

**Organizational Responsibility of Employees**

(With effect from 1<sup>st</sup> February 2024)

Rev. 2024/1

For better management and development of college following job responsibilities have been assigned among the faculty and staff (as indicated against their names)

**ACADEMIC COUNCIL**

1. PRINCIPAL	-	CHAIRMAN
2. P-I-C (PG & RESEARCH)	-	MEMBER
3. DIC, PHARMACEUTICS	-	MEMBER
4. DIC, PHARMACOLOGY	-	MEMBER
5. DIC, PHARM. CHEMISTRY	-	MEMBER
6. DIC, PHARMACOGNOSY & GENERAL PHARMACY	-	MEMBER
7. IN-CHARGE, EXAM CELL	-	MEMBER
8. REGISTRAR	-	MEMBER SECRETARY
9. IC, DIPLOMA	-	MEMBER

**DIVISIONAL IN-CHARGES (DIC):**

**Pharmacology Division**

PROF. SHYAMASHREE S.S. MANNA                      DIC

**Pharmaceutics Division**

PROF. SANTANU CHAKRABORTY                      DIC

**Pharmaceutical Chemistry Division**

DR. SOUVIK BASAK                                      DIC

**Pharmacognosy & General Pharmacy**

MR. SOUMEN BANERJEE                              DIC

**Diploma in Pharmacy**

MR. SONJOY KONAR                                      IC

*M. Shrivastava*

**DR. B.C. ROY COLLEGE OF PHARMACY AND AHS – ORGANIZATIONAL CHART**  
**BIDIHANNAGAR, DURGAPUR-06**

SL NO	COMMITTEE	NAME OF FACULTY/STAFF
1	LABORATORY DEVELOPMENT AND DAY TO DAY FUNCTION OF LABORATORY ALONG WITH MAINTENANCE OF INSTRUMENTS AND RECORDS	RESPECTIVE FACULTY LAB IN-CHARGE (REFER TO SL 37 to 58)
2	RESEARCH AND PROJECT MONITORING	1. PROF. SUBHABRATA RAY (CHAIRMAN) 2. DR. YADU NANDAN DEY 3. DR. AMIT KUMAR HALDER (MEMBER SECRETARY) 4. DR. SUDIP KUMAR MANDAL 5. DR. HRIDAY BERA
3	PURCHASE & SCRAP DISPOSAL	1. PRINCIPAL (CHAIRMAN) 2. P-I-C (PG & RESEARCH) 3. DIC, PHARMACEUTICS 4. DIC, PHARMACOLOGY 5. DIC, PHARM. CHEM. 6. REGISTRAR (MEMBER SECRETARY) 7. MR. ARUN KUMAR MANDAL, IN-CHARGE, STORE & PURCHASE 8. MR. PRASUN MOITRA, ACCOUNTS OFFICER
4	EVENT MANAGEMENT	1. MS. RITUPARNA CHAKI GHOSH (CHAIRMAN) 2. MS. SUSHRUTA CHAKRABORTY 3. MR. SAROJ SINGHMURA (MEMBER SECRETARY) 4. MR. SUTIRTHA PATRA 5. MR. ANIRUDDHA LAHIRI 6. MS. AMRITA SARKAR
5	NSS	1. MS. RIUTPARNA CHAKI GHOSH (Programme Officer) 2. MS. SURITA GHOSH 3. MR. RUDRANIL KARMAKAR
6	COLLEGE MAGAZINE (VIEWPOINT) & WALL MAGAZINE (THE MIRROR)	1. MR. ANIRUDDHA LAHIRI (VIEWPOINT) 2. DR. ABHIK SI (THE MIRROR)

*M. Bhattacharya*

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7	<b>CAREER GUIDANCE, TRAINING, PLACEMENT &amp; IIPC</b>	1. MR. SANJOY CHATTARAJ (In-Charge) 2. DR. SUDIP KUMAR MANDAL 3. MR. SHOBHAN BOSE 4. MD. WAIZUL HAQUE ANSARI 5. MR. ISMAIL MONDAL 6. DR. MANABENDRA DHUA (TRAINING OFFICER)
8	<b>EXAMINATION CELL &amp; CLASS ROUTINE</b> examinations@bcrcp.org	1. MR. SHOBHAN BOSE (In-Charge) 2. MR. SOUMYA MITRA 3. MR. SNEHANSU BISWAS
9	<b>REGULATORY COMPLIANCE</b> (PCI, MAKAUTWB, WBSCT&VE&SD, DTE, NIRF, AISHE)	1. PROF. SAMIR KUMAR SAMANTA (Chairman) 2. MR. SAGAR SENGUPTA (MS) 3. MR. AMITAVA MAHARATNA 4. MR. SOUMEN BANERJEE
10	<b>JOURNAL PUBLICATION</b>	1. PROF. SAMIR KUMAR SAMANTA (Editor-In-Chief) 2. PROF. SUBHARATA RAY (Coordinator) 3. DR. SOUVIK BASAK (Editorial Advisor) 4. DR. AMIT KUMAR HALDER (Editor) 5. DR. PARTHASARATHI PANDA 6. DR. HRIDAY BERA 7. DR. FALGUNI PATRA 8. DR. ABHIK SI
11	<b>LIBRARY &amp; NDL</b>	1. PROF. SUBHABRATA RAY (CHAIRMAN) 2. MS. ATREYEE GANGULY 3. MR. SOUMYA MITRA 4. DR. MANABENDRA DHUA 5. MR. SASWATA DE (Member Secretary)
12	<b>FDP/QIP, SEMINAR, &amp; WORKSHOP</b>	1. PROF. SUBHABRATA RAY (ADVISOR) 2. DR. SOUVIK BASAK (In-Charge) 3. PROF. SHYAMSHREE SS MANNA 4. PROF. SANTANU CHAKRABORTY 5. DR. SUDIP KUMAR MANDAL

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		6. DR. SAGARIKA DEEPHY T
		7. DR. MANAMI DHIBAR
13	<b>COLLEGE WEBSITE &amp; DIGITAL INFRASTRUCTURE MANAGEMENT</b>	1. MR. SAGAR SENGUPTA (In-Charge) 2. MR. SOUMEN BANERJEE 3. DR. FALGUNI PATRA 4. MR. AMIT KUMAR DEY
14	<b>GAMES &amp; SPORTS (BOYS &amp; GIRLS)</b>	1. DR. SANTANU CHAKRABORTY (In-Charge) 2. DR. UJJWAL SAHOO 3. MS. PUJA MISHRA 4. MRS. MOHONA CHAKRABORTY 5. MR. INDRAJIT CHAND 6. MS. SURITA GHOSH 7. MR. SUTIRTHA PATRA 8. MR. TAPAN KUMAR SAHA
15	<b>ANTI-DISCRIMINATION CELL (COMMITTEE FOR SC/ST, OBC &amp; MINORITY)</b>	1. DR. SUDIP KUMAR MANDAL (CHAIRMAN) 2. DR. UJJWAL SAHOO (Member Secretary) 3. MR. SAROJ SINGHMURA 4. MS. MANAMI DHIBAR 5. MS. JAYITA MONDAL 6. MR. ISMAIL MONDAL 7. MR. SARADINDU KUMAR PANDA (ADVOCATE)
16	<b>INTERNAL COMPLAINT COMMITTEE (ICC) (As per notification issued by Registrar (OSD), MAKAUT vide no. 2.8/Regis/Urg.Nte (ICC)/2017 dated 30/8/2017 regarding sexual harassment of Women at workplace and consequent to UGC's guidelines on Internal Compliant Committee) (Also responsible for Women-Centric grievances and Women-welfare)</b>	1. PROF. SHYAMSHREE S.S. MANNA (Presiding Officer) 2. MRS. RITUPARNA CHAKI GHOSH, Member 3. MR. SAGAR SENGUPTA, Member 4. DR. SAGARIKA DEEPHY T, Member 5. MR. SAPTARSHI DUTTA, Member 6. MRS. PUJA MISHRA, Member 7. MRS. MITHU CHOWDHURY, Member 8. MR. SARADINDU KUMAR PANDA (ADVOCATE)  Three Students Members (Diploma, UG & PG)

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17	GRIEVANCE REDRESSAL COMMITTEE	1. PROF. SAMIR KUMAR SAMANTA (CHAIRMAN)
		2. MR. SAGAR SENGUPTA (MS)
		3. DR. ABHIK SI
		4. MR. SAPTARSHI DUTTA
		5. DR. SAGARIKA DEEPTHY T
		6. MR. SONJOY KONAR
18	INSTRUMENT ROOM & MACHINE ROOM	1. MR. SAPTARSHI DUTTA (In-Charge)- Instrument
		2. DR. SAGARIKA DEEPTHY T
		3. MR. SNEHANSU BISWAS ( In-Charge) -Machine Room
		4. MR. AMIT KUMAR DEY
19	ANIMAL HOUSE (MAINTAINANCE)	1. PROF., SHYAMSHREE S.S. MANNA (In-Charge)
		2. DR. ABHIK SI
		3. DR. AVIJIT CHATTERJEE
		4. MR. SAROJ SINGHMURA
		5. MS. SUSHRUTA CHAKRABORTY
		6. DR. SAGARIKA DEEPTHY T
20	MEDICINAL GARDEN & MUSEUM	1. MRS. JAYITA MONDAL (In-Charge) - MEDICINAL GARDEN
		2. MRS. RITUPARNA CHAKI GHOSH (In-Charge) - PHARMACY MUSEUM
		3. MR. SOUMYA MITRA
		4. MS. SURITA GHOSH
		5. MS. SUSHRUTA CHAKRABORTY
21	CANTEEN & MESS	1. MR. SAGAR SENGUPTA (In-Charge)
		2. MR. SOUMEN BANERJEE
		3. DR. SAGARIKA DEEPTHY T (GIRLS HOSTEL)
		4. MR. SONJOY KONAR (BOYS HOSTEL)
		5. MR. SUBHASIS MAITY
		6. MR. L.C. UPADHYAY
22	HOUSE KEEPING & INFRASTRUCURE MAINTAINANCE (CIVIL, ELECTRICAL. MECHANICAL)	1. MR. SAGAR SENGUPTA (In-Charge)
		2. MR. SOUMYA MITRA
		3. MR. RUDRANIL KARMAKAR

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		4. MR. AMIT KUMAR DEY
		5. MR. GAUTAM SARKAR
		6. MR. UTPAL CHATTERJEE
		7. MR. LOTAN CHANDRA UPADHYAY
23	<b>E-CELL</b>	1. PROF. SHYAMSHREE SS MANNA (CHAIRMAN)
		2. DR. UJJWAL SAHOO (MEMBER SECRETARY)
		3. MS. PUJA MISHRA
		4. MR. INDRAJIT CHAND
		5. MR. SNEHANSU BISWAS
24	<b>ANTI RAGGING COMMITTEE</b>	1. PROF. SAMIR KUMAR SAMANTA (Chairman)
		2. MR. SAGAR SENGUPTA
		3. DR. SAGARIKA DEEPHY T
		4. MR. SONJOY KONAR
		5. SI. KALYAN MUKHERJEE - SECOND OFFICER, NTPS
		6. MS. KALESWARI KORA - DY. COLLECTOR & DY. MAGISTRATE
		7. MR. DINESH PRADHAN - STUDENT REPRESENTATIVE (PG)
		8. MS. SHIWANI CHAUDHURI - STUDENT REPRESENTATIVE (UG)
		9. MR. BAPPADITYA CHATTERJEE - PARENT REPRESENTATIVE
		10. MS. MITHU CHOUDHURY
25	<b>ANTI RAGGING SQUAD</b>	1. ISMAIL MONDAL
		2. SUTIRTHA PATRA
		3. DR. HRIDAY BERA
		4. AMIT KUMAR DEY
		5. MD. WAIZUL HAQUE ANSARI
		6. MOHONA CHAKRABORTY
		7. AMRITA SARKAR
		8. SUMANATA KUMAR MASANTA
		9. DR. MANAMI DHIBAR
		10. PROVAT KUMAR GHOSH
		11. INDRAJIT CHAND
		12. PRASUN MOITRA
		13. ANIRUDDHA LAHIRI

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		14. SUPRATIK DASGUPTA
26	<b>ALUMNI SUPPORTING CELL</b>	1. MR. SAGAR SENGUPTA (Advisor) 2. MRS. JAYITA MONDAL (Convenor) 3. MS. MANAMI DHIBAR 4. SNEHANSU BISWAS 5. MR. AMIT KUMAR DEY 6. MS. SURITA GHOSH 7. MR. INDRAJIT CHAND 8. MS. SUSHRUTA CHAKRABORTY 9. MR. ISMAIL MONDAL 10. MR. SUTIRTHA PATRA 11. MRS. DIPANWITA GHOSH
27	<b>CODE OF CONDUCT, DISCIPLINE MONITORING &amp; DISCIPLINARY COMMITTEE</b>	1. PROF. SAMIR KUMAR SAMANTA (Advisor) 2. MR. SAGAR SENGUPTA (MS) 3. DR. SAGARIKA DEEPTHY T 4. DR. MANAMI DHIBAR 5. MR. SONJOY KONAR
28	<b>IAEC (INTERNAL MEMBERS)</b>	1. PROF. SAMIR KUMAR SAMANTA (Chairman) 2. PROF. SHYAMSHREE S.S. MANNA (Member Secretary) 3. PROF. SUBHABRATA RAY 4. DR. SOUVIK BASAK
29	<b>FIRE SAFETY</b>	1. DR. SANTANU CHAKRABORTY (In-Charge) 2. DR. AVIJIT CHATTERJEE 3. MS. DIPANWITA GHOSH 4. MS. SURITA GHOSH 5. MR. SASWATA DE 6. MR. SUTIRTHA PATRA 7. MR. ARUN KUMAR MONDAL (Coordinator) 8. MR. LOTAN CHANDRA UPADHYAY 9. MR. TAPAN KUMAR SAHA 10. MRS. MOUSUMI GOON
30	<b>MAR &amp; MOOCs COMMITTEE</b>	1. MR. SOUMEN BANERJEE (In-Charge) (SPOC) 2. DR. SOUVIK BASAK

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		3. MR. SHOBHAN BOSE
		4. DR. ABHIK SI
31	<b>PROGRAM MONITORING COMMITTEE – PG (As per PCI guidelines - ER 2014)</b>	1. PROF. SUBHABRATA RAY (Chairman) 2. PROF. SHYAMSHREE S.S. MANNA 3. PROF. SANTANU CHAKRABORTY 4. DR. SOUVIK BASAK  One student from each year of each specialization to be included on DICs' recommendation.
32	<b>PROGRAM MONITORING COMMITTEE – UG guidelines - ER 2014) (As per PCI guidelines - ER 2014)</b>	1. DR. SUDIP KUMAR MANDAL (Chairman) 2. MS. JAYITA MONDAL 3. DR. AVIJIT CHATTERJEE 4. MR. SAPTARSHI DUTTA  One student from each section of each year to be included on Class Teachers' recommendation.
33	<b>PROGRAM MONITORING COMMITTEE – DIPLOMA</b>	1. SONJOY KONAR 2. MRS. DIPANWITA GHOSH  One student from each year of Diploma In-Charge's recommendation.
34	<b>FINANCIAL ASSISTANCE MONITORING (SCHOLARSHIP / FELLOWSHIP / FREESHIP / STIPEND / STUDENT CREDIT CARD, etc.)</b>	1. PROF. SAMIR KUMAR SAMANTA (ADVISOR) 2. MR. SAGAR SENGUPTA - NSP, SWC, WBFS, PG SCHOLARSHIP (GPAT), RAILWAY CONCESSION, DEMAND LETTERS 3. DR. ABHIK SI - WBSCCS, PG SCHOLARSHIP (INTERNAL), NON-GOVT SCHOLARSHIPS 4. MR. SONJOY KONAR - DIPLOMA SCHEMES 5. MRS. MITHU CHOWDHURY- SVMCM, AIKYASHREE, OASIS
35	<b>PHARMACEUTICS LAB (DIPLOMA) (EDU BUILDING - II)</b>	1. MRS. DIPANWITA GHOSH
36	<b>PHARM. ANALYSIS LAB (EDU BUILDING - I)</b>	1. MR. RUDRANIL KARMAKAR

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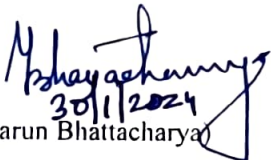
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BIDHANNAGAR, DURGAPUR-06**

37	ORGANIC/INORGANIC LAB (EDU BUILDING - I)	I. DR. SUDIP KUMAR MANDAL
38	MEDICINAL CHEMISTRY LAB (EDU BUILDING - I)	I. DR. UJJWAL SAHOO
39	PHARMACEUTICAL CHEMISTRY (DIPLOMA) LAB (EDU BUILDING - II)	I. MS. MOHONA CHAKRABORTY
40	PHARMACOGNOSY LAB (EDU BUILDING - I)	I. MS. JAYITA MONDAL
41	DISPENSING LAB (EDU BUILDING - I)	I. MR. INDRAJIT CHAND
42	PHARMA ENGINEERING LAB (EDU BUILDING - I)	I. MS. SURITA GHOSH
43	PHYSIOLOGY LAB (EDU BUILDING - I)	I. MS. SUSHRUTA CHAKRABORTY
44	MICROBIOLOGY LAB (EDU BUILDING - I)	I. DR. ABHIK SI
45	COMPUTER LAB (EDU BUILDING - I)	I. MR. SOUMEN BANNERJEE
46	PHARMACOLOGY SIMULATION LAB (EDU BUILDING - I)	1. MR. ANIRUDDHA LAHIRI 2. MS. ATREYEE GANGULY
47	PG – PHARMACEUTICS LAB (EDU BUILDING - III)	I. DR. HRIDAY BERA
48	PG – PHARMACEUTICS RESEARCH LAB (EDU BUILDING - I)	I. DR. MANAMI DHIBAR
49	PG – PHARMACOLOGY LAB (EDU BUILDING - III)	I. MR. SAROJ SINGHMURA
50	UG – PHARMACOLOGY LAB (EDU BUILDING - I)	I. MS. ATREYEE GANGULY
51	PG – PHARMACOLOGY RESEARCH LAB (EDU BUILDING - I)	I. DR. YADU NANDAN DEY

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BIDHANNAGAR, DURGAPUR-06**

52	PG - INDUSTRIAL PHARMACY RESEARCH LAB (EDU BUILDING - I)	1. MS. RITUPARNA CHAKI GHOSH
53	PG - PHARM ANALYSIS RESEARCH LAB (EDU BUILDING - I)	1. DR. AMIT KUMAR HALDER
54	PG - INDUSTRIAL PHARMACY LAB (EDU BUILDING - III)	1. MD. WAIZUL HAQUE ANSARI
55	PG - PHARM ANALYSIS LAB (EDU BUILDING - III)	1. DR. PARTHASARATHI PANDA
56	DR. A. K. BANDOPADHYAY MEMORIAL LAB	1. DR. MANABENDRA DHUA
57	IT CELL & SOCIAL MEDIA TEAM	1. PROF. SUBHABRATA RAY (CHAIRMAN) 2. DR. AMIT KUMAR HALDER 3. DR. SOUVIK BASAK 4. DR. FALGUNI PATRA (X- HANDLE) 5. MR. SOUMEN BANERJEE 6. MS. SUSHRUTA CHAKRABORTY (FB) 7. MR. SAROJ SINGHMURA (YT & IG)

  
30/11/2024  
(Tarun Bhattacharya)

General Secretary

BCREC Society