BCMC COLLEGE OF ENGINEERING & TECHNOLOGY
বিসিএমসি প্রকৌশল ও প্রযুক্তি মহাবিদ্যালয়
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Effective from: 06 August 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. Amrita Pritom Prapti	- President
2.	Engr. Md. Mostafizur Rahman Raja	- Member
3.	Mr. Jafour Ikbal	- Member
4.	Engr. Khaleda Sharmin Tanni	- Member
5.	Ms. Niger Sultana	- Member Secretary

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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.	Engr. Amrita Pritom Prapti	- Member
6.	Mr. Limon Hossain	- Member
7.	Mr. Tarik Billah	- 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.	Mr. Md. Murad Elahi	- Member
9.	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.	Mr. Md. Israil Hossain	- Secretary

v. BCMC Science & Technology Club:

1.	Prof. Dr. Engr. Syed Kamrul Hasan	- President
2.	Engr. Shomenath Mohanta	- Member
3.	Mr. Md. Shahidul Islam	- 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

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. Md. Al-Imran Hossain	- Member
11.	Hafez Md. Al Amin	- Member
12.	Mr. Md. Abul Kalam Azad	- Secretary

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vii. BCMC Hindu Religious Club:

1. Mr. Subhash Chandra Biswas - President
2. Engr. Shomenath Mohanta - Member
3. Engr. Amrita Pritom Prapti - Member
4. Engr. Priotosh Kumar Das - Secretary

viii. BCMC Games & Sports Club:

1. Engr. Md. Shaheen Akter - President
2. Mr. Md. Asaduzzaman (DCOE) - Member (Foot Ball)
3. Engr. Md. Shaheen Akter - Member (Cricket)
4. Mr. Md. Azam Ali - Member (Indoor Games: Male)
5. Engr. Amrita Pritom Prapti - Member (Indoor Games: Female)
6. Mr. M. Israil Hossain - Member (Athletics)
7. Mr. Md. Asaduzzaman (Bangla) - Member
8. Engr. Md. Anichur Rahman - Member
9. Mr. F M Alam - Member
10. 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 Meditation Club:

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

xii. BCMC Cadet Corps & Band Party:

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

Co- ordinator of co-curricular activities : Prof. Dr. 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

Prof. Dr. Engr. Md. Ayub Ali - Head, Deptt of Civil & Construction Engg

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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. Mr. Md. Al-Imran Hossain - 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. Mostafizur Rahman Raja - Deptt of Civil & Construction Engineering
2. Engr. S. M. Merazuddin - Deptt of Electrical, Electronic & Telecommunication Engineering
3. Engr. Md. Abdullah Bin Aziz - Deptt of Industrial & Production, Marine and Mechanical Engineering
4. Engr. Md. Saidur Rahman - 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. Murad Elahi - 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

X. Lab In Charge:

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

XI. System Analyst :

1. Engr. Anichur Rahman - System Analyst

XII. Online Promoter :

1. Engr. Anichur Rahman - 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. Amrita Pritom Prapti - 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

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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. Jafour Ikbal - 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. Md. Kamruzzaman (Acc) - Literature & Cultural Club (Acting)
9. 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

iv. BCMC Students' Career Counseling Center:

1. Engr. S. M. Merazuddin - Chief 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. Mr. Jafour Ikbal - Presenter

Engr. Md. Ashraful Kabir
Chairman

Memo No: BCMC/Com/223/326 Date: 06 August 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.