BCMC COLLEGE OF ENGINEERING & TECHNOLOGY
বিসিএমসি প্রকৌশল ও প্রযুক্তি মহাবিদ্যালয়
Dhaka Road, BCMC College Para, Jashore-7400, Bangladesh. Phone : PABX+880-421-62347, 62348, 62480, 62481 Fax : +880-421-63848
Mobile : 01712910255, 01711067687, 01752260408, 01752260409 E-mail : admin@bcmc.edu.bd, bcmccrm@gmail.com & bcmccrm@yahoo.com Web : www.bcmc.edu.bd

Effective from: 12 February 2019

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 Principal	- Center Head
2.	Mr. Imtiaz Ahmed Controller of Examinations	- Asstt. Center Head
3.	Prof. Dr. Md. Sharafat Hossain Head, Faculty 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. Dr. Md. Sharafat Hossain Head, Faculty of Humanities, Social Science & Related Subjects	Convener
2.	Prof. Dr. Engr. Syed Kamrul Hasan Head, Deptt of Natural Science & Chemical Engineering	- Member
3.	Engr. Md. Mostafizur Rahman Raja Assistant Professor Deptt of Civil & Construction Engineering	- Member
4.	Mr. Md. Asaduzzaman Deputy Controller of Exams	- Member

E. Committee for Prevention of Sexual Harassment:

1.	Engr. Laila Khairunnhar	- President
2.	Ms. Zanatul Ferdaus	- Member
3.	Ms. Prokrity Mozumder	- Member
4.	Engr. Khaleda Sharmin Tanni	- Member
5.	Ms. Niger Sultana	- Member Secretary

Contd.....2

OPERATING BODIES UNDER CO-CURRICULAR ACTIVITIES

i. BCMC Computer Club:

1. Engr. Md. Shaheen Akter - President
2. Engr. Rakibul Hasan - Member
3. Engr. Anichur Rahman - Member
4. Engr. Md. Saidur Rahman - Member
5. Ms. Prokrity Mozumder - Member
6. Mr. Tarik Billah - Member
7. Mr. Limon Hossain - Member
8. Engr. Md. Shameem Reza - Secretary

ii. BCMC Foreign Language Club:

1. Prof. Md. Sharafat Hossain - President
2. Alhaj Mufti Maolana Md. Mahabubur Rahman - Member (Arabic Language)
3. Mr. Md. Rafiqul Islam - Member (Korean Language)
4. Prof. Dr. Engr. Syed Kamrul Hasan - Member (Japanese Language)
5. Mr. Md. Habibur Rahman - Member
6. Mr. M. Mohsin Mridha - Member
7. Engr. Priotosh Kumar Das - Member
8. Engr. Md. Sazzad Hossain - Member
9. Mr. Md. Murad Elahi - Member
10. 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. Al Imran Hossain - Member
4. Mr. Md. Israil Hossain - Member
5. Ms. Niger Sultana - Member
6. Engr. Md. Nazat Hossain - Member
7. Mr. Md. Habibur Rahman - Secretary

iv. BCMC Literature & Cultural Club:

1. Mr. Md. Asaduzzaman (Bangla) - President
2. Mr. Jafour Ikbal - Member (Music & Musical Instruments)
3. Mr. Md. Kamruzzaman (ACC) - Member (Acting)
4. Mr. Md. Murad Elahi - Member (Recitation)
5. Engr. Md. Mostafizur Rahman Raja - Member
6. Mr. Md. Habibur Rahman - Member
7. Ms. Niger Sultana - Member
8. Engr. Md. Saidur Rahman Member
9. Ms. Prokrity Mozumder - Member
10. Mr. Md. Israil Hossain - Secretary

v. BCMC Science & Technology Club:

1. Prof. Dr. Engr. Syed Kamrul Hasan - President
2. Mr. Md. Shahidul Islam - Member
3. Engr. Laila Khairunnhar - Member
4. Mr. Md. Imran Ali - Member
5. Mr. Md. Abu Sayed - Member
6. Mr. Md. Firoz Ahmed - Member
7. Mr. Md. Israil Hossain - Secretary

Contd.....3

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	-	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.	Mr. Syed Asaduzzaman	-	Member
11.	Mr. Md. Al-Imran Hossain	-	Member
12.	Mr. Md. Murad Elahi	-	Member
13.	Mr. Md. Abul Kalam Azad	-	Secretary

vii. BCMC Hindu Religious Club:

1.	Mr. Subhash Chandra Biswas	-	President
2.	Mr. Bishwajit Adhikary	-	Member
3.	Ms. Prokrity Mozumder	-	Member
4.	Engr. Priotosh Kumar Das	-	Secretary

viii. BCMC Games & Sports Club:

1.	Engr. Md. Shaheen Akter	-	President
2.	Mr. Md. Imran Ali	-	Member (Foot Ball)
3.	Engr. Md. Shaheen Akter	-	Member (Cricket)
4.	Mr. Md. Azam Ali	-	Member (Indoor Games: Male)
5.	Engr. Laila Khairunnhar	-	Member (Indoor Games: Female)
6.	Mr. M. Israil Hossain	-	Member (Athletics)
7.	Mr. Md. Asaduzzaman (Bangla)	-	Member
8.	Engr. Md. Sazzad Hossain	-	Member
9.	Engr. Md. Anichur Rahman	-	Member
10.	Mr. F M Alam	-	Member
11.	Mr. M. Mohsin Mridha	-	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.	Engr. Md. Nazmul Alam	-	Secretary

x. BCMC Media Club:

1.	Mr. Md. Habibur Rahman	-	President
2.	Mr. Md. Jaynal Abiden	-	Member
3.	Engr. Md. Mostafizur Rahman Raja	-	Member
4.	Mr. Md. Kamruzzaman (OE)	-	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
4.	Mr. Md. Jaynal Abiden	-	Member
5.	Mr. Md. Kamruzzaman (OE)	-	Member
6.	Mr. Md. Abul Kalam Azad	-	Member
7.	Mr. Md. Asaduzzaman (Bangla)	-	Secretary

Contd.....4

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. Md. Shameem Reza	-	Member
8.	Mr. Md. Habibur Rahman	-	Secretary

xiii. BCMC Meditation Club:

1.	Mr. Md. Murad Elahi	-	President
2.	Ms. Zannatul Ferdaus	-	Member
3.	Engr. Md. Abdullah Bin Aziz	-	Member
4.	Ms. Niger Sultana	-	Secretary

xiv. BCMC Driving Club:

1.	Engr. Md. Mostafizur Rahman Raja	-	President
2.	Engr. Md. Nazmul Alam	-	Member
3.	Mr. Md. Kamruzzaman (OE)	-	Member
4.	Mr. Syed Asaduzzaman	-	Secretary

xv. BCMC Cadet Corps:

1.	Mr. M. Israil Hossain	-	President
2.	Engr. Md. Mostafizur Rahman Raja	-	Member
3.	Mr. Imtiaz Ahmed	-	Member
4.	Mr. M. Shahidul Islam	-	Member
5.	Mr. F. M. Alam	-	Member
6.	Mr. M. Mohsin Mridha	-	Member
7.	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.	Engr. Md. Sazzad Hossain	-	Member
5.	Engr. Md. Nazat Hossain	-	Member
6.	Ms. Niger Sultana	-	Member
7.	Mr. Md. Imran Ali	-	Member
8.	Engr. Laila Khairunnahar	-	Member
9.	Engr. Md. 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. Md. Imran Ali	-	Secretary

-

xix. BCMC Math Club

1.	Engr. Md. Nazat Hossain	-	President
2.	Engr. Laila Khairunnahar	-	Member
3.	Mr. Md. Asaduzzaman (Math)	-	Member
4.	Engr. Md. Shameem Reza	-	Member
5.	Engr. Md. Abdullah Bin Aziz	-	Member
6.	Engr. Md. Sazzad Hossain	-	Secretary

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

Contd.....5

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

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. Nazmul Alam - Deptt of Industrial & Production, Marine and Mechanical Engineering
4. Engr. Md. Shaheen Akter - Deptt of Computer Engineering & Technology
5. Engr. Kazi Zakaria Ahmed - 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. Nazat Hossain - Deptt of Electrical, Electronic & Telecommunication Engineering
3. Engr. Md. Abdullah Bin Aziz - Deptt of Industrial & Production, Marine and Mechanical Engineering
4. Engr. Md. Shameem Reza - Deptt of Computer Engineering & Technology
5. Engr. Pritosh Kumar Das - 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. M. Mohsin Mridha - Assistant Registrar
4. Mr. Md. Nasir Uddin - Assistant Registrar

VIII. BCMC Central Library:

1. Mr. Jafour Ikbal Assistant Librarian

IX. Campus Co-ordinator:

1. Engr. S. M. Merazuddin - Campus Co-ordinator Campus-1
2. Mr. Subhash Chandra Biswas - Campus Co-ordinator Campus-2
3. Engr. Md. Sazzad Hossain - Assistant Campus Co-ordinator Campus-1
4. Engr. Md. Nazat Hossain - Assistant Campus Co-ordinator Campus-2

X. Lab In Charge:

1. Engr. Md. Tozammel Haque - Lab In Charge
2. Engr. Priotosh Kumar Das - Lab In Charge
3. Mr. Md. Abul Kalam Azad - Lab In Charge
4. Engr. Md. Shameem Reza - Lab In Charge
5. Mr. Md. Azam Ali - Lab In Charge
6. Mr. Md. Sayed Hossain - Lab In Charge
7. Mr. Lemon Hossain - Lab In Charge
8. Mr. Tarik Billah - Lab In Charge

Contd.....6

XI. System Analyst :

1. Engr. Anichur Rahman - System Analyst

XII. Online Promoter :

1. Engr. Md. 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. Engr. Laila Khairunnahar - 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

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. Rafiqul Islam - Korean Language
3. Alhaj Mufti Maolana Md. Mahabubur Rahman - Arabic Language
4. Dr. Engr. Syed Kamrul Hasan - Japanese Language
5. Alhaj Mufti Maolana Md. Mahabubur Rahman - Muslim Religious Club
6. Hafez Md Al Amin - Muslim Religious Club
7. Ms. Niger Sultana - Muslim Religious Club
8. Mr. M. Mohsin Mridha - Judo & Karate
9. Mr. Md. Kamruzzaman (Acc) - Literature & Cultural Club (Acting)
10. Mr. Md. Murad Elahi Literature & Cultural Club (Recitation)

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
4. Mr. Md. Kamruzzaman - Assistant Public Relations Officer

Contd.....7

iv. BCMC Students' Career Counseling Center:

1. Engr. Md. 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. Engr. Md. Mostafizur Rahman Raja - Students' Welfare Officer
2. Engr. Md. Nazmul Alam - Assistant Students' Welfare Officer
3. Mr. Md. Al Imran - 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. Azam Ali Assistant Students' Recreation Officer

viii. Presenter :

1. Mr. Md. Asaduzzaman (Bangla) - Presenter
2. Engr. Md. Sazzad Hossain - Presenter
3. Mr. Jafour Ikbal - Presenter

Engr. Md. Ashraful Kabir
Chairman

Memo No: BCMC/Com/223/149 Date: 12 February 2019

Copy forwarded for information & necessary action to

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