

# **NARULA INSTITUTE OF TECHNOLOGY**

## **Meeting Calendar of all Statutory and Non-Statutory Committees, 2018- 19**

<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	Mr. Kaushik Sarkar		2 <sup>nd</sup> week										
3	Board of Studies	Thrice in year	Respective HODs			4 <sup>th</sup> week			4 <sup>th</sup> week					4 <sup>th</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

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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. Kunal Das		2 <sup>nd</sup> week		2 <sup>nd</sup> week					1 <sup>st</sup> week			4 <sup>th</sup> week		
2	Examination Committee	Once in a semester	Prof. Amlan Chakraborti			1 <sup>st</sup> week							1 <sup>st</sup> 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	Dean R & D / Dr. Rupa Bhattacharya		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	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 <sup>nd</sup> week						2 <sup>nd</sup> week			
8	Library Committee	Once in a semester	Ms. Medha Ray					2 <sup>nd</sup> week						2 <sup>nd</sup> week	
9	Hostel & Canteen Committee	Twice in a semester	Ms. Rajashi Ray			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week
10	Training Committee	Once in every fortnight	Mr. Sandipan Panda	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> week	2 <sup>nd</sup> & 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	Academic Audit Committee	Once in a semester	Experts from outside nominated by the Academic Council				2 <sup>nd</sup> week						2 <sup>nd</sup> week		

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13	Women Cell	Once in a quarter	Dr. Sriparna Guha			1 <sup>st</sup> week				1 <sup>st</sup> week			1 <sup>st</sup> week			1 <sup>st</sup> week
14	Time Table Committee	Once in 2 Months	Dr. Susmita Karan		2 <sup>nd</sup> week		2 <sup>nd</sup> week			2 <sup>nd</sup> week		2 <sup>nd</sup> week		2 <sup>nd</sup> week		2 <sup>nd</sup> week
15	Academic Committee	Twice in month	Ms. Punita Gaba	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week	1 <sup>st</sup> & 3 <sup>rd</sup> week
16	Institute's Website Committee	Once in a month	Ms. Nidhi Singh	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	3 <sup>rd</sup> week
17	Alumni Association	Once in every quarter	Ms. Sagarika Chowdhury / Mr. Abhijit Ghosh			2 <sup>nd</sup> week				2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week
18	Disciplinary Committee	Once in a month	Ms. Nidhi Singh	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	4 <sup>th</sup> week
19	Purchase Committee	As & When required	Ms. Punita Gaba					1 <sup>st</sup> week						1 <sup>st</sup> week		
20	Cultural Committee	Once in a semester	Ms. Swati Barui/ Ms. Rupa Dasgupta				1 <sup>st</sup> week				1 <sup>st</sup> week					

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21	Entrepreneurship Development Cell	Once in every quarter	Dr. Sumit Chabri Mr. Kaushik Sarkar		2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week	
22	Industry Institute Partnership Cell	Once in every quarter	Mr. Arya Banerjee			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week
23	Admission Committee	Once in every quarter	Mr. Subham Mal		3 <sup>rd</sup> week			3 <sup>rd</sup> week			3 <sup>rd</sup> week			3 <sup>rd</sup> week	
24	Placement Committee	Once in every month	Mr. Sandipan Panda	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
25	Incubation Centre	Once in every quarter	Ms. Sandhya Pattanayak			4 <sup>th</sup> week			4 <sup>th</sup> week			4 <sup>th</sup> week			4 <sup>th</sup> week
26	Science & Technology Committee	As & When required	Dr. Sandip Chanda / Dr. Sumit Chabri	As & When required											
27	Energy Conservation Committee	As & When required	Mr. Sudhangshu Sarkar	As & When required											

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28	NSS Committee	As & When required	Dr. Nikhilesh Sil/ Mr. Puspak Pain / Ms. Rupa Dasgupta	As & When required											
29	Sports Committee	Once in every quarter	Mr. Subhram Das			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week			2 <sup>nd</sup> week

**Nidhi Singh**  
Registrar

**Prof. Dr. M R Kanjilal**  
Principal

**Prof. Dr. S M Chatterjee**  
Chairman- BOG