



# BTC

# Bangladesh Technical College

TECHNICAL EDUCATION FOR BETTER FUTURE

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College Code: 33136

Effective from: 11 October 2017

## STANDING COMMITTEES & ADDITIONAL DUTIES

### A. Academic Council:

1. Principal - President
2. Registrar - Member
3. Departmental Head..... (all) - Member
4. Concerned Examiners..... (all) - Member
5. Controller of Examinations - Secretary

### B. Disciplinary Committee:

1. Principal - President
2. Controller of Examinations - Member
3. Students' Welfare Officer - Member
4. Librarian - Member
5. Security Officer - Member
6. Teachers..... (all) - Member
7. Registrar - Secretary

### C. Examinations Conducting Committee:

1. Mr. Sk. M. Touhiduzzaman - Center Head  
Principal
2. Mr. Md. Abu Huraira - Asstt. Center Head  
Controller of Examinations
3. Engr. Mahmudul Hasan Miru Khan - Chief Invigilator  
Head, Dept of Electrical Engineering
4. Mr. Imran Sheikh - Hall Supervisor  
Head, Dept. of Natural Science
5. All assigned teachers - Invigilators

### D. Vigilance Team:

1. Mr. Md. Afzal Hossain - Convener  
Head, Deptt of Humanities, Social Science & Related Subjects
2. Engr. Shaheen Akter - Member  
Lecturer, Deptt of Civil Engineering
3. Mr. Bulbul Ahmed - Member  
Assistant Controller of Examination

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## **OPERATING BODIES UNDER CO-CURRICULAR ACTIVITIES**

### **i. BTC Computer Club:**

- |    |                           |   |           |
|----|---------------------------|---|-----------|
| 1. | Engr. G.M.Israfil Islam   | - | President |
| 2. | Mr. Md. Abu Huraira       | - | Member    |
| 3. | Engr. Chinmoy Mojumder    | - | Member    |
| 4. | Engr. Md. Toufiqur Rahman | - | Secretary |

### **ii. BTC English Language Club:**

- |    |                       |   |           |
|----|-----------------------|---|-----------|
| 1. | Mr. Md. Afzal Hossain | - | President |
| 2. | Mr. Md. Abu Huraira   | - | Member    |
| 3. | Mr. Md. Nazmul Alam   | - | Member    |
| 4. | Mr. Imran Sheikh      | - | Member    |
| 5. | Ms. Israt Jahan Liza  | - | Member    |
| 6. | Engr. Pradyut Mallick |   | Secretary |

### **iii. BTC Debating Club:**

- |    |                        |   |           |
|----|------------------------|---|-----------|
| 1. | Mr. Md. Azam Ali       | - | President |
| 2. | Engr. Chinmoy Mazumder | - | Member    |
| 3. | Mr. Md. Mahbub Hossain | - | Member    |
| 4. | Mst. Aynunnahar        | - | Member    |
| 5. | Ms. Israt Jahan Liza   | - | Secretary |

### **iv. BTC Literature & Cultural Club:**

- |    |                        |   |           |
|----|------------------------|---|-----------|
| 1. | Mr. Md. Zahidul Islam  | - | President |
| 2. | Mr. Bulbul Ahmed       | - | Member    |
| 3. | Mr. Md. Azam Ali       | - | Member    |
| 4. | Mr. Vagirot Kumar Paul | - | Member    |
| 5. | Ms. Israt Jahan Liza   | - | Secretary |

### **v. BTC Science & Technology Club:**

- |    |                         |   |           |
|----|-------------------------|---|-----------|
| 1. | Engr. Md. Shaheen Akter | - | President |
| 2. | Mr. Imran Sheikh        | - | Member    |
| 3. | Mr. Md. Lovelu Fakir    | - | Member    |
| 4. | Mr. Md. Shuzon Ali      | - | Member    |
| 5. | Mr. Md. Mahbub Hossain  | - | Secretary |

### **vi. BTC Quiz Club:**

- |    |                      |   |           |
|----|----------------------|---|-----------|
| 1. | Mr. Md. Nazmul Alam  | - | President |
| 2. | Mr. Imran Sheikh     | - | Member    |
| 3. | Mr. Md. Rezaul Karim | - | Member    |
| 4. | Ms. Israt Jahan Liza | - | Secretary |

**Note: 1. Mr. Md. Shujon Ali will work as the Games Officer**

# Additional Duties

## Curricular

### i. Departmental Head :

1. Engr. G. M. Israfil Islam - Deptt of Computer Engineering & Technology
2. Engr. Md. Shaheen Akter - Deptt of Civil Engineering
3. Engr. Mahmudul Hasan Miru Khan - Deptt of Electrical Engineering
4. Engr. Pradyut Mallick - Deptt of Garments & Textile Engineering
5. Mr. Imran Sheikh - Deptt of Natural Science
6. Mr. Md. Afzal Hossain - Deptt of Humanities, Social Science & Related Subjects

### ii. Faculty Member :

1. Mr. Sk. M. Touhiduzzaman - Faculty Member
2. Mr. Md. Afzal Hossain - Faculty Member
2. Mr. Md. Nazmul Alam - Faculty Member
3. Mr. Md. Abu Huraira - Faculty Member

### iii. Library:

1. Mr. Vagirot Kumar Paul - Library in Charge

### iv. Lab In Charge:

1. Engr. Md. Toufiqur Rahman - Lab In Charge
2. Mr. Md. Sujon Ali - Lab In Charge
3. Mr. Joote Mondal - Lab In Charge
4. Mr. Md. Mahbub Hossain - Lab In Charge
5. Mr. Md. Azam Ali - Lab In Charge

### v. System Analyst :

1. Engr. G.M. Israfil Islam - System Analyst

### vi. Maintenance Officer :

1. Mr. Sk. Shohidul Haque - Maintenance Officer

### vii. Routine & Class Load Officer:

1. Engr. G. M. Israfil Islam - Routine & Class Load Officer

### viii. Purchase Officer:

1. Mr. Md. Zahidul Islam - Purchase Officer

### ix. Hostel Super :

1. Mr. Sk. Shohidul Haque - Hostel Super

### x. Security :

1. Mr. Sk. Shohidul Haque - Security Officer

## Co-Curricular

### i. BTC Public Relations Center:

1. Mr. Sk. M. Tohiduzzaman - Public Relations Officer

### ii. BTC Students' Recreation Center:

1. Mr. Sk. Shohidul Haque - Students' Recreation Officer



Engr. Md. Ashraful Kabir

Chairman

Memo No. BTC /Com/15/36

Date: 11 October 2017

Copy forwarded for information & necessary action to:

1. All teachers, officers & staff
2. All Notice Boards
3. BTC website [www.btc.edu.bd](http://www.btc.edu.bd)