

**OFFICE ORDER**

Narula Institute of Technology has proudly constituted **Student Life Centre** with immediate effect. **Student Life Centre** aims at all round development of students by organizing several extracurricular activities throughout the year by various clubs and societies at the college campus. Through STUDENT LIFE CENTRE, there will be a steady growth in students' participation at various levels, where they will get an opportunity to demonstrate their skills and talents in the fields of sports, dance, music, photography, social service etc.

**Objective:** Assisting the student for exploring their innovativeness & activities related to various technological and non-technological aspects in order to enhance their hidden talent and creativity.

**Action Plan:** Besides the constitution of various clubs and societies, one innovation incubator at NIT will be formed. In this incubator the students will be encouraged to develop their own simplified project to explore their innovative mind through various models, events and publication of papers.

Some of the Clubs and Societies under SLC will be as follows:

1. Science & Tech Club
2. Mathematics Club
3. Computer Society
4. Art & Literary Club
5. Photography Club
6. Music Club
7. Sports Club
8. Dance Club
9. Cultural Club
10. National Service Scheme
11. Environmental Education Society
12. Community Connect

Various activities will be initiated by the above mentioned clubs and societies. Activities will not only actively involve the student body but also the faculty members and invited guests. Some of the activities that will be initiated are as follows:

1. Workshops & Seminars
2. Annual Sports
3. Publication of magazine and newsletter
4. Intra and Inter college academic competitions

5. Debates & Quizzes
6. Exhibitions
7. Industry Visits
8. Campus Beautification Program
9. Social Service
10. Intra and Inter college non-academic competitions
11. Cultural Programmes

**GOVERNANCE:** The committee members will be governed by the rules specified/ amended and approved in the said/higher committees time to time. Amendments can be done once in a year only. The committee will act as an individual committee. However, the resolutions will be noted in the BOG meeting time to time. Office bearers will be valid for a period of 2 years and treasurer is selected mandatorily from 3<sup>rd</sup> year student/ faculty member for operational convenience.

**STUDENT LIFE CENTRE** defines and inculcates strong values to its student body. They are highlighted below:

### **Values**

- Wish to enhance the quality of student life by promoting a safe, secure and environmentally conscious campus
- Will strive for innovation and continuous improvement in all that we do to increase the level of service offered to students
- Seek to maintain a fair and reasonable academic environment providing affordable, accessible and quality education
- Want protection of intellectual freedom and an environment conducive to student discussion on all issues
- Strive for improving quality in college campus community by promoting diversity and equity in all aspects of campus life
- Will work to involve students in extracurricular activities to help students discover their potential

### **Office Bearers and their duties:**

- a) The President, Vice President, treasurer and Convener of each club will be nominated by the Principal and he/she will preside over the meetings.
- b) The Convener will conduct the general meeting.
- c) It shall be responsibility of the Convener to ensure that the provisions of the constitution, the aims and objectives of the rules and regulations are faithfully observed.
- d) The Convener as per direction of the President will delegate his / her duties and responsibilities to the Joint Secretaries.

- e) In between the meetings the Convener shall take all necessary steps to fulfil the aims and objectives of the club/committee as may deem fit to him provide that such actions should be explained to and approved by the President in its next meetings.
- f) The treasurer shall receive money on behalf of the President, issue receipts and shall be responsible for maintenance of accounts. He will make payment as passed by the President and the Convener and finally approved by the Principal.

The students will work together in **STUDENT LIFE CENTRE** to identify and address the concerns that affect the community directly and indirectly. It represents the interests of the students who are motivated by their sense of social responsibility with the aim of giving back to society. **SLC** also coordinates events organized periodically by the enthusiastic and energetic members of various clubs.

### Members:

• Prof (Dr) D Mitra	Principal	Chairman
• Ms Nidhi Singh	Administrative Officer	Member
• Dr Subhasish Biswas	Faculty-Chemistry	Member
• Mr Sudhanshu Sarkar	Faculty - Electrical	Member
• Mr Soumen Paul	Faculty- ECE	Member
• Mr Rudraprasad Bhattacharya	Faculty-Civil	Member
• Ms Sagarika Chowdhury	Faculty-CSE	Member
• Ms Bansari Deb	Faculty- EIE	Member
• Mr Soumen Ghosh	Faculty- IT	Member
• Mr Sudip Chatterjee	Faculty-MBA	Member
• Ms Chitralkha Bakshi	Faculty- MCA	Member
• Mr Nirupam Sarkar	Office Assistant	Member
• Mr Abhijeet Bhawal	Office Assistant	Member
• Ms Leena Sarkar Bhaduri	Faculty- English	Member- Convener
• Anurag Singh	EE 4	Student Convener & Member
• Anindya Chowdhury	CE 4	Student Member
• Santanu Das	EIE 4	Student Member
• Soumyadeep Ghosh	ECE 4	Student Member
• Urvashi Chaudhary	CSE 4	Student Member
• Bhagyalaxmi Mishra	IT 4	Student Member
• Jyoti Biswas	MBA 2	Student Member
• Abhishek Singh	MCA 3	Student Member
• Hindol Sajjan	CE 3	Student Representative 3 <sup>rd</sup> year
• Rajoshree Banerjee	CSE 2	Student Representative 2 <sup>nd</sup> year
• Jasjit Singh	EE 1	Student Representative 1 <sup>st</sup> year

**Frequency of the meeting:** As and when required

Prof (Dr) D Mitra  
(Principal)

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