

MANDATORY DISCLOSURE

PAILAN COLLEGE OF MANAGEMENT & TECHNOLOGY (Management DIVISION)



Pailan College of Management & Technology (Management Division) Bengal Pailan Park, Phase-I, Amgachia Road, Joka (Off Diamond Harbour Road), Kolkata-700104, West Bengal.

Updated On: 20.01.2026

Pailan College of Management & Technology (Management Division)

1 Name of the Institution: Pailan College of Management & Technology (Management Division)

Address : Bengal Pailan Park, Phase-1, Amgachia Road,
Joka (Off Diamond Harbour Road), Kolkata- 700 104, West Bengal.

Telephone: 033-24535605

Mobile: 8017657090

E-Mail: healthscience@pcmt-india.net

Website: www.pcmt-india.net

**2. Name and address of the Trust/ Society/ PAILAN EDUCATIONAL TRUST
Company and the Trustees:**

Address : Bengal Pailan Park, Phase-1, Amgachia Road, Joka (Off Diamond Harbour Road),
Kolkata- 700 104, West Bengal.

Telephone: 033-24535605

Mobile: 9874866131

E-Mail: oppositemoon20@gmail.com

3. Name and Address of the Principal/Director: Dr. Manas Roy

Address : Anuragpur, Panagarh Bazaar, Purba Burdwan, PIN.-713148

Telephone: 033-24535605

Mobile: 9263631439

E-Mail: principal.pcmt@pcmt-india.net

**4. Name of the affiliating University: Maulana Abul Kalam Azad University of Technology, West Bengal
(Formerly Known as West Bengal University of Technology)**

Governance

Members of the Board and their brief background

Details of the Governing Body Members are given below:-

Ref. No: PCMT/297/Principal/BOG/25/2025

Date: 26/07/2025

Sub: Reconstitution of Board of Governors of Pailan College of Management & Technology

It is hereby being proposed to reconstitution of board of governors of pailan college of management & technology (Management Division) as below in conformity with the guidelines of AICTE Approval Process Handbook (APH):

SL No	NAME	DESIGNATION
1	Dr Amitava Sarkar	Former Professor and Director, Indian Institute of Social Welfare & Business Management (IISWBM)
2	Professor (Dr.)Sitanath Mazumdar	Professor, Dept. of Business Management, University of Calcutta
3	Prof.(Dr.) Saibal Kumar Mukhopadhyay	Director and Joint Secretary, IBM
4	Dr. Alok Agrawal	M.S,PH.D(EYE)FMRF,FSNEC, UVEA & MEDICAL RETINA SPECIALIST
5	Dr Shivaji Banerjee	Assistant Professor , Dept of Commerce , St. Xavier's College
6	Mr. Goutam Biswas	Director, Duragen Energy Pvt Ltd
7	Mr Adarsh Tandon	Head of Training , Associate Vice President , HSBC
8	Dr Indranil Mukherjee	Associate Prof. Civil Eng Dept , Aliah University
9	Prof. (Dr.)Angsuman Sarkar	Professor, Department of ECE, Kalyani Govt. Engineering College
10	Dr.Alok Kole	Professor, Department of EE, RCC Institute of Information Technology
11	Mr. Sanjay Chatterjee	Chair of NASSCOM East and National Council Member of NASSCOM SME, Co-founder & Director Entiovi Technologies ,Co-founder & Managing Partner Xafe.ai, Co-founder Convech ,Director of the Board & CTO of Ideal Analytics Solution.
12	Mr.Goutam Sarkar	Former Indian Bengali international footballer
13	Mr. Soumen Mitra	Retired IPS
14	Dr. Ranjan Mukherjee	Ophthalmologist, LLB, Medico Legal Consultant
15	Dr. JhilarudraDe	Principal, Kingston College
16	Adv.Biplab Goswami	Advocate
17	Dr. Manas Roy	Principal -PCMT (Management Division)
18	Mr. Kunal Chakraborty	Registrar, Pailan Group of Institutions
19	Mr. Sandip Bhunia	Representatives from Faculty, PCMT (Management Division)

Members of Academic Advisory Body

Ref. No: PCMT/297/Director/Advisory/25/2025

Date: 26/07/2025

Sub: Reconstitution for Members of Academic Advisory Body

The objective of constituting an Advisory Council is to recommend policy matters for holistic development of the Institute. Advisory Council is comprising of following members:-

Sl. No.	Name	Designation	Role	Mobile No.
01.	Dr. Manas Ray	Principal,PCMT (Management Division)	Chairperson & Convenor	9263631439
02.	Mr. Kunal Chakraborty	Registrar	Member	9830087891
03.	Mr. Sandip Bhunia	Asst. Professor	Member	8910588634
04.	Ms. Debosmita Moitra	Asst. Professor	Member	8240565038
05.	Prof. (Dr.) Saibal Kumar Mukhopadhyay	Director & Joint Secretary, IBM Jadavpur University	External Member	8918187694
06.	Dr. Amitava Sarkar	Former Professor and Director, IISWBM	External Member	9830410311
07.	Prof. (Dr.) Sitanath Mazumdar	Professor, Dept. of Business Management, University of Calcutta	External Member	9830087891

Academic Council shall meet twice in an academic year and submits its recommendations to the Vice Chairperson of the institute for management advice.

(Dr.Manas Roy)

Principal,

Pailan College of Management and Technology (Management Division)

Frequency of the Board Meeting and Academic Advisory Body

For Board Meeting:

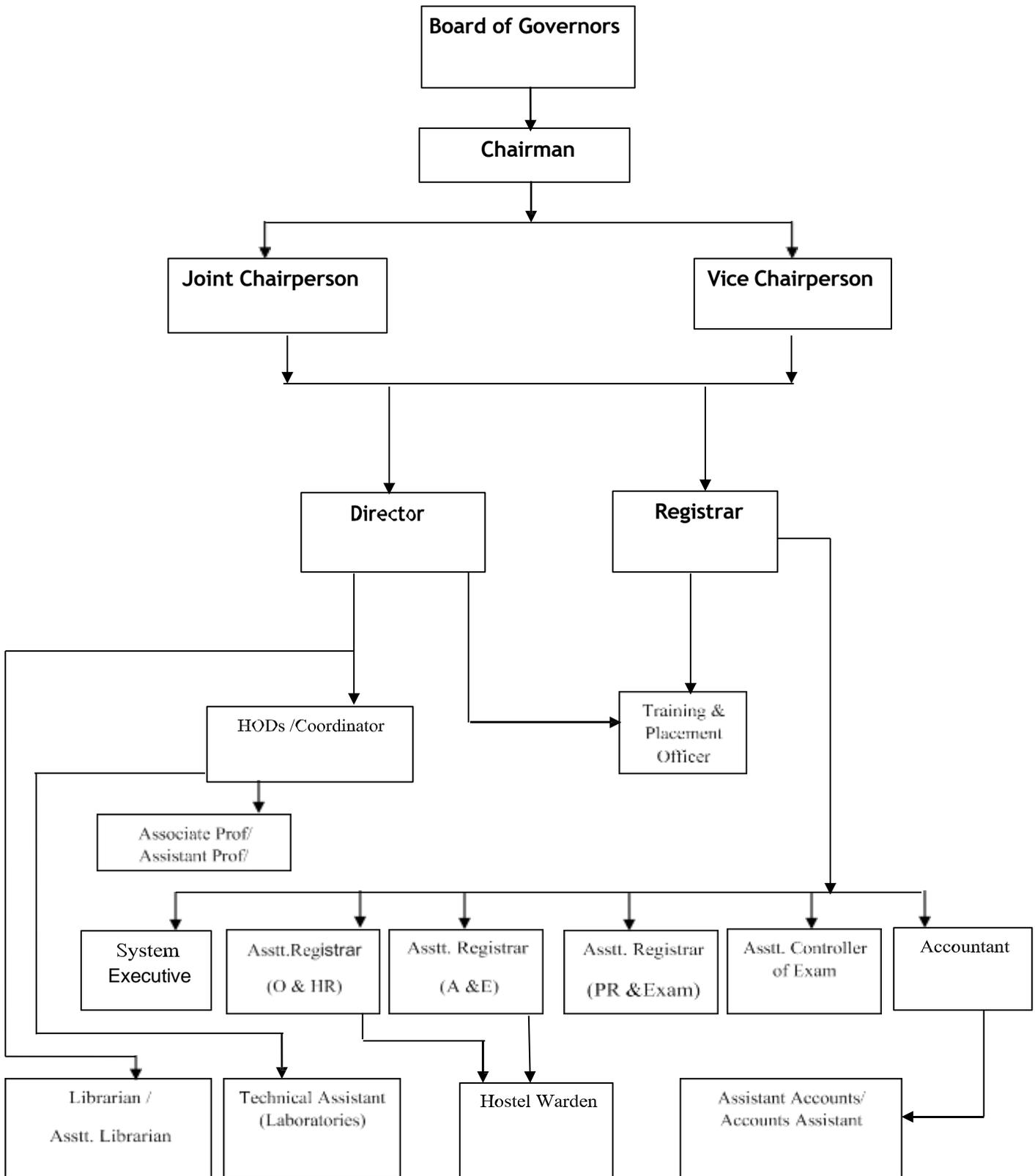
3 to 4 times meetings in a year; Date of Last Meeting: 26.07.2026

For Academic Advisory Body Meeting: Meeting is organized two times in a year;

5. Governance:

5.1 Organizational chart and processes

Organization chart is as given below: -



5.2 Grievance Redressal mechanism for Faculty, staff and students

Ref. No: PCMT/297/Director/SGRC/2305/2025

Date: 03/12/2025

Sub: Constitutions of student Grievance Redressal Committee

Student Grievance Redressal Committee for Management Division, is being constituted as per AICTE (Redressal of Grievance of students) regulation, 2019, for establishment of grievance redressal mechanism, comprising of following personnel for Pailan College of Management & Technology with an objective to provide opportunities of certain grievances of students already enrolled in this institution:-

The members of the committee are as follows:

Sl No	Name	Designation	Role	Mobile No
1.	Dr. Manas Ray	Principal,PCMT (Management Division)	Chairperson & Convenor	9263631439
2.	Mr. Kunal Chakraborty	Registrar	Member	9830087891
3.	Ms. Sneha Biswas	Asst. Professor	Member	7596842278
4.	Mr. Sandip Bhunia	Asst. Professor	Member	8910588634
5.	Ms. Mousumi Bhattacharya	Assistant Registrar of Examination	Member	9830357024
6.	Mr. Subham Dubey	Student	Member	8910890951
7.	Ms. Amisha Ghosh	Student	Member	8777890596
8.	Mr. Humayun Alam	Student	Member	7602792915
9.	Ms. Bisakha Kumari	Student	Member	9051815811
10.	Mr. Lalbabu Ray	Parent/Guardian of Student	Member	9051327387
11.	Mr. Shabari Halder	Parent/Guardian of Student	Member	9051514278
12.	Mr. Biswajit Majh	Parent/Guardian of Student	Member	9681170927
13.	Mr. Pradip Kumar Brahma	Parent/Guardian of Student	Member	9163369665
14.	Mr. Pijush Kanti Datta	Representatives from CINI	Member	7003742897
15.	Mr. Goutam Dey	Representatives from Media	Member	9831126204

Dr. Manas Roy

Principal, Pailan College of Management and Technology (Management Division)

To: a) Notice Boards of PCMT & PGDM Building; Boys & Girls Hostel

CC: Joint Chairperson, Vice Chairperson, Registrar & above Committee Members

Concerned students, their parent shall approach Grievance Redressal Committee for any grievance related to admission and unfair practices, in order to further consolidate transparency in admission process and for redressal of grievances of innocent students.

5.3 Establishment of Anti Ragging Committee

Ref No: PCMT/297/Principal/ARC/2302/2026

Date: 05/01/2026

NOTICE

On Anti–Ragging Committee of PCMT (Management Division)

Anti-Ragging Committee is being reconstituted as below as per All India Council for Technical Education (AICTE) Notification F.No.37-3/Leal/AICTE/2009 DATED 01.07.2009 and also as per UGC Regulation F.-16/2007(CPP-) dated 17.06.2009, for prevention and prohibition of ragging in the campus of Pailan College of Management & Technology(including its hostel premises)

Sl No	Name	Designation	Role	Mobile No
1.	Dr. Manas Ray	Principal,PCMT (Management Division)	Chairperson & Convenor	9263631439
2.	Mr. Kunal Chakraborty	Registrar	Member	9830087891
3.	Ms. Annwasha Paul	Asst. Professor	Member	8240250369
4.	Mr. Sandip Bhunia	Asst. Professor	Member	8910588634
5.	Ms. Poulomi Chakraborty	Admission counsellor	Member	9830800310
6.	Ms. Mousumi Bhattacharya	Assistant Registrar of Examination	Member	9830357024
7.	Shyamal Sardar	Warden of Boys' Hostel	Member	9836648995
8.	Shilpi Gupta Saha	Warden of Girls' Hostel	Member	9874353877
9.	Mr. Humayun Alam	Student	Member	7602792915
10.	Ms. Srija Manna	Student	Member	6290114929
11.	Mr. Subham Dubey	Student	Member	8910890951
12.	Ms. Bisakha Kumari	Student	Member	9051815811
13.	Mr. Shabari Halder	Parent/Guardian of Student	Member	9051514278
14.	Mr. Lalbabu Ray	Parent/Guardian of Student	Member	9051327387
15.	Mr. Biswajit Majhi	Parent/Guardian of Student	Member	9681170927
16.	Mr. Pradip Kumar Brahma	Parent/Guardian of Student	Member	9163369665
17.	Mr. Pijush Kanti Datta	Representatives from CINI	Member	7003742897
18.	Mr. Goutam Dey	Representatives from Media	Member	9831126204
19.	Ms. Debjani Biswas	Representatives from Legal	Member	9051387406

Concerned students, their parents may henceforth approach the Anti-Ragging Committee for any complaint related to ragging/abetting of ragging.

Dr. Manas Roy

Principal, Pailan College of Management and Technology (Management Division)

To: a) Notice Boards of PCMT & MBA Building; Boys & Girls Hostel

CC: Joint Chairperson, Vice Chairperson, Registrar & above Committee Members

5.4 Establishment of Online Grievance Redressal Mechanism

Online Grievance Redressal mechanism has been established in the Institute as per ACITE norms at website link: http://pcmt-india.net/feedback_grievance

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

The Establishment of Student Grievance Redressal Committee in the Institution for AY: 2023-24 as per AICTE's Approval Process Handbook (2024-25 to 2026-27)

As per All India Council for Technical Education (Redressal of Grievance of students) regulations, 2019 vide F.no-1-101/ PGRC/ AICTE/ regulation/ 2019 dated 07.11.2019, Grievance Redressal Committee is reconstituted comprising of following persons for Pailan College of Management & Technology with an objective to ensure transparency by Technical Institutions imparting technical education, in admissions with paramount objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances. As per AICTE norm Ombudsman has been appointed by the university (MAKAUT).

Establishment of Online Grievance Redressal Mechanism

As per the AICTE Regulations, 2019 (F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019), the Governing Body of **Pailan College of Management and Technology (PCMT)** has constituted a **Student Grievance Redressal Committee (SGRC)** with the objective of addressing and resolving grievances of students and their parents in a fair, transparent, and timely manner.

An online grievance redressal facility has been provided on the College website. Students and parents may register their grievances through the official email ID: grievance-redressal@pcmt-india.net

All grievances received will be accessed by the Student Grievance Redressal Committee, which is headed by the Principal. The Committee shall examine the matter carefully, take appropriate action in accordance with applicable rules and regulations, and communicate its decision to the complainant within a reasonable time frame.

The grievances that may be addressed through this mechanism include, but are not limited to, the following:

- Admission made contrary to merit
- Irregularities in the admission process
- Withholding or refusal to return original certificates
- Demand for money in excess of the prescribed fees
- Breach of reservation policy
- Complaints of alleged discrimination on the basis of SC/ST, OBC, Women, Minority, or Persons with Disabilities (PwD)
- Non-payment or delay in payment of scholarships
- Delay in the conduct of examinations or declaration of results
- Withholding of student amenities and facilities
- Denial of quality education
- Non-transparent or unfair evaluation practices
- Harassment and victimization of students, including sexual harassment
- Refund of fees upon withdrawal of admission, as per norms

Pailan College of Management and Technology is committed to maintaining a supportive and grievance-free academic environment and encourages students and parents to utilize this mechanism whenever required.

(Dr. Manas Ray)

Principal,

Pailan College of Management and Technology (Management Division)

5.6 Establishment of Internal Committee (Management Division)

Ref. No: PCMT/297/Principal/comm/2304/2025

Date: 03/12/2025

Sub: Constitutions of Internal Committee (IC) details

Internal Committee for B.Tech Division, is being constituted as per AICTE (Internal committee) regulation, 2019, for establishment of grievance redressal mechanism, comprising of following personnel for Pailan College of Management & Technology with an objective to provide opportunities of certain grievances of students already enrolled in this institution:-

The members of the committee are as follows:

Sl.	Name	Designation	Role	Mobile No.
1	Ms. Debosmita Moitra	Assistant Professor	Presiding officer	8240565038
2	Mr. Sandip Bhunia	Assistant Professor	Member	8910588634
3	Ms Riyanka Roy	Assistant Professor	Member	7686000924
4	Ms. Poulomi Chakraborty	Student Counsellor	Member	9830800310
5	Mr. Humayun Alam	Student	Member	7602792915
6	Ms Mousumi Bhattacharya	Exam controller	Member	9830357024
7	Mr. Subham Dubey	Student	Member	8910890951
8	Ms.Bishaka Kumari	Student	Member	9051815811

Members are requested to implement the above working process immediately as previous years and meet amongst themselves to decide their course of action.

Dr. Manas Roy
Principal,
Pailan College of Management and Technology (Management Division)

To: a) Notice Boards of PCMT & B.Tech Building; Boys & Girls Hostel;
CC: Joint Chairperson, Vice Chairperson, Registrar & above Committee Members

5.7 Establishment of Committee for SC/ST

Ref. No. : PCMT/297/Principal/SC&ST/2305/2025

Date: 03/12/2025

Sub: Reconstitution of SC/ST committee as per AICTE notification

SC/ST Committee of the Institute, Pailan College of Management and Technology, for B.Tech Division is being reconstituted as per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act. 1989, No. 33 of 1989 dated 11.06.1989, to prevent commission of offences of atrocities against the members of the Scheduled castes and the Scheduled Tribes, the Committee comprises of the following members:

Sl No	Name	Designation	Role	Mobile No
1.	Dr. Manas Roy	Principal	Chairperson	9263631439
2.	Mr. Kunal Chakraborty	Registrar	Member	9830087891
3.	Ms. Dahlia Biswas	Assistant Professor	Member	8837248470
4.	Mr. Kamal Chandra Mondal	Library Assistant	Member	9748122793
5.	Ms Poulumi Chakraborty	Admission Counsellor	Member	9830800310

Members are requested to start working process immediately and meet amongst themselves at least once in three months and decide their course of action. Minutes of the meeting is to be maintained by Convener and submitted to the undersigned.

(Dr. Manas Roy)

Principal,

Pailan College of Management and Technology (Management Division)

To: a) Notice Boards of PCMT & B.Tech Building; Boys & Girls Hostel;

CC: Joint Chairperson, Vice Chairperson, Registrar & above Committee Members

5.8 Internal Quality Assurance Cell

Ref. No: PCMT/297/Principal/IQAC/2221/2026

Date: 05/01/2026

NOTICE

On IQAC Committee of PCMT (Management Division)

Internal Quality Assurance Cell (IQAC) for Pailan College of Management & Technology for B.Tech Division is reconstituted with objective to develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the Institute. The Committee comprises of the following members

The members of the committee are as follows:

1. Dr. Manas Roy, Principal – Chairperson
2. Mr. Kunal Chakraborty – Registrar, PGI, Member from the Management
3. Mr. Sandip Bhunia-Assistant Professor,Co-ordinator of IQAC
4. Mr. Sayam Ghosh-Assistant Professor, faculty representative
5. Ms. Sharmistha Chatterjee-Central Government Employees Welfare Society(Nominee from the local societies)
6. Mr. Humayun Alam-Student representative(Nominee from the student)
7. Mrs. Tanusree Mzumder-Alumni Representative-(Nominee from the alumni)
8. Ms. Sayantony Patra-Administrative officer,HR
9. Ms. Mousumi Bhattacharya – Assistant Controller of Examination – Member
10. Mr. Nabin Chandra Pramanik – Accountant, PCMT
11. Ms. Poulomi Chakraborty-Admission Counsellor, Administrative officer
12. Mr. Sumit Samanta- Executive, IT department

Members are requested to start working immediately and meet amongst themselves at least once in a month and decide their course of action. Minutes of the meeting conducted by them are to be maintained by Co-coordinators and submitted to the undersigned and soft copy should be sent to the Vice Chairperson, PGI, immediately after every meeting.

(Dr. Manas Roy)

Principal,

Pailan College of Management and Technology (Management Division)

To: a) Notice Boards of PCMT & B.Tech Building; Boys & Girls Hostel;

CC: Joint Chairperson, Vice Chairperson, Registrar & above Committee Members

5.9 Equal Opportunity Facilities Cell

Sub: Constitution of Equal Opportunity Facilities Cell as per UGC

As per the Guidelines of UGC, an Equal Opportunity Facilities Cell is constituted at Pailan College of Management & Technology (Management Division) to oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

Functions

- i. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- ii. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- iii. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- iv. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- v. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- vi. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- vii. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- viii. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- ix. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- x. To organize periodic meetings to monitor the progress of different schemes.
- xi. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- xii. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

Sl. No	Name	Designation	Role	Mobile No
1.	Dr. Manas Roy	Principal	Chairperson	9263631439
2.	Mr. Kunal Chakraborty	Registrar	Member	9830087891
3.	Ms. Rajni Shah	Assistant Professor	Coordinator	8013851484
4.	Ms. Megha Priya	Assistant Professor	Nodal Officer - Gender Equality, Minority & Member	9007874349
4.	Ms. Pampa Bhowmick	Asst. Professor	Nodal Officer - SC / ST & Member	9748242270
5.	Mr. Sandip Bhunia	Asst. Professor	Member	8910588634
6.	Anamika Manna	Front Office Executive	Member	9073983034

The Advisor in the college shall:

- i. Oversee/monitor various welfare schemes/ programmes sponsored by the Government of India/State Government, UGC or any agency/ organization as well as those devised by the college /affiliating University for the disadvantaged groups for their effective implementation
- ii. Be responsible for the effective functioning of SC/ST Cell and other such Cells/Centres dealing with the problems of different socially disadvantaged groups.
- iii. Convene the meetings of in charge of other Committees/Programmes dealing with social issues such as Gender Sensitization Committee against sexual harassment (GSCASH), National Service Schemes (NSS) etc. to review their activities.
- iv. The Advisor shall submit the progress/review report to the Principal. The Coordinators of SC/ST Cell, Remedial Coaching and other schemes/ Women's Study Centre, Population Education Cell etc. shall be closely associated with the Equal Opportunity Centre.

Dr. Manas Roy

Principal,

Pailan College of Management and Technology (Management Division)

To: a) Notice Boards of PCMT & MBA Building; Boys & Girls Hostel

CC: Joint Chairperson, Vice Chairperson, Registrar & above Committee Members

6. Programmes

6.1 Name of Programmes approved by AICTE: BBA (Hospital Management)

6.2 Name of Programmes Accredited by NBA: Nil

6.3 Status of Accreditation of the Courses: NA

6.4 Total number of Courses: 01

6.5 The following course under the programme MANAGEMENT is given below.

Our Institute offers following Post-graduate and Undergraduate courses under the programme “MANAGEMENT” as per AICTE nomenclature and details are given below:

Name of Course	BBA(HOSPITAL MANAGEMENT)			
Number of Seats	120			
Duration	4 Years			
Cut off marks/ rank of admission during the last years	Rank of admission	Rank of admission	Rank of admission	Rank of admission
	NA	NA	NA	NA
Fee	Rs. 3, 50,000			

6.6 Fee (as approved by the state government):

Details of fee, as approved by State Fee Committee, for the Institution

Fee structure for BBA (Hospital Management)

Fee Breakup	1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th Sem	7th Sem	8th Sem
College + University Registration Fee	18,000						NA	NA
Tuition Fee	39,000	39000	35000	35000	35000	35000		
Laboratory Fee	8,000	8,000	8,000	8,000	8,000	8,000		
Development Fee	6,000	6,000	6,000	6,000	6,000	6,000		
Other Facilities	5,000	5,000	5,000	5,000	5,000	5,000		
Total	76,000	58000	54000	54000	54000	54000		
Grand Total	3,50,000							

Time schedule for payment of fee for the entire programme

1st Semester payment at the time of Admission or on and before July 2nd Semester payment is in December

3rd Semester payment is in the month of May 4th Semester payment is the month of December

6.7 Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any: NA

7. Faculty

Branch wise list Faculty members:

BBA (HOSPITAL MANAGEMENT)

Permanent Faculty

Sl No.	First Name	Middle Name	Last Name
1	Debosmita		Moitra
2	Annwasha		Paul
3	Sneha		Biswas
4	Riyanka		Roy
5	Rajni		Shah
6	Sumita		Chakraborty
7	Surya Narayan		Bhattacharjee
8	Susmita		Mistry
9	Ipsita		Patra
10	Rusha		Begum

Adjunct Faculty - NIL

Permanent Faculty: Student Ratio: 1:25

Number of Faculty employed during the last three years: 5

Number of Faculty left during the last three years: 2

8. Profile of Vice Chancellor/Director/Principal/Faculty

Principal

Name: Dr. Manas Roy

Date of Birth: 20/5/1977

Unique id:

Educational Qualifications: Ph.D., M.A (Tourism)

Work Experience: 32 Years

Teaching: 25 Years

Research: 5 Years

Industry: 2

Others: NA

Area of Specialization: Hotel management, Travel and Tourism management

Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:

Hotel Management

Food and beverage service

Food production

Accommodation management

Research guidance: Nil

No. of papers published in National/ International Journals/ Conferences: 6

Master: Completed

Ph.D.: Completed

Projects carried out: NA

Patents: 01

Technology Transfer: NA

Research Publications: 4

No. of Books published with details: 2 (1.Communicating with guests-Dr. Manas Roy,Dr. Suvojit Ganguly)- ISBN 978-93-6048-314-2, 2.Front office management-Dr. Manas Roy ISBN-8176601918)

Faculty Members

• **Name: Debosmita Moitra**

Date of Birth: 08/02/1991

Unique id: 1-47218981217

Educational Qualifications: MHA

Work Experience: 11 Years

Teaching: 6 Years

Research: NA

Industry: 5 years

Others: NA

Area of Specialization: Medical Record Science, Quality Management, Organizational Behavior, Entrepreneurship

Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:

1. Health Education
2. Organizational Behaviour
3. Quantitative Management
4. Financial Management
5. Entrepreneurship: Theory & Practice
6. Hospital Inventory Management
7. Accounts
8. Project Management
9. Corporate Finance
10. Accounting for Managers

Research guidance: NA

No. of papers published in National/ International Journals/ Conferences: 2

Master: Completed

Ph.D.: NA

Projects carried out: NA

Patents: NA

Technology Transfer: NA

Research Publications: NA

No. of Books published with details: NA

• **Name: Ms. Annwasha Paul**

Date of Birth: 05.11.1994

Unique id: 1-47218981543

Educational Qualifications: MHA,,Ph. D.(Pursuing)

Work Experience: 9 Years

Teaching: 8 Years

Research: NA

Industry: 1

Others: NA

Area of Specialization: Hospital Operation Management, Human Resource Management

Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:

- Hospital Support Services
- Biomedical waste management
- Cost Accounting
- Corporate Finance
- Merger and Acquisition
- Financial Report and Statement Analysis

Research guidance: NA

No. of papers published in National/ International Journals/ Conferences: 3

Master: Completed

Ph.D.: Ongoing
Projects carried out: 1
Patents: NA
Technology Transfer: NA
Research Publications: NA
No. of Books published with details: NA

- **Name:** Sneha Biswas

Date of Birth: 13/02/1999
Unique id: 1-47218982220
Educational Qualifications: MPH, Ph. D. (Pursuing)
Work Experience: 3 years
Teaching: 2 years
Research: NA
Industry: 1 year
Others: NA
Area of Specialization: Epidemiology, Health education, Hospital planning
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:
Human Resource Management
Hospital planning
Organizational Behavior,
Epidemiology
Performance Management
Strategic HRM
Public health
Research guidance: NA
No. of papers published in National/ International Journals/ Conferences: 3
Master: Completed
Ph.D.: Ongoing
Projects carried out: NA
Patents: NIL
Technology Transfer: NA
Research Publications: 3 Research papers in International Journals
No. of Books published with details: 2(Navigating the Digital Landscape: Adolescent Mental Health-ISSN-2230-7249; Healthcare Management on 5.0 perspectives-ISBN-978-620-7-46435-7)

- **Name:** Sumita Chakraborty

Date of Birth: 20/12/1999
Unique id: 1-47206299151
Educational Qualifications: MHA, BBA(Hospital Management).
Work Experience: 7 Years
Teaching: 1 year
Research: NA
Industry: 2years
Others: NA
Area of Specialization: Medical Records
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:
Medical record Science
Hospital Inventory Management
Modern Indian Language & Literature
Soft Skill
Research guidance: NA
No. of papers published in National/ International Journals/ Conferences: 0

Master: Completed
Ph.D.: NA
Projects carried out: NIL
Patents: NIL
Technology Transfer: NA
Research Publications: None
No. of Books published with details: None

- **Name:** SURYA NARAYAN BHATTACHARJEE

Date of Birth: 08/09/1982
Unique id: 1-47206298424
Educational Qualifications: PGDHCHM
Work Experience: 21 Years
Teaching: 17 Years
Research: 0
Industry: 4 Years
Others: NA
Area of Specialization: Healthcare & Hospital Management
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:
Hospital & Health System
Marketing Management
Inventory Control & Purchase Management
Sales & Distribution Management
Research guidance: NA
No. of papers published in National/ International Journals/ Conferences: 1
Master: Completed
Ph.D.: NA
Projects carried out: NA
Patents: NA
Technology Transfer: NA
Research Publications: 1 Research paper
No. of Books published with details: NA

- **Name:** SUSMITA MISTRY

Date of Birth: 23/06/1996
Unique id: 1-47206299157
Educational Qualifications: MHA
Work Experience: 5 Years
Teaching: 1 Years
Research: None
Industry: 4
Others: NA
Area of Specialization: Human Resource Management (HRM), Hospital Information Systems
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:
Hospital Information Systems
Basic concept of Health.
Epidemiology
Health Education
Research guidance: NA
No. of papers published in National/ International Journals/ Conferences: 3
Master: Completed
Ph.D.: NA

Projects carried out: NA

Patents: NA

Technology Transfer: NA

Research Publications: NA

No. of Books published with details: NA

• **Name:** Rajni Shah

Date of Birth: 08-01-1987

Unique id: 1-47218982157

Educational Qualifications: MBA in Healthcare management

Work Experience: 7 Years

Teaching: 6 Years

Research: None

Industry: 1 Years

Others: NA

Area of Specialization: Health Insurance, Patient care services, Principles of Hospital management

Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma

Level:

Health Insurance

Patient care services

Principles of Hospital management

Financial management

Hospital support services

Research guidance: NA

No. of papers published in National/ International Journals/ Conferences: 0

Master: Completed

Ph.D.: NA

Projects carried out: NA

Patents: NA

Technology Transfer: NA

Research Publications: Nil

No. of Books published with details: NA

• **Name:** Ipsita Patra Manna

Date of Birth: 04/03/2000

Unique id: 1-47219852954

Educational Qualifications: MPH

Work Experience: 2 Years

Teaching: 1 Years

Research: Nil

Industry: 1 year

Others: Nil

Area of Specialization: Principles of management in public health, Epidemiology & changing healthcare sector, Ethics & legislations in public health

Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma

Level:

Principles of management in public health,

Epidemiology & changing healthcare sector,

Ethics & legislations in public health

Managing human resources for health

Research guidance: NA

No. of papers published in National/ International Journals/ Conferences: 0

Master: Completed

Ph.D.: NA

Projects carried out: 0

Patents: NA
Technology Transfer: NA
Research Publications: Nil
No. of Books published with details: NA

- **Name:** Riyanka Roy
Date of Birth: 28/10/1992
Unique id: 1-47219852384
Educational Qualifications: Msc.
Work Experience: 7 Years
Teaching: 5 Years
Research: Nil
Industry: 2 years
Others: Nil
Area of Specialization: Nutrition in Health, Human Physiology, Principles of Dietetics
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:
Food Science
Food Microbiology and Food Safety
Advanced Nutrition
Research guidance: NA
No. of papers published in National/ International Journals/ Conferences: 0
Master: Completed
Ph.D.: NA
Projects carried out: 0
Patents: NA
Technology Transfer: NA
Research Publications: Nil
No. of Books published with details: NA

- **Name:** Rusha Begum
Date of Birth: 25/05/1996
Unique id: 1-47240303594
Educational Qualifications: MHA.
Work Experience: 3 Years
Teaching: 1 Years
Research: Nil
Industry: 2 years
Others: Nil
Area of Specialization: Legal aspects of health, Strategic management, Health Information system in India
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:
Legal aspects of health,
Strategic management,
Health Information system in India
System management & medical transcription
OT & ward management / floor management
research guidance: na
No. of papers published in National/ International Journals/ Conferences: 0
Master: Completed
Ph.D.: NA
Projects carried out: 0
Patents: NA
Technology Transfer: NA

Research Publications: Nil

No. of Books published with details: NA

9. Fee

9.1 No. of Fee waivers granted with amount and name of students: N.A.

9.2 Number of scholarships offered by the Institution, duration, and amount: NIL

Criteria for fee waivers/scholarship

Students being the undergraduate students of PGI group.

10. Admission

(i) Number of seats sanctioned with the year of approval

COURSE	AY: 26-25	AY: 2025-24	AY: 2024-23	AY: 2023-22
BBA(Hospital Management)	120	120	120	120

(ii) Number of Students admitted under various categories each year in the last three years

COURSE	AY: 26-25	AY: 2025-24	AY: 2024-23	AY: 2023-22
BBA(Hospital Management)	42	52	90	56

(iii) Number of applications received during last two years for admission under Management Quota and number admitted

NA

11. Admission Procedure

Mention the admission test being followed, name and address of the Test Agency and its URL (website)

MAT: ALL India Management Association, Address: Management House, 14 institutional area, Lodhi Road, New Delhi-110003

CET

Calendar for admission against Management/vacant seats: **NOT APPLICABLE**

12. Criteria and Weightages for Admission:

(a) BBA (Hospital Management): Candidates who qualified the (10 + 2) examination are eligible to apply. Candidates who will be appearing for the (10 + 2) examination can also apply. Such candidates, if selected, will be admitted provisionally and would be required to produce the proof of their eligibility as and when required, failing which their candidature will be cancelled.

Course	Approved Intake for 2024-25	Admitted In 2024-25
BBA(Hospital Management)	120	20

13. List of Applicants

Not Applicable

14. Results of Admission under Management seats/Vacant seats:

NOT APPLICABLE

Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)

Score of the individual candidate admitted arranged in order or merit

List of candidate who have been offered admission

Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate

List of the candidate who joined within the date, vacancy position in each category before operation of waiting list

15. Information of Infrastructure and Other Resources Available:

15.1 Number of Class Rooms and size of each: 7 Nos. of class room with 66 sqm each.

15.2 Number of Tutorial rooms and size of each: 2 No. of tutorial room with 66 sqm each.

15.3 Number of Laboratories and size of each: 1 No. of laboratory with 66 sqm each.

Number of Seminar/drawing Halls with capacity of each: 1 No. of Seminar Hall with 28.75 sqm.

15.4 Number of Computer Centers with capacity of each: 1 no. of Computer Center with 30 capacity

15.5 Central Examination Facility, Number of rooms and capacity of each: Available, number of rooms available: 9 of sitting capacity of 30 each

15.6 Online examination facility – (No. of Nodes-30, Internet Band Width-100 mbps etc.)

15.7 Barrier Free Built Environment for disabled and elderly persons

PAILAN COLLEGE OF MANAGEMENT & TECHNOLOGY **(MANAGEMENT DIVISION)**

Barrier Free Built Environment for disabled and elderly persons

Building has one entrance accessible to the physically challenged and which have been shown from outside entry of the building. The entrance is approached through a ramp together with the stepped entry.

Lift space have been provided with all provisions in the structure of the building but it is being considered to implement immediately for the physically challenged candidates and others.

Photographs are attached herewith below.



(Dr. Manas Roy)
Principal,
Pailan College of Management and Technology (Management Division)

15.8 Fire and Safety Certificate

FIRE SAFETY (INDIA)

186/1, Purba Putiary, Dakshin Para,
Kolkata - 700 093

Ph. : 8240199755 / 9830228792

E-mail : firesafetyindia2017@gmail.com



Ref.no: RTC/2308/2023-2024

Dated: 29.05.2023

FIRE SAFETY CERTIFICATE

This is being certified that a team of personnel headed by the under signed has physically inspected sanction building plan including floor plans and design of the constructed building of **Pailan College of Management & Technology (MBA Division)** situated at Bengal Pailan Park, Sector-1, Phase-I, Joka (Off) Diamond Harbour Road, Kolkata-700104, functioning under the aegis of Pailan Educational Trust (having registered address at Pailan Park Housing Project, Plot-1, Phase - 1, Village - Daulatpur, P.O- Pailan, P.S- Bishnupur, Dist-South 24 Parganas, West Bengal.), and we have also physically inspected the college premises when we observed that following measures are taken by the college as per standard fire safety norms:-

1. **Stair case:** Building has two staircases as per standard fire safety norms;
2. **Lift:** Shaft for two lifts has already been constructed in the building though however, installation of lift machine is to be made, at the earliest;
3. **Fire Extinguishers:** Adequate number of Fire Extinguishers are installed in each floor of the building and the said fire extinguishers are found to be in operational mode;
4. **Exit Fire Route:** Exit Fire Route plan is duly complied with by the institute;
5. **Fire Mock Drill:** Fire Mock Drill is conducted by the institute at periodic intervals;
6. **NOC on Fire Safety from State Govt.:** We observed that the institute has already submitted application along with relevant drawings vide letter Ref. and Application No. IND/WB/FES/20182019/44804 dated 12.08.2020 to the Director General, West Bengal Fire & Emergency Services, Govt. of West Bengal requesting the authority for issuance of NOC on Fire Safety.

In light of above, we being a Certified Fire Protection Specialist, here by certify that Pailan College of Management & Technology (MBA Division) of above address has taken adequate fire safety measures.


Authorized Signatory

Fire Safety India

Company Seal



OUR ALL BRAND ARE ISI  MARKED

15.9 Hostel Facilities: Yes

15.10 Library: Number of Library books/ Titles/ Journals available (program-wise)

Book Details		
	Unique Title of Books	Volume of Books
BBA	1046	6820
Total	1046	6820

15.11 List of online National/ International Journals subscribed

E- Library facilities: NIL

List of National Journals

SerialNo.	Name of The Journal	Publisher
1	Indian Journal of Finance	MISC
2	Indian Journal of Marketing	MISC
3	Prabandhan: Indian Journal of Management	MISC
4	Vikalpa	SAGE
5	Indian Journal of Advance in computer science and Technology	Research
6	Indian Journal of Analog Circuits, VLSI and Bioeletronics Technology	Serials
7	Journal of Innovation in Electrical and Computer Engineering	ISP
8	Indian Journal of Business management and leadership	GRP
9	Indian Journal of Business performance and supply chain management	GRP
10	Journal of Software project management and quality Assurance	Serials

List of International Journals

Serial No.	Name of The Journal	Publisher
1	Harvard Business Review	Living Me
2	International Journal of Contemporary Issues in Management	Serials
3	International Journal of Human Resource Development and Management	Serials
4	International Journal of Business and Retail Management Research	Serials
5	International Journal of Business and Rural Development Studies	RIP
6	International Journal of Entrepreneurship & Small Business Development	Research
7	International Journal of Environmental Pollution Control and Management	ISP
8	International Journal of Human Resource Development and Management and review development	Serials

9	International Journal of Information Technology and management research	ISP
10	International Journal of Business Intelligence and Management	ISP
11	International Journal of Logistics and Supply Chain Management	GRP
12	International Journal of Mobile Communication and Networking	RIP
13	International Journal of Data Mining and Data warehouse	RIP
14	Global Journal of Computational Intelligence Research	Research

15.12 National digital library subscription details



E- JOURNAL= JGATE

SOFTWARE USED: KOHA ON CLOUD (VERSION; 21.11.05.000)

NEWSPAPER-3 MAGAZINE-1

15.13 List of Major Equipment/Facilities in each Laboratory/ Workshop

One Computer Laboratory

15.14 List of Experimental Setup in each Laboratory/ Workshop

Computer Laboratory is equipped with all Hardware and Software systems.

Computing Facilities:

Internet Bandwidth: 100 mbps

Number and configuration of System: 20

Total number of system connected by LAN: 20

Total number of system connected by WAN: 20

Major software packages available: one

Special purpose facilities available: Management evaluation set up

Facilities for conduct of classes/ courses in online mode (theory and practical): **Yes**

15.15 Innovation Cell: IIC ID: IC202425805

15.16 Social Media Cell: Available.

15.17 Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments

Not applicable

15.18 To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website.

Video Link:

<https://drive.google.com/file/d/1QauOGybDIXp73yvJLppaUO26hDmwRcAU/view?usp=sharing>

15.19 Games and Sports Facilities

Sport is an essential part of the all-round development at Pailan College of Management & Technology (PCMT). It provides the opportunity for engagement, responsibility, enjoyment and a sense of pride in achievement, regardless of scale or magnitude and a sense of *team spirit*. The love of sport developed at colleg offers life-long benefits, often leading to a happier, healthier and more productive future. PCMT offers a range of individual and team games with opportunities to compete both within and against other Colleges. We give students many opportunities to represent the college starting youth life, in order to build their love of sports.

The Institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga center etc. and cultural activities

SL	GAMES & SPORTS FACILITY					
	GAM E TYPE	GAMES	ITEMS	AREA	POLICY	CULTURAL ACTIVITIES
1	IND OOR	CHESS	10 BOARDS	as per standard	TO CON TIN UE CON DUC	splurz, correso

2		CARROM	3BOARDS	as per standard		splurz, correso
3		TABLE TENNIS	5 BOARDS	as per standard		splurz, correso
4		BADMINTON	10 RACKETS	as per standard		splurz, correso

1	OUTDOOR	CRICKET		as per standard	TO CONTINUE CONDUCTING EVERY YEAR AND TO CONDUCT INTER COLLEGE	splurz, correso
2		FOOTBALL		as per standard		splurz, correso
3		VOLLEYBALL		as per standard		splurz, correso
4		SWIMMING		as per standard		splurz, correso

No matter what sport students choose to pursue it is important that after hours of sitting and attending classes, students get the chance to stay active, run around and play which, in turn, will actually make them more alert and productive for the body building.

Few memories are attached herewith:



Extra-Curricular Activities: Yes.

Soft Skill Development Facilities: The students are encouraged to participate in various skill development activities like solving case studies, power point presentations, research paper writing etc. The institution focuses on the overall personality development of their students and provides them with industry exposure by inviting top industry stalwarts.

15.20 Teaching Learning Process

Curricula and syllabus for each of the programmes as approved by the University: as per MAKAUT

Academic Calendar of the University: As per University

Academic Time Table with the name of the Faculty members handling the Course: Institute academic **time table be linked** - time to time

Teaching Load of each Faculty: **Class load be linked**- time to time

Internal Continuous Evaluation System and place:

In each semester four internal written tests are conducted by the Institute. Besides, each student is given assignments at regular interval. Marks obtained in Internal Tests as well as assignments carry 30% weightage in the concerned semester paper.

Student's assessment of Faculty, System in place –

Feedback received through proper format is analyzed and the results are shared with the concerned member of faculty so that the faculty members can take the necessary corrective action to improve the quality of the lecture delivered in the class.

15.21 For each post graduate courses give the following

15.22 Title of the course: BBA(Hospital Management)

Curricula and syllabi – As per MAKAUT Syllabus

15.23 Laboratory facilities exclusive to the post graduate course

Special Purpose

Software, all design tools in case: MS-office, Tally, Matlab,

Academic Calendar and framework be linked time to time

16. Enrollment and placement details of students in the last 3 years:

Year	2022 - 23		2023 - 24		2024 - 25	
Courses	Admitted	Placed	Admitted	Placed	Admitted	Placed
BBA(Hospital Management)	60	18	90	22	52	16

17. List of Research Projects/ Consultancy Works:

NIL

18. MOUs with Industries

PAILAN COLLEGE OF MANAGEMENT & TECHNOLOGY (MANAGEMENT DIVISION)

MOU'S WITH hospitals

SL. NO.	MOU'S COLLABORATION WITH	DATE OF COLLABORATION	PURPOSE
1	Kasturi Medical Centre Pvt Ltd Superspeciality Hospital	29.09.2024	For teaching of relevant portions of the courses and for conducting the structured internship
2	Jagannath Gupta Institute of Medical Sciences & Hospital	10.03.2025	field training that is essential for the students
3	Narayan Memorial Hospital	21.12.2024	Workshop, Seminar, Internship, Training, Placement
4	ASG Eye Hospital	04.10.2025	Workshop, Camps, Internship, Training, Placement
5	HOPE Foundation	25.09.2025	Organizing Camps for students exposure in field

(Dr. Manas Roy)
Principal,
Pailan College of Management and Technology (Management Division)