

NARULA INSTITUTE OF TECHNOLOGY

Meeting Calendar of all Statutory and Non-Statutory Committees, 2016

Committees															
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					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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Other Committees															
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
5	Internal Quality Assurance Cell	Once in every quarter	Dr Sandeep Chanda			1 st week			1 st week			1 st week		1 st week	
6	Examination Committee	Twice in a semester	Prof. Amlan Chakraborti		1 st week		1 st week				1 st week		1 st week		
7	Grievance Redressal Committee	As & when required	Sharmistha Basu	As when required											
8	Anti-Ragging Committee	1 st week of June - September	Ms. Nidhi Singh	As required					1 st week	1 st week	1 st week	1 st week	As required		
9	R&D Committee	Once in each month	Dr. Rupa Bhattacharya/ Dr. Susmita Karan	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	1 st week	
10	Anti Sexual Harassment Committee	As & when required	Dr Sarbani Ganguly	As when required											

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11	Literary Committee	Once in a semester	Ms. Leena Sarkar Bhaduri			2 nd week						2 nd week			
12	Library Committee	Once in a semester	Mrs. Arpita Basu	2 nd week						2 nd week					
13	Hostel & Canteen Committee	Twice in a semester	Ms. Rajasi Ray			2 nd week			2 nd week			2 nd week			2 nd week
14	Training Committee	Once in every fortnight	Mr. Subhram Das	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
15	Planning & Evaluation Committee	Once in a quarter	Ms. Nidhi Singh			2 nd week			2 nd week			2 nd week			2 nd week
16	Students Life Centre	Once in a quarter	Dr. Leena Sarkar Bhaduri /Ms. Sharmistha Basu			1 st week			1 st week			1 st week			1 st week
17	Academic Audit Committee	Once in a semester	External nominated by the Department				2 nd week						2 nd week		

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18	Women Cell	Once in a quarter	Ms Sangita Roy			1 st week			1 st week			1 st week			1 st week
19	Time Table Committee	Twice in a semester	Dr. Susmita Karan	2 nd week					2 nd week	2 nd week					2 nd week
20	Academic Committee	Twice in month	Ms. Nidhi Singh	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	
21	Institute's Website Update Committee	Once in a month	Mr Subhendu Banerjee	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
22	Alumni Association	Once in every quarter	Mr. Sudhangshu Sarkar			2 nd week			2 nd week			2 nd week			2 nd week
23	Disciplinary Committee	Once in a month	Mr. Sudhangshu Sarkar	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
24	Tech Finishing School Committee	Once in a semester	Mr. Sanjay Goswami/ Mr. Kaushik Sarkar					2 nd week						2 nd week	
25	Procurement Committee	As & When required (Every Friday)	Ms. Nidhi Singh	As & When required (Every Friday)											
26	Cultural Committee	Once in a semester	Ms. Sujata Kundu				1 st week					1 st week			

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27	Entrepreneurship Development Cell	Once in every quarter	Dr Sumit Nandi		2 nd week			2 nd week			2 nd week			2 nd week	
28	Industry Institute Partnership Cell	Once in every quarter	Prof. Amlan Chakraborti			2 nd week			2 nd week			2 nd week			2 nd week
29	Admission Committee	Once in every quarter	Ms. Nidhi Singh		3 rd week			3 rd week			3 rd week			3 rd week	
30	Placement Committee	Once in every month	Mr Raju Dutta	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
31	Incubation Centre	Once in every quarter	Dr Biman Mukherjee/ Ms Sandhya Patnayak			4 th week			4 th week			4 th week			4 th week
32	Students' Welfare Committee	As & when required	Mr. Subham Mal	As & when required											