

**Functions and Services of Committees***Birgunj Public College*

S.N.	Committee	Focal Person	Key Services to Students
1.	Recruitment and Selection Committee	Dr. Binay Shrestha	Transparent recruitment of faculty/staff, maintenance of academic quality, student feedback representation, enhancement of learning through competent faculty.
2.	Student Counseling and Employment Committee	Dr. Arvind Shrestha	Academic and career counseling, higher education guidance, skill-development programs, internship and placement support, resume and interview preparation, personal support services.
3.	EMIS (Education Management Information System) Committee	Er. Jaikishan Sahani	Academic record management, information dissemination, digital academic services, online registration and enrollment support, data management.
4.	Research Management Cell	Dr. Neha Agrawal	Research guidance, proposal/report writing support, workshops & seminars, publication assistance, research grants and funding opportunities.
5.	Extracurricular Committee	Dr. Ajay Jaisawal	Sports, cultural and literary activities, leadership development, competitions and festivals, inter-college participation, student clubs support.
6.	Library and Lab Management Committee	Dr. Arvind Shrestha	Access to library resources and databases, laboratory management, user orientation, acquisition of books and materials, learning environment enhancement.
7.	Examination Committee	Dr. Binay Shrestha	Conduct of examinations, publication of schedules, coordination of assessments, grievance handling, timely result processing.
8.	Alumni Committee	Mr. Belal Ahamad	Alumni networking, mentoring programs, career guidance, internship and employment support, alumni engagement.

**Functions and Services of Academic Departments***Birgunj Public College*

Department	Head of Department	Functions	Services Provided
<b>Finance and Economics Department</b>	Mr. Dipak Singh	- Curriculum development in finance & economics - Teaching micro, macro, and financial management	- Academic counseling and mentoring - Support for research, thesis & internships

**DEPARTMENTS OF BIRGUNJ PUBLIC COLLEGE**

		<ul style="list-style-type: none"> <li>- Academic planning and course delivery</li> <li>- Conducting research and policy analysis</li> <li>- Organizing seminars/workshops</li> </ul>	<ul style="list-style-type: none"> <li>- Career guidance in banking &amp; finance sectors</li> <li>- Industry collaboration and exposure</li> </ul>
<b>English Department</b>	Mr. Sanjay Mishra	<ul style="list-style-type: none"> <li>- Teaching English language &amp; literature</li> <li>- Enhancing communication skills</li> <li>- Conducting business &amp; technical writing classes</li> <li>- Organizing literary activities</li> </ul>	<ul style="list-style-type: none"> <li>- Language support &amp; remedial classes</li> <li>- Assistance in report/thesis writing</li> <li>- Soft skills and personality development</li> <li>- Promotion of literary and creative activities</li> </ul>
<b>General Management Department</b>	Dr. Neha Agrawal	<ul style="list-style-type: none"> <li>- Curriculum design in management subjects</li> <li>- Teaching via case studies &amp; projects</li> <li>- Conducting research and consultancy</li> <li>- Organizing training, seminars &amp; workshops</li> </ul>	<ul style="list-style-type: none"> <li>- Career guidance &amp; leadership development</li> <li>- Internship and project supervision</li> <li>- Development of managerial competencies</li> <li>- Industry linkage and placement support</li> </ul>
<b>Accounts and Mathematics Department</b>	Mr. M. L. Hada	<ul style="list-style-type: none"> <li>- Teaching accounting, taxation &amp; mathematics</li> <li>- Developing analytical &amp; quantitative skills</li> <li>- Conducting practical and numerical sessions</li> <li>- Preparing students for professional exams</li> </ul>	<ul style="list-style-type: none"> <li>- Academic support in accounting &amp; math</li> <li>- Assistance in numerical problem-solving</li> <li>- Remedial classes for weak students</li> <li>- Guidance in financial reporting &amp; analysis</li> </ul>
<b>IT Department</b>	Er. Jaikishan Sahani	<ul style="list-style-type: none"> <li>- Teaching IT and computer applications</li> <li>- Conducting practical training in software/programming</li> <li>- Managing IT infrastructure &amp; labs</li> <li>- Integrating technology in teaching-learning</li> </ul>	<ul style="list-style-type: none"> <li>- Technical support to students &amp; faculty</li> <li>- Workshops on emerging technologies</li> <li>- Support for IT projects &amp; research</li> <li>- E-learning and digital resource management</li> </ul>

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