sustainable flow of funds