

JAKIR HOSSAIN INSTITUTE OF POLYTECHNIC

Approved by : A.I.C.T.E.
Affiliated to : W.B.S.C.T.V.E.S.D.



Vill.- Hapania, P.O.- Dafahat
Dist.- Murshidabad, PIN - 742 224 (W.B.)
Dial : 03485-263921, Mobile : 9476307162

URL : <http://www.jakirhossainpolytechnic.com>, E-mail : jhipoffice@gmail.com

Ref. No. JHP/F/2026/SC-ST-OBC/012

Date 03/08/2026

Minute

As per the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989) the committee for SC/ST was formed on 04/02/2016 vide memo no JHP/F/2016/011 and is now being updated with the following members. The committee will act for Other Backward Castes also.

1. Retwick Chatterjee, Principal
2. Md Wasim Ali Alnur, Lecturer
3. Mr Asifuddin Sk, Lecturer
4. Sk Mustofa Kamal, Lecturer
5. Mr Nilkantha Ghosh, Technical Assistant

Retwick Chatterjee 03/8/2026

Mr Retwick Chatterjee, Principal
Jakir Hossain Institute
of Polytechnic
Hapania, Murshidabad

Md Wasim Ali Alnur

Md Wasim Ali Alnur, Lecturer

Asifuddin SK

Mr Asifuddin Sk, Lecturer

SK Mustofa Kamal

Sk Mustofa Kamal, Lecturer

Nilkantha Ghosh

Mr Nilkantha Ghosh, Technical Assistant



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Ref. No. JHP/IQAC/002/2026

Date 03/08/2026

Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) is reconstituted in our institute with effect from 03/08/2026 to initiate plan and supervise various activities for the institution to maintain a good education system. Following members are deputed for the effective working of the committee.

1. Mr Retwick Chatterjee, Principal (Chair Person)
2. Mr Wasim Ali Alnur, Lecturer, Mechanical Engineering Dept. (Member)
3. Mr Mustofa Kamal, Lecturer, Electrical Engineering Dept. (Member)
4. Mr Arnab Mazumdar, Lecturer, Computer Science & Technology (Member)
5. Mr Sandipan Chatterjee, Lecturer, Electronics & Telecommunication Engg Dept. (Member)
6. Mr Asifuddin Sk, Lecturer, Science & Humanities Dept (Member)
7. Mr Siddique Ali, Lecturer, Civil Engineering Dept (Member)



Retwick Chatterjee 03/8/2026.

Principal

Jakir Hossain Institute of Polytechnic

Principal
Jakir Hossain Institute
of Polytechnic
Hapania, Murshidabad

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Ref. No. JHP/F/GRC/2026/06

Date 03/08/2026

Minute

As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harrasment of Woman employees and students and Redressal of Grievances in Technical Institutions) Regulations, 2016 Vide No F. AICTE/WH/2016/01 Dated 10th June 2016 the establishment of Internal Complaint Committee (ICC) was made on 09/01/2017 vide memo no JHP/F/2017/05 is now being modified with following members:

1. Retwick Chatterjee, Principal
2. Md Wasim Ali Alnur, Lecturer
3. Mrs Arpita Koley, Lecturer
4. Sk Mustofa Kamal, Lecturer
5. Mr Manas Mukherjee, Lecturer
6. Md Rukumuddin Sk, Administrative Officer

Retwick Chatterjee 03/8/2026.

Principal
Jakir Hossain Institute
of Polytechnic
Mr Retwick Chatterjee, Principal Hapania, Murshidabad

Md Wasim Ali Alnur

Md Wasim Ali Alnur, Lecturer

Arpita Koley

Mrs Arpita Koley, Lecturer

SK Mustofa Kamal

Sk Mustofa Kamal, Lecturer

Manas Mukherjee

Mr Manas Mukherjee, Lecturer

Md Rukumuddin Sk

Md Rukumuddin Sk, Administrative Officer



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Ref. No. JHP/F/GRC/2026/07

Date. 03/08/2026

Minute

The Public Grievance Redressal Cell addresses various grievances raised by faculty, staff, and students, including issues such as fee refunds and return of certificates. To ensure effective resolution of such matters, AICTE has established regulations for a structured grievance redressal mechanism at the levels of Institutes, Universities, and Directorates of Technical Education (DTE). In accordance with these regulations, committees such as the Grievance Redressal Committee (GRC), Student Grievance Redressal Committee (SGRC), and Ombudsman have been formed at different levels. Complaints related to violations of norms and standards specified in the AICTE Approval Process Handbook (APH) by approved technical institutions are processed by the Public Grievance Redressal Cell through the Standing Complaint Scrutiny Committee (SCSC), as per the complaint handling procedure.

Roles & Responsibilities

PGR Cell has assigned the following roles and responsibilities:

- To handle the compliant matters related to violation of norms and standards of AICTE prescribed in the APH by the AICTE approved technical institutions through India.
- Grievance of students, faculty, and stakeholder of AICTE approved technical institutions.
- Grievances received through CPGRAM Portal, Ministry of Education, Govt. of India, through other Govt. Agencies and other Bureau/Cell of AICTE.
- Complaints of Ragging.
- Reply of Parliament questions and any other information sought related to tasks handled by the PGR Cell.
- Coordination of work related to VIP/MoE references.
- Court matters related to complaint/grievance matter.
- RTI matter related to all above tasks

Committee Members:

1. Retwick Chatterjee, Principal, Jakir Hossain Institute of Polytechnic
2. Mr Partha Sengupta, Principal, English Oriental Academy
3. Mrs Arpita Koley, Lecturer, Jakir Hossain Institute of Polytechnic
4. Mrs Mira Bibi, Chairperson, Shibham Education & social Welfare Trust
5. Md Rukumuddin Sk, Administrative Officer, Jakir Hossain Institute of Polytechnic



Retwick Chatterjee 03/8/2026

Principal
Jakir Hossain Institute
of Polytechnic
Hapania, Murshidabad

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Ref. No. JHP/F/ARC/003/2026

Date 03/08/2026

Minute

In view of the directions of the Honourable Supreme Court in Slp No 24295 of 2006 dated 16/05/2007 and Civil Appeal number 887 of 2009, dated 08/05/2009 to prohibit, prevent and eliminate the scourge of ragging the institute has constituted the Anti ragging Committee on 26/06/2013 and now being modified the committee members as mentioned below:

Sl No	Name of the Member	Designation	Mobile No
01	MD RUKUMUDDIN SK	ADMINISTRATIVE OFFICER	9476307162
02	MR MANAS MUKHERJEE	LECTURER	9831156170
03	MR ARNAB MAZUMDAR	LECTURER	8250464977
04	MD WASIM ALI ALNUR	LECTURER	8642947496
05	MR NILKANTA GHOSH	JR LECTURER	9051454873
06	MR SIDDIQUE ALI	LECTURER	9749086156
07	MR SOUMENDRA NATH GHOSH	LECTURER	7003514121
08	MR ATINDRANATH GHOSH	LECTURER	8436377906
09	SK MUSTOFA KAMAL	LECTURER	9775890364
10	MRS ARPITA KOLEY	LECTURER	9907312225



Retwik Chatterjee 03/8/2026

Principal

Principal
Jakir Hossain Institute
of Polytechnic
Hapania, Murshidabad



**WEST BENGAL STATE COUNCIL OF TECHNICAL &
VOCATIONAL EDUCATION & SKILL DEVELOPMENT**

(Technical Education Division)

Erstwhile West Bengal State Council of Technical Education
Karigori Bhavan, 4th Floor, Plot no.- B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No. WBSCTVESD/TED/I/2019-20/0580

Dated, 06 June, 2019

APPOINTMENT ORDER

In compliance of the Department's Order No. 327-TET (Poly)/10M-02/2019, dated 05.03.2019 in respect of engagement of OMBUDSMAN for all diploma Institutions (Government, Government Sponsored & Self-financed) affiliated by the West Bengal State Council of Technical & Vocational Education and Skill Development (WBSCT&VE&SD), **Dr. Sekhar Chakraborty**, retired professor of NITTTR, Kolkata is hereby engaged as OMBUDSMAN for a period of 1 (one) year on part time basis.

Dr. Chakraborty will be entitled to draw a consolidated amount of Rs. 4,000/- (Rupees four thousand) only per hearing in addition to the conveyance (as per the provision of the AICTE Regulations).

This will take immediate effect.

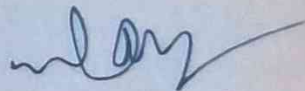
Sd/-
Chief Administrative Officer
WBSCT&VE&SD

Memo No. WBSCTVESD/TED/I/2019-20/0580

Dated, 06 June, 2019

Copy forwarded to:

1. Chairperson, WBSCT&VE&SD
- ✓ 2. Dr. Sekhar Chakraborty, Retired Professor, NITTTR, Kolkata
3. Addl. Secretary, Dept. of TED & SD, Govt. of West Bengal
4. Director-in-Charge, DTET
5. AO (Accounts), WBSCT&VE&SD
6. Establishment Section, WBSCT&VE&SD
7. All Diploma Institutions


Chief Administrative Officer
WBSCT&VE&SD