

**SILIGURI INSTITUTE OF TECHNOLOGY
OFFICE OF THE PRINCIPAL**

Minutes of the Meeting

CR Meet

Ref. No. Admin/2023/MOM/052

Date: 13.05.2023

Members Present:

1. Dr. Mithun Chakraborty, Principal SIT - In the Chair
2. Dr. Manas Saha, Academic Coordinator, College Code: 119
3. Dr. Sirshendu Sekhar Ghosh, HOD, IT
4. Student Class Representatives of 2nd & 3rd year - IT

Venue : Conference Room, SIT

Date : 11.05.2023

Time : 2.05 pm

The followings has been discussed and decided in the meeting:

Sl. No.	Agenda	Discussion and Decision
1	Discussion on Academic & Non Academic challenges being faced by the students of IT	<ol style="list-style-type: none">1. The students are encouraged to wear proper uniform and come to college on regular days except 1 or 2 days in a week.2. The students were found unaware of active learning. The HOD is requested to implement active learning from the next semester.3. The Principal enquired the reason of poor attendance of the students in the class.4. The Principal informed the students that some new programmes are planned to be introduced from the coming semester.5. The final year students are absent in the meeting. HOD is suggested to look into the matter from coming semester.

The meeting is ended with vote of thanks to the chair.


13.05.23

Principal
Siliguri Institute of Technology

Department of Information Technology

Siliguri Institute of Technology

Action taken report against the minutes of the meeting held with the class representative of IT department and the Principal, Academic Coordinator, Head of the Department on 11th May, 2023 at 1:50PM (Ref. No. Admin/23/MOM/052).

Dept.	Discussion and decision	Action taken
IT	1. The students are encouraged to wear proper uniform and come to college on regular days except 1 or 2 days in a week.	1.HOD informed students about the same.
	2. The students were found unaware of active learning.	2. Department already implemented ALM for 3 rd year students. HOD also informed faculties to implement ALM for the upcoming semester.
	3. The principal enquired the reason of poor attendance of the students in the class.	3. Students ensure that the attendance will improve in coming semester.
	4. The principal informed the students that some new programmes are planned to be introduced from the coming semester.	4. HOD informed students about the same.
	5. The final year students are absent in the meeting. HOD is suggested to look into the matter from coming semester.	5. Most of the students have already been placed and do their internship. However, students who are not placed yet may be advised to attend CR meet in future.


17/5/23.

HOD Signature

HOD Name: S. S. Ghosh

Department: IT

Date: 17/5/23.