



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

Date: 17.01.2025

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.