

Examination Committee

Objective:

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

Member List: Finance Committee

Prof. (Dr.) M. R. Kanjilal , Principal (Chairperson)
Ms. Nidhi Singh, Registrar
Prof. Amlan Chakrabarti (COE), Convener
Mr. Soumen Ghosh, Asst. Controller
Ms. Priyanjali Mukherjee, Asst. Controller
Mr. Jayanta Paul. OIC
Dr. Anilesh Dey, (ECE)
Dr. Bikash Panja (ME)
Mr. Pranab Hazra, (ECE)
Ms. Kamalika Benerjee (EE)
Mr. Arghya Gupta (ME)
Mr. Karuna Ketan Karan (BS&HU)
Mr. Subhankar Dey (CE)
Md. Ashifuddin Mondal (CSE)
Ms. Chitralkha Baksi (CA)
Mr. Subrata Sen (STA)
Mr. Chiradeep Ghose, System Admin
Ms. Anindita Dasgupta Chowdhury (Office Assistant)
Mr. Sayan Mitra(Office Assistant)
Mr. Biswajit Ghosh (Peon)
Mr. Kalipada Naskar (Peon)

Frequency of the meeting:- Twice in a semester

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:

- **Prof. (Dr.) M. R. Kanjilal , Principal (Chairperson)**
- **Ms. Nidhi Singh, Registrar**
- **Ms. Sangita Roy, Asst. Prof. ECE**
- **Dr. Sarbani Ganguly (BS&HU)- Convener**
- **Dr. Amit Datta, ME**
- **Ms. Debjani Chakraborty, CSE**
- **Ms. Rupa Saha, CA**
- **Mr. Biswanath Bhattacharjee, BA**
- **Ms. Punita Gaba (Admin Executive)**
- **Ms. Priyanjali Mukherjee (EE)**
- **Mr. Abhijeet Chakrabarty**
- **Ms. Punita Gaba (Executive Administration)**

Frequency of the Meeting:- As and when required

Grievance Redressal Committee

Objectives:

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.
- Non payment or delaying payment of scholarships to any students that such Institution is committed, under the conditions imposed by AICTE, or by any other authority.
- Delay in conduct of examination or declaration of result beyond that specified in the academic calendar.
- On provision of student amenities as may have been promised or required to be provided by the Institution.
- Denial of quality education as promised at the time of admission or required to be provided.
- Non transparent or unfair evaluation practices.
- Refund of fees on withdrawal of admission as per AICTE instructions from time to time.

Members list:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Ms. Suchismita Maiti, IT (Convener)

Prof. Jagadis Chandra Guha, CE

Ms. Debrupa Pal, CA

Prof. S.C. Bera, ME

Mr. Anilesh Dey, Asst. Prof. ECE

Ms. Sharmistha Basu, BS & HU

Prof. Amlan Chakrabarti, EE

Ms. Ananya Banerjee, CSE

Mr. Biswanath Bhattacharjee, BA

Mr. Sandipan Panda, T&P

Ms. Punita Gaba, Executive Administration

Ms. Medha Roy, Librarian

Frequency of the Meeting:- As and when required

Anti – Ragging Committee

Objective:

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

Members List :

• Principal – Ex Officio	Principal	Chairman
• Ms. Nidhi Singh	Registrar	Convener
• All HODs	HOD	Member
• Prof. Dr. S.C. Konar	Dean R & D	
• Mr. Arun Chakraborty	President, Netaji Shishu Udyan	Member
• Sub Divisional Officer	Ex – Officio	Invitee
• Ms. Punita Gaba	Executive Administration	Member
• Student Member	Boys’ Hostel Representative	Member
• Student Member	Girls’ Hostel Representative	Member
• Student Member	College Representative, Boy	Member
• Student Member	College Representative, Girl	Member
• Mr. Ratan Das	Site Supervisor	Member
• Mr. Abhijit Bhowal	Office Asst.	Member

Frequency of the Meeting:- As and when required

RESEARCH, DEVELOPMENT & CONSULTANCY COMMITTEE

Objective:

Optimizing and encouraging research activities and enhancing the facilities at research labs to boost Institute's Research Profile.

The **Committee for Research, Development & Consultancy** shall comprise the following members:

1. Director/ Principal/VC - Chairman (*ex officio* member)
2. Dean (R&D) - Coordinator (*ex officio* member Convener)
3. Head of all Academic Departments - (*ex officio* member)
4. Two Senior faculties, nominated by the Director/Principal/VC - (*ex officio* member)
5. One member/nominee by the Trust / Foundation - (*ex officio* member)
6. One Nominee from the Industry - *invitee member*
7. One Nominee from other academic Institution - *invitee member*
8. One Nominee from the research Institution - *invitee member*

Members list:

Principal (Chairperson)

Registrar

Dean R & D (Convener)

Dr. Rupa Bhattacharyya, BS&HU (Jt. Convener)

All HODs

Dr. Kunal Das, CSE

Mr. Simarpreet Singh, Director – JIS Gr Educational Initiative, (Nominee by the Trust)

Mr. Debashish Dey (Nominee from other academic Institution - *invitee member*)

One Nominee from the Industry - *invitee member*

One Nominee from the research Institution - *invitee member*

Mr. Debashish Saha, (HR)

Frequency of meeting:- Once in each month

LITERARY COMMITTEE

Objective:

To explore the literary and related skills of faculty, staff and students.

Members list:

Prof. (Dr.) M. R. Kanjilal , Principal (Chairperson)

Ms. Nidhi Singh, Registrar ,

Ms. Rajasi Ray, BS & HU (Convener)

Dr. Anusri Mallik, BA

Mr. Sumanta Kundu , EE

Ms. Arpita Santra, Asst. Prof. ECE

Ms. Puja Haldar, CE

Ms. Chandrima Chakarbarti, CSE

Ms. Suchismita Maiti, IT

Mr. Soumyajit Dasgupta, ME

Dr. Dibyendu Sur, EIE

Ms. Subhasree Bhattacharjee,, CA

Ms. Punita Gaba, Executive Administration

Frequency of meeting:- Once in a semester

LIBRARY COMMITTEE

Objective:

Evaluation of requisition for learning resources.

Members list:

Principal (Chairperson)

Registrar ,

All HODs

Ms. Medha Ray, Librarian (Convener)

Ms. Priyanka Bhattacharjee, Library-Asistant

Ms. Banasree Paul, Library-Asistant

Mr. Kalyan Sinha Roy, Library-Asistant

Mr. Yudhistir Sardar, Library-Asistant

Mr. Souren Banerjee, Library-Asistant

Frequency of meeting:- Once in a semester

HOSTEL & CANTEEN COMMITTEE

Objective:

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

Members list:

Dr. B. K. Medya, IT (Chairperson)
Ms. Nidhi Singh, Registrar
Mr. Puspak Pain, ECE
Mr. Biswanath Bhattacharjee, BA
Mr. Subhankar Dey, CE
Ms. Rajasi Ray, BS & HU, (Convener)
Mr. Sumanta Kundu, EE
Mr. Ankesh Samanta, ME
Ms. Chandrima Chakrabarti, CSE
Ms. Punita Gaba, Executive Administration
Mr. Ratan Das

Frequency of meeting:- Twice in a semester

CULTURAL COMMITTEE

Objective:

Explore the cultural and related skills from faculty, staff and students.

Members list:

Prof. (Dr.) M. R. Kanjilal , Principal (Chairperson)

Ms. Nidhi Singh, Registrar ,

Ms. Swati Barui, ECE (Convener)

Ms. Rupa Dasgupta, EE (Jt. Convener)

Ms. Debrupa Pal, CA

Mr. Rajkumar Banerjee, CE ,

Ms. Debopriya Dey, BS&HU

Mr. Akhtarujjaman Sarkar , ME

Ms. Joyita Basak, CSE

Mr. Biswanath Bhattacharjee, BA

Ms. Sujata Kundu, IT

Ms. Punita Gaba, Admin Executive

Ms. Srijita Chakraborty, Accounts

Ms. Aparna Sarkar, Secretary to Principal

Frequency of meeting:- Once in a semester.

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:

Principal (Chairperson)

Registrar

Dr. Sriparna Guha, BA, (Convener)

Dr. Indrani Sarkar, BS & HU

Ms. Subhasree Bhattacharjee, CA

Ms. Arnima Das, Asst. Prof. ECE

Ms. Anusuya Mondal. CE

Ms. Priyanjali Mukherjee, EE

Ms. Ananya Banerjee, CSE

Ms. Tamasree Biswas, IT

Ms. Susmita Das (EIE)

Mrs. Punita Gaba (Admin Executive)

Frequency of the meeting:- Once in a quarter.

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:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh,	Registrar
Dr. Susmita Karan	BS & HU, (Convener)
Ms. Debopriya Dey	BS & HU
Ms. Ananya Banerjee	CSE
Ms. Sujata Kundu	IT
Dr. Dibyendu Sur	EIE
Ms. Moupali Roy	ECE
Ms. Rupa Saha	CA
Mr. Rahul Das Biswas	CE
Mr. Akhtarujjaman Sarkar	ME
Mr. Chiradeep Ghosh	System Administrator

Frequency of the meeting:- Twice in a semester

ACADEMIC COMMITTEE

Objective:

The objective of the Academic Committee is to oversee the academic affairs of the Institute and review and make recommendations to the Academic Council about academic programs and strategic priorities. The Committee ensures that NIT has the policies, capabilities, programs, practices, measurement systems and evidentiary reporting capabilities in place to

- Realize NIT's mission and execute NIT's strategic priorities.
- Deliver on NIT's promise to students that they will receive high quality education, training and support in the field of study they have chosen at NIT.

Member List:

1. **Principal (Chairperson)**
2. **Registrar**
3. **Dean R&D**
4. **All HOD**
5. **Ms. Punita Gaba, Admin Executive (Convener)**
6. **Ms. Aparna Sarkar, Secretary to Principal**

Frequency of the meeting: Twice in a month

ALUMNI ASSOCIATION

Objective:

- To nurture relationships among the current and future alumni and engage them in the life of the institute.
- To coordinate and promote programs that in still good will and pride, and provide opportunities for professional growth and social interaction.
- To promote and enhance effective communications between the institute and its alumni.

Members List:

Ms. Nidhi Singh, Registrar
Ms. Sagarika Chowdhury, CSE (President)
Mr. Abhijit Ghosh, ECE (Secretary)
Mr. Pallab Dutta, EE (Joint Secretary)
Md. Ashifuddin Mondal, CSE (Treasurer)
Dr. Sriparna Guha, TIC-BA
Ms. Punita Gaba, Executive Administration
Mr. Sudhangshu Sarkar, EE
Mr. Arkendu Mitra, EE
Mr. Sushovan Goswami, EE
Mr. Shiladitya Mandal, CE
Ms. Susmita Das EIE
Mr. Ankesh Samanta, ME
Ms. Chandrima Chakrabarti, CSE
Ms. Sangita Roy, ECE
Mr. Puspak Pain, ECE
Ms. Arnima Das, ECE
Ms. Piyu Sarkar, ECE
Ms. Rimpi Dutta, ECE
Ms. Mousumi Saha, CSE
Mr. Shubhendu Banerjee
Mr. Subrata Sen, CSE
Ms. Tamasree Biswas, IT
Ms. Subhasree Bhattacharjee, CA
Mr. Neelanjan Mitra, Accts Dept

Frequency of the meeting:- Once in every quarter

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:

Principal (Chairperson)

Registrar, (Convener)

All HODs

COE

Ms. Punita Gaba, Executive Admin

Dr. Dhananjay. Kr Tripathi, BS & HU

Dr. Anilesh Dey, ECE

Dr. Bikash Panja, ME

Mr. Subhram Das, CSE

Mr. Sumanta Kundu, EE

Mr. Siladitya Mondal, CE

Mr. Chiradeep Ghose, System Admin

Mr. Sukanto Senapati, Store In-Charge

Mr. Mr. Neelanjan Mitra, Accounts-Asst.

Mr. Ratan Das, Site Super Visor

Frequency of the meeting:- Once in a month

Sports Committee

Objective:

Explore the Sports skills from faculty, staff and students.

Members list :

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Mr. Subhram Das,CSE (Convener)

Mr. Sudip Pal, ECE

Mr. Milan Banerjee, EE

Mr. Soumen Ghosh, IT

Mr. Shiladitya Mondal, CE

Mr. Goutam Roy,ME

Mr. Sanjay Singho, EIE

Dr. Nikhilesh Sil, BS & HU

Mr. Biswanath Bhattacharjee, BA

Ms. Debrupa Pal, CA

Mr. Sayan Mitra, Jr. Office Assistant

Mr. Subrata Biswas, Jr. Office Assistant

Frequency of the meeting:- Once in a quarter

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:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)
Ms. Nidhi Singh, Registrar
Dr. Sumit Chabri, ME (Convener)
Mr. Kaushik Sarkar, Asst. Prof. ECE (Joint Convener)
Dr. Sanjay Goswami, HOD-CA
Dr. Dhananjay Tripathi, BS&HU
Mr. Sudhangshu Sarkar, EE
Ms. Chandrima Chakrabarti, CSE
Dr. Anusri Mallik, BA
Mr. Soumya Bhattacharyya, IT
Ms. Punita Gaba, Executive Administration

Frequency of meeting:- Once in every quarter

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) / Intern-ship 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:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Mr. Abhijeet Nandi, TNP

Mr. Sandipan Panda, TNP

Mr. Arya Banerjee, CE (Convener)

Dr. Saradindu Panda, HOD, ECE,

Dr. Sandip Chanda, EE

Dr. Sumit Chabri, ME

Dr. Sriparna Guha, BA

Ms. Sagarika Chowdhury, CSE

Mr. Dibyendu Sur, EIE

Ms. Sujata Kundu (IT)

Ms. Rupa Saha, CA

Ms. Punita Gaba, Executive Administration

Mr. Abhijit Bhaowal, TNP

Mr. Sajal Mahato, TNP

Frequency of meeting:- Once in every quarter

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:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Mr. Sandipan Panda (Convener)

Mr. Abhijeet Nandy, TNP

Dr. Indrani Sarkar, BSHU

Mr. Anirban Bhar, IT

Mr. Abhishek Hazra , CE

Mr. Soumen Pal, ECE

Mrs. Subhasree Bhattacharjee, CA

Dr. Anusri Mallik. BA

Mr. Dibyendu Sur, EIE

Dr. Bikash Panja, ME

Ms. Subhra Mukherjee, EE

Mr. Safikureshi Mondal, CSE

Mr. Abhijit Bhaowal, TNP

Mr. Sajal Mahato, TNP

Frequency of meeting:- Once in every fortnight

TRAINING COMMITTEE

Objective:-

To ensure proper training of students in order to make them Industry Ready.

To promote mentoring of trainees.

To develop meetings and educational events for trainees.

Members list:

Prof. (Dr.) M. R. Kanjilal , Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Mr. Sandipan Panda (Convener)

Ms. Sandhya Pattanayak, ECE

Mrs. Subhasree Bhattacharjee, CA

Dr. Anusri Mallik, BA

Ms. Susmita Das, EIE

Mr. Soumojit Dasgupta, ME

Mr. Susovan Goswami

Mr. Subhram Das, CSE

Dr. Sarbani Ganguly, BSHU

Mr. Anirban Bhar, IT

Mr. Shiladitya Mondal, CE

Mr. Abhijeet Bhaowal, TNP

Mr. Sajal Mahato, TNP

Frequency of meeting:- Once in every fortnight

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 workspace and facilities.
- 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:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Prof(Dr.) J. K. Das, In-charge

Prof.(Dr.) B.K. Medya, HOD-IT (Coordinator)

Ms. Sandhya Pattanayak, ECE (Convener)

Dr. Anusri Mallik, BA

Dr. Sanjay Goswami, HOD-CA

Mr. Avishek Chakraborty, BS & HU

Ms. Pratyusha Biswas Deb, EE

Mr. Dibyendu Sur, EIE

Dr. Bikash Panja, ME

Dr. Kunal Das, CSE

Mr. Rahul Das Biswas. CE

Ms. Punita Gaba, Executive Administration

Frequency of meeting:- Once in every quarter

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. Registrar
3. COE (Convener)
4. All HODs
5. Assistant COE

Frequency of meeting:- As and when required

Science & Technology Committee

To promote new ideas and coordinating and promoting Scientific and Technological activities in the Institution.

Members list:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Dr. Sandip Chanda (Convener)

Dr. Sumit Chabri (Jt. Convener)

Mr. Pranab Hazra, ECE

Mr. Abhipriya Haldar. CE

Ms. Mousumi Saha, CSE.

Mr. Soumya Bhattacharyya, IT

Dr. Tapan Mukhopadhyaya, BS & HU

Dr. Amit Datta, ME

Dr. Sanjay Goswami, CA

Ms. Susmita Das, EIE

Ms. Punita Gaba, Executive Administration

Frequency of meeting:- As and when required

Energy Conservation Committee

Objective: To make efforts to reduce the consumption of energy by ensuring low waste of energy consumption.

Members list:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar,

Prof. S.C. Bera, ME

Mr. Sudhangshu Sarkar, EE (Convener)

Ms. Debjani Chakraborty, CSE

Ms. Arpita Mandal, CE

Ms. Rupa Saha, CA

Mr. Dipankar Adak, BS& HU

Dr. Anusri Mallik, BA

Ms. Punita Gaba, Executive Administration

Ms. Haimanti Tarafder, IT

Frequency of meeting:- As and when required

INTERNAL QUALITY ASSURANCE CELL

Objective:

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

Members directory

Prof. (Dr.) M. R. Kanjilal, Principal, Chairperson (IQAC)
Mr. Simarpreet Singh, Director, JIS Group
Mr. Harsh Kumar Jha, Member BOG, NIT
Dr. Prabir Aditya, Vice President, Internal Information Technologies
Mr. Pradip Chowdhury, Member of Rotary Club, Kamarhati
Prof. Dr. S C Konar, Dean R&D
Ms. Nidhi Singh, Registrar
Dr. Kunal Das, CSE (Coordinator)
Mr. Surajit Bari, ECE (Jt. Coordinator)
Dr. Rupa Bhattacharyya, BSHU
Prof. Dr. B K Medya, HOD, IT
Dr. Sandip Chanda, HOD-EE
Dr. Sanjay Goswami, HOD-CA
Dr. Bikash Panja, ME
Ms. Susmita Das, EIE
Dr. Sriparna Guha, HOD, BA
Mr. Arya Banerjee, CE
Ms. Swantana Sarkar, Alumni, ECE
Ms. Debashree Nandi Aich, Alumni, MCA
Ms. Neelanjana Mukherjee, Alumni EE
Ms. Tanisha Dobe, Alumni ECE
Mr. Hamza Hassan, Alumni CSE

NSS Committee

Objective: To develop student's personality through community service. It aims to inculcate social welfare in students.

Members List:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Dr. Nikhilesh Sil, BS&HU, (Convener)

Mr. Puspak Pain, ECE (Jt. Convener)

Ms. Rupa Dasgupta , EE (Jt. Convener)

Mr. Biswanath Bhattacharjee, BA

Ms. Debrupa Pal, CA

Mr. Sudhamoy Bhattacharya, EE

Mr. Mr.Sanjay Singha, EIE

Mr. Goutam Roy, ME

Ms. Puja Haldar, CE

Mr. Anukul Maity, CSE

Ms. Haimanti Tarafdar, IT

Mr. Subrata Biswas.

Frequency of meeting:- As and when required

ADMISSION COMMITTEE

Objective:-

- Counseling of the students.
- Participation in promotional activities.
- Selection of students to different courses.
- Establish transparency in the admission process and follow Government norms.
- Prepare the seat matrix in each combination and course.
- Publication of the availability of vacant seats.
- Display the fee structure.
- Address all Grievances of the applicants and parents.
- Attend to all such matters regarding admissions as the case may be.
- Processing entire students Registration process as per university guidelines.

Members List:

Ms. Nidhi Singh, Registrar ,
Mr. Subham Mal, (Convener)
Dr. Sriparna Guha, BA
Mr. Abhijit Ghosh, ECE
Ms. Sangita Roy , ECE
Mr. Shiladitya Mandal. CE
Mr. Sabir Ali, CE
Ms. Bansari Deb Majumdar, EIE
Mr. Sudhangshu Sarkar, EE
Mr. Subhajit Roy, EE
Mr. Ankesh Samanta , ME
Mr. Anukul Maity, CSE
Mr. Shubhendu Banerjee, CSE
Ms. Shyamapriya Chatterjee, IT
Mr. Kalyan Sinha Roy
Ms. Debrupa Pal , CA
Ms. Sharmistha Basu, BS & HU
Ms. Debopriya Dey, BS&HU

PURCHASE COMMITTEE

Objective

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

Member List:

Prof. (Dr.) M. R. Kanjilal, Principal (Chairperson)

Ms. Nidhi Singh, Registrar

Mr. S. C. Konar, Dean R & D

All HOD

Ms. Punita Gaba, Executive Administration (Convener)

Mr. Sukanta Senapati, Store Head

Ms. Medha Ray, Librarian

Mr. Neelanjan Mitra, Accounts Dept.

Frequency of meeting:- As and when required

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.

Members List:

- | | | | |
|---|----------------------------------|--------------------------|------------------------|
| • | Prof (Dr.) S M Chatterjee | BOG-Chairman | Chairman |
| • | Mr. Simarpreet Singh | Director | Member |
| • | Prof (Dr.) M R Kanjilal | Principal | Vice Chairman |
| • | Nidhi Singh | Registrar | Convener |
| • | All HODs | Member | Member |
| • | Prof (Dr.) Manoj Mitra | Prof- J.U | External Member |
| • | Mr Harsh Kumar Jha | MD- Tata Metalics | External Member |
| • | Ms. Punita Gaba | Member | Executive Admin |

Frequency of the meeting:- Once in a quarter