

Government General Degree College, Kalna-I

Office of the Principal

Muragacha, Medgachi, Purba Bardhaman-713405

Website: www.ggdek.ac.in; E-mail: govt.collegekalna1@gmail.com ; Tel: 03454291211



No.: 144/2025

Office Order

Date: 02.09.2025

Following are the administrative sub- committees (According to the resolution of the TC meeting held on 22.07.2025, and approved by the TC held on 02.09.2025.) which are responsible for performing administrative duties for the session 2025-26.

Administrative Sub-Committees

1. Store and Purchase Sub-Committee

Convener

Dr. Saikat Khamarui

Jt. Convener

Sri. Swapnadeep Mondal

Member(s)

All HODs and Office Head / Head Clark

2. Service Book Sub-Committee:

Convener

Sri. Mani Shankar Mandal

Member(s)

Sri. Tanmoy Mitra

Dr Anirban Banerjee

Sri. Manik Kisku

Mr. Amir Hossain

3. Income Tax Sub-Committee:

Convener

Shri. Souvick Biswas

Member(s)

Dr. Asitanga Ghosh

Sri. Koushik Chakraborty

Prasanta Mondal

4. West Bengal Health Scheme:

Nodal Officer

Sri. Manik Kisku

5. HRMS Sub – Committee:

Nodal Officer

Sri. Manik Kisku

6. AISHE – Sub – Committee

Nodal Officer

Dr. Asitanga Ghosh

Member(s)

Dr. Dibakar Mondal

Dr Kartik Mete

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7. Teachers' representatives for ICC Cell

Convener

Smt. Renuka Adhikari

Member(s)

Dr. Priyanka Maity Das

Smt. Aditi Sarkar

Dr. Sohini Bhattacharya

Dr. Asitanga Ghosh

Smt. Gulna Debnath (Office Representative)

Afsana Khatun (Student Representative, Education)

Krishna Mahata (Student Representative, Mathematics)

8. RTI Cell

SPIO: Dr. Priyanka Maity Das

ASPIO: Smt. Renuka Adhikari

Appellate Authority

Dr. Asitanga Ghosh

9. Anti-Ragging sub-Committee (Faculty Members)

Coordinator

Dr. Sudesna Som

Member(s)

Sri. Koushik Chakraborty

Smt. Aditi Sarkar

10. Anti-Ragging Squad

Member(s)

Dr. Sheikh Imran Pervez

Sri. Pranab Mistri

Smt. Satabdi Mondal (Librarian)

11. Grievance Redressal Cell

Convener

Smt. Aditi Sarkar

Member(s)

Dr. Sohini Bhattacharya

Dr. Chiranjib Bandyopadhyay

Dr. Partha Pratim Das Chaudhury

Diya Ta (Student Representative, English)

Suparna Ghosh (Student Representative, Bengali)

12. Uchchashikkha Portal Monitoring Cell

Nodal Officer

Dr. Anirban Banerjee

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13. Women Empowerment cell

Convener

Dr. Priyanka Maity Das

Member(s)

Dr. Sohini Bhattacharya

Smt. Aditi Sarkar

Dr. Priyanka Dey

Smt. Gulna Debnath (Office representative)

14. Equal Opportunity Cell

Convener

Dr. Kartik Mete

Jt. Convener

Dr Sheikh Imran Pervez

Member(s)

Smt. Aditi Sarkar

Smt. Satabdi Mondal (Librarian)

15. Awareness Cell for Competitive Examination:

Coordinator

Smt. Satabdi Mondal (Librarian)

16. NSS Unit Programme Officer

Sri. Tanmoy Mitra

NSS Sub-Committee

Dr. Sohini Bhattacharya

Sri. Pranab Mistri

Sri. Swapnadeep Mondal

Dr. Sushovan Lala

17. NIRF Cell

Nodal Officer

Dr. Dibakar Mondal

18. SWAYAM Local Chapter

SPOC

Dr. Tanmay Das

Member(s)

Dr. Rakhi Bhattacharya

19. Value Added / Add-On Course

Convener

Dr. Chiranjib Bandyopadhyay

Member(s)

Dr. Partha Pratim Das Chaudhury

Dr Sheikh Imran Pervez

Dr Kartik Mete

Prog. Coordinators

Communicative and Functional English: Dr. Sudesna Som

Basic computing: Sri. Koushik Chakraborty

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Value Education: Dr. Priyanka Maity Das

Spoken Sanskrit / Sanskrit translation: Dr Kartik Mete

Bengali Literature and Creative Writing: Dr. Priyanka Dey

20. Internal Audit Committee

Convener

Sri. Mani Shankar Mandal

Member(s)

Dr. Mahatsab Mandal

Dr. Rakhi Bhattacharya

Sri. Manik Kisku

Dr. Saikat Khamarui

Sri. Omi Biswas (Head Clerk)

Smt. Gulna Debnath (Cashier)

21. Energy/ Gender / Environment Audit Committee

Nodal Officer

Dr. Tanmay Das

22. Campus Maintenance and Beautification Committee

Convener

Sri. Mani Shankar Mandal

Member(s)

Dr. Priyanka Maity Das

Dr. Asitanga Ghosh

Sri. Swapnadeep Mondal

Sri. Chinmay Pramanik

All Security Personnel

23. Apex Committee (Planning and Resource Optimization)

President

O.I.C.

GGDC Kalna-I

Member(s)

Dr. Mahatsab Mandal

Dr. Rakhi Bhattacharya

24. University Exam Related Committee (Documentation)

Convener

Sri. Pranab Mistri

Members:

Dr Kartik Mete

Sri. Swapnadeep Mondal

Dr. Sushovan Lala

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25. Students and Teachers Feedback Sub-Committee

Convener

Dr. Sushovan Lala

Jt. Convener

Amir Hossain

Member(s)

All HoDs

DEO

26. College Journal Sub Committee

Convener

Dr. Asitanga Ghosh

Dr. Rakhi Bhattacharya

Members (Editorial Board):

Dr. Chiranjib Bandyopadhyay

Dr. Priyanka Maity Das

Dr. Tanmay Das

Shri. Souvick Biswas

27. Asset Maintenance:

Nodal Officer

Dr Kartik Mete

28. Student Disciplinary Committee

Convener:

Dr. Rakhi Bhattacharya

Members:

Smt. Renuka Adhikari

Dr. Priyanka Maity Das

Dr. Tanmay Das

Sri Mani Shankar Mandal

Mr. Amir Hossain

29. College Staff Club

Jt. Convener

Dr. Sohini Bhattacharya

Dr. Priyanka Dey

Members

Dr. Dibakar Mandal

Mr. Amir Hossain

[Signature] 02/11/25

O.I.C.

Government General Degree College, Kalna-I

Officer-in-Charge
Government General Degree College, Kalna-I
Purba Bardhaman-713405