

## Accreditation Committee (Responsible for NAAC, NBA, NIRF, AIIRA)

Sl. No.	Name	Designation	Position
1	Ms. Susmita Sarkar	A.P. (EE)	Advisor
2	Mr. Abhishek Saha	Asst. Professor.(ECE), & HOD	Convenor
4	Mr. Uttiya Sarkar	Asst. Professor.(HU)	Member, ARIIA
5	Mr. Pratik Sarkar	Asst. Professor (EE)	Member, NIRF
6	Mr. Anirban Basu	Asst. Professor.(ECE)	Member, NAAC
7	Mrs. Paramita Kundu Maji	Asst. Professor. (CSE)	Member, NAAC
8	Mrs. Anindita Mukherjee	Asst. Professor. (CSE)	Member, NBA
9	Mr. Tanmoy Rakshit	Asst. Professor. (CSE)	Member, NBA

### Principal shall remain the Ex-officio Chairman

#### **Broad functions:**

- To prepare an Institutional Archive of information
- To avoid Replication /Duplication of works by using the above archive for filling up all statutory information related to the Institution.
- To take responsibilities of filling up all Affiliation / Approval related documentation format.
- To prepare Pre-qualifier and Self Appraisal Report (SAR) for NBA program accreditation as instructed by the Higher Authority
- To prepare National Institute Ranking Framework (NIRF) Document annually.
- To prepare ASR of NAAC as instructed by the Higher Authority
- To fill-up ACTE and MAKAUT Extension of Approval / Affiliation (EoA) Documents
- To take part in any other Accreditation / Affiliation work as desired by the Authority from time to time
- To incorporate the relevant stakeholders (Student, Faculty, Staff, Guardian, Alumni etc.) in the Entire process in a participatory mode.
- To ensure Originality in Documentation i.e. It shouldn't replicate other Institution /University.
- To be responsible for On-line Submission and Completion of procedures in all above procedures.
- To disseminate the information among relevant members and help them prepare prior to the accreditation visit.