

# NARULA INSTITUTE OF TECHNOLOGY

## Meeting Calendar of all Statutory and Non-Statutory Committees as on 1<sup>st</sup> Jan, 2015

<b>Statutory</b>															
Sl. No.	Name of the Committee	Frequency of Meeting	Coordinator/Member Secretary Contact No.	Meeting Schedule											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1	BOG	Once in a quarter	Principal	4 <sup>th</sup> week					2 <sup>nd</sup> week		4 <sup>th</sup> week		1 <sup>st</sup> week		
2	Academic Council	Once in a year	Dr. Sumit Nandi					2 <sup>nd</sup> week						2 <sup>nd</sup> week	
3	Board of Studies	Thrice in year	Respective HODs			4 <sup>th</sup> week			4 <sup>th</sup> week				2 <sup>nd</sup> week		
4	Finance Committee	Thrice in year	Accounts Officer				1 <sup>st</sup> week					1 <sup>st</sup> week		1 <sup>st</sup> week	

.....  
Nidhi Singh  
Registrar

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

.....  
Prof. (Dr.) S,M,Chatterjee  
Chairman - BOG

 ---- Meeting Schedule

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<b>Non-Statutory</b>															
Sl. No.	Name of the Committee	Frequency of Meeting	Coordinator/ Member Secretary	Meeting Schedule											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1	Internal Quality Assurance Cell	Once in every quarter	Mr. Sajal Saha			1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week		1 <sup>st</sup> week	
2	Examination Committee	Twice in a semester	Mr. Soumen Ghosh				1 <sup>st</sup> week						1 <sup>st</sup> week		
3	Grievance Redressal & Sexual Harassment Committee	As when required	Dr. Rupa Bhattacharya	As when required											
4	Anti-Ragging Committee	1 <sup>st</sup> week of June - September	Ms. Nidhi Singh	As required					1 <sup>st</sup> week	As required		1 <sup>st</sup> week	As required		
5	R&D Committee	Once in each month	Dr. Rupa Bhattacharya	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	1 <sup>st</sup> week	
6	Students Welfare Committee	As & when required	Mr. Nirupam Sarkar	As & when required											

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				Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
7	Literary Committee	Once in a semester	Ms. Leena Sarkar Bhaduri			2 <sup>nd</sup> week						2 <sup>nd</sup> week			
8	Library Committee	Once in a semester	Mrs. Arpita Basu		2 <sup>nd</sup> week						2 <sup>nd</sup> week				
9	Hostel & Canteen Committee	Twice in a semester	Ms. Sharmistha Basu			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week
10	Administrative Quality Circle	Once in a quarter	Ms. Nidhi Singh		4 <sup>th</sup> week			4 <sup>th</sup> week			4 <sup>th</sup> week			4 <sup>th</sup> week	
11	Planning & Evaluation Committee	Once in a quarter	Ms. Nidhi Singh			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week
12	Students Life Centre	Once in a quarter	Ms. Leena Sarkar Bhaduri \			1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week
13	Academic Audit Committee	Once in a semester	External nominated by the Department				2 <sup>nd</sup> week						2 <sup>nd</sup> week		

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14	Women Cell	Once in a quarter	Ms. Dipu Mistry			1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week
15	Time Table Committee	Twice in a semester	Dr. Susmita Karan	2 <sup>nd</sup> week		2 <sup>nd</sup> week		2 <sup>nd</sup> week		2 <sup>nd</sup> week					
16	Academic Committee	Twice in month	Ms. Nidhi Singh	Twice in month											
17	Institute's Website Update Committee	Once in a month	Mr Subhendu Banerjee	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week	3 <sup>rd</sup> week
18	Alumni Association	Once in every quarter	Ms. Sagarika Chowdhury			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week
19	Disciplinary Committee	Once in a month	Mr. Anilesh Dey	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week	4 <sup>th</sup> week
20	Tech Finishing School Committee	Once in a semester	Mr. Sanjay Goswami					2 <sup>nd</sup> week						2 <sup>nd</sup> week	
21	Procurement Committee	As & When required (Every Friday)	Ms. Nidhi Singh	As & When required (Every Friday)											
22	Cultural Committee	Once in a semester	Ms. Sharmistha Basu				1 <sup>st</sup> week					1 <sup>st</sup> week			

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23	Entrepreneurs hip Development Cell	Once in every quarter	Dr Sumit Nandi		2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week	
24	Industry Institute Partnership Cell	Once in every quarter	Prof. Amlan Chakraborti			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week
25	Admission Committee	Once in every quarter	Mr Nirupam Sarkar		3 <sup>rd</sup> week			3 <sup>rd</sup> week			3 <sup>rd</sup> week			3 <sup>rd</sup> week	
26	Placement Committee	Once in every month	Mr Danish Kamal	Once in every month											
27	Incubation Centre	Once in every quarter	Mr. Sajal Saha			4 <sup>th</sup> week			4 <sup>th</sup> week			4 <sup>th</sup> week			4 <sup>th</sup> week

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