

# Greater Kolkata College of Engineering and Management

## Mandatory Disclosure (2024-25)

### 1. NAME OF THE INSTITUTION

Greater Kolkata College of Engineering and Management  
Dudhnai, Ramnagar-II, P.O. Piyali Town, Baruipur , 24 Paragana (S, Baruipur, West Bengal - 743387  
Phone: [090736 83914](tel:09073683914)

### 2. NAME AND ADDRESS OF THE TRUST

**JIS FOUNDATION**  
7, Sarat Bose Road, Kolkata-700020  
033 2289 3943/3944/5323 | [info@jisgroup.org](mailto:info@jisgroup.org)

### 3. NAME AND ADDRESS OF THE PRINCIPAL

**Prof. (Dr.) Mahuya Das**  
Dudhnai, Ramnagar-II, P.O. Piyali Town, Baruipur , 24 Paragana (S, Baruipur, West Bengal - 743387  
033 2560 3898 / 3889 | 9051978666 | [principal\\_gkcem@jisgroup.org](mailto:principal_gkcem@jisgroup.org)

### 4. NAME OF THE AFFILIATING UNIVERSITY / COUNCIL

- Maulana Abul Kalam Azad University of Technology, West Bengal for **UG** courses
- West Bengal State Council of Technical & Vocational Education and Skill Development for **Diploma** courses

### 5. GOVERNANCE

- **Members of the Board and their brief background**

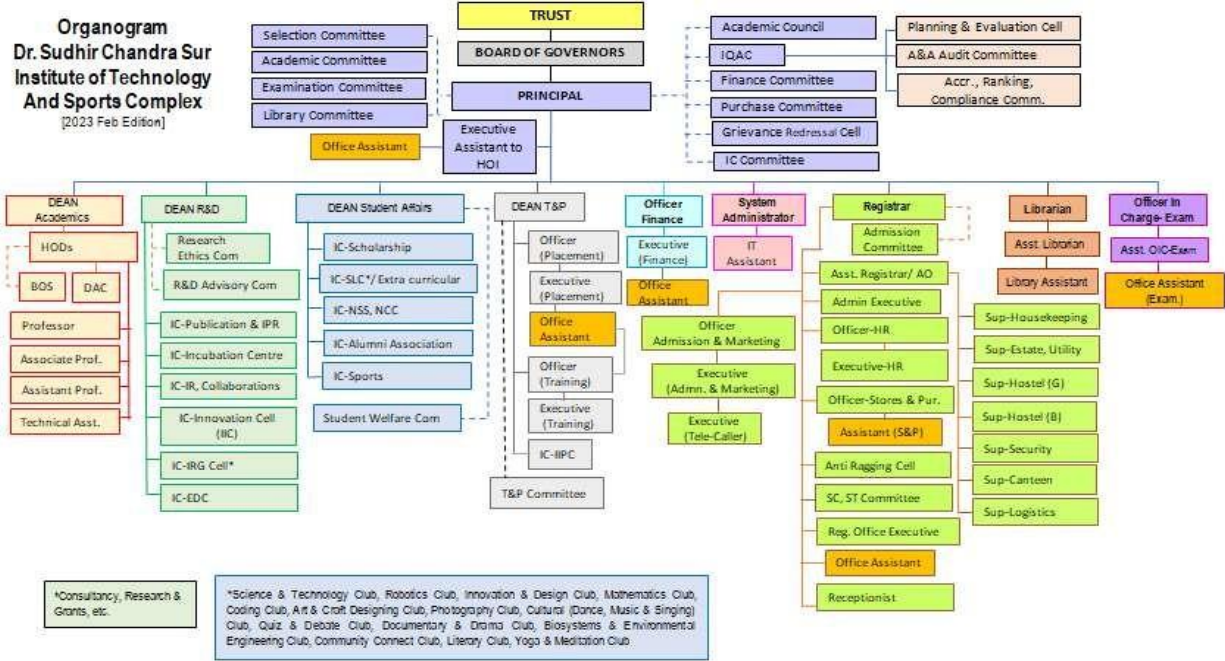
Sl No.	Name	Particular	Position
1	Prof. (Dr.) G.L. Datta	Educationist	<b>Chairman</b>
2	Mr. Taranjit Singh	Managing Trustee, JIS Foundation	Member
3	Mr. Haranjit Singh	Trustee Member, JIS Foundation	Member
4	Mr. Amrik Singh	Trustee Member, JIS Foundation	Member
5	Mr. Simarpreet Singh	Trustee Member, JIS Foundation	Member
6	Mr. Harjot Singh	Trustee Member, JIS Foundation	Member
7	Mr. Amanjot Singh	Trustee Member, JIS Foundation	Member
8	Mr. Tapan Kumar Ghosh	Trustee Member	Member
9	Dr. Kinkinee Chosh	Trustee Member	Member
10	Dr. Ramitendra Ray	Trustee Member	Member
11	Prof. (Dr.) Anrlan Chakraborty	Academician, Director, AKCSIT, CU, and director, Information Technology, Higher Education	Member
12	Dr. Susnita Chandra	Assistant Professor, Department of Food Science, MAKAUT Nominee	Member
13	Prof. Atanu Kumar Pal	WB Govt. Nominee, Govt. College of Ceramic Engineering and Technology	Member
14	Dr. Anubrata Mondal	Assistant Professor, HOD E.E. Dept. and IQAC Coordinator- Teacher Representative	Member
15	Dr. Pijush Dutta	Assistant Professor, HOD E.C.E. Dept. Dean Academic, Teacher Representative	Member

- Frequency of the Board Meeting and Academic Advisory Body**

Boards of Governors (BOG) meetings are held once in a Semester and Academic Advisory Committee meetings are held twice in a month.

- Organizational Chart and processes**

**Organizational Chart and Process**



- **Nature and Extent of involvement of faculty and students in academic affairs/ improvements**
  - **Faculty Advisor Programme:** All the students are under guidance and advice of a particular faculty member of the institute. At around 10 to 12 students in a group are allotted under the guidance of a particular faculty member. Academic and personal problems of the students if any, are being addressed by the concerned faculty member and necessary follow up actions are taken up accordingly.
  - **Seminars:** National seminars on important and effective areas / topics are being conducted frequently by the concerned departments.
  - **Student Development Programmes:** Student Development Programmes are being conducted to brush up the skills of students which reflects on their performance before the selection committee for getting jobs after completion of their academic programme.
  - In addition to the above, few other committees are also constituted like Sports & Cultural Committee, Library Committee and Placement Committee etc. to improve the academic affairs.
  
- **Mechanism / Norms and Procedure for democratic / good Governance**
  - All HOD'S are considered as the in-charges of the students and staff members of their respective department.
  - Faculty meetings are being conducted for discussion on the academic and administrative matters of respective departments on a specific periodic gap.
  - Decisions pertaining to Appointments of the staff members, academic schedule and other matters are taken by the competent authority of the Institute, based on the feedback received from the Head of the Department by abiding all required norms.
  - Various student committees are exists for performing all required and proposed activities and its smooth functioning, which are finally being accepted by the higher management for proper executions.
  - At least one representative from each, Teaching, Non-teaching and Guardians are also being incorporated in the governing body along with members of Board of Governors.
  
- **Student Feedback on Institutional governance / Faculty performance**
  - Students Feedback Mechanism exists for getting proper feedback on Institutional Governance and faculty performance as well.
  - Faculty appraisal is being processed after obtaining Students feedback on faculty performances in the prescribed format, which is done once in a year.

- **Establishment of Online Grievance Redressal Mechanism**

Online Grievance Redressal Mechanism process has also been adopted as per the directive and guidelines specified, where any grievance may be posted through online at Grievance Redressal web portal. Grievance is being addressed and necessary actions are also being taken over promptly.

- **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University**

Grievance Redressal Committee has been constituted and exists with twelve faculty members and three student representatives and one University representative appointed as Ombudsman.

- **Establishment of Internal Complaint Committee (ICC)**

Internal Complaint Committee (ICC) has been constituted and exists with sixteen faculty, staff members from different department, and students representatives to address all relevant matters and to take prompt action. Committee members list are given below:

