

NARULA INSTITUTE OF TECHNOLOGY

Meeting Calendar of all Statutory and Non-Statutory Committees, 2018

Statutory															
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 th week					2 nd week		4 th week			1 st week
2	Academic Council	Once in a year	Mr Kaushik Sarkar												2 nd week
3	Board of Studies	Thrice in year	Respective HODs			4 th week				4 th week					4 th week
4	Finance Committee	Thrice in year	Accounts Officer				1 st week						1 st week		1 st week

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Non-Statutory															
Sl. No.	Name of the Committee	Frequency of Meeting	Convener/ Co-convener/ Jt. Convener	Meeting Schedule											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
1	Internal Quality Assurance Cell	Once in every quarter	Dr. Rupa Bhattacharyya			1 st week			1 st week			1 st week		1 st week	
2	Examination Committee	Twice in a semester	Prof. Amlan Chakraborti				1 st week						1 st week		
3	Grievance Redressal & Sexual Harassment Committee	As and when required	Ms. Suchismita Maiti	As and when required											
4	Anti-Ragging Committee	As and when required	Ms. Nidhi Singh	As and when required											
5	R&D Committee	Once in a quarter	Dr. Rupa Bhattacharyya/ Dr. Susmita Karan		1 st week			1 st week				1 st week		1 st week	
6	Students' Welfare Committee	As & when required	Prof. (Dr.) M. R. Kanjilal (Chairman)	As and when required											

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7	Literary Committee	Once in a semester	Ms. Rajashi Ray			2 nd week						2 nd week			
8	Library Committee	Once in a semester	Mrs. Arpita Basu	2 nd week						2 nd week					
9	Hostel & Canteen Committee	Twice in a semester	Ms. Rajashi Ray			2 nd week			2 nd week			2 nd week			2 nd week
10	Training Committee	Once in every fortnight	Mr. Sandipan Panda	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week	2 nd & 4 th week
11	Planning & Evaluation Committee	Once in a quarter	Ms. Nidhi Singh			2 nd week			2 nd week			2 nd week			2 nd week
12	Academic Audit Committee	Once in a semester	Experts from outside nominated by the Academic Council				2 nd week						2 nd week		

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14	Women Cell	Once in a quarter	Dr. Indrani Sarkar (Chairperson)			1 st week			1 st week			1 st week			1 st week
15	Time Table Committee	Once in 2 Months	Dr. Susmita Karan		2 nd week		2 nd week		2 nd week		2 nd week		2 nd week		2 nd week
16	Academic Committee	Twice in month	Prof. (Dr.) M. R. Kanjilal	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week	1 st & 3 rd week
17	Institute's Website Committee	Once in a month	Ms. Nidhi Singh	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week	3 rd week
18	Alumni Association	Once in every quarter	Ms. Sagarika Chowdhury			2 nd week			2 nd week			2 nd week			2 nd week
19	Disciplinary Committee	Once in a month	Ms. Nidhi Singh	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week
20	Finishing School Committee	Once in a semester	Mr. Sandipan Panda					2 nd week					2 nd week		
21	Purchase Committee	As & When required	Ms. Nidhi Singh	As & When required											
22	Cultural Committee	Once in a semester	Ms. Sujata Kundu				1 st week					1 st week			

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23	Entrepreneurship Development Cell	Once in every quarter	Dr. Sanjay Goswami		2 nd week			2 nd week			2 nd week			2 nd week	
24	Industry Institute Partnership Cell	Once in every quarter	Mr. Abhijeet Nandi			2 nd week			2 nd week			2 nd week			2 nd week
25	Admission Committee	Once in every quarter	Dr. Sarbani Ganguly		3 rd week			3 rd week			3 rd week			3 rd week	
26	Placement Committee	Once in every month	Mr. Sandipan Panda	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week	4 th week
27	Innovation & Incubation Centre	Once in every quarter	Ms. Sandhya Pattanayak			4 th week			4 th week			4 th week			4 th week
28	Science & Technology Committee	As & When required	Dr. Sandip Chanda	As & When required											
29	Energy Conservation Committee	As & When required	Mr. Sudhangshu Sarkar	As & When required											

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30	NSS Committee	As & When required	Dr. Nikhilesh Sil	As & When required											
31	Sports Committee	Once in every quarter	Mr. Subhram Das			2 nd week			2 nd week			2 nd week			2 nd week

Nidhi Singh
Registrar

Prof. Dr. M R Kanjilal
Principal

Prof. Dr. S M Chatterjee
Chairman- BOG