BCMC COLLEGE OF ENGINEERING & TECHNOLOGY
বিসিএমসি প্রকৌশল ও প্রযুক্তি মহাবিদ্যালয়
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Effective from: 25 January 2020

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. Administrative & 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. Dr. Md. Sharafat Hossain Head, Faculty of Humanities, Social Science & Related Subjects	- Chief Invigilator
4.	Engr. Md. Shaheen Akter Associate Professor & Head 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

Contd.....2

OPERATING BODIES UNDER CO-CURRICULAR ACTIVITIES

i. BCMC Computer Club:

1. Engr. Md. Shaheen Akter - President
2. Engr. Amrita Pritom Prapti - Member
3. Engr. Jahid Hasan Mamun - Member
4. Mr. Md. Ariful Islam - Member
5. Mr. Limon Hossain - Member
6. 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. Md. Murad Elahi - Member
7. Mr. M. Mohsin Mridha - 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. 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. 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. Mr. Md. Abu Sayed - Member
4. Mr. Md. Firoz Ahmed - Member
5. 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. Mr. M. Mohsin Mridha - Member
6. Ms. Niger Sultana - Member
7. Mr. Md. Asaduzzaman (Marine) - Member
8. Mr. Md. Al-Imran Hossain - Member
9. Hafez Md. Al Amin - Member
10. Mr. Md. Abul Kalam Azad - Secretary

vii. BCMC Hindu Religious Club:

1. Engr. Amrita Pritom Prapti - President
2. Mr. Vagirot Kumar Paul - Secretary

Contd.....3

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.	Mr. F M Alam	-	Member
9.	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 & Rover Scouts:

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. Departmental Head :

1.	Engr. Md. Mostafizur Rahman Raja	-	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.	Mr. Md. Asaduzzaman	-	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

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IV. Faculty Member :

1. Mr. Md. Habibur Rahman - Faculty Member
2. Mr. Md. Murad Elahi - Faculty Member

V. 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

VI. Controller of Examinations

1. Mr. Md. Nasir Uddin - Assistant Controller of Exams

VII. BCMC Central Library:

1. Mr. Jafour Ikbal Assistant Librarian

VIII. Campus Co-ordinator:

1. Engr. Md. Abdullah Bin Aziz - Campus Co-ordinator Campus-1
2. Mr. Md. Asaduzzaman (Math) - Campus Co-ordinator Campus-2

IX. Lab In Charge:

1. Mr. Mr. Md. Riazul Islam - Lab In Charge
2. Engr. Md. Sohel Rana - Lab In Charge
3. Mr. Md. Abul Kalam Azad - Lab In Charge
4. Mr. Md. Tauhiduzzahan - 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

X. System Analyst :

1. Engr. Jahid Hasan Mamun - System Analyst

XI. Online Promoter :

1. Engr. Jahid Hasan Mamun - Online Promoter

XII. Duty Teacher:

1. Mr. Md. Maklesur Rahman - Duty Teacher

XIII. Teachers Room:

1. - Teachers Room In Charge

XIV. Girls' Common Room:

1. Engr. Amrita Pritom Prapti - Girls' Common Room In Charge

XV. Students' Study Room:

1. - 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. Dr. 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

XXII. Purchase Officer:

1. Mr. Md. Zakir Hossain - Purchase Officer

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XXIII. 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. - Chief Counselor

v. BCMC Job Searching Center:

1. Engr. Jahid Hasan Mamun - 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

Engr. Md. Ashraful Kabir
Chairman

Memo No: BCMC/Com/223/84 Date: 25 January 2020

Copy forwarded for information & necessary action to

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