BCMC COLLEGE OF ENGINEERING & TECHNOLOGY
বিসিএমসি প্রকৌশল ও প্রযুক্তি মহাবিদ্যালয়
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Effective from: 20 January 2018

STANDING COMMITTEES & ADDITIONAL DUTIES

A. Academic Council:

1.	Principal	- President
2.	Registrar	- Member
3.	Faculty Head..... (all)	- Member
4.	Departmental Head..... (all)	- Member
5.	Concerned Examiners..... (all)	- Member
6.	Controller of Examinations	- Secretary

B. Disciplinary Committee:

1.	Principal	- President
2.	Controller of Examinations	- Member
3.	Faculty Head ..... (all)	- Member
4.	Departmental Head ..... (all)	- Member
5.	Security Officer	- Member
6.	Students' Welfare Officer	- Member
7.	Librarian	- Member
8.	Campus Co ordinator..... (all)	- Member
9.	Internship Placement Officer	- Member
10.	Public Relations Officer	- Member
11.	Registrar	- Secretary

C. Examinations Conducting Committee:

1.	Engr. S. M. Rezaul Kabir Principal	- Center Head
2.	Mr. Imtiaz Ahmed Controller of Examinations	- Asstt. Center Head
3.	Prof. Md. Sharafat Hossain Deptt of Humanities, Social Science & Related Subjects	- Chief Invigilator
4.	Engr. Md. Shaheen Akter Associate Professor, Deptt of CET	- Hall Supervisor
5.	All assigned teachers	- Invigilators

D. Vigilance Team:

1.	Prof. Md. Sharafat Hossain Deptt of Humanities, Social Science & Related Subjects	- Convener
2.	Engr. Md. Mostafizur Rahman Raja Assistant Professor Deptt of Civil & Construction Engineering	- Member
3.	Mr. Subroto Subon Acharjee Assistant Professor Deptt of Natural Science & Chemical Engineering	- Member

E. Committee for Prevention of Sexual Harassment:

1.	Ms. Zanatul Ferdaus	- President
2.	Ms. Niger Sultana	- Member
3.	Mr. Subroto Subon Acharjee	- Member
4.	Ms. Mazeda Khatun	- Member
5.	Ms. Israt Jahan Liza	- Member Secretary

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OPERATING BODIES UNDER CO-CURRICULAR ACTIVITIES

i. BCMC Computer Club:

1.	Engr. Md. Shaheen Akter	-	President
2.	Engr. Md. Ali Monir	-	Member
3.	Engr. Rakibul Hasan	-	Member
4.	Mr. Md. Ibrahim Hossen	-	Member
5.	Engr. Albert Subir Mondal	-	Member
6.	Engr. Md. Saidur Rahman	-	Member
7.	Engr. Bappa Kumar Das	-	Member
8.	Engr. Md. Shameem Reza	-	Secretary

ii. BCMC Foreign Language Club:

1.	Prof. Md. Sharafat Hossain	-	President
2.	Mr. Md. Abdullah-Al-Mamun	-	Member (English Language)
3.	Alhaj Mufti Maolana Md. Mahabubur Rahman	-	Member (Arabic Language)
4.	Mr. Md. Rafiqul Islam	-	Member (Korean Language)
5.	Dr. Engr. Syed Kamrul Hasan	-	Member (Japanese Language)
6.	Mr. Md. Habibur Rahman	-	Member
7.	Mr. M. Mohsin Mridha	-	Member
8.	Engr. Priotosh Kumar Das	-	Member
9.	Ms. Israt Jahan Liza	-	Member
10.	Engr. Md. Sabuj Molla	-	Member
11.	Engr. S. M. Merazuddin	-	Secretary

iii. BCMC Debating Club:

1.	Mr. Md. Asaduzzaman (Bangla)	-	President
2.	Ms. Israt Jahan Liza	-	Member
3.	Prof. Md. Sharafat Hossain	-	Member
4.	Mr. Md. Shahidul Alam	-	Member
5.	Mr. Md. Israil Hossain	-	Member
6.	Ms. Niger Sultana	-	Member
7.	Engr. Sabuj Molla	-	Member
9.	Mr. Md. Habibur Rahman	-	Secretary

iv. BCMC Literature & Cultural Club:

1.	Mr. Md. Shahidul Alam	-	President
2.	Ms. Israt Jahan Liza	-	Member (Music)
3.	Mr. Amitav Raj	-	Member (Musical Instruments)
4.	Mr. Md. Kamruzzaman (ACC)	-	Member (Acting)
5.	Mr. Md. Asaduzzaman (Bangla)	-	Member (Recitation)
6.	Engr. Md. Mostafizur Rahman Raja	-	Member
7.	Mr. Md. Habibur Rahman	-	Member
8.	Ms. Niger Sultana	-	Member
9.	Mr. Md. Israil Hossain	-	Secretary

v. BCMC Science & Technology Club:

1.	Engr. Albert Subir Mondal	-	President
2.	Engr. Md. Belal Hossain	-	Member
3.	Dr. Engr. Syed Kamrul Hasan	-	Member
5.	Mr. Md. Shahidul Islam	-	Member
6.	Mr. Subroto Subon Acharjee	-	Member
7.	Mr. Md. Imran Ali	-	Member
8.	Mr. Prokash Kumer	-	Member
9.	Mr. Md. Firoz Ahmed	-	Member
10.	Mr. Md. Israil Hossain	-	Secretary

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vi. BCMC Muslim Religious Club:

Responsible for the operation of BCMC Central Jame Mosque & other Prayer Rooms

1.	Alhaj Mufti Maolana Md. Mahabubur Rahman	-	President
2.	Prof. Dr. Md. Sharafat Hossain	-	Member
3.	Engr. Md. Shaheen Akter (CET)	-	Member
4.	Mr. Md. Asaduzzaman (Bangla)	-	Member
5.	Engr. Isanul Haque	-	Member
6.	Mr. M. Mohsin Mridha	-	Member
7.	Ms. Niger Sultana	-	Member
8.	Mr. Md. Asaduzzaman (Marine)	-	Member
9.	Mr. M. Shahidul Islam	-	Member
10.	Ms. Israt Jahan Liza	-	Member
11.	Mr. Syed Asaduzzaman	-	Member
12.	Mr. Md. Al-Imran Hossain	-	Member
13.	Md. Jaynal Abiden	-	Member
14.	Mr. Md. Abul Kalam Azad	-	Secretary

vii. BCMC Hindu Religious Club:

1.	Mr. Subroto Subon Acharjee	-	President
2.	Mr. Prokash Kumar	-	Member
3.	Engr. Chittoranjan Pal	-	Member
4.	Engr. Bappa Kumar Das	-	Member
5.	Engr. Shishir Mallick	-	Member
6.	Mr. Subhash Chandra Biswas	-	Secretary

viii. BCMC Games & Sports Club:

1.	Mr. M. Mohsin Mridha	-	President
2.	Mr. Md. Imran Ali	-	Member (Foot Ball)
3.	Engr. Md. Shaheen Akter	-	Member (Cricket)
4.	Mr. Amitav Raj	-	Member (Indoor Games: Male)
5.	Ms. Israt Jahan Liza	-	Member (Indoor Games: Female)
6.	Mr. M. Israil Hossain	-	Member (Athletics)
7.	Mr. Subroto Subon Acharjee	-	Member
8.	Mr. Md. Asaduzzaman (Bangla)	-	Member
9.	Mr. Md. Imran Ali	-	Member
10.	Mr. F M Alam	-	Member
11	Mr. Md. Kamruzzaman (ACC)	-	Secretary

ix. BCMC Health & Fitness Club:

1.	Mr. M. Mohsin Mridha	-	President
2.	Mr. Imtiaz Ahmed	-	Member
3.	Engr. Md. Mostafizur Rahman Raja	-	Member
4.	Engr. Md. Shaheen Akter	-	Member
5.	Mr. F M Alam	-	Secretary

x. BCMC Media Club:

1.	Mr. Md. Habibur Rahman	-	President
2.	Mr. Md. Jaynal Abiden	-	Member
3.	Mr. Md. Masudur Rahman	-	Member
4.	Engr. Md. Mostafizur Rahman Raja	-	Member
5.	Mr. Md. Asaduzzaman (Bangla)	-	Secretary

xi. BCMC Magazine Club:

Responsible for Publication of

1. Wall Magazine in Bangla named 'Manon' On 21 Feb, 14 Apr, 01 Sep & 16 Dec
2. Wall Magazine in English named 'Panorama' on 26 Mar, 01 Sep & 16 Dec
3. Little Magazine in Bangla named 'Joyonti'
4. Annual Magazine in Bangla

1.	Mr. Md. Habibur Rahman	-	President
2.	Prof. Md. Sharafat Hossain	-	Member
3.	Engr. Md. Mostafizur RahmanRaja	-	Member
5.	Mr. Md. Masudur Rahman	-	Member
6.	Mr. Md. Jaynal Abiden	-	Member
7.	Mr. Md. Abul Kalam Azad	-	Member
8.	Mr. Md. Asaduzzaman (Bangla)	-	Secretary

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xii. BCMC Seminar Club:

1.	Prof. Md. Sharafat Hossain	-	President
2.	Mr. Md. Asaduzzaman (Bangla)	-	Member
3.	Mr. Md. Shahidul Alam	-	Member
4.	Engr. Rakesh Swarup Mandal	-	Member
5.	Ms. Niger Sultana	-	Member
6.	Ms. Israt Jahan Liza	-	Member
7.	Engr. Shameem Reza	-	Member
8.	Mr. Md. Habibur Rahman	-	Secretary

xiii. BCMC Meditation Club:

1.	Mr. Md. Murad Elahi	-	President
2.	Ms. Niger Sultana	-	Member
3.	Mr. Amitav Raj		Member
4.	Ms. Israt Jahan Liza	-	Member
5.	Ms. Zannatul Ferdaus	-	Member
6.	Mr. Md. Zahidur Rahman	-	Secretary

xiv. BCMC Driving Club:

1.	Engr. Md. Mostafizur Rahman Raja	-	President
2.	Mr. Syed Asaduzzaman	-	Member
3.	Mr. Md. Abdullah-Al-Mamun	-	Member
4.	Mr. Md. Masudur Rahman	-	Member
5.	Mr. Subroto Subon Acharjee	-	Secretary

xv. BCMC Cadet Corps:

1.	Mr. M. Israil Hossain	-	President
2.	Mr. Subroto Subon Acharjee	-	Member
3.	Engr. Md. Mostafizur Rahman Raja	-	Member
4.	Mr. Imtiaz Ahmed	-	Member
5.	Mr. M. Shahidul Islam	-	Member
6.	Mr. F. M. Alam	-	Member
7.	Mr. M. Mohsin Mridha	-	Member
8.	Mr. Md. Imran Ali	-	Secretary & Cadet Officer

xvi. BCMC Quiz Club:

1.	Mr. M. Israil Hossain	-	President
2.	Ms. Israt Jahan Liza	-	Member
3.	Engr. G. M. Forhad Faisal Rony	-	Member
4.	Engr. Md. Sabuj Molla	-	Member
5.	Ms. Niger Sultana	-	Member
6.	Mr. Md. Imran Ali	-	Member
7.	Mr. Amitav Raj	-	Member
8.	Engr. Shameem Reza	-	Secretary

xvii. BCMC Judo & Karate Club

1.	Mr. M. Mohsin Mridha	-	President
2.	Engr. Md. Mostafizur Rahman Raja	-	Member
3.	Mr. M. Israil Hossain	-	Member
4.	Mr. Md. Shahidul Islam	-	Member
5.	Mr. Md. Asaduzzaman (Bangla)	-	Secretary

xviii. BCMC Band Party

1.	Engr. Md. Mostafizur Rahman Raja	-	President
2.	Mr. M. Israil Hossain	-	Member
3.	Mr. Subroto S Acharjee	-	Member
4.	Mr. Md. Imran Ali	-	Secretary
		-	

xix. BCMC Math Club

1.	Engr. Md. Belal Hossain	-	President
2.	Engr. Md. Rahib Zakaria	-	Member
3.	Mr. Md. Asaduzzaman (Math)	-	Member
4.	Engr. Md. Shameem Reza	-	Member
5.	Engr. Chittoranjan Pal	-	Secretary

Co- ordinator of co-curricular clubs : Prof. Md. Sharafat Hossain

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Additional Duties

Curricular

i. Head Faculty of Science & Engineering :

1. Dr. Engr. Dulal Barua - Faculty of Science & Engineering

ii. Head Faculty of Business Administration & Social Science :

1. Prof. Md. Sharafat Hossain - Faculty of Business Administration & Social Science

iii. Departmental Head :

1. Engr. Md. Tozammel Haque - Deptt of Civil & Construction Engineering
2. Prof. Dr. Engr. Dulal Barua - Deptt of Electrical, Electronic & Telecommunication Engineering
3. Engr. Md. Isanul Haque - Deptt of Industrial & Production, Marine and Mechanical Engineering
4. Engr. Md. Shaheen Akter - Deptt of Computer Engineering & Technology
5. Prof. Engr. Md. Ahadudzaman Mredha - Deptt of Garments & Textile Engineering
6. Prof. Dr. Engr. Syed Kamrul Hasan - Deptt of Natural Science & Chemical Engg.
7. Prof. Dr. Quazi Md. Azizul Haque - Deptt of Medical Science & Technology
8. Mr. Md. Hasanuzzaman - Deptt of Business Administration & Management
9. Prof. Md. Sharafat Hossain - Deptt of Humanities, Social Science & Related Subjects

iv. Casual Head of the Department:

1. Engr. G. M. Forhad Faisal Rony - Deptt of Civil & Construction Engineering
2. Engr. Rakesh Swarup Mandal - Deptt of Electrical, Electronic & Telecommunication Engineering
3. Engr. Md. Nazmul Alam - Deptt of Industrial & Production, Marine and Mechanical Engineering
4. Engr. Albert Subir Mondal - Deptt of Computer Engineering & Technology
5. Engr. Kazi Zakaria Ahmed - Deptt of Garments & Textile Engineering
6. Mr. Md. Abul Kalam Azad - Deptt of Medical Science & Technology

v. Faculty Member :

1. Mr. Md. Habibur Rahman - Faculty Member

vi. Administration, Admission & Registration :

1. Mr. Md. Asaduzzaman - Deputy Registrar
2. Mr. Md. Habibur Rahman - Deputy Registrar
3. Mr. Md. Abdullah-Al-Mamun - Assistant Registrar
4. Mr. M. Mohsin Mridha - Assistant Registrar

vii. BCMC Central Library:

1. Mr. Amitav Raj - Assistant Librarian

viii. Campus Co-ordinator:

1. Mr. Md. Shahidul Alam - Campus Co-ordinator Campus-1
2. Engr. Rakesh Swarup Mandal - Campus Co-ordinator Campus-2
3. Mr. Subhash Chandra Biswas - Campus Co-ordinator Campus-3
4. Engr. S. M. Merazuddin - Assistant Campus Co-ordinator Campus-1
5. Engr. Md. Belal Hossen - Assistant Campus Co-ordinator Campus-2

ix. Lab In Charge:

1. Engr. Md.Shoriful Islam - Lab In Charge
2. Engr. Chittoranjan Pal - Lab In Charge
3. Engr. Priotosh Kumar Das - Lab In Charge
4. Mr. Md. Al-Imran Hossain - Lab In Charge
5. Mr. Md. Abul Kalam Azad - Lab In Charge

x. System Analyst :

1. Engr. Albert Subir Mondal - System Analyst

xi. Online Promoter :

1. Engr. Shameem Reza - Online Promoter

xii. Duty Teacher:

1. Mr. Md. Asaduzzaman (Math) - Duty Teacher

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xiii. Teachers Room:

1. 1. Engr. Md. Firoz Kabir - Teachers Room In Charge

xiv. Girls' Common Room:

1. Ms. Israt Jahan Liza - Girls' Common Room In Charge

xv. Students' Study Room:

1. Mr. Md. Tauhiduzzahan - Students' Study Room In Charge

xvi. Project Engineer:

1. - Project Engineer

xvii. Maintenance Officer :

1. Alhaj Mufti Maolana Md. Mahabubur Rahman - Maintenance Officer

xviii. Sub Station :

1. Mr. M. Shahidul Islam - Sub Station In Charge

xix. Transport Officer:

1. Engr. Md. Mostafizur Rahman Raza - Transport Officer

xx. Protocol & Accommodation Officer:

1. Prof. Md. Sharafat Hossain - Protocol & Accommodation Officer
2. Mr. Md. Zakir Hossain - Protocol & Accommodation Officer

xxi. Routine & Class Load Officer:

1. Engr. Md. Shaheen Akter - Routine & Class Load Officer
2. Engr. Albert Subir Mondal - Asstt. Routine & Class Load Officer

xxii. Purchase Officer:

1. Mr. Md. Zakir Hossain - Purchase Officer

xxiii. Accounts Aid:

1. Ms. Israt Jahan Liza - Accounts Aid

xxiv. Teachers Dormitory :

1. Mr. Md. Imran Ali - Dormitory Super

Co-Curricular

i. Instructors:

1. Prof. Md. Sharafat Hossain - English Language
2. Mr. Md. Abdullah-Al-Mamun - English Language
3. Mr. Md. Rafiqul Islam - Korean Language
4. Alhaj Mufti Maolana Md. Mahabubur Rahman - Arabic Language
5. Dr. Engr. Syed Kamrul Hasan - Japanese Language
6. Alhaj Mufti Maolana Md. Mahabubur Rahman - Muslim Religious Club
7. Ms. Niger Sultana - Muslim Religious Club
8. Ms. Israt Jahan Liza - Muslim Religious Club
9. Mr. Md. Jaynal Abiden - Muslim Religious Club
10. Mr. M. Mohsin Mridha - Judo & Karate
11. Mr. Amitav Raj - Literature & Cultural Club

ii. Guide Teachers:

All assigned teachers

iii. BCMC Public Relations Center:

1. Mr. Md. Habibur Rahman - Public Relations Officer
2. Engr. Md. Mostafizur Rahman Raja - Assistant Public Relations Officer
3. Mr. Md. Jaynal Abiden - Assistant Public Relations Officer

iv. BCMC Students' Career Counseling Center:

1. Engr. Shameem Reza - Chief Counselor
2. Engr. S. M. Merazuddin - Counselor

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v. BCMC Job Searching Center:

1. Engr. Md. Saidur Rahman - Job Searching & Internship Placement Officer

vi. BCMC Students' Welfare Center:

1. Mr. Subroto Subon Acharjee - Students' Welfare Officer
2. Engr. Md. Nazmul Alam - Assistant Students' Welfare Officer

vii. BCMC Students' Recreation Center:

1. Engr. Md. Shaheen Akter - Students' Recreation Officer
2. Mr. Md. Hasanuzzaman - Assistant Students' Recreation Officer
3. Mr. Md. Hasibur Rahman Assistant Students' Recreation Officer

viii. Presenter :

1. Mr. Md. Shahidul Alam - Presenter
2. Mr. Md. Abdullah-Al-Mamun - Presenter
3. Ms. Israt Jahan Liza - Presenter

Engr. Md. Ashraful Kabir
Chairman

Memo No: BCMC/Com/223/66 Date: 20 January 2018

Copy forwarded for information & necessary action to

1. ----------
   (All faculty members, officers & staff)
2. BCMC website www.bcmc.edu.bd
3. All Notice Boards.