

## Non Statutory Committee List

### INDEX

<b>Sl. No</b>	<b>Non Statutory Committee Name</b>	<b>Page No.</b>
1.	Board of Examination Committee	3
1.a	Examination Committee	4
2	Research, Development & Consultancy Committee	5
2.a	Research Advisory Committee	6
2.b	Research Ethics Committee	7
3	Anti – Ragging Committee	8
4	Committee for SC/ST	9
5	Internal Complaint Committee	10
6	Student Grievance Redressal Committee	11
6.a	Faculty Grievance Redressal Committee	12
7	Library Committee	13
8	Hostel & Canteen Committee	14
9	Women Cell	15
10	Time Table Committee	16

11	Institute's Innovation & Incubation Committee	17
11.a	Entrepreneurship Development Cell	18
12	Industry Institute Partnership Cell	19
12.a	Training & Placement Committee	20
13	Purchase Committee	21
14	Planning & Evaluation Committee	22
15	Disciplinary Committee	23

# **1.BOARD OF EXAMINATION COMMITTEE**

## **Objective:**

To monitor and execute the continuous evaluation process of students along with slot tests and University Examinations.

## **Members list:**

1. Principal (Chairperson)
2. COE (Convener)
3. Registrar, Member
4. Deputy COE, Member
5. All HODs, Member
6. Assistant COE, Member

## **1.a EXAMINATION COMMITTEE**

### **Objective:**

To monitor and execute the continuous evaluation process of students along with slot tests and University Examinations.

### **Members list:**

1. Prof. Amlan Chakrabarti, COE, Chairperson
2. Mr. Soumen Ghosh, Deputy Controller, Convener
3. Ms. Priyanjali Mukherjee, Asst. Controller, Member
4. Dr. Chandrima Chakrabarti, CSE, Member
5. Mr. Amit Nigam, ECE, Member
6. Mr. Arghya Gupta ME, Member
7. Mr. Karuna Ketan Karan, BS&HU, Member
8. Mr. Subhankar Dey, CE, Member
9. Mr. Subrata Sen, CSE, Member
10. Mr. Chiradeep Ghose, System Administrator, Member
11. Mr. Kushal Bardhan, Office Assistant, Member
12. Mr. Sayan Mitra, Office Assistant, Member
13. Ms. Sreetama Basu, Office Assistant, Member
14. Ms. Abira Sengupta, CSE, Member

## **2.RESEARCH, DEVELOPMENT & CONSULTANCY** **COMMITTEE**

### **Objective:**

The main objective is to monitor and drive research, innovation, and consultancy related efforts by providing coordination support and exploring the scope of enhancing the research facilities to boost the institute's research profile.

### **Members list:**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Dr. Sourav Saha, Dean R&D, Convener
3. Dr. Nidhi Singh, Registrar, Member
4. Dr. Rupa Bhattacharyya, BS&HU, Jt. Convener
5. Dr. Sriparna Guha, BS&HU, Member
6. Mr. Abhishek Hazra, CE, Member
7. Ms. Subhasree Bhattacharjee, CA, Member
8. Ms. Sagatika Chowdhury, CSE, Member
9. Dr. Swastika Chakraborty, ECE, Member
10. Dr. Biswajit Halder, EE, Member
11. Dr. Shambhunath Saha, IT, Member
12. Mr. Goutam Roy, ME, Member
13. Dr. Anindan Mondal, AIML, Member
14. Dr. Biswadeep Gupta Bakshi, EE, Member

## **2.a RESEARCH ADVISORY COMMITTEE**

### **Objective:**

The main objective is to enhance research activities among staff including undertaking PhDs, UGC research projects, Projects funded by other Research or Government Institutions, Publications, Paper Presentations, etc. The objectives of RAC is to promote research among the staff.

### **Members list:**

1. Prof. (Dr.) Indranil Sengupta, Vice Chancellor, JIS University
2. Dr. Sourav Saha, Dean R&D, Convener
3. Dr. Rupa Bhattacharyya, Jt.Convener
4. Prof. (Dr.) Anilesh Dey, ECE, Member
5. Mr. Simarpreet Singh, Director – JIS Group Educational Initiative,  
Trust Nominee
6. Mr. Debashish De, Professor, Dept. of Computer Science & Engineering,  
MAKAUT, Invitee Member
7. Dr. Mithun Das, Principal Scientist, CGCRI, Kolkata, Invitee Member
8. Dr. Amitava Akuli, Joint Director, C-DAC, Kolkata, Invitee Member

## **2.b RESEARCH ETHICS COMMITTEE**

### **Objective:**

The main objective is to offer recommendations and guidance to ensure the ethical standards and scientific merit of research-related activities of the Institute.

### **Members list:**

1. Prof. (Dr.) Salil Kumar Sanyal, Dean Academics, Chairperson
2. Dr. Sourav Saha, Dean R&D, Convener
3. Dr. Rupa Bhattacharyya, Jt. Convener
4. Prof. (Dr.) Bidyut Kumar Medya, Dean Student Affairs, Member
5. Prof. (Dr.) Biman Mukherjee, CE, Member
6. Dr. Ambarnath Banerjee, EE, Member

### **3.ANTI-RAGGING COMMITTEE**

**Objective:**

To create and maintain ragging free environment through continuous awareness drive and all round monitoring.

**Members List :**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Dr. Nidhi Singh, Registrar, Convener
3. All HODs, Member
4. Ms. Punita Gaba, Executive Administration, Member
5. Mr. Ratan Das, Site Supervisor, Member
6. Mrs. Mohua Deb, Guardian of Ms. Soindrila Deb, CSE 4<sup>th</sup> Year, Member
7. Mr. Rishav Vats, EE 4<sup>th</sup> Year, Member
8. Ms. Aditi Chakraborty, IT 1<sup>st</sup> Year, Member



## **4.COMMITTEE FOR SC/ST**

### **Objective:**

To promote the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficulties. The committee also aims to promote scholarship facilities and higher education among these two communities suffering economic, social and educational deprivations.

### **Members List :**

1. Dr. Nidhi Singh, Registrar, Chairperson
2. Md. Ashifuddin Mondal, CSE, Convener
3. Mr. Subham Mal, Office Assistant, Member
4. Ms. Punita Gaba, Executive Administration, Member

## **5.INTERNAL COMPLAINT COMMITTEE**

### **Objective:**

The objectives of the cell are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advise complainants of the informal and formal means of resolution as specified by the Cell.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party.
- To provide information regarding counseling and support services on our campus.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment.

### **Member List:**

1. Dr. Swastika Chakraborty, Presiding Officer
2. Dr. Suchismita Maity, IT, Member
3. Dr. Sarbani Ganguly, Member
4. Ms. Punita Gaba, Member
5. Mr. Ratan Das, Member
6. Mr. Chandra Sekhar Kundu, member ,NGO official , Member
7. Ms. Tania Debnath, student member, EIE 4th Year, Member
8. Ms. Indrani Das, student member, ECE 4th Year, Member
9. Ms. Aritri Chakraborty, M. Tech, CSE 4th year, Member

## **6.a. STUDENT GRIEVANCE REDRESSAL COMMITTEE**

### **Objective:**

The Committee is entrusted to deal with the following complaints of the aggrieved students

- Making admission contrary to merit determined in accordance with the declared admission policy of the Institute.
- Irregularity in the admission process adopted by the Institute.
- Refusing admission in accordance with the declared admission policy of the Institute.
- Withhold or refused to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such Institution with a view to induce for compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such Institution.
- Breach of the policy for reservation in admission as may be applicable.
- Complaints of alleged discrimination by students from schedule caste, schedule tribes, OBC, Women, Minority or disable categories.

### **Member List**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Dr. Suchismita Maiti, IT, Convener
3. Prof. (Dr.) Sumit Nandi, BS&HU, Member
4. Ms. Mousumi Saha, CSE, Member
5. Ms. Hritticka Guha, student member (special invitee), IT 3rd year, Member

## **6. b. FACULTY GRIEVANCE REDRESSAL COMMITTEE**

### **Objective:**

To provide opportunities for redressal of certain grievances of Faculty/Staff Members already appointed to the institute, as well as those seeking appointment to the institute.

### **Member List**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Prof. (Dr.) S. K. Sanyal, Member
3. Prof. Pranabesh Chakraborty, MAKAUT nominated senior Professor,  
Member
4. Dr. Md. Aftabuddin, MAKAUT nominated official, Member

## **7.LIBRARY COMMITTEE**

### **Objective:**

Evaluation of requisition for learning resources.

### **Members list:**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Dr. Nidhi Singh, Registrar, Member
3. All HODs, Member
4. Ms. Medha Ray, Assistant Librarian, Convener
5. Ms. Priyanka Bhattacharjee, Library Asistant, Member
6. Ms. Banashree Pal, Library Asistant, Member

## **8.HOSTEL & CANTEEN COMMITTEE**

### **Objective:**

Monitoring facilities provided at hostel and canteen through physical verification of food quality.

### **Members list:**

1. Prof. (Dr.)B.K Medya, Dean Student Affairs, Chairperson
2. Dr. Nidhi Singh, Registrar, Member
3. Ms. Rajasi Ray, BS&HU, Convener
4. Mr. Sumanta Kundu, EE, Member
5. Mr. Rajdeep Ghosh. IT, Member
6. Mr. Hindol Bhattachrya, CST, Member
7. Mr. Mrinmoy Saha,ME, Member
8. Ms. Sanjana Ghosh, EIE, Member
9. Mr. Souptik Biswas, CSE, Member
10. Ms. Punita Gaba, Executive Administration, Member
11. Mr. Ratan Das, Site Supervisor, Member
12. All Hostel Wardens, Member

## **9.WOMEN CELL**

### **Objective:**

To facilitate a gender-sensitive and congenial working environment at NIT so that women, whether female employee (contractual, casual, temporary and permanent) or female student, are not subjected to gender-specific discrimination or sexual harassment.

### **Members list:**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Dr. Bansari Deb Majumdar, Convener
3. Dr. Nidhi Singh, Registrar, Member
4. Dr. Sriparna Guha, BS&HU, Member
5. Dr. Indrani Sarkar, BS&HU, Member
6. Ms. Tamasree Biswas, IT, Member
7. Ms. Mouli Das, CSE, Member
8. Ms. Sharmistha Basu, BS&HU, Member
9. Ms. Madhubanti Gupta, BS&HU, Member
10. Ms. Eisita Basak, ECE, Member
11. Ms. Farhat Anjum, CSBS, member
12. Ms. Punita Gaba, Executive Administration, Member

## **10.TIME TABLE COMMITTEE**

### **Objective:**

To promote a proactive approach to make the timetable of academic activity in order to maximize the utilization of departmental and centrally timetabled teaching space and to make the most effective use staff and student time.

### **Member List:**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Dr. Nidhi Singh, Registrar , Member
3. Dr. Susmita Karan, BS&HU, Convener
4. Ms. Debopriya Dey, BS&HU, Member
5. Ms. Debjani Chakraborty, CSE, Member
6. Ms. Moumita Ghosh, IT, Member
7. Ms. Sanghamitra Layek, EIE, Member
8. Ms. Abhijit Ghosh, ECE, Member
9. Ms. Rupa Saha, CA, Member
- 10.Mr. Akhtarujjaman Sarkar, ME, Member
- 11.Dr. Arpita Mondal, CE, Member
- 12.Ms. Dipu Mistry, EE, Member
- 13.Mr. Sankar Parai, BS&HU
- 14.Mr. Subhasis Mondal, ME, Member
- 15.Mr. Chiradeep Ghose, System Administrator, Member



# **11.INSTITUTE’S INNOVATION & INCUBATION** **COMMITTEE**

## **Objective:**

Narula Institute of Technology initiated an incubation centre to encourage students in innovation, commercialization and entrepreneurship. The aim of the incubation centre would be to assist technology business start-up in their early stage. Through incubation centre NIT can provide the following service entrepreneur:

- Scrutinize the feasibility of the idea.
- Provide technical support to implement the idea.
- Provide information regarding financial assistance from industry/ government agency.
- Provide support to commercialize the product.
- Provide business networking and alliance.
- Provide access to professional consultant and expert.
- Provide access to JIS group exhibition pavilion to display their innovation/product.
- NIT may provide support in patent filing and patent searching through professional.

## **Members list:**

1. Prof (Dr.) M.R.Kanjilal, Principal, President
2. Prof. Amlan Chakrabarti, COE, Vice President
3. Dr. Nidhi Singh, Registrar, NIRF Coordinator
4. Prof. (Dr.) B.K. Medya, Dean Student Affairs, ARIIA Coordinator
5. Dr. Sandhya Pattanayak, ECE, Convener
6. Mr. Soumya Bhattacharyya, IT, Social Media coordinator
7. Ms. Susmita Das, EIE, Innovation Activity Coordinator
8. Prof. (Dr.) Anilesh Dey, ECE, Internship Activity Coordinator
9. Dr. Rupa Bhattacharyya, BS&HU, IPR activity Coordinator
10. Mr. Kaushik Sarkar, ECE, Startup Activity Coordinator
11. Dr. Sriparna Guha, BS&HU, Member
12. Dr. Chandrima Chakraborty, CSE, Member
13. Mr. Goutam Roy, ME, Member
14. Mr. Sumanta Kundu, EE, Member
15. Mr. Prantik Chatterjee, IT, Member
16. Mr. Ankit Singh, ECE, Member
17. Ms. Rupa Saha, CA, Member

## **11.a. ENTREPRENEURSHIP DEVELOPMENT CELL**

### **Objective:**

To aim at institutionalizing mechanism, this could act as support system for technocrat entrepreneurs. To create awareness among the students regarding entrepreneurship and self - employment as an attractive and viable career option.

### **Members list:**

1. Prof (Dr.) M.R.Kanjilal, Principal, Chairperson
2. Dr. Sumit Chabri, ME, Convener
3. Mr. Somnath Chakraborty, BS&HU, Jt. Convener
4. Dr. Abhigyan Ganguly, ECE
5. Mr. Kaushik Karmakar, CSE, Member
6. Mr. Pallab Dutta, EE, Member
7. Mr. Soumya Bhattacharya, IT, Member
8. Mr. Subhojit Chattoraj, CE, Member
9. Mr. Tarapada Gorai, BS&HU, Member

## **12.INDUSTRY INSTITUTE PARTNERSHIP CELL**

### **Objective:**

- Developing close links between Industry and Institute by interaction programs [High priorities given to activities designed to bring about improvement in the development and performance of industries and institutions].
- To encourage industry and organizations for placement and training of students in Industries.
- To conduct Industrial Training and Industrial Visits for the students and faculty. To conduct industrial exhibitions to highlight research facilities and expertise available with the Institute.
- To encourage Industry to collaborate in Industry Study Tour Programme (ISTP) / Internship Programme, In-plant Training.
- Organizing seminars, symposiums, exhibitions and workshops on latest technological advancements, evaluation of project work with the collaborative efforts between industrial experts and institute departments Industrial Visit.
- Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.
- Motivate the young executives to become successful entrepreneurs.
- Widening and effectively implementing the area of R & D and consultancy between the industries and the Institute.

### **Members list:**

1. Prof .(Dr.) M.R.Kanjilal, Principal, Chairperson
2. Mr. Abhijit Nandy, AGM-Industry Alliance & Placement, Convener
3. Mr. Biswarup Bhattacharjee, TPO, T&P, Jt. Convener
4. Prof. Ambarnath Banerjee, EE, Member
5. Dr. Shambhu Nath Saha, IT, Member
6. Mr. Kushal Banerjee, CSE, Member

## **12.a.TRAINING & PLACEMENT COMMITTEE**

### **Objective:**

To provide overall supervision and direction to recruitment related activities taking place in campus. The committee will handle Summer Internship for the pre final year and Placements for the Final year, by aligning itself with the requirements of the industry as well as the expectations of the student community.

### **Members list:**

1. Prof .(Dr.) M.R.Kanjilal, Principal, Chairperson
2. Mr. Abhijit Nandy, AGM-Industry Alliance & Placement, Convener
3. Mr. Biswarup Bhattacharjee, TPO, T&P, Jt. Convener
4. Mr. Arya Banerjee, CE, Member
5. Mr. Anirban Bhar, IT, Member
6. Ms. Arnima Das, ECE, Member
7. Ms. Sanchari Kundu, EE, Member
8. Ms. Subhasree Bhattacharjee, CA, Member
9. Dr. Sriparna Guha, BS&HU, Member
10. Dr. Shilpi Pal, BS&HU, Member
11. Ms. Susmita Das, EIE, Member
12. Mr. Ankesh Samanta, ME, Member
13. Ms. Subhra Mukherjee, EE, Member
14. Ms. Ananya Banerjee, CSE, Member
15. Ms. Tithi Banerjee, CE, Member
16. Mr. Sajal Mahato, TPO Assistant, T&P, Member

## **13.PURCHASE COMMITTEE**

### **Objective**

Identify from approved Vendor List of H.O and obtain appropriate information, such as quality, delivery, Pricing etc. and to make all purchasing commitments after obtaining approval from Purchase Committee.

### **Member List:**

1. Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson
2. Dr. Nidhi Singh, Registrar, Member
3. All HODs, Member
4. Ms. Punita Gaba, Executive Administration, Convener
5. Mr. Sukanta Senapati, Store Head, Member
6. Ms. Medha Ray, Assistant Librarian, Member
7. Accounts Officer, Member

## **14. PLANNING & EVALUATION COMMITTEE**

### **Objective**

- To Prepare Long Term and Short Term planning in consonance with the VISION and MISSION of the Institution
- Continuous monitoring and phase wise evaluation of the execution of the plan.
- Periodical Evaluation of the performance of the Institution and other statutory and non-statutory committee.
- Recommend short term and long term academic and non-academic reforms to academic council of the Institute periodically
- Work as an advisory body to the Finance Committee for budgetary allocation and utilization.

### **Member List:**

1. Prof .(Dr.) M R Kanjilal, Principal (Chairman)
2. Mr. Simarpreet Singh, Director-JIS Group, Member
3. Dr. Nidhi Singh, Registrar, Convener
4. Dean Academics, Member
5. Dean R&D, Member
6. Dean Student Affairs, Member
7. COE, Member
8. All HoDs , Member
9. IQAC Coordinator, Member

## **15.DISCIPLINARY COMMITTEE**

### **Objective:**

- To maintain proper discipline in the college premises.
- To cultivate good ethics, students' personal character and quality of a good citizen. .
- To enhance self management and develop student leadership among students in order to prepare them for their future goals.
- Further foster students' responsibility and develop students' initiative in learning.

### **Members List:**

1. Prof. (Dr.)B.K Medya, Dean Student Affairs, Chairperson
2. Dr. Sourav Saha, Dean R&D, Member
3. Prof. (Dr.) Biman Mukherjee, CE, Member
4. Prof. (Dr.)Swastika Chakraborty, ECE, Convener
5. Prof. (Dr.)Sudipta Ghosh, EE, Member
6. Dr. Parthasarathi De, CSE, Member
7. Dr. Mallika De, IT, Member
8. Dr. Dhananjay Kumar Tripathi, BS&HU, Member