



BCMC COLLEGE OF ENGINEERING & TECHNOLOGY

বিসিএমসি প্রকৌশল ও প্রযুক্তি মহাবিদ্যালয়

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Effective from: 01 August 2018 (Revised)

STANDING COMMITTEES & ADDITIONAL DUTIES

A. Academic Council:

1. Principal - President
2. Registrar - Member
3. Faculty Head..... (all) - Member
4. Course Coordinator, B Sc Engg Program - Member
5. Departmental Head..... (all) - Member
6. Concerned Examiners..... (all) - Member
7. Controller of Examinations - Secretary

B. Disciplinary Committee:

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

C. Examinations Conducting Committee:

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

D. Vigilance Team:

1. Prof. Dr. Engr. Md. Ayub Ali - Convener
Head, Deptt of Civil & Construction Engg &
Course Coordinator, B Sc Engg Program
2. Prof. Dr. Md. Sharafat Hossain - Jt Convener
Head, Faculty of Humanities, Social Science &
Related Subjects
3. Prof. Dr. Engr. Syed Kamrul Hasan - Member
Head, Deptt of Natural Science & Chemical
Engineering
4. Engr. Md. Mostafizur Rahman Raja - Member
Assistant Professor
Deptt of Civil & Construction Engineering

E. Committee for Prevention of Sexual Harassment:

1. Ms. Zanatul Ferdous - President
2. Mr. Subroto Subon Acharjee - Member
3. Ms. Mazeda Khatun - Member
4. Engr. Laila Khairunnhar - Member
5. Ms. Prokrity Mozumder - Member
6. Shanta Islam Poli - Member
7. Ms. Niger Sultana - Member Secretary

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. Engr. Anichur Rahman - Member
5. Engr. Md. Saidur Rahman - Member
6. Engr. Md. Toufiqur Rahman - Member
7. Engr. Dawipayan Mondal - Member
8. Ms. Prokirty Mozumder - Member
9. 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. Prof. 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. Engr. Md. Sazzad Hossain - Member
10. Mr. Md. Murad Elahi - Member
11. Engr. S. M. Merazuddin - Secretary

iii. BCMC Debating Club:

1. Mr. Md. Asaduzzaman (Bangla) - President
2. Prof. Dr. Md. Sharafat Hossain - Member
3. Mr. Md. Abdullah-Al-Mamun - Member
4. Mr. Md. Al Imran Hossain - Member
5. Mr. Md. Israil Hossain - Member
6. Ms. Niger Sultana - Member
7. Engr. Md. Nazat Hossain - Member
8. Mr. Md. Habibur Rahman - Secretary

iv. BCMC Literature & Cultural Club:

1. Mr. Md. Asaduzzaman (Bangla) - President
2. Ms. Shanta Islam Poli - Member (Music)
3. Mr. Amitav Raj - Member (Musical Instruments)
4. Mr. Md. Kamruzzaman (ACC) - Member (Acting)
5. Mr. Md. Murad Elahi - Member (Recitation)
6. Engr. Md. Mostafizur Rahman Raja - Member
7. Mr. Md. Habibur Rahman - Member
8. Ms. Niger Sultana - Member
9. Engr. Md. Saidur Rahman - Member
10. Ms. Prokirty Mozumder - Member
11. Mr. Md. Israil Hossain - Secretary

v. BCMC Science & Technology Club:

1. Prof. Dr. Engr. Syed Kamrul Hasan - President
2. Engr. Md. Belal Hossain - 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

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. Kazi Zakaria Ahmed - Member
6. Mr. M. Mohsin Mridha - Member
7. Ms. Niger Sultana - Member
8. Mr. Md. Asaduzzaman (Marine) - Member
9. Engr. S. M. Merazuddin - Member
10. Ms. Mazedha Khatun - Member
11. Mr. Syed Asaduzzaman - Member
12. Mr. Md. Al-Imran Hossain - Member
13. Mr. Md. Murad Elahi - 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. Ms. Prokirty Mozumder - Member
4. Engr. Priotosh Kumar Das - Member
5. Engr. Dawipayn Mondal - 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. Shanta Islam Poli - Member (Indoor Games: Female)
6. Mr. M. Israil Hossain - Member (Athletics)
7. Mr. Subroto Subon Acharjee - Member
8. Mr. Md. Asaduzzaman (Bangla) - Member
9. Engr. Md. Sazzad Hossain - Member
10. Engr. Md. Anichur Rahman - Member
11. Mr. F M Alam - Member
12. 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. Nasir Uddin - 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 Rahman Raja - Member
4. Mr. Md. Masudur Rahman - Member
5. Mr. Md. Nasir Uddin - Member
6. Mr. Md. Abul Kalam Azad - Member
7. Mr. Md. Asaduzzaman (Bangla) - Secretary

xii. BCMC Seminar Club:

1. Prof. Md. Sharafat Hossain - President
2. Mr. Md. Asaduzzaman (Bangla) - Member
3. Mr. Md. Murad Elahi - Member
4. Engr. Laila Khairunnahar - Member
5. Ms. Niger Sultana - Member
6. Engr. Md. Sazzad Hossain - 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. Engr. Md. Abdullah Bin Aziz - Member
5. Mr. Md. Hasibur Rahman - Member
6. Ms. Zannatul Ferdaus - 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. Mr. Md. Asaduzzaman (DCOE) - Member
3. Mr. Md. Abdul Jabbar - Member
4. Ms. Niger Sultana - Member
5. Mr. Md. Imran Ali - Member
6. Engr. Laila Khairunnahar - Member
7. 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. Laila Khairunnahar - Member
3. Mr. Md. Asaduzzaman (Math) - Member
4. Engr. Md. Shameem Reza - Member
5. Engr. Md. Nazat Hossain - Secretary

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

Additional Duties

Curricular

- I. Head Faculty of Science & Engineering :**
1. Prof. Dr. Engr. Dulal Barua - Faculty of Science & Engineering
- II. Head Faculty of Business Administration & Social Science :**
1. Prof. Dr. Md. Sharafat Hossain - Faculty of Business Administration & Social Science
- III. Course Coordinator, B Sc Engineering Program**
1. Prof. Dr. Engr. Md. Ayub Ali - Head, Deptt of Civil & Construction Engg
- IV. Departmental Head :**
1. Prof. Dr. Engr. Md. Ayub Ali - Deptt of Civil & Construction Engineering
 2. Prof. Dr. Engr. Dulal Barua - Deptt of Electrical, Electronic & Telecommunication Engineering
 3. Engr. Md. Firoz Kabir - Deptt of Industrial & Production, Marine and Mechanical Engineering
 4. Engr. Md. Shaheen Akter - Deptt of Computer Engineering & Technology
 5. Prof. Engr. Md. Ahaduzzaman 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. Dr. Md. Sharafat Hossain - Deptt of Humanities, Social Science & Related Subjects
- V. Casual Head of the Department:**
1. Engr. Md. Tozammel Haque - Deptt of Civil & Construction Engineering
 2. Engr. Md. Belal Hossen - Deptt of Electrical, Electronic & Telecommunication Engineering
 3. Engr. Md. Nazmul Alam - Deptt of Industrial & Production, Marine and Mechanical Engineering
 4. Engr. Shameem Reza - 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
- VI. Faculty Member :**
1. Mr. Md. Habibur Rahman - Faculty Member
 2. Mr. Md. Murad Elahi - Faculty Member
- VII. 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
- VIII. BCMC Central Library:**
1. Mr. Amitav Raj - Assistant Librarian
- IX. Campus Co-ordinator:**
1. Engr. S. M. Merazuddin - Campus Co-ordinator Campus-1
 2. Engr. Md. Belal Hossen - Campus Co-ordinator Campus-2
 3. Mr. Subhash Chandra Biswas - Campus Co-ordinator Campus-3
 4. Engr. Md. Sazzad Hossain - Assistant Campus Co-ordinator Campus-1
 5. Engr. Md. Nazat Hossain - Assistant Campus Co-ordinator Campus-2
- X. Lab In Charge:**
1. Engr. Md. Shoriful Islam - Lab In Charge
 2. Mr. Bishwajit Mondal - 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
- XI. System Analyst :**
1. Engr. Anichur Rahman - System Analyst

- XII. **Online Promoter :**
1. Engr. Shameem Reza - Online Promoter
- XIII. **Duty Teacher:**
1. Mr. Md. Asaduzzaman (Math) - Duty Teacher
- XIV. **Teachers Room:**
1. Engr. Md. Abdullah Bin Aziz - Teachers Room In Charge
- XV. **Girls' Common Room:**
1. Ms. Shanta Islam Poli - Girls' Common Room In Charge
- XVI. **Students' Study Room:**
1. Mr. Md. Tauhiduzzahan - Students' Study Room In Charge
- XVII. **Project Engineer:**
1. - Project Engineer
- XVIII. **Maintenance Officer :**
1. Alhaj Mufti Maolana Md. Mahabubur Rahman - Maintenance Officer
- XIX. **Sub Station :**
1. Mr. M. Shahidul Islam - Sub Station In Charge
- XX. **Transport Officer:**
1. Engr. Md. Mostafizur Rahman Raza - Transport Officer
- XXI. **Protocol & Accommodation Officer:**
1. Prof. Dr. Md. Sharafat Hossain - Protocol & Accommodation Officer
2. Mr. Md. Zakir Hossain - Protocol & Accommodation Officer
- XXII. **Routine & Class Load Officer:**
1. Engr. Md. Shaheen Akter - Routine & Class Load Officer
2. Engr. Dawipayan Mondal - Asstt. Routine & Class Load Officer
- XXIII. **Purchase Officer:**
1. Mr. Md. Zakir Hossain - Purchase Officer
- 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. Hafez Md Al Amin - Muslim Religious Club
8. Ms. Niger Sultana - Muslim Religious Club
9. Mr. M. Mohsin Mridha - Judo & Karate
10. 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. Nasir Uddin - Assistant Public Relations Officer

iv. BCMC Students' Career Counseling Center:

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

- 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. Asaduzzaman (Bangla) - Presenter
2. Mr. Md. Abdullah-Al-Mamun - Presenter
3. Ms. Shanta Islam Poli - Presenter



Engr. Md. Ashraful Kabir
Chairman

Memo No: BCMC/Com/223/274

Date: 22 July 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.